

Admission Pack



2024 – 2025

Trinity Academy Newcastle

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Trinity Academy Newcastle

1. Basic learner information:

Data	Learner's basic information
Legal Forename	
Legal Surname	
Middle Name	
Preferred Forename	
Preferred Surname	
Date of Birth	
Gender	
Ethnicity (optional)	
First Language (optional)	
Home Address	
Dietary Needs / Allergies	
Dietary Preferences	
Meal Arrangements	
Travel Arrangements	

I hereby confirm all details listed above are accurate to the best of my knowledge. I will inform the Trust of any future changes to this information.

Name: _____ Signature: _____

Relationship to learner: _____ Date: _____

2. Parents, carers and legal guardians

Please give details of all persons who have parental responsibility:

Priority	Parental responsibility	Home address	Contact details
1	Name: Relationship:	Address:	Tel: Email: Work Tel:
2	Name: Relationship:	Address:	Tel: Email: Work Tel:
3	Name: Relationship:	Address:	Tel: Email: Work Tel:
4	Name: Relationship:	Address:	Tel: Email: Work Tel:

I confirm the person(s) above have parental responsibility and can communicate with the Trust regarding the learner. I will inform the Trust of any future changes to this information.

Name: _____ **Signature:** _____

Relationship to learner: _____ **Date:** _____

3. Emergency contacts

In the event of an emergency, we will contact those listed in the page before, (parents, carers and legal guardians). In case we cannot contact any of those listed, please give details of any other person(s) you wish to be contacted in an emergency.

Priority	Emergency contact	Home address	Contact details
1	Name: Relationship:	Address:	Tel: Email: Work Tel:
2	Name: Relationship:	Address:	Tel: Email: Work Tel:
3	Name: Relationship:	Address:	Tel: Email: Work Tel:

I consent to the contacts above to communicate with the Trust regarding the learner in cases of emergency when those with parental responsibility are uncontactable.

I will inform the Trust of any future changes to this information.

Name: _____ **Signature:** _____

Relationship to learner: _____ **Date:** _____

4. Medical contacts.

Medical condition(s)	
Medical notes (Details to be recorded separately in section 11: Health Care Plan)	

Medical Practice, Clinic, or Outpatients Dept.	Address	Telephone number

I consent to the above medical practice(s) to communicate with the Trust regarding the learner.

I will inform the Trust of any future changes to this information.

Name: _____ **Signature:** _____

Relationship to learner: _____ **Date:** _____

5. Previous Schools:

Please list below details of your child's previous schools:

	Date	School	Local Authority Area
1			
2			
3			
4			

5.1 Learner's needs:

Is the learner 'cared for' or 'looked after' by a Local Authority:

Yes

No

If yes, please name Local Authority: _____

If your child has a social worker, please list give their details below:

Name of Social Worker: _____

Contact details/telephone number: _____

6. Email.

We collect email addresses of all parents to make our communications faster, more efficient, accessible, cost effective and environmentally friendly.

Please provide you email address(es) below.

Email 1: _____

Email 2: _____

We will keep your email on record to contact you about matters directly related to the learner. We do not require your permission for this purpose.

We occasionally send newsletters to keep you up to date about the latest achievements, celebrations and the other goings-on within the Trust. We also occasionally send invitations to our celebration events, fundraisers, and other marketing, training and/or engagement activities.

If you would like to be kept up to date on these, please tick the relevant box below to sign up to our mailing list. You can change your mind and withdraw consent at any time.

As with everything else, this information will never be sold to, or accessed by, third parties.

Yes, add me to your mailing list.

No, do not add me to your mailing list.

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____

7. Photographs.

The use of photographs is an important developmental tool widely used in our education plan for recording, sharing, displaying, and celebrating achievements, and serves as a great confidence booster. All academies that are part of the Trinity Academy Newcastle Trust take child protection very seriously and will not publish images to the public domain without your consent.

Additionally, photographs will never be published in such a way that would allow a learner to be individually identified.

We do not require your consent for the processing of photographs for the purposes of identification on our internal systems; and for assessments, observations and/or coursework as we are lawfully required to undertake such activities.

Please tick the relevant boxes below to indicate your consent for the learner's photographs to be used for the following purposes:

Internal publishing (displays, exhibitions, and noticeboards).

Educational achievements and news/promotional material for the Trust, (Trust website, social media, newsletters, and prospectus).

