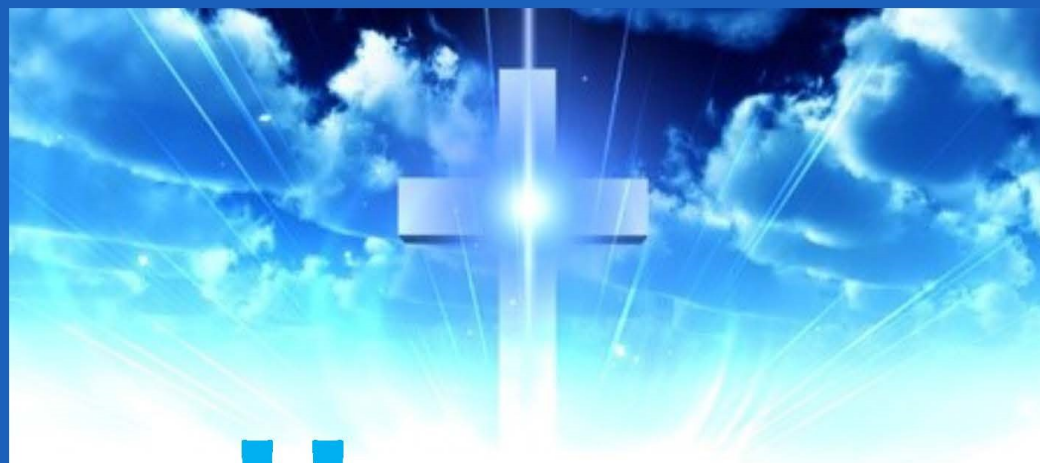




**Welcome to
Henlow Church of England Academy
2021 - 2022**

HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM



Honesty

Enthusiasm

Nurture

Love

Originality

Wisdom

2021 - 2022 Academic Calendar

Henlow Church of England Academic Calendar - 2021/2022

School Holiday



Bank Holiday



Pupil Day



Training Day



September 2021							October 2021							November 2021							December 2021						
Mon		6	13	20	27		Mon		4	11	18	25		Mon	1	8	15	22	29		Mon		6	13	20	27	
Tue		7	14	21	28		Tue		5	12	19	26		Tue	2	9	16	23	30		Tue		7	14	21	28	
Wed	1	8	15	22	29		Wed		6	13	20	27		Wed	3	10	17	24			Wed	1	8	15	22	29	
Thu	2	9	16	23	30		Thu		7	14	21	28		Thu	4	11	18	25			Thu	2	9	16	23	30	
Fri	3	10	17	24			Fri	1	8	15	22	29		Fri	5	12	19	26			Fri	3	10	17	24	31	
Sat	4	11	18	25			Sat	2	9	16	23	30		Sat	6	13	20	27			Sat	4	11	18	25		
Sun	5	12	19	26			Sun	3	10	17	24	31		Sun	7	14	21	28			Sun	5	12	19	26		

January 2022							February 2022							March 2022							April 2022						
Mon		3	10	17	24	31	Mon		7	14	21	28		Mon		7	14	21	28		Mon		4	11	18	25	
Tue		4	11	18	25		Tue	1	8	15	22		Tue	1	8	15	22	29		Tue		5	12	19	26		
Wed		5	12	19	26		Wed	2	9	16	23		Wed	2	9	16	23	30		Wed		6	13	20	27		
Thu		6	13	20	27		Thu	3	10	17	24		Thu	3	10	17	24	31		Thu		7	14	21	28		
Fri		7	14	21	28		Fri	4	11	18	25		Fri	4	11	18	25		Fri	1	8	15	22	29			
Sat	1	8	15	22	29		Sat	5	12	19	26		Sat	5	12	19	26		Sat	2	9	16	23	30			
Sun	2	9	16	23	30		Sun	6	13	20	27		Sun	6	13	20	27		Sun	3	10	17	24				

May 2022							June 2022							July 2022							August 2022						
Mon		2	9	16	23	30	Mon		6	13	20	27		Mon		4	11	18	25		Mon	1	8	15	22	29	
Tue		3	10	17	24	31	Tue		7	14	21	28		Tue		5	12	19	26		Tue	2	9	16	23	30	
Wed		4	11	18	25		Wed	1	8	15	22	29		Wed		6	13	20	27		Wed	3	10	17	24	31	
Thu		5	12	19	26		Thu	2	9	16	23	30		Thu		7	14	21	28		Thu	4	11	18	25		
Fri		6	13	20	27		Fri	3	10	17	24		Fri	1	8	15	22	29		Fri	5	12	19	26			
Sat		7	14	21	28		Sat	4	11	18	25		Sat	2	9	16	23	30		Sat	6	13	20	27			
Sun	1	8	15	22	29		Sun	5	12	19	26		Sun	3	10	17	24	31		Sun	7	14	21	28			

Our School Day (subject to change due to Covid Restrictions)

8:40am	Morning Bell
8:45am — 9:00am	Registration/Collective Worship
9:00am — 9:50am	Lesson 1
9:50am — 10:40am	Lesson 2
10:40am — 11:00am	Break Time
11:00am — 11:50am	Lesson 3
11:50am — 12:40pm	Lesson 4
12:40pm — 1:30pm	Lunch
1:30pm — 2:20pm	Lesson 5
2:20pm — 3:10pm	Lesson 6
3:10pm — 3:30pm	Personalised Learning
3:30pm — 3:35pm	Dismissal

School Uniform

Henlow C.E. Academy uniform can be purchased from Beat School Uniforms.

You can visit their shop at:

67 Hermitage Road, Hitchin, SG5 1DB

or to order online visit:

www.beatschooluniforms.co.uk

They are open all year round, with easy parking, Monday to Saturday 9-5pm and Sundays throughout the school Summer holidays.

Appointments are not necessary, you can visit at own convenience and their friendly and knowledgeable staff will always be on hand to help.

Online orders are delivered free to your chosen address normally within 48 hours, by our own dedicated drivers. Choose to collect from store and we will endeavour to have your order ready within a couple of hours.

Beat School Uniform also provide a “one stop” shop for all generic uniform (trousers, shirts, etc.)

They also offer a quick and efficient embroidery service to personalise your child's kit (perfect for avoiding lost property).

PHONE: 0203 362 2930



School Uniform

Plain white shirt.

Royal blue pullovers
embossed with the
School crest.

Socks: plain
white, grey or
black. No
bright,
patterned
socks.
Thick grey or
black tights.

School tie: blue
and green
stripes.

Shoes should be black or
brown, sensible style (not
trainers, plimsolls or boots).

Trousers: medium
grey
Skirt: medium grey

In the Summer Term girls and boys can wear
sky or royal blue school polo shirts or girls can
wear a royal blue gingham dress.

PE Kit

COMPULSORY ITEMS

BOYS



Polo Shirt



Reversible Rugby Shirt



Sport Shorts



Games Socks

GIRLS



V-Neck Polo Shirt



Games Socks



Sport Shorts OR Skort



OPTIONAL ITEMS



Thermal Baselayer



Tracksuit Bottoms



Rain Jacket



Crewneck Jumper



Sports Leggings



Reversible Rugby Shirt



Boot Bag

All pupils are required to have a gum shield and shin pads.

School Equipment

Your child will need a **NAMED** medium sized, strong, waterproof bag to help you carry your belongings to and from school.

Pupils need to bring a transparent, reusable, **NAMED** water bottle which can be taken to all lessons. We do not have cups in school for pupils to borrow.

All equipment needs to be clearly named. It is important that your child attends all lessons with the correct equipment. Please make regular checks that your child has all the correct equipment they need and that they have not run out.

-Pencil case containing:

-Cartridge pen, handwriting pen or a friction pen (blue)

-30cm ruler

-HB pencil and a spare

-2 Dry wipe board marker pen and a wiper/cloth

-Coloured pencils (not felt tips)

-Ink eraser pen

-Green pen (friction pen preferred)

-Rubber

-Pencil sharpener (which can collect shavings)

-Glue Stick

-Scissors

-Highlighters

-Simple calculator

-Protractor

We have a school stationery shop, which is open every day at break time, where pupils can buy any equipment that they need.

Our School Travel Plan

Walking to school is a great Exercise:



Did you know you burn 100 calories per mile you walk?

Cycle & Scooter Storage:

Store your mode of Transport safely



Car Sharing:

Share your time and expense with your friend and free up the local roads



Please consider your parking:

You could be creating an Obstruction or a serious hazard to children crossing the road safely!



Travel by bus:



Lower Stondon / Henlow Camp **J76**



Meppershall **J88**



Fairfield Park/ Stofold / Arlesey **J11**



School Transport
Please contact Central Beds Transport
T: 0300 300 8339
e: school.transport@centralbedfordshire.gov.uk

Park 'n' Walk!

We have 4 parking areas within close proximity.

Millennium Park - 5 mins

20+ spaces
Residential area

The Five Bells - 5 mins

20+ spaces
Private busy

Boydfield Carpark - 2 mins

40+ spaces
Scout hut

Henlow Pavilion - 2 mins

40+ spaces
Public & Residential Area

*Please park considerately.
Thank you*



School Dinners

School dinners at Henlow are provided by the Lunchtime Co. They serve delicious, nutritious, healthy meals and snacks to the

LUNCHTIME CO.

pupils at break and lunchtime. The Lunchtime Company is run by award-winning Master Chefs who provide training and support to the kitchen staff. All meals will be cooked from fresh ingredients every day, sourced locally (where possible within a 60 mile radius of the school), and prepared on-site. Over the course of the academic year there are various theme days, activities, cookery classes and charity events, these are advertised around the school and on the website. Henlow C.E. Academy is able to cater for



a range of food intolerances. Currently the cost of a school dinner is £2.25. We provide a three week rotating menu to offer a variety of choice to pupils. Below is a sample of one weeks menu.



<div>  <div> Week 1 Commencing • 29th Oct • 19th Nov • 10th Dec • 7th Jan • 28th Jan • 25th Feb • 18th March </div>  </div>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Freshly baked bread	Garlic bread	Wholemeal bread	Focaccia	Rosemary wholemeal bread	Garlic & herbed ciabatta
Menu choice 1	Pasta bolognese served with grated cheese	Chicken pie with new potatoes	Beef lasagne	Roast pork with roast potatoes and yorkshire pudding	Fish fingers & chips with tomato ketchup
Menu choice 2	Sweet potato and lentil korma	Penne pasta with tomato and basil sauce	Vegetable stew served with rice	Vegetarian sausages with roast potatoes and yorkshire pudding	Aubergine and pepper bake
Sides	Seasonable vegetables Selection of salads	Seasonable vegetables Selection of salads	Seasonable vegetables Selection of salads	Seasonable vegetables Selection of salads	Seasonable vegetables Selection of salads
Desserts	Chocolate brownie <small>Sliced fresh fruit, natural yoghurt, cheese & biscuits</small>	Jelly <small>Sliced fresh fruit, natural yoghurt, cheese & biscuits</small>	Marble cake <small>Sliced fresh fruit, natural yoghurt, cheese & biscuits</small>	Apple and mixed berries crumble <small>Sliced fresh fruit, natural yoghurt, cheese & biscuits</small>	Sticky toffee pudding with toffee sauce <small>Sliced fresh fruit, natural yoghurt, cheese & biscuits</small>
Our mission is to make your lunchtime meal the highlight of your day.					

Available every day:

- Packed Lunch option
- Jacket potato and fillings (Tuesday & Thursday)

Some of our food may contain allergens. Please ask our chef for advice.

Wrap Around Care

At Henlow Academy we offer a range of wrap around care to help with childcare. If you would like to book into any of our wrap around care or require anymore information about what we have on offer please contact Mrs Marshall on 01462 813733 or email jmarshall@henlowacademy.org.uk



Breakfast Club

8:00am - 8:30am

£2.50 per day

Homework Club

3:35pm - 4:45pm

Free



4:45

4:45 Club

4:45pm - 5:45pm

£6 per day

Pupil Premium

Could you be entitled to Pupil Premium Funding support?

Are you eligible for Free School Meals?

If you think you are eligible please contact Central Bedfordshire on the number below. As well as receiving the option to have Free School Meals you may also be entitled to a variety of initiatives at school. These may include free access to Breakfast Club and 4:45 club, support with the cost of Food Tech, help towards uniform, subsidised music lessons, help towards the cost of school trips as well as other initiatives throughout the year.

The qualifying benefits to receive free school meals for children in Year 3 and over are:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit)

If you think you meet the free school meals eligibility criteria, please call Central Bedfordshire Council on 0300 300 8306. When you call to apply for free school meals, please have the following information ready:

- National Insurance numbers and dates of birth for you and your partner
- dates of birth for your children
- if you receive support from the National Asylum Support Service, your NASS number

The school will then be informed and you will receive further information. If you would like to find out more about how the school uses the funding to support pupils in the school, you can find more information on the school's Pupil Premium Strategy on the school's website http://www.henlowacademy.co.uk/web/pupil_premium/396258 or contact Mrs Jodie Gregory. For more information on how to apply for Free School Meals, please contact Central Bedfordshire Council directly on 0300 300 8306.

Pupil Premium



Directorate Children & Young People

2021 Service Pupil Premium

Extra Funding for State Schools, Free Schools and Academies attended by Service Children in England

Service parents with children in State maintained schools, Free schools and Academies in England are encouraged to ensure that the Head Teacher of their child(ren)'s school is made aware of their Service status ahead of the Spring school census deadline of 21 January 2021.

The Service Pupil Premium is provided by the Department for Education to State maintained schools, Free schools and Academies in England who have children of Regular Armed Forces personnel among their pupil population to provide

additional (mainly pastoral) support. Pupils with a parent on full commitment as part of the Full Time Reserve Service (FTRS FC) are also classed as Service children.

Service Pupil Premium is currently £310.00 per Service pupil and is paid directly to schools.

Schools with Service children in Reception to Year 11 classes are eligible to receive the funding, but only if the child(ren)'s name appears on the school's roll as being a Service child.

The information recorded by schools regarding Service status is protected and data regarding individual children is not shared outside the school.

For more information on eligibility, please visit:
www.gov.uk/service-premium-information-for-schools

Service Pupil Premium DIN refers and can be accessed via defnet.

For general queries, please email the Directorate Children and Young People: DCYP-DCYP-Mailbox@mod.gov.uk



Department
for Education

Privacy Notice

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy for all individuals within the European Union. It addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

When the GDPR takes effect, it will replace the 1995 Data Protection Directive. It was adopted on 27 April 2016 and becomes enforceable from 25 May 2018.

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- family circumstances (court orders, criminal petitions, safeguarding information, any information which might affect your child's welfare or happiness)
- attendance information (such as sessions attended, number of absences and absence reasons)
- medical information (such as long term medication, conditions, allergies etc)
- special educational needs information
- behaviour logs (Merit awards, bad behaviour, exclusions)
- assessment information (targets, results)
- school history (details of previous schools attended)

We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.

Photographs (of school events, to use on social media, the school website and promotional materials)

We use a 3rd party applications to process monies for trips, school lunches and snacks. They use information directly from our database including child's name, class and Unique Pupil Number (UPN) and the payment details that parents enter.

We use tools such as Google Classroom, IXL and Timetable Rockstars for the purpose of education. We ensure that they are GDPR compliant or that any information is appropriately anonymised, that the data shared is to facilitate education and that no sensitive data is shared. Copies of these companies' privacy notices/data sharing agreements are available upon request.

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6 of the GDPR for a Public task. This means the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

We also process special category data (such as race, ethnic origin and religion) under Article 9 of the GDPR. This is done only with explicit consent to the processing of this personal data for one or more specified purposes.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- providing educational services to your child;
- safeguarding and promoting the welfare of your child (and other children);
- promoting the objects and interests of the School. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid fees are due;
- facilitating the efficient operation of the School; and
- ensuring that all relevant legal obligations of the School are complied with.

Privacy Notice (continued)

In addition your personal information may be processed for the legitimate interests of others.

For example another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above please speak to the Deputy Head Teacher.

Necessary for a contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The School considers that it is acting in the public interest when providing education.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are.

Storing pupil data

We hold pupil data for 9 years. Safeguarding information will be held until the subject reaches 25 years of age and will be the responsibility of the current school/educational establishment. We are required by law to pass any safeguarding information on to any future educational establishment (eg, child changes middle school, moves onto upper school).

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us and before joining us
- our local authority (Central Bedfordshire Council)
- the Department for Education (DfE)
- Youth Support Services
- Children's services
- Police

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Once aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of the pupils and their parents (including the pupil's date of birth) and any further information relevant to the support services' role.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Privacy Notice (continued)

The National Pupil Database (NPD)

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

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

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

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

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

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

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

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

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

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

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

Requesting access to your personal data

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

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Henlow Church of England Academy
Church Road
Henlow
Bedfordshire
SG16 6AN
E: info@henlowacademy.org.uk T: 01462 813733

Privacy Notice Form

Declaration

I understand Henlow Church of England Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.

I understand how my data is used.

Henlow Church of England Academy may share my data with the DfE, and subsequently the LA.

Henlow Church of England Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so.

Henlow Church of England Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.

My data is retained in line with the school's GDPR Data Protection Policy.

I understand my rights to the processing of my personal data.

Where I can find out more information about the processing of my personal data.

I give permission for my child's GCSE and A-level results, from higher education establishments, to be shared with Henlow Church of England Academy.

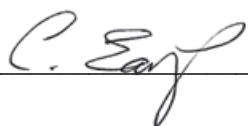
Home School Agreement

SCHOOL

As staff at Henlow Church of England Academy we will aim to:

- Provide a welcome, caring environment for children and their parents
- Provide a balanced curriculum and meet individual needs
- Set high standards for achievement and behaviour
- Provide learning opportunities which develop the full potential of each individual child
- Keep you and your child informed about his/her performance and progress, and any problems that may occur
- Respond as promptly and effectively as possible to your queries or concerns
- Keep you regularly informed about general school matters

Signed: _____



Date: May 2021

HOME

As a parent I will aim to:

- Complement the work of the school with helpful and supportive attitudes
- Take an active interest in the school and my child's education
- Work with the school to help our child develop maturity, self-discipline and confidence
- Inform the school about any concerns I may have, or problems which may affect my child's work or behaviour
- Deal with concerns by contacting the school directly and not posting them on social media
- Ensure that my child attends school regularly, on time, with the correct uniform and properly equipped
- Support my child in set homework and other home learning opportunities
- Support and co-operate fully with the school in enforcing the Code of Behaviour, and any sanctions or punishments that may be necessary.

PUPIL

As a pupil I will aim to:

- Do my best and improve in all activities
- Comply with the School's Code of Behaviour
- Take responsibility for my own actions, including getting myself to school and lessons on time, correctly dressed and properly equipped
- Behave sensibly and with consideration for others on my way to and from, and within school
- Talk to a member of staff if I have a problem at school