



**LIVINGSTONE  
ACADEMY  
BOURNEMOUTH**  
an Aspirations Academy

## **YEAR 7 FAMILY WELCOME PACK**

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## WELCOME

Dear Livingstone Families,

We are delighted that you have chosen us and even more delighted that you have chosen our school for your child's education. As parents and carers, you wish for your children to grow up to lead fulfilled lives, enjoy healthy lifestyles and make a positive contribution to the wider world. At Livingstone Academy Bournemouth (LAB), we want nothing less. We want to make sure that every child can contribute fully and positively to society.

Livingstone Academy Bournemouth is a place where students can flourish academically, creatively, physically and morally. Here we seek to be at the cutting edge of learner-driven education and we continue to push the envelope of what is possible in education. We are a school that says, "Yes to learning!" We trust that children are instinctual learners, and we value partnering with them on their educational path.

That is why we are looking for children who are motivated learners and families who are collaborators in support of their children's learning. We ask everyone in our school to think big, improvise, and learn alongside students. By taking the best practices from early childhood education and emergent, project-based experiential learning, we strive to meet students' needs in a flexible, mixed-age environment that breaks the traditional walls between school and the community outside the classroom. Our aim is to prepare students to achieve academically and socially for the life and careers ahead of them.

As a STEAM-powered learning community, we use Science, Technology, Engineering, the Arts and Mathematics as entry points for enquiry, communication, personal expression, invention, critical thinking and problem-solving. Ultimately, we aim for all our students to leave LAB as life-long learners demonstrating self-worth, engagement and purpose.

This Welcome Pack is an essential manual for all families in support of your child and our learning community. Please keep it, refer to it and contact us with any queries.

Yours sincerely,



Principal

Hello and welcome,

I am delighted to learn that your child will be attending the Livingstone Academy. We will work hard to ensure our students will enjoy and be inspired by the experience.

Creativity gives the UK an edge as a nation and it is essential that school is a place where young minds flourish. Imagination is key to the 'maker' generation. Creativity above consumption moves children from the passenger seat to the driver's seat of life. At the Livingstone Academy, we will strive to help students navigate a world that is in constant change. We want our students to achieve good examination results at the same time as equipping them with skills for the 21<sup>st</sup> century digital world through a combination of knowledge and know-how. We want them to be world-ready and work-ready. Curiosity, creative thinking, problem-solving and an entrepreneurial mind-set, combined with a belief in being a team player, will help children become job makers not just job seekers.

Yours,

A handwritten signature in black ink, appearing to read 'Ian Livingstone', with a stylized flourish at the end.

Ian Livingstone CBE

## CONTACT INFORMATION



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Bournemouth  
BH1 1PA



[office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org)



<https://www.livingstone-aspirations.org/>



<https://twitter.com/LABournemouth>



<https://www.facebook.com/LABournemouth/>

## TERM DATES 2022-2023

	Sep - 2022					Oct - 2022					Nov - 2022					Dec - 2022				
Monday		05	12	19	26		03	10	17	24	31	07	14	21	28		05	12	19	26
Tuesday		06	13	20	27		04	11	18	25	01	08	15	22	29		06	13	20	27
Wednesday		07	14	21	28		05	12	19	26	02	09	16	23	30		07	14	21	28
Thursday	01	08	15	22	29		06	13	20	27	03	10	17	24		01	08	15	22	29
Friday	02	09	16	23	30		07	14	21	28	04	11	18	25		02	09	16	23	30
<b>Saturday</b>	<b>03</b>	<b>10</b>	<b>17</b>	<b>24</b>		<b>01</b>	<b>08</b>	<b>15</b>	<b>22</b>	<b>29</b>	<b>05</b>	<b>12</b>	<b>19</b>	<b>26</b>		<b>03</b>	<b>10</b>	<b>17</b>	<b>24</b>	<b>31</b>
<b>Sunday</b>	<b>04</b>	<b>11</b>	<b>18</b>	<b>25</b>		<b>02</b>	<b>09</b>	<b>16</b>	<b>23</b>	<b>30</b>	<b>06</b>	<b>13</b>	<b>20</b>	<b>27</b>		<b>04</b>	<b>11</b>	<b>18</b>	<b>25</b>	<b>01</b>

	Jan - 2023					Feb - 2023					Mar - 2023					Apr - 2023				
Monday	02	09	16	23	30		06	13	20	27		06	13	20	27		03	10	17	24
Tuesday	03	10	17	24	31		07	14	21	28		07	14	21	28		04	11	18	25
Wednesday	04	11	18	25		01	08	15	22		01	08	15	22	29		05	12	19	26
Thursday	05	12	19	26		02	09	16	23		02	09	16	23	30		06	13	20	27
Friday	06	13	20	27		03	10	17	24		03	10	17	24	31		07	14	21	28
<b>Saturday</b>	<b>07</b>	<b>14</b>	<b>21</b>	<b>28</b>		<b>04</b>	<b>11</b>	<b>18</b>	<b>25</b>		<b>04</b>	<b>11</b>	<b>18</b>	<b>25</b>		<b>01</b>	<b>08</b>	<b>15</b>	<b>22</b>	<b>29</b>
<b>Sunday</b>	<b>08</b>	<b>15</b>	<b>22</b>	<b>29</b>		<b>05</b>	<b>12</b>	<b>19</b>	<b>26</b>		<b>05</b>	<b>12</b>	<b>19</b>	<b>26</b>		<b>02</b>	<b>09</b>	<b>16</b>	<b>23</b>	<b>30</b>

	May - 2023					June - 2023					July - 2023					Aug - 2023				
Monday	01	08	15	22	29		05	12	19	26		03	10	17	24	31	07	14	21	28
Tuesday	02	09	16	23	30		06	13	20	27		04	11	18	25	01	08	15	22	29
Wednesday	03	10	17	24	31		07	14	21	28		05	12	19	26	02	09	16	23	30
Thursday	04	11	18	25		01	08	15	22	29		06	13	20	27	03	10	17	24	31
Friday	05	12	19	26		02	09	16	23	30		07	14	21	28	04	11	18	25	
<b>Saturday</b>	<b>06</b>	<b>13</b>	<b>20</b>	<b>27</b>		<b>03</b>	<b>10</b>	<b>17</b>	<b>24</b>		<b>01</b>	<b>08</b>	<b>15</b>	<b>22</b>	<b>29</b>	<b>05</b>	<b>12</b>	<b>19</b>	<b>26</b>	
<b>Sunday</b>	<b>07</b>	<b>14</b>	<b>21</b>	<b>28</b>		<b>04</b>	<b>11</b>	<b>18</b>	<b>25</b>		<b>02</b>	<b>09</b>	<b>16</b>	<b>23</b>	<b>30</b>	<b>06</b>	<b>13</b>	<b>20</b>	<b>27</b>	

<b>School Holidays</b>	<b>Bank Holidays</b>	<b>Proposed INSET Days</b>	<b>Y7 start 8.30am Yr8 start 10am</b>	<b>Student Led conferences and Exhibitions of Work</b>
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## **ACADEMY DAY**

### **TIMINGS OF THE ACADEMY DAY – YEAR 7**

Monday – Friday: 8.30am – 3.00pm

The main gate opens at 8.15am and registration is at 8.30am. Students need to be in the Academy before 8.30am when the gates shut.

## **LEARNING AT LIVINGSTONE**

We know that students need more than just the ability to read and write -- today's constantly changing workforce shows that they must be able to master academic content, communicate and collaborate effectively, think critically, and become curious learners.

At LAB, we support students as they develop these skills, understandings, and mindsets in engaging experiences (e.g. games and role-play "internships") to solve real problems, experience the world in new ways, form new affiliations and prepare for future learning.

We are a STEAM (Science, Technology, Engineering, Art & Maths) focused school but we offer an engaging and broad range of enquiries that allows students to learn about and explore the world around them.

Our teachers work in transdisciplinary teams to facilitate the student projects and the topics and skills we teach our single discipline subjects to support this as we move through the national curriculum.

### **APPLIED TRANSDISCIPLINARY LEARNING**

These are sessions that present students with the opportunity to solve a real-world problem or issue through applying their knowledge and skills from a wide variety of disciplines including English, Science, Computer Science, Mathematics, Art and Design, Design and Technology, Geography, History, Citizenship, and PSHE. The students work in teams to apply computational thinking strategies to work toward finding a solution to the problem or issue. The outcome is a high-quality product, performance and/ or presentation that is shared in a Learning Exhibition that is open to students, parents and invited professionals and experts in the field we are studying.

### **SINGLE DISCIPLINE LEARNING SESSIONS**

English (5hr/wk)

Mathematics (5hr/wk)

Triple Science – Biology, Chemistry, Physics (5hr/wk)

Students will develop their knowledge and understanding of English, Mathematics and Science through single discipline sessions. Whilst the focus is on developing students' confidence and skills in these core disciplines, students will still apply computational thinking strategies to solve problems and complement their learning with Art and Design.

### **EXPLORATORIES**

Computer Science

P.E and Dance

Performance (Music/ Drama)

Spanish

Students will become confident digital and cross-cultural communicators and performers through participating in a range of workshops across computer science, performing arts, physical and linguistic disciplines.

## A 'TYPICAL DAY' AT LAB

At Livingstone, our flexible and innovative approach to curriculum planning allows students to experience a unique combination of learning sessions and approaches which is tailored to their progress and interests and is responsive to developments in our ever-changing world. To fulfil our vision of a responsive and innovative curriculum, the Livingstone day will not be constrained by school bells or rigid scheduled timings. So whilst there is no 'typical day' at Livingstone, the following schedule provides a taste of what students can expect.

8.30 - 8.50	Morning advisory: serves as an anchor for the day, a predictable routine that students need more than ever as they undergo rapid physical, emotional, and intellectual changes. Advisory provides a space and structure for teachers to support children, both individually and as a group, as they develop their sense of self and identity in connection to their relationships with peers.
8.55 - 10.25	Learning block 1: STEM (Sciences, Maths, Computing, Engineering, etc)
10.30 - 12.00	Learning block 2: Liberal Arts (English Literature, English Language, History, Civics, etc)
12.05 - 12.50	Lunch/recess
12.55 - 15.00	Exploratory wheel
	After school clubs and care available. Days and times of clubs will vary.

## HOMEWORK

We aim for purposeful and relevant learning during school hours and most students who participate and stay on task will be able to complete their work and projects in this time. We believe any work set for school or at home must also be purposeful and high quality. We focus on quality over quantity!

Occasionally students will be asked to complete some preparation for their lessons the following day. Class time will then be preserved for far more efficient collaborative problem-solving.

Evidence shows that high-quality homework is most effective for students in upper grades and less impactful for younger students. Therefore, you can expect that as your child begins to study more complex and advanced topics, homework may increase accordingly.

Enrichment – in addition to breakfast clubs, students will have the opportunity to participate in a selection of after-school enrichment activities ranging from sport to performing arts to music.

## ASSESSMENT AND FEEDBACK

We are committed to enabling all students to reach their potential. Our challenge is that every student is unique and each must have opportunities to achieve success according to their interests, abilities, and goals. We have defined high expectations and standards for attainment, whilst introducing a range of options that allow students to learn in ways that suit them best and enable them to reach their goals.

You can read more about our approach to assessment and feedback in our [Assessment, Feedback and Reporting Policy](#).

## **READING**

### Reading Develops Important Language Skills

Whether it is books, magazines, or E-books, reading can help cement a child's language skills. Exposure to language helps a child to further develop their vocabulary in a way that every day conversation cannot. Even at early ages when a child does not understand everything they read, they are able to come to conclusions about new words from the context of material.

### Reading Is Especially Necessary With Today's Technology

The use of computers and smartphones has made reading more important than ever before. Gathering information on the web or even communicating via email and social media all require reading and writing. Even texting requires reading and writing skills!

### Reading Opens Up The World

Being able to read opens the world up to a child. They can learn about different cultures, histories, and societies. It shows life in a different way, both real and imagined. It can inform us about the past, present, and future. In short, reading can take a child to the stars and back without ever leaving their home.

### Reading Can Enhance Social Skills

Books and reading are meant to be shared. What we are reading can become a conversation piece much like a popular television show. A person who has just read a great book wants desperately to share the story with someone else. In addition, being someone who is "well read" is still a positive attribute in society as it often implies increased intelligence, being better cultured, and having a more interesting background for debates and conversations.

### Reading is Fun!

Like a good movie, a book can be loads of fun. You can get whisked off to a world of wizards or trek through the galaxy on a spacecraft. Regardless of your child's interests, reading can be a great pastime.

At Livingstone Academy, we take reading very seriously. Your child will have access to a wide range of literature in school, in lessons and in our library, and be encouraged to read daily to their teachers, their parents/carers and independently.

## **SUMMER WORK**

In the summer entering year 7, we do not set a specific reading book, however, we encourage you to keep your child reading. On our transition day, your child will also be given access to some online learning resources that can be accessed in the summer as a fun way to keep learning over the holidays.

## **THE 'SCHOOLS WITHIN SCHOOL' SYSTEM**

Our 'Schools within Schools' system is an innovative way of combining the pastoral and academic sides of Academy life.

At Livingstone Academy, we have four Schools and each of them is represented by a different colour.

All students belong to a School from Reception to Year 13 as part of our all-through philosophy and we try to keep siblings in the same School throughout their school life. The coloured stripe in each child's tie determines the School they belong to.

The Schools system provides a platform for students to work with peers from different year groups. In this respect, it is very much like a traditional 'House System'. Students compete against each other in 'inter-School' competitions, raise money for their designated charity and select representation for the School Council who help support the running of their School.

The system also offers opportunities for students to become engaged and support the Aspirations Framework including the '3 Guiding Principles' and the '8 Conditions That Make a Difference'.

## **RESPONSIVE CLASSROOM**

We use a way of teaching that creates a safe, challenging, and joyful classroom and schoolwide climate for all children. Teachers who use the Responsive Classroom approach understand that all of children's needs—academic, social, emotional, and physical—are important.

The teacher creates an environment that responds to all of those needs so that your child can do his or her best learning. Children learn best when they have strong academic and social-emotional skills. That's why teachers using the Responsive Classroom approach focus on teaching all the skills needed for academic excellence. They teach children reading, writing, and maths skills and also teach them how to take turns, listen respectfully, and work effectively with a partner or group. Teachers also think carefully about everything from classroom setup to how they speak to their students. All these things put together determine how well children learn. [You can read more about Responsive Classroom here.](#)

We use a student engagement tool called Classcraft that uses motivating gaming principles to create a positive student experience in the classroom. [You can read more about Classcraft here.](#)

## **PASTORAL CARE**

How a child settles into the Academy, feels happy and secure and is encouraged to do well will determine their success. With this in mind, we try to provide a holistic approach to student care, which supports every child throughout their Livingstone Academy experience. We seek to empower each child to be able to make a life for themselves that is fulfilling, enjoyable and responsible. These aims are central to the Aspirations' Framework.

In addition to this, Livingstone Academy has a range of policies and procedures in place that support the welfare of all of our students. Several of these policies set out expectations about good behaviour. This includes good learning behaviour around the academy and in lessons and rules about how you communicate and behave appropriately towards other students and staff. If you have any questions or concerns regarding the welfare of your child, please contact us: [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org).

## **ATTENDANCE AND PUNCTUALITY**

### **REPORTING YOUR CHILD'S ABSENCE**

We understand that absence due to ill health can be unavoidable. If your child is going to be absent please:

Contact the Academy by 8.30am via email [attendance@livingstone-aspirations.org](mailto:attendance@livingstone-aspirations.org) with the following details:

- Child's full name.
- Childs form group.
- Reason for absence.
- Anticipated length of absence.

Please email each day of your child's absence.

If we do not hear from you and your child does not arrive, our Attendance Officer will contact you.

### **100% ATTENDANCE**

Every term certificates are awarded to children with 100% attendance and their names are entered into a raffle.

### **MEDICAL APPOINTMENTS**

If your child has a medical appointment coming up please notify us in advance and provide us with a copy of the appointment letter or card.

Being at school on time is important and punctuality is also an important life habit to build. If your child arrives after the gates have shut at 8.30am, they must sign in at the main reception and will receive a late mark in the register (L).

## PUBLIC TRANSPORT

The following transport lines have routes that pass near Livingstone Academy, Bournemouth

### Yellow Buses

The nearest bus stops served by Yellow Buses are:

Horseshoe Common



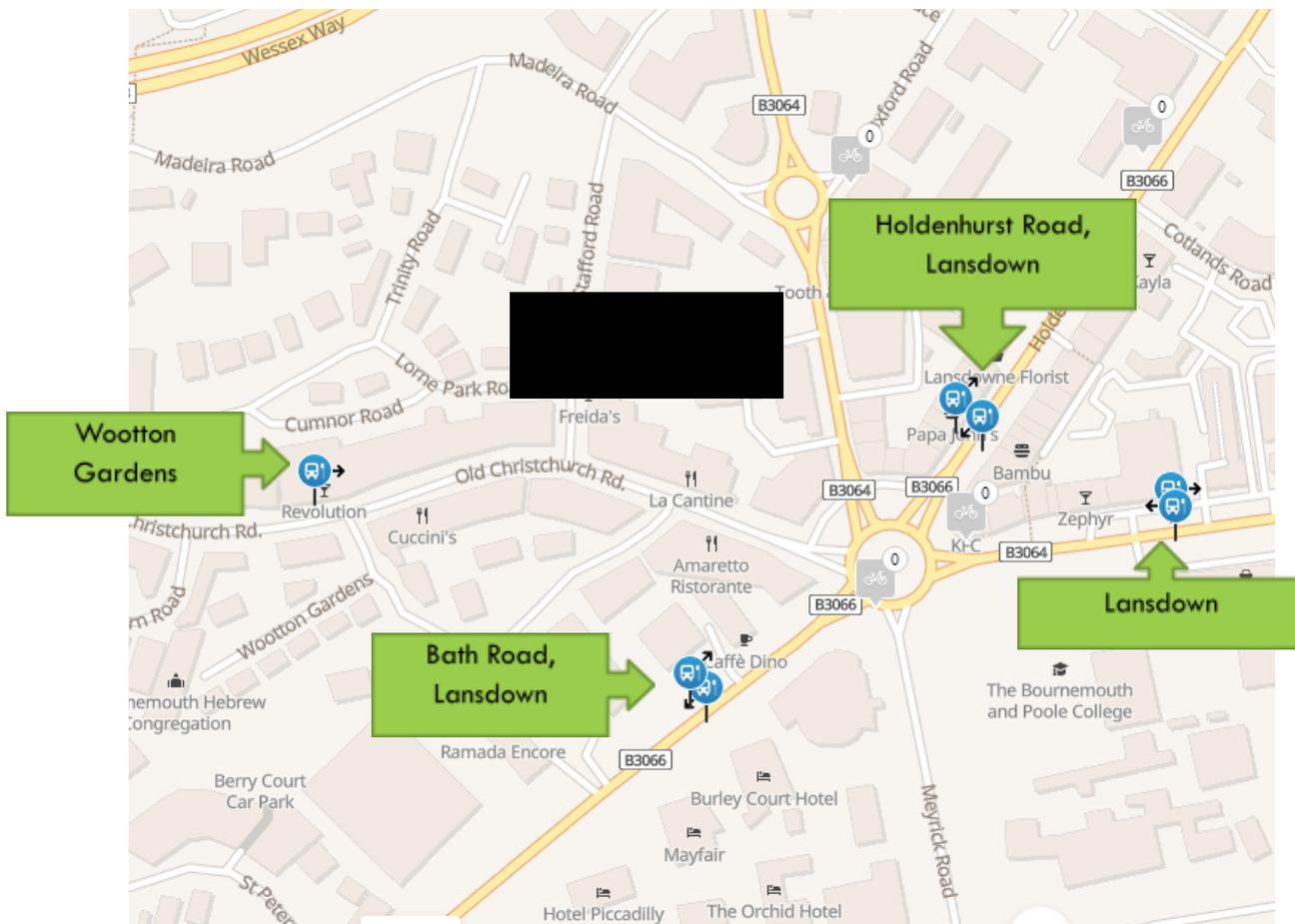
Wootton Gardens



Bath Road



Lansdown



[More Bus](#)