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____

8. Other Consents

I give consent for my child to be included in the following activities:

Please tick the relevant boxes below to indicate your consent:

Copyright permission

Internet Access

Sex Education

School Visits

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____



9. Data Protection and Privacy

The data being collected, controlled and processed is in line with the General Data Protection Regulations (GDPR). The Trust has a duty to protect this data and to keep it up to date. The Trust is required to share some of the data with the Education Authority and with the Department of Education.

For full details and conditions of processing, please visit our website's dedicated Data Protection section using the URL <https://www.tanmat.org/site/data/files/documents/policies/data-protection/6E82D14ED8EAC61C5EEF3BD59E6258ED.pdf>. Alternatively, these can be requested in any format by contacting us on 0191 298 69 50 or visiting the school reception.

I have read and understood the privacy notices and Data Protection Policy. These are available on the Trust website on <https://www.tanmat.org/site/data/files/documents/policies/data-protection/6E82D14ED8EAC61C5EEF3BD59E6258ED.pdf> and available on request in paper format.

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____



10.1 Consent form for school trips and other off-site activities. – Part 1

Trinity Academy Newcastle

Confirmation of approval for Visit – EV12 (Part 1)

PARENTAL CONSENT FORM FOR EDUCATIONAL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are willing for the young person named below to attend low risk educational activities which will take place during normal school hours, away from the school site.

All educational activities will be led by a competent group leader who will have carried out a risk assessment prior to the activity taking place.

I agree to **Name:** _____ taking part in educational trips and other activities away from the main site during normal school hours.

Please tick if agreeable

The academy can provide you with information about each trip or activity before it takes place. However, written information will not normally be provided to you for the majority of off-site activities offered, e.g., year-group visits to local amenities, trips to cinema, sports events – these activities are part of the school's curriculum and usually take place during the normal school day.

MEDICAL INFORMATION

Please complete the medical information section below (if applicable), sign and date this form if you are agreeing that Trinity Academy Newcastle have your permission to authorise medical intervention in your absence.

Details of any medical condition that the learner named above suffers from, and any medication they should take during off-site visits should be listed below:

I consent to Trinity Academy staff authorising any emergency medical treatment needed by the above-named learner on the advice and guidance of a qualified medical professional, and if all attempts to contact you (parent / guardian/ carer) have failed.

Yes, I consent.

No, I do not give consent.

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____



10.2 Consent form for school trips and other off-site activities. – Part 2

Trinity Academy Newcastle

Confirmation of approval for Visit – EV12 (Part 2)

PARENTAL CONSENT FORM FOR EDUCATIONAL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are willing for the named learner below to attend the educational activity listed below, which may take place outside of normal school hours.

I agree to **Name:** _____ taking part in this planned activity.

Date of activity:	Venue:	Activity:

WRITTEN INFORMATION

The academy will provide you with information about this activity before it takes place.

EMERGENCY CONTACT DETAILS:

As this activity may take place outside of the normal school day, we need to confirm the following details:

Address for the learner to be picked up from (if applicable):	Address for the learner to be returned to (if applicable):	Emergency contact number:	Name of emergency contact:	Learner's relationship to emergency contact:

MEDICAL INFORMATION

Please complete the medical information section below (if applicable), sign and date this form if you are agreeing that Trinity Academy Newcastle have your permission to authorise medical intervention in your absence.

Details of any medical condition the learner suffers from, e.g. allergies, restricted practices, or any medication they should take during off-site visits must be listed below:

--

I consent to Trinity Academy staff authorising any emergency medical treatment needed by the above-named learner on the advice and guidance of a qualified medical professional, and if all attempts to contact you (parent / guardian/ carer) have failed.

Yes, I consent.

No, I do not give consent

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____

11. Learning Support Agreement

Positive handling strategies are always used by staff to avoid the use of Restrictive Physical Intervention (RPI) in the management of a learner's behaviour. RPI may be necessary as a 'last resort' strategy to safeguard the well-being and safety of a learner, other learners, and adults and/or to prevent serious damage to the Trust's resources. The Trinity Pastoral Team are certified to use the Team Teach approach to behaviour management. The message we endeavour to convey when using positive handling techniques is that **'We care enough about our learners to assume control for them when most needed'**.

