

ENDEAVOUR CO-OPERATIVE ACADEMY



PARENT GUIDE

Tel: 01277 217330

Email: eca.admin@kcat.co.uk

Website: www.endeavourca.co.uk

Communicate with us and make payments using the
Arbor app (download onto your smartphone or device)



@Endeavour Co-operative Academy (follow us on Facebook)



@TheEndeavourSch (follow us on Twitter)



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About this Parent Guide

This Parent Guide has been produced to support the parents of new learners starting at Endeavour Co-operative Academy. Although it is not an exhaustive guide to everything that you and your child may experience during their time here, it is intended to cover the basics which will help you all.

The Appendix has a number of forms for you to complete and return to the school. It is vital that we have the information requested as it affects the support your child and family receive.

If you need any support with completing the forms or have any questions please contact the school office on 01277 217330 or eca.admin@kcat.co.uk

Communication with Parents/Carers using Arbor



The main way we communicate with our parents/carers is through Arbor. We are concerned about our environment and consequently have looked at ways to avoid unnecessary paper being used. As well as emailing parents/carers, we would also encourage you to download the free **Arbor Parent App** to your smartphone or device in order to receive messages electronically from us. You can also pay for school meals and school trips on the app. **It is really important for you to download the app. Please make sure we have your up to date email address and mobile numbers so we can send you a welcome email with instructions on how to set this up.**

Downloading the app is simple to do, just follow the instructions below:

How to get started

1. Wait for the email from your school telling you that Arbor is ready for you to use
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search for 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter the birthday of your child

The Sunnyville School of Magic
W10 5BN, London, GBR

Enter your password

Log in

Forgotten password?

WE ALSO PRODUCE A FORTNIGHTLY NEWSLETTER WITH CURRENT NEWS, MENUS AND UPCOMING DATES. PLEASE LOOK OUT FOR THIS IN YOUR EMAILS OR GO TO THE HOMEPAGE OF THE SCHOOL WEBSITE: WWW.ENDEAVOURCA.CO.UK



Welcome to Endeavour Co-operative Academy

It is through our Ethos and Aims, as outlined below, that we believe we will achieve the best for our learners, their families and everybody associated with the school.

Explore  Develop  Refine  Apply

Our shared aim is for the learners who attend Endeavour to leave being as independent as possible. To achieve this we have created and implemented a curriculum that addresses our learners' needs. In KS1/KS2 we **Explore**, in KS3 we **Develop**, in KS4 we **Refine** and in Sixth Form we **Apply**. Our curriculum is not one that stands still; it is constantly evolving as our learners evolve.

Our curriculum focuses on Communication skills, Creative development, Maths skills, Personal development, Physical development and Cultural Capital / Diversity. We always encourage learners to work towards achieving their personal best. We aim to extend the opportunities for learners to be educated and have social experiences in the wider community.

Our learners are encouraged to become responsible and confident citizens, able to effectively express their needs, thoughts and feelings and respond appropriately to the demands of living in the community.

It is important that all our learners make progress that is measurable, achievable and challenging, but is also relevant to their needs. In order to achieve this we use learners' EHCPs as a starting point to measure their progress. This once again ensures that our learners are at the centre of everything we do.

At the central focus of our school ethos, the learner's voice is central to all decision making, both directly and indirectly. Each class is responsible for creating and implementing their own class expectations for each member of that class to adhere to, as prescribed in our behaviour policy. The Key Stage and School Councils are a driving force behind school development.

Endeavour Co-Operative Academy is a community that extends to all staff, learners, parents, carers and visiting professionals. The underlying factor that makes our Academy work is the communication between us all; sharing our knowledge of our learners and your children all with the ultimate aim of maximum future independence.



Endeavour Co-operative Academy

Uniform List

* Only available through www.redoakwear.co.uk
(click on tab - Shop For School)



KS2 (Years 3-6)

Boys

- Plain white polo shirt **or** white polo shirt with school logo*
- Dark grey trousers or shorts
- Navy blue sweatshirt with school logo*
- **or** Navy blue sweatshirt cardigan with school logo*
- Grey or black plain socks
- Black shoes
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

Girls

- Plain white polo shirt **or** white polo top with school logo*
- Grey knee length skirt or pinafore dress
- **or** dark grey trousers or shorts
- Summer school dress – blue check (Summer term only)
- Navy blue sweatshirt cardigan with school logo*
- **or** Navy blue sweatshirt with school logo*
- White socks or grey or black tights
- Black low heeled shoes
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*

P.E. – Boys & Girls

- Sky blue polo shirt with school logo*
- Black shorts (plain)
- White socks
- Trainers (non marking soles only)
- Round neck navy blue sweatshirt with school logo (for outdoor PE)*
- **or** sweatshirt cardigan with school logo (for outdoor PE)*
- **or** Navy blue half zip fleece with school logo (for outdoor PE)*
- Black/Navy blue jogging bottoms (for outdoor PE)
- PE bag with logo* (optional)

Swimming – Boys & Girls

- Towel
- Trunks or Costume
- Swimming hat - plain navy*

Plus

- School bag or Rucksack with logo* (optional)
- Baseball Cap with logo* (optional)

KS3/KS4 (Years 7-11)

Boys

- Shirt – white long or short sleeved
- Navy blue knitted V-neck jumper with school logo*
- **or** Navy blue knitted cardigan with school logo*
- Grey or black plain socks
- Black shoes
- Navy blue blazer with school logo*
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*
- Dark grey trousers
- Optional School Tie

Girls

- Shirt – white long or short sleeved
- Grey knee length skirt **or** dark grey trousers
- Navy blue knitted V-neck jumper with school logo*
- **or** Navy blue knitted cardigan with school logo*
- White socks or grey or black tights
- Black low heeled shoes
- Navy blue blazer with school logo*
- Plain black or navy blue coat or outer jacket
- **or** Reversible fleece with school logo*
- Optional School Tie

P.E. – Boys & Girls

- Sky blue polo shirt with school logo*
- Black shorts (plain)
- White socks
- Trainers (non marking soles only)
- Navy blue knitted V-neck jumper with school logo* (for outdoor PE)
- **or** Navy blue knitted cardigan with school logo* (for outside PE)
- Navy blue half zip fleece* (for outdoor PE)
- Black/Navy blue jogging bottoms (for outdoor PE)
- PE bag with logo*(optional)

Plus

- School bag or Rucksack with logo* (optional)
- Baseball Cap with logo* (optional)

Sixth Form (Years 12-14)

