



Welcome to Melksham Oak Community School



The School Day

8.40 – 9.00am	Tutorial
9.00 – 10.15am	Period 1
10.15 – 10.35am	Break
10.35 – 11.50am	Period 2
11.50 – 1.05pm	Period 3
1.05 – 1.35pm	Lunch
1.35 – 2.50pm	Period 4

Be Prepared

Students will need a bag to keep everything in. This should be suitable to carry on their back and should be big enough to hold exercise books, A4 folders, a pencil case and P.E. kit. Students will carry this with them as we have no lockers at school.

Every student will need to bring the following equipment to school every day. This is very important because without it students do not make appropriate progress.

A pencil case containing:

- Pens
- Pencils, sharpener, ruler
- Rubber
- Pencil Crayons or felt tip pens

In addition for Mathematics:

- A Calculator
- A pair of Compasses
- A Protractor

Canteen

We currently use a biometric system to manage the payment for meals in the canteen. This system is supplied by Cunninghams.

This is a system that recognises a scan from a finger or thumb to identify an individual. Cunninghams has created a unique solution that *does not store* the fingerprint, but instead stores a numeric representation of the print. It does this by extracting features of the fingerprint (points where capillary lines of the fingerprint have branches or ends), forming a recognition string, and comparing against this each time.

At no time is the fingerprint image scanned or saved. The print image cannot be regenerated from the information that is stored on the database

In this instance, biometric technologies can offer some additional advantages over other identification mechanisms:

- Students do not need to remember to bring anything with them to the canteen and there is nothing that can be lost.
- There is a reduced opportunity for bullying and theft.
- Costs can be reduced as, for example, there is no requirement to replace lost or damaged smartcards.
- Such systems can also speed up service in canteens and dining rooms.

Arrangements for School Meals

- Lunchtime is 1.05 -1.35pm
- If the family income falls below a certain level, your child may be entitled to receive free meals. Application forms available from either the School Office or Wiltshire Council. All enquiries are treated in complete confidence, and dealt with as speedily as possible.
- Supervision is provided for those who lunch on the premises. Those students must remain on the site for the whole of the lunch period.
- Students who go home for lunch will be provided with a Lunch Pass after we have received written instructions from parents. They are expected to go home for lunch rather than wander the local area. Students do not leave the site at break time.

Melksham Oak Community School Uniform

UNIFORM

Our uniform at Melksham Oak Community School is:

- Navy blue school sweatshirt (must have Melksham Oak Community School name and logo embroidered)
- Black school skirt (no lycra) or plain black ankle length trousers (not cords, denims, ski pants, track suits, ¾ length crop trousers or leggings)
- Navy blue school polo shirt (must have Melksham Oak Community School name and logo embroidered)
- Black shoes (not boots or trainers)

Please also see our expectations of shoes, haircuts and jewellery:

- Extreme hairstyles or unnatural hair colours are not acceptable.
- For safety reasons, only one pair of studs or small sleepers are allowed in each ear. Other jewellery should be discreet and safe.
- We will not tolerate facial piercings. This is a policy enforced by all the schools in West Wiltshire for Health and Safety reasons.
- The school will not take responsibility for the loss of any valuables.

The school has made the decision to ban the wearing of hoodies and non-school uniform jumpers to School; Students may only have a hood as part of a waterproof coat. Students should wear their sweat shirts rather than jumpers.

The Multi-use games area will not be used by students during break or lunch time and so students will no longer need to bring trainers to school apart from for PE. Students in trainers without a note will be sent home to put on the correct uniform.

In the Sixth Form there is no school uniform. Our students are expected to be presentable and appropriately dressed for work.

ANY STUDENT ARRIVING AT SCHOOL UNSUITABLY DRESSED MAY BE SENT HOME OR BE WITHDRAWN FROM LESSONS, IF WE ARE UNABLE TO CONTACT YOU.

The sole supplier of our sweatshirts and polo shirts is Sportsbug on the high pavement in Bank Street, Melksham.

PE Kit

Kit

- Melksham Oak rugby shirt (compulsory for boys, optional for girls)
- Melksham Oak sweatshirt (compulsory for girls, optional for boys)
- Melksham Oak shorts (compulsory for boys, optional for girls instead of skort)
- Melksham Oak 'skort' (optional for girls instead of shorts)
- Melksham Oak socks
- Melksham Oak t-shirt
- Melksham Oak Tracksuit bottoms with school badge (optional)
- Training shoes
- White ankle socks
- Football boots

All items of clothing & equipment should be marked with the student's name.

In the interests of safety both boys and girls must have football boots for all activities performed on grass in the winter months.

It is highly recommended that mouth guards are used for rugby and hockey and shin guards for football, rugby and hockey. This is in line with National Governing Body recommendations.

No jewellery may be worn for any PE activity.

Non-Participants - exemption from P.E.

Please inform the Head of PE of any physical disability of which the Physical Education staff should be made aware e.g. asthma, a heart condition, defective hearing or vision or other disability due to previous illnesses or operations. All students wishing to be excused P.E. must bring a letter from home signed by the parent/guardian giving details as to why they cannot participate. If you have been excused from PE you will still be expected to bring your PE kit as you may be asked to officiate or coach as every attempt will be made to involve the student in the practical elements of the lesson.

In certain circumstances, students who cannot participate on a long term basis will either be set project work by the Department or will arrange for work from other subject areas to be completed during P.E. lessons in the School Library.

Climate for Learning

The school has adopted a 'Behaviour for Learning' Policy. This enables us both to be much more consistent, and to teach students how to make the right choices. Students are rewarded for making the right choice and warned that they face a consequence if they continue to make the wrong one. Consequences include losing some free time, after school detentions or exclusions from lessons. No student may opt out of a school sanction. Rewards are aimed at encouraging our young people to be the best that they can be and include gaining social times and are competitive between the houses. Prizes and certificates are awarded to students for achievement and effort throughout the year. Our aim is to offer many more rewards than consequences.

It is important to keep parents informed of students' progress. It is hoped that all parents will come into school when invited to do so. This system has proved an effective and beneficial means of discussion and consultation between Parents and Staff, which greatly assists the links of friendship and co-operation between School and Home.

Serious Incidents

We have an Incident File to record any incidents of physical contact with student(s). Any concerns regarding racism or homophobic behaviour will also be recorded in separate Incident Logs. All incidents of bullying are also recorded.

On Report

Being "on report" means that students carry a card / sheet to each lesson on which the class teacher can record how well the student has done. These reports, which can be both positive or sanction-based are monitored by the Group Tutor, the Welfare Team or a member of the Senior Leadership Team and are most effective when they are signed at home every night.

Internal Exclusion

We have a system of Internal Exclusion. The student is withdrawn from all lessons and the work that they would be doing is sent to them. They work in silence and break and lunchtime are spent separated from other students.

Exclusion

In law only the Headteacher or Deputy Headteacher may exclude a student from school. At Melksham Oak we try to keep young people in school as far as possible and so we have an off-site exclusion centre on the Bowerhill Estate called the Lancaster Centre, where students attend during any exclusion period and complete work set for them by their teachers. Sometimes with extremely poor or dangerous behaviour, we have no choice but to exclude students externally home into parental care. Parents are informed immediately about exclusions, whether Lancaster Centre, fixed term or permanent, and any oral communication is confirmed in writing.

Extra-curricular Activities

Clubs, societies and regular extracurricular activities will be offered throughout the year.

ALL clubs and activities are publicised on the web site, in the drop down menu “for students”, for each year group so please use this to see what is on each term and get involved!

1 Clubs and activities

There is a wide range of clubs and activities for students to get involved in. These range from maths clubs, language activities, STEM (science, technology, engineering and maths) plus many others. The full details of clubs available for each year group are advertised on the web site.

2 Sports activities.

A wide range of sporting activities are available to all students. The P.E. department believe that extra-curricular activities during and outside of school time form a natural extension to P.E. curriculum time. This aspect of work within the school provides both recreational and competitive sports events on a weekly basis. Students are expected to wear school kit for all events unless arrangements have been made otherwise with the P.E. staff.

Homework

At Melksham Oak we expect all students to do homework.

Homework is set by teachers using the online homework calendar “Show my homework”.

All students have access to this using their individual PIN. Parents are also able to access this calendar, again using their PIN. The PINs are provided by letter at the start of year 7. Any issues with accessing the Show My Homework calendar should be referred to the tutor.

A few helpful hints for doing homework:

- It is often helpful if your child has somewhere quiet and comfortable to complete their work.
- Parents should use the online calendar to support their child in organising their time to complete tasks by the deadline.
- If your child asks you for help about homework please support them.
- Homework is designed to develop personal study skills and to consolidate learning.

Children who need additional support

SENCO: Miss J. Furnivall

Learning Support Department

We know that all children differ greatly in their strengths and challenges. The Learning Support Department endeavours to enable all students to experience the best possible educational outcomes.

We gather a significant amount of information from primary schools and home visits to inform us about different students. If students transfer from elsewhere we will liaise closely with their previous school.

We operate a range of interventions for students; some of which are on a withdrawal basis. Our long term aim is always that students are fully included in lessons when appropriate. If your child is involved in one of these interventions, we will contact you to give you full details.

In the meantime if you are concerned about your child's special educational needs please contact Miss Furnivall, SENCO at school.

Phoenix Counselling

Counselling is available every day (excluding Wednesday) through our School Counsellor, Mrs Spooner, who runs the Phoenix counselling service at the school.

If a student wishes to meet with Mrs Spooner, they can access the service in one of the following ways;

- Self-referral – using the blue post box which is in the Haven (self-referral slips are provided and the box is checked weekly)
- Referral via a member of staff e.g. tutor

Students can use the counselling service to talk about any problems or worries they have such as relationship difficulties, stress about school or home life, bereavement and any other issues which are affecting a student's emotional wellbeing. The counselling session is private and Mrs Spooner will explain how the confidentiality policy works at the first meeting. Mrs Spooner is a qualified counsellor with several years' experience of working with and supporting young people through temporary difficulties in their lives.

Counselling aims to develop students in to becoming resilient young people rather than dependent ones and Mrs Spooner works in a way which enables students to consider new ways to support themselves through difficulties which may arise throughout their lives.

Parents are welcome to contact Mrs Spooner via email spoonerg@melkshamoak.wilts.sch.uk or by telephone 01225 792780 if they have any concerns regarding their child.

Attendance

If a student is absent from school, you are asked to ring the school on

Tel: 01225 792700

(and follow instructions for reporting absence)

as early as possible on the first day of absence, and leave a message stating the reason for absence.

A student should not be absent from school unless he/she is ill or has prior permission from the school. We understand that sometimes illness is unavoidable but your child's attendance should be above 95%.

Holidays in Term Time

We strongly discourage parents from booking holidays in term time as absence from school is proven to lower a student's ability to reach their potential.

In all circumstances of holiday leave a written application must be made to the school **in advance** of the holiday, by the parent with whom the student normally resides. Application forms for holidays or any planned absence are available from the main office.

Staff should not be asked to provide work. We expect that every student will accept responsibility to catch up with the work missed while they are away.

Truancy Call

Part of our monitoring procedures for attendance will include truancy call. This is a system where you will be contacted by the school's electronic system should your child not arrive at school and you have not informed us of a reason.

Emergency Closure of the School

If the Headteacher decides that a departure from normal school routine is necessary and that the school is to be closed, he will inform parents by using the local Radio Stations BBC Wiltshire and Heart Radio (Wiltshire). If this decision is taken during the school day and students are to be sent home early then we will make every reasonable attempt to make sure that there is someone available to receive them and that the arrangements for getting them home are secure.

Persistent Absence

If your child's attendance falls below 95%, you will be contacted by your child's tutor or our Attendance Officer, to let you know that there has been a drop in attendance or to discuss how we can support your child to attend more regularly. As necessary we will also involve the Local Authority Educational Welfare Team.

Medical Matters

Please let the tutor know if there is any special medical history which may affect your child's performance in school. Such information is intended as a guide to assist the staff in understanding the students' needs but the School does not wish to ask for information on matters which parents are entitled to regard as private and confidential.

Parents are requested not to send their son or daughter to school if he/she is not well enough to attend lessons. We do not have any facilities to look after sick children.

Medical and Dental inspections are arranged in conjunction with the area health committee and parents are informed in advance. Immunisation programmes are also run as appropriate.

In the event of illness or injury to students at school, arrangements exist for first aid treatment. If students need to go home, parents will be contacted and asked to collect their child from school. It is expected that students do not contact their parents without first reporting to Reception

It is important that you give us an emergency telephone number or one of a neighbour or friend who can reach you.

Lost Property

- Articles of lost property are handed in to the School Office
- The owners may reclaim their property from the Office during break time, lunch time or after school
- Please make sure all items are clearly named
- Every attempt is made to return named items to their owner

Mobile Phone Guidance

We believe that mobile phones have a useful role to play in the technological world that we live in, when used sensibly and in appropriate circumstances, but we do need clear guidelines in the interest of everyone.

- Mobile phones may be brought into school, except into examination rooms, entirely under the owner's risk.
- Mobile phones are not allowed in exam rooms, and will need to be handed in to the invigilator for safe keeping.
- Mobile phones should be switched off in lessons. Use in lesson time could result in the mobile phone being confiscated until the end of the school day.
- Mobile phones are the student's sole responsibility and should be insured as such. The school cannot accept any liability or make recompense in the event of loss.

The school would expect all communication between student and parent during the school day to occur via the school office, as making emergency contact with students at any time of the day could be distressing without a member of staff being there able to deal with any consequences.

There is national concern as to the number of mobile phones being stolen by street robbers and young people are especially vulnerable. By taking a few simple steps the risk of becoming a victim of a mobile phone theft can be reduced and we would urge all students to take them.

- Register the mobile phone with the operator so that if it is stolen the SIM card can be barred.
- Always use a mobile phone security lock code or pin number.
- Know the mobile phones' 15 digit serial number or IMEI which can be accessed by keying into the phone *#06# or by looking behind the battery. This number could help the police to trace ownership quickly.

The Local Governing Body

The school is run by a body of Governors. A full list can be obtained from the school.

If you wish to contact the governors, you can do so via the:

Clerk to the Governors:
c/o Melksham Oak Community School.

Melksham Oak is part of the Academy Trust of Melksham and full details of the policies can be found at atom.wilts.sch.uk.

Transport to and from School

Walking

All students will need to use the Spa Road entrance until the footpath to the rear entrance is developed by Persimmon.

Buses

All Bus Pass holders should have been written to. However, if you live in Whitley, Shaw or Beanacre you will need to apply for a bus pass by ringing County Hall on 0871 200 2233.

Cars

The staff car park and bus drop points are barrier controlled and so parents will need to follow signs to the designated student drop off area. There is limited parking available and we would ask that parents are mindful of our new neighbours and students' safety by not dropping off students on the main road outside the school.

The speed limit within the school grounds is 10m.p.h.

Strict observance of this rule is essential in order to avoid traffic congestion, to eliminate the danger of children being knocked down or injured and to prevent parents being involved in legal proceedings in case of accidents.

Permission to enter the school grounds as stated above is entirely a matter for the Headteacher's discretion and this may have to be modified in future in the light of changing circumstances.

Bicycles

There is a joint footpath and cycle path from Spa Road. Cyclists will need to be careful of pedestrians and should stay in the designated cycle areas especially when crossing driveways.

Your child is allowed to cycle to school on the condition that cycles must be ridden on the Highway in a responsible manner.

We advise that they bring a lock and wear a cycling helmet and should have taken part in Bike-ability training.

Neither the School nor the County Council accepts any responsibility for the cycle's safety (whilst on the school premises).

If these conditions are not observed, permission to bring a cycle to school will be withdrawn.

The roads to and from the School are always extremely busy with traffic. Students should take care when cycling to school. Cyclists must not use the school's front gates.

Melksham Oak Community School

raising aspirations, learning for life, success for all



Dear Parent/Guardian,

DATA PROTECTION ACT

Schools, Local Authorities (LAs), the Department for Education and Skills (DfES), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system and the Department of Health (DH) and Primary Care Trusts (PCTs) process information on pupils in order to tackle the year on year rise in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LAs, the DfES and to agencies that are prescribed by law, such as QCA, Ofsted, LSC, DH and PCTs.

The **Local Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. LAs have a duty under the Children Act 2004 to cooperate with their partners in health and youth justice to improve the well-being of children in their areas. As part of this duty they will be required to maintain the accuracy of the information held on the Information Sharing (IS) Index about children and young people in their area (see IS index under Department for Education)

The **Qualifications and Curriculum Authority** uses information about pupils to administer the national curriculum assessments throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to DfES to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

Bowerhill, Melksham, Wiltshire, SN12 6QZ
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email: admin@melkshamoak.wilts.sch.uk
Headteacher: Mr Stephen Clark

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The **Department of Health** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

Primary Care Trusts use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department for Education** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DfE will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The Children Act 2004 provides for the Secretary of State to issue Regulations requiring the "governing body of a maintained school in England" to disclose information for inclusion on the Information Sharing (IS) Index. The purposes of the index are to:

- help practitioners working with children quickly identify a child with whom they have contact
- determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled; and
- enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- encourage better communication and closer working between practitioners.

The index will hold for each child or young person in England:

- basic identifying information: name, address, gender, date of birth and a unique identifying number based on the existing Unique Identifying Number/National Insurance Number;
- basic identifying information about the child's parent or carer;

- contact details for services involved with the child: as a minimum school and GP Practice but also other services where appropriate; and
- the facility for practitioners to indicate to others that they have information to share, are taking action or have undertaken a common assessment in relation to a child.

The index will NOT record statements of a child's needs, academic performance, attendance or clinical observations about a child.

All practitioners and system support staff (in LAs who will be responsible for maintaining the data) will have to have relevant training and to have undergone rigorous checks and appropriate security clearance procedures. To ensure high standards of accuracy, information on the IS Index will be drawn from a number of sources including the termly School Census from which, from January 2007, pupils' home address will be collected.

The DfE will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DfE may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DfES may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them. If you wish to access your personal data, or you wish your parents to do so on your behalf, then please contact the relevant organisation in writing:

- Melksham Oak Community School, Bowerhill, Melksham, SN12 6QZ
- the LA's Data Protection Officer at Department for Children and Education, WCC, County Hall, Trowbridge, BA14 8JB;
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA;
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE;
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT;
- the DfE's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA;
- the DH's Data Protection Officer at Skipton House, 80 London Road, LONDON SE1 6LH;
- your local PCT.

In order to fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school. There may be a charge for photocopying.

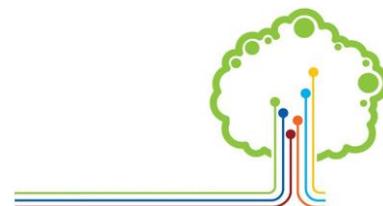
Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Clark', written in a cursive style.

Stephen Clark
Headteacher

Melksham Oak Community School

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Dear Parent/Guardian,

Permission to take and use photographs for school purposes
(Now required under the Data Protection Act)

During the school year, the school would wish to use for the purposes of publicising or promoting school activities, photographs or images and names of your child/children taking part in school activities including school sports days, classes (including PE classes or cross country runs) school fetes or fairs, musical events, theatrical events such as school plays and other activities (for example nature trails) and class photos. Group photographs taken may also be stored in the school archives.

Before any photographs or images can be published, the consent of the parent or guardian must be obtained. Unless you notify the school in writing, we will assume you are giving your consent to the school to use images or photographs taken by the school or an authorized agent of the school, which will be used to promote or publicise school activities or stored in the school archives. These images or photographs may or may not be used by the local or national media. The school cannot, however, prohibit the media taking pictures of any child involved in school activities.

You may withdraw your consent at any time and your consent must be withdrawn in writing to the school. Please note that certain images of your child or children (for example group photographs taken some time ago, photographs retained for school archives) cannot always be deleted. All photographs and images will only be retained for the period of time that your child remains at the school (except for school photographs to be retained in school archives or group photographs).

The school is **only responsible for photographs taken by the school or an authorised agent of the school** and cannot be responsible for photographs taken by other third parties (such as parents). The media are not subject to the Data protection Act or these guidelines and the school cannot prohibit the media from taking pictures or using the names of any child.

Yours sincerely,

Stephen Clark
Headteacher

Bowerhill, Melksham, Wiltshire, SN12 6QZ
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The Academy Trust of Melksham Information Sheet

The Academy Trust of Melksham (ATOM) is a multi-academy trust of seven schools: Bowerhill, Melksham Oak, St George's, St Mary's, Seend, Shaw and The Manor.

