



**Welcome to Lightcliffe Academy**

## **Student Information Pack**

**Please read carefully the information in this pack and keep for future reference**

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## Privacy Notice – Data Protection Act 1998

We, Lightcliffe Academy, are a data controller for the purposes of the [Data Protection Act](#). We collect information from you and your child and may receive information about your child from their previous school and the Learning Records Service.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your child's school is doing.

This information includes you and your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as your child's ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with their Unique Learner Number (ULN) by the Learning Records Service and we may also obtain from them details of any learning or qualifications your child has undertaken.

### In addition for Secondary and Middle deemed Secondary Schools

Once your child is 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 both you and your child's names and address and any further information relevant to the support services role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parents/carers can ask that no information beyond names, addresses and your child's date of birth be passed on to the support service. This right transfers to your child on their 16<sup>th</sup> birthday. Please tell the school office 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.

***We will not give information about you or your child to anyone outside the school without your consent, unless the law and our rules allow us to.***

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

If you would like to request a copy of the information that we hold and/or share about you or your child, please contact the Office on 01422 201028 or request by email [admin@lightcliffeacademy.co.uk](mailto:admin@lightcliffeacademy.co.uk)

If you require more information about how the Local Authority (LA) and/or DfE store and use you and your child's information, then please visit the following websites:

- [Local Authority – Calderdale Council](#)
- [GOV.UK - DfE](#)

If you are unable to access these websites, please contact the LA or DfE as follows:

- Corporate Information Manager  
Calderdale Council  
Town Hall  
Halifax  
HX1 1UJ  
Website: [Data and Information](#)

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
[Website](#)  
[Contact](#)  
Telephone: 0370 000 2288



**Data Protection Act 1998**



### **Statement on the Use of Prescribed and over the Counter Medicines.**

The administration of medicines to young people is a parental responsibility. Only in exceptional circumstances where students under 16 years of age have no alternative, should medication e.g. antibiotics be brought onto school premises. Under those circumstances only medication which has been prescribed by a doctor and needs to be taken more than three times a day may be self-administered in an appropriate place. This can also be done by the School's First Aider(s) by arrangement or on occasions when he/she is not in school, by the member of staff trained to act in his/her stead. The procedure outlined should be followed:

**A request to store medication form, which can be obtained from the Pastoral Office, must be completed by the Parent/Carer and returned to the Schools First Aider.**

Medicine should be in the original container with the following information on the label:-

Name of medicine

Child's name

Dosage

Dosage frequency

Date of dispensing

Storage requirements, if important

Expiry date

A record of administration will be kept.

Parents are responsible for the collection and disposal of unused/expired medication.

### **Inhalers and Epi pens**

In the case of inhalers and epi-pens, students must take responsibility for their own medication encouraging a respect for medicines.

Spare inhalers and epi-pens can be stored in the medical room locker for emergency use.

Please ensure that you contact the Pastoral Administrator for a consent form which will need to be completed by Parent/Carer.

### **Non-prescribed medicines**

The School First Aider(s)/Staff cannot administer non-prescribed/over the counter medicines.

### **Storage**

Medicines will be stored and locked in an appropriate place (this may include a refrigerator).

### **Out of School Activities**

Students must take responsibility for their own medication but a member of staff must be aware of the reasons for use and the details of administration.

## **Health Care Plans**

Health Care Plans will be drawn up for students with medical conditions/needs. Parents will be contacted by the relevant Head of House to arrange a meeting to discuss this in detail.

## **Immunisations**

At the start of each academic year, the Pastoral Administrator liaises with the local Immunisation Team to arrange the necessary student vaccinations. These are held at school, the dates are not announced in advance. Before the vaccinations take place, you will receive lots of information and a consent form to sign. We welcome you to contact the Pastoral Administrator, email: [contactus@lightcliffeacademy.co.uk](mailto:contactus@lightcliffeacademy.co.uk) at school if you have any concerns or further questions regarding this.

## **Roles and Responsibilities**

### **Parents/Carers:**

- Have primary responsibility for their child's health
- Are responsible for ensuring their child is well enough to attend school
- Should, where possible, arrange with their doctor for medication to be administered outside of school hours
- Should provide the school with details of their child's medical condition and also, when and where the child may need extra or emergency attention
- Should liaise with the Principal to agree the school's role in helping to meet their child's medical needs, in accordance with the school's policy
- Are responsible for supplying written information about the medication their child needs to take in school and advising the school of any changes to the prescription or its administration or to the support required
- Should, where possible, arrange for a separate supply of medication for use in school
- Are responsible for the disposal of medication

It is important that professionals understand who have parental responsibility for a child. Further guidance is available by clicking the link '[Supporting Students with Medical Conditions at School](#)' (DfE - September 2014).

