

Student Name: _____

Manor Community Academy has a responsibility:

- a) to develop each student's learning, skills and talents
- b) to have high expectations of learning, achievement and behaviour;
- c) to prepare students for their role as a member of their community and the wider world
- d) to build strong communication links with parents so that staff and parents can work together to support students to achieve their very best
- e) to provide a safe, secure and pleasant learning environment
- f) to provide opportunities which allow students to enjoy their school experience
- g) to support students and allow them to develop as active and committed members of the Manor Family

Signed: **Principal** **Date:**

As Parent/Guardian of it is my responsibility:

- a) to ensure that my child attends Manor Community Academy and is on time for all school sessions
- b) to ensure that my child wears Manor Community Academy uniform as described in the Prospectus (including a regard for hairstyles, jewellery and equipment)
- c) to take an active and supportive interest in my child's learning and progress by attending Parent's Evening and other events
- d) to support the Rewards and Discipline Policy of the school
- e) to encourage and support my child by ensuring that they complete homework, revision and attend additional support sessions
- f) to support my child in being an active and committed member of the Manor Family

Whilst my child is a pupil at Manor Community Academy I will allow him/her to be photographed as part of any Academy production, event, trip or activity. I am aware that photographs may be used in Academy publications, on the Academy Website and Social Media sites and as Academy PR.

I am aware that Manor Community Academy uses a biometric recognition system (finger recognition) for the purposes of access to printers and lunch time payment. I give permission for my child's biometric details to be used for this purpose.*

Data Protection Act 1998: The Academy is registered under the Data Protection Act for holding personal data. The Academy has a duty to protect this information and to keep it up to date and is required to share some of the data with the Local Authority, Integrated Youth Support Service and the DfE

Signed: **Parent / Guardian** **Date**

As a Manor student it is my responsibility:

- a) to attend Manor Community Academy, on time, in uniform and with the equipment I need for the day
- b) to put every effort into my learning and aspire to be my very best
- c) to cooperate with and accept Manor Community Academy rules
- d) to respect other people's property and feelings
- e) to show care, courtesy and consideration in all that I do and to follow one academy rule
- f) to take care of Manor Community Academy's buildings, equipment and furniture
- g) to be an active and committed member of the Manor Family

Signed: **Pupil** **Date:**

*Parental permission for a child to be registered to use a biometric recognition system is required in line with The Protection of Freedoms Act 2012. Further information can be obtained from Manor Community Academy.

Please sign this section if you consent to Manor Community Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system.

This biometric information will be only be used by Manor Community Academy for the purpose of printing and lunch time payments.

In signing this section, you are authorising Manor Community Academy to use your child's biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to Manor Community Academy.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted.