Contents

Key Staff ........................................................................................................................................ 3
Dates for the Academic Year 2018/19 ...................................................................................... 4
The Learning Day ...................................................................................................................... 5
Parental Consultations ............................................................................................................ 5
Attendance .................................................................................................................................. 6
Keeping in Contact .................................................................................................................. 8
Handbook: ................................................................................................................................ 9
Doddle: ...................................................................................................................................... 9
Healthy Eating at Longsands .................................................................................................. 11
Lunchtime Arrangements ......................................................................................................... 11
Cashless Catering .................................................................................................................... 12
Pupil Premium Funding ........................................................................................................... 13
Health and Safety .................................................................................................................... 14
The BASICS ............................................................................................................................... 15
Behaviour Expectations ........................................................................................................... 16
Beyond the Academy .............................................................................................................. 16
Uniform Details ......................................................................................................................... 17
ICT Code of Conduct ................................................................................................................ 19
Home to School Code of Conduct .......................................................................................... 20
Policies and Privacy Notices ..................................................................................................... 23
**Key Staff**

**CEO:** Mr R A Carroll

**Headteacher:** Mr M L Paine

**Deputy Headteacher:** Mrs C Greaney

**Senior Assistant Headteacher, Director of Key Stage 3:** Mrs H Breakspear

**Head of Year 7:** Mrs S Postins

**Head of Year 8:** Mr J Powell

**Head of Year 9:** Miss K Bingham

**KS3 Senior Student Support Officer and Primary Liaison:** Mrs K Griffiths

**KS3 Student Support Officer:** Mrs S Alder

**KS3 Student Support Officer:** Miss K Beveridge

**KS3 Student Support Officer and Administrative Assistant:** Mrs J Cavilla

**KS3 Student Voice Coordinator:** Mr J Lampett

**Senior Assistant Headteacher, Director of Key Stage 4:** Mr N Owen

**Head of Year 10:** Mrs V Parsons

**Head of Year 11:** Mrs S Hills

**Deputy Head of Year (KS4):** Mr T Breakspear

**KS4 Senior Student Support Officer:** Mrs D Stockwell

**KS4 Student Support Officer and Administrative Assistant:** Mrs N Jordan

**KS4 Student Voice Coordinator:** Miss K Saunders

**Senior Assistant Headteacher, Director of Key Stage 5:** Mr M Taylor

**Head of Sixth Form:** Mrs N Andrews

**Head of Year 12:** Dr D Cullen

**Head of Year 13:** Mr J Elliott

**KS5 Senior Student Support Officer:** Mrs J Emanuel

**KS5 Student Support Officer and Administrative Assistant:** Mrs E Walton
## Dates for the Academic Year 2018/19

### Autumn Term 2018

**Tuesday 4 September to Wednesday 19 December 2018**

- Tuesday 4 September 2018 - Staff Training Day - no students in school
- Wednesday 5 September 2018 - Staff Training Day - no students in school
- Thursday 6 September 2018 – Year 7 in school and Year 12 sign-up
- Friday 7 September 2018 – all students in school

**Half term: Monday 22 October to Friday 26 October 2018**

There will be a further staff training day during the autumn term, date to be confirmed.

### Spring Term 2019

**Friday 4 January to Friday 5 April 2019**

- Friday 4 January 2019 - Staff Training Day - no students in school
- Monday 7 January 2019 – all students in school

**Half term: Monday 18 February to Friday 22 February 2019**

### Summer Term 2019

**Tuesday 23 April to Wednesday 24 July 2019**

**May Day: Monday 6 May 2019**

**Half term: Monday 27 May to Friday 31 May 2019**

### Professional Development Days

- Tuesday 4 September 2018
- Wednesday 5 September 2018
- Friday 4 January 2019

There will be a staff training day during the autumn term for which students will not be in school, date to be confirmed.
The Learning Day

8.45 am – 9.00 am          Registration
9.00 am – 10.00 am          Lesson 1
10.00 am – 11.00 am         Lesson 2
11.00 am – 11.20 am         Break
11.20 am – 12.20 pm         Lesson 3
12.20 pm – 1.20 pm          Lesson 4
1.20 pm – 2.00 pm           Lunch
2.00 pm – 2.10 pm           Registration
2.10 pm – 3.10 pm           Lesson 5

Parental Consultations

Throughout the year we offer a series of ‘Parental Consultations’ which provide an important forum for parents to engage with staff. On these days, lessons for all students will end at 1.20 pm to accommodate the Parental Consultations for a specific year group. Lunch will be available as normal for students wishing to stay for lunch and buses will depart from the Academy at 2.00 pm.