Lansdowne, Cranborne House

U1

Lansdowne, Holdenhurst Road

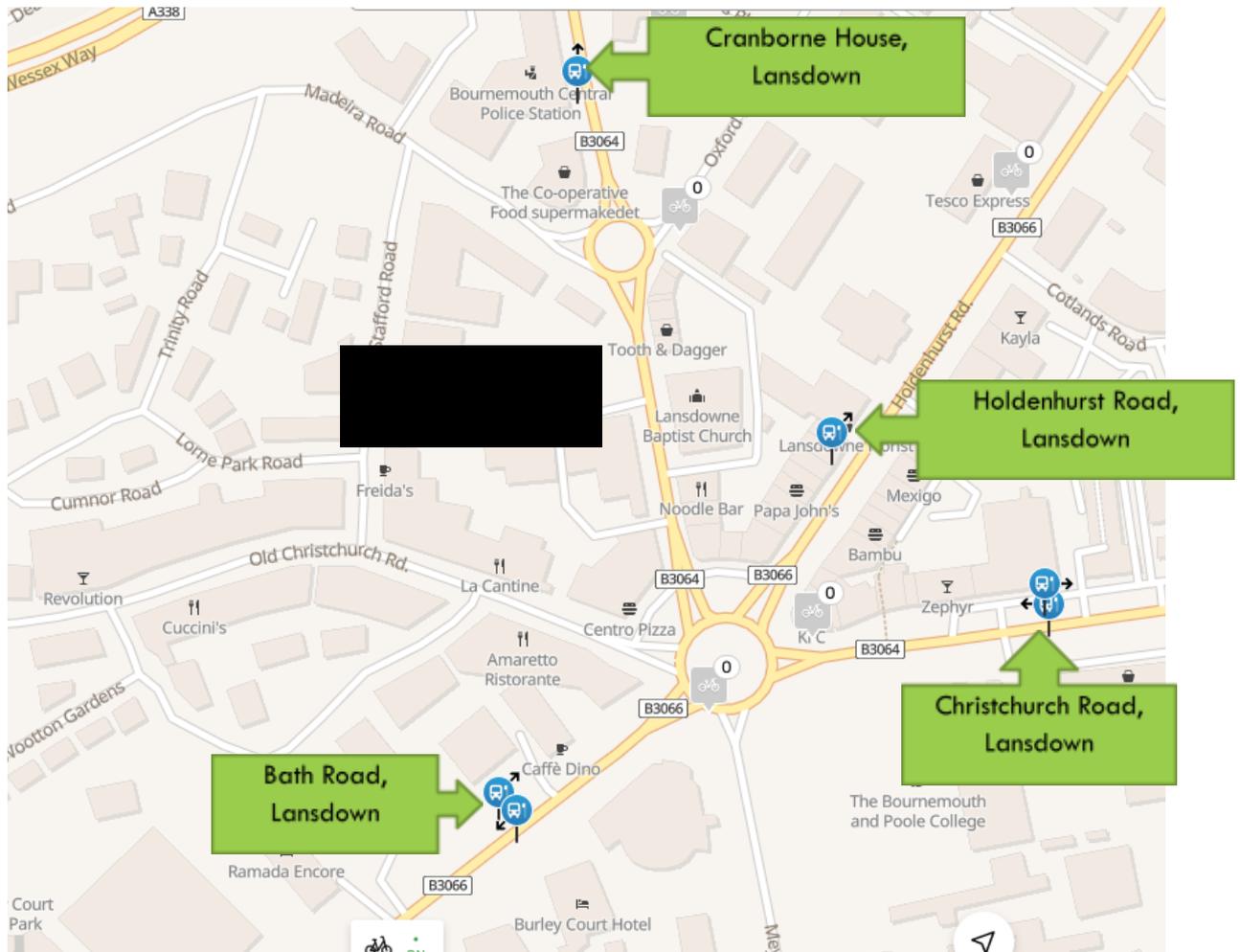
50

Lansdowne, Christchurch Road

m1 m2 13 17 32 50 X1 X2 X3 X6

Lansdown, Bath Road

m1 m2 13 17 32 50 X1 X2 X3 X6



## **BUS CODE OF CONDUCT**

The following code of conduct summarises the standards we all seek to maintain amongst our students on public transport. The schools will support the bus operator in banning persistent or serious offenders from using the bus.

1. Students should at all times treat the driver and other passengers with respect
2. Students must not distract the driver, unless there is an emergency
3. Wherever possible, students should remain seated unless disembarking
4. Students should create a bully-free environment, avoiding any of the following behaviour:
  - a. Verbal abuse
  - b. Threatening, intimidating or impolite behaviour
  - c. Abusive text-messaging or emailing
  - d. Physical assault
  - e. Theft or damage to property
5. Smoking and the possession / use of alcohol or illegal substances are strictly forbidden.
6. Students must report incidents that breach the Code of Conduct to their parent/guardian or to the Head of Year.
7. Students must not travel home from school on the bus in their PE kits.

The School will take disciplinary action if there are breaches to this Code of Conduct. Students are reminded that persistent harassment, assault and racist bullying are criminal offences and may be reported to the police.

## **BEHAVIOUR FOR EXCELLENCE**

At Livingstone Academy, we are committed to providing a safe, caring and purposeful learning environment. So each student can flourish and go on to meet their future ambitions. All members of the Academy community have rights and responsibilities, and everybody is valued equally. We value good manners and we actively promote Fundamental British Values.

Outstanding behaviour lays the foundation for successful learning. The Academy has high expectations of all students and requires that they conduct themselves in a way which is respectful to others and conducive to learning. Students are ultimately responsible for their own conduct, and the Behaviour Policy reflects this. At the same time, we recognise the vital roles that Academy staff and parents/carers play in promoting good behaviour. All staff implement the Behaviour Policy clearly, consistently and fairly.

The aims of the Behaviour Policy are to:

1. Determine the boundaries of acceptable and unacceptable behaviour, the graduated responses regarding rewards and sanctions and how these responses will be fairly and consistently applied by all.
2. Provide a safe, purposeful and calm environment for learning, enabling teachers to teach and all to learn, free from disruption, violence, bullying and any form of harassment or discrimination.
3. Encourage positive relationships between staff, students, parents & carers and other stakeholders and agencies.
4. Ensure a range of early intervention strategies are in place to both support good behaviours and challenge poor behaviours and help reduce the risk of both fixed and permanent exclusions.

As an all-through Academy we have a core set of values, beliefs and expectations that run through all phases from EYFS to Sixth Form. However, the Behaviour Policy is differentiated for each phase, to reflect students' increasing levels of cognitive, moral and social development.

### **PRAISE AND REWARD**

The academy recognises that praise and reward are always the most powerful of motivational tools. As such, all staff actively seek opportunities to praise and reward students for meeting the high expectations that we have of them. We adopt a tiered approach to praising and rewarding students, which includes both formal and informal opportunities.

- Excellent Achievement and Progress
- Excellent Classwork
- Excellent Homework
- Hard Work and Effort
- 100% Attendance and Punctuality
- Extra-curricular participation
- Demonstrating our Deeper Learning Competencies

### **SANCTIONS**

Excellent behaviour can be encouraged and promoted through well-planned, effective and reflective teaching. Before resorting to verbal and formal warnings, teachers should manage behaviour by applying basic positive behaviour management techniques and using their professional discretion. However, this must never involve lowering expectations, accepting excuses or tolerating disruption.

### **THREE STEP PROCESS**

If use of the 'teacher toolkit' does not fully address the poor behaviour, teachers are fully supported in applying the three-step process:

1. **Verbal Warning** - no further action, no behaviour points

2. **Formal Warning** - behaviour point issued by class teacher and logged on SIMS and Classcraft
3. **Subject Removal** – Class teacher will instruct the student to step outside the classroom, on-call will be notified to collect the student and escort them to the Behaviour for Excellence Room. The student will spend the remainder of that lesson in the Behaviour for Excellence Room. Parents will be notified by text, email or a telephone call about the removal and the sanction.

Any student that receives three subject removals in a week, will be removed to the Behaviour for Excellence Room for the remainder of the week.

### **BEHAVIOUR AT BREAK AND LUNCHTIME**

- Students should use break and lunchtime to go to the toilet, eat food (in the designated areas), play or complete private study in the library.
- Students must behave sensibly during their break and lunch periods. Their conduct should be governed by the Livingstone Manners and Dining Hall Manners.
- Students must never 'play fight', nor become involved in any unnecessary form of physical contact.

### **BEHAVIOUR OUTSIDE OF CLASS**

Every member of staff (teaching and non-teaching) is expected to be visible and actively supervise every lesson change-over. High visibility provides reassurance for students and the community. To this end, all duty staff will wear high visibility vests for duties at the start and end of the Academy day.

### **RESTORATIVE PRACTICE**

Should a student fall short of behavioural expectations, students are expected to take responsibility for their actions and make amends, both through their words, and more importantly, through their actions.

### **DETENTIONS**

#### **Late Detention (Lunchtime)**

- If a student arrives at school after 8.30am they are deemed to be late. The student will sit a Late Detention during the first half of break time the same day.
- If a student misses a Late Detention, they will serve a Lunch Detention on the same day.
- A student will sit a Late Detention on every occurrence of lateness, as well as sitting a Leadership Team Detention on every third occurrence.

#### **Leadership Team Detention (60 minutes on Thursdays)**

- Leadership Team Detentions will generally be set for: serious breaches of the academy's behaviour policy.

## **UNIFORM AND EQUIPMENT**

At Livingstone Academy, we believe our uniform is central to building a sense of community amongst our students, staff and parents as well as the local community. Wearing a uniform helps to place students in a 'working environment' mind-set.

Our uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging amongst our students. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear, and the added stress of meeting the expectations of their peers. Uniform removes the points of difference between students, thus unifying the students and providing a greater focus on academic work.

[Complete information about our uniform can be found here on our website.](#)

### **WHERE TO PURCHASE**

All Livingstone Academy branded items such as blazers, ties, PE polo shirts, PE sweatshirts, water bottles and bags can be purchased directly from the supplier, Brigade Uniforms.

Brigade will be on site for the transition day, Friday 1 July 2022. This will enable parents/carers to be with their child when they try on their uniform and allow for ease of purchase on the day.

## **EQUIPMENT**

At Livingstone Academy, we expect all students to be fully equipped and prepared to learn. We will provide all students with a pencil case and their compulsory items on their first day at the Academy. After this, it is the parents/carers responsibility to ensure that items are replaced accordingly.

## **SCHOOL FOOD**

At Livingstone Academy, every child will have access to purchasing either a hot or cold lunch option, these are cooked freshly every day, and healthy snacks are also on offer at break times. A vegetarian choice is always provided and it can usually cater to special dietary needs if these are notified to the school.

At Livingstone Academy, we use a cashless catering system based on biometric identification. Your child will simply press his or her finger down on the recognition system. The amount owed is then debited from his/her account. The beauty of this system is that your child does not need to bring any money to the Academy and it greatly reduces queuing times at lunch and break.

An account for each child will be created and shared with you in due course.

In order to use the dining hall, your child's account must be in credit. This will mean checking it on a regular basis.

## **BREAKFAST:**

We believe that breakfast is the most important meal of the day for everyone. Many studies have found a relationship between eating breakfast and learning ability, attention span, and general well-being. Children who regularly eat breakfast think faster, clearer, solve problems more easily, and are less likely to be irritable.

By the time a child wakes up, they've gone around 12 hours without food, leaving them low on blood sugar. Children's brains are especially sensitive to this and the brain can't function properly if it is low on energy.

As a result children get moody; they can't concentrate and are more inclined to behave badly. Research suggests that a 12-year-old who skips breakfast has the same brain power as a 70-year-old in the classroom. Breakfast will give kids more physical energy so they'll perform better at sports. Plus energy from food keeps them warm. Breakfast eaters are more likely to have a healthy BMI, according to research. The first meal of the day kick starts the body's calorie-burning process.

Foods that will really help set your child up for the day include:

- Boiled egg with wholemeal bread soldiers, diluted fruit juice with no added sugar or home-made fruit smoothie
- Pitta bread with hummus and raw carrot sticks, sliced banana in low-fat yoghurt.
- Bagel with peanut butter or low-fat cream cheese, apple.
- Wheat flakes or biscuits with semi-skimmed milk, slice of toast with reduced sugar jam.
- Porridge with a dollop of reduced-sugar jam; toasted fruit bread.
- Grilled tomatoes or mushrooms or mashed banana on toast, low-fat yoghurt and fruit.

## **WE EXPECT THAT STUDENTS DO NOT PURCHASE OR EAT THESE ITEMS ON THEIR WAY TO OR FROM SCHOOL.**

Students may bring packed lunches, however the following foods and drinks are banned from the academy:

- Sweets
- Chewing gum
- Fizzy drinks of any description
- Lucozade or other 'energy drinks'

Any other food or drink product that the Executive Director of Learning or Head of Secondary deems unsuitable

## **ACCESS TO DRINKING WATER**

Mild dehydration is also one of the most common causes of daytime fatigue. The students can access free, clean and palatable drinking water from various water fountains around the school during break, lunch and before and after school. We expect all students to have an Academy water bottle that they keep topped up and can drink from in lessons.

## **FREE SCHOOL MEAL INFORMATION**

Free school meals are available to children whose parents or carers receive financial support.

### **WHO CAN GET FREE SCHOOL MEALS?**

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit; this is as long as you're not entitled to Working Tax Credit and your annual gross income is no more than £16,190
- Working Tax Credit 'run-on' payment (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit: this is as long as your household income is less than £7,400 a year (after tax and not including any benefits you get)

The school does not see any specific information about your income or the benefits you receive.

Children, who are paid these benefits directly, instead of through a parent or carer, can also get free school meals.

The Department for Education sets the eligibility criteria for free school meals.

If you want to apply for more than one child currently attending school, you can add all the details onto one form; you do not need to apply for them separately.

If you have any questions or need help, please contact our Free School Meals team:

- Email: fsm@bcpcouncil.gov.uk
- Telephone: 01202 456223

## **OPPORTUNITIES FOR LEADERSHIP**

There are many opportunities for your child to develop their leadership and strategic thinking by taking on a role of responsibility within Livingstone Academy.

- School Council Representative
- Peer mentor
- Anti-bullying representatives

## **OPPORTUNITIES FOR COMPETITION**

School competitions take place throughout the Academy year and each competition will contribute points to the overall School Competition. Every student will be expected to be involved and participate fully in the competitive life of their School and this will culminate in the awarding of the School cup to the winning School.

School competitions will include the following:

- a. School debating/spoken word competition
- b. Sport and sports day competitions
- c. School Art competition
- d. School Charity fundraising competition
- e. School performing arts competition
- f. Maths competitions
- g. Science competitions

## **EDUCATIONAL VISITS**

At Livingstone Academy we believe that our students benefit significantly from visiting places of interest and we know these experiences will broaden students' horizons and deepen their learning. We will run trips to universities, museums, galleries, theatres and sports venues. Students also have the opportunity to sign up for trips both in the UK and abroad, over the course of their time at Livingstone Academy. Whether you want to go on a water sports team building weekend, a trip to the theatre or a week in Abroad - there is something for everyone!

We will always keep you informed if your child is taking part in a trip or visit. It is then your responsibility to tell the school office if you do not want your child to attend a trip.

For trips which are further afield or for a longer time, you will be sent detailed information and asked to sign a specific form for that trip. We will ask parents/carers for a contribution towards the cost of school trips where necessary.

We do not want cost to be a reason for students to miss out, so if parents/carers are unable to make a contribution they should discuss this with the Academy.

## **SAFEGUARDING: INFORMATION FOR PARENTS AND YOUNG PEOPLE**

### **LIVINGSTONE ACADEMY SAFEGUARDING STATEMENT**

At Livingstone Academy, we are committed to providing a **safe and secure environment** for children, staff and visitors and promoting a climate where children and adults will **feel confident about sharing any concerns** they may have about their own safety or the wellbeing of others. The Academy will work with other agencies in its quest to safeguard students.

The Academy is committed to the vital contribution that all stakeholders make to safeguarding children. We aim to ensure that child protection concerns and referrals are handled **sensitively, professionally** and in ways that **support the specific needs of the individual child**.

By providing a **caring, safe and stimulating environment**, which promotes the development of all our students, we aim to foster an atmosphere of trust, respect and security. Thereby enabling every child to reach their potential.

### **WHAT MEASURES DOES THE ACADEMY TAKE TO KEEP MY CHILD SAFE?**

Once the Academy day starts, all gates will be locked and students must stay within the boundaries of the Academy site. Any student wishing to leave the Academy early should have written authorisation from parents/carers and must inform the Academy via email: [attendance@livingstone-aspirations.org](mailto:attendance@livingstone-aspirations.org). All students must then sign out at Reception. All visitors to the Academy must sign in at Reception and wear a visitor badge and will be informed of the Academy's emergency procedures and safeguarding policy.

### **WHAT HAPPENS IF THERE IS A FIRE OR OTHER EMERGENCY?**

The Academy has evacuation and lockdown procedures to be used in case of emergency. Regular fire evacuation drills are carried out.

### **LOCAL AUTHORITY DESIGNATED OFFICER**

The Local Authority Designated Officer (LADO) is the person to whom concerns and allegations about adults who work with children in schools are reported to. This is a statutory role and the LADO is contacted when there is an allegation made against a member of staff or volunteer who works in a school.

The BCP LADO contacts are:

Laura Baldwin or John McLaughlin

The main contact number for the service is 01202 456744.

The secure email for the service is [lado@bcpcouncil.gov.uk](mailto:lado@bcpcouncil.gov.uk).

For more information on BCP Safeguarding Contact Details, please click [HERE](#).

### **SAFER SCHOOLS AND COMMUNITIES TEAM**

01202 222844

[ssct@dorset.pnn.police.uk](mailto:ssct@dorset.pnn.police.uk)

## **SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AND MANAGING MEDICINES**

Livingstone Academy is committed to ensuring that students with short or long term medical conditions are properly supported so that they have full access to education. We recognise that part of this is ensuring children have safe and timely access to medication when needed. Where possible, arrangements should be made to administer both prescribed and over-the-counter medications, such as paracetamol, at home. Medicines that are to be taken up to 3 times a day can be administered before school, after school and at bedtime. Medications that need to be taken 4 times a day will need a lunch time dose given whilst at Livingstone Academy.

To ensure that all guidelines set by BCP are followed, there are forms available upon request from Livingstone Academy's main office or via [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org). These forms MUST be completed before Livingstone Academy can administer any medication. No medication will be given to a student without written authorisation of a parent/carer.

The option of a student self-administering medication is available if you feel your child is responsible enough to keep the medication safe and take it as directed by you. Again, a form must be completed and agreed by Livingstone Academy. It is important that a student only carries a day's dose of medication at any one time so you can monitor its use and to reduce risks if lost. All medication brought into Livingstone Academy must have the student's name, date of birth and medication name clearly marked on the container. All controlled medication is securely locked away with the exception of rescue medication which is available should the student require it.

Livingstone Academy does have a supply of sanitary wear in the medical room, should your child find themselves in need of emergency supplies.

Please ensure that Livingstone Academy has an adequate supply of any medications that your child requires and that stocks are well maintained and in date. For those children that are diabetic, it is important that we have a well-stocked hypo box for them.

Our policy for Supporting Children with Medical Conditions and Managing Medicines is available on our website for further information.

Please remember it is important that you keep Livingstone Academy informed of any changes to your child's health and contact details in case of emergencies.

