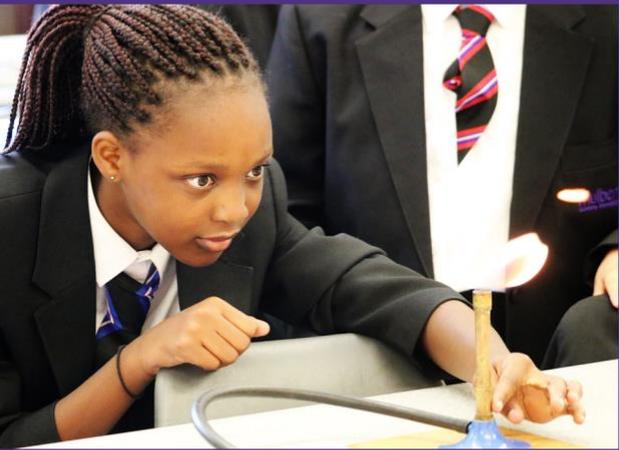


# Mulberry

Academy Shoreditch



## Transition Handbook

for Students and Parents

September 2020

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## 1. Welcome from Ruth Holden, Executive Principal

Dear Parents/Carers

I would like to take this opportunity to welcome you to Mulberry Academy Shoreditch and I am looking forward to meeting you as we prepare for your child to join us in September 2020.

Mulberry Academy Shoreditch is an amazing school and we are really looking forward to making the school even more brilliant for our students in the coming year.

Moving from Primary School to Secondary School is a very important step in the life of a child and their family. At Mulberry Academy Shoreditch, we are a loving and caring school and staff make every effort to make this transition as easy and enjoyable as possible for both students and Parents/Carers. That is why, long before their first day, we have developed a transition programme full of events to help your child settle in at the school.



We believe that the love, achievement and well-being of our students should be at the heart of everything we do. We combine outstanding teaching with a rewarding, enriching curriculum that broadens students' horizons and encourages them to believe in their abilities. Alongside classroom learning, students have access to a range of opportunities and experiences that enhance their skills in preparation for a successful future.

It is important to us that the aims and expectations of our school are clear and understood by all members of the school community. In this Transition Handbook, we hope you will find information that is helpful to you. It includes references to some important school policies and procedures for our students, such as our Home School Agreement. The agreement outlines our collective responsibilities and helps us to maintain a strong partnership between students, home and the school. Please familiarise yourself with the information and discuss the contents with your child.

Once again, I look forward to meeting you soon and working with you and your child over the coming years.

Yours faithfully

Mrs Ruth Holden  
Executive Principal

June 2020

## 2. Home School Agreement

**School Pledge:** The school will...

- Provide a stimulating, safe and caring learning environment
- Plan and deliver high quality lessons
- Mark work and provide constructive feedback to our students to help them progress.
- Set a planned programme of regular homework
- Contact parents/carers regularly regarding their child's progress
- Offer a wide range of additional activities and clubs, to enrich our students' educational experience
- Welcome parents/carers into the life of the school and keep them informed about events and activities
- Listen to what our parents/carers and students have to say.

**Student Pledge:** The student will...

- Promise to be prepared for learning every day in the correct uniform and with the correct equipment
- Promise to take an active part in lessons and school life, doing their best at all times and helping others to learn
- Promise to follow instructions from staff at all times
- Promise to always respect other people, to never use bad or insulting language towards them or to cause them harm
- Promise to not accept bullying of any form and to make staff aware of anyone who is made unhappy by the actions of others
- Promise to respect all races, religions and cultures and to take pride in our diversity
- Promise to respect the school environment by keeping it clean, safe and calm.