PREVENTATIVE STRATEGIES:

- Minimising risk and avoiding confrontation – all staff maintain an awareness to the preferred intervention strategies, non-verbal, verbal, and physical, which best support the learners in times of crisis.
- Calmly acknowledging a learner's distress and reassuring of their willingness to help.
- Maintaining a safe and respectful distance from the learner and providing them a way out of the given situation without loss of face.
- Providing a 'SafePlace', time and appropriate adult to support to allow learner time to calm down.

RESTRICTIVE PHYSICAL INTERVENTION (RPI) – 'the last resort'.

Should RPI be necessary to safely manage a learner in crisis, we will:

- Make clear to the learner our intention to use restraint if necessary to best support them.
- Summon additional adult support as necessary to ensure the safety of all parties.
- Whenever possible, escort the learner in crisis from the source of their distress, or remove other learners.
- Apply the least restrictive Team Teach technique as the situation allows – graduating to more restrictive holds only as necessary.
- Withdraw gradually from any restrictive hold, as and when safe to do so, and provide the learner with time and space to recompose.

FOLLOWING THE USE OR RPI:

DE-BRIEFING

When learner is suitably recomposed, they are invited to participate in a de-briefing meeting where we will:

- Hear both the learner and adult's account of the incident.
- Explain why the member of staff took the actions they did and why the use of RPI was felt to be necessary.
- Link and explore the feelings concerned – separating the person from the behaviour.
- Plan together to find better ways of dealing with similar situations in the future – what can either party do differently?
- Adults concerned will inform parents of RPI and its outcome as soon as possible – though always on the same day.
- Adults will submit an incident report to Head Teacher – before the end of the school day.

Parent/learner consent:

I agree to the behaviour management approach being used with my child: _____

Name: _____

Signature: _____

Relationship to learner: _____

Date: _____

12.1 Trinity Home School Agreement

Trinity Academy:

The Trust will:

- Ensure a trauma informed environment where every learner is valued and inspired to become confident, competent and kind citizens of the future
- Treat learners fairly and help them to understand and regulate their emotions
- Provide a broad and balanced curriculum which challenges your child to reach their potential
- Keep you informed about your child's progress and respond to your questions and concerns as quickly as possible
- Value and celebrate individual achievements
- Promote good attendance and punctuality
- Respect the confidentiality of information regarding each learner
- Offer opportunities for parents/carers to be involved in school life
- Support your child's safe use of the internet and develop their digital capabilities
- Live by our values of kind, calm and honest
- Keep parents informed through newsletters, the website and tutor phone calls
- Put the safety of your child at the centre of everything we do

The parents/guardians:

I/we shall:

- Be positive and supportive in all aspects of my child's education, working with the school to resolve any concerns
- Ensure my child attends school every day unless there is a good reason for absence such as hospital appointments or illness
- Keep the school informed of reasons for absence
- Arrange holidays outside of school term
- Inform the school of any relevant information as soon as possible such as changes to phone numbers or home circumstances
- Make every effort to attend parents' meetings, annual reviews and school events
- Let the school know of any concerns which may be affecting my child's learning or behaviour

I/we have read the home/school agreement and undertake to support the arrangements set out:

Parent(s) / carer(s) Name: _____

Signature: _____



12.2 Trinity Home School Agreement

The learner:

The learner will:

- Arrive at school and my lessons every day that I can, on time and ready to learn
- Try my best to do my work and ask for help if I need it
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my or other learners' safety
- Wear the correct school uniform
- Treat all members of the Trust community with care and respect
- Understand and follow the Trust rules
- Look after Trust equipment, and show respect for the school environment and local community
- Behave appropriately on the way to and from school
- Uphold Trust values and behaviour expectations whilst on an educational visit

I have read the home/school agreement and undertake to support the arrangements set out:

Learner's name: _____

Signature: _____

13. Uniform order

Uniform Order Form

Learner Name	
Site	

Sweatshirt – Cost £15.25 (Child Sizes)				
	Size 5/6	Size 7/8	Size 9/10	Size 11/13
Quantity				

Sweatshirt – Cost £15.95 (Adult Sizes)					
	Size XS	Size S	Size M	Size L	Size XL
Quantity					

Polo Shirt – Cost £12.00 (Child Sizes)				
	Size 5/6	Size 7/8	Size 9/10	Size 11/13
Quantity				

Polo Shirt – Cost £12.00 (Adult Sizes)					
	Size XS	Size S	Size M	Size L	Size XL
Quantity					

Total Paid	£
Date	

Cash:	£	Cheque:	£
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14. Trust Learner Device Agreement



TRINITY ACADEMY NEWCASTLE TRUST

Trust Device Agreement.

Approved by the Committee – July 2022

On behalf of the Board

Next Review Date – July 2025

Tablet - Agreement

Academy Site			
LEARNER NAME:			
EQUIPMENT INFORMATION			
MODEL:		SERIAL NUMBER	
PERIOD OF LOAN			
TERM:	Academic Year 24/25		

Any device on loan from the Trust must be used at all times in conjunction with the Trust E-Safety & Acceptable Use Policy.

General

An on-loan device is agreed as a resource for the User whilst a stakeholder within the Trust. As part of this agreement the User undertakes to make best endeavours to keep the equipment safe and in good condition. The equipment must be returned to the Academy Site –Admin Office when the user leaves the Trust.

The device must only be used for Trust related activity; it is not for personal use and must be available for use in lessons during term time.

The device must be kept secure at all times.

The device should be returned to Academy Admin Office for any maintenance work upon request.

The Trust can terminate this agreement at any time.

Use of Software

The User may **not** install any software on to the device without authorisation from the Trust.

The User may not reconfigure, remove or copy any software or system settings on the device.

If a device is lost, stolen or damaged **you must** inform the Academy Admin Office immediately.

You may not use Resources in connection with activities prohibited by any applicable TANMAT policy or by any applicable laws, rules, regulations, or orders of any public authority having jurisdiction including, without limitation, those concerning: Trademark, copyright (including, but not limited to, copyrights covering text, images, audio, and video) and other intellectual property, unauthorised use of a person's image. Civil rights, commerce, computer usage, conspiracy, telecommunications, defamation, forgery, obscenity, and privacy (collectively "Laws")

Care for the Device

The User agrees to take all-reasonable care of the equipment including carrying out normal software or hardware maintenance activities, such as cleaning the equipment, monitoring faults and errors, reporting errors as soon as possible to the Trust. The device must also be handed in for periodic maintenance/changes when requested.

Insurance

The equipment is listed on the trust asset register but is not covered under the RPA insurance whilst off the premises. The insurance therefore does not cover damage/loss in transit between the Trust and the Users home. The device must not be left unattended in a vehicle at any time.

Repair and Maintenance

The equipment listed will be repaired by the by the Trust’s normal repair arrangements (repairs logged on tablet spreadsheet/information drive) but the Academy is responsible for transporting the equipment to and from Central Admin for repair if necessary.

Agreement of Parties

I acknowledge that I have read and understood the above terms and conditions under which this device has been assigned to me. I accept that a breach of the Acceptable Use of this equipment outlined in the Trust’s Acceptable Use Policy will result in the facility being withdrawn and possible disciplinary action. I also accept that a charge may be levied against me if I do not comply with this policy and, repairs need to be made to the tablet.

I agree to accept the loan of the equipment listed under the conditions given in this document.

User Signature	
Username (Print)	
Date	
Agreed Loan Period	
Parent /Carer Signature Where relevant	
Parent/Carer Name (Print) Where relevant	
Date	

To be retained by Academy Admin Office

15. Online Safety AUP for Key Stage 3 – 5

TRINITY ACADEMY NEWCASTLE MAT

Acceptable Use for Key Stages 1&2

What am I agreeing to?

1. ***I learn online*** – I use the Trust’s internet, devices and logins for Trust work, homework and other activities to learn and have fun. All Trust devices and systems are monitored, including when I’m using them at home.
2. ***I learn even when I must stay at home*** – I don’t behave differently when I’m learning at home, so I don’t say or do things I wouldn’t do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in Trust, I will tell another teacher.
3. ***I ask permission*** – At home or Trust, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** - I don’t spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
5. ***I am a friend online*** - I won’t share or say anything that I know would upset another person or they wouldn’t want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds out. Friends don’t share passwords!
7. ***I am careful what I click on*** - I don’t click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by my trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9. ***I know it’s not my fault if I see or someone sends me something bad*** – I won’t get in trouble, but I mustn’t share it. Instead, I will tell a trusted adult. If I make a mistake, I don’t try to hide it but ask for help.
10. ***I communicate and collaborate online*** - with people I already know and have met in real life or that a trusted adult knows about.
11. ***I know new online friends might not be who they say they are*** - I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are.