Boys and Girls

- Own smart/casual clothing
- Own suitable PE kit



Primary Endeavour
School Day

8:45am - 9:30 am	Registration
9:30 - 10:50 am	Lesson 1
10:50 - 11:10 am	Morning break
11:10 - 12:30 pm	Lesson 2
12:15 - 1:15 pm	Lunch
1:15 - 1:25 pm	Afternoon registration
1:25 - 2:45 pm	Lesson 3
2:45 - 3:00 pm	Preparation for end of school day

KS3, KS4 and Sixth Form Endeavour
School Day

8:45am - 9:30 am	Registration
9:30 - 10:50 am	Lesson 1
10:50 - 11:10 am	Morning break
11:10 - 12:30 pm	Lesson 2
12:30 - 1:15 pm	Lunch
1:15 - 1:25 pm	Afternoon registration
1:25 - 2:45 pm	Lesson 3
2:45 - 3:00 pm	Preparation for end of school day



Attendance & Absence

It is the responsibility of parents/carers to inform the school at their earliest convenience of an absence either by emailing eca.admin@kcat.co.uk or calling 01277 217330. You must provide details of the absence and when you expect they will return to school. Regular updates will be required and in some cases a doctors certificate or proof of absence could be requested. If your child is absent due to sickness and/or diarrhoea they will need to be kept off school for 48 hours after their last episode.

From the 19th August 2024 the Government has implemented new attendance guidance all schools are required to follow through the School Attendance (Pupil Registration) (England) Regulations 2024.

Why is good attendance important?

At Endeavour we monitor the attendance and punctuality of all learners. It is the responsibility of parents/carers to inform the school if they intend to take their child/ren out of school during term time.

From 19th August 2024 onwards there is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation.

Schools are now expected to consider each request for pupil absence individually and take into account the specific facts and circumstances and relevant background context behind the request. We will consider term time requests for absence based on whether or not they are 'exceptional circumstances'. This would be considered to be 'rare, unavoidable and short' and therefore uniquely significant to the emotional, educational or spiritual value of any child, which will significantly outweigh the loss of teaching time.

All schools will now be required to consider a fine when a learner misses 10 sessions (or 5 school days) for unauthorised reasons, within a 10 school week period. The 10 sessions do not have to be consecutive and can be 10 unauthorised sessions over a 10 school week.

The first penalty notice will be £160 per parent, per child, reduced to £80 if paid within 21 days. The second penalty notice will be £160 per parent, per child without the option of a reduced amount. Fines are capped to two within a three year period. Once this has been reached other action will be a parenting order or prosecution will be considered. Prosecution could lead to a fine of up to £2,500.

Who can you talk to about your child's attendance?

If you have any concerns about your child's attendance, or have any questions regarding the new changes please call the office and ask to speak to Miss Gisby who is the senior lead Assistant Headteacher and will be monitoring attendance across the school as well as offering advice and guidance to parents and staff.

Academic Year 2024/2025



Autumn Term 2024

Non Pupil Day	School Closed	Monday 2 September
Non Pupil Day	School Closed	Tuesday 3 September
Autumn Term 1: School Opens	8:45am	Wednesday 4 September
Half Term - Closes	3:15pm	Friday 25 October
Autumn Term 2: School Opens	8:45am	Monday 4 November
School Closes for Christmas	2:00pm	Thursday 19 December
Non Pupil Day	School Closed	Friday 20 December

Spring Term 2025

Non Pupil Day	School Closed	Monday 6 January
Spring Term 1: School Opens	8:45am	Tuesday 7 January
Half term - Closes	3:15pm	Friday 14 February
Spring Term 2: School Opens	8:45am	Monday 24 February
School Closes for Spring Break	2:00pm	Thursday 3 April
Non Pupil Day	School Closed	Friday 4 April

Summer Term 2025

Bank Holiday	School Closed	Monday 21 April
Summer Term 1: School Opens	8:45am	Tuesday 22 April
Bank Holiday	School Closed	Monday 5 May
Half term - Closes	3:15pm	Friday 23 May
Summer Term 2: School Opens	8:45am	Monday 2 June
School closes for Summer Break	2:00pm	Tuesday 22 July



School Meals

School meals are freshly prepared and cooked on the school premises by our kitchen staff on a two weekly menu cycle (an example menu is on page 10 although this is a guide only and is subject to change on a termly basis). Our Midday Assistant and our Learning Support Assistants supervise the children during lunchtimes.

Children are generally offered a choice of two meals, one being a vegetarian option. Menus are distributed in the school newsletter every fortnight and can also be viewed on the school website: www.endeavourca.co.uk under Parents, Newsletters.

Should your child suffer from food allergies or intolerances it is important that you notify the school. A list of allergens can be requested via the school office. Also please let us know if your child should not eat certain foods because of either religious or personal reasons.

PLEASE NOTE WE ARE A NUT FREE SCHOOL.

Please note that in certain circumstances the menu may need to be changed at short notice due to staffing and/or ingredient availability.

School meals cost £2.50 for Key Stage 2 learners and £2.75 for Key Stage 3, 4 and Sixth Form learners.

School meals should be paid in advance, either daily, weekly or half termly. Payments can be made via the Arbor App, if there is a reason you are unable to use this facility, then please contact the school office. Any credit left at the end of the school term will be carried forward. It is the responsibility of the parents to ensure they do not fall into arrears. Should this become the case then the school will notify them and the account will need to be settled. **Failure to settle any debt or the constant accruing of debt may mean your child being prevented from receiving a school meal.**

If it is necessary for the school to subsidise those parents that run up larger debts, then this means funds being diverted from classroom resources, which will then have an impact on learning.

If a learner's parent is in receipt of Income Support, Income Based Jobseekers Allowance or Child Tax Credit (but not Working Tax Credit) they may apply for free school meals to the Local Authority through Essex County Council's website. The school can provide assistance for the application process of free school meals for a learner if necessary. **Please contact the school office for more information.**

Pupils entitled to PPG will be offered a mid morning snack and will also be eligible for funding for school trips and help with a certain amount of school uniform (see appendix 1.8).



EXAMPLE MENUS - SUBJECT TO CHANGE SEE FORTNIGHTLY NEWSLETTERS



Summer Menus 2024 - Week 1



Monday	Tuesday	Wednesday	Thursday	Friday
Margarita Pizza Or Vegan Burgers	Spaghetti Bolognese Or Vegetarian Carbonara	Roast Gammon Or Cheese & Leek Bake	Chicken Shish Or Falafel	All Day Breakfast
Homemade Wedges	Garlic Bread	Oven Baked New Potatoes Yorkshire Puddings	Rice Pitta Bread	Pork or Vegan Sausage
Salad	Salad	Seasonal Vegetables	Houmous	Bacon or Vegan Bacon
Choice of Fruit Mousse	Cook's Choice of Biscuit	Fresh Fruit Platter	Cook's Choice of Cake	Cook's Choice of Eggs
				Hash Browns Mushrooms Beans or Tomatoes
				Fruit Ice Lollies



50/50 Bread, Fresh Fruit, Yogurt, Fruit Squash/Juice and Water also available daily.

