

Knowle DGE Academy

Pupil Induction information



All Equal, All Different, All Achieving Together

Our Values and Ethos as an Academy

We believe that each student will **DISCOVER** new learning opportunities and experiences at Knowle DGE. Together, with your support, we will **GUIDE** each student towards these learning opportunities and in doing this we are confident that each student will **ENJOY** their learning experiences at **Knowle DGE**.

In order to succeed, we aim to encourage every individual at our Learning Centre to develop **BELIEF** in themselves to aim higher, to **RESPECT** themselves, others and their Academy and take **RESPONSIBILITY** for their decisions and actions.

We recognise that we are **ALL EQUAL** and deserve the very best. We recognise that we are **ALL DIFFERENT** in the ways

we learn and interact. We recognise that we can **ALL ACHIEVE TOGETHER** – as an Academy, as a pupil within the community and as a parent / carer.

Useful Contact Information

Academy Telephone Number: 0117 3708030

Academy Email: school@knowledge.learnmat.uk

Academy Website: www.knowledgeacademysch.org.uk/

Academy Twitter: [knowle_dge](https://twitter.com/knowle_dge)



Academy Postal Address:

Knowle DGE Academy, Novers Road Knowle, Bristol, BS4 1QY

Chair of Academy Council

Mrs Caroline Down

CEO

Mr Alun Williams

Executive Head

Mrs Sophie Addison

Head Teacher

Mrs Kate Lee-Wells

Deputy Headteacher

Mr Nick Lee-Wells

Assistant Headteachers

Mr Matt Franzke

Miss Suzanne Nelson

Mrs Jenny Hughes

Administration:

Office Managers Mrs Karen Baker

Estates Manager Mrs Donna Bidder

Useful Contacts:

SENDCO Mr Nick Field
Speech & Language Specialist 'Child Speech'
Educational Psychologist Mr Matt Brown
School Nurse Ms Julia Parker

Heads of School:

Lower

Mrs Hannah Harrold
Mr Robert Baker

Middle

Ms Tamsin Karim
Mr Craig Caradine

Upper

Mr Matt Carroll
Mrs Jayne Townsend
Mr Mark Scott

Academy Information:

The Academy hours are:

Monday to Friday 8.45am to 2.30 p.m

Lunches:

Lunches are cooked freshly on the site and a choice of hot and cold dishes are provided including vegetarian meals. We are a healthy Academy and offer a good choice of healthy menu options throughout each week. To further promote healthy eating, we discourage our pupils from consuming sweets or fizzy drinks. Thanks to the commitment of the teaching staff there is a good level of supervision during lunchtime and at break times. A range of activities inside and outside are provided.

Academy lunches are charged at:

Free for Reception and year 1 & 2 (Must be registered with free school meals)

£2.25 for students in years 3 to 6

£2.40 for students in years 7 to 11

If you are entitled to free school meals, please complete the 'free school meals' form with the Academy office.

Breakfast Club:

We are able to provide all of our pupils the opportunity to have breakfast during morning registrations. Breakfast offers our pupils; cereals, toast, fruit and juice.

Uniform:

We expect pupils to wear the school uniform. We provide the first polo shirt free of charge.

School Uniform

A Knowle DGE polo shirt (Navy)
A Knowle DGE sweatshirt or fleece (no hood)
Black trousers or joggers
Black Shoes or trainers

6th form have their own dress code

P.E. Kit

A navy Knowle DGE t-shirt
Navy/Black shorts/joggers
Trainers (no black soles are permitted for indoor P.E. lessons)

Trousers and shorts can be purchased from supermarkets such as ASDA or Tesco. Branded school wear is available for purchase directly from school. All the garments offer excellent value for money and are made from hard wearing, machine washable fabrics, embroidered with our logo.

Arrivals and Departures:

Pupils arrive at the pupil reception entrance of the Academy where staff are able to greet them from 8.45 am. Staff will direct pupils to the appropriate entrances (according to key stage). Registrations will take place up until 9:00am when registration closes. Pupils arriving after this period will be recorded at front reception.

At the end of the day, pupils will exit the building from the appropriate exit and make their way towards buses and public transport at the front of the Academy. Pupils are encouraged to be independent travelers to and from the Academy; however, bikes, scooters, roller blades or skateboards are not permitted in the Academy building. We provide specialist storage for pupil's transport, where it

must be dropped off before morning registrations and picked up at the end of the Academy day.

Knowle DGE Terms Dates and Holidays 2023/2024 Academic Year

Inset Days

Communication

Staff will tend to call to relay key information. Additionally, In Lower and Middle school DoJo is used where you can see your child's points and get key messages. If you use social media we also have a closed Facebook group and update news on twitter. If you would like to join please follow the link or use the QR code.

<https://facebook.com/groups/593380846091379/>



Specialised Subjects and Requests for Contributions

At times subjects such as Hospitality & Catering, Design and Technology or Vocational may require small donations towards the costs of materials being used where young people will be taking the finished products home. Subject Tutors will provide you notice where small donations are required for a particular topic. We also provide a comprehensive range of extended activities over the year and staff leaders will ask for small financial contributions for these activities also.

Storage

Pupils in KS2 and KS3 have bag and coat storage areas provided in their tutor and learning bases.

All pupils are expected to follow our 'Engagement policy, where items such as mobile phones are handed in each morning to their tutors and kept safe. The following pages consist of a summary of our main Academy policies, forms to check for administration and consent letters.

As part of your induction, you will have an agreed transitional timetable. This will help you settle into our Academy and get to know everyone.

Your tutor will also take some baseline assessments such as reading, writing and maths. Don't worry; these are not 'tests' they help us set targets for you to get off to a good start in your learning at Knowle DGE.

Should you have any concerns or issues, then please talk with your Tutor or a Learning Facilitator who will be happy to help.

As parents/carers, we encourage you to get as involved with your child's learning as possible.

As an Academy, we hold regular theme days and celebration assemblies in order to celebrate success and achievement.

Admission Information to be kept on file

Pupil Surname		
Pupil First name/s		
Pronoun		
Date of Birth		
Religion		
Ethnicity		
First Language		
Home Language		
Country of Birth		
Nationality		
Address		
Home Telephone Number		
Email address		
Name of main parent/carer (parental responsibility)		
Phone number of main carer		
Name of second parent/carer		
Phone number of second parent/carer		
Is there anyone else with parental responsibility?		
Correspondence should be sent to		
Contact preferred via (please tick)	Phone	
	Text	

<i>We cannot always guarantee this form of communication</i>	Letter	
	Email	
Emergency Contact 1:	Name	
	Phone Number	
	Address	
Emergency Contact 2:	Name	
	Phone Number	
	Address	
Emergency Contact 3.	Name	
	Phone Number	
	Address	
Dr Surgery		
FiF or Social Worker?		
Any other agencies contacts		

Health and Medical Information

Health Information

Please write below any difficulties your child has such as hearing, wears glasses etc.

Allergies

Please write below any allergies your child has (a care plan will be discussed)

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At Knowle DGE we work with a range of agencies in order to support our young people. Do you agree to the following professionals seeing your child if required?

Professionals	Yes	No
Speech & Language Therapist		
Physio/Occupational Therapist		
Educational Psychologist		
School Nurse		
CAMHS Worker		
Therapist (play/drama etc)		
Mentor		
Youth Support Service		

Previous school:

Transport: LEA Coach/Taxi Walks Brought by Parent/carer

Lunch (circle as appropriate)

Paid Free Packed Lunch Special Diet

Do you need information translating into another language?

Preferred language:

Do you need information sent in a different font size?

Preferred font:

Positive Handling

At Knowle DGE we use positive handling to prompt, guide, reassure and comfort pupils. Examples of this are

- Holding the hand of a child at the front/back of the line when going to assembly or when walking together around the school
- When comforting a distressed young person;
- When a young person is being congratulated or praised;
- To demonstrate how to use a musical instrument or techniques during PE lessons and sports coaching
- To give first aid

On rare occasions we may need to physically intervene with pupils in order to keep themselves, others and the environment safe.

Types of incident where the use of reasonable force may be necessary fall into 3 Broad Categories:

- 1) Action due to imminent risk of injury
- 2) Action due to developing risk of injury or significant damage to property
- 3) Action where a pupil is behaving in a way that is compromising good order and discipline.

Should staff use physical intervention with your child, you will be contacted and informed of the circumstances and the use of positive touch.

Please see Academy “Engagement for Learning Policy”
 “Positive Handling Policy”

Knowle DGE academy follow the government guidelines set out by the DfE
“Use of Reasonable Force: Advice for head teachers, staff and governing bodies”
2013

I have read and have been informed that the use of reasonable force / Positive Handling may be used in order to reduce the risk of injury to my child or other

pupils and staff, reduce the risk of significant damage to property and to ensure that behaviours are not compromising good order.