12. ***I check with a parent/carer before I meet an online friend*** – the first time; I never go alone.
13. ***I don't do live videos (livestreams) on my own*** – and always check if it's allowed. I check with a trusted adult before I video chat with anybody for the first time.
14. ***I keep my body to myself online*** – I never get changed or show what is under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15. ***I say no online if I need to*** – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or confused, I should say no, stop chatting and tell a trusted adult immediately.
16. ***I tell my parents/carers what I do online*** - they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I am doing.
17. ***I follow age rules*** - 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skilful, but very unsuitable.
18. ***I am private online*** - I only give out private information if a trusted adult says its okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. ***I am careful what I share and protect my online reputation*** - I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. ***I am a rule-follower online*** - I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at Trust.
21. ***I am not a bully*** – I do not post, or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22. ***I am part of a community*** – I do not make fun of anyone or exclude them, because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
23. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright-free or has a Creative Commons license.



24. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust and know how to double check information I find. If I am not sure I ask a trusted adult.

25. ***I am not allowed to invite others to my lesson*** – I must never add or invite anyone to my lessons or meetings as this keeps all my friends safe.

I have read and understand this agreement.

If I have any questions, I will speak to a trusted adult:

At Trust that includes: _____

Outside Trust, my trusted adults are: _____

Learners Name: _____

Signed: _____

Date: _____

Acceptable Use for Key Stages 3 – 5

What am I agreeing to?

1. I will always treat myself and others with respect; when I am online or using any device, I will treat everyone as if I were talking to them face to face.
2. Whenever I use a device, the internet or any apps, sites and games, I will try to be positive and creative, to learn and share, to develop new skills, to have fun and prepare for the future.
3. I consider my online reputation with everything that I post or share – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
4. I will tell a trusted adult if I have a problem or am worried about something online, and I will encourage my friends to do so too. Statistics show that telling someone helps!
5. It can be hard to stop using technology sometimes, for young people and adults. When my parents/carers or teachers talk to me about this, I will be open and honest if I am struggling. I will remember the principles of the Digital 5 A Day.
6. It is not my fault if I stumble across (or somebody sends me) something violent, sexual or otherwise worrying. But I will not share or forward it, and I will ask a trusted adult for help/advice.
7. If I see anything that shows people hurting themselves or encouraging others to do so, I will report it on the app, site or game and tell a trusted adult straight away.
8. I will ensure that my online activity or use of mobile technology, in Trust or outside, will not cause my Trust, the staff, learners or others distress or bring the Trust into disrepute.
9. I will only use the Trust's internet, systems, devices and logins for Trust-related activities that are appropriate to what I am doing at that time (e.g. at Trust I don't play games unless I am allowed to, e.g. during lunch, and at home I don't access inappropriate sites or apps).
10. Whenever I use the internet or devices in Trust **OR use Trust devices at home OR log in on home devices at home**, I may be monitored or filtered; the same behaviour rules always apply.
11. I will keep logins, IDs and passwords secret and change my password regularly. If I think someone knows one of my passwords, I will change it; if I think they have used it, I will tell a teacher.
12. I will try not to bypass Trust security in any way or access any hacking files or tools.



13. I will only edit or delete my own files and not (even try to) view, change or delete other people's files or user areas without their permission.
14. I will use the internet, apps sites & games responsibly; I will not use any that are inappropriate for Trust use or for my age, including sites which encourage hate or discrimination.
15. I understand that any information I see online could be biased or misleading, so I should always check sources before sharing (see <http://fakenews.lgfl.net> for support).
16. I understand that bullying online or using technology is just as unacceptable as any other type of bullying, and will not use technology to bully, impersonate, harass, threaten, make fun of or upset anyone, at Trust or outside. I will stand up for my friends and not be a bystander.
17. I will not post, look at, up/download or share material that could be offensive, harmful or illegal. If I come across any, I will report it immediately.
18. I know some sites, games and apps have age restrictions (most social media are 13+) and I should respect this. 18-rated games are not more difficult but inappropriate for young people.
19. When I am at Trust, I will only message or mail people if it's relevant to my learning.
20. Messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the Trust.
21. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure, I will not open a file, hyperlink or any other attachment.
22. I will not download copyright-protected material (text, music, video, etc.).
23. I will not share my or others' personal information that can be used to identify me, my family or my friends on any online space, unless a trusted adult has given me permission or reviewed the site.
24. Livestreaming can be fun, but I always check my privacy settings and know who can see what and when. If I livestream, my parents/carers know about it.
25. I know new online friends might not be who they say they are, so I am always very careful when someone wants to 'friend' me. Unless I have met them face to face, I can't be sure who they are.
26. I will never arrange to meet someone face to face who I have only previously met in an app, site or game without telling and taking a trusted adult with me.

27. **When learning remotely, teachers and tutors will not behave any differently** to when we are in Trust. If I get asked or told anything that I would find strange in Trust, I will tell another teacher.
28. I must never add or invite anyone else to a lesson or meeting online. This is the teacher's job.
29. I will only use my personal devices (mobiles, smartwatches, etc.) in Trust if I have been given permission, and I will never take secret photos, videos or recordings of teachers or learners, **including when learning remotely.**
30. I will respect my body and other people's – part of that means using positive words about myself and others; it also means not revealing too much on camera and not sharing or posting photos or videos that show me or anyone else without all my/their clothes on.
31. Many apps can identify where I am or where I made a post or took a photo, so I know how to turn off location settings, so everyone doesn't see where I am, where I live or go to Trust.
32. What I do on devices should never hurt or upset others & I shouldn't put myself or others at risk.
33. If I see, watch, read or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, sexual, extremist/hateful content, I will not respond to it, but I will talk to a trusted adult about it.
34. I don't have to keep a secret or do a dare or challenge just because someone (even a friend) tells me to – real friends don't put you under pressure to do things you don't want to do.
35. It is illegal to view any form of pornography if you are under 18 years old; I will not attempt to do so and will report anyone who tries to trick me into doing so.
36. I can always say no online, end chat or block someone; if I do so, it's best to talk to someone, too.
37. I know who my trusted adults are at Trust, home and elsewhere, but I know I can also get in touch with Childline, The Mix, or The Samaritans.

I have read and understand these rules and agree to them

Learners Name: _____

Signed: _____

Date: _____

Acceptable Use for Parents/Carers

What am I agreeing to?

1. I understand that Trinity Academy Newcastle Trust uses technology as part of the daily life of the Trust when it is appropriate to support teaching and learning and the smooth running of the Trust, and to help prepare the learners and young people in our care for their future lives.
2. I understand that the Trust takes every reasonable precaution to keep learners safe and to prevent learners from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the Trust cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in Trust, and use of Trust-owned devices, networks and cloud platforms out of Trust may be subject to filtering and monitoring. These should be used in the same manner as when in Trust, **including during any remote learning periods.**
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media; not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the Trust staff, volunteers, Directors, contractors, learners or other parents/carers.
5. The impact of social media use is often felt strongly in Trusts, which is why we expect certain behaviours from learners when using social media. I will support the Trust's social media policy and not encourage my child to join any platform where they are below the minimum age.
6. I will follow the Trust's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's learner on social media and understand that there may be crucial or legal reasons why this would be inappropriate or even dangerous. The Trust sometimes uses images/videos of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
7. I understand that for my child to grow up safe online, s/he will need positive input from Trust and home, so I will talk to my child about online safety.
8. **I understand that my child needs a safe and appropriate place to do remote learning if Trust or bubbles are closed (similar to regular online homework). When on any video calls with Trust, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information, etc. Where it is possible to blur or change the background, I will help my child to do so.**

9. **If my child has online tuition for catch-up after lockdown or in general, I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition remain in the room where possible and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.**
10. I understand that whilst home networks are much less secure than Trust ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents to do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. Swiggle.org.uk and YouTube Kids is an alternative to YouTube with age-appropriate content.
11. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my learners, and refer to the principles of the Digital 5 A Day:
<https://www.childrenscommissioner.gov.uk/digital/5-a-day/>
12. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
13. I can find out more about online safety at [Trinity Academy Newcastle Trust](#) by reading the full [Online Safety Policy](#) and can talk to the Designated Safeguarding Lead, form tutor, class teacher, etc. of I have any concerns about my child/ren's use of technology, or about that of any others in the community, or if I have questions about online safety or technology use in Trust.

/we have read, understood and agreed to this policy.

Name/s of parent / guardian: _____

Parent / guardian of: _____

Signature: _____

Date: _____

16. Parent Sign-off Checklist

Please tick the boxes below upon completion of each section.

Item No:	Tick when complete	Document
1	<input type="checkbox"/>	Basic learner information
2	<input type="checkbox"/>	Parents, carers and legal guardians
3	<input type="checkbox"/>	Emergency contacts
4	<input type="checkbox"/>	Medical contacts
5	<input type="checkbox"/>	Previous schools
6	<input type="checkbox"/>	Email
7	<input type="checkbox"/>	Photographs
8	<input type="checkbox"/>	Other consents
9	<input type="checkbox"/>	Data Protection and Privacy
10.1	<input type="checkbox"/>	Consent form for school trips and other off-site activities (Part 1)
10.2	<input type="checkbox"/>	Consent form for school trips and other off-site activities (Part 2)
11	<input type="checkbox"/>	Learning support agreement
12.1	<input type="checkbox"/>	Trinity home school agreement (School and Parent/carer)
12.2	<input type="checkbox"/>	Trinity home school agreement (Learner)
13	<input type="checkbox"/>	Uniform order form
14	<input type="checkbox"/>	Trust Learner Device Agreement
15	<input type="checkbox"/>	Online Safety AUP (Key Stages 3 -5)

17. Trust Calendar

TRINITY ACADEMY NEWCASTLE TRUST

Term and Holiday dates for 2024 - 2025

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Autumn	72 Days	Spring	65 Days	Summer	57 Days	Total	194 Days
			School Holiday			Bank Holiday	

Schools re-open on Monday 9th September 2024

Trinity Academy Newcastle Trust Teacher Training Days: -

- Thursday 5th September 2024
- Friday 6th September 2024
- Friday October 2024
- Friday 21st February 2025

Parents evening will be held on Wednesday 23rd October 2024, 22nd January 2025 and 7th May 2025 (3:30pm – 5:30pm)

18. Free School Meal Guidance

How to qualify for free school meals

Your child may be eligible to qualify for free school meals if you receive one of the benefits listed below:

- 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 (provided you're not also entitled to Working Tax Credit and have a gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – your household income must be less than £7,400 a year (after tax and not including benefits you get)

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

If your child is eligible for and getting free school meals at any time before 31st March 2025, they'll remain eligible until this date.

Please apply if you get paid these benefits – your child's school can also get extra funding if you do.

To start your online application, visit Together for Children's website:

https://emsonline.sunderland.gov.uk/citizenportal_live/

To make an online application you will need an email address to complete the registration process and to receive confirmation of your application.

If you have any difficulties making an application, call 0191 561 1417 or email: freeschoolmeals@togetherforchildren.org.uk or use the 'Contact us' link on the Family Portal.

19. Useful contacts and information

School Meal Information

If your child is not entitled to Free School Meals and would like to purchase a school meal, the cost is £2.20 per day and they will have the choice of a hot or cold meal, daily dessert/fruit and a choice of fruit juice or water.

If you wish to purchase a school meal for your child, we kindly ask for the payment to be made on a Monday and in a sealed envelope with the learner's name on and the amount enclosed displayed on the front of the envelope.

Alternatively, learners are welcome to bring their own packed lunch to school.

Useful Contact Numbers:

School Office: 0191 298 6950 – Option 1

Email: admin.central@tanmat.org

You can also keep up to date with school information via our [Facebook Page](#).

Admissions department: 0191 278 7878

Admissions email: admissions.information@newcastle.gov.uk

SEN Transport: 0191 277 4646

20. Pupil Premium

The Government introduced the Pupil Premium in April 2011. It is intended to 'help schools narrow the attainment gap that still exists between pupils from disadvantaged and more affluent backgrounds'. It is ring-fenced to ensure that funding to tackle disadvantage reaches the pupils who are most in need of it.

Trinity Academy is a SEMH school in an area of high deprivation. The 3 wards we serve have the highest unemployment rates in Newcastle upon Tyne, approximately 4 times the national average.

At Trinity Academy New Bridge, we have relentlessly continued to close the gap between learners and national expectations for attainment.

Our Strategy for Pupil Premium spend is to ensure each individual is prepared and motivated to learn and resources are targeted to maximise success. The barriers to education achievement that our disadvantaged children face are complex and varied. They range from social and economic deprivation to emotional trauma and safeguarding concerns. Many learners have had disruptive learning in their education at previous placements and so have a low starting point.

In 2023, the Academy was eligible to receive the Pupil Premium in respect of 72% of learners. This totals &96,773.00

The Pupil Premium strategy will next be reviewed in **December 2024**.