The consultation dates, with school closure at 1.20 pm, for 2018-19 they are as follows:

Wednesday, 28 November 2018 for Year 8
Wednesday, 9 January 2019 for Year 11
Wednesday, 23 January 2019 for Year 9
Wednesday, 1 May 2019 for Year 7
Wednesday, 12 June 2019 for Year 10
Attendance

Regularly attending school is the foundation of educational success. We are incredibly proud that, for a number of years, our students have attended, on average, over 95% of the time. Many students go from year to year without missing a single day for any reason. Exceptionally high attendance is celebrated on a half-termly basis. Although this may not always be possible it is a goal for which we expect all our students to aim.

If your child is unexpectedly unwell or unable to attend school:

- please phone/leave a message for our attendance officer on 01480 223343 before 8.45 am or email via absence@longsands.cambs.sch.uk or via text to 07860 095 966;
- if we have not received a phone call or email we will attempt to contact you after 9.45 am to verify your child’s absence;
- when your child returns to school please provide a note (addressed to the Attendance Officer) to explain the reasons for the absence and stating the days missed. Your child should take the note to the Administration Centre.

If your child needs to be absent from school for a known reason such as a medical/dental appointment, family matter, day of religious observance etc:

- please provide a note (addressed to the Attendance Officer) to explain the reason for the absence and stating the days that will be affected;
- if you forget to let us know in advance, you will need to follow the same procedure as for an unplanned absence.

Medical appointments during school time:

- whilst we recognise that this is sometimes unavoidable, we ask, wherever possible that routine appointments are made outside of school hours;
- it is imperative that your child goes via Admin on the way out and back in to ensure we are made aware of their whereabouts.

Leave of absence arrangements during term time:

- though we understand the compelling reasons why families may consider holidays during term time, we ask you to avoid making such arrangements because of the negative impact on your child’s education. We are not currently able to authorise any family holiday in term time and can only authorise leave of absence from school if there is an exceptional circumstance.
- if your child needs to request time off school, please complete a leave of absence form available from and returnable to the Administration Centre at least four weeks in advance;
- please do not make any arrangements for leave of absence requests, including travel arrangements or accommodation bookings before you have received communication from us relating to your request;
- students are expected to catch up on work missed due to leave of absence from school;
- should leave be taken after permission has been withheld, this will be recorded as an unauthorised absence. In line with guidance from the local authority, penalty notices will be issued to each parent.
If your child's attendance falls below 95% (9.5 days absence a year – the equivalent of almost two weeks of school per year):

- the Student Support team will check that we understand why this has occurred. We are likely to contact you via letter to express our concerns about your child's absence and the situation will be monitored for signs of consistent improvement. We may also require medical evidence for any absence due to illness.

If your child's attendance falls to 90% (19 days absence a year – the equivalent of a month off school per year):

- we will notify you that this has happened and work in partnership with you and your child in seeking strategies and support that will bring about an improvement. We will make our EWO aware of our concerns and we will involve them in our partnership to devise an improvement plan.

If your child's attendance falls below 90% (more than 19 days absence per year):

- the role of our EWO will be central in working with the Academy, child and of course yourselves in bringing about a sustained and substantial improvement in attendance. In some circumstances a fixed penalty notice fine may be issued. In exceptional circumstances the Hunts Senior EWO will require you to attend a ‘Parenting Contract Meeting’ in order to set clear targets.

Lateness:

- students are expected to be punctual to all lessons. Failure to do so risks interrupting learning and will be dealt with as an internal discipline matter;
- parents have a duty to ensure that their children arrive at school punctually to the morning session, and the afternoon session. Students should arrive at school (not before 8.00 am) ready for a prompt start at 8.45 am. Registers officially close at 9.15 am and 2.30 pm;
- if students arrive late, but before 9.00 am they should go straight to their form room where their late arrival will be recorded or to the Administration Centre to sign in if assembly is in progress. Persistent lateness will be dealt with as an internal discipline matter. Should the situation not be quickly resolved we will involve parents in developing an improvement strategy;
- students arriving after 9.00 am must report to the Administration Centre and sign in. Persistent lateness at this level is monitored by both Longsands staff and our EWO with, of course, the full involvement of parents.

Leaving and arriving at school during the school day:

- to be allowed to leave the site, students will need to produce a letter of authorisation from parents, this should be presented at the Administration Centre where students will be signed out. Please note, students must be collected by their parent/carer from school for appointments;
- students arriving or returning to school, perhaps after a dental appointment must sign in at the Administration Centre.
Keeping in Contact

Up-to-Date Information:

- we encourage parents to use the SIMS Parent app, this offers access to attendance data, reports and contact information. Please email njarvis@longsands.cambs.sch.uk for further information;
- it is very important that our database carries essential up-to-date information about the students for whom we care. Please notify us immediately of changes in family circumstances (eg names, telephone numbers etc) via the SIMS Parent app;
- you can also notify the Admin department straight away with the amended information by emailing enquiries@longsands.cambs.sch.uk;
- we contact parents via email or text as our preferred method of communication for many school matters;
- we regularly update our social media channels with news and information, you can find us on: Twitter www.twitter.com/longsandsnews Facebook www.facebook.com/longsandsacademyofficial YouTube www.youtube.com/channel/UCBMowCLubvcN4K6lL6EyIg

Emergency Telephone Numbers:

- **IT IS CRITICAL THAT WE HAVE EMERGENCY TELEPHONE NUMBERS FOR EVERY STUDENT IN OUR CARE AND THAT WE ARE ABLE TO CONTACT EITHER A PARENT OR SOMEBODY ON THE PARENTS’ BEHALF TO INFORM THEM OF ANY URGENT SITUATIONS.** On rare occasions, we need to be able to contact a parent or relative urgently, eg in the event of an accident. We require a reliable contact person to act on behalf of parents if parents themselves are not able to provide a telephone number;
- although not commonplace in schools, many workplaces only refer to colleagues by first name. It would therefore be useful if you could include full names when completing emergency contact details.

Contacting the Academy:

- if you wish to come in to meet a member of staff, an appointment **must** be made in advance.
- the Academy welcomes communication from parents and carers and believes that by working in partnership and having open lines of communication we are best able to support our students. You can contact us by emailing enquiries@longsands.cambs.sch.uk or by calling 01480 353535.
- If you contact the Academy we will always endeavour to get back to you as soon as we are able. Please be aware that our staff have very full teaching timetables and therefore there may be a delay in them accessing your message and being able to respond. For urgent matters we will contact you the same day. For non-urgent matters our staff will endeavour to contact you within two working days.

Special Family Circumstances:

- if there are specific, personal family circumstances of which you feel the school should be aware, please state these details in writing and address the letter to either your child’s form tutor or the Head of Year. The Head of Year will make a note of this in the child’s file and arrange for any necessary details to be added to our database. The types of situations where
this might occur may involve: a change of name; an issue of access by a parent to a child; a parent who does not live with the family, but who wishes to receive and has the right to receive correspondence and their child’s annual report etc. If an issue is particularly sensitive and you wish to discuss this on a one-to-one basis with either your child’s form tutor or Head of Year please do not hesitate to telephone the school and make an appointment.

Handbook:

- in September all students receive a Handbook. This should be treated with care and always kept free from graffiti. The purpose of the Handbook is to enable students to organise their school work and affairs in such a manner that they can perform efficiently and effectively. We hope that parents will take an active part in assisting students with this task.

- the Handbook also contains information for the students the parent. It includes some pointers for students with regard to everyday behaviour and it would be very helpful if you could discuss these with your son or daughter. The Handbook contains information about home learning and Doddle, a uniform list and a timetable which indicates which lessons students have where and with whom.

Guide to using the handbook:
Students can copy their home learning timetable (issued at the start of term in September) into their Handbook, they can show urgent notes to parents or teachers and use the Handbook as a reminder for important dates and events. Remember to keep the Handbook neat and tidy, without graffiti. Lost Handbooks or Handbooks in bad condition will have to be replaced at a cost of £3.

Doddle:

From September 2018, we will be using Doddle to support teaching and learning and Academy priorities. Doddle is a home learning platform with a comprehensive range of online teaching and assessment resources. In summary, we believe the key advantages to Doddle are:

- Home learning resources can be easily assigned to students and viewed online by parents/carers;
- Students’ progress and success in completing set tasks can be viewed;
- Students have access to resources to support the completion of home learning tasks, helping to promote independent and sequential learning;

Students have access to self-marking quizzes which assess understanding and consolidate learning, giving students instant formative feedback.

Parents, please encourage your child to complete his/her home learning in a well-lit space without distractions and help them into a regular routine for home learning, eg when he/she comes in from school or before dinner. Please check that home learning has been completed and take an active interest in what your child is doing at school.
Doddle Parent: Homework

Doddle Parent has been created for the people who care most about their children’s education – you!

Doddle Parent lets you see the homework your child has been set in different subjects. You can see the homework that is due now, and any overdue homework. You can also see all the homework your child has submitted on Doddle throughout the year, and the marks they have achieved for the quizzes they have taken.

You’ll have the full picture of what your child needs to do at home, and you can access this on the go, as Doddle Parent is available on your mobile or tablet.

How can I use Doddle Parent to support my child?

- See all the homeworks your child has, now and in the coming weeks, to help them manage their time and meet deadlines.
- Look at the homework tasks and resources so you can talk with your child about what they have to do and any support they need.
- Get a better understanding of how they are doing with homework by looking at submitted work and quiz scores.

How do I log in?

It’s easy! Your school will provide you with a 16-digit number — your parent ‘key’ — and you’ll need access to your email account to register your account. Watch our 2 minute video on how to do this at www.doddlelearn.co.uk/support/parent

To log in to Doddle Parent, visit www.doddlelearn.co.uk, click on Log in, and select the Doddle Parent button.

If you already have a Doddle Parent login, click Switch to Homework in the top-right to change to the Homework view.

Having trouble?
If you need a reminder of your parent key, or you have questions about your child’s curriculum or progress, please contact your school.

For technical queries relating to Doddle Parent, contact Doddle.
Visit: www.doddlelearn.co.uk Email: hello@doddlelearn.co.uk Call: 01865 208 440
Healthy Eating at Longsands

The Canteen provides a range of food for the students at Breakfast Club (available from 8.00 am, prior to this time students cannot be supervised), at Lunchtime and at Break. We work closely with our catering staff to ensure food is healthy, nutritious and complies with the government’s Healthy Eating initiative.

All staff and parents will be anxious to encourage students in making appropriate food choices. We work hard to ensure students understand how to establish and maintain a healthy diet, including the nutritional value of food stuffs.

In order to reinforce the healthy eating agenda, and to comply with the government’s nutritional standards, the school does not supply or sell the following types of food:

- sugary drinks;
- carbonated drinks other than sparkling water;
- chocolate bars;
- crisps;
- pre-packaged biscuits.

Other items such as deep-fried food (i.e., chips) are available on an occasional basis.

Students are not permitted to bring fizzy drinks or energy drinks to school, we reserve the right to confiscate these. They should bring a clear, see-through plastic bottle filled with water, which can be replenished during the day from a number of taps and water dispensers around the Academy.

This decision was taken many years ago based on health grounds and the desire to establish a positive learning environment. If you allow your son or daughter to consume 500ml of energy drinks per day, you may like to know that these contain more than 12 teaspoons of sugar and 160mg of caffeine – the equivalent of 4 cans of cola. The consumption of such carbonated high sugar and high caffeine drinks can have a negative impact on concentration levels and ultimately on achievement. The Academy also wishes to reinforce this ban on fizzy and energy drinks as research shows that the increase in consumption of sugared drinks is one of the key reasons for dental decay, particularly in children (British Dental Health Foundation www.dentalhealth.org).

Lunchtime Arrangements

Students in Years 7 - 10 are not allowed to leave the site at lunchtime.

Please see details regarding leaving and arriving at school during the school day which can be found on page 7 of this booklet.

Year 11 students - lunchtime arrangements

As a privilege of being in Year 11, certain students will be granted a lunch pass to allow them off site at lunchtime only (not during morning break). Lunch passes are subject to a student having a record of good conduct and attendance and are available from Mrs Stockwell, KS4 Senior Support Officer. Please make your application in writing to Mrs Stockwell and allow a week for processing.
Cashless Catering

At Longsands Academy we run a cashless catering service called VeriCool for Schools. We usually enrol the new Year 7 students on their first full day in September: we will be running a cash service for the new Year 7 students only on that day and on the transition days. For the next day, accounts should be credited using one of the payment methods detailed below.

Payment Options

The options for payment are as follows:

- **ParentPay** - ParentPay is an e-payment solution for schools and is the Academy’s method for accepting payments for catering and trips/visits. ParentPay enables funds to be administered to a child’s account by credit or debit card over the Internet. A letter with your log-in details will be sent home with your son/daughter on the first day of term. If you have any difficulty accessing your ParentPay account, please contact the Finance Department on 01480 223336/37.
- **PayPoint Card** – please contact Longsands’ Finance Office for details. This process will mean that there is a 24 hour lag on any payments made.