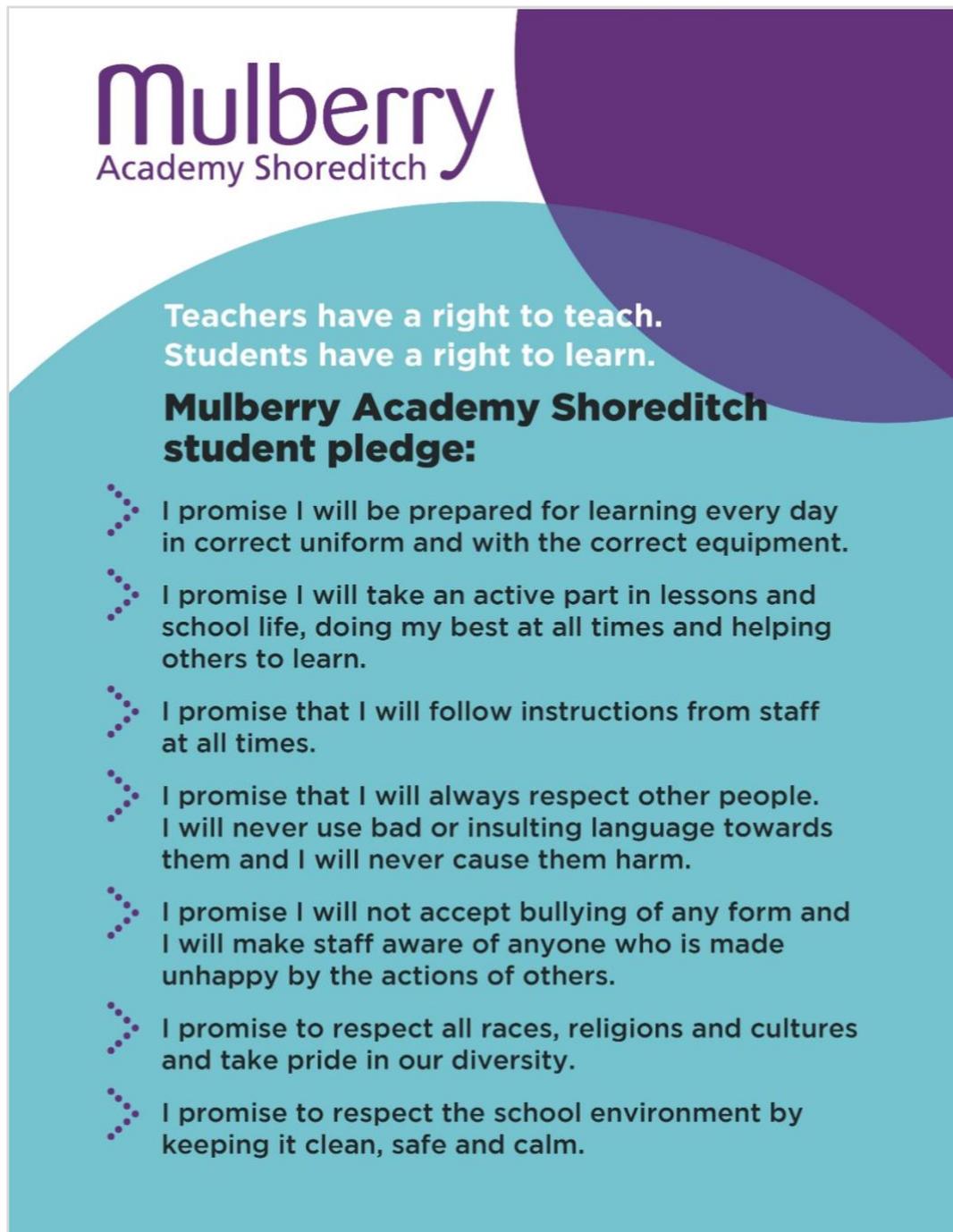
**Parents/Carers Pledge:** Parents/Carers will...

- Work with the school to ensure that their child follows the Student Pledge
- Make sure their child attends school every day and is always punctual
- Contact the school as soon as possible if their child will be absent
- Avoid taking holidays during term time
- Ensure that their child is wearing school uniform and is properly prepared and equipped for school
- Encourage their child to work to the best of their ability
- Take an interest in their child's homework
- Inform the school of any problems that may affect their child's performance
- Attend progress meetings, parents' evenings, celebrations and other special events.

### 3. Mulberry Academy Shoreditch Student Pledge

Students are encouraged to take ownership of their behaviour through the Student Pledge (drawn up by students and staff), which forms part of the school's Behaviour Policy.

The pledge is included in each student's planner and we encourage parents/carers to discuss it with their child.

The poster features the Mulberry Academy Shoreditch logo at the top left. Below it, the text reads: "Teachers have a right to teach. Students have a right to learn." This is followed by the title "Mulberry Academy Shoreditch student pledge:" and a list of seven promises, each preceded by a decorative dotted arrow icon. The background of the poster is light blue with a purple abstract shape on the right side.

**Mulberry**  
Academy Shoreditch

Teachers have a right to teach.  
Students have a right to learn.

**Mulberry Academy Shoreditch  
student pledge:**

- I promise I will be prepared for learning every day in correct uniform and with the correct equipment.
- I promise I will take an active part in lessons and school life, doing my best at all times and helping others to learn.
- I promise that I will follow instructions from staff at all times.
- I promise that I will always respect other people. I will never use bad or insulting language towards them and I will never cause them harm.
- I promise I will not accept bullying of any form and I will make staff aware of anyone who is made unhappy by the actions of others.
- I promise to respect all races, religions and cultures and take pride in our diversity.
- I promise to respect the school environment by keeping it clean, safe and calm.

View our full Behaviour Policy here: [www.mulberryacademyshoreditch.org/school-policies/](http://www.mulberryacademyshoreditch.org/school-policies/)

## 4. Introducing our new House System

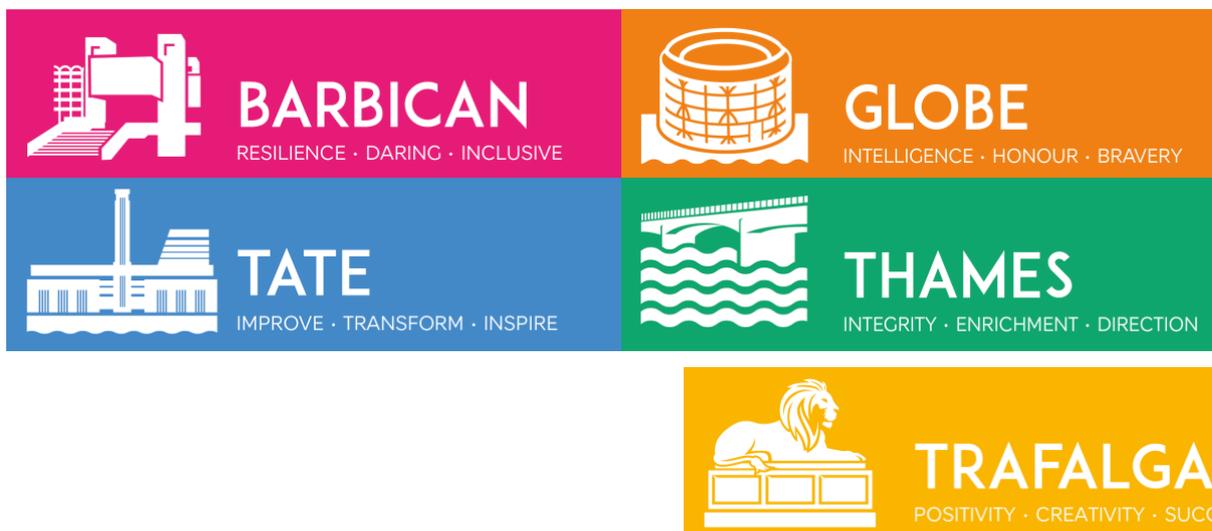
In September 2019 we launched a new House System with students and staff, with everyone becoming members of one of our six new School Houses.

The House System presents more leadership opportunities, encourages student participation in extra-curricular activities, fosters a spirit of healthy competition and celebrates success, as well as integrating students across the year groups.

The House System means that all students not only have their year groups, but will also be part of a House Tutor Group and a House Group.

Students enjoy a wide variety of regular and exciting events within their House, as well as popular Inter-House competitions each half-term. There are many opportunities to receive rewards and awards for outstanding achievement. Students will feel a sense of belonging with the opportunity to participate in numerous leadership, team-building and learning experiences, as well as so much more, including the highly anticipated annual Sports Day! Our House names are: Barbican, Globe, Tate, Thames, Tower and Trafalgar.

We look forward to sharing further details with you on your arrival in September 2020.



## 5. The School Day – two week timetable

The school day begins at 8.40am and ends at 3.30pm.

08.38am	Bell
08.40am	Tutor Time or Assembly
09.00am – 09.55am	Period 1
09.55am – 10.50am	Period 2
<b>Brunch</b>	
11.10am – 12.05pm	Period 3
12.05pm – 13.00pm	Period 4
<b>Lunch</b>	
13.40pm – 14.35pm	Period 5
14.35pm – 15.30pm	Period 6



## 6. Punctuality

Being on time matters. Arriving late at the school puts your child at a disadvantage:

- they miss important learning time
- they interrupt lessons that have already begun
- they receive a late mark
- every late will result in a detention

**Being on time shows that your child is reliable, organised and knows that education matters.**

## 7. School Uniform

### **Ties will be provided to all students starting in September 2020**

The school uniform shows that students belong to our school community and should be worn with pride. We expect our culture of high expectations to be reflected in our students' uniform. We ask that parents/carers support their child by ensuring that the correct uniform is purchased and worn by students. Should there be any questions about elements of the uniform, or if an expectation is unclear, we ask that parents/carers do not hesitate to contact their child's Head of Year who will be happy to clarify the uniform policy.

All teaching and non-teaching staff will reinforce to students the requirement to follow the school's uniform policy at all times. Staff at the school will ensure that when students enter the school grounds or on the way into school or on the way home, they are in full uniform. If students are not in full uniform, they will not be able to participate in lessons. Instead, students will be sent home to change and they will be expected to return wearing the correct uniform.

**Parents/carers must obtain bespoke school uniform items (i.e. blazer, additional ties, PE t-shirt, jumper and Shalwar Kameez) from the school's uniform suppliers Khalsa School wear and Oceans Designs.** To help minimise costs, parents/carers can purchase other uniform items such as shirts, skirts and trousers from clothes departments of larger supermarkets or department stores. However, they must adhere to the guidelines provided below.

Girls' Uniform:	Boys' Uniform:
<b>Compulsory Items:</b>	<b>Compulsory Items:</b>
<ul style="list-style-type: none"> <li>School black blazer</li> <li>School black school skirt (knee length) or black straight fit trousers in the same fabric as the blazer</li> <li>White shirt/blouse</li> <li>School tie (<b>ties will be provided</b>)</li> <li>Short black or white socks or black opaque tights</li> <li>Smart black shoes (flat with black sole). Boots other than Kicker boots are not permitted</li> <li>Plain black school bag that is large enough to carry books and A4 size folders such as a back pack or sports bag. No handbags are permitted</li> <li>Plain black or navy waterproof outdoor coat</li> </ul>	<ul style="list-style-type: none"> <li>School black blazer</li> <li>School black, straight fit trousers in the same fabric as the blazer</li> <li>White shirt</li> <li>School tie (<b>ties will be provided</b>)</li> <li>Black socks</li> <li>Smart black shoes (flat with black sole). Boots other than Kicker boots are not permitted</li> <li>Plain black school bag that is large enough to carry books and A4 size folders such as a back pack or sports bag.</li> <li>Plain black or navy waterproof outdoor coat</li> </ul>
<b>Girls' Optional Items:</b>	<b>Boys' Optional Items</b>
<ul style="list-style-type: none"> <li>School black v-neck jumper or cardigan</li> <li>School black Shalwar Kameez with school trim (where applicable)</li> <li>Plain black Jilbab/Burka (Years 7-11)</li> <li>Plain black head scarf (where applicable). Alternative trims or designs are not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>School black v-neck jumper</li> </ul>
<b>Girls' and Boys' PE Kit:</b>	<b>Optional Items:</b>
<ul style="list-style-type: none"> <li>School black long sleeved t-shirt</li> <li>Black shorts (plain)</li> </ul>	<ul style="list-style-type: none"> <li>Black tracksuit bottoms</li> <li>Black fleece sweatshirt</li> </ul>

- 
- White socks
  - Trainers (no pumps or plimsolls)

## Hairstyles

- Students are expected to be of a smart and sensible appearance. Hair must be worn in a style appropriate to a business environment and extreme hairstyles/colours that undermine the ethos (or discipline) of the school will not be permitted
- Excessively shaven hair (where the skin on a student's head is visible), razor cuts, shaved eyebrows or any shaven step/lines/pattern/ fashion trims are not acceptable
- Only small black decorative attachments/hairbands are to be worn in the hair
- Judgements on acceptability can only be made by staff at the school.

## Jewellery

- No jewellery to be worn, except for a single/pair of small gold or silver stud earrings and a watch. No other form of body piercing is allowed. **Jewellery must be removed before doing PE lessons**
- Facial piercing and nose studs, bracelets, large hoop or stud earrings with diamonds, rings, chains or loom bracelets are not permitted.

## Make up (including nail varnish)

- No make-up may be worn in Years 7-11
- Nail varnish, acrylic and false nails are not permitted.

## Items that are not permitted:

- Trainers apart from PE lessons
- Fashion boots
- Soft canvas shoes or soft leather shoes e.g. Vans
- Shoes with coloured stitching and laces
- Long skirts
- Footless tights, patterned tights or socks
- Leggings
- Knee high black socks
- Nose piercings
- Tight jeans or trousers
- Sportswear (outside of PE lessons)
- Caps
- Hoodies.

**Judgements on acceptability can only be made by staff at the school. Students with inappropriate hair or uniform will be placed in the IEU or sent home to change. If you have any uncertainty about acceptable uniform or appearance please contact the school for guidance.**

## Other Information

- Coats must be removed on entering the building
- Shirts and ties should be worn appropriately, i.e. shirts must be tucked in and collars buttoned and ties worn neither too long nor too short
- A plain black woollen hat may be worn in the winter months only and only outside
- Students must wear correct uniform on the way to and from the school.

## 8. Student Equipment

To ensure that students at Mulberry Academy Shoreditch are ready for learning all students are expected to have the following equipment in every lesson.

- Planner
- Pencil case
- Set of black or blue ballpoint pens
- Red ballpoint pen and spare
- Pencil
- Pencil eraser
- Pencil sharpener
- Scientific calculator
- Ruler 12"/30cm
- Reading book

Tippex/liquid papers are not permitted in the school and must not be used on any school work.

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

There is an expectation that students do not deface/graffiti on any books.

PE kits must be brought on the days when PE is timetabled and for any clubs or extra-curricular activities. The PE kit must be packed in a black separate bag.

### Student Planners

All students are issued with a school planner at the beginning of the Academic Year. The planner is the first point of liaison between home and the school. The planner will be supplied free of charge.

