

# Welcome



**'Learning and Achieving Together'**



**Parent Information Pack  
2022**



Dear Parents/Carers,

We are so pleased that your child will soon be joining Alderman Knight School.

Over the coming weeks, we will be working with you, your child and their previous school to ensure that transition to Alderman Knight School is smooth and enjoyable for your child. We want them to have the same excited anticipation about starting here that we see year after year with other new pupils.

We are looking forward to welcoming your child into school for their transition visits. We also are able to offer face to face meeting with your child's new tutor before the end of the summer term. We will send you further information in due course.

We have enclosed a 'Parent Information Pack' for yourselves. Please read through these documents and return the relevant permission forms as soon as possible.

We very much look forward to your child joining our Alderman Knight School community.

If you have any further questions, please do not hesitate to get in touch.

Kind Regards

A handwritten signature in black ink that reads 'Clare Steel'. The signature is written in a cursive style with a large, looped 'C' at the beginning.

Clare Steel  
Headteacher

# Key people at Alderman Knight School

## Tutor Team

The tutor team will be a key part of your child's experience at Alderman Knight School. Pupils are placed in a tutor group based upon their needs, age and experiences thereby ensuring the best possible learning group. We try to keep pupils in a group with others who are in the same year group but this is not always the case and we may have some mixed age group classes. The tutor groups range in size but are normally between 8-12 pupils in each tutor group.




Pupils will go around to their different lessons in their tutor group and each tutor group will be supported by at least one Teaching Assistant. This Teaching Assistant will support the group with their learning, help and support their emotional development and independence and ensure pupils get to the right class on time with their belongings. The pupils are taught in this tutor group by a variety of subject specialist teachers in specialist classrooms.

Their tutor (normally a teacher) will join the group for a session at the beginning and end of the day. These sessions are vital in helping prepare pupils for the day or days ahead and to resolve any issues at the end of the day. In these sessions the tutor team will work on personal social development and EHCP outcomes with their tutees. Pupils will also have allocated Tutor PSD (Personal Social Development) sessions for all groups delivered by their tutor team. This allows time to be devoted to areas of development identified through careful analysis of personal and social needs, as well as following the PSD curriculum.

You will be able to meet your child's tutor team before the end of the summer term. We hope to be able to do this in person at a parents evening in July, but if we are not able to do this, we will arrange a video call with you and your child.

## Senior Team

The school's Senior Team consists of the following staff:

	
Mrs Steel Co-headteacher	Mrs Shaw Co-headteacher
	
Mrs Weston Deputy Headteacher Teaching and Learning	Mr Jones School Business & Operations Manager

Whilst these senior staff are here to help you, your first port of call for support will be with the tutor team.

## Pastoral Team

At Alderman Knight School we have a team of pastoral staff who support pupils' emotional and social development, wellbeing and work with pupils to ensure they are able to achieve their potential in all lessons. This pastoral team will work with teachers, support staff, other agencies, parents and pupils to ensure a cohesive and consistent approach to address pupils' specific needs is implemented across the school. The pastoral team also provide additional support to pupils who would benefit from mentoring and specific emotional and social interventions, as well as providing support for those pupils with specific medical needs and aiding transition into adulthood.

			
Mrs Silverthorn Assistant Headteacher	Mrs Walters Pupil Learning Mentor & Safeguarding co- ordinator	Mrs Leech Pastoral Medical co- ordinator	Mrs Upton Pupil Learning Mentor

## The School Day

Pupils will arrive either by Taxi or their own parents/carers transport and will be met at school by members of their tutor team.

Alderman Knight has adopted a staggered start and finish, we have found that this has helped alleviate the traffic concerns in and around the school site. If pupils share transport with other pupils with different start or finish times, then the pupils will arrive in school for the earlier time (8.40am) and will leave at the later time (3pm). We have six 45 minutes' lessons over the day.