These are some of the benefits of the system:

- money loaded to your account can only be spent in school;
- no one knows who does or does not receive a free school meal (FSM) allowance, which obviously removes any potential embarrassment for the student: if your child is entitled to a FSM, an allowance will be automatically credited to his/her account daily and you may also credit additional money to the account in any of the ways detailed above; please note, any amount remaining of the FSM daily allowance is not carried over;
- all transactions are recorded by day, terminal, child, food type etc so we can produce a report to show you what your son or daughter has eaten and when;
- it has speeded up the lunchtime queues.

How the System Works

When enrolled, having made their choice in the canteen, each student places their finger on a scanner to make a payment for their food. No cash or swipe card is required. During the enrolment process the software captures a digital signature of your child’s middle fingertip, which is then broken down into data points, similar to reference points on a map. VeriCool then turns these into an alpha numeric string which is then encrypted (jumbled so no one else can read it) and stored on our own Academy ICT server. It is not the same as fingerprinting.

Once your child goes off the Academy’s roll, his/her biometric information will be securely deleted.

If you wish to withdraw your consent at any time, this must be done in writing and sent to Longsands Academy. Your child may also withdraw his/her consent at any time; this must be communicated to the relevant Key Stage team.
Pupil Premium Funding

Pupil Premium funding is allocated to schools with students who have been eligible for free school meals at any time in the last six years (FSM6), are looked after (LAC) or have parents currently in the Armed Forces.

The additional funding is used to support learning in order to increase attainment and progress of students, who attract this funding. This funding can also be used to help support trips, uniform and equipment etc. Should you require assistance please do not hesitate to contact Mrs E Simpson, Pupil Premium Co-ordinator (KS3).

New Applications for Pupil Premium

Your child will be eligible for free school meals if you receive any of the following:

· Income Support
· Income Based Job Seekers Allowance
· Income-related Employment and Support Allowance
· Child Tax Credit - but no element of Working Tax Credit - and have an annual income (as assessed by HM Revenue and Customs (HMRC)) that does not exceed £16,190
· If you are supported under Part VI of the Immigration and Asylum Act 1999
· Guarantee element of State Pension Credit
· Working Tax Credit during the four week period immediately after your employment finishes or after you start to work less hours per week
· Universal Credit with an annual net earned income of no more than £7,400 (as from 1 April 2018)

If you feel that you are eligible please apply for free school meals via the Cambridgeshire County Council website:

https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-\&-learning/help-with-school-\&-learning-costs/

There is a link on this page to the online application form but there is also a PDF file which you can download if you would prefer a paper copy (a copy of this form is included in the Year 6 Starter Pack.)

By applying for free school meals your son/daughter would also be eligible for the additional pupil premium funding.
Health and Safety

The following information is for the safety and protection of your son/daughter. Please discuss the details with your child. Follow-up work will be carried out during lessons and assemblies.

1. **FIRE** - Upon hearing the fire alarm (a continuous bell) you should WALK in SILENCE to the muster points on the field. You should never attempt to extinguish a fire yourself.

2. Inform a member of staff if you know of anyone who, for some reason, is stuck in the building, or is missing.

3. **FIRST AID** - Longsands Academy is able to provide a basic service in first aid - FOR EMERGENCIES. Headaches, sickness, general ill-health and old injuries are not first aid issues.

4. **FOOD HYGIENE** - Eat only in the designated areas of the school. Remember - chewing gum is NOT allowed on the school premises; you must not bring glass bottles or cans to school.

5. **BUS BAY** - Never walk/run/play in this area. On arrival at school, get off your bus and move onto the footpath. When leaving school at the end of the day, get on your bus and stay in your seat until the bus arrives at the appropriate stop.

6. **BIKES** - Never ride your bike whilst on the school site, helmets must be worn by all students travelling to school by bike or scooter. Your bike/scooter must be locked in one of the bike sheds. Any loss or damaged incurred to property that is not locked in a bike shed will not be the responsibility of the Academy.

7. **SERVICE ROAD** - and adjoining ground area - is out of bounds at all times.

8. **CAR PARK** - the car parks are out of bounds at all times – you must use the paths.

9. **TRIPS/VISITS/ACTIVITY DAYS** - You must provide your name, address, phone number etc for all visits off site - to the member of staff taking you. Parental permission is a requirement by law for all trips that extend beyond the normal school day.