The ATOM was created to enable the schools to build on their existing good practice and collaborative work, whilst preserving each school's distinctive ethos. We work on the principle of "earned autonomy" in that Schools whose performance causes no concerns are allowed to manage themselves however support and challenge is always present. This is captured in our underlying principles.

Our underlying principles are:

- To deliver great education through a commitment to collaboration to benefit the young people in Melksham and its surrounding villages
- To create a local solution for the local communities served by the schools in the partnership
- To raise aspirations and educational standards and share the great practice within all local schools
- To work on the basis that all of our schools are equal partners – with opportunities for each school within the ATOM to celebrate what they already do well and to develop and improve the practice of all academies within the trust
- To ensure that collaboration, nurture and challenge exists at the heart of our learning community with a culture of aspiration to educational excellence
- To celebrate each schools unique and individual characteristics
- To embrace our 'earned autonomy' model - enabling high levels of delegation to local governing committees and headteachers

In practice this means that all of the school staff in the seven schools are employed by the ATOM. Our expectation is that, unless it is part of a job profile, staff will work at the school they were appointed to. The ATOM recognises national pay scales and continuous service.

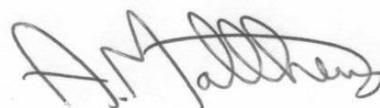
The ATOM runs centralised Business Management and Human Resources operations with each school having representation on each team. There is a Head of School Improvement and a separate Chief Executive Officer. Both of these are Headteachers within the ATOM allowing us to have a cost effective leadership and management structure.

The Governing Bodies and Headteachers all believe that we are creating something special in Melksham by using this structure. We all believe that it will be of benefit to our young people and our schools. I would be happy to answer any other questions you may have.

Yours



Stephen Clark
CEO



Andrew Matthews
Head of School Improvement

Melksham Oak Community School

Home –School Partnership Agreement

Student Name:		T/Group	
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The school will:-

- provide a safe, caring environment for all students
- be welcoming and offer opportunities for all parents to become involved in the life of the school
- provide challenging programmes of teaching and homework to meet the individual learning needs of all students
- encourage each student to achieve his/her unique potential to the full
- encourage high standards of work and behaviour through building good relationships and developing a sense of responsibility
- regularly inform parents of their child's progress
- inform parents promptly of any concerns that relate to their child's attendance, work or behaviour

Head's signature:

Parents will:-

- ensure that their child goes to school regularly on time and that the school is notified immediately of any absence
- ensure that their child is appropriately dressed in school uniform and properly equipped for the school day
- support their child in developing personal responsibility for achieving high standards of work and behaviour
- support and encourage their child with homework activities
- attend school meetings to discuss their child's progress
- work with the school to address any concerns or problems that may affect their child's attendance, work or behaviour

Parent's signature:

As a student I will:-

- attend school regularly and on time
- not leave the site during the school day without written permission or signing out
- wear the school uniform and bring the necessary equipment for each school day
- do my classwork and homework to the best of my ability
- take personal responsibility for my actions
- treat other people, property and the school environment with respect
- stick to the school behaviour policy

Student's signature

Together we will:-

- address any special needs
- listen to and respect each others' point of view

Melksham Oak Community School

raising aspirations, learning for life, success for all



Biometrics

We use a Biometric system for students to pay for school meals. We chose this system as it allows a cashless system in the canteen which is faster and more secure. The biometric data we gather cannot be used to identify a fingerprint. I can assure you that the data collected is treated with appropriate care and must comply with the data protection principles, as set out in the Data protection Act 1998. Please would you complete the slip below if you do not wish your child to use this system.

Thank you for your continued support.

Yours sincerely

Stephen Clark
Headteacher

.....

Biometric Data - please complete below. Thank you.

Student Name

I do not give my permission for Melksham Oak Community School to use Biometric Data for my child (in line with the Data Protection Act 1998);

Signed.....Parent Name.....

Date.....

Bowerhill, Melksham, Wiltshire, SN12 6QZ
Tel: 01225 792700 Fax: 01225 790759
email: admin@melkshamoak.wilts.sch.uk
Headteacher: Mr Stephen Clark

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