<b>Key Stage 3 and Key Stage 4</b>	
<b>Arrival 8.40am – Finish 2.45pm</b>	
<b>Arrival</b>	<b>8.40am</b>
Lesson 1	9
Lesson 2	9.45
<b>Break</b>	<b>10.25</b>
Lesson 3	10.55
Lesson 4	11.35
<b>Lunch</b>	<b>12.20</b>
Lesson 5	1
Lesson 6	1.45
Tutor time	2.30
<b>Finish and taxi/ home</b>	<b>2.45pm</b>

At home time pupils will be taken out by the tutor team staff to awaiting taxis or parents/carers to take them safely home.

# Uniform

**Alderman Knight School has a simple but smart uniform for all pupils.**

This is as follows:

- White shirt or polo shirt
- Grey or black trousers, knee length skirt, pinafore dress, school shorts or school culottes.

***[Please note: - Jeans or jogging / sports trousers are not acceptable as school uniform]***

- Black or brown shoes

***[Please note: - Trainers, even if black, are not acceptable as school uniform]***

- Sweatshirts or cardigan – all pupils are required to have a sweatshirt or cardigan.
  - Primary pupils – cherry red sweatshirt or cardigan
  - Secondary pupils – navy sweatshirt or cardigan

***[Please note: - Hoodies are not acceptable as school uniform]***

- If it is cold a coat should be provided to be worn outside.
- In the summer months' pupils can wear red & white gingham summer dresses or grey school shorts.

In order to protect our pupil's modesty, we would like to suggest that cycling shorts / PE shorts might be worn under dresses / skirts. Please could you send your child in with the above item, especially in the summer months, when tights, shorts, culottes or trousers are not worn.

School uniform with and without logo can be bought from School Trends Website:

<https://www.schooltrends.co.uk/>

However, you are welcome to purchase from alternative retailers and a logo is not a requirement.

**Jewellery** - Pupils can only wear one small stud earring in each ear. No other piercings are permitted, including Ear Stretching devices. Pupils are allowed to wear a watch. No other jewellery should be worn in school. **Please note** – there are occasions when it will be necessary for pupils to remove all earrings and watches for health and safety reasons.

**Hair**- Extreme hair styles are not allowed and hair should not be shaved below a grade 1. Patterns are not to be shaved into the hair or eyebrows. Hair colouring is only allowed if it appears natural; no unnatural colours please. Hair extensions are not allowed.

**Facial Hair** - With exceptions on the grounds of religion, pupils are expected to be clean shaven.

**Make up** - Makeup and nail varnish should not be worn to school

These requirements are not exhaustive; the Headteacher has absolute discretion.

# Uniform for Physical Education

Your child will participate in physical activities and will require the following kit. Please contact the school office if it is not possible for you to provide the clothing listed. All pupils will be expected to take part in physical activities planned by the school unless a letter is received from the parent explaining why they cannot take part.

## **Kit required for indoor activities:**

- Trainers with good grips (possibly with Velcro if they find tying laces difficult although we will try and help teach them)
- Navy shorts or cycling shorts
- Skort (a PE skirt and short combination)
- White tee shirt or polo shirt
- White socks
- Towel
- Hair bobble for long hair
- Roll on deodorant

## **Kit required for outdoor activities:**

As above with the addition of a navy tracksuit or navy jogging bottoms for cold weather activities.

## **Swimming:**

- Swimming trunks (not below the knee) / costume (one piece)
- Towel
- Brush or comb
- Roll on deodorant
- Hair bobble for long hair

**Please ensure all kit is named and that no aerosol deodorants are sent into school**

# Curriculum

This mirrors that delivered in mainstream school. The school has extremely highly specified and well-equipped specialist rooms to ensure all abilities can be catered for and practical subjects can be taught to GCSE level or equivalent as appropriate. The majority of KS3 pupils are taught throughout by subject teachers in specialist subject teaching rooms.

In designing an appropriate curriculum, the school, together with parents and carers and additional professionals as appropriate, continually assesses pupils' individual strengths as well as their individual needs. This allows their teachers to build on these strengths and use them to support development in other areas. This approach leads to a curriculum that provides wide ranging learning experiences with an appropriate balance for each pupil between academic achievement and individual needs in terms of personal, social and emotional development.

The curriculum is broad and balanced and meets the needs of pupils well, blending academic, vocational and personal development. Across the secondary phase the curriculum, as well as developing practical and life skills, allows all pupils to work towards and achieve in a range of accredited, academic and vocational courses. The school works hard to ensure that all pupils benefit from a stimulating and creative curriculum that enables them to enjoy their learning, achieve well and develop feeling of self-worth and confidence.

The school offers a very wide range of accredited courses include GCSEs, National Awards at Level 2 [GCSE equivalents], BTEC at Levels One and Two, Entry Levels and unit awards [pre-entry and

entry level]. Additionally, there are accredited courses available to pupils working at, and below, National Curriculum Level One.

In total, over 30 different accreditations are offered at different levels allowing all pupils to demonstrate progression in their learning. As a result, all pupils leave school with an impressive portfolio demonstrating their considerable achievements which provides them with a really good basis for further education and the world of work.

Where numbers of pupils and range of needs permits, there will be some element of choice at Year 10 to ensure the curriculum is more closely matched to strengths and interests. The core curriculum consists of English, Maths, Science, Computing and IT, PE and RE. If your child is able to access level 2 qualifications the options currently include GCSE History and Media, Hospitality and Catering, Sports leadership, Art and DT.

**Enrichment:** Alderman Knight School provides many enrichment opportunities for pupils. These activities enliven the curriculum and broaden the pupils' interests, knowledge and understanding of the world around them. Specific enrichment sessions are built into the timetable on a fortnightly basis, pupils choose from a list of activities to sign up to. These include: dance, drama, Lego, Eco-warriors, drumming, coding and many more.

**Homework and Support at Home:** At Alderman Knight School we work with parents and carers to support learning at home. We understand the difficulties some pupils will have completing work at home and as a result we have developed a flexible homework approach in collaboration with parents and carers. Homework is discussed at the first parents evening in September and agreed with those parents who would like to support it.

In Key Stage 3, homework is based around literacy or numeracy. The homework is often on a topic agreed with the pupil - that way we generally (though not always) get it back completed.

In Key Stage 4, pupils can expect some homework dependent upon the exams/accreditations they are working towards. There are times, particularly for exam pupils, when we set homework especially as they approach exams. We might use revision sheets, workbooks and websites such as Bitesize in Maths, English and Science.

We have purchased subscriptions to a number of resources to aid the development of literacy and numeracy skills. These resources can also be accessed from home and are used routinely for homework.

*Please see the school website for further details on our school homework policy*

**Music lessons:** Pupils at Alderman Knight School can access a wide range of musical experiences as part of the curriculum as well as discrete music lessons in Key Stage 3. We currently have external music tutors delivering violin lessons. If you wish your child to start or continue music lessons, please contact the school office who will advise you further.

**Physical Education:** Your child will participate in physical activities and will require the kit as listed above. Please contact the school office if it is not possible for you to provide the clothing listed. All pupils will be expected to take part in physical activities planned by the school unless a letter is received from the parent explaining why they cannot take part.

**Swimming:** Alderman Knight School use the facilities at Tewkesbury Leisure Centre for all lessons. KS3 pupils have 6 week block of sessions per academic year.

**Trampoline:** In support of your child's development, the staff at Alderman Knight are always attempting to find interesting ways to develop them both mentally and physically. In order to



enhance their physical progress, the school has the use of a trampoline. This trampoline is a professional rebound therapy trampoline that could be found at many trampoline clubs. Trampolining can be great fun and fitness for children, but in the wrong hands can be potentially be a danger and that misuse of such a piece of equipment can result in major injury. Therefore, it is vital for Parents to read the information letter and return the consent form in the “forms” pack.