When you have been allocated to a particular bus - you must not change buses. The school needs to know exactly where everyone is in case of a breakdown or emergency.

10. **EXTRA CURRICULAR ACTIVITIES** - Arrange to be picked up (in the dark evenings) by someone.

11. **SMOKING** - Longsands Academy is a NON-SMOKING site; this includes e-cigarettes. You can harm other people by smoking, as well as yourself.

12. **REMEMBER** - you are responsible for the health and safety of everyone else, any health and safety concerns must be reported to a member of staff.
Mobile phones can be particularly disruptive to learning. **Students will have equipment confiscated if any learning activity is put at risk.** Students are allowed to bring mobile phones into the Academy but the key requirement is for them to be switched off and put out of sight. This is especially the case whilst moving between lessons when, if visible, mobile phones will be confiscated. Students are allowed to use them at break and lunch whilst in social areas.

**Students wearing headphones or being distracted by personal music and/or mobile phones whilst walking around the Academy may not be able to hear instructions or pay due care and attention to the needs of others in the vicinity.** For these reasons, students choosing to use such equipment in corridors at these times can also expect to have it confiscated. Although we discourage the bringing of valuable personal possessions to school and our insurance does not cover theft or loss, use is allowed at break and lunchtimes only. Such items can only be used while students are seated in designated social areas or outside the main buildings. There will be zero tolerance to the above items.

Students having such items confiscated may collect them at the end of the school day, usually from the Admin Centre. Should this be the second time a student has had the item confiscated, we will telephone home and ask that a parent/carer comes in to the Academy to collect the item.

In the event of a student having an item confiscated for a third time, we ask the student to hand the item in to the Admin Centre each morning for the next five school days and return to pick it up at the end of the school day. For fourth and subsequent offences, the Head of Key Stage will make a decision on a suitable sanction.

We hope you will show your support for the Academy by helping to ensure your son/daughter follows the BASICS.
**Behaviour Expectations**

- Wear the correct uniform;
- mobile phones and ear phones are not to be visible in the building except at breaks and lunchtimes in social areas only;
- log books must be signed, and with you, should you be allowed to leave a lesson;
- eat in designated areas only and not in corridors;
- fill water bottles at break and lunch, not during lessons/registration;
- don’t drop litter, use the bins provided;
- behave appropriately when walking around the Academy;
- use appropriate language at all times;
- follow all instructions – first time and without question;
- line up in a quiet and orderly manner whilst waiting for your teacher;
- ensure you follow your teacher’s seating plan;
- listen and respond appropriately in all lessons; do not distract others.

**Beyond the Academy**

- Behave appropriately on the journey to and from school;
- use social media responsibly;
- be a positive role model;
- be an ambassador for Longsands when representing us at events and on trips.
Uniform Details

The Academy uniform is only available from our suppliers – SWI (with the exception of trousers and shirts which can be purchased from SWI or High Street suppliers). SWI, who can offer an online or telephone ordering service and good quality items representing, we believe, good value for money. The Academy will not hold any stock of this uniform, so orders must be placed directly with SWI.

Placing your order (The new uniform will be made available to order from week commencing 2 July 2018.)

- Online: Visit the SWI website at www.swi.co.uk and order via DIRECT TO PARENT, Login/Register;
- By Post: Send your completed order form with payment by cheque or credit card to:
  - Banner (North) Ltd, Fairoak Lane, Whitehouse Industrial Estate Runcorn WA7 3DU
  - Please note all cheques are to be made payable to SWI;
- By telephone 01928 752 610;
- By fax – send you completed order form, including credit card details to 0845 519 0055.

Delivery

- Orders ‘over £70’ are delivered to home ‘free of charge’.
- For orders ‘under £70’ there is a ‘£4 charge’ to have them sent to home.
- Throughout the year SWI offer a free of charge weekly delivery into Longsands Academy.

Examples of Longsands Academy uniform

<table>
<thead>
<tr>
<th>Girl’s Jacket</th>
<th>Boy’s Jacket</th>
<th>V-neck jumper</th>
<th>Tie – Black with single white stripe</th>
</tr>
</thead>
</table>

ALL students in Years 7-11 must wear plain black shoes, and not trainers, from September 2018.

<table>
<thead>
<tr>
<th>Girl’s Trousers</th>
<th>Boy’s Trousers</th>
<th>Skirt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers must be mid-grey in appearance. Light grey or charcoal grey are not acceptable.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLES OF ACCEPTABLE SHOES

ALL students in Years 7-11 must wear plain black shoes, and not trainers, from September 2018.
Shoes which must be completely plain black (including laces, uppers and soles) and have a smart appearance suitable to be polished.

PE KIT

Please name every item of your son/daughter’s kit.

Each student should be equipped with:

- red PE top, with logo;
- shorts, plain navy;
- socks, full length red;
- reversible rugby shirt for boys;
- long-sleeved red fleece for girls;
- trainers, indoor/outdoor (non-marking soles);
- boots (football, hockey, rugby) essential for safety;
- gum shields (hockey/rugby), safety studs (rugby) and shin pads (football, hockey, rugby) are essential for safety.

Plain navy/black gloves/hat – at teacher’s discretion in extreme weather. Plain navy jogging bottoms are optional.

If you have any further questions or comments please contact the finance team at Longsands, finance@longsands.cambs.sch.uk or 01480 353535 x4241 or x4257.
ICT Code of Conduct

Using School Computers

- Computer equipment must always be treated with respect.
- Computer rooms are available for the completion of schoolwork during lesson times and at lunchtimes with the permission of a member of staff.
- Food and drink must not be taken into computer rooms.
- You must not reveal your network password to others or use someone else’s password.
- You must always check your work for typing and layout errors before printing.
- You must ask a member of staff before printing multiple copies of documents.
- Be aware that school staff reserve the right to access your files and communications without prior warning.

Using Software

- You are encouraged to use the wide range of software available.
- You will not bring programs from home or the Internet to load onto the school’s equipment.

Using the Internet

Accessing the Internet is possible from our school network and opens up a wide range of educational resources for research.

- Students will be permitted to access the Internet for any sensible purpose connected with schoolwork.
- Students are expected to respect the work and ownership rights of people outside the school as well as students and staff. This includes abiding by copyright laws.
- Students must not use the Internet to obtain, send, print, display, or otherwise transmit or gain access to materials that are unlawful, obscene or abusive.
- The use of chat rooms/social networking sites or similar application is not permitted, unless directed to do so by a member of staff.
- Also prohibited are the playing of on-line games and the streaming of real-time videos, radio stations or other music download sites.
- The sending of email to external contacts is permitted for a sensible purpose. The sending of messages to friends within school should only be done with good justification.
- The language we use in emails is relatively informal compared with written correspondence. Nevertheless, unsuitable or offensive language is unacceptable and students are reminded that staff can read their messages even after they have been sent.

For further information on the use of ICT and e-safety, please see the ‘e-safety advice for parents on the Academy website’.
Longsands Academy working in partnership with Cambridgeshire County Council

Cambridgeshire County Council has a countywide Code of Conduct for Home to School Travel, which is aimed at improving the safety and behaviour of students. The Code of Conduct relates primarily to students using transport provided by the Local Education Authority but Codes of Conduct have also been designed specifically for those students who walk or cycle to and from school.

The County Council will provide free transport for students of statutory school age, living in Cambridgeshire, registered at their designated school if this is more than 2 miles for primary aged students or more than 3 miles for 11-16 year olds from their home. Operators working under contract to the County Council's Education Transport Service must provide the safe conveyance of students between their designated collection point and the school site, and vice versa.

For lost or damaged bus passes, or if your circumstances change and you no longer require a bus pass, or if you have any concerns or queries about school transport, please telephone 0845 045 5208.

The County Council's Education Transport Service will:

- agree all routes and schedules with the Operator;
- ensure that the Operator provides a suitable vehicle and that all drivers and vehicles are suitably licensed and insured for the conveyance of school children;
- ensure that all taxi drivers and escorts are disclosure and barring service checked.

The County Council will ensure that adequate provision is made for the number of buses, taxis, coaches and minibuses serving the school and that manoeuvring of vehicles can be undertaken safely.

Question: If I travel by bus to Longsands, what are my responsibilities?

Answer: With safety in mind, Cambridgeshire County Council has issued the following guidance:

BEFORE THE SCHOOL JOURNEY, I SHOULD

- be at the bus stop at least 5 minutes before the bus is due at that stop;
- wait at the bus stop for 30 minutes before leaving the bus stop to find an alternative means of getting to school, notifying the school that I may be late, or ask someone to do this for me;
- wait in an orderly, courteous and calm manner;
- keep away from the kerb and well clear of other traffic;
- keep well clear of moving school buses;
- only board the school bus when it is stationary;
- wait patiently for my turn to board the bus;
- show my bus pass to the driver as I board the bus.
DURING THE JOURNEY

- find a seat quickly and remain seated and facing forward until the bus has stopped at school on the morning journey and at my designated bus stop in the afternoon;
- wear a seatbelt;
- never distract the driver or be discourteous;
- never be abusive or shout at the driver or other passengers;
- treat other passengers with care and respect and not bully other students;
- not vandalise the vehicle or other people’s property;
- not smoke, drink alcohol or consume illegal substances;
- not carry an offensive weapon, real or replica;
- not throw objects from or within the bus;
- not leave litter;
- keep my possessions out of the aisles;
- not open the emergency doors (unless in an emergency);
- follow the driver's instructions if there is an emergency or breakdown;
- report any concerns about the school journey to my School Transport Liaison Officer.

AT THE END OF THE SCHOOL JOURNEY

- not operate any exits (unless in an emergency);
- wait patiently for my turn to leave the bus;
- keep my belongings with me and ensure they are not snagged in the door mechanism;
- stand back from the road as the bus moves off.

Question: If my son / daughter travels to school via bus, how can I help ensure he/she has a safe journey?

Answer: With safety in mind, Cambridgeshire County Council has issued the following guidance to parents:

- ensure that your child arrives at the bus stop safely in the morning and reaches home safely from the bus stop in the afternoon;
- ensure your child arrives at the bus stop at least 5 minutes before the bus is due at that stop;
- ensure unaccompanied children know the safest route between home and the bus stop and the safest crossing points on their route;
- encourage your son/daughter to think about his/her own and others’ safety on the way to the bus stop, at the bus stop and on the bus;
- encourage your child to wait for the bus in an orderly, courteous and calm manner;
- ensure your child knows what to do if the bus does not arrive within 30 minutes of the scheduled time, or if access onto the bus is refused;
- encourage your child to use a seatbelt where provided on transport;
- ensure your child is aware that, in the event that the bus has to make an unscheduled stop, he/she must follow the driver’s instructions and not leave the vehicle unless directed to do so. If children leave the vehicle of their own accord, they do so at their own risk and neither the Driver/Operator, nor Cambridgeshire County Council’s Education Transport Service, is responsible for that child.
Note to parents: If your child is either temporarily or permanently banned from school transport, it is your responsibility to ensure your child continues to attend school.

Question: If I walk to Longsands, what are my responsibilities?

Answer: With safety in mind, Cambridgeshire County Council has issued the following guidance:

- follow the Highway Code;
- walk on the pavement, away from the kerb;
- always use safe crossing points and do not run across the road;
- do not trespass on other people’s property;
- ensure that you can be seen by road users by wearing high visibility clothing.

Question: If I cycle to Longsands, what are my responsibilities?

Answer: With safety in mind, Cambridgeshire County Council has issued the following guidance below:

- follow the Highway Code;
- use designated cycle routes or on the road if it is safe to do so;
- wear a cycle helmet, use bicycle lights and wear high-visibility clothing;
- be courteous to other road users;
- give clear signals to indicate that I wish to turn, change lane and so on;
- do not cycle in a large group, or behave in a manner others could find threatening or intimidating.

Question: If I travel by taxi to Longsands, what are my responsibilities?

Answer: With safety in mind, Cambridgeshire County Council has issued the following guidance below:

BEFORE THE SCHOOL JOURNEY, I SHOULD

- be ready and waiting for the taxi at least 5 minutes before it is due to arrive;
- telephone the taxi company, or ask someone to do this for me, after waiting for 15 minutes for the taxi to arrive;
- if the taxi is delayed, notify the school that I may be late, or ask someone to do this for me;
- wait in a courteous and calm manner;
- keep well clear of any traffic;
- only board the taxi when it is stationary.
DURING THE JOURNEY

- remain seated and facing forward until the taxi has stopped at school on the morning journey and at my designated drop off point in the afternoon;
- always wear a seatbelt;
- never distract the driver or be discourteous;
- never be abusive or shout at the driver or other passengers;
- treat other passengers with care and respect and not bully other students;
- not throw objects from or within the taxi;
- not leave litter;
- follow the driver’s instructions if there is an emergency or breakdown;
- report any concerns I have about the school journey to my School Transport Liaison Officer.

Policies and Privacy Notices

Our policies and privacy notices can be found online via the Academy website www.longlands.cambs.sch.uk