Allergen information available on request.
Menus are subject to change at short notice.



Summer Menus 2024 - Week 2



Monday	Tuesday	Wednesday	Thursday	Friday
Margarita Pizza Or Vegan Hotdogs	Beef Lasagne Or Vegetable Lasagne	Roast Pork Or Cheese & Spinach Bakes	Chicken Fajitas Or Vegetarian Meatballs	Fish Fingers Or Quiche
Homemade Wedges	Garlic Bread	Roast Potatoes Yorkshire Puddings Seasonal Vegetables	Rice Tortilla Wrap	Chips
Salad	Salad	Fresh Fruit Platter	Salsa	Baked Beans Garden Peas
Choice of Fruit Mousse	Cook's Choice of Cake		Salad	Ice Cream Sundaes
			Cook's Choice of Biscuit	



50/50 Bread, Fresh Fruit, Yogurt, Fruit Squash/Juice and Water also available daily.

Allergen information available on request.
Menus are subject to change at short notice.



School Transport Arrangements



The Essex County Council Education Transport policy states that:

<https://www.essex.gov.uk/school-transport>

'An entitlement to home to school transport exists where the following criteria is satisfied:

A child attends their nearest appropriate school as determined by officers of the Statutory Assessment Service and meets the qualifying distance criteria outlined previously, but in principle:

- 2 miles or more for children below the age of eight.*
- 3 miles or more for children aged eight and above.*
- In addition, where a child's SEN or mobility difficulties prevent them from being able to walk to school even when accompanied by a responsible adult.*

An assessment of a child's SEN or mobility difficulties will be carried out by Education Transport & Awards based on evidence provided by the parent/carer upon application. The following list, though not exhaustive, will be considered:

- A child is physically disabled and would require the use of a wheelchair to undertake the journey to school.*
- A child's emotional and behavioural difficulties will create a clear health and safety hazard to themselves or others on the journey to school. Where this is the case exceptional transport would be provided and reviewed, where appropriate.*
- The length of the walk to school would prevent the child from being in a fit state to be educated upon arrival. Where this is the case exceptional transport would be provided and reviewed, where appropriate'.*

If your child is offered a place at Endeavour it is important that you apply for home to school transport as soon as possible.

If you feel that you are entitled to apply for 'home to school transport', please either contact **Essex County Council on 0345 603 2200**, go to:

<https://www.essex.gov.uk/school-transport/Apply-for-school-transport>

Learners who reside outside the administrative boundary of Essex County Council should contact their local Education department to enquire about school transport arrangements.



Parents' Evening, EHCP Reviews & Assessments

All children who attend Endeavour Co-operative Academy will have an Education Health Care Plan (EHCP), which is fundamental to our learners' development.

Every child has personalised outcomes as part of their EHCP, with small steps on the road to achieving these prescribed outcomes. As a school we set these 'steps to outcomes' as the basis of our assessment system. By assessing these we are able to give accurate comments on learner progress at the annual EHCP review meetings and also monitor the progress learners are making towards their end of key stage outcomes, putting in interventions if necessary.

During a learner's first term here at the school, parents are invited to a One Plan meeting with their child's class teacher. At this meeting we will discuss how well your child has settled into school life and look at their EHCP together. We will also complete the 'One Plan Profile'. This is a document that provides further information about your child: what makes them happy, what they like and the people in their life. In subsequent years parents are invited into school for a Parents' Evening in the first term of an academic year where we talk about the year ahead and review the 'One Page Profile'.

The annual review of the EHCP takes place in the Spring Term each year for pupils in years 1-9. The annual review for years 10-14 learners take place in the Autumn Term. It is vital that all parents attend these meetings as it looks at your child's progress towards their EHCP outcomes and adjusts targets for the coming year. The reviews are generally held after school to enable parents to attend as well as the appropriate teaching staff. We are also able to offer a telephone appointment if necessary. If upon receiving your appointment time you find you cannot make it you must contact the school so it can be rescheduled to a more suitable time.

An end of year Parents' Evening takes place in July. This provides parents with the opportunity to review the accomplishments and work of their child over the whole of the academic year and gives the chance to speak to all their subject teachers.

Sixth Form Provision

Endeavour opened their Sixth Form provision in September 2021. Within Sixth Form we continue to aim for all our learners to leave being as independent as possible and well prepared for the journey to adulthood.

Our vision is to prepare learners for further education, employment and independent living. We strive to offer a broad curriculum that aims to challenge our learners academically, emotionally and socially. We offer programmes of study that develop and enhance life skills for the future alongside academic qualifications ranging from Entry Level to Level 2.

Learners are provided with practical learning opportunities that assist in their personal development to become independent and active adults in the community.



Key Stage 1 & 2 - Explore

KS 1 & 2 pupils explore and learn 'how to learn' by overcoming barriers that have developed during previous learning experiences that have not been able to fully meet their needs. The focus is on exploring self esteem, confidence, social skills and communication. The intent is for pupils to feel comfortable and confident in themselves and their learning environment so that they can make progress academically and holistically. Links to KS3 - Pupils are more confident to approach learning in a more structured, subject based curriculum.

Link to KS3 - Pupils will have a better understanding of the basic principles of maths so that they can access a wider mathematical curriculum more confidently.

Key Stage 3 - Develop

KS3 pupils develop their self esteem, confidence, social and communication skills and independence with the intent of better accessing a broad and balanced curriculum. KS3 pupils will develop the skills required to participate in a range of theory and practical based subjects that allows them to use their prior knowledge and develop it in safe and supportive learning environment to gain a better understanding of themselves and the world around them.

Links to KS4 - Pupils will be able to take their developed understanding of key Maths skills and begin to refine these.

Key Stage 4 - Refine

Throughout KS4 pupils refine the skills that they have gained in previous key stages to enable them to 'prepare for adulthood'. Pupils develop a variety of skills to enable them to live as independently as possible. Our curriculum is designed with the intent to enable pupils to make connections between their developing knowledge and concepts, their prior learning and their lived experiences. Pupils are empowered to use their literacy, oracy and mathematical skills in a wide variety of settings, enabling them to transfer their learnt academic skills into functional living. Throughout KS4, pupils increase their self esteem enabling them to work towards being confident, responsible individuals.

Links to KS5- In KS5 pupils transfer their mathematical skills into work placement settings and enterprise projects, preparing for adulthood.

Key Stage 5 - Apply

In Key stage 5, pupils will continue to develop their communication skills and be able to apply these key skills to the best of their ability in a range of social situations. The intention is to reinforce and enhance the pupils ability to communicate effectively in different situations and become more confident in both familiar and new social situations. Pupils will explore communication skills that encompass more than just verbal and written communication, such as the ability to telegraph and read facial expressions and body language, as well as the ability to receive information

Links to adulthood - Pupils will have an understanding of the functional use of maths in real life situations. They will also be aware of how to manage finances and who can safely offer advice and guidance in relation to personal finances.

Curriculum (Continued)

Community visits

A big part of our curriculum is community visits and sporting activities that take place off school premises. We therefore ask parents to complete a consent form (**see Appendix 1.3.**). This authorises your child to take part in school trips and other activities off school premises and the delivery of first aid or urgent medical treatment should the need arise. You will be asked to complete this form when your child starts at Endeavour and when they move into a different Key Stages. You will generally be informed about each trip that your child is involved in prior to the trip taking place by letter or by the class teacher, which includes information about special clothing requirements and voluntary contributions.

RSHE

Relationships, Sexual and Health Education (RSHE) is a vital part of learning as it further helps prepare for life outside and away from school. Part of RSHE is the teaching of Sex Education & Relationships as prescribed by the DfE. If you DO NOT want your child to participate in the sex education element of these lessons then it is the parents' responsibility to inform the school.

PE

Key stage 2 curriculum is built on multi-skills activities focussing on gross motor skill development, they also swim weekly offsite. Key stage 3 learners use their developed motor skills to play more traditional games such as football, rugby and cricket. Key stage 4 continue with the traditional games whilst also refining the skills needed to be successful. Alongside this a greater importance is placed on tactics and strategy to be able to win a game. Finally, in Sixth Form they have the opportunity to go offsite for their PE lessons at Sports for Confidence. The aim is for our Sixth Form learners to take responsibility for their physical health. Modules within the provision provide opportunities to access the gym and pool at the Brentwood Centre.

Food Technology

During food technology lessons learners may need to taste food. Could you let us know if your child has any special dietary needs (**See Appendix 1.1. and Appendix 1.6.**) which could prevent them from tasting certain foods.



Medication

If a child needs to bring medication to school, this should be handed to the school office immediately on arrival, together with a completed medical permission form* from a parent/carer detailing the child's name, the name of the medication, the reason the medicine is prescribed, the exact dosage, how and when medicine is to be given, the expiry date of the medication and any other special instructions.

We are only allowed to administer medication which has been prescribed by a Doctor as advised by our School Nursing Team. Exceptions being Paracetamol (in tablet or liquid form) and Allergy medication (ie. Piriton) if there is a reason these cannot be administered at home before school. These can be sent into school for safekeeping in the medical cupboard but would still require a medical permission form* to be completed. Ibuprofen is not now generally prescribed by Doctors and the advice is to buy over the counter. If a Doctor has suggested this, we can administer this with the appropriate permission* from parent/carer.

*The medical permission form is available in **Appendix 1.5**. Please complete this if required. This can also be downloaded from the school website for future reference.

NB: Medicine must be in the original container as dispensed by the pharmacy and include the date and prescriber's instructions for administration.

Home School Agreement & ICT Acceptable Use Agreement

We believe that it is important that a good home/school relationship is established from the moment a child is admitted to this school. The agreement makes it clear what expectations are required to ensuring that your child reaches their full potential whilst attending The Endeavour.

As your child is enrolled here at Endeavour it is assumed that you and your child agree to the terms of the Home/School Agreement and that the school will fulfil their side of the agreement. **Please sign and send back Appendix 1.7. and keep the following (page 16) for your own records.**

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all learners to be safe and responsible when using any ICT. It is essential that learners are aware of E-safety and know how to stay safe when using any ICT. Please read and discuss these E-safety rules as outlined in the ICT Acceptable Use Agreements (**see pages 21 and 22**) with your child, as with the Home School Agreement, it is assumed that by agreeing for your child to attend school at Endeavour you and they agree to adhere to the ICT Acceptable Use Agreement.

Home School Agreement - Please keep this copy



We are committed to working with parents and develop a positive and supportive relationship in which each learner can grow as a happy caring, confident and responsible member of our school and the wider community.

Learner's Name: _____

The Parent / Guardian / Carer

I acknowledge that I have read and agreed with the school's admission pack.

I will:

- See that my child goes to school regularly, on time, properly dressed and properly equipped.
- Make the school aware of any concerns or problems that might affect my child.
- Inform the school of all professionals working with my child.
- Keep the school informed of all medical needs including medication.
- Encourage my child to join in all aspects of school life and actively support where possible including homework and home learning opportunities.
- Acknowledge receipt of my child's progress reports and One Plans supporting suggestions made.
- Attend parents evenings and annual review meetings.
- Act with respect towards children, staff and parents at all times.
- Support my child in responding positively to the general expectations and rules of the school.
- Discuss the Acceptable Use Agreement and the importance of E-safety.

Signature: _____ Date: _____

The School

We will:

- Care for your child's safety and well being and provide a safe and caring environment in which learning can take place.
- Recognise and celebrate the value of diversity including culture, religion and race.
- Develop and encourage good relationships and a sense of belonging to a community that cares about everyone.
- Provide regular information about pupil's progress, effort and attitude to learning.
- Motivate and develop an ability to become as independent a learner as is possible.
- Offer a broad and balanced curriculum differentiated in order to meet individual needs.
- Promote high standards of work and behaviour and provide clear guidelines for pupils and parents.
- Welcome discussion with you by telephone or appointment at all time.
-

Signature: _____ Date: _____

The Learner

I will:

- Attend school regularly, on time, in uniform and with any necessary equipment.
- Do my classwork and homework on time and to the best of my ability.
- Tell a member of staff if I have any worries or concerns.
- Always show respect and be polite and helpful to the whole school community.
- Follow the school rules.
- Follow the Acceptable Use Agreement.

Signature: _____ Date: _____



Photography & Social Media

There are occasions when learners at our school may be photographed. These occasions include features about the school in the local press, school display boards, Parent Hub, Newsletters, the School Website and also on Facebook and Twitter. But please be assured that your child's individual image will not be identifiable with their full name without your specific permission. Please let us know if you are happy for your child's image to be used by the school by completing **Appendix 1.4**. It is the parent's responsibility to inform the school of their wishes regarding this matter.

