



Tudor Grange Academy
Dingle Lane
Solihull
West Midlands
B91 3PD

May 2022

Dear Parents/Carers

Welcome to Tudor Grange Academy

Welcome to Tudor Grange Academy Solihull, we look forward to working with you over the next few years to support and nurture your child's social and academic development.

The transition to secondary school is a significant event in any child's life and first experiences often become memories that last for years to come. We want those memories to be positive ones and for the transition to be as positive as possible for everyone concerned. Students experience many different feelings at this time and I want to reassure you that it is perfectly normal for your child (and you!) to be feeling anxious, excited or nervous about this change.

Overleaf you will find information about the academy. May I also direct you to our handbook and other additional information found on the '[New Intake](#)' page of our website. Please do read this together with your child and we hope that it helps to answer any questions you may have.

Study of MFL (Modern Foreign Languages)

We are committed to the provision of three languages at Tudor Grange; French, German and Spanish. The language your child has studied at primary school will be taken into consideration, but it is not the only factor when allocating languages. The language skills your child has acquired at primary school are transferable skills for secondary languages, regardless of the actual language studied.

If you feel there are exceptional circumstances which you would like to be taken into consideration when allocating the language, please include this in the data collection form you have been asked to complete. Although we cannot guarantee we will fulfil all requests, but we will consider exceptional reasons.

Providing contact details

Please make sure that you have provided at least 2 contact details on the data collection form. It is important that these are completed by 31 May. If you have not received this email or are having difficulty completing the online form, please email admissions@solihull.tgacademy.org.uk.

New Intake Evening for Parents

We would like to invite you (**parents only**) to our New Intake Evening on Tuesday 21 June 2022. The programme will run twice during the evening. We request that if your child's surname begins with A to K you attend at 6.15pm and if your child's surname begins with L to Z, you attend at 7.15pm. Parking will be available on the academy site.

Children with Special Educational Needs and Disabilities (SEND)

As your child approaches the move to Tudor Grange Academy Solihull, please be reassured that we are doing everything we can to ensure that the transition is smooth. Our SEND team, led by Mrs Young (SENDco), will be communicating directly with primary colleagues to ensure that all files and relevant information is passed on, to plan effectively for the start of the new academic year.

However, if you feel that you would still like to discuss your child with a member of the SEND team, please email the admissions team (admissions@solihull.tgacademy.org.uk) by 17 June and an appointment will then be arranged for you to meet with the SENDco during the New Intake Evening. Please only request an appointment to meet with the SEND team if your child is already receiving or is currently being assessed for SEND support in primary school.





Induction Days

Finally, all students are invited to attend induction on Thursday 30 June and Friday 1 July. Students will need to arrive at Oak Building at 8.45am and they will finish at 3.00pm on both days. Your son/daughter will need to wear their junior school uniform and bring a packed lunch on both days together with their pens and pencils. On one of these days, they will need to bring their basic P.E kit. Further details about these days will be shared with you at the New Intake Evening. For safety reasons, parents will not be able to drop off or collect students via the staff car park on these days.

If you have any general queries about your child's transition to Tudor Grange Academy, please do not hesitate to contact the academy at admissions@solihull.tgacademy.org.uk

We look forward to meeting our new Year 7 students and their families in the near future.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Tom Pole'.

Mr Tom Pole
Acting Principal

PRIVACY NOTICE (HOW WE USE YOUR CHILD'S INFORMATION)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

We, Tudor Grange Academies Trust (Tudor Grange Academy Solihull, Tudor Grange Academy Worcester, Tudor Grange Primary Academy St James, Tudor Grange Primary Academy Haselor, Tudor Grange Academy Redditch, Tudor Grange Samworth Academy, Robert Smyth Academy, Tudor Grange Academy Kingshurst, Tudor Grange Primary Academy Meon Vale, Tudor Grange Primary Academy Yew Tree, Tudor Grange Primary Academy Perdiswell, Tudor Grange Academy Hockley Heath), are the 'data controllers' for the purposes of data protection law.

Our data protection officer is Steven Groutage. He can be contacted at sgroutage@tgacademy.org.uk.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our data protection policy sets out how long we keep information about students.

To request information about our data retention procedures please email sgroutage@tgacademy.org.uk.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator – Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census and early years census at our primaries.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

For our secondary academies we all share data with:

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to our youth support services providers in each of our Academies areas as they have the legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Steven Groutage – sgroustage@tgacademy.org.uk

RSHE (RELATIONSHIPS, SEX AND HEALTH EDUCATION)

The main aim of our RSHE curriculum is to ensure our students are 'Prepare for Life' when they leave TGAS by helping develop them into responsible citizens who can make informed life choices. To do this we aim to foster a safe school community where students can learn, grow and develop positive, healthy behaviour for life. We want to nurture a secure learning environment where students can be inquisitive and curious, develop tolerance, empathy and self-esteem, and show respect and consideration for others.

The purpose of the Relationship, Sex and Health Education part of this course is to provide knowledge and understanding of how the human body changes during puberty and the processes of human reproduction, within the context of relationships based on love and respect. It should develop understanding and attitudes which will help students to form relationships in a responsible and healthy manner and to appreciate the value of stable family life, including the responsibilities of a healthy relationship.

There is a vast amount of, sometimes confusing, information about relationships and sex on the internet, on TV and in magazines, which young people may have access to, and this can sometimes make an already confusing time seem even more complicated! Therefore, at times, throughout your child's education at Tudor Grange Academy staff and occasionally outside speakers will deliver sessions focusing on relationship and sex education (RSE). Content delivered has been audited to ensure it is age appropriate.

The purpose of RSE is to provide knowledge and understanding of how the human body changes during puberty and the processes of human reproduction, within the context of relationships based on love and respect. It should develop understanding and attitudes which will help students to form relationships in a responsible and healthy manner and to appreciate the value of stable family life, including the responsibilities of a healthy relationship.

If young people can start their transition into adulthood with factual information and the confidence and knowledge to understand what is happening to them, they will hopefully grow into confident and healthy adults able to make positive choices. This can start with learning the basics about growing up and these sessions at the Academy may reinforce what you are already doing at home.

During Year 7 sessions may cover:

- 1 Relationships (marriage, legal status and support when relationships breakdown)
- 2 Health and Wellbeing
- 3 Changes during puberty – this is the same as covered in Science lessons but with more focus on emotions.
- 4 Careers
- 5 Personal safety

A full RSHE long term plan for 2022-23 will be available by the end of the summer term on the website (<https://www.solihull.tgacademy.org.uk/the-curriculum/pshe-education/>).

PLEASE NOTE: The Department for Education has introduced compulsory [Relationships Education for primary pupils and Relationships and Sex Education \(RSE\)](#) for secondary pupils from September 2020.

Parents can now only opt to withdraw their child from sex education elements of RSHE (not relationship elements), up to and until three terms before the child turns 16. After that point, if the child wishes to receive sex education rather than be withdrawn, the school must make arrangements to provide the child with sex education during one of those terms. If you wish to withdraw your child from any sessions, he/she will be supervised undertaking their school work.

If you are unsure whether you wish to withdraw your child from the Sex Education aspect of these lessons please view the video on the school website (<https://www.solihull.tgacademy.org.uk/the-curriculum/pshe-education/>) for more information about content covered. We will contact you before lessons to identify if you wish your child to 'opt out' of these lessons.

CASHLESS LUNCH SYSTEM AND SCHOOL TRIPS

In the dining facilities and LRC students are identified by biometric data. Please see the following section on Biometric Information for further details.

Under recent legislation (The Protection of Freedoms Act 2012) we require informed consent from at least one parent to use biometric information. Consent given by one parent will be overridden if the other parent objects in writing. Also, if a student objects, we cannot continue to use his/her biometric information for inclusion on the system. Consent can be withdrawn at any time – in writing by parents and verbally by students. We would recommend that you discuss the right to object with your child. When the student leaves the Academy, or ceases to use the biometric system for any reason at all, biometric data will be securely deleted.

The Academy is happy to answer any questions you or your child may have.

If you are happy to give consent for use of your child's biometric information by the Academy, please sign, date and return the enclosed consent form to the Academy. If consent is not given the biometric account will be deleted.

The Academy does not accept cash to top up lunch accounts. We recommend that you add credit to your child's lunch account over the internet (using the secure ParentPay website). The ParentPay website also enables you to check your child's balance and see details of their purchases in the catering facilities. Alternatively, parents can purchase a Paypoint card from our Finance Department (at a cost of £2), which enables you to top up your child's lunch account at a number of local retail outlets (see www.paypoint.com for location of these outlets). An application form is available on our website (Parents – New Intake) and, should you not wish to open a ParentPay account, please return your completed Paypoint application form by **31st May**. The £2 cost of the card will be deducted from your opening balance, so that an initial payment of £10 using the Paypoint card would make £8 available for your child to spend on their lunch. No further costs will be deducted from future transactions on your Paypoint lunch account card. Further details are available from our Finance Department (financialservices@solihull.tgacademy.org.uk).

Similar arrangements are in place for school trips and other payment items. ParentPay is the preferred method of payment. ParentPay offers you the freedom to make payments whenever and wherever you like, 24-7, safe in the knowledge that the technology used is the highest internet security available. You have a secure online account, with a unique user ID and password. You can change these to something you will easily remember and merge accounts of two or more children. Details of ParentPay login and passwords are included with this information pack. Making a payment is simple. ParentPay holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system. Once your account is active, you can make online payments straight away.

If your preferred method of payment is Paypoint, please be aware that you will need a separate bar code from our Finance Department for each payment item (for example, you will need a bar code for the Conover transition trip). Please contact our Finance Department for further information.

If you wish your child to use the dining facilities at Tudor Grange it would be helpful if you could ensure that there is money on their account at the start of September. Students tend to spend £2.50 - £3.50 a day.

BIOMETRIC INFORMATION

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The information is used as part of an automated biometric recognition system.

The Academy's biometric system takes measurements of the student's **fingerprint** and converts these into a template to be stored on the system. An image of the fingerprint is not stored, only an encoded extract. The template (i.e. measurements taken from the fingerprint) is what is used to activate the account.

Specific to our system – a partial image of each person's finger is uploaded and then stored in an encrypted form. It does not send any information back to the school database. This partial image cannot be used for any other purpose.

The use of the biometric system in education is sometimes confused with the use of biological material and biometric data in the criminal or terrorism context. The biometric systems in use in education do not precisely identify individuals in the general population in the way that police fingerprinting may do. The system merely distinguishes between different students well enough to charge the correct ones for their lunch or printing, or to allow access to restricted areas. The data is not available anywhere else, it is a closed system and the data is only used in this setting. An individual's biometric data is almost impossible to replicate making it a secure means of identification.

We need to adhere to a number of legal requirements. Some examples of these are:

- a) the Academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents;
- b) the school must ensure that the information is stored securely;
- c) the school must tell you what it intends to do with the information;
- d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with our preferred suppliers. This is necessary in order to run the system.

Further information and guidance can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

CYCLING TO THE ACADEMY

Many of our students choose to cycle to and from the Academy. We have a 'bike store', overlooked by CCTV, that is locked during Academy hours. The Academy works in conjunction with the police to encourage safe cycling behaviour and, as such, all students must obtain a 'bike pass'. In order to be issued with the pass, students and parents must agree to follow the cycling expectations when travelling to and from school and complete bike pass application available on the website.

If you are satisfied that your child is safe to cycle to the Academy then they can start straight away, once the bike pass application has been completed and returned. Permission to cycle to school may be withdrawn if your child is seen riding, or reported to be riding, inappropriately, unsafely or without a cycle helmet. We ask for your co-operation in ensuring that all road users and pedestrians are safe.

DIGITAL IMAGE CONSENT

Occasionally, we take photographs of the children at our school. These images may be used on **our school prospectus, in other printed publications that we produce, on our school website, and associated Twitter feed or on project display boards in school**. We may also make video or webcam recordings **to be used for school-to-school conferences, examinations and coursework**.

It is important we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use below before answering the questions on the New Intake Data / Consent Form (sent to you as a link via the email address provided on your application to Solihull Council). We will not use a photograph or video of your child without consent.

Conditions of Use:

- If you provide consent on the Digital Image consent attached to this letter this will remain valid **whilst your child is educated at Tudor Grange Academy Solihull**. Your consent will automatically expire when your child is no longer enrolled at Tudor Grange Academy.
- The Academy will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
- If we use photographs of individual students, we will not use the full name of that child in any accompanying text or caption, nor will we include any other personal information
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
- We will only use photographs and videos of students who are suitably dressed.
- Parents should note that websites and Twitter feeds can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Further information on how we use your information and your child's personal information is in the Privacy Notice within this document. If you are unwilling for images of your child to be used please let us know when completing the Digital Image Consent section of our data and consent form.

Occasionally, our school is visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes. When such an event is to take place the Academy will write to inform you of this and ask permission for your child's involvement.

LEARNING ZONE

Across the Trust we have been looking into expanding the opportunities for learning outside the classroom. Recent research has shown it is advantageous for teachers and students to have the ability to use areas within the local community to deliver the curriculum, when conditions favour the topic they are covering. Possible examples include undertaking surveys of the local amenities for Geography lessons, visiting retail outlets to demonstrate Business practices or visiting religious/cultural venues for Ethical Studies or Art and Design lessons.

It is believed that having students visible in the community increases their safety, as it enables the students to develop an awareness of how to deal with low level risks and the larger community are able to monitor their welfare alongside the staff supervising the students.

We have now formulated a Learning Zone around Tudor Grange Academy Solihull and hope you will support us in implementing this new concept with effect from September 2019.

To further inform you, we have generated Learning Zone Operating Guidelines and a Learning Zone Map, available to view on the website (<https://www.solihull.tgacademy.org.uk/>) via Events – Trips – Learning Zone.

STUDENT E-SAFETY ACCEPTABLE USE POLICY

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Prior to using Academy IT systems, students will be required to read and agree to our Student E-Safety Acceptable Use Agreement. The agreement can be viewed via our website (Parents – New Intake). We would recommend you access and read through this document.

HOME/ACADEMY AGREEMENT

Tudor Grange Academy Solihull takes pride in having high standards and expectations of students, including behaviour, uniform and punctuality. Our Behaviour Policy (<https://www.solihull.tgacademy.org.uk/about/policies/>) gives full details of how we aim to provide these conditions. We ask all students and parents to sign the Home Academy Behaviour Agreement to confirm our joint commitment to achieve and maintain the high standards we have come to expect from our community.

Behaviour at Tudor Grange Academy

- We believe that every student deserves the right to education.
- We believe every student can meet our expectations.
- We believe students need to accept responsibility for their own behaviour.
- We believe in restorative interventions.
- We believe in a behaviour policy which upholds the Tudor Values.
- We believe that maximum gains come from parents supporting the Academy unreservedly.
- We believe that behaviour that goes 'above and beyond' should be acknowledged and rewarded.

To this end, we ask parents to support the Academy as we seek to...

- Implement the Academy's behaviour policy in a consistent manner.
- Develop effective character and learning habits by applying sanctions that are proportionate and reasonable, as outlined in our behaviour policy.
- Maintain communication with parents to help correct unwanted behaviours and help celebrate exceptional behaviours.

To ensure maximum impact upon our students, we expect parents to...

- Be familiar with the rules and expectations of the Academy and support their child to meet them.
- Check their child's penalties in their planner and discuss any worrying patterns of behaviour.
- Monitor their child's behaviour log through the MCAS system.
- Take an interest in Academy life and celebrate the successes of their child.
- Trust that the Academy is always acting in the best interests of the school community and balancing the rights of the individual student with the effective conduct of the Academy as a whole.
- Inform the Academy of any change to their child's home situation.

To allow Tudor Grange to be a positive environment for your child, we ask parents to pay particular attention to...

- **The TGA mobile phone policy** – We do not allow students to have their mobile phone in their possession in any form during the school day.
- **The TGA late policy** – Students should be at their form rooms by 8.35. Please support your child to arrive on time.
- **The TGA uniform policy** – The uniform policy is very clear. Please support your child to meet these standards, paying particular attention to the expectations regarding jewellery, footwear and hair.
- **The TGA antibullying policy** – If a student feels that they are being bullied, they must tell a member of staff. Bullying and retaliation to bullying will never be tolerated.
- **The TGA systems of communication** – Ensure you have logged into the MCAS and ShowMyHomework systems. Record your child's username and password to avoid issues later in the year.

EXTRA CURRICULAR SPORTS FIXTURES AND EVENTS

The extra-curricular offer at the Academy is wide and varied, including sports such as netball, rounders, football, rugby, table tennis, trampolining, cross-country and much more. Should your child wish to participate in these activities, please complete the relevant section of the online data and consent form sent to you by email.

Details of the sporting activity, including approximate return time, will be placed on a notice board in the Sports Hall (Sycamore). It is the responsibility of your child to inform you of any sporting activities that they may be involved in. The ways of notification may be subject to change over their time at Tudor Grange Academy and if this occurs, then the Academy will notify you of any changes.

Very occasionally fixtures are cancelled last minute due to the other team pulling out, weather or other uncontrollable circumstances. It is the responsibility of your child to inform you of these changes and to make a suitable plan for collection. The PE department will also inform parents via social media if fixtures are cancelled as soon as possible, using a Twitter account @TGAS_PE.

Your child may travel to and from sporting fixtures/events in a number of ways, which may involve travel by coach, minibus, teacher or parent car or foot. All vehicles will be suitably insured.

CONSENT FOR TEAMS LESSONS

Should the local area be subject to national intervention and restrictions (such as the Covid-19 pandemic) we will switch to remote learning for some or all students. The safety and well-being of our students is our priority and we are asking parents and carers to take the time to read this guidance thoroughly.

Appropriate attire, setting and behaviour for the Live Teams Lesson: As this is a school session, students must be dressed appropriately. Whilst we are not going to ask students to wear school uniform, students must make sure that they are fully dressed in sensible, appropriate clothing. Students should begin all sessions with their camera on and microphone off as default settings, and follow staff instructions regarding the use of camera and microphone during the session. Students will also need to make sure that they have blurred their background so no one in the session can see the inside of their home. As in a typical session at school, students must ensure that they behave respectfully and appropriately towards their teachers and peers. Whilst staff are talking students should be listening (use the mute button), and vice versa. Students should use the chat function of the TEAMS in a professional way and be aware that this is a formal platform. We will not tolerate any inappropriate language or actions from students or parents / carers. Please ensure that your child takes this session seriously, they must behave just as they would in the classroom. Please note, if the students' clothing, setting or behaviour are deemed inappropriate, this may result in their online interaction being terminated.

Recording: By confirming your consent you are giving Tudor Grange Academies Trust express permission to record the sessions. This recorded session will be saved in the files area of the student's Team to allow them to access it should they need to. Making a recording of this session and distributing such recording is strictly prohibited. Having received parental consent, this live session is being recorded by Tudor Grange Academies Trust and will be saved in the files area of this team to allow students to playback the session for a limited time only. The recording of this session is the sole property of Tudor Grange Academies Trust and distribution is strictly prohibited.

If you or your child have any concerns following the online session, please let a member of school staff know. You will be requested to complete a separate consent form for each child you have at the Academy.