*Please see our school website for further curriculum details and curriculum overviews for what each tutor group is studying in each subject.*

## **Breaks and Lunchtime**

### **Supervised Break times & Lunch times are also now staggered.**

During break times at 10:25am, pupils are encouraged to play outside in the secure school playground. There is a supervised quiet room available for pupils who prefer not to go outside where they can read or draw. Drinks and healthy snacks can be purchased from the tuck shop in the morning breaktime. A maximum of £1 can be spent by each pupil. Pupils can bring their own healthy snack if you prefer. Please make sure your child has a named re-fillable drinks bottle, so your child can keep hydrated during the day, via our water fountains.

During lunchtime at 12:20pm, all pupils are supervised eating their lunch [either sandwiches or hot dinners]. Pupils eat together as this is considered an important time for further developing social interaction skills and self-help and independence/life skills. Lunchtime is used as an opportunity to help develop social skills as well as reinforcing expected behaviours at the table. Our hot meals are cooked fresh each day and our catering contractor is Caterlink. A hot dinner currently costs £2.34. The menu for September 2022 will be sent out in due course. If there are any menu changes, we try and let our pupils know as far in advance as possible. For further information, please see the Healthy Eating Policy in your information pack.

**Free school meals:** If you are eligible for free school meals then please use the following link [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals) and follow the instructions to apply online. Alternatively, email [freeschoolmeals@gloucestershire.gov.uk](mailto:freeschoolmeals@gloucestershire.gov.uk) for further assistance.

**Milk:** We do also make use of the school milk system run by Cool Milk. If you would like more information about this including how to sign up so that your child can receive school milk please go to <https://www.coolmilk.com/parents/>

**Parent Pay:** We use Parent Pay as our online payment system. This is used for school dinners and all payments for trips. You will be sent information to login and access this site once your child starts with us in September 2022. Please note, all pupils can order hot meals from start of term if requested and can then be paid for when PP is set up. If you wish to find out more please go to <https://www.parentpay.com/parents/>

During lunch time there is also playtime. Pupils can play outside on the multi-use games area or play equipment. Previously we have run lunch time clubs across the week with a range to choose from including choir, Lego, Science, Computing, Book Club, Eco-Warriors just to name a few! There is also a quiet room where pupils can play games, sit quietly or chat.

**Wet Breaks:** On occasions that the weather is poor then we do not use the playground. Tutor groups will be allocated a room to go to. These rooms are often your tutor room. Staff will then provide activities, such as colouring. Tuck Shop is still available during Wet Break.

*Please see our website for further information*



# Transport

Transport to Alderman Knight School is either via parents/carers or by taxi/minibus previously agreed with the Local Authority. Transport arrangements are not organised or managed by the school. The Local Authority Transport Department is responsible for organising and managing taxi contracts. If you have any questions about transport please visit their website <https://www.gloucestershire.gov.uk/transport/school-and-college-transport/transport-assistance-for-sen-pupils/> or call 01452 425000 and follow options 2 for schools 3 for transport.

If your child is eligible for a taxi parents and carers are asked to ensure that their child is ready for collection at the appropriate time in the morning and that there is someone at home to meet them on their return from school. Parents and carers are asked to notify transport staff directly if their child will not be attending on any particular day or if they have made an alternative arrangement. Please can you also let the school know. Parents and carers are asked to make it clear to their children the safety reasons why it is essential for them to be well behaved on transport.

Pupils will not be allowed to leave the school with anyone other than their parent or carer or the usual transport staff without prior notice. We would also stress that parents and carers should be confident to ask for identification from transport staff and if in doubt, should ask them to wait while they telephone the company concerned to verify an individual's identity.

## Term Times and Important Dates

Term 1: Mon 5 <sup>th</sup> Sep – Fri 21 <sup>st</sup> Oct 2022	Inset days – Mon 5 <sup>th</sup> & Tues 6 <sup>th</sup> Sept 2022
Term 2: Mon 31 <sup>st</sup> Oct – Fri 16 <sup>th</sup> Dec 2022	Inset day – Mon 25 <sup>th</sup> Nov 2022
Term 3: Tues 3 <sup>rd</sup> Jan – Fri 17 <sup>th</sup> Feb 2023	
Term 4: Mon 27 <sup>th</sup> Feb – Fri 31 <sup>st</sup> Mar 2023	
Term 5: Mon 17 <sup>th</sup> Apr – Fri 26 <sup>th</sup> May 2023	
Term 6: Mon 5 <sup>th</sup> Jun – Tues 25 <sup>th</sup> Jul 2023	Inset days - Mon 24 <sup>th</sup> & Tues 25 <sup>th</sup> Jul 2022

*A print out calendar of term dates and INSET days is available in your 'Policies and Information' pack.*

## Attendance, Absence and Punctuality

Alderman Knight School is committed to working in partnership with parents/ carers, governors and the Local Authority to ensure Alderman Knight School provides a supportive learning community that enables all its pupils to thrive. It is recognised that rate of pupil progress is improved with regular attendance at school. Therefore, we will do all we can to encourage parents and carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly.

**Punctuality:** The school day starts at **8.40am** and finishes at **2.45pm**. Tutor teams have scheduled session at the beginning and end of the day to work on Personal, Social Development and Communication and Interaction so these sessions are very important. Therefore, pupils must be in school for this time. The school day starts at 8:40am for Key Stages 3 and 4. Pupils must be in school for this time. Pupils who arrive after 8:50am will be marked as Late (Arrived After Registration Closed). Lateness does affect attendance figures for your child.

**Illness:** If your child is ill and unable to attend school please inform the school by 9am on the first day of illness. **Do not report illness through Weduc, please call the school office on 01684**

**295639 and select Option 1.** If your child has been vomiting or had an upset stomach a 48 hour leave of absence from last episode is required.

**Holidays:** Please be aware of the legislation regarding holidays during term times. The head teacher will consider the circumstances for the holiday and the pupils' attendance. Parents/carers must request a form from the school office giving the reason for the holiday. Any application for holiday must be made no later than 2 weeks before the proposed start of the holiday and leave will only be granted in exceptional circumstances. The child's attendance will be taken into consideration. If leave is granted it will not exceed 10 days. Holidays taken without the permission of the head teacher will be marked as unauthorised absence.

*Please see our "Attendance policy" in your pack and on the school website*

## Keeping in Touch

We fully appreciate the value of good communication links between home and school and we use a number of methods to promote and maintain these communication systems.

Weduc is an interactive home communication system which tutor teams use to send daily reports, letter and photos home. This method allows instant communication straight to your device and informs you of what has happened during the school day or any achievements. Weduc is a great way of you contacting the tutor team directly with any updates or information we need to know.

**Please note that you must record your child's absence with the school office 01684 295639 press Option 1.** However, if you would prefer a Home/School diary please let us know.

The school uses Weduc for emailing information home. **Please make sure that the office staff are informed of any changes to contact details in order to keep these important links between us open.**

**Parents Evenings:** We are hoping to be able to offer an opportunity to meet your child's tutor at a parents evening in before the end of the summer term. There will also be a parents evening scheduled during autumn term to discuss how your child has settled into the school and to discuss homework. We will send through dates for parents evening at the beginning of the autumn term. You will also have a scheduled annual review meeting to discuss development towards their EHCP outcomes and academic progress.

**Reports:** Parents and carers will receive an interim progress report at the end of term 2. This will include a short comment on academic progress to date and an area for development. This report will also contain grades for effort and progress. You will receive a full school report at the end of the academic year with comments from all teachers.

*Please see our "Weduc Expectations" in your pack.*

# Supporting Learning and Celebrating Success

To ensure that this school provides a safe, secure and happy learning environment, to enable this we promote the following the “Rules for Success”.