Please do not expect the Designated First Aider to make a diagnosis for illness.

If your child has a sickness/stomach bug please adhere to the 48 hours after the last bout of sickness ruling, and avoid sending them back in until they are clear.

Any queries relating to the Medical Room please contact us via email [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org)

## **STUDENT ACCEPTABLE USE POLICY AGREEMENT**

**Please sign the Google form in the Welcome letter to agree permissions**

New technologies have become integral to the lives of children and young people in today's society, both within Livingstone Academy and in their lives outside Livingstone Academy. The internet and other digital information and communications' 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.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications' technologies for educational, personal and recreational use.
- That Livingstone Academy ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents/carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour. Website for guidance [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents).

Livingstone Academy will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the **Student Acceptable Use Agreement is enclosed in this pack**, so that parents/carers will be aware of Livingstone Academy's expectations of the young people in their care.

## **PARENT/CARER AND STUDENT PRIVACY NOTICE (GDPR)**

**Please sign the Google form in the Welcome letter to agree permissions**

Livingstone Academy is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### **WHO COLLECTS THIS INFORMATION**

Livingstone Academy is a "data controller." This means that we are responsible for deciding how we hold and use personal information about students and parents/carers.

### **THE CATEGORIES OF STUDENT INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE**

We may collect, store and use the following categories of personal information about you:

- Personal information such as name, student number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Post 16 learning information;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);

- Images of students engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

### **COLLECTING THIS INFORMATION**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **HOW WE USE YOUR PERSONAL INFORMATION**

We hold student data and use it for:

- Student selection (and to confirm the identity of prospective students and their parents/carers);
- Providing education services and extra-curricular activities to students, and monitoring students' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding students' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective students, and to provide references to potential employers of past students;
- Managing internal policy and procedure;
- Enabling students to take part in assessments, to publish the results of examinations and to record student achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of students in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;
- To provide support to students after they leave the school.

### **THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION**

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and

- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

### **SHARING DATA**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share student information with:

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;
- Other schools within the Trust;
- Other Schools that students have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations; we require them to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

### **WHY WE SHARE THIS INFORMATION**

We do not share information about our students with anyone without consent unless otherwise required by law. For example, we share students' data with the DfE on a statutory basis, which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **STORING STUDENT DATA**

The Academy keep information about students on computer systems and sometimes on paper. Except as required by law, the Academy only retains information about students for as long as necessary in accordance with timeframes imposed by law and our internal policy. Full details on how long we keep personal data for is set out in our data retention policy.

### **AUTOMATED DECISION MAKING**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances. Students will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

## SECURITY

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

## YOUTH SUPPORT SERVICES

### STUDENTS AGED 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

We must provide the students name, the parents/carers name(s) and any further information relevant to the support services role. This enables them to provide services as follows:

- youth support services
- careers advisers

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

### STUDENTS AGED 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

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

## THE NATIONAL PUPIL DATABASE

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Law requires us to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

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

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and

- the arrangements in place to store and handle the data

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

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **REQUESTING ACCESS TO YOUR PERSONAL DATA**

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact

[office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org)

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the schools Data Protection Officer in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **RIGHT TO WITHDRAW CONSENT**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [office@livingstone-aspirations.org](mailto:office@livingstone-aspirations.org). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **CONTACT**

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the schools Data Protection Officer in the first instance, please contact the school office for more information.

If you have any questions about how we handle your personal information which cannot be resolved by contacting the schools Data Protection Officer, then you can contact the DPO on the details below:

**Data Protection Officer:** Judicium Consulting Limited

**Address:** 72 Cannon Street, London, EC4N 6AE

**Email:** [dataservices@judicium.com](mailto:dataservices@judicium.com)

**Web:** [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

**Lead Contact:** Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

#### **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## **FINAL MESSAGE TO PARENTS / CARERS**

At Livingstone Academy, we encourage family involvement. We want parents and carers to play an active part in their child's education at Livingstone Academy and to support our staff as they carry out their responsibilities. We encourage our students to take responsibility for themselves and their decisions. Parents/carers and students sign a home-school agreement and parents/carers are encouraged to contact the school and discuss their child's progress. Families must also have high expectations of the school. Livingstone Academy staff welcome dialogue and discussion. We are keen to create an environment where we are all working for the betterment of all of our children. The goal is always that excellent behaviour and excellent learning should be second nature, not something that one has to work at constantly; it should simply be the way that we are. This is a state of mind that we want all our pupils to attain and sustain, not just at school, but for the rest of their lives.

### **How can we work together to achieve this purpose?**

When your child enters Livingstone Academy, we begin a partnership. We must do everything we can to make this partnership a big success. After all, we will not have this opportunity again.

Livingstone Academy commits to doing all we can, including: nurturing a positive growth mindset; being professional and consistent; and having high expectations in everything we do. This includes: planning effective lessons, designing appropriate assessments and giving you and your child helpful, accurate feedback on his or her progress.

From you, we ask that you do all you can to help your child be a successful learner. This includes nurturing a positive, growth mindset and the right learning habits. Learning happens away from school too!

### **There are many concrete things you can do to help your child:**

1. Be a visible learner for your child. Let your child see you learning new things, grappling with difficult ideas and making mistakes. Share stories with your children about how you overcame learning challenges previously.
2. Let your child learn difficult things – rising to a challenge makes a better learner.
3. Praise your child's effort, not "ability". Research shows that praising the effort of a learner is much more powerful than praising ability. If you tell your child they are "talented" or "gifted", they may be reluctant to try harder tasks in case of failure.
4. Manage your child's access to social media. As well as associated safeguarding and wellbeing risks, social media can be a big obstacle to your child's levels of concentration and learning. Work with us to ensure they remain safe and responsible with their mobile and online use.

We commit to doing our best to communicate clearly and openly with you and to listen to you.