



**A C A D E M Y
G R E A T B A R R**

Data Collection Pack

To ensure a smooth transition, please carefully read and complete all pages of this pack, and return it to the Academy promptly.



Data Collection Sheet

Student's details (to be completed in full by an adult with legal responsibility for the child):

Legal Surname: _____
Legal Forename(s): _____
Date of Birth: _____
Gender: _____
Address: _____

Previous school/academy: _____

The Academy require details of all persons with parental responsibility, and anyone else who may be contacted in the event of an emergency. Contact will usually be made in the order of priority as completed below. It is important to write your email address clearly as we use this as our main method of notifications. Please ensure a voicemail facility is available on all telephone numbers submitted.

| |
|--|
| Priority 1 Full name of contact: _____ Relationship to student: _____ Address: _____ _____ Home telephone number: _____ Mobile telephone number: _____ E-mail address: _____ |
| Priority 2 Full name of contact: _____ Relationship to student: _____ Address: _____ _____ Home telephone number: _____ Mobile telephone number: _____ E-mail address: _____ |
| Priority 3 Full name of contact: _____ Relationship to student: _____ Telephone number: _____ |
| Priority 4 Full name of contact: _____ Relationship to student: _____ Telephone number: _____ |

Doctor's Name: _____
Surgery Address: _____
Surgery Telephone Number: _____
Medical Card Number: _____

Medical/health conditions that the Academy should be aware of/IHP (Individual Health Plan):

Details of any Special Educational Needs/EHCP (Educational Health Care Plan):

Please ensure that you speak with our SENCo regarding any EHCPs.

Student's ethnicity (as declared by parent/carer completing the form):

- White
 English
 Irish
 Traveller of Irish heritage
 Gypsy/Romany
 Other: _____

- Mixed
 White and Black Caribbean
 White and Black African
 White and Asian
 Other: _____

- Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
 Chinese
 Other: _____

- Black or Black British
 Caribbean
 African
 Other

 Not listed: _____
 I do not wish ethnicity to be recorded

Home language: _____
Other language(s) spoken at home: _____
Religion: _____

Regular mode of transport to and from the Academy:

- Car/van
 Car share
 Walk
 Cycle (*it is your responsibility to ensure that your child wears a helmet for protection*)

 Public bus
 Taxi
 Other: _____

Meal arrangements:

- Own packed lunch
 Purchasing food at the Academy
 In receipt of 'Free School Meals'

Please list any sibling(s) at Q3 Academy Great Barr:

Student lives with (please tick all that apply):

- Mother
 Father
 Carer

 Stepmother
 Stepfather
 Other: _____

Please outline or comment on any other information that the Academy would benefit from knowing about your child below:

Video and Photographic Consent

Q3 Academy Great Barr would like to use photographs/video images of your child to share the great work that they'll be doing and celebrate key achievements and milestones in their educational journey. These can be used to demonstrate or promote activities relating to the Academy's curriculum and extracurricular provision.

I consent in full

I do not consent

Please note that the Academy website can be viewed throughout the world and any personal information shared on here will go beyond the U.K. and the European Area. No student may post images, video footage, or content including Academy staff, students, and images of the Academy, or use the Academy name on any website without prior written consent from the Headteacher and the person(s) involved.

Data Sharing

I agree that agencies and services that provide educational and/or careers support, such as Connexions, may be given access to relevant information that the Trust/Academy holds to provide appropriate advice to the child. This may include predicted grades, contact information, current levels of attainment, and SEND information if applicable.

I consent in full

I do not consent

If you do not provide consent, please note that the Trust/Academy is still legally obliged to share the child's name, contact details, and date of birth to these agencies. If you have any concerns, please contact the Data Team.

Policies and documents

Please confirm that you have read and agree to Academy policies and procedures as shared with you and/or detailed on our website. Links to our policies can be found at www.q3academy.org.uk/policies

Academy Partnership Agreement (required to enrol your child)

Wellbeing Active Student Agreement (required to enrol your child)

ICT Acceptable Use Policy (required for your child to use ICT facilities)

I, as legal parent/carer, confirm that this is a true and accurate record of my child. I give consent as specified above and agree to all Academy policies and procedures as detailed on the Academy website.


I, as a new student of Q3 Academy Great Barr, agree to comply fully with all policies and procedures and have read and understand the Academy Partnership agreement.

