



## HOLY TRINITY CHURCH of ENGLAND ACADEMY, CALNE

[www.holytrinitycalne.co.uk](http://www.holytrinitycalne.co.uk)

### ACADEMY PROSPECTUS

Dear Parents,

Welcome to Holy Trinity Church of England Academy. We are a Single Academy Trust; this allows us to make decisions based on the needs of the children in our care. Our school serves the Calne community and enjoys excellent links with the other schools in the Calne cluster.

It is vital that you make the right choice of school for your child. We would encourage you to visit a number of primary schools, so that you can make an informed choice. Although our website is an excellent source of information, nothing can replicate a visit to our school which will give you a real 'feel' for Holy Trinity. We are happy to chat with new parents and view it as the important first step in creating a strong partnership between home and school.

We have an 'open door' policy in which communication between parents and school is valued. It is a privilege to be chosen as your child's primary school and it is important that that your child feels happy and that you feel reassured.

'Touchstone' moments are weaved through our rich curriculum, so that children will leave us at the end of Year 6 with a treasure trove of valued memories. Our focus on Building Learning Power enables our children to become life-long learners, who are able to adapt to an ever-changing world.

Please keep this prospectus for future reference.

Yours sincerely,

Graham Shore  
Headteacher.



## **THE ACADEMY AIMS AND OBJECTIVES**

1. To provide a secure and happy environment in which children can develop lively, enquiring minds, question and argue rationally, apply themselves, and so learn effectively.
2. To help children to become responsible, caring individuals, with well developed personal moral values while respecting those of others.
3. To help children explore the spiritual values at the heart of the Christian faith through worship at the academy and in church.
4. To ensure that children reach the highest possible level of competence in both spoken and written language and mathematics.
5. To help children to express themselves creatively through language, movement, art and music.
6. To provide children with a wide range of physical activities both individually and in groups.
7. To help children through religious, historical, geographical and scientific studies to explore the world in which they are growing up and to understand their own particular place within it.
8. To help children use and understand design and technology and computing in modern society.
9. The academy seeks the co-operation and active support of parents and families.



## Mission Statement

As a Church of England academy, our Christian values embrace and inspire all our achievements.

**Nurturing** – We feel safe, valued and able to take risks.

**Inspiring** – We all explore learning in fun and exciting ways.

**Achieving** – We celebrate our successes and look forward to new challenges.

## Ethos Statement

We are special and we all matter.

Jesus helps us make the right choices.

God looks after us and we look after each other.

# Now we're learning

HOLY TRINITY CHURCH OF ENGLAND ACADEMY

**Full Address:** Holy Trinity Church of England Academy,  
Quemerford,  
Calne,  
Wiltshire.  
SN11 0AR

Tel. No: (01249) 812424  
Fax No: (01249) 817831  
E-Mail: [admin@holytrinitycalne.wilts.sch.uk](mailto:admin@holytrinitycalne.wilts.sch.uk)

**Headteacher:** Mr Graham Shore

### **Governing Body**

Mr DI Conway (Chair of Governors, Foundation Governor)  
Mr S Colby (Vice Chair, Foundation Governor)  
Mr GC Shore (ex-officio Governor, Headteacher)  
Mrs R Caldecott (Non-Teaching Staff Governor)  
Mrs C Eddols (Co-opted Governor)  
Ms. M Moment (Foundation Governor)  
Miss E Pieroux (Parent Governor)  
Mr T Robins (Parent Governor)  
Mr E Sims (Foundation Governor)  
Mrs R Wood (Foundation Governor)

The Governors are responsible for agreeing broad policies for the academy, appointing staff, admitting pupils and making sure that the buildings are maintained. They meet regularly, at least twice a term and at other times if necessary.

### **Permanent Teaching Staff:**

Mr G Shore BA (Hons) PGCE NPQH NPQEL (**Headteacher**)  
Mrs J Brown BA (Hons) PGCE NPQH (**Assistant Headteacher**)  
Mr J Rumley BA (Hons) PGCE (**Assistant Headteacher**)

Mrs M Fergusson BA (Hons) (**SENDco and Pastoral Support Manager**)  
Miss S Froggatt BA (Hons), PGCE  
Miss A Frost BSc, PGCE  
Miss V Handley BEd, MEd  
Mrs C Innes BEd (Hons)  
Mrs H Lilly BA (Hons)  
Mr A Seaborne BA (Hons)  
Mrs S Shore BA (Hons) PGCE

Instrumental Music Teachers are engaged from Wiltshire Music Services (LA) and the Music for Schools Foundation. The school employs a part time speech therapist and has a designated Pastoral Support Manager.

### **Ancillary Staff:**

|                  |                           |
|------------------|---------------------------|
| Miss J Ray       | School Business Manager   |
| Mrs R Caldecott  | Admin Officer             |
| Mrs J Snell      | Admin Officer             |
| Mrs S Al-Salamat | MDSA                      |
| Miss E Allen     | TA                        |
| Miss M Beer      | TA/Art Club Lead          |
| Mrs L Dixon      | TA                        |
| Mrs M Durham     | TA and Catering Assistant |
| Mrs D Garrett    | TA/MDSA                   |
| Mrs J Godwin     | TA and Catering Assistant |
| Mrs C Hillier    | TA / MDSA                 |
| Mrs Y Hunt       | TA/MDSA                   |
| Mrs S Illman     | MDSA                      |
| Mrs Z Jeffries   | TA/MDSDA                  |
| Mrs V Parry      | TA                        |
| Mrs L Sawyer     | TA                        |
| Mrs V Webb       | TA                        |

### **Academy Status**

Holy Trinity is a mixed primary academy. We became a Single Academy Trust in May 2012. As a church academy, we enjoy a close relationship with the local Anglican community and with the Diocese of Salisbury. In addition, we work closely with a small group of Church School Single Academy Trusts. The spiritual, religious and moral nurture of the children reflects these relationships.

We accept boys and girls at the beginning of the academic year in which they are five. Please see the separate admissions policy for further details. Transfer within the maintained sector is mainly to Kingsbury Green Academy in Calne, although some of our children go on to other secondary schools/academies in the area.

### **Absences From the Academy**

If your child needs to miss school, please come to reception and pick up a 'Request for Leave of Absence' form. These are kept in a dispenser in the reception foyer and are usually printed on green paper. Please fill in the form and return it to the staff at reception. Forms can also be downloaded from the academy's website (<https://www.holytrinitycalne.co.uk/useful-downloads/>)

We routinely authorise children's absence for medical/dental reasons, days of religious observance, and family reasons such as bereavement.

We are only allowed to authorise absence during term time in exceptional circumstances and specifically not because holidays are cheaper or the weather is better. Holidays will not be authorised.

If parents take their children out of school without the academy's authorisation, the days are recorded as 'unauthorised' absences. The Local Authority issues fixed penalty notice fines to parents of children who have five or more days' unauthorised absence in a six-month period.

Please note that attendance at school is not compulsory until children turn five.

If the academy is closed due to emergency conditions, parents who have let the academy have their email details, will receive an email. The information will also be added to the news feed on our website: [www.holytrinitycalne.co.uk](http://www.holytrinitycalne.co.uk). There is a 'Snow and Bad Weather' tab on the Parents' icon for any additional information.

## THE CURRICULUM

### Under Fives

The curriculum for under fives (Foundation Stage 2) is based on the nationally agreed Foundation Stage Curriculum (Revised for 2021). Children are involved in carefully planned activities related to the following areas of learning:

- Communication and Language
- Physical development
- Personal, Social and Emotional development
- Literacy
- Mathematics
- Understanding of the world
- Expressive Arts and Design

This takes place in the context of a church academy where spiritual learning is also highly valued. The Academy places high value on good levels of staffing for under fives and employs full time teaching assistant support in the Reception class and throughout Key Stage 1. Children are encouraged to be as independent as possible, by for example, self-registration and dressing themselves for physical education. The under-fives curriculum is designed to prepare children for the National Curriculum from the start of Year 1.

Holy Trinity's strong Christian ethos guides everything that we do. We value all our children and know that pastoral care is vital for realising academic excellence.

### **How the Holy Trinity Curriculum has evolved**

Holy Trinity became an academy in May 2012. This gave us an opportunity and freedom to design a bespoke curriculum for the learners at our school. We wanted to develop the children's understanding of chronology, so history became the main driver.

Following the 2017, curriculum review, it was felt that the history focus, whilst rich in cross-curricular links had unbalanced the curriculum to the detriment of geography. A major focus on geography led to a number of changes; this was done in mid-year. This led to a partial unravelling of the curriculum, where we had built the curriculum around its links to history. During the 2018/19 academic year, we spent staff meetings and teacher training days analysing our curriculum and stripping back the subject areas. We knew that we had a great deal of work in front of us, but that we needed to ensure that our new curriculum was ready to be fully implemented in September 2019. The focus on historical chronology as a theme needed to be changed, as some aspects did not inspire and motivate the children as we had initially intended (for example, Avebury in Year 2 and Georgians in Year 6). Some vibrant areas of history were also being missed out because of the straitjacketing of a chronological approach, such as Ancient Greece. This was particularly evident when we took a group of children to the Houses of Parliament and witnessed democracy in action, without having studied the Ancient Greeks.

There have been times when we have adapted our curriculum to celebrate important events. In 2016, Holy Trinity celebrated its 150<sup>th</sup> anniversary – this was reflected in our curriculum

through a whole-school topic on the Victorians. Similarly, in 2018 we marked the centenary of the end of The Great War.

### **Why we do what we do**

We want all our children to leave Holy Trinity with a strong moral compass, God-given Christian values and a love of learning. Our children will not be able to look back on particular lessons or subjects in their dotage; but they will remember how they felt and were made to feel at Holy Trinity. They will remember that they were nurtured and loved by the school community. We want our children to treasure a series of 'touchstone' moments, such as dressing up as Romans, persevering on the climbing wall at Oxenwood, being involved in Trinity Day or being part of an Anglo-Saxon shield wall.

We aim to imbue all children with a life-long love of reading. Our library is a focal point and contains many signed and first editions. Reading is the gateway to learning and enriches the lives of everyone.

There is no way of knowing what technology will be available to our children, when they enter the world of employment. Building Learning Power was implemented in 2008 and is part of the fabric of Holy Trinity. Holy Trinity's focus on learning dispositions enable our children to grow as learners and become more adaptable to the ever-changing world. Calne is a relatively monocultural town in Wiltshire. At Holy Trinity, we show through the day-to-day interactions between children and staff that anything is possible. Through enrichment, touchstone moments and the school's emphasis on developing everyone as learners, children are exposed to the potential and richness of modern life.

### **The How**

At Holy Trinity there is focus on 'deep' learning. We give the children opportunities to deepen their understanding through skillful questioning. Whilst we strive to 'cover' the curriculum, we do not move on unless children have internalised what they have learned. As a Single Academy Trust, Holy Trinity is forward-thinking and outward-looking. New initiatives are explored and adopted if they have an impact on our children. The staff are always searching for 'marginal gains' – looking at finely tuning aspects of delivery. Holy Trinity is a family of reflective learners.

We have a flexible approach to the curriculum, insofar as having five discrete subjects a day doesn't work for the children in our care. Taking time to teach a subject over the course of a morning or teaching a subject in a block pays dividends in terms of ensuring higher quality outcomes.

### **Next Steps**

We know that our curriculum will never be completed; it is an ongoing piece of work. As part of an annual review, we are always adapting what we teach to the learners in our care.

### **Nurturing, Inspiring and Achieving.**



## **The National Curriculum**

The academy's Curriculum Offer is available to download on our website for parents who would like to more information (please select the 'policies' tab on the downloads menu).

During an average school week, the hours spent teaching, including religious education, but excluding daily collective worship, registration and lunch and other breaks are 21 hours and 40 minutes for Key Stage 1, and 23 hours for Key Stage 2.

In accordance with the National Curriculum, the following subjects are taught throughout the academy:

### **Core subjects**

- English
- Religious Education
- Science
- Mathematics
- Computing

### **Foundation subjects**

- Art
- Design and Technology
- Music
- History
- Geography
- Physical Education
- Personal, Social and Health Education and Citizenship
- Modern Foreign Languages at Key Stage 2

The academy follows national guidelines and provides daily English and mathematics lessons. All work is carefully matched to the child's ability. For some activities, pupils are grouped together, according to ability and in others according to friendship.