<u>Rules for Success</u>	
Primary	Secondary
1. Follow instructions straight away	1. Arrive at your lesson on time
2. Allow others to learn without distracting them	2. Follow instructions straight away and politely
3. Always do your best	3. Allow others to learn without distraction
4. Talk to everyone politely and kindly	4. Stay on task and complete your work to the best of your ability
5. Look after school property	5. Show respect to everyone by your use of language and the way you treat people
	6. Look after school property

**Praise:** We operate a House Points system and in addition to the everyday rewards (verbal praise etc.) and pupils will be rewarded with “House Points”. These can be awarded for positive behaviour, such as:

- Excellent effort
- Meeting of individual targets
- Positive attitude and behaviour
- Demonstrating improvement
- Making a specific contribution to the school
- In recognition of other outstanding achievements

The House Point system involves additional recognition for the pupil and is an accumulative system with recognition on a daily, weekly, termly and yearly basis. Pupils will be awarded certificates for achieving set numbers of House Points at celebration assemblies throughout the year.

**Celebration assemblies:** At the end of each full term children’s achievements both in and out of school are celebrated in a special assembly. Parents/carers are invited to join in these celebrations. We will send out information about the dates of celebration assemblies at the beginning of each term.

**Behaviour for Learning:** It is vitally important to have a clear structure for helping pupils understand how their behaviour can affect others and promote positive ‘behaviours for learning’. The school has a clear sanction system which is available to see on the school website and a pupil friendly version is displayed in each classroom. On some occasions, pupils may demonstrate unacceptable behaviour and the school sanction system may be used. However, whatever sanction is used the school will always maintain the pupil's self-esteem, and that it is made clear that it is the behaviour that is unacceptable not the child. It is very important to note that no sanctions are given for any behaviour that is directly attributable to the pupils’ special educational needs.

*Please see our ‘Behaviour for Learning Policy’ on our school website*

# House System



All pupils will be assigned to one of four houses: Falcon, Hawk, Osprey and Kestrel. They will stay in the same house for the duration of their time at Alderman Knight School. Pupils' individual House Points will be added to a combined House Point Total. In our fortnightly assemblies the house with that has accrued the most house points in that fortnight will be announced. Totals for all four houses will then be shown on the House Board. At the end of each term the winning house will be announced and the pupils belonging to this house will be able to participate in a special end-of-term reward.

At the End of Year assembly, the House with the most points for the academic year will be announced. The House Captain will collect the House Cup that will be decorated in the winning House's colour. All pupils in the winning house will also be awarded medals. This trophy will then be kept on display in reception for the whole of the next academic year.

## Medicines in school

Please note that parents should keep their children at home if acutely unwell or infectious. If your child requires either prescription or non-prescription medication to be given during the school day, please read the following guidelines:

- Parents/carers are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent/carer.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents, detailing dosage and time of last dose. This would include Calpol, Paracetamol, Nurofen etc.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort has written instructions relating to any medication sent with the pupil.
- Parents/carers should ensure that each item of medication is delivered to the Authorised Person (form tutor), in a secure and labelled container as originally dispensed.

Each and every item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Special precautions
- Side effects if necessary
- Signed consent for administration (please see attached form)
- Where possible, a Medication Plan or Protocol should be requested from the health professional by the parent/carer and a copy given to school along with the medication

**The school will not accept items of medication in unlabelled containers or envelopes.**

- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.

- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date. Where possible, the school will endeavour to notify parents a week prior to medication running out.

- If children refuse to take prescribed medication, staff will not force them to do so but will inform the parents of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

- The school will not make changes to dosages without written parental and professional instructions.

- School staff will not dispose of medicines. Medicines, which are in use and in date, will be sent home at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

*For additional information please see the medication policy in your pack and on our website and fill in Administration of Medication form in your information pack, **if applicable**.*

## **Mobile and Electronic Devices**

At Alderman Knight, we understand some pupils may have considerable journeys to/from school and the use of mobile devices on these journeys can be beneficial. Therefore, pupils can bring in mobile devices and tablets for use on the school journey and these should be switched off before exiting vehicles in the morning. These devices are handed into tutors at the beginning of the day and will be locked away in a secure in a locked cabinet and returned at the end of the day.

*For more information, please see our 'Mobile Technology Policy' in your information pack*

# E-Safety

E-safety is such an important issue and most of us and our children use social media and online apps to stay in touch. Keeping ourselves and our children safe is a challenge and teaching our children to use the Internet safely, and responsibly, is one of our key curriculum aims.

What we do at Alderman Knight School:

- All groups follow a curriculum which includes online safety and digital literacy. These lessons are tailored to be age and group appropriate
- All Pupils at KS4 achieve an external online safety qualification
- We work closely with the local police and are members of the national online safety group
- We have devised an E-safety code of conduct for pupils to follow (in your information pack)
- We have installed thorough and bespoke Internet filtering and additional surveillance software by E-Safe
- We offer Parents/carers information sessions featuring talks by the police and other organisations as well as online training courses covering E-Safety

*For more information, please see our 'E-safety Letter' in your information pack and sign the E-safety rules on the permission form*

## Parental Consent and Data Protection

As a new parent of Alderman Knight you will receive a pack of forms and policies which have to be read, signed and returned to school. It is vital that we receive these returned forms to ensure we have the relevant and up to date contact details, medical information and consent for the activities listed on the permission form.

We will contact you for permission to take your child on trips outside the local area e.g. outside of Tewkesbury. When we undertake local trips to the Tewkesbury area that are part of your child's normal education we will not need to contact you. These trips might be to shop for groceries for life skills sessions or to visit the library or local museum. We will always let you know when these trips will be occurring.

Alderman Knight School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following Article 6 and Article 9 of the GDPR:

- Education Act 1996
- Keeping Children Safe in Education (2019)
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013

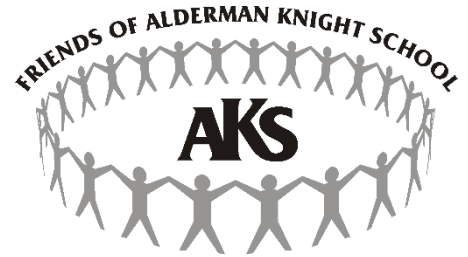
Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Alderman Knight School is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA).

Please sign the Data Exchange in your 'forms' pack and for further details regarding our Data Protection & Pupil Privacy and other information relating to the collecting, storing and sharing of data see read the Student Privacy Policy in the 'policies' pack.

## Friends of Alderman Knight School

The school has a very active Friends group who raise money for the school, organise events and help at school functions and support the wider community. The Friends group also runs a 'new to you' uniform stall at school events. Parents are warmly invited to join the committee and if you would like further information please contact the school office.



## Governing Body

Chair of Governors: Mrs Diana Hatton  
Safeguarding Governor: Mrs Anne Bartholomew

The school Governors include parent governors, community governors, Local Authority governors and the Headteacher. Governors come from all parts of the community and play a very active role in the school. We are always keen to enhance links to the community and welcome anyone who can help in any capacity.

## School office

**The School Office is open from 08:00 until 16:00 for any enquiries.**

Telephone: 01684 295639

Email: [admin@aldermanknight.gloucs.sch.uk](mailto:admin@aldermanknight.gloucs.sch.uk)

For any appointments with the Headteacher, please contact the school office.

The school website can be found at: [www.aldermanknight.gloucs.sch.uk](http://www.aldermanknight.gloucs.sch.uk)

Information about the school, policies, lunch menus and newsletters can be found on the school website.

The school is not able to give out addresses or phone numbers of families in the school but we can give out class lists on request.

For children whose parents live apart, assuming that they still have parental responsibility, all correspondence from the school will be sent to these parents as long as we have up to date contact details.

**Please report to the school office at all times** when visiting or dropping off messages and belongings. This will assist us in ensuring that we know who is in school at all times and enable us to comply with our safeguarding procedures.