



**Southfields
Academy**



Information for new parents

June 2022

Information for Parents/Carers of New Students

Welcome to Southfields Academy

We look forward to welcoming your child to Southfields Academy. Please use this guide in conjunction with the Admission Form to help you to complete it. The guide will give details of the policies referred to in the form and will also give general information for you and your child about the Academy and the school day. Please click on the link under the heading to view the related information.

If you have any questions about completing the Admission Form, we will be happy to assist you. Please phone Sara Crampsie on **020 8875 2646** or email admissions@southfieldsacademy.com

Term Dates

[Please click here to view our current term dates.](#)

Times of the Day

[Please click here to view our times of the day.](#)

Please note, we are currently operating a timetable to allow staggered starts and finishes to comply with Department for Education COVID-19 guidelines. We expect to revert to an unrestricted timetable day, guidance permitting, from September 2021 at the earliest.

Attendance and Punctuality

[Please click here to view our attendance and punctuality expectations.](#)



Uniform and Equipment

[Please click here to find out more about the Academy uniform and our expectations for students' equipment.](#)

Parent Payments

Southfields Academy is becoming cashless. Soon after your child starts at the Academy we will issue you with a letter to register for MCAS (MyChildatSchool). During the time before this happens, please ensure your child brings either cash for food or a packed lunch.

Achievement

As an achievement-focused Academy, our goal is to enable all students to reach their full potential. To this end, we provide a wide range of opportunities to support your child:

- Each student is allocated a tutor who will monitor their progress. If you have any concerns, please contact them in the first instance. Should you require an appointment to see them in person then please telephone the Academy to arrange this.
- We hold three Individual Education Action Planning (IEAP) days throughout the year; this is where your child will receive a one-to-one interview with their Tutor. Parents/Carers are encouraged to attend. Targets will be set to enable your child to reach their potential. Targets will be reviewed regularly throughout the year.
- Parents/Carers will be informed on a regular basis about their child's progress. A full report will be issued once each year. There will be a parents'/carers' workshop within the first term in Year 7 and a Parents' Evening later in the year.
- All students are provided with an Academy diary/planner. Students must record the homework set, their daily learning log and important dates in this. Tutors check the diaries on a regular basis and we ask you to read and sign them every week.
- There are sections in the diary for you to write notes to the tutor, who will respond as soon as possible.



- We offer a wide variety of **after-academy** activities. A current list will be published on the website in the Beyond the Classroom section. All students are requested to inform their parents/carers in advance if they are taking part in any of these activities.

Library and Online Library

The Academy library is open for students to use from 7.30am to 3.30pm. We encourage students to make full use of the library where they will find a wide range of fiction and non-fiction books in the library to suit all levels of ability.

Students can also access thousands of books by using our online library. They will be able to log in to this through their school Google account.

All students will take part in the Accelerated Reader scheme which is designed to promote engagement with reading and which is effective in supporting the development of vocabulary and creative writing.

[Click here to find out more about the Academy's library, reading lists and a guide to numeracy.](#)

Reflection Rooms

Supervised reflection rooms for students will be open every day at second break and after school. Please speak to your tutor about which venues are open.

Anti-Bullying Policy

[Click here to read the Academy's Anti-Bullying Policy and Statement.](#)

Charges for school related activities

[Click here to read the Academy's Charging Policy](#)



Our agreement with you and your child

[Click here to read the Academy's Partnership Agreement](#)

Photographic / Image use consent

The Academy will not use the personal details or full name (first name and last name) of any individual in a photographic image, on a video, on our website, our social media or in any of our other printed material, without consent. Generally, images of individuals will not have an accompanying name in the text or a photo caption; if a name is used in the text we will not use a photograph of that individual with the article unless specific permission has been given. We will only use images of individuals which are appropriate to the article they illustrate to reduce the risk of such images being misused.

The Academy also complies with the General Data Protection Regulation.

The Academy produces a range of published materials and online information. From time to time the Academy takes photographic images (moving and still) of students to enhance and illustrate its media resources. We also use images or video to promote or advertise the Academy. The images/video will not be used for any other means.

The Academy will ensure that any minor can only be identified or contacted through the Academy. It is important to note that the Academy, in relation to any image, rarely names a child, and does so only where parental/guardian/carers consent has been given.

Your consent covers any use of the images by the Academy for a seven year period starting from the date you sign the admission form. At the end of that period, all images of your child will cease to be used in any new materials and the master image will be destroyed or archived.

The copyright of any material which is generated as a result of this photographic session shall be assigned to the Academy. This agreement is covered by the law of England and Wales.



Biometric Consent

The canteen at Southfields Academy benefits from a cashless catering system using biometric readers. Students and staff are able to add money to their dinner money account and pay for meals from that account; in order to do so they identify themselves using a biometric reader when adding money to their account and when paying for items at the tills.

Your child's finger print once taken is not stored on our system. A digital signature is created and this cannot be turned into an image of your child's finger print. This means that outside agencies would not be able to approach the school to obtain finger prints.

This system will also, in the future, be used to borrow books from the library and register students who arrive late to school. For some students requiring access to specialist areas of the school site, a biometric door control will be in place.

This system has several benefits, including faster throughput in the dining hall, reduced issues with lost, borrowed or stolen cards, faster registration of late students and better control of access areas of the school site.

In order to process your child's biometric data, we need your permission. Please see below frequently asked questions.

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

Biometrics - Frequently Asked Questions

Why do you need to take my child's finger image?

By taking an image of your child's finger we can turn this information into a digital signature.

Can finger images be used by any other agency?

No, the software used turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded.



The information that is stored cannot be used to recreate an image of the child's finger.

What happens when my child leaves the school?

When a student leaves school all data can be deleted very easily.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

Computer and Internet Acceptable Use Policy

GENERAL

Student use of school computers, networks, and internet services is a privilege not a right.

No student will be given access to the school's network until both they and their parent/carer have signed their agreement to this policy on the admissions form. This policy will be updated annually and published in the school handbook/diary or, as required, and further agreement will be assumed.

Students are required to comply with this policy.

Students who do not do so will have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. The policy is intended to provide general guidelines and examples of prohibited uses but does not attempt to state all required or prohibited activities by students. All school policies on standards and behaviour also apply.

1. I understand that the school's computers, its network and all other related devices are to be used for educational purposes only.
2. I understand that the school's servers have limited storage and that I may not store personal files at school such as photographs and other images, videos or music.
3. I understand that the One Drive provided for my use by the school is also bound by the restrictions applied to the school's



network storage and that my use of One Drive may be monitored.

4. I understand that the email account provided for me by the school is also subject to the same restrictions as other school-based internet use, whether I am in or out of school and the account may be monitored.
5. I may not transfer any data from any external device to the school's network via a school computer without permission from a member of staff.
6. I understand that the school's computer and internet security procedures are for my safety and the security of the school community. Student internet use is filtered electronically and I will not attempt to bypass any such security measure.
7. If I identify a security breach or failing of the school's filtering system I will immediately inform a teacher.
8. I will memorise my username and password as I understand that my teachers will often want me to use a computer during a lesson.
9. I will keep my log in and password a secret and will not share it with anybody else. If I think somebody else knows it I will ask a teacher to contact IT support to get my password reset.
10. I will not allow anyone else to use a computer when I am logged into it.
11. I will not attempt to log into the school's network using anybody else's log in details, nor will I use a computer that is currently logged in by another student or a member of staff.
12. I will not access websites and materials which are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal. If I do so inadvertently I will immediately inform a teacher and tell them the website address (url). I will not share such materials in any other way.
13. If I see anything on a computer in the school that I am unhappy about or which could cause offence, I will immediately inform a teacher.
14. I will not attempt to install or run any program files, including games files, on the school's computers or network.
15. I will only email people I know, or who have been approved by a teacher.



16. The messages I send and information I upload to the internet will be polite and sensible and will never contain any offensive material or anything that could harm the reputation of the Academy, its staff or its students.
17. I will not open email attachments or attempt to download anything from the internet unless I have been given permission by a teacher or other authorised adult.
18. I may not share by email or in the public domain any images, videos or any other kind of file which could be used to identify me or any other member of the school's community.
19. I will never share by email or on line any photograph, video, file or any other kind of personal information which could be used to identify me, my family or friends unless given permission by a trusted adult.
20. Chat rooms, discussion sites, blogs and social media sites may not be accessed in school, except when they are required for a school project. If this is the case, I will be given express permission by a teacher to use specific sites.
21. I will never arrange to meet anybody I have met on line in a chat room or other medium unless I take a trusted adult with me.
22. I must not be involved in any form of online bullying or abuse.
23. I must not impersonate anybody else online.
24. I must not copy or download copyrighted materials without the owner's permission.
25. I must not plagiarize any materials on the internet. When internet sources are used for my schoolwork I must identify the author, publisher and web site of the source.
26. I must not attempt to cause any damage to the school's computers and network including but not limited to vandalism, hacking activities and creation/uploading of computer viruses.
27. I am aware that the Academy monitors use of the network and the internet and may check and remove any files held that break any of the rules.

OUTSIDE SCHOOL

28. It is recognised that outside the protected school environment students may well have access to sites and tools which would



be prohibited in school. These additional rules are designed to protect our school's community in the wider world.

29. If I need to email a member of staff I will only use their school email address and will only use my school email account.
30. I understand that I may not connect to, nor attempt to connect to, a member of the Academy Staff on any social media site or in any chat room, unless it is part of an authorised school project. Any such connections must be removed on completion of the project.
31. I may not post pictures or videos taken in school on any social media site or in any internet chat room or by any other means share such files in the public domain.





www.southfieldsacademy.com



[instagram.com/southfieldsacademy](https://www.instagram.com/southfieldsacademy)



twitter.com/southfieldsacad



facebook.com/southfieldsacademywandsworth

Principal / CEO: Ms Jacqueline Valin

Headteacher: Ms Wanda Golinska

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Academy**