Family Networking

This is a half termly drop-in held in school between 9.15 and 10:45 am. It is open to all parents and carers. You will receive a warm welcome and have the opportunity to chat and share resources with other parents/carers informally over a cup of tea or coffee. There are occasional guest speakers and workshop sessions. We also try to run termly travelling drop-ins for those that live further afield. For more information do not hesitate to contact: Rena Cable (Family Support Worker) rcable@kcat.co.uk.

Anchorage PTA

Anchorage PTA is the external support group for Endeavour, made up of parents, staff and volunteers. The aim of Anchorage is to raise funds to assist the school in projects that they identify as a means of supporting learners and to enhance their learning experience.

Any funds raised will be used to enhance and increase the facilities in our new building.

As a parent/carer of a child at Endeavour, if you would like to get actively involved, you would be very welcome. Ways to do this include: helping with preparation and at events; suggest ideas of ways to raise much-needed funds; finding raffle prizes; and of course, attending events Anchorage organise. Please contact the school office for more information.

Pastoral & Other Interventions

The emotional, social and mental health of our learners is of paramount importance to us. We are fortunate in being able to offer targeted learners a range of therapies including counselling and mentoring. We are fortunate to have a speech and language therapist who works on site 2 days per week. We work very closely with outside agencies including Family Solutions, Social Care and the CAMHS.

Referrals can be made to Speech and Language, Occupational Therapy and Physical Therapy when required. We have a weekly visit from the NELFT School Nursing Team - see page 20.



Speech & Language Therapy

Endeavour Co-operative Academy employs a Speech and Language Therapist to meet the speech, language and communication needs (SLCN) of its learners. The following information is to provide an overview of the role the Speech and Language Therapist will play within the trust.

What is a Speech and Language Therapist?

Speech and Language Therapists (SALT) work with parents/carers and others to assess if a child has speech, language and/or communication difficulties. The therapist will consider the difficulties the child has and the impact these will have on his/her life. If appropriate, the therapist will decide how the child can be helped to reach their full communication potential.

Assessment

The Speech and Language Therapist may assess your child's speech and language. This may include information gathering from parents, families and others involved in the child's life as well as formal and informal assessments such as observations.

Assessment will include:

- understanding of spoken language and body language
- expression through speaking and body language
- production and use of sounds
- ability to use language in a social context
- play skills

The decision whether to offer further support through speech and language therapy is based on the outcome of assessment, the impact of the difficulty on the child's life and the likelihood of effecting change at this time.

Reporting

Following an assessment, a report will be written and discussed with parents/carers and school staff. This will include information about next steps and recommended speech, language and communication strategies to support your child.

Interventions

There are a variety of ways of supporting speech and language needs of children. These may include:

- training and advice for school staff and parents/carers
- direct therapy with students individually or in a group
- universal classroom strategies to create a positive communication environment

Following the agreed period of support, your child's progress will be reviewed in partnership with parents/carers and school staff. Further recommendations may be suggested according to the child's changing needs.



Privacy Notice - Data Protection Act 1998

We, **Endeavour Co-operative Academy**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information (1) and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell **Mr Chadwick** if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at: <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use of the LA.

If you want to receive a copy of the information about you that we hold or share, please contact **Mrs Crudgington**.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

<http://www.essex.gov.uk/> and follow the links to Education and Schools / Schools / Delivering education in Essex / Privacy policies for pupil data.

If you are unable to access this website paper copies of this information can be obtained from **Mrs Crudgington via the school office**.

- (1) **Attendance information is NOT collected as part of the censuses for the Department for Education for the following pupils: a) in Nursery schools; b) aged under 4 years in maintained schools.**

- Support pupil learning
- Monitor and report on pupil attainment progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Keep children safe (e.g. food allergies, emergency contact details)
- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Comply with our legal obligations to share data
- Keep pupils, parents and carers informed about school events and school news

Our Legal Obligations

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the UK GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

Collecting pupil information

We collect pupil information via pupil data collection sheets at the start of the year, Common Transfer File (CTF) or secure file transfer from the previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How we use the data

In school we also use various third-party tools to make sure that pupils' best interests are advanced. We also record details about progress, attainment and pupil development to support future planning and learning.

We use software to track progress and attainment.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

We use systems to take electronic payments for school meals. This includes financial software to manage school budgets, which may include some pupil data.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about school events.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please view our full data protection policies which can be found here <https://www.kcat.co.uk/policies>

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- school that have referred pupils to our Alternative Provision Academies
- Providers of Alternative Provision

- our local authority
- the Department for Education (DfE)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The Department for Education collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government Uses Your Data' section of this privacy notice.

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the School Admissions Code, including conducting Fair Access Panels.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via Common Transfer File and is stored electronically and held for 25 years from date of birth.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via Common Transfer File and is stored electronically and held for 25 years from date of birth.

For more information about services for young people, please visit our local authority website.

Requesting access to your personal data

The UK-GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact the Office Manager at your Academy.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'.
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Office Manager at your Academy.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on **1 September 2024**.

Contact

If you would like to discuss anything in this privacy notice, please the Office Manager at your Academy.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that

crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

THE SPECIAL SCHOOL NURSING TEAM

At Endeavour we are supported by the Special School Nursing Team who are based at Pioneer School in Basildon. We are visited by a nurse every Friday morning so if you need any help, advice or guidance, please contact them directly or through the school office. Please complete the forms in Appendices 1.2. It is important that the team has as much information about your child as possible in order to support them and your family to the best of their abilities.



The Special School Nursing Team



Advice for patients and families

About this leaflet

This leaflet provides information about the Special School Nursing Team.

- Who we are
- How to contact us
- What we do

Schools the team provides a service for:

- Beaconhill Academy
- Treetops school
- Pioneer School
- The Endeavour School and
- Castledon School

Who are the Special School Nursing Team and what do we do?

We are a team of Children's nurses and Nursery nurses who have in depth knowledge and skills for children with Special Educational Needs & Disabilities who attend special schools. Our role is to ensure that each child's individual health needs are met whilst at school.

The Special School Nursing Team supports children, families/carers, staff and other professionals to progress the child through their school journey and onto adult services. We work together with many other services to achieve the best outcome for the children and

families we care for. We work throughout the year except public bank holidays.

The Special School Nursing Team aim to provide a professional and honest service by putting the children first, ensuring the education provision can meet the child's health needs. Promoting what is possible for the child by working with the schools and other services, and creating plans using latest guidance and best practice. We believe it is very important to listen to service users to develop and improve the service for the benefit of the children and to reduce the disruption to their education by meeting their healthcare needs while at school.

The Special school nursing team do this by?

- Using SystemOne electronic patient record system, which can be shared with other health professionals to provide seamless care.
- Providing individualised training for school staff to manage medical conditions in school.
- Contributing to Educational Health and Care Plans.
- Referring to other services as required, and supporting clinics within the school.
- Supporting with continence issues.
- Provide an open door policy within the schools for worries or issues with a child.

www.nelft.nhs.uk



- Providing clinical services such as gastrostomy care, swabs, long line care and wound care within the school setting.
- Working with children and school staff to enable blood tests to be completed in the schools.
- Work with agencies to ensure child is safeguarded, such as social care and Looked after children department.
- Sexual health promotion.
- Work with hospitals after admissions and A&E attendances, and support at hospital appointments as required.
- Providing growth monitoring.
- Provide support towards transition to adult services.
- Provide home visits as needed.
- Meet with parents in schools as needed.
- Provide support to parents, staff and other services by telephone and mail.
- Working with epilepsy nurse to provide best care for children with epilepsy.
- Monitoring long term health conditions within the school time, reducing disruption to home life.
- Reducing other health service appointments and helping to prevent hospital admissions

How to contact the Special School Nursing Team

Team email:
E&KSSN@nelft.nhs.uk

Beaconhill Academy:
01708 852006 option 2

Pioneer school
01268 243313

Admin telephone number
0300 300 1566 option 2

Special School Nursing Team:

Team Lead: _____

Nurses: _____

NELFT provides community and mental health services for people of all ages in Essex and the London boroughs of Barking and Dagenham, Havering, Redbridge and Waltham Forest, as well as Barnet and Kent and Medway.

NELFT NHS Foundation Trust
CEME Centre – West Wing, Marsh Way,
Rainham, Essex RM13 8GQ.

Tel: 0300 555 1200

www.nelft.nhs.uk

If you would like this information in Braille, large type, in another format or in another language, please ask a member of staff. (English)

Bu bilgileri büyük yazı tipinde Körler Alfabesinde, başka bir biçimde ya da başka bir dilde okumak isterseniz lütfen bir görevliye danışın. (Turkish)

Nëse këtu informacion do e deshironit në Braille, font më të madh, në format tjetër apo gjuhë tjetër, ju lutem pyesni një anëtar të personelit. (Albanian)

Se deseja obter esta informação em Braille, num tipo de letra maior, noutro formato ou noutro idioma, por favor peça a um membro do pessoal. (Portuguese)

আপনি যদি এই তথ্যটি ব্রেইলে, বড় হরফে, অন্য ফরম্যাটে বা অন্য ভাষায় পেতে চান, অনুগ্রহ করে, কর্মীদের একজন সদস্যকে তা জানান। (Bengali)

در صورت تمایل به دریافت این اطلاعات به صورت بزرگ، چاپ درشت، یا سایر فرمت‌ها یا زبان‌ها، لطفاً درخواست خود را با یکی از کارکنان ما مطرح کنید. (Farsi)

Jeżeli chcieliby Państwo uzyskać niniejszą informację zapisaną w alfabecie Braille'a, dużą czcionką, w innym formacie lub w innym języku, prosimy zwrócić się w tej sprawie do członka personelu. (Polish)

Si vous souhaitez obtenir ces informations en gros caractères Braille ou dans une autre langue, veuillez le demander à un membre de l'équipe. (French)

நீங்கள் இந் தகவலை பெரிய எழுத்துகளில், வேறு வகைகளில் அல்லது வேறு மொழிகளில் பெற விரும்பினால், கீழ்க்கண்ட கேள்விகளை கேளுங்கள். (Tamil)

إذا أردت الحصول على هذه المعلومات بطريقة بزرگ، أو بحروف كبيرة، أو بصفة أو لغة أخرى، يرجى طلب ذلك من أحد أعضاء فريق العمل. (Arabic)

Если вы хотите получить эту информацию на языке Брайля, напечатанную крупным шрифтом, в другом формате или на другом языке, пожалуйста, обратитесь к любому сотруднику. (Russian)

Production date: June 2020
Reviewed: December 2024
Review date: December 2026
Ref: 2019178

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ICT Acceptable Use Agreement: Learners at Endeavour Co-operative Academy Key Stages 1 and 2:

Primary Student Acceptable Use - Agreement / E Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class email address or my own school email address when emailing.
- I will only open email attachments from people I know or who my teacher has approved.
- I will not tell other students my ICT passwords.
- I will only open / delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent / carer will be contacted if a member of school staff is concerned about my E-safety.

**ICT Acceptable Use Agreement: Learners at Endeavour Co-operative Academy
Key Stages 3, 4 and Sixth Form:**

Secondary Student Acceptable Use - Agreement / E Safety Rules

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network with my own user name and password.
- I will follow the school's ICT security systems and not reveal my passwords to anyone and will change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will respect the privacy and ownership of others work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parent/carer will be contacted.



ENDEAVOUR NEW LEARNER INFORMATION SHEET

NOTE TO ALL PARENTS / CARERS

IF ANY OF THE FOLLOWING INFORMATION GIVEN SHOULD CHANGE AT ANY TIME, PLEASE ADVISE THE SCHOOL OFFICE AT THE ENDEAVOUR IN WRITING AS SOON AS POSSIBLE.

*PLEASE DELETE AS APPLICABLE

PERSONAL DETAILS

Child's Surname: _____ Male / Female

Child's Forenames: _____

Child's Full Address: _____

_____ Postcode: _____

Home Tel. No.: _____

Home Email Address: _____

Date of Birth: _____

Country of Birth: _____

Nationality: _____

Religion: _____

Ethnicity: _____ (see list on Appendix 1.8.)

Home Language: _____ Any additional languages spoken at home: _____

Previous School, Address and Tel. No.: _____

Mother's Full Name: Mrs/Ms/Miss _____

Mother's Daytime Tel. No. / Mobile No.: _____ Mothers Email Address: _____

Father's Full Name: _____

Father's Daytime Tel. No. / Mobile No.: _____ Fathers Email Address: _____

Address of Mother / Father (if not living with child): _____

School Reports / Annual Review paperwork will be sent to both parents unless we are requested not to do so due to legal reasons. Such requests should be put in writing to the Head Teacher.

Appendix 1.1.(Page 2)



First Emergency Contact Name: _____

Relationship to Child: _____ Email Address: _____

Home: _____ Work: _____ Mobile: _____

Second Emergency Contact Name: _____

Relationship to Child: _____ Email Address: _____

Home: _____ Work: _____ Mobile: _____

How will your child travel to/from school?

School Transport / Own Transport / Public Transport / Walk *

Type of meal to be taken:

School Meal / Own Packed Lunch / Both/Either *

Is your child eligible for free school meals? Yes / No If yes, when does existing free school meal authorisation expire?: _____

If you are unsure whether your child is eligible for free school meals, please provide your National Insurance number and we will be able to check whether your child is eligible _____

Are one or more parent(s) currently serving in the British armed forces of the United Kingdom of Great Britain and Northern Ireland? Yes / No *

Is your child currently entitled to Pupil Premium Funding? Yes / No *

DIAGNOSES

Has your child been diagnosed with any conditions / syndromes, eg. ASD, ADHD, Dyslexia, etc? Please give details:

Appendix 1.1.(Page 3)



MEDICAL DETAILS (Please use separate sheet if necessary)

Doctor's Name and Address: _____

_____ Doctor's Telephone No.: _____

Does your child have any medical conditions, e.g. Asthma, Epilepsy, Diabetes, etc. Please give details:

Has your child ever had major surgery? Please give details and dates: _____

Does your child have a Medical Care Plan? Yes / No * (if yes, please give details)

Please list all medications your child currently takes on a regular basis including time of day taken and dosage:

Does your child have emergency medication? eg. epipen, buccal midazolam: _____

Will your child need medication in school? Yes / No * (if yes, please complete Appendix 1.4. And return to school)

Is your child allergic or intolerant to anything? eg. Aspirin, Paracetamol, Ibuprofen, Antibiotics, Certain Foods, Plasters or do they have any dietary requirements we should be aware of?

Does your child have problems with eyesight or wear glasses? _____

Does your child have problems with hearing? _____

Does your child have any toileting issues? _____

Appendix 1.1.(Page 4)



EDUCATIONAL / PASTORAL DETAILS

Is your child under any external professional agencies? eg. SALT, OT, PT, EWMHS, Paediatrician, Please give details:

Does your child currently use any additional equipment in school? eg. sloped writing desk, magnifier, walking frame, etc.

Have your family ever had intervention or contact with Social Care? Please give names and contact details:

What do we need to know to help your child settle into the Endeavour? eg. do they have any anxiety , sensitivities, phobias, etc.

If your child becomes stressed, how are they likely to react and how can we help?

Is there anything you would like us to know about their previous experiences of school?

Is there anything you would like us to know regarding home / family circumstances and background?

Names and ages of siblings: _____

THANK YOU FOR COMPLETING THIS FORM WHICH WILL ENABLE US TO MAKE YOUR CHILD'S TRANSITION TO THE ENDEAVOUR AS SMOOTH AS POSSIBLE

REFERRAL for COMMUNITY NURSING TEAM WITHIN SPECIAL SCHOOLS	
DATE COMPLETED:	
SCHOOL: PIONEER <input type="checkbox"/> BEACONHILL <input type="checkbox"/> TREETOPS <input type="checkbox"/> ENDEAVOUR <input type="checkbox"/> CASTLEDON <input type="checkbox"/>	
CHILD'S NAME:	DOB:
Address:	First Language: Language spoken at home: Religion: Ethnic group:
PARENTS/CARERS Details: 1.Name: D.O.B Relationship to child: Contact number: Parental Responsibility: Y/N	PARENTS/CARERS Details: 2.Name: D.O.B Relationship to child: Contact number: Parental Responsibility: Y/N
Brothers and sisters details: 1.Name: D.O.B Male/Female 2.Name: D.O.B Male /Female 3.Name: D.O.B Male/Female	Any other people in the family home, not already listed: 1.Name: D.O.B Relationship to child: 2.Name: D.O.B Relationship to child: 3.Name: D.O.B

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<p>Please put extras on back of form.</p>	<p>Relationship to child: Please put extras on back of form.</p>
<p>Does your child have direct access to a hospital: Y/N Hospital name:</p> <p>Is your child known to a specialist hospital? Name:</p> <p>Parental/carer CONSENT TO SHARING OF INFORMATION on computer health record system? Example GP and Dietician. Y/N</p>	<p>Is your child known to social care: Y/N</p> <p>What is the name of the Social Worker:</p> <p>Social worker's telephone number:</p> <p>Is your child subject to:</p> <p>Child in need plan: Y/N</p> <p>Child protection plan: Y/N</p> <p>Is your child a looked after child?: Y/N</p>
<p>What is your child's diagnosis:</p> <p>Please write down any Medication your child takes, with doses, during the school day(9-3):</p>	<p>Does your child have:</p> <p>Allergies: Y/N What are they:</p> <p>Asthma: Y/N</p> <p>Hayfever: Y/N</p> <p>Does your child use any medication for their allergy?</p>
<p>Health Professionals involved in your child's care:</p>	
<p>Consultant Paediatrician: Y/N Name:</p>	<p>GP: Y/N Name:</p>
<p>Epilepsy Specialist nurse: Y/N Name:</p>	<p>Physiotherapy: Y/N Name:</p>
<p>Occupational therapist: Y/N Name:</p>	<p>Specialist Health visitor: Y/N Name:</p>
<p>Wheelchair & specialist seating service: Y/N</p>	<p>Children's community nursing team: Y/N</p>

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SLEEP

What is your child's sleeping routine?

COMMUNICATION

How does your child communicate with you:

RESPITE CARE

Does your child have respite care or a carer: Y/N

What type:

MOBILITY

Does your child use any walking aids, splints: Y/N

Is your child a wheelchair user: Y/N

Any safety concerns with your child's mobility Y/N

Any other information you feel we need to know about your child:

Appendix 1.3.



Community and Off-site visits

Endeavour Co-operative Academy's curriculum involves community visits and sporting activities that take place off premises for all learners. Following the introduction of GDPR we are required to formally record your acknowledgement that your child to take part in such activities.

Please sign and date the form below to give your consent for your child:

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity.

You will generally be informed about each trip that your child is involved in prior to the trip taking place by letter or email, which will include information about clothing requirements and voluntary contributions. Written parental consent will not be requested for the majority of off-site activities as such visits which are part of the Academy's curriculum and usually take place during the normal school day.

Please note that if you do not return this form your child will not be able to participate in any activity that takes place off the Academy grounds.

Name of child Class

Medical Information

Details of any medical condition that your child has and any medication that he/she should take during off-site visits:

Signed:

Print Name

Date:

Appendix 1.4.



Dear Parents and Carers,

Photograph Permission

As you are aware there are times when professional photographers visit the school to take photographs of the school, staff and learners. There are also occasions that staff take photographs and videos of pupils to celebrate some of the work we are doing. We like to use these photographs/videos on the school website, newsletters, other publications and on social media.

Under GDPR regulations there is a need to check that you are still happy with this arrangement, if you have already given your consent, or give you the opportunity to update your preferences.

Please tick the appropriate boxes and sign this form below.

- I do give** consent for Endeavour Co-operative Academy to take and use the photographs/videos in the following ways:
 - Within the school only (eg. wall displays),
 - In the Class Group photo (summer term), which goes home to everyone in the class.and
- On the school website, brochures, newsletters and social media (Facebook, Twitter etc.) and class photograph to go home with the whole class.

Or

- I do not** give consent for The Endeavour Co-operative Academy to use the photographs of my child.

Carer Name:

Child's Name:

Signed:

Date:

Please be advised that you are able to update your preferences at any time by contacting the school office.

Appendix 1.5.



Request for school to administer medication

Sign and return only if your child requires medication in school

Endeavour will not give your child medicine unless you complete and sign this form. Endeavour has a policy so that staff can administer medicine.

Learner's Full Name:	
Class:	
Date of Birth:	
Medical Condition/Illness:	

Name / type of medicine (as described in full on the container):	
Expiry Date:	
Dosage and method:	
Time to be administered:	
Special precautions / other instructions:	
Are there any side effects that the school needs to know about?	
Additional information (ie. before/after food, interaction with other medicines, other medicines taken and times taken, storage instructions:	

Emergency contacts:

Name: _____ Relationship to child: _____

Daytime Tel. No: _____

I understand that the medicine must be delivered directly to the School Office for safe keeping

Name: _____ Signed: _____

Appendix 1.6.



ALLERGY INFORMATION FORM - only complete this form if relevant

Name of Learner: Date of Birth:

What is your child allergic to?:

Severity of Allergy:

What are the symptoms which best describe your child's allergic reaction:

What medication has your child been prescribed:

Instructions for administering the medication:

Control measures to avoid an adverse reaction:

The above information is to the best of my knowledge accurate at the time of writing.

I understand that the school may purchase spare AAI's (Epipens) to be used in the event of an emergency allergic reaction. I also understand that, in the event of my child's prescribed AAI not working, it may be necessary for the school to administer a spare AAI but this is only possible with medical authorisation and written consent.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed: Parent/Carer Date:

Print Name:

Learner (If appropriate):

Headteacher:



Appendix 1.7.

Home School Agreement - Please sign and return this copy

We are committed to working with parents and develop a positive and supportive relationship in which each pupil can grow as a happy caring, confident and responsible member of our school and the wider community.

Pupil's Name: _____

The Parent / Guardian / Carer

I acknowledge that I have read and agreed with the school's admission pack.

I will:

- See that my child goes to school regularly, on time, properly dressed and properly equipped.
- Make the school aware of any concerns or problems that might affect my child.
- Inform the school of all professionals working with my child.
- Keep the school informed of all medical needs including medication.
- Encourage my child to join in all aspects of school life and actively support where possible including homework and home learning opportunities.
- Acknowledge receipt of my child's progress reports and One Plans supporting suggestions made.
- Attend parents evenings and annual review meetings.
- Act with respect towards children, staff and parents at all times.
- Support my child in responding positively to the general expectations and rules of the school.
- Discuss the Acceptable Use Agreement and the importance of E-safety.

Signature: _____ Date: _____

The School

We will:

- Care for your child's safety and well being and provide a safe and caring environment in which learning can take place.
- Recognise and celebrate the value of diversity including culture, religion and race.
- Develop and encourage good relationships and a sense of belonging to a community that cares about everyone.
- Provide regular information about pupil's progress, effort and attitude to learning.
- Motivate and develop an ability to become as independent a learner as is possible.
- Offer a broad and balanced curriculum differentiated in order to meet individual needs.
- Promote high standards of work and behaviour and provide clear guidelines for pupils and parents.
- Welcome discussion with you by telephone or appointment at all time.
-

Signature: _____ Date: _____

The Learner

I will:

- Attend school regularly, on time, in uniform and with any necessary equipment.
- Do my classwork and homework on time and to the best of my ability.
- Tell a member of staff if I have any worries or concerns.
- Always show respect and be polite and helpful to the whole school community.
- Follow the school rules.
- Follow the Acceptable Use Agreement.

Signature: _____ Date: _____

Appendix 1.8. (Page 1) Uniform Order Form (for learners entitled to PPG only)

FOR LEARNERS IN RECEIPT OF PPG ONLY

Endeavour - Uniform Order Form

School uniform will now be **ordered yearly in May** for September. *Any additional uniform that is required throughout the year will need to be authorised by the Senior Leadership Team.*



All uniforms provided MUST be labelled with the child's name and class, as we will not be able to replace items that are lost which were unlabelled.

Children who attend Endeavour Cooperative Academy are eligible for school uniform assistance if they receive **PPG**.

This scheme is open to children in **Years 3-11**. The allowance is for buying suitable school wear and is subject to evidence of benefits received, such as *Universal Credit, Child Tax Credits, Working Tax Credits, Income Support or Job Seekers Allowance*.

Part 1: Details of parent

Your full name:	
Title:	
Address:	
Postcode:	
Mobile no.:	
Email address:	

By supplying us with a phone number or email, you agree to being contacted to let you know if you are eligible.

Part 2: Details of each dependent child you are applying for

First name	Surname	Date of birth

Appendix 1.8. (Page 2) Uniform Order Form (for learners entitled to PPG only)

Part 3: Please give details of the uniform you require

Item of uniform	Size required

Please read this declaration before you sign it

- I declare I am the parent/carer of the child(ren) that I am applying for.
- I declare that all the information I have given is correct and complete to the best of my knowledge.
- I have enclosed original documentation to prove that I am in receipt of one of the benefits listed at the top of this form.
- I am aware that I have a duty to notify the school in writing immediately of any changes in my circumstances which might affect my entitlement to school clothing assistance.
- I understand that information taken from this form will be stored electronically on the school's computers. The school is permitted to do this under the UK GDPR and Data Protection Act 2018. A copy of the school's registration is held for inspection.

Please return this completed form to the school office.

Your signature: _____ Date: _____

What happens next?

Please return this form within 2 weeks of receipt. Once the uniform has been ordered and delivered you will be informed.

Appendix 1.9.



Ethnic Background List

Please indicate where appropriate.

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any Other White Background, please describe _____

Mixed / Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed/Multiple Ethnic Background, please describe _____

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any Other Asian Background, please describe _____

Black / African / Caribbean / Black British

- African
- Caribbean
- Any Other Black/African/Caribbean Background, please describe _____

Other Ethnic Group

- Arab
- Any Other Ethnic Group, please describe _____

Name of Learner _____

Signed: _____ Date: _____