



The Deanery C of E Academy

Peglars Way, Wichelstowe, Swindon SN1 7DA

Information for Parents and Carers

2025 – 2026

Mr J Young (Executive Principal)

youngj@abbeyparkschool.org.uk

Follow us on X: @_Deanery

Our Face Book Page 'The deanery C Of E Academy'

www.dcea.org.uk

Meet your senior leaders



Mr J Young

As the Principal of The Deanery Church of England Academy, I am delighted to welcome you to our vibrant school community. With over 20 years' experience in senior leadership, including 8 years as a Principal, I am committed to ensuring that every child receives a high standard of education driven by our core values. At The Deanery, we are passionate about fostering an environment where students can thrive academically, socially, and personally. Our excellent facilities in the heart of Wichelstowe provide the perfect setting for an exciting educational journey



Mr D MacDonald

I'm Deputy Headteacher here at The Deanery CE Academy. I have nearly 20 years of experience in teaching, with a special focus on mathematics and computing. At our school, I lead on ensuring the quality of education, developing our curriculum, managing data and reporting, overseeing Year 9 options, and organising the timetable.



Miss L Connors

I am Deputy Head Teacher and lead the Wider Pastoral Team; Safeguarding, Behaviour, SEND (special needs) and Attendance. I have 11 years of experience as a senior leader and 12 years as a SENCO (Special Educational Needs Coordinator). I am passionate about Education for *all* students both academic and pastoral.



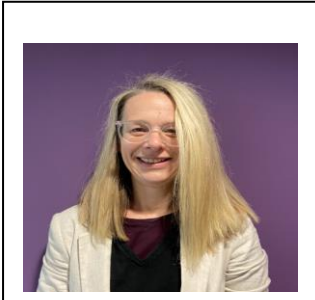
Miss N Luckman

I am Assistant Headteacher here at the Deanery, and have been since we opened our doors in 2019. I am the DSL (Designated Safeguarding Lead) for the academy and work with a dedicated team to keep our young people safe and free from harm. I have 21 years teaching experience, including 16 years in pastoral. I am a PE specialist and continue to love instilling in students the same passion I carry for sport and outdoor education.



Mrs S Parry

With over 17 years of teaching experience, including 14 years dedicated to the pastoral system, I am committed to creating a school environment where every student feels supported, valued, and empowered to succeed. As Assistant Headteacher responsible for Behaviour for Learning and Pastoral Care, I work to ensure that our students not only achieve academic excellence but also develop the personal resilience and character needed for lifelong success. I can be found teaching Maths but also have a background in Religious Studies.



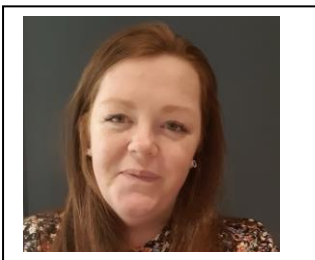
Mrs D Matthews

I am Assistant Head Teacher for enrichment and opportunities outside the curriculum and the Performing Arts faculty lead. I joined in April 2022 and have been dedicated to opening up creative opportunities and providing an enriching and engaging curriculum. Here at the Deanery, we believe music and drama are fundamentally important for fostering students' development on multiple fronts.



Mrs F Koza

I'm the Assistant Headteacher for Teaching and Learning, and the Head of Maths at The Deanery. Teaching is such a rewarding profession because it allows you to inspire and shape the minds of future generations. There's a unique joy in seeing students grasp new concepts and develop a passion for learning. Maths, in particular, is fascinating because it's the language of the universe. It provides a logical framework to understand the world around us, from the simplest patterns to the most complex.



Mrs L Scotford

As Assistant Headteacher I am responsible for leading the English department, developing our early career teachers and embedding a culture of reading across the school. I have 15 years worth of experience in teaching and am passionate about securing a high quality of education for our students in Swindon.



Mrs M Bishop

I am the Campus Coordinator for Wichelstowe Trinity Learning Campus. With experience of primary, secondary and tertiary education. I am responsible for the operational running of both The Deanery & Kingfisher academies.



Dr C Kafka Markey

I am the SENDCo at The Deanery. I have been teaching since 1996, across various counties in England and 4 years abroad in an International School, specializing in Religious Studies with my Masters and Doctorate in these fields. I am very passionate about Special Needs and throughout my teaching career, I have taught students from age 4 to 25 with various SEND, including ADHD/ADD, ASD, ataxia, visual impairment, hearing impairment, cerebral palsy, downs syndrome, dyslexia, Global delayed development, MLD, PDA/PDD and PMLD.

Our School Values

Wisdom – Hope – Service – Resilience

At the Deanery CE Academy, we live our lives through the Christian Values: Hope, Service, Wisdom and Resilience.

<p><u>A Student with Hope</u> Positive Outlook: Cheerful and optimistic attitude. Goal-Oriented: Determined and resilient in pursuing goals. Creative and Curious: Eager to explore new ideas.</p>	<p><u>A Student Committed to Service</u> Compassionate and Generous: Empathetic and willing to share. Humble and Kind: Serves with humility and kindness. Faithful and Obedient: Committed to school values and teachings.</p>
<p><u>A student with Wisdom</u> Discerning and Teachable: Good judgment and eager to learn. Humble and Patient: Recognises the importance of learning from others. Obedient and Honest: Follows rules and lives by values.</p>	<p><u>A Student with resilience</u> Adaptable and Emotionally Regulated: Adjusts to new situations and manages emotions. Problem-Solver and Perseverant: Seeks solutions and keeps trying. Optimistic and Confident: Maintains a hopeful outlook and equipped with tools to succeed.</p>

‘A tree planted by streams of water,
which yields its fruit in season’ (Psalm 1:3)

Deanery PROUD, helps us to follow our Values.

Deanery PROUD



Presentation – We take pride in our uniform and appearance, the work we produce, and the way we speak to each other.

Respect – We interact with each other respectfully. We take care of the school building and the equipment; we make sure there is no litter or damage to the environment. We remember the Christian value of service in all we do.

Organisation – We take pride in having the correct equipment and PE kit; we know our timetable; we take pride in being punctual and arriving to lessons ready to learn; we are neat and tidy and we work logically through tasks.

Understanding – We know how we become successful, independent learners; we know our target grades and we understand how to meet them. We complete homework and revision to assist our academic success. We appreciate the wisdom we gain from our days in school.

Determination – We have a go even when things get difficult, we persevere and don't just give up; we help build a community of belief and encouragement reflecting the value of hope for all; we learn from our mistakes and misconceptions. We always show resilience.

Safeguarding and Child Protection

Our Safeguarding Team at The Deanery Academy consists of:

- Designated Safeguarding Lead - Miss Naomi Luckman
- Designated Deputy Safeguarding Leads – Laura Connors, Sarah Parry, Kelly Matthews, Sharon Bishop, Fiona Woodfield, Adele Buckley & David Macdonald

The Deanery Safeguarding Team

The Deanery
CE ACADEMY

Miss Connors
Deputy Headteacher – Pastoral

Miss Luckman
Designated Safeguarding Lead

Mrs Matthews
DDSL and Student Support

Ms Parry
Assistant Headteacher – Pastoral

Mrs Bishop
Headteacher - KCEA

Mrs Woodfield
Attendance Officer

Mrs Buckley
HLTA and DDSL

Mr McDonald
Deputy Headteacher – Curriculum

Discovering and Learning Together, so all can Flourish
Wisdom – Hope – Service – Resilience

The Deanery
CE ACADEMY

Kingfisher

The graphic features a large, stylized number '7' in the background, composed of grey and purple geometric shapes. The team members' names and roles are listed in white boxes above their respective portrait photos. The photos are arranged in two rows. The bottom left corner contains the school's motto, and the bottom right corner features the logos for The Deanery CE Academy and Kingfisher.

Our safeguarding & Pastoral teams work closely with our students and student data to identify any pastoral needs which may be required throughout the year.

Meet your Pastoral team



Your Pastoral Team

(top left to right)

Miss Byrne, Mr Marriner, Mrs Parry,
Mr Cameron-Larelle, Mrs Mobey,
Miss Mckinlay, Mr McEachron,

(middle) Miss Esposito

(bottom left to right) Mrs Coe, Miss

Our assistant head of years are non-teaching which allows them to respond to incidents as quickly as possible.

The work/support carried out on a daily basis by the team is tailored to suit individual students to allow them to achieve to the best of their ability and overcome any barriers to learning that may be present.

We strongly believe in a multi-agency approach when working with identified students. We are fortunate to have access to the following agencies:

- Locality School Nurse
- TPAT School of Solutions
- Youth Engagements Workers
- Police – (Neighbourhood Policing & Specialist Departments)
- UTurn – Drugs and Alcohol Support
- Mental Health Support Team
- BE U Swindon Mental health team
- Swindon Safeguarding Partnership
- Contact Swindon

If you would like to discuss any concerns regarding your child, please contact the main reception or relevant Head of year/Assistant head of Year to arrange a meeting. We ask that meetings are arranged in advanced and that parents do not arrive at reception requesting to be seen as this will not always be possible.

Please also allow up to 48 hours for a response to e-mails. If your matter is urgent, please call the main reception line.

Meet our Student Council

This dynamic group of students is eager to bring fresh ideas and strong leadership to our school community. The Student Council plays a crucial role in representing student voices, organising events, and fostering school ethos of Deanery **PROUD**.

Year 7 Students can apply for student council after the winter half term., when they have had a chance to settle into school life.



The School Day

The Deanery school day for most students is from **08.40** until **15:25** Monday to Thursday with a **14:25** finish on a Friday. However, if there are behaviour issues requiring a consequence they may be required to stay after school (parents notified the previous day).

Students must be in be in school by **8:40** at the latest, this is when the school gate closes. They must be in their tutor base ready for registration at 8:45.

Lessons are in blocks of 60 minutes with no bells between lessons.

Monday to Thursday			Friday		
08:20	Gate opens		08:20	Gate opens	
08:40	Gate closes		08:40	Gate closes	
08:45	Registration		08:45	Registration	
08:55	Movement time		08:55	Movement time	
09:00	Lesson 1		09:00	Lesson 1	
10:00	Movement time		10:00	Movement time	
10:05	Lesson 2		10:05	Lesson 2	
11:05	Whole school break		11:05	Whole school break	
11:20	Lesson 3		11:20	Lesson 3	
12:20	KS3 Lunch	KS4 Tutor time	12:20	KS3 Lunch	KS4 Tutor
12:50	KS4 Lunch	KS3 Tutor time	12:50	KS4 Lunch	KS3 Tutor
13:20	Lesson 4		13:20	Lesson 4	
14:20	Movement time		14:25	End of school Day	
14:25	Lesson 5				
15:25	End of school day				
15:30 – 16:30	Optional enrichment / sport				

Curriculum

Students receive lessons as detailed below. The Deanery operates a 2 weekly time table (Week A & Week B)

Subject's allocations at Key Stage 3 (years 7 to 9) are detailed below. The hours displayed distributed over a two weekly time table.

KS3	KS4	
	Hours per fortnight	
Maths	7	8
English	7	7
Science	6	10
RE	3	4
PE	4	3
VIP	2	1
Geography	3	All Option subjects get 5 hours per fortnight.
History	3	
Languages	4	
Drama	2	
Music	2	
Art	2	
Computing	1	

Tutor period is a time for collective worship, reading, messages, uniform and equipment checking.

Chaplaincy

My name is Owen, and perhaps the first thing you should know about me is that you can call me Owen, no need for Sir or Mr. Green, which you can use if you like, or Rev even, as I'm a church minister too, plain old Owen will do!

Perhaps the second thing is that I'm the school chaplain. What's a chaplain I can here you thinking. Well I'm a Christian, who is available to help anyone connected to our school, staff, students, their families even, to find hope and live hopefully. The times we need this can often be when we feel a little bit hopeless, and I'm here for you in those moments, but I also love celebrating your successes and generally providing a friendly



face around school. I'm here for **everyone**, whether you are a Christian or have another faith, or have no faith, or don't know what you believe! I am here for you!

Currently I work two days a week and my office is at the top of the stairs next to Ms. Connors office. See if you can find it! If the door is open, it means you're welcome to pop in and say hello, come for a chat, to find out what lesson you should be going to or to play a little game.

Chaplaincy at The Deanery is shaped by what we think God is calling us to hear at The Deanery, and by the wider life of the school, and by its values. We have run prayer spaces, take assemblies every term, host times for worship in the chapel, as well as opportunities for examining our faith through things like Youth Alpha. Chaplaincy also provides space for mentoring, drop-in sessions and other one to ones. Within what we are able to do we have helped support families practically and with friendship and, spiritual support where needed.

Please do get in touch for more information or a chat about how chaplaincy might help support you or your child here at The Deanery GreenO@deanerycofeacademy.org.uk

The academy's mission is encapsulated in the biblical verse, **"A tree planted by streams of water, which yields its fruits in season" (Psalm 1:3)**, symbolising the nurturing environment that helps students grow and succeed.

SEND Provision

At The Deanery we strongly believe that all pupils, despite their barriers to learning, can flourish and achieve their full potential if they are given appropriate opportunities, support and strategies to manage challenges.

Our aim is to identify SEND as early as possible in a pupil's school career so that we can monitor progress.

Our aim is to work collaboratively with parents/carers and outside agencies, involve students and parents/ carers in decision-making, where possible personalise learning for students, promote independence, ensure that the responsibility for SEND is held by all staff and governors and remove barriers to enable achievement and success

Assessment and Reporting

There are three review points during the year, where students and parents will be provided with a report, outlining student progress, alongside Behaviour for Learning and Attitude to Learning.

There is also a subject consultation evening for each year group where parents can book appointments with their child's teachers to discuss their progress to date. The dates for these can be found published on the school events calendar on our website at the start of each academic year.

Homework

Learning outside of the school curriculum is an essential part of a good education in order to equip students to function as independent lifelong learners. Regular homework is important as it encourages personal organisation and gives students the opportunity to practise and extend work undertaken in class.

All homework is set online. Students will also require access to other learning platforms such as SPARX for Maths.

Enrichment

Includes all the activities that we run after school from 15:30 – 16:30. These include, clubs, revision sessions, supported study time, production rehearsals and sporting fixtures (please note some sporting may require travel and return to school may be later)

Each term we offer a variety of activities that students can take part in to enrich their curriculum. Most of these activities are free, though a few of them incur a mandatory charge to cover the costs of materials or external provision. This will need to be paid for via ParentPay before the club date, to secure the place.

Each term there will be a new time table.

Consent for Educational Visits

Students at The Deanery are given various opportunities to take part in educational visits. We will advise you when these opportunities arise and will ask for consent.

Please note for extended, higher risk or residential trips, such as those abroad, we will require further written permission and we will contact you with the relevant documentation should this be required from you.



Uniform Dress Code and Guide to Ordering

A high standard of personal appearance is expected of all students. Anyone arriving at the school in non-uniform clothing, may expect to have their parents contacted and/or be sent home to get changed.



The uniform is ordered through TRUTEX uniform website
<https://www.trutex.com/>

The TRUTEX uniform code is LEA00960SC.

Uniform is an important part of The Deanery CE Academy: it is distinctive, innovative and aspirational.

DRESS CODE

Recognised religious symbols will be permitted but should be worn discretely. Hijabs and turbans should be plain and in school colours (black, grey, purple, white)

<u>BLAZER</u>		<u>TIE</u>		<u>JUMPER</u>	
A blazer with the School badge must be worn at all times throughout the school day. A blazer may be hung on the back of a chair during lessons.		A School tie must be worn at all times during the school day. Top buttons must be done up.		Jumpers are optional but if worn, they should be the school's purple, V-neck jumper with the school badge, and is an additional to a blazer not a replacement.	
<u>COATS & HATS</u>		<u>JEWELLERY</u>		<u>MAKE-UP</u>	
				<u>HAIR</u>	

<p>A plain outdoor coat without large logos or writing.</p> <p>Denim, sweatshirts, hoodies and cardigans are not permitted.</p> <p>All coats must be removed when entering a the school.</p> <p>Hats are not permitted to be worn in the buildings.</p>	<p>One pair of small and discreet earrings are allowed.</p> <p>A single discreet clear nose stud is also permitted. No other forms of body/ facial piercings are allowed. If a student has any other piercings, the expectation is that they are removed immediately.</p> <p>Students are allowed a single watch and one ring on each hand.</p> <p>No other jewellery is permitted.</p>	<p>Discreet make-up only. Including discreet false eye lashes.</p> <p>Nail polish and Acrylic nails are not permitted at the school due to health and safety protocol in practical subjects.</p>	<p>Hair styles should be practical, clean and safe. Extreme hairstyles that detract from the smart appearance of the uniform are not allowed.</p> <p>The definition of what is extreme will change with fashion, but includes part shaven hair, Mohicans, extreme coloured hair other than a natural colour, hair with patterns cut into it or artificial hair extensions.</p>
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All Students

All Students in year 7 – 11 will wear:

- A grey Deanery blazer with embriodered logo
- A school tie
- A grey tartan skirt or
- Grey tailored, stright leg trousers (not skinny trousers or leggings)
- Trousers can be purshased through TRUTEX, but can also be purchaed from other retailers
- A white shirt / blouse
- Purple jumper (optional)
- Black or grey socks
- Black, grey or natural tights uner a skirt
- Black leather or leather look shoes (trainer are NOT acceptable)



Acceptable



Un-Acceptable

Standard Fit

Slim Fit

NOT Skinny Fit

NOT Skinny Fit



Shoes

Shoes should be plain black and leather (or leather look) shoes. Heels more than 2.5cm are not allowed; canvas shoes, boots, sandals and trainers are NOT permitted.



PE Kit

- Black & purple logo outdoor sports top (TRUTEX only)
- Black & purple logo polo shirt (TRUTEX only)
- Long black sports socks (TRUTEX & other retailers)
- Black short / Skort (TRUTEX & other retailers)
- Trainers – indoor / astro
- Boots – we will let you know when you need to buy these
- Mouth guard
- Shin pads

Optional items:

- Training trousers – plain black with school logo
- Underwear such as skin layer

Health & Safety Information

- Long hair must be tied back
- Asthma sufferers must bring inhalers to all lessons
- Jewellery must not be worn during PE lessons.

Equipment

You are expected to provide the following items of equipment for every lesson.

- Black or blue ball point pens
- Pencils (HB & 2B)
- Good quality eraser
- Good quality sharpener
- Coloured pencils
- 30cm ruler
- Calculator
- Compass
- Protractor
- Notebook
- Safety Scissors
- Green pen (for noting feedback)
- Whiteboard pen
- Highlighter
- Glue stick
- Reading book (from home)



We expect students to take care of their equipment as such equipment is essential for learning to take place.

Tippex/Liquid paper is not allowed in school and must not be used in any school work.

Some books and specialised equipment may be issued on loan. You will be required to pay for any loss or damage to school property.

Home and School Partnership Promise

The School Promise

- To have high expectations, high quality teaching and support students so that they achieve their full potential.
- To aim to meet the needs of each student.

- To aim to provide the necessary resources to enable the student to learn.
- To provide regular homework according to the homework timetable.
- To provide each student with a tutor time to look after welfare and educational progress.
- To provide information to parents on the educational and social progress of the student.
- To provide opportunities for staff and parents to meet and review student progress.
- To encourage good behaviour and establish firm and fair disciplinary systems.
- To deal promptly with any poor behaviour which affects the welfare of any other student
- To enforce the school dress code.
- To provide a pleasant and healthy learning environment.

The Parent Promise

- To provide support and encouragement to the student in all aspects of learning.
- To provide the necessary materials and equipment for the student.
- To support the student to complete homework.
- To support the school in measures taken to ensure homework is completed correctly.
- To ensure that the student regularly attends school and arrives on time.
- To inform the tutor of anything which may affect the welfare of the student
- To attend the routine parent/teacher evenings.
- To encourage good behaviour and support all aspects of the school disciplinary systems
- To ensure that the student is dressed according to the school dress code.
- Help all students to make full use of the educational opportunities at the school, in a caring and concerned environment.


The Student Promise

- To aim to improve.
- To work and co-operate with all staff.
- To come correctly equipped for all lessons.
- To complete homework and hand it in on time.
- To attend all lessons on time.
- To arrive to school on time ready to learn

- To talk to staff about problems and difficulties.
- To respect all people and not physically or verbally abuse them.
- To support fellow students by not accepting and reporting the abuse or bullying of others.
- To respect all school property and property of any other student.
- To attend school dressed in accordance with the school dress code.
- To embrace The School Values and Deanery **PROUD**

Hope – Service – Wisdom - Resilience

Deanery PROUD



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Organisation – We take pride in having the correct equipment and PE kit; we know our timetable; we take pride in being punctual and arriving to lessons ready to learn; we are neat and tidy and we work logically through tasks.

Understanding – We know how we become successful, independent learners; we know our target grades and we understand how to meet them. We complete homework and revision to assist our academic success. We appreciate the **wisdom** we gain from our days in school.

Determination – We have a go even when things get difficult, we persevere and don't just give up; we help build a community of belief and encouragement reflecting the value of **hope** for all; we learn from our mistakes and misconceptions. We always show **resilience**.

Behaviour for Learning Procedures

The system has been devised to further improve behaviour within school by ensuring that good and outstanding performance is rewarded and celebrated and that any behaviour that detracts from the learning process has a consequence. The rewards and consequence system are outlined here:

The Deanery Reward System

Rewards for good work, effort or conduct - examples

R1

- 1 point
- Good classwork, good contribution to lessons, good homework.

R2

- 2 points
- Very good work or sustained effort

R3

- 3 points
- Consistently high effort or outstanding work

R4

- 5 points + postcard home
- Exceptional work or progress.

Bonus points will be issued termly for those students who have 100% attendance and those with no negative behaviours.

Achievement points will accumulate and students will be given certificates and opportunities for further rewards.

The Deanery Consequences System

Consequences of poor behaviour or effort - examples

C1

- Verbal warning (not recorded)
- Intended to encourage students to work without disrupting the lesson and change and poor behaviour.

C2

- 2 negative points (lunch time detention)
- Poor behaviour continues after the warning issued (but removal not needed).; lateness, lack of equipment, chewing gum, incorrect uniform.

C3

- 3 negative points (30 mins after school detention)
- Removal from lesson, continued poor behaviour, swearing in conversation (not at staff), failed L2 detention, mobile phone out in lesson.

C4

- 4 negative points (1 hour after school detention)
- Failed L3 detention, failed removal from lesson, truancy, continuous poor behaviour, defiance

C5

- 5 negative points (reflection + 1 hour after school detention)
- Serious disobedience, failed L4 detentions, two or more L3/L4 in one day, refusal to hand mobile phone in.

More serious incidents of poor behaviour, or poor behaviour over a sustained period, could result in a fixed term exclusion or permanent exclusion from the school.

Mobile phones and accessories:

Students are permitted to bring mobile phones and electrical devices to school but do so at their own risk.

Whilst students are in the building in the school day, from 8.20am – 3.25pm, (plus any additional time such as detention or enrichment) we operate a no mobile phone policy. All students are expected to turn off and put away all electrical devices and accessories. If a teacher sees or hears a device the student will be asked to turn it off and hand it in, they can collect at the end of the day and will also be issued with a C3. If a student refuses to put their phone away or is rude towards the member of staff, the student will be given a C5 and removed from circulation.

Students are not permitted to use their mobile phone without permission whilst they are on school site. This includes before school, breaks, lunchtime, lesson change over and after school.

If a student decides to bring these items into school, then it is the student's responsibility to look after them.

An automatic C3 may also be issued for:

- Using a mobile phone in school without permission – this includes before school whilst on site, breaks, lunchtime and after school. If students need to contact home for any reason during the day, they can ask a member of the Pastoral Team or Student Services
- Removal from a lesson
- Inappropriate behaviour outside of lessons (Can also be C4/5/6)
- Walking away from a member of staff
- Defiance (can also be a L4)
- Swearing or offensive language (If directed at staff this is a C6)
- Abuse of the School ICT system.
- Incorrect uniform without a valid reason, repeated uniform breaches will result in the student being internally excluded

When a C3 is given the student will receive 3 negative points and 30 minutes after school detention the following day. This will be doubled if they fail to attend.

C4: Second failure to attend a detention; truancy from lessons; aggressive behaviour; serial disruption of lessons or defiance. Students will receive a one hour after school detention. Students will also receive 4 negative points.

C5: Failure to attend or behaviour appropriately in C4 detention. Serious disobedience including refusal to hand mobile phone in. Internal suspension + 1 hour after school.

C6: Suspension 1-45 days

C7: permanent exclusion

See examples of behaviour, consequences and support plans

<https://www.dcea.org.uk/policies/>

School/Parent Communication System

Contact via telephone and email are important tools in the communication between school and parents.

Communication will be sent via email with information such as: -

- absence from school
- detention notifications (these will normally be sent on the same day as the C3 is issued with the detention on the following day)
- annual reports
- behaviour and achievement records
- timetables
- examination timetables
- examination results
- school closures

It is essential that we have your up-to-date email address and mobile telephone numbers on our records to enable this system to work most effectively.

The **Arbor Parent Portal** enables parents and carers to log on and access attendance, timetable, rewards and behaviour information. The site can also be used to update addresses, contact information, etc. You will be able to log in to the Arbor Parent Portal when your child starts school. If you already have an existing child in the school, then you can use your existing Arbor login details.

Absence Reporting

If your child is unable to attend school please contact the Absence Line on 01793 236611 before 08:15am if possible, and leave a brief message stating:

Your name

Your child's name

Tutor Group

Nature of the absence/illness - Medical Evidence may be required for 5 or more consecutive days' absence due to illness (3 days if prior to or after a school holiday).

If you are unable to provide medical evidence in the form mentioned above, the absence marks will revert to O=Unauthorised and a Penalty Notice may be issued for avoidable absence.

We have a high expectation at The Deanery for excellent attendance. This means that we expect students to attend at least 96% of the time which is the government minimum standard.

Request for Leave of Absence

A 'Request for Leave of Absence' form should be completed and returned to Mrs Fiona Woodfield, woodfieldf@deanerycofeacademy.org.uk This can be found on our website or collected from Reception.

The request must be submitted before the date requested not in retrospect. If the form is received after the leave has been taken, this will be unauthorised and a penalty notice may be issued.

Family Holiday will not be granted during term time and will likely occur a penalty notice. Please read more details with regards to attendance on our website <https://www.dcea.org.uk/parent-information/attendance-hub/>.

A Leave of Absence form should be submitted in the first instance. Attendance below 96% is considered failure to attend regularly, below 90% is consider 'persistently absent'.

If you have any enquiries regarding Leave of Absence, please contact Fiona Woodfield.

Parent Pay Online Payments

We use Parent Pay to facilitate payment for school trips, lunches and other items online, which has enabled us to make the school a **cash-free environment**. Parent Pay details will issue once the student is enrolled at The Deanery.

Catering

Sodexo deliver the catering service at The Deanery. The school works closely with Sodexo to ensure that all students have access to a healthy, balanced and varied diet at an acceptable price.

The School site has one main canteen offering the following:

- 'meal of the day'
- 'Grab and Go' items such as paninis, pizzas and jacket potatoes;
- fresh pasta, wraps, sandwiches, baguettes and snacks.
- Vegetarian & Halal options are available



We are pleased to share Sodexo achieved the Food service excellence award 2024

Cashless Catering System

The school uses a Cashless Catering system which enables students to pay for food and drink at school using fingertip technology. With your consent, we will be setting the system up for your child during induction and will be scanning your child's finger during these days.

There are significant benefits to this system, we have introduced a biometric system, which takes measurements from your child's finger which are unique to them. Please

note, this is not a system which records and stores whole fingerprints, the finger is digitally scanned and the image registered, then translated into a unique code. The original image is then discarded.

If you think you may be entitled to free school meals please create an account with SBC, search 'Swindon Borough Council free school meals'

Lockers

All students are offered the use of a personal locker while at The Deanery. A one-off, non-refundable fee of is payable via ParentPay, covering the duration of their time here.

If you would like your child to hire a locker, you will need to make the request via the administration team and then make the payment can be made via ParentPay.

Privacy Notice

The categories of student information that we collect, hold and share include:

- personal information (such as name, unique student number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- special educational needs information
- relevant medical information
- behavioural information
- suspensions
- post 16 learning and vocational information
- safeguarding information

Why we collect and use this information

We use the student data:

- to support student learning

- to monitor and report on student progress
- to provide appropriate pastoral care
- to safeguard students
- to provide academic, examination and career references for students and staff
- to assess the quality of our services
- fulfil the Academy's and the Trust's contractual and other legal obligations
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under Article 6(1)(e) – Public Interest, data processing which is necessary to allow the school to function, and Article 9(2)(a) – Data processed with the explicit consent of an individual. <https://ico.org.uk> (Information Commissioners Office)

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

Storing student data

We hold student data until the student reaches 25 years old.

We routinely share student information with:

- Schools and colleges that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Agencies such as the Qualifications and Curriculum Development Agency (QDCA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT) and the Police. These are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Why we share student information

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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

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>.

Once our students reach the age of 13, we also pass student 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

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students 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

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

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to

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

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided student information, (and for which project), please visit the following website:
<https://www.gov.uk/government/publications/national-student-database-requests-received>.

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

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Michelle Bishop, Campus Coordinator, BishopM@deanerycofeacademy.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Student ICT Acceptable Usage Policy

Students are required to agree to abide by the school's Student Acceptable Usage Policy as follows;

- I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring The Deanery Academy into disrepute.

- I will not use language that could cause offence or stir up hatred against any ethnic, religious or other minority group.
- I will use appropriate language in all communications which go through the school network.
- I will not attempt to visit websites that might be considered inappropriate or illegal.
- I will not receive, send or publish material that violates copyright law.
- I will not attempt to harm or destroy any equipment or the work of another user on the school network.
- I will not trespass into other users' files or folders.
- I will not share my login details (including passwords) with anyone else. Likewise, I will never use anyone else's username and password.
- I will ensure that I log off after my network session has finished.
- If I find an unattended machine logged on – I will log it off immediately.
- I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
- I will not download and/or install any unapproved software, system utilities or resources from the Internet.
- I will ensure that if I think someone has learned my password then I will change it immediately and/or contact my Tutor.
- I realise that files held on the school network will be regularly checked by members of staff.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of the Safeguarding Team.

Use of Student Images

We sometimes take photographs of students to use on display boards around school, in the school's prospectus, on the school's website and on our Facebook and X pages. We must ask for your consent to take photos of your child. We will keep a record of your preferences and if you change your mind at any time, you can let us know by emailing admin@deanerycofeacademy.org.uk

Health and Medication

Individual Health Care Plans (IHCP's) and Medication

In line with the Department for Education's statutory guidance released in December 2015 – "Supporting Students at school with medical conditions" Students are not encouraged to take medication at school (unless they already have a specific Individual Health Care Plan).

The school will supervise the administration of medication for students who have long term medical needs. These students will have an Individual Health Care Plan (IHCP) that has been agreed by the school nurse.

If a student needs to take medication 3 times a day, this should not be brought into school, as the student will be able to complete their daily course outside of school hours (i.e. 1 dose before school, 1 dose after school and the final dose before going to bed). For students with short term medical conditions or who need to take medication four times a day, the school can supervise the administration of this medication.

The parent/carer of the Student must complete a 'Medication Consent Form' (Available from reception). The consent form, plus medication must be handed into reception. This will be kept in the first aid room for safe storage. It is the parent's/carer's responsibility to ensure that the medication arrives at school with the correct form fully completed. No medication will be issued unless the correct form is with the medication.

A written record is kept of all medication administered in school.

Prescribed Medication

All prescribed medication brought into the school must come with its original packaging and be clearly labelled with the student's name, dosage/frequency of administration, date of dispensing, cautionary advice and expiry date. (This is standard practice from pharmacies).

Asthma

As part of the school policy, it is proposed that all parents are made aware of how the school will manage a child who has symptoms due to their asthma whilst they are in

school. All parents of children who have been diagnosed with asthma entering the school will receive a routine Emergency Salbutamol Inhaler relief consent form, parents will be asked to sign this, and this will be kept in the first aid room along with the Emergency Inhalers and Asthma Register.

Every asthmatic child should carry their own named workable inhaler, wherever possible, both in school in Physical Education lessons and on school trips.

School Closure

In the rare event of an emergency or severe inclement weather, it may be necessary to close the school partway through the day. In this instance, students will be permitted to leave the grounds immediately provided we have received prior permission for them to do so. Students without permission will remain on site and parents will be contacted and asked to collect their child(ren) as a priority.

All parents will be informed via email or telephone call in the event of a school closure during the day. Those students who have permission to leave will also be encouraged to text parents directly before exiting the premises. Notification of any subsequent closure will be available via our website and on local radio. We will also contact you via email and text.

Lost Property

All uniform, PE kits and coats must be labelled with student's full names, we can then return items from lost property back to their rightful owners, any items that are not labelled are kept in Student services until the next academic review day or end of school term. After this point any remaining lost property is disposed of. PE also hold lost property which students may request access to.