Signed: _____
Parent/Carer

Date: _____

Signed: _____
Student

Date: _____

Signed:  _____
Mr M Arnall – Headteacher

Privacy Notice (including General Data Protection Regulations from 25th May 2018)

Once you submit this data pack, the Mercian Trust has a responsibility to retain it. If for some reason, your child does not commence their Academy education at Q3 Academy Great Barr, then this data will be securely destroyed as per our data retention guidelines and will not be processed by the Trust after that point. If you wish to withdraw any of the consent contained within this document at any time, please contact the Trust's Data Department in writing. An e-mail is acceptable and may be sent to: data@q3academy.org.uk.

We take our obligations seriously and the full privacy notice may be found on our website.

If at any point, information within this pack changes, you must contact our Student Data Team as soon as possible, to ensure that we are holding the most up-to-date information relating to your child.

The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

If you have any questions regarding the Data Protection, Retention and/or GDPR guidelines, please contact our Data Protection Administrator (DPA) at GDPR@q3academy.org.uk

CCTV statement

CCTV is in use throughout the Academy to support the welfare and safety. For further details, please see the Trust's Data Protection Policy.



ACADEMY
GREAT BARR

Academy Partnership Agreement



Academy Partnership Agreement

At Q3 Academy Great Barr, we will:

- ✓ Provide a secure, safe and enjoyable learning environment where every student feels valued;
- ✓ Encourage every student to show care, understanding, and respect within our community;
- ✓ Provide continued Personal Tutor support for every student as they progress through the Academy;
- ✓ Provide a wide range of learning opportunities through a broad and balanced curriculum, enabling students to flourish and to develop an appreciation of the joy of learning regardless of ability;
- ✓ Use student data to monitor progress;
- ✓ Provide feedback to students on their progress and achievements;
- ✓ Provide opportunities for students to participate in extra-curricular activities;
- ✓ Communicate key information with parents/carers;
- ✓ Provide progress reports during the Academy year, supported by a Parent Consultation Event;
- ✓ Provide access to Academy policies through the Academy website;
- ✓ Support students to make choices about career pathways and opportunities for lifelong learning;
- ✓ Respond to enquiries through your child's Personal Tutor.

Q3 Academy Great Barr Students will:

- ✓ Adhere to this agreement;
- ✓ Attend the Academy at all agreed times (unless there are circumstances agreed by the Academy);
- ✓ Arrive at the Academy punctually;
- ✓ Wear and comply with the correct Business Dress and dress code at all times, including when travelling to and from the Academy;
- ✓ Ensure that the correct Sports Kit is available for Wellbeing Active lessons. If Sports Kit is forgotten, then spare kit provided by the Academy must be worn;
- ✓ Arrive at all lessons properly equipped to fully participate;
- ✓ Complete all Independent Learning tasks by the agreed deadlines;

- ✓ Take pride in belonging to, and representing Q3 Academy Great Barr;
- ✓ Maintain a high standard of behaviour both in the Academy, and when travelling to and from the Academy (especially when representing the Academy in Business Dress to uphold our excellent reputation in the community);
- ✓ Be polite and respectful to others;
- ✓ Take care of their environment and equipment;
- ✓ Not indulge in using, trading, dealing, or possessing any prohibited substances;
- ✓ Not bring anything which may be deemed an offensive weapon to the Academy;
- ✓ Not engage in, or support bullying (physical, verbal, or virtual);
- ✓ Conform to all Academy policies and instructions.

We ask Parents/Carers to:

- ✓ Support the Academy and all policies in their entirety;
- ✓ Register for the online services provided to parents/carers to keep you informed about your child;
- ✓ Help to ensure that your child has a clear understanding of the Academy's Positive Behaviour and Business Dress policies and complies fully;
- ✓ Support the Academy by being aware of and upholding our rules, sanctions, and systems which apply to all students equally and are non-negotiable;
- ✓ Ensure that your child attends the Academy punctually on all required dates (unless there are circumstances agreed with the Academy). In the event of absence, the Academy must be contacted immediately;
- ✓ Take an interest in your child's education by encouraging prompt completion of all Independent Learning;
- ✓ Attend Parent Consultation Events, and any other events as requested;
- ✓ Contact your child's Personal Tutor immediately if you have any concerns;
- ✓ Ensure all replies to communication are returned promptly to the Academy;
- ✓ Encourage your child to have a positive attitude to their learning and to always strive to do their best;
- ✓ Inform your child's Personal Tutor of any changes that may impact on your child's progress;
- ✓ Inform the Student Data Team immediately of any changes to contact details and emergency contact telephone numbers.

I have read and understood the Academy Partnership Agreement.

Student Agreement

Student Name: _____

Signature of student: _____

Date: _____

Parent(s)/Carer(s) Agreement

Name(s) of Parent(s)/Carer(s) _____

Signature(s) of Parent(s)/Carer(s) _____

Date: _____

Headteacher Agreement



Signature: _____

Mr Arnull

ICT Acceptable Use Policy (AUP)

In order to allow you to use the Q3 Academy Great Barr's ICT System; including computer equipment, video conferencing/ teleconferencing equipment, software, network(s), and Internet access; the following Acceptable Use Policies have been established:

- 1.** The Academy dedicates the property comprising of the network and grants access to it by users only for the educational activities authorised under Q3 Academy Great Barr's Policy and Procedures;
- 2.** The student agrees not to use any part of the Academy's System to harm or disrupt other people, their work, any network, hardware, software, or data. The student will not knowingly send, install, or create a computer virus or use the Academy's System in a way that violates the Academy's Policy;
- 3.** The student will keep their Username and Password confidential and will not reveal it to others;
- 4.** The student understands and agrees that their electronic mail (e-mail) and/or data on any Academy computer or media is not private and that the Academy has access to all mail and other data, including internet logs, and these may be reviewed by the Academy at any time;
- 5.** The student may not use the Academy's System for financial gain or to support or oppose political candidates, groups, or ballot measures;
- 6.** The student will not access, submit, publish, display, and/or install on or through the Academy's System any defamatory, bullying, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment;
- 7.** The student will not use the Academy's System to encourage use of alcohol/controlled substances or violence against others or access sites that do so;
- 8.** The student will treat the files of others as private and will not access anyone's folders, work, or files without that person's permission;
- 9.** The student will not attempt to use another person's username or password;
- 10.** The student understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited to, audio and video recordings through teleconferencing, videoconferencing, and/or creation of multimedia projects;
- 11.** The student agrees not to install any software on Academy's equipment;
- 12.** The student will not install or transmit copyrighted material through the Academy's System illegally;
- 13.** The student will not attempt to bypass any of the Academy's filtering or security software. When accessing other networks or systems through the Academy's System the student will abide by all rules of that network or system;
- 14.** The student and parent are aware that some sites accessible through the Academy's System may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the student and parent understand that Q3 Academy Great Barr does not condone the use of such materials. Parents of minors should be aware that the filtering software used by the Academy is not infallible and that users may be able to access inappropriate materials. In the event any material is accessed, the ICT Support Department must be notified immediately;

15. The student understands that the Academy has the right to reformat any system's drives and/or remove/relocate any given data or computer at any time and is not responsible for any loss of data;
16. The student understands and agrees that use of the Academy's System is at their own risk and Q3 Academy Great Barr is not liable for harm suffered by any party as a result of using the Academy's System;
17. The student agrees to be accountable for their actions. If the student intentionally or recklessly inflicts any damage or harm on any portion of the Academy's System or to any party through the Academy's System, the student will be subject to discipline and restitution. If the student observes other students violating these terms and conditions, violators will be reported to a member of the Q3 Academy Great Barr Staff;
18. The student may not use the Academy's System to participate in any activities that violate UK laws, Academy policies, or these Terms and Conditions. The student will abide by all terms. A copy of which is available on request;
19. Any network-capable equipment attached to the Academy's network, unless authorised the Network and Systems Manager, is strictly prohibited;
20. It is your responsibility to ensure that if you are to connect any Academy equipment to your home broadband connection that it is adequately secured and protected. For example, ensure that any wireless connection is encrypted using WEP or WPA encryption.

I agree to and will abide by the above Terms and Conditions. I understand that if these terms and conditions are violated, appropriate disciplinary action may be imposed, legal action may be taken, and the violation may be forwarded to the authorities for prosecution.

User Signature: _____ **Date:** _____

User's Full Name (Please Print): _____

The parent/carer must complete the following:

I have read and understand the above Terms and Conditions and I agree to be bound by them. I wish for my child to have access to Q3 Academy Great Barr's System, including Internet access and video-conferencing opportunities. I have reviewed and explained the above Terms and Conditions to my child and he/she understands each and agrees to the above Terms and Conditions.

Parent/Carer Signature: _____ **Date:** _____

Wellbeing Active and Sports Department Student Agreement

Student Name: _____

Signed: _____

This is an agreement to clarify what is expected of **all** Q3 Academy Great Barr students when taking part in Wellbeing Active lessons and activities in and out of Academy hours. This is to make sure that you experience high quality Wellbeing Active lessons, and that you and others achieve your full potential. All other Q3 Academy Great Barr policies apply.

| Sports Kit (Please ensure that items are labelled) | Do you understand this? |
|---|-------------------------|
| <ul style="list-style-type: none"> • Q3 Academy Great Barr tracksuit top • Q3 Academy Great Barr tracksuit bottoms • Q3 Academy Great Barr sport top • Q3 Academy Great Barr shorts • Navy football socks – not the same socks you wear during the day • Trainers/football boots and shin pads • Towel • A spare carrier bag is useful to store wet or muddy kit • Water bottle • Hair band if applicable • For theory lessons: 2 blue/black pens, pencil, ruler, eraser, sharpener, your textbook, and exercise book/folder. | |
| Injured/excused/forgotten kit | Do you understand this? |
| <ul style="list-style-type: none"> • If a student has an injury, they must bring a medical note. They must also still wear full Sports Kit for lessons. • If a student does not have the full, correct Sports Kit, they must wear the spare kit provided by the Academy. • For all of these situations, a student will be required to wear the spare kit that is provided by the Academy. This spare kit is laundered following each use. • Failure to follow this policy will result in a sanction. All lost Wellbeing Active time will need to be made up which could include supervised study sessions on Saturday mornings. | |

| Health and Safety | Do you understand this? |
|--|-------------------------|
| <ul style="list-style-type: none"> • All students must ensure that there is no eating or drinking in the changing rooms or lesson areas. • No aerosols allowed in the Academy; they will be confiscated and not returned. • All jewellery must be removed. If earrings are new, plasters must be provided and worn over them. If jewellery cannot be removed for religious reasons, a wrist band or tape must be worn. • All long hair must be tied up securely. • Only water will be allowed when taking part in lessons. • If a student is well enough to be in the Academy, then they are expected to take part in Wellbeing Active and Sport. • If a student has an injury they must have a note from their parent/carer and show this to their Wellbeing Active teacher. A student must still bring their full Sports Kit and they will take part as a coach, umpire, or officiator in the lesson. | |
| Representing the Academy | Do you understand this? |
| <p>All students who have the privilege to represent the Academy at sport must follow the Academy Partnership Agreement.</p> | |
| <p>All students will need to show fair play at all times both on and off the field of play and when travelling to and from an event. This will include shaking hands with the opposition and officials and thanking bus drivers and helpers.</p> | |
| <p>All students must look after any Academy kit or equipment that has been given to them.</p> | |
| <p>I know that if I do not abide by the stated rules, I risk the chance of being withdrawn from my team.</p> | |

Wellbeing Active kits will now be ordered online from: www.macronstoreneath.co.uk



Allergy Form

Information about my child's special diet

Please fill in this form in BLOCK CAPITALS.

| Section A: General details | |
|---------------------------------|--|
| Student's Full Name: | |
| Your name: | |
| Your relationship to the child: | |

| Section B: Declaration | |
|---|--|
| <p>I confirm my child has a food allergy, intolerance or other dietary-related medical condition that needs addressing. The information in this form isn't about my child's food preferences.</p> <p>I agree to information about my child's allergy and any related doctor's or registered dietician's medical assessment being provided to the Academy's catering partner Sodexo (including any other relevant personal data, like photographs, if agreed with the Academy), solely so they can provide the right alternative meals for my child.</p> | |
| Parent/Carer's signature: | |
| Date: | |

| Section C: Allergy details | |
|---|--|
| Does your child have food allergy? If YES, fill in this section. If NO go to Section D. | <p>Please include as much information as possible about your child's food allergy in the space below. For example:</p> <ul style="list-style-type: none"> • Can they tolerate products that say 'may contain traces'? • What types of nuts are they allergic to – or should they avoid all nuts? • Should they avoid all forms of the allergen - or can they tolerate some forms, for example raw, baked, or cooked? <p>If possible, please provide a copy of any relevant medical assessment or confirmation</p> |
| | Tick if YES |
| Celery | |
| Cereals (containing gluten) | |
| Crustaceans | |
| Egg | |
| Milk | |
| Molluscs | |
| Fish | |



**A C A D E M Y
G R E A T B A R R**

Please return this completed pack to;

Q3 Academy Great Barr

Wilderness Lane, Great Barr, Birmingham, B43 7SD

Telephone number: 0121 358 6186