We only require one Parent/Carer to agree to or request that medicines are administered. Where Parents/Carers have difficulty supporting or understanding their child's medical conditions, assistance can be sought from Locala Community Partnerships – Calderdale School Nursing Team.

[The Calderdale School Nursing Team](#) can be contacted on **030 3330 9974**



Department  
for Education



## Lightcliffe Academy School Uniform

All students in Year 7 to 11 are required to wear the approved school uniform. We expect high standards of work and behaviour from our students, and believe that these are helped by high standards of dress and appearance.

All items of school uniform are worn conventionally and we expect all Parents/Carers to support our simple and practical requirements.

We operate checks each morning to ensure students uphold our high standards with regard to the dress code and to check on essential items for a successful day. This includes checking that students have the correct uniform and that it is worn professionally.

Please see the [Uniform Information Booklet](#) located on the Academy website for examples of appropriate uniform.



The **school blazer** is to be worn at all times around school and in Assembly. Students may ask permission to remove their blazer in classrooms.

A **V-neck grey jumper** with the school logo is optional and may be worn in addition to the school blazer.

**Plain white school shirts or blouses** should be worn, tucked in. The collar buttons to the neck should enable a clip-on tie to be worn. Fashion shirts are not permitted.

**Clip-on school ties** should be attached to the top of the shirt collar with the top button fastened. These can be paid for via ParentPay and collected from the Pastoral Office.

**Trousers** should be school trousers. Tight trousers (fashion trousers), combats, jeans, varieties of leggings, and footless tights are not acceptable.

A plain, slim, **black belt** may be worn, but coloured wide belts or belts with large buckles should not be worn.

**Skirts** are mid-grey and of a sensible length, design and material. They should be approximately knee length. Very short, long or tight skirts are not acceptable.

**Shoes** are plain all-black leather or leather-look school shoes, not leather trainers (e.g. Converse). The wearing of backless shoes, boots, trainers, fabric or canvas shoes, platforms, flip-flops or high heels is not allowed.

Shoes and soles must not have logos or writing on and laces must be black.

**Make-up** is not allowed in Years 7-9. It will only be tolerated in Years 10 and 11, if it is kept to a minimum. Students will be expected to remove make-up with a suitable cleanser if judged too excessive by the Academy.

**Nail extensions, false nails, shellac or nail varnish** in anything other than clear are not permitted.

Extreme **hairstyles** such as very close shaven hair, tramlines or any other shaved patterns are not permitted. Unnatural colours or extreme contrasts of colour are not allowed.

**Jewellery** is restricted to the wearing of a watch and for girls, a single pair of plain, metal, stud earrings. Other types of earrings including bars, ear stretchers and tapers are not allowed. Other kinds of piercings, including tongue/nose/eyebrow are not permitted. Students should not wear rings or bracelets/bangles.

## **Free School Meals**

[Free School Meals](#) are available for school children of Parents/Carers who receive one of the following:

- Income Support
- Job Seeker's Allowance (income based)
- Employment and Support Allowance
- Child Tax Credit, and have an annual income of less than £16,190 (as assessed by Her Majesty's Revenue and Customs)
- Guarantee Credit element of Pension Credit
- Support payments under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit Run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

**Note:** If you are aged 16-18, still at school, and receive Income Support or income based Jobseeker's Allowance yourself, you can get free school meals.

If you are receiving Working Tax Credit, your child/children are not entitled to free school meals.

You must inform your local authority if you have any changes affecting the above income, as it may affect your entitlement to Free School Meals.

Please forward a copy of your entitlement to [contactus@lightcliffeacademy.co.uk](mailto:contactus@lightcliffeacademy.co.uk) or send a copy in to school.

Please see the [Calderdale Council](#) website for further details of how to apply for Free School Meals.

If your child is eligible for Free School Meals, the school will credit their account with £2.60 every day to purchase a meal of their choice. This amount will not accumulate as it will be refreshed each school day. You will also be able to top up this account with [ParentPay](#) if your child wants to spend more than £2.60 per day.



[ParentPay](#) is the secure online system used to pay for lunches, Trips & Visits and other items such as replacement ties, revisions guides etc.

The system allows you to create a single account login across all your children who attend a ParentPay school. It gives you a history of all the payments you have made and shows you all items available for payment relevant to each of your children. You are able to view food/drink items that your child has purchased through your online account.

All new starters will receive a letter with details of how to register with ParentPay before they start at Lightcliffe Academy.

Until you are registered, you will need to send your child with packed lunches.

Please note that we are a cashless school, this means we do not keep money at Lightcliffe Academy.