Parent/Carer Name:	
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E-Safety / Internet Usage

Knowle DGE Academy recognises the fundamental benefits that ICT has on our Academy. Electronic use is now embedded in society and our aim is to prepare our young people and wider community to use this medium efficiently and safely.

Knowle DGE has an E-Safety policy and internet usage for staff and pupils. Knowle DGE supervises pupils whilst working on the Academy's server and internet content is filtered.

Key points : Academy devices used onsite.

- We do not allow the use of instant messaging, blogs, podcasting, social networking sites, video broadcasting, chat rooms, or music download sites. These are filtered websites, and it is requested that pupils do not attempt to access these sites.
- Email accounts are only set up by approved email providers.
- We don't allow the uploading or downloading of data through our network or onto a PC. We request that any student does not seek to gain access to our network or ISP through any devices.

Although we continually filter and monitor access to websites, we understand that at times, unsuitable sites may be accessed. Knowle DGE will record the site and arrange to have the site filtered immediately. Pupils who fail to adhere to the E Safety policy may lose privileges of using ICT at Knowle DGE for a period of time, the incident will be logged and any sign of cyber bullying will be actioned according to our equality policy. In some circumstances should some activity be a concern we will action this through our Safeguarding Policy and/or inform the police of any criminal activity.

Parent/Carer Name:	
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Searching, Screening and Confiscation of items

Following DfE guidance “Searching, screening and confiscation advice for Head Teachers, school staff and governing bodies” July 2023.

Knowle DGE under the direction of the Head teacher have a statutory power to search pupils and their possessions **without consent** if we suspect that a pupil has a prohibited item such as

- Knives or weapons
- Alcohol
- Illegal Drugs
- Stolen Items
- Tobacco / Cigarette papers / lighters / matches
- Fireworks (or flammable liquids and gas)
- Pornographic images / material (including any held on electronic devices)
- Any article that can be seen to or likely to be used to commit an offense or
- To cause personal injury to, or damage to the property of any pupil (including the pupil).

Knowle DGE may also operate screening with a hand held screening device, even if we do not suspect that the pupil has any of the prohibited items listed above.

This is to ensure our expectations of this policy in Health and Safety of all staff and pupils. It is a **STATUTORY REQUIREMENT** that Knowle DGE report any of the above incidents to the police.

Knowle DGE has a statutory power to confiscate, without consent all of the items listed above.

In addition, Knowle DGE will confiscate any electronic device should we suspect that it contains data or files that breach our E safety policy.

In order to avoid the confiscation of mobile phones, it is our standpoint that Mobile Phones or electronic devices are not permitted on site and therefore are handed in from Key Stage 1 to 4. In Post 16, pupils may have their phones in designated break time areas.

Parent/Carer Name:	
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Photographs at Knowle DGE

We are really proud of the achievements the young people make and take photos in order to display their engagement and achievements around the Academy.

We also like to be able to share these with parents and carers so you can see all of the fantastic things they are doing through newsletters, the closed facebook group and twitter. Occasionally we also wish to have photographs on our Academy website and in the local newspaper.

We will still photograph all young people for display around the Academy and within classrooms.

Photo usage	X if permission granted
Facebook (closed group to school only families)	
Class/school newsletters	
Website	
Twitter/X	
National news/media	

REQUEST FOR CONSENT FOR SPEECH AND LANGUAGE THERAPY INVOLVEMENT WITH YOUR CHILD/YOUNG PERSON

Dear Parent/Carer,

ChildSpeech provides speech and language therapy services to your child/young person's school and I have been asked by the school to see your child/young person for the following purpose:

- Screening for speech, language and communication need as part of a whole class screening programme
- Individual assessment of speech, language and communication
- Intervention

We need your consent in order to see your child/young person. Please complete the form below to indicate if you are happy for your child/young person to be seen.

All appointments will take place at school. If you would like to be present at the screening/assessment/intervention session, please let the school know so that we can arrange this.

If you have any questions or comments regarding this appointment, please contact me via the school office.

Yours sincerely,

Speech and Language Therapist

Name of child/young person:	
School:	
Class:	

Please sign below to give your consent for:

- Your child/young person to be seen by the school’s Speech and Language Therapist.
- ChildSpeech to collect and store personal information* about yourself and your child/young person for the purposes of delivering speech and language therapy.
- ChildSpeech to collect and share anonymous data* with the Royal College of Speech and Language Therapists (RCSLT), to enable ChildSpeech to measure the effectiveness of the speech and language therapy they provide.
- ChildSpeech to share reports and assessment findings with other professionals involved with your child/young person, including other Speech and Language Therapists and school staff. If you have any concerns or questions about this, please contact the school’s Speech and Language Therapist via the school office.

**This data is anonymous (i.e., does not include any information, such as name/date of birth etc. that will identify yourself or your child/young person). All data is stored according to general data protection regulation (GDPR) guidelines.*

Parent/Carer signature:	
Date:	

Your child/young person’s consent is also required if they are aged **11 years or older**.

Child/young person signature:	
Date:	

Sometimes it may be necessary to video or audio record your child/young person for the purposes of assessment and intervention. Please tick the boxes below if you are happy for this to take place.

- YES I give my consent for video recordings to be taken of my child/young person.
- YES I give my consent for audio recordings to be taken of my child/young person.



 tradingwithschools.org
 tradingwithschools@bristol.gov.uk
 0117 922 2444

TRADING
 WITH
 SCHOOLS

Parental Consent for Educational Psychology Involvement

Name of child / young person: Preferred pronouns (such as he / she/they)	DoB Age:
Educational setting: KnowleDGE	Year Group:
Parent/Carer names (please include all persons with parental responsibility for the child/young person):	
Contact tel no(s):	
Email address(es):	
Home address:	
Any special considerations (eg. child in care, adopted child, access arrangements)	

The Educational Psychology team uses psychology to support happy, effective learning and wellbeing. Further information about our role can be found at: [Educational Psychology Service | Trading with Schools](#) and [Educational psychology support - Bristol's SEND Local Offer - bristol.gov.uk](#).

We collect information about children and young people to work out and be clear about their special educational needs (SEN) and agree ways of supporting them. It is important for you to know why we are collecting this information and how we will look after it; see our full policy on the [Council website](#). We ask for your consent to gather information, compile this as a record of work done, and share with other services where relevant. We aim to work collaboratively with young people, their families, and school staff, however we understand that you may not wish to meet with us, and this is your choice.

We will only undertake involvement where there is relevant consent and completion of the 'essential' sections of this form.

CONSENT FOR EP INVOLVEMENT

I have read and understood the information in this form and consent to involvement from and Educational Psychologist

Role	Name	Signature
Member of staff		
Parent / carer (with PR)		
Child / Young Person		
Date:		

Service User Rights

To enable the EP to complete this work we will need to securely store you and your child’s personal data from this form (e.g. names, home address, contact numbers) and any assessment information or recommendations. Any reports will be shared with yourselves, school and other key people working with your child such as health and care professionals. The information will be kept until your child reaches 25, after this it will be destroyed. Please see our full policy: [Privacy - bristol.gov.uk](http://www.bristol.gov.uk/privacy).

Your rights as a data subject:

- You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.
- You also have a right of complaint to the Information Commissioner’s Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner.
- You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL, BS3 9FS
Data.protection@bristol.gov.uk

Learning Contract

As an Academy we will :	As a Young Person at Knowle DGE I will:	As Parents / Carers we will:
<p>Provide a safe, clean, healthy and motivational environment in which to learn. Hold individuals accountable for any misuse or damage caused to our Academy. Promote our ethos of 'Belief, Respect and Responsibility'.</p>	<p>Follow the Academy's conduct on behaviour. Look after my environment and all equipment and Academy property. Be responsible for any damage / breakages caused by myself to the Academy or others within the Academy. Uphold the Academy's STANDPOINTS.</p>	<p>Support the Academy in damage procedures and repay any costs involved in any type of damage caused to the Academy or others within the Academy. Support the Academy in upholding the Academy's STANDPOINTS (including the management of their mobile phones).</p>
<p>Provide safe and secure provision for personal items. Search any young person who we suspect as having illegal or dangerous items.</p> <p>Encourage good attendance through rewards and celebrations.</p>	<p>Be willing to hand over personal belongings that would not be appropriate to carry with me during learning times, including mobile phones.</p> <p>Attend daily and on time as a proud member of the Knowle DGE community. Wear the appropriate uniform. Bring the correct kit and equipment for specialised learning.</p>	<p>Support the Academy 'Amnesty' procedures and ensure our son / daughter does not bring dangerous or illegal items into the Academy. Ensure my child always wears the correct uniform for school, including P.E. kit.</p> <p>Ensure our son / daughter attends daily, punctual and with the right uniform and equipment.</p> <p>Inform the Academy if our son / daughter will be absent or late.</p> <p>Attend all meetings that have been set up for our son / daughter (Annual Reviews, Engagement meetings, Restorative, TAC, and PSP's).</p>

As an Academy we will :	As a Young Person at Knowle DGE I will:	As Parents / Carers we will:
Communicate with you and inform you of your son / daughter's progress, achievement and any concerns. We will also communicate with you via telephone, email, letter, text and newsletter	Attend meetings that I have been invited to attend. Inform home of any important information / pass on newsletters.	Provide the Academy with up to date contact information using the details provided on admission record.
Endeavour to ensure your son / daughter achieves their potential and makes good progress in all areas of learning. We will involve you in all key areas of this journey. We reward effort, success and achievement.	Engage and participate in all learning opportunities provided within the Academy so I can reach my targets I help to set myself each year. Complete Home Learning activities to enhance my learning.	Participate with Knowle DGE theme days / events and assemblies. To celebrate success and reward achievement. Attend all parent evenings/meetings and my child's Annual Review meeting. Supporting my child in their Home Learning.
Allow parents and careers the opportunity to voice their views / ideas to develop and improve the learning their son / daughter receives.	Feedback my ideas and concerns to Pupil Voice (school council). Talk to the staff/Learning Facilitator in my Hub if I have any worries/concerns at the Academy.	Inform the Academy immediately should you have any concerns or ideas for development. Always use the policy on complaints and grievances, as displayed on the website.

Parent/Carer Name:	
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Consent to Give Medication at Knowle DGE



Name	
Address	
DOB	
Allergies	
Parent/Carer contact details	

Medicines to be given in School: (Complete for each medication given)

Name of medicine:	
Strength and form of Medicine:	
Dose in mg:	
Method of administration:	
Time to be given:	
Medicine is	long term/short course (Please delete as appropriate)
If short course when does dose end?	
Special instructions (e.g. with food, or after food, whether medicine needs to be stored in the fridge, does it need dissolving crushing? Etc.)	

Name of medicine:	
Strength and form of Medicine:	
Dose in mg:	
Method of administration:	
Time to be given:	
Medicine is	Long term/short course (Please delete as appropriate)
If short course when does dose end?	
Special instructions (e.g. with food, or after food, whether medicine needs to be stored in the fridge, does it need dissolving crushing? Etc.)	

Please fill in further sheets if more medication is to be administered.

Signed	
Name	
Date	

I give my consent to an education/health worker who has received appropriate training to administer the above medication on my behalf during school time.

(Declaration to be completed by a person with parental responsibility for the child)

Enrichment/Trips

Enrichment activities and offsite visits are a key part of the Knowle DGE curriculum. When a specialised visit is arranged such as Horseworld, Swimming, Duke of Edinburgh etc you will be separately notified and consent requested for this.

However by signing below, you are agreeing to trips such as visits to monuments, parks, other enrichment activities taking place and your child being taken offsite.

Parent/Carer Name:	
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6th Form Offsite Priviledges

Only pupils in Year 12 and 13 are allowed offsite at lunch and breaktimes. By signing below, you are agreeing to your child having these privileges unless a health and safety risk deems this to be unsuitable.

Parent/Carer Name:	
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I have read and been informed of all policies and procedures within the induction booklet.

Document	Agreed (Please tick)	Signed by parent/Carer
Positive Handling		
E Safety		
Searching/Screening & confiscation of items		
Photographs (including Website/Twitter/Newspaper)		
Enrichment (Offsite visits)		
Learning Contracts		
Yr 12 and 13 permission to leave site		



School Uniform Price List

2024

	Age 5-6	Age 7-8	Age 9-10	Size 11-13	Size XS	Size S	Size M	Size L	Size XL	Size XXL
Poloshirt UC101 / UC103	£7.21	£7.21	£7.21	£7.21	£7.85	£7.85	£7.85	£7.85	£7.85	£7.85
Sweatshirt UC202 / UC203	£9.35	£9.35	£9.35	£9.35	£10.21	£10.21	£10.21	£10.21	£10.21	£10.21
P.E.T. Shirts SS6 / SS6B	£5.65	£5.65	£5.65	£5.65	£6.17	£6.17	£6.17	£6.17	£6.17	£6.17

	Age 7-8	Age 9-10	Age 11-13	32"	34"	S	M	L	XL
Fleece RG258 / RG117	£12.35	£12.35	£12.35	£12.35	£12.35	£14.75	£14.75	£14.75	£14.75