There is statutory assessment of children in English and mathematics on entry, at the end of reception year, in Year 1 (phonics screening), Year 2 and Year 6. Parents will be notified of their child's progress and attainment in these tests. Parents also receive an annual report on their child's attainment and progress.

### **Cross Curricular Learning**

Wherever possible, learning is linked across subjects. Children are given opportunities to apply skills learned in other subjects and encouraged to see the links between different areas of learning. In this way, they readily see the practical value of their learning and they are interested and stimulated into wanting to find out and to learn. Children's learning is carefully recorded to ensure continuity throughout the academy. Children are encouraged to continue their learning outside of school by carrying out further research into school topics.

The academy's curriculum is carefully designed to make the most of cross curricular learning and is also rooted in the local area and the opportunities it provides.

### **Educational Visits**

All classes go on at least one visit outside of school each year, and usually more. These are invaluable in giving children first-hand experience and encouraging active learning.

These are examples of educational visits during the 2018-19 academic year. We have added an approximation of the costs to help parents:



Reception: Bristol Wild Place Project (£21.50 – 2018-19)  
Year 1: Farleigh Hungerford Castle (castle topic) (£12.50 -2016-17 price)  
Year 2: Museum of Cosume (art) and Avebury (history topic)  
Year 3: Bristol Science Museum (£21.50 – 2018-19)  
          Chedworth Roman Villa (£16.50 -2019-20 price)  
Year 4: Oxenwood Residential 3-day visit (£150 -2019-20 price)  
Year 5: Cadbury World (Geography/PSHE link) (£36 -2021-22)  
Year 6: Beacon Residential 5-day visit (£280 -2019-20 price)

Year 6 also attend the Leavers' celebration event at Salisbury Cathedral each July. This has been held remotely over the last two years.

The academy needs to cover its costs. If you find it difficult to pay for these trips, please make an appointment to speak confidentially to the Headteacher.

Parents/carers can pay in small amounts or be given longer to pay; we will be unable to guarantee that the trips will go ahead if we have not received all monies.

### **Learning Skills**

Holy Trinity places great emphasis on teaching the skills that children require to be independent learners. We are preparing them for lifelong learning in an ever-changing world, where knowledge is doubling every few years and the things we learned 10 years ago are often now irrelevant. In the past, success in school has often meant success in life, but this is less and less certain. Being a good learner is more important now than ever.

At Holy Trinity Academy, we want all learners to leave our care with a well-developed love of learning and a strong moral core of Christian values. Our subject leaders have designed and continue to adapt a bespoke curriculum which celebrates the local identity of the academy and prepares our children for the rigours of life in the twenty-first century.

We are constantly developing innovative ways of giving the pupils opportunities to develop and enhance their key English and Mathematics skills across the curriculum. Many subject areas are taught in a cross-curricular way through topics, but there are times when key subject-specific skills need to be imparted to the children. Staff are eager to create 'touchstone' moments for the children through topic-themed days and weeks, which bring learning alive.

We always look to make the learning as meaningful as possible and related to the real world, by giving the pupils hands-on experiences and the chance to meet people and visit new locations to enhance their learning experiences. Learners at Holy Trinity have a developed understanding and empathy with their local, national and global communities.

### **How is the curriculum organised?**

In their first year in school, children will follow the Foundation Stage Curriculum. Those who have attended a pre-school setting will already have started working towards the 'Early Learning Goals'. We aim to develop the children's curiosity and capacity to innovate as independent thinkers and learners, through a balance of teacher-directed and independent learning opportunities.

During their time at Holy Trinity, children are taught in a variety of ways. Some children may work individually or in small groups with extra support, either inside or outside the classroom, to support specific SEND (Special Education Needs & Disabilities) targets.

### **Breakfast Club**

Breakfast Club runs each morning before school. If you would like your child to come to Breakfast Club from 7.30am the cost will be £3.50 for childcare or £4.50 to include breakfast.

If you wish your child to come to Breakfast Club from 8am, the cost will be £2.50 for childcare or £3.50 to include breakfast.

