Guru Nanak Multi Academy Trust Ltd

Incorporating:
Nanaksar Primary School &
Guru Nanak Sikh Academy

Founder – Sant Baba Amar Singh Ji

General Information

STUDENT SCHOOL PHOTOGRAPHS

Sometimes we take photographs of children either at school or when they are involved in organised activities away from the school site. We may use these photographs and images of children in our prospectus or in other printed publications we produce, as well as on our website or on school displays. We may also make video and web cam recordings for educational use.

From time to time the media may visit our school and take photographs, film footage or carry out radio interviews. Students will often appear in these images, which may appear in local or national newspapers or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is participating.

To comply with the new General Data Protection Regulations (GDPR), we need permission to photograph or make any recordings of your child. Please note the GDPR is not relevant for parents who wish to take photos or record an event for their own personal use. Parents are not permitted, however, to take photographs or make a recording for anything other than their own personal use. To do so would require consent of other parents whose children may be captured on film and if this was not given, would mean parents concerned would be in breach of the GDPR.

Please ensure you complete the photo permission form included in the booklet.

NATIONAL CURRICULUM STATUTORY AND NON-STATUTORY
SEX EDUCATION

As you may be aware and as is in line with government guidelines, Guru Nanak Sikh Academy's curriculum for Years 7-11 includes the study of sex education; this consists of both statutory lessons taught in Science classes and non-statutory lessons taught in PSHE.

Whilst the non-statutory parts of the curriculum are non-compulsory, we strongly feel that providing both elements within our school curriculum helps to reinforce the facts and therefore enable students to make better-informed decisions later on in life.

Should you wish to withdraw your child from the non-statutory sex education curriculum, please communicate this in writing addressed to the school.

Springfield Road Hayes Middlesex UB4 0LT

Telephone: 020 8573 6085

Executive Principal: Mr R. S. Sandhu

Web: www.gurunanaksikhacademy.co.uk
Email: admin@nanaksarprimary.co.uk
         admin@gnsa.co.uk

Company Reg. No. 07416734   VAT No. 114 184 149

CAREERS ADVICE

It is very important for students to start thinking about their future choice of career at an early stage and we are fortunate in having an independent professionally qualified Careers Adviser at the Academy.

Government guidelines recommend starting the process as early as Year 7. Although students of this age may not need to choose a very specific career at this point in their life, they should start thinking about what broad category, or field of careers, would best suit their academic potential interest and attitudes. Examples of these career fields might include business and finance, scientific (including medical), popular areas like law and computing or broad industries, like retail, hotel, catering or travel and tourism. They should research these careers by finding out information either in the school library or by the internet.

UNIQUE LEARNER NUMBER SCHEME

The data-handling scheme developed by the Government (MIAP) ensures that your child's information is handled accurately and safely. Every individual between the age of 14 and 19 involved in education and training will be given a Unique Learner Number (ULN), a 10-digit number which will remain with them to record their lifelong educational achievements and qualifications into a single online learner record. This scheme will not involve additional information which is not already stored in the system but it will ensure that your information is accurate and up to date and can easily be accessed by learning authorities and yourself.

You cannot refuse to have a ULN if you are in education or training, but you can opt out of sharing your data with other users if you wish. **If you opt out**, you may find that you need to fill in a form each time you move on to something new, such as a new college or employer. **For more information about the scheme, please refer to the ULN information leaflet on the school website**.

PRIVACY NOTICE

As an Academy, we are legally required to inform you about how your child's personal data is used. Please be aware, that all information received by the school will be in accordance with the new General Data Protection Regulations (GDPR).

Please refer to the Privacy Notice information on the school website:
www.gurunanaksikhacademy.co.uk >Secondary Phase>About Us>GDPR

INTERNET & SCHOOL NETWORK POLICY

London Grid for Learning (LGfL) provides our Academy with a filtered, safe and high speed internet connection. In order for us to provide your child with access to internet and emails, we will require your authorisation and written permission. Therefore, please **complete the parent agreement and consent form in the booklet**. Without your authorization, your child will not be granted access to use educational online learning resources.

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The Academy has an obligation to ensure that Information and Communications Technology ("ICT") for teaching, learning and its business operations is used in a professional, lawful, ethical and safe manner.

The computer system / network is owned by the Academy and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

It is the responsibility of students to use ICT equipment in a lawful manner, not to disrupt the learning of others and to follow simple conduct guidelines as below:

All students must:
- Keep passwords private and secure;
- Never log on as another student;
- Never attempt to hack into the computer systems.
- Log off at the end of every lesson to ensure data is safe;
- Ensure that they take full responsibility of any loaned equipment;
- Use loaned equipment for Academy purposes only;
- Never post; or
- Never leave confidential files or documents which contain any confidential information open on screen; and
- Report any damage to ICT Technical as soon as possible.

The following provisions will apply to the use of social media:
- The Academy will block/filter access to social networking sites as identified by the London Grid for Learning E-Safety guidelines.
- When using social media outside the Academy, no student will submit any contribution which contains or comprises material which defames any individual, or material likely to bring the Academy, staff or students into disrepute, or which harasses or attempts to harass any individual;
- All students must set passwords to govern access to their individual network space or email accounts and must deny access to unknown individuals and must comply with instructions as to how to block unwanted communications; and
- All students must report immediately any incidents of cyber bullying or inappropriate use of social media of which they become aware.

Students who use ICT equipment are responsible for their care and should report any damage \ misuse immediately to the Head of Year or Business & Operations Manager.

Some example of misuse can be classified as:
- Storing indecent images
- Unlawful damage to equipment
- Inappropriate use of social media
- Cyber bullying
- Documentation that may victimise other staff to cause harm
- Inappropriate access to websites.

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The process of reporting any misuse will be:

- Head of Year to be notified of misuse
- Head of Year to decide next level of action as identified in the Behaviour Policy
- Business & Operations Manager to carry out an investigation
- Business & Operations Manager present findings to Head of Year & Vice Principal
- Appropriate actions to be identified by Head of Year (dependent upon level of misuse).

Any student who fails to abide by the following conditions will have their ICT access removed for a period and their parent will be informed as part of the investigation process.

You will ensure that you understand and agree the implications should there be a breach or misuse of ICT equipment within the Academy.

Charities Supported by the Guru Nanak Sikh Multi Academy Trust
Guru Nanak Sikh Academy (GNSA) & Nanaksar Primary School (NPS)

The Guru Nanak Sikh Academy and Nanaksar Primary School (Free School) are supporting the following charities in the next academic year, with planned events and fund raising activities throughout the academic year. These fund raising events will be coordinated as part of a wider informative focus to educate our children to their responsibilities to those around them locally, nationally and globally. With this in mind, our main charities will be:

- SWAT – Local charity aimed at supporting the homeless and those at risk of homelessness.
- Children in Need – National Annual BBC event.
- Nirmal Sewa, an effort by Guru Nanak Garib Niwaj Education Society, New Delhi. We are supporting our sister school in Delhi, working with the poorest children to provide an equivalent educational experience similar to our own.

All charities rely on voluntary contributions and through the year we will arrange and organise activities to support. All money raised and donated will go directly to the charities. Donations will not only take the form of money; SWAT will involve items needed for various appeals for the homeless.

STUDENT LOCKERS

All students have the opportunity to use a locker to store equipment, PE Kits and books. Lockers are based in the corridors and access to them is allowed during break-time, lunch-time and at the beginning and end of the school day. Before a locker key is issued, a payment of £25.00 must be made to the Academy via the School Gateway App. The locker is for your use until the end of Year 11.

A charge of £3.00 will be made for a replacement key. **Please note that it is the student's responsibility to ensure they bring their key into school every day.** The Academy will not be held liable for any loss incurred from the lockers. Students are strictly advised not to bring into school any expensive items and must NOT SHARE lockers with anyone.

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PE Kit

Please refer to the leaflet on the school website regarding PE kit from SWI. Please note that plain black football socks are required for Games for both boys & girls (no logos please) which can be bought from local sports shops.

Cashless Catering System

Guru Nanak Sikh Academy has a cashless catering system which provides the school with a more efficient, faster and ultimately better quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash in school; thus reducing the risk of any loss of monies. It is also biometric, so there is no need for students to carry a card, as the system will recognise the thumb of your child at the revaluation pay points and at the tills. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

Any amount of money can be paid into the account and money spent on food and drink will be deducted on a daily basis. A daily 'spend limit' will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school's Finance Office.

If you choose not to have your child registered on the Biometric System a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation in this matter. It will be assumed that you agree to your child to automatically opt into the biometric system if you do not indicate otherwise on the 'Parental Agreement & Consent Form' in the booklet.

The main payment options available to you will be via **coin and note payments at the revaluation pay-points or online payment via School Gateway.** Please see the information sheet on our website on how to upload the School Gateway App. It is important that you provide your up-to-date mobile number and email address in order to access the App.