#### Students are expected to:

- Bring the planner to the school every day
- Use the planner in lesson time
- Have their planner on their desk as part of their equipment at the start of every lesson
- Record key information such as homework in the planner
- Take care of the planner
- Show the planner to their form tutor each week (which must be signed by their parent/carer)
- Pay for misplaced or vandalised planners

#### The school requires Parents/Carers to:

- Check that all homework details are recorded on a weekly basis
- Monitor the completion of homework
- Sign the planner weekly to confirm the completion of homework
- Inform the form tutor immediately, through the planner or by phone if there is a serious concern, or problems with homework or other issues

## 9. Getting to and from the School Safely

We take safeguarding very seriously at the school and work hard to ensure that all students stay safe to and from school. Please ensure your child is aware of the following safer routes.

### Getting to and from the school safely



- Students are expected to make their way straight home after school
- Students must not meet any students from other schools
- Any phone calls home to parents/carers should be made at the school reception

## 10. Mobile Phones and Chewing Gum Expectations

If staff see students with a mobile phone (or other electronic device), the item will be confiscated and parents/carers will need to collect it from the school Reception.

The school continues to promote safeguarding by ensuring that students do not use their mobile phones on the school premises. There is an allocated space within the school for students to make contact with their parents/carers after school if necessary. As always, the support of parents/carers is a vital part of our safeguarding procedures.

The school is also a chewing gum free zone.

**The school is a mobile free zone**



If staff see you with your mobile phone (or other electronic device) out it will be confiscated and your parents will have to collect the phone from the school's reception.

**The school is a chewing gum free zone.**

It is harmful to the environment and is expensive to remove from furniture and clothes.

If staff catch you chewing gum you will be given a detention.

## 11. The Curriculum

At Mulberry Academy Shoreditch, our curriculum is about ensuring students have a love of learning; love and enjoy what they are learning and how they learn. It is a curriculum that is challenging, coherent and enriching, highly ambitious and fundamentally inclusive of all students.

We will provide every opportunity we can through the curriculum so that our students can be sure of:

- The highest academic achievement
- Encouragement of creative expression
- A commitment to social action and the community
- The best possible preparation for each next learning stage towards aspirational destinations

The curriculum is divided into three pathways: A, B and C that set out the 11-19 learning journey students undertake while at the school. Each student's pathway is initially determined by their attainment on entry in Year 7, but at all points we actively encourage students moving to higher pathways where appropriate, as we continually seek to raise expectations of what our students can achieve. More details of the school's 11-19 curriculum model can be found on our website.

### Mulberry Academy Shoreditch: 11-19 Curriculum Pathways



View more information here: [www.mulberryacademyshoreditch.org/curriculum/](http://www.mulberryacademyshoreditch.org/curriculum/)

## 12. Communications – Keeping in Touch

We regularly communicate with parents/carers in a number of ways including, telephone calls, letters, text messages, and newsletters and across our social media channels.

Whole school letters are published on our website to ensure immediate receipt and so that you can access them for future reference. We always signpost whole school letters to you via text messages. A range of letters are also posted directly to you, for example, letters informing you of parents' evenings, subject specific information and details about trips/enrichment activities.

In an emergency, e.g. in the event of a school closure, please always visit the school website for important updates and information that may affect your child. We will always do our best to communicate with you via other methods, e.g. text message, but this may not always be possible in an emergency situation.

If you have changed your address and/or contact number, it is really important to let us know so that we have the most up to date information on file at all times. We do require all changes in writing, so please bring your details to the school Reception and speak to one of our staff who will be really pleased to help. We will also need proof of change of address.

The following provides you with an overview of how we will regularly communicate with you and details about how you can stay in touch with us.

### How we will communicate with you:

What?	How?	When?
Emergency notices, e.g. severe weather conditions	Details published on the website/social media channels. NB: Text messages may not always be possible, so please always check the website	As required
Whole school letters	Published on website. Signposted with a text message	As required
Specific letters home, e.g. trips, events etc.	Posted home. Followed by a text message when required/relevant	As required
Progress Reports	Student data report sent home	Half Termly (3-6 x per year)
Parents' Evening	Letter posted home. Face to face appointment with subject teacher. Phone calls are made to confirm attendance as well as text messages.	Annually
Headteacher's Weekly Newsletter	Published on website and given out to students every Friday	Every week
Website	Regular updates including: Latest News, Letters to Parents/Carer and MAS Calendar	Updated regularly as required
Social media – Twitter and Facebook	News, events, reminders and useful links published regularly	Updated regularly as required
Reminders/notices, e.g. Parents' Evening reminder, late notice	Text message home	As required

## How you can communicate with us:

What?	How?	When?
Emailing the school	Send email to <a href="mailto:parents@mulberryacademyshoreditch.org">parents@mulberryacademyshoreditch.org</a>	As required
Calling the school	Call 020 7920 7900	As required
Messages to teachers/tutors	Notes in student planner	As required
Queries or concerns	Contact your child's tutor in the first instance or a member of the pastoral team. School office staff will be able to advise on who best to contact for specific issues	As required
General views, comments and suggestions	Send email to <a href="mailto:parents@mulberryacademyshoreditch.org">parents@mulberryacademyshoreditch.org</a>	As required
Complaints	See our Complaints Policy on the website for details	As required

## 13. ParentPay and eating at the School

ParentPay provides parents/carers with an easy and secure online payment service. It can be used to pay for a variety of items for your child, including break snacks and/or a lunch meal. Parents/carers can top up their ParentPay account with a debit or credit card.



### How do I get started?

We will send you a letter detailing full instructions, activation details and a username and password before your child starts at the school. If you have more than one child at the school, you can add them to a single account, providing one login for all children.

### Eating at the school

The school's catering service provides students with a range of healthy, varied snacks and lunches. We offer modern menus with a range of freshly prepared hot and cold meals presented in style, whilst promoting healthy eating at all times.

**Students are welcome to arrive at the school from 7.30am for breakfast, which we offer to all students free of charge.**

## 14. Enrichment Clubs

At Mulberry Academy Shoreditch we provide each student with unrivalled experiences; we believe that learning is not confined to the classroom and that students thrive when they are continuously inspired, motivated and encouraged.

The following is a range of enrichment clubs we offer at the school.



## 15. Inclusion and Learning Support

We are a very inclusive school and do everything we can to support your child during their time at the school. We are very proud to be a centre of excellence for inclusion and our work is recognised by a number of external partners and agencies.

At Mulberry Academy Shoreditch, we provide support for students with a wide range of special educational needs and disabilities, striving to ensure that all students have equal access to a broad and balanced curriculum. As part of our commitment to inclusion, we set suitable learning challenges for all our students so that they can all enjoy and achieve whilst at the school.

The base for our special educational needs provision is a suite of rooms which are well equipped with ICT equipment and other relevant resources. We offer in-class support, well targeted small group work in literacy, numeracy and social communication skills and liaise with a range of specialist support services when appropriate.

The school has disabled access and an Accessibility Plan is available on request. Please see the SEND Information Report and SEND Policy on the school website for more detailed information on our provision.

If you have any concerns about your child's learning needs, please do not hesitate to contact the SENDCo, Aura Fabian, on 020 7920 7900 or [afabian@mulberryschoolstrust.org](mailto:afabian@mulberryschoolstrust.org).



## 16. Attendance

We are extremely proud of student attendance at Mulberry Academy Shoreditch.

If you have children between five and sixteen years old you must make sure that they attend school regularly and stay in school. **This is the law. You can be taken to court for breaking this law.**

Please support the school to retain its excellent attendance figures and give your child the best chance to achieve their full potential. Ensure they attend school every day and are punctual.

### Punctuality Procedures

- Please call before 8.30am to inform the Attendance team of your child's lateness
- Every student who is late to school will receive an InTouch text message/personal phone call.

### Attendance Procedures

- Please call before 8.30am to inform the Attendance team of your child's absence
- Every student absent for registration will receive an InTouch call/personal phone call
- An absence letter will be sent home for any absence without a valid reason
- On the second day of your child's absence you will receive a home visit from the school
- Any 3rd day absence due to illness will need a medical note from the doctors/written note from Parents/Carers.

Parents/carers can only explain absences and not authorise them.

**Only the school** can decide whether explanations about absences are acceptable and can be authorised.



## 17. Family Holidays

**No leave will be authorised during term time.** Only in **exceptional** circumstances will the school consider authorising leave during term time.

If you do intend to take your child out of the school during term time you must complete a leave request form and hand it in at Reception. Please do not assume that because you have completed and submitted a leave request form that the leave will be authorised.

Please be aware that if leave is taken during term time without prior authorisation this can lead to a Fixed Penalty Notice (FPN) being issued by the Local Authority or your child's name being taken off roll at the school.

## 18. Illness/Accidents, Medical and Signing Out

If your child is unwell during school time, a parent/carer will be contacted to determine if they need to stay in school or permission is given for them to go home. A parent/carer can either give permission for students to make their own way home if they are able to (First Aider to advise) or to collect their child from school.

In the event of a first aid incident requiring an ambulance to be called (First Aider to advise), a parent/carer will always be contacted.

If your child has a care plan you need to ensure that the school nurse has a copy of your child's plan. A copy of this plan will also be kept in the medical cabinet in the Administration Office.

**Under no circumstances will students leave the school or go home without permission from a parent/carer.**

### Signing Out

It is advised to make medical appointments outside of school hours. If your child needs to leave the school during the day for any reason, they must bring a note/appointment card from a parent/carer in advance of the date. Appointment cards/letters should be given to Reception to be copied for your child's school files.

Your child will need to sign out at Student Reception. If they return to the school later on the same day they must sign back in at Student Reception.

### Medicines

If your child needs to take medicine at the school, a parent/carer needs to complete an 'Administration of Medicines' consent form. This should be handed in at Reception along with the required medicine.

### Parent/Carer Responsibility

It is your responsibility as parents/carers to ensure that all medicines are in date and that you inform the school of any changes to your child's medical needs. Please note that the school is unable to administer aspirin or any other tablets to your child. Students who have asthma **must** have their inhalers with them and on their persons at all times.

## 19. Student Acceptable Use Agreement

Digital technologies have become very important to the lives of young people, both inside and outside the school. These technologies are powerful tools that open up new opportunities for everyone. They can inspire discussion, promote creativity and give awareness of context to help effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Agreement is intended to ensure:**

- That young people will be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. The school will try to ensure that students have access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **Acceptable Use Policy Agreement:**

- I understand that I must use the school ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it nor will I try to use any other student's username and password
- I will be aware of "stranger danger" when I am communicating online
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet people off-line that I have communicated with online – I will keep an adult informed of who I am communicating with online
- I will immediately report to a member of staff any unpleasant or inappropriate material, any inappropriate messages or anything that makes me feel uncomfortable when I see it online. I will report these to my Head of Year or the Safeguarding Team if I do not feel that I can report them to my class teacher.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for online gaming, internet shopping, file sharing or video broadcasting
- I will not use the school systems or devices for online gambling or to access inappropriate videos or images.

## **I will act as I expect others to act towards me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be polite and responsible when I communicate with others and I will not use strong, aggressive or inappropriate language. I will appreciate that others may have different opinions to me
- I will not take or distribute images of anyone without their permission.

## **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I cannot use my own personal devices (mobile phones/tablets) in the school. If I choose to bring them into the school I take full responsibility for their safety and understand that the school cannot be held responsible for any loss or damage to these devices
- I understand the risks and will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software to my class teacher or supervising adult if during break/lunch time
- I will not open any hyperlinks in emails or any attachments to emails unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- I will not install, attempt to install or store programs of any type on any school device nor will I try to alter computer settings
- I will not use social media sites whilst on school premises
- I will not set up any social networking sites, chat groups or any other current or emerging technology that use the name of Mulberry Academy Shoreditch or imply that they are in any way connected to or endorsed by the school
- I will not post derogatory remarks or offensive comments online about the school, staff members or students.

## **When using the internet for research or recreation I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information I should take care to check that the information I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions both inside and outside of the school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement. This applies when I am outside the school and where they involve my membership of the school community (examples would be setting up inappropriate social networking sites which bring the school into disrepute, cyber bullying and use of images and personal information)
- I understand that if I fail to comply with this Acceptable Use Agreement I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, fixed term or permanent exclusions, contact with parents/carers and in the event of illegal activities involvement of the police.

## 20. Free School Meals

**Did you know...just registering your child for Free School Meals means that the school gets extra money? Register now to make sure that we don't miss out.**

The government gives money to schools to help children from lower income families to achieve their very best. This funding is called a 'Pupil Premium'.

**For every child registered, Mulberry Academy Shoreditch receives £935.**

With this money we could organise cultural activities, initiatives to tackle poor literacy, revision classes and 1:1 tuition. If you are registered for Free School Meals you could also get help with the cost of school trips.

**Please register now to make sure that your child and others in their class don't miss out.**

**How does it work?**

- First, check if you qualify – it is not just if you are unemployed so please look at the list on the next page
- Registering is really quick and easy – if you think that you qualify please contact **Nazia Ali on 020 7920 7900** at the school or visit your local '**One Stop Shop**' who will help you to register
- If you want your child to have a free, healthy meal at lunchtime that's great – they will get a free meal (saving you more than £400 a year) and the school will get £935
- If you don't want your child to have free school meals please still register – as long as you qualify and are registered, the school will still receive £935.

**No one will know that you have registered and it will not affect any other benefits that you may be claiming.**

**Please talk to us about registering your child today.**

## Do you qualify?

You can register your child for Free School Meals if you are claiming any of the following benefits:

- Income Support
- Income-Based Jobseeker's Allowance
- Receiving the Guarantee Credit of Pension Credit
- Receiving income-related Employment and Support Allowance
- In receipt of support from NASS (National Asylum Support Service)
- Have an income, as assessed by the Inland Revenue, of less than £16,190 a year (this is called the threshold amount) and do not receive Working Tax Credit but do receive Child Tax Credit.

Please note you do not have to be claiming housing benefit or council tax benefit in order to make a claim for Free School Meals for your dependent children.

## Information and evidence required by London Borough of Tower Hamlets:

- Your child's name, date of birth and school name
- Evidence of the parent/carer's income (unless this has already been provided)

## Information and evidence for Hackney Residents:

- Hackney residents who attend Mulberry Academy Shoreditch should apply to the London Borough of Tower Hamlets for Free School Meals. The Learning Trust no longer processes claims for Hackney residents that attend schools outside the Borough of Hackney.

**Come and talk to us if you are not sure of any of the above.**



## 21. Frequently Asked Questions

It is difficult when your child starts a new school, so we want to make it as easy as possible for you to ask questions and raise concerns. Below are a few frequently asked questions with a brief explanation on how to deal with your concerns. It is hoped that this information will help you to support your child's successful integration into Mulberry Academy Shoreditch.

**Every child is in a tutor group and your child's tutor should always be your first point of contact if you have any questions or concerns over their academic progress, friendship issues, homework etc.**

### **What do I do if my child is unable to attend the school?**

Please **always** telephone the school on 020 7920 7910 or 020 7920 7911 on your child's first day of absence explaining why they will not be attending. If you are directed to the voicemail of the Attendance Team then please leave a message stating your child's full name, tutor group and explanation of why your child will be absent. Please inform the Attendance Team of your child's absence by 8.30am. Failure to do this will result in you receiving an InTouch message stating that your child is not at school and for you to contact the Attendance team. It may also result in further action being taken by the school.

### **What do I do if my child is running late for school and I am aware of the reason why?**

Again, you will need to telephone the school on 020 7920 7910 or 020 7920 7911 and leave a message stating your child's full name, tutor group and the reason why your child will be late. Failure to inform the Attendance Team by 8.40am will result in your child receiving a late mark and you will receive a message/phone call stating that your child was late for school and for you to contact the school to verify this.

### **What do I do if I receive an InTouch call (attendance monitoring service) or late message but I know that my child is at school?**

We use electronic registration at the school. If your child is late for registration it will generate the InTouch message service. If this happens but you know that your child is at school then please contact the Attendance Team on 020 7920 7910 or 020 7920 7911. They will carry out a lesson check and confirm that your child is in school.

### **What do I do if I need to collect my child from the school in an emergency?**

We ask that you do not contact your child via their mobile phone. If you need to contact your child in an emergency during school hours, please contact Reception on 020 7920 7900 who will then be able to get a message to your child.

### **What do I do if I forget to top up ParentPay?**

If you forget to top up your ParentPay account and your child does not have enough money to cover a meal, we will contact you to top up their account. If it is not possible for you to do this immediately, we will provide your child with a £2.20 lunch slip. The money should be returned to the school on the next school day.

## **What do I do if I have concerns over bullying or other issues?**

You should contact the Key Stage 3 PA on 020 7920 7957 and ask to speak to your child's Form Tutor or Head of Year. If they are not available then they will make an appointment for you with the relevant member of staff.

Please be aware that your child's Head of Year and Form Tutor may also be teachers at the school and will therefore not be available to see you should you arrive in Reception without an appointment. Making an appointment will also enable the member of staff to investigate your concern, which will make your meeting with them more productive.

## **What should I do if I am concerned about my child's academic progress (including homework)?**

Please contact your child's Form Tutor or Head of Year. They will be able to talk you through any concerns that you might have. They may then arrange a meeting for you with relevant teaching staff. With regards to homework, it is important that students establish a routine of completing their homework every evening. The school homework timetable can be found on our website: [www.mulberryacademyshoreditch.org/homework-timetable/](http://www.mulberryacademyshoreditch.org/homework-timetable/)

## **What should I do if I feel that my child may have special educational needs?**

Please contact the SENDCo, Aura Fabian on 020 7920 7900 or [afabian@mulberryschoolstrust.org](mailto:afabian@mulberryschoolstrust.org). A meeting will be arranged for you to discuss your concerns and, if needed, a plan of action will be put together on how best to support your child.

## **How do I find out about Parents' Evenings?**

A letter will be sent home detailing the date and time of any Parents' Evenings. You can confirm your attendance by emailing [parents@mulberryacademyshoreditch.org.uk](mailto:parents@mulberryacademyshoreditch.org.uk).

You will receive a follow up text message asking whether you plan to attend and to respond with a *Yes* or *No*. We will send a further reminder text message a few days before the meeting takes place.

## **What do I do if I receive a letter from a teacher and I would like to discuss it in more detail?**

You will need to contact the teacher that sent the letter. Their name and faculty will be printed on the letter. If you feel that your issues have not been resolved then you will need to contact your child's Head of Year.



**Mrs Ruth Holden, Executive Principal**

**Mulberry Academy Shoreditch**

**Gosset Street, London E2 6NW**

**Telephone: 020 7920 7900**

**Email: [parents@mulberryacademyshoreditch.org](mailto:parents@mulberryacademyshoreditch.org)**

**Website: <http://www.mulberryacademyshoreditch.org.uk/>**

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