



Guru Nanak Multi Academy Trust Ltd

Incorporating:
Nanaksar Primary School &
Guru Nanak Sikh Academy
Founder – Sant Baba Amar Singh Ji

General Information (2021-2022)

Student School Photographs

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

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

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

Please ensure you complete the photo permission section included in the Student Data Information Google Form.

National Curriculum Statutory and Non-Statutory Sex Education

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

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

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

Careers Advice

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

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

Unique Learner Number Scheme

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

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

Privacy Notice

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

Our Data Protection Officer (DPO) is Judicium Consulting Ltd and any queries can be sent to aftab.ahmed@gnsa.co.uk who is the MAT Data Controller.

Please refer to the Privacy Notice information on the school website:

www.gurunaksikhacademy.co.uk >Secondary Phase>About Us>GDPR

Internet & School Network Policy

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

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

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

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

All students must:

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

The following provisions will apply to the use of social media:

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

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

Some example of misuse can be classified as:

- Storing indecent images
- Unlawful damage to equipment
- Inappropriate use of social media
- Cyber bullying
- Documentation that may victimise other staff to cause harm
- Inappropriate access to websites.

The process of reporting any misuse will be:

- Year Progress Leader to be notified of misuse
- Year Progress Leader to decide next level of action as identified in the Behaviour Policy

- Business & Operations Manager to carry out an investigation
- Business & Operations Manager present findings to Year Progress Leader & Vice Principal
- Appropriate actions to be identified by Year Progress Leader (dependent upon level of misuse).

Any student who fails to abide by the conditions will have their ICT access removed for a period and their parent will be informed as part of the investigation process. You will ensure that you understand and agree the implications should there be a breach or misuse of ICT equipment within the Academy.

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

The MAT supports various charities throughout the year. Further information will be provided in due course.

Cashless Catering System

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

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

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

If you choose not to have your child registered on the Biometric System, a 4 digit PIN Code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation in this matter. It will be assumed that you agree to your child to automatically opt into the biometric system if you do not indicate otherwise in the Student Data Information Google Form.

The main payment options available to you will be **online via School Gateway**. **Students can also make payments into their catering account using cash (notes or coins) at the revaluation pay-points in the canteen.** Please see the information sheet on our website on how to upload School Gateway. It is important that you provide your up-to-date mobile number and email address in order to access the system.

Mobile Phones

- Mobile phones/electronic devices are not permitted on the Academy grounds at any time (including before and after school hours).
- Mobile phones/electronic devices will not be permitted to be used in lessons and no teacher will grant permission for them to be used. This includes listening to music through headphones. Only in exceptional circumstances a teacher may request for phones/electronic devices to aid a specific activity. Students will be given notification in advance if their phones are required.
- If a phone is seen at **ANY** point during the school day, it will be confiscated and handed into the school office. This includes checking the time and using other functions such as calculator or Google Classroom.
- Failure to hand over the phone, when requested by an Academy staff member, will result in further sanctions. Parents will need to collect the phone from the school office at the end of the school day or when specified by the teacher.
- If a student brings a mobile phone/electronic device to school for safety reasons, it should be labelled and handed into the school office at the start of the day and collected at the end of the same day.
- Students should not bring valuable items to school and if phones/electronic devices are lost, stolen or damaged; the school will not take any responsibility if they have not been handed into the office at the start of the day.
- Sixth Form students will only be permitted to use their mobile phones in the Common Room which will still remain at their own risk of any damage/loss.