Breakfast consists of fruit juice (not squash), toast with Marmite, jam, honey etc. and many kinds of cereal. Parents do not have to book in advance for your child, you are welcome to just turn up on an ad-hoc basis. Payment must be made on the day or in advance please.

There are two flat rates; one from 7.30am to 7.59am and the other from 8am. We have spoken to a number of providers and this is how they separate different users. If you do not wish to pay the early costs, please ensure that your child is not lining up outside the Breakfast Club door before 8am. This will avoid any misunderstanding.

### **Extra-Curricular Activities**

Various clubs meet after school and at break times. The list changes according to season but may include such activities as choir, art, recorders, netball, football, crafts, gymnastics, multi-sports, science, tag rugby and languages. The range of clubs is limited by the available space, time and adults.

### **Community Links**

The academy has a close relationship with the Anglican Church and the church communities in Calne and uses Holy Trinity Church and St Mary's Church for services and festivals. The Open the Book team share and dramatise stories from The Bible every Wednesday in our Collective Worship.

We raise funds for local charities, and we invite groups and individuals to share their experiences with us. Through governors and parents, the academy has connections with industry, which has enabled us to enhance our computers, sports and other equipment, and also the school premises. Holy Trinity takes part in community events such as the annual Remembrance Day service and the lantern parade. Events such as the Summer Fete, and Friends fundraising activities are open to all and are supported by individuals and local businesses.

### **Secondary Liaison**

Most pupils transfer to Kingsbury Green Academy (formerly The John Bentley School) at the end of Year 6, although every year some go to Chippenham schools and a few to the independent sector. During Year 6 the pupils spend several days at Kingsbury Green Academy accompanied by the class teacher, which allows them to begin to familiarise themselves with the geography of the school and secondary school life. In the summer term the pupils spend a further day at Kingsbury Green Academy working in their Year 7 tutor groups.

## **Holy Trinity Church of England Academy Home - School Agreement**

Holy Trinity Church of England Academy is a caring academy whose teachers and governors welcome partnership with parents in the education of their children.

We aim to create a successful partnership between home and school, in order to provide an enriching, rewarding learning experience for the children.

We believe our partnership with you will be improved by this 'Home-School Agreement' which makes clear the rights and responsibilities of all in our school community.

**As a Christian Academy in the Anglican tradition the Headteacher, Governors, Teachers and Support Staff will, to the very best of their ability, use the resources available to them to:-**

- meet your child's entitlement to a broad and balanced curriculum, delivering this to a high professional standard.
- provide a safe and secure learning environment that maximises children's potential
- maintain the ethos of the school and enable your child to develop their knowledge, skills, attitudes and understanding to prepare them for the future
- improve standards by monitoring progress and setting targets for improvement
- Keep you informed of your child's progress, and the life of the school
- identify and help children with special educational or behavioural needs
- promote and follow the academy's Positive Behaviour Policy
- Offer equal opportunities to all
- offer you opportunities to become involved in the life of the school community
- contact you if your child is not in school and you have not contacted us

**As family I/we will try to the best of my/our ability to:-**

- help my child to make the most of their time at Holy Trinity
- Ensure my child comes to school every day, on time, rested and healthy
- seek permission for unavoidable absence, and tell school if my child cannot attend through sickness by 10am on the first day of absence
- provide school with accurate and up-to-date contact information
- tell the academy about concerns, problems or circumstances that might affect my child's learning or behaviour
- support the academy's policy on uniform and Positive Behaviour, and provide the necessary kit for PE/Swimming/Art etc.
- show an interest in everything my child does in school, and support them in homework, reading and other home learning opportunities
- attend parents evenings and have a regard for activities and open evenings at the academy, attending whenever possible

Parent/Guardian Signature.....

**As a pupil I will try to the best of my ability to:-**

- be honest, friendly, kind and helpful.
- wear my school uniform properly.
- move around the academy safely and quietly
- remember to bring into school what I need for each day.
- look after things and share.

Child's Signature.....

## **SCHOOL DINNERS**

Hot school dinners are provided by Sue Brady Catering, from Marlborough. This firm have been in business for 15 years and provide lunches to many of the schools in the area. All their meat is sourced from Sumbler's Butchers, Marlborough, fish from M & J Seafood and fruit and vegetables are as local and seasonal as possible. We have been very impressed by the quality of the food. Food is cooked at the company's kitchens in Marlborough and delivered to the school each day in heated boxes.

The cost of a dinner is currently £2.50, but all children in Reception class, Year 1 and Year 2 are entitled to a free meal. Parents can still send their children with a packed lunch if they wish.

The ordering system works like this:

1. See the menu / order form 2 weeks in advance – menus are sent home as paper copies and can also be printed from the company website [www.suebradycatering.com](http://www.suebradycatering.com) . You can also order online until midday on Wednesday of the week before you want the lunch.
2. On the menu, tick the option you would like each day. Any days that you don't want school lunch, leave blank. Fill in your child's name and class (you need only do this once on each form).
3. Send the order form into school by 9.00 on Thursday of **the week before** you want the lunch, **with the payment** – **cheques or cash only, please – no cheques under £7.50**. One cheque per family.
4. If your child is off sick, phone the company (Tel No 01672 519200) by 9.00 am and you can have a credit for another week. Please clearly mark the following week's order form with your name and the date that your credit was for.

**PLEASE NOTE** that no meals will be provided if they have not been paid for in advance, by lunchtime on Thursday of the previous week. Children will **not** be able to bring money on the day and have a school meal, and if you forget to pay there will not be any food.

## **Children eligible for free school meals**

The ordering process will be exactly the same for children who have free school meals. Just mark what you want on the menu, but don't include payment. We have a list of those families claiming free meals and we will send payment for them. If you do claim free meals it is important that you keep your claim up to date, otherwise we won't be able to pay for them.

## **Are you eligible for free school meals?**

The answer is Yes for Children whose parents or carers are in receipt of one of the following:

- Income Support
- income-based Jobseeker's Allowance
- an income-related employment and support allowance
- Child Tax Credit and have an annual income that does not exceed £16,190 as assessed by HMRC.
- the guaranteed element of State Pension Credit

Please call at the school office to collect a free school meals claim form. Do this well in advance because the benefit cannot be backdated.

**FREE SCHOOL MEALS ALSO MEANS PUPIL PREMIUM.** If you meet the criteria above for free meals then the school will also receive £1200 per year of pupil premium money. This is used to ensure that your child does not fall behind others in school. But you **MUST** let us know. Now that school dinners are free for younger children we have no other way of telling if you're eligible for pupil premium.

### **School Lunches - FAQ**

#### **Is there a vegetarian option?**

Yes - always. The vegetarian options follow the main option as closely as possible, e.g. using quorn instead of meat in a lasagne.

#### **What about other special dietary requirements?**

These are all catered for. Please write your requirements clearly on the order form e.g. "Gluten free please".

I hope that this gives you all the information that you need. If you have any other queries, please ask at the office.

Initially we will send out menus to all children, so that you can see the food on offer. As time passes we will get to know the 'regulars' and will only send menus to them. You will always be able to pick a menu up from the school office or print one off from the company website.

## Dear parent/carer

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at Holy Trinity CofE Academy.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording and celebrating special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We have a specific policy regarding the use of images and also include the safe use of mobile phones and personal devices as part of our online safety policy, which you are welcome to view or take a copy of at any time.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely



Graham Shore  
Headteacher



## Parental Consent for Images

- This form is valid for the period of time your child attends Holy Trinity CofE Academy. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the academy without additional consent.
- We will not use the personal information or full names (which means first name and surname) of any child or adult in a photographic image or video on our website, online, in our prospectus or in any of our other printed publications.
- If we use photographs of individual children, then we will not use the full name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.
- We may include pictures of children and staff that have been drawn by the children. We may use group photographs or footage with general labels. We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way and to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing Holy Trinity CofE Academy in writing.

|   | Please Circle as Appropriate |
|---|------------------------------|
| May we use your child's photograph/image in displays around the school/setting?   | Yes / No                     |
| May we record your child's image or use videos for assessments, monitoring or other educational uses within the school/ setting? These images or recordings will be used internally only. | Yes / No                     |
| May we use your child's photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes?                                       | Yes / No                     |
| May we use your child's image on our website or other electronic communications?  | Yes / No                     |
| May we record your child's image on webcam for appropriate curriculum purposes?   | Yes / No                     |
| Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the setting?                                    | Yes / No                     |
| Are you happy for the school to print images of your child electronically?  | Yes / No                     |

- I have read and understood the conditions of use and I am also aware of the following:
  - Websites can be viewed worldwide and not just in the United Kingdom where UK law applies.
  - The press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.
- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate.
- As the child's parents/guardians, we/I agree that if we/I take photographs of our child/ren which include other children, then we will only use these for our personal use.

Name of Child:

Date:

Parent's/Carer's Name:

Parent's/carer's signature:

Child's Signature (if appropriate):



## Parent/Carers Acceptable Use Policy Statements

I have read and discussed the Acceptable Use Policy (attached) with my child

- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the academy's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the academy will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that if the academy has any concerns about my child's safety online, either at school or at home, then I will be contacted
- I understand that if my child does not abide by the academy's Acceptable Use Policy then sanctions will be applied in line with the schools behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted
- I, together with my child, will support the academy's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school Online Safety (e-Safety) Leader (Mr Shore), The Computing Subject Leader (Mr Riley), my child's teacher or the Head Teacher if I have any concerns about online safety (e-Safety)

I will visit the school website (<http://holytrinitycalne.co.uk/>) for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home

- I will visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.internetmatters.org](http://www.internetmatters.org) [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home

**I have read the Parent Acceptable Use Policy.**

Child's Name..... Class.....

Parents Name.....Parents Signature.....

**HOLY TRINITY CHURCH OF ENGLAND ACADEMY**

Quemerford, Calne, Wiltshire SN11 0AR

Tel: 01249 812424

Email: head@holytrinitycalne.wilts.sch.uk

**APPLICATION FOR ADMISSION**

Holy Trinity is a self governing school and therefore admissions are determined by the Governing Body. Parents seeking admission for their child to the school are asked to complete this form and return it to the Clerk to the Governors, c/o Holy Trinity School. The 'Standard Number' for admission in any school year is 30 pupils. In the event of applications exceeding this number for any school year, children are admitted in accordance with the governors published Admissions Policy which is attached.

Completed forms **MUST** be returned by 15th January for any admissions during the following school year, September-August. **PLEASE ENSURE THAT THE WILTSHIRE COUNTY COUNCIL FORM IS SUBMITTED BY THE DUE DATE AS WELL AS RETURNING THIS FORM TO HOLY TRINITY SCHOOL.**

|  |  |                  |                             |          |            |        |  |
|--|--|------------------|-----------------------------|----------|------------|--------|--|
| 1. SURNAME of child:   |  |                  | 2. CHRISTIAN name of child: |          |            |        |  |
| 3. Date of birth of child  |  | 4. Home address: |                             |          |            |        |  |
|  |  |                  | 5. Tel No:                  |          | Mobile No: |        |  |
| 6. Names and dates of birth of any older children in your family who are currently attending Holy Trinity School:  |  |                  |                             |          |            |        |  |
| 7. Please give details below of your reasons for wishing your child to attend Holy Trinity School. <i>(If your request is made on denominational grounds, please complete section 7a).</i> |  |                  |                             |          |            |        |  |
| 7a. REQUEST ON DENOMINATIONAL GROUNDS.(This information is required in order to obtain the appropriate reference)  |  |                  |                             |          |            |        |  |
| Name   |  | of               |                             | Minister |            | of     |  |
| Religion: _____  |  |                  |                             |          |            |        |  |
| Address: _____   |  |                  |                             |          |            |        |  |
| _____  |  |                  |                             |          |            |        |  |
| Status and Religious Denomination:   |  |                  |                             |          |            |        |  |
| 8. If you are applying to other schools, is Holy Trinity your first preference?  |  |                  |                             |          |            | Yes/No |  |

**9. NAMES OF PARENTS (BLOCK CAPS PLEASE)**

**Mr.** \_\_\_\_\_ **Mrs.** \_\_\_\_\_ **Ms.** \_\_\_\_\_ **Other:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Mr.** \_\_\_\_\_ **Mrs.** \_\_\_\_\_ **Ms.** \_\_\_\_\_ **Other:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Date** \_\_\_\_\_

FOR SCHOOL USE  
ONLY

Received:

School Year: