



PEMBROKE
A PRIORY ACADEMY

CURIOSITY GENEROSITY WISDOM COURAGE
PASSION COURAGE CURIOSITY
COURAGE WISDOM
PASSION CURIOSITY
PASSION GENEROSITY
PASSION
GENEROSITY CURIOSITY
WISDOM COURAGE WISDOM

Academy Information 2025-26

Pembroke Motto

Achieving Together

Pembroke Values

Curiosity

Courage

Generosity

Passion

Wisdom

We achieve the Pembroke Values by following 3 basic expectations at all times.

Being Safe

Being Respectful

Being Ready

Dear Parents and Carers

This booklet has been designed to help you prepare for the start of the new academic year. The booklet contains information about day-to-day life at Pembroke Academy, and will answer most of the questions you have. If you cannot find the information you need, please contact the Academy and your enquiry will be directed to the appropriate member of staff.

Mrs Spoors

Contact Details:

Website: www.priorypembroke.co.uk

Email: pembrokeenquiries@prioryacademies.co.uk

Phone number: 01522 751040

Student absence line: 01522 751040, press '1'

Student absence email: PembrokeAdmin@prioryacademies.co.uk

Financial support: Pembhardship@prioryacademies.co.uk

Safeguarding and Designated Mental Health Lead:

Miss L Empson 07788 312395

SENDCo:

Mrs K Black 01522 751040

Social Media [Priory Pembroke Academy | Facebook](#)

Times of the Academy Day

Registration and Personal Development:	08.35 - 09.10
Period 1:	09.10 - 10.10
Period 2:	10.10 - 11.10
Break 1:	11.10 - 11.40
Period 3:	11.40 - 12.40
Period 4:	12.40 - 13.40
Break 2:	13.40 - 14.05
Period 5:	14.05 - 15.05

Term Dates 2025-26

Module 1 **Wednesday 3rd September 2025 to Friday 24th October 2025**

Holiday: Saturday 25th October to Sunday 2nd November 2025

Module 2 **Monday 3rd November 2025 to Friday 19th December 2025**

Holiday: Saturday 20th December 2025 to Monday 5th January 2026

*Includes Public Holidays: Thursday 25th & Friday 26th December,
Thursday 1st January*

Module 3 **Tuesday 6th January 2026 to Friday 13th February 2026**

Holiday: Saturday 14th to Sunday 22nd February 2026

Module 4 **Monday 23rd February 2026 to Thursday 2nd April 2026**

Holiday: Friday 3rd to Sunday 19th April 2026

Includes Public Holidays: Friday 3rd & Monday 6th April

Module 5 **Monday 20th April 2026 to Friday 22nd May 2026**

Holiday: Saturday 23rd to Sunday 31st May 2026

Includes Public Holidays: Monday 4th & Monday 25th May

Module 6 **Monday 1st June 2026 to Friday 17th July 2026**

**Staff
training days**

Monday 1st & Tuesday 2nd September 2025

Monday 5th January 2026

Senior Leadership Team



**Mrs Helen Spoors
Headteacher**



**Mr Mark Dominy
Deputy Headteacher**



**Mrs Katy Black
Assistant Headteacher
/ SENDCO**



**Miss Lindsay Empson
Assistant
Headteacher /
Designated
Safeguarding Lead /
Senior Mental Health
Lead**



**Mr Ben Spowage
Assistant
Headteacher**



**Mr Gavin Warnock
Assistant Headteacher**



**Mrs Sarah Warnock
Assistant
Headteacher**

Safeguarding Team

Safeguarding our students is the most important part of our role as staff at Pembroke Academy. Safeguarding training and updates are regular throughout the year.

If you have any concerns with regards to the welfare of a student, no matter how small, please contact a member of the Safeguarding team.



Miss L Empson

Designated Safeguarding Lead,

Senior Mental Health Lead and Assistant Head Teacher



Mr J Lawson-Smyth

Deputy Designated Safeguarding Lead

and Deputy Behaviour Lead

**De La
Haye**



Mr C Stansfield

Head of House

De Clare



Miss K Whelan

Head of House

De Ferres



Mr R Greene

Head of House

**De
Valance**



Miss E Harty

Head of House



Mrs P Ratcliffe

Inclusion Officer



Mrs J Elvin

Inclusion Officer



Mrs C Veltman

Inclusion Officer



Mrs T Hepplestone

Inclusion Officer



Miss P Burrows

LSA and SEND Safeguarding



Mrs R Nolan

LSA and SEND Pastoral

Attendance Matters - Every School Day is a Great Day!

Why do I need to attend school?

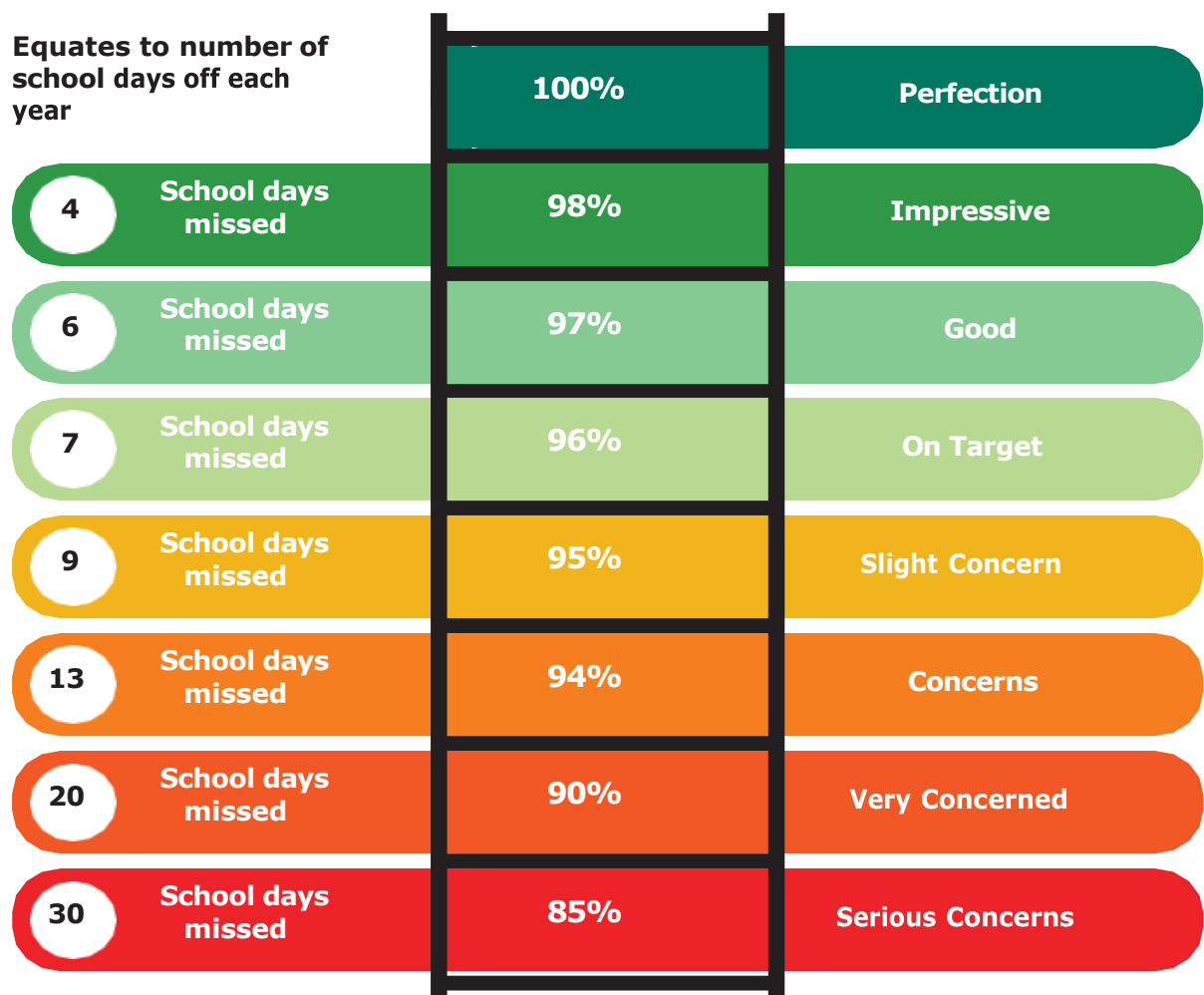
Regular attendance at school gives you the best possible start in life and prepares you for the future.

What are the benefits?

Going to school should be interesting. Not only will you learn about different subjects but you will also learn new skills, including social skills.

The skills and knowledge that you learn at school will help you now and in later life as you start work. Good attendance and punctuality to school shows potential employers that you are reliable.

The ladder below demonstrates how much learning time you miss when you are absent from school.



If your child is unwell, please call the Academy each day on 01522 751040, option 1 or email pembrokeadmin@prioryacademies.co.uk

If you need to request a leave of absence for your child, please contact the Academy.

The Priory Pembroke Academy Contract

When students begin their education at The Priory Pembroke Academy, they, along with their parents and carers, are asked to adhere to the Priory Contract. This is a demonstration of their commitment to the Academy and an acknowledgement of the responsibility they have as part of a community of learners.

As a student I pledge to...

- Have the highest possible expectations for what I can achieve at The Priory Pembroke Academy and beyond;
- Behave in an exemplary manner in class, in, to and from the Academy and whilst on Academy activities;
- Wear my uniform smartly and in accordance with the Academy's expectations;
- Attend to the Academy every day;
- Focus on learning - maximise my learning and that of others;
- Complete my homework thoroughly and on time - work independently;
- Set myself challenging targets and devise appropriate plans to achieve them;
- Commit to extra-curricular activities;
- Participate positively in Academy activities;
- Take responsibility for the environment and the wider community;
- Inform a member of staff if I am concerned about anything or anyone.

As a member of staff, where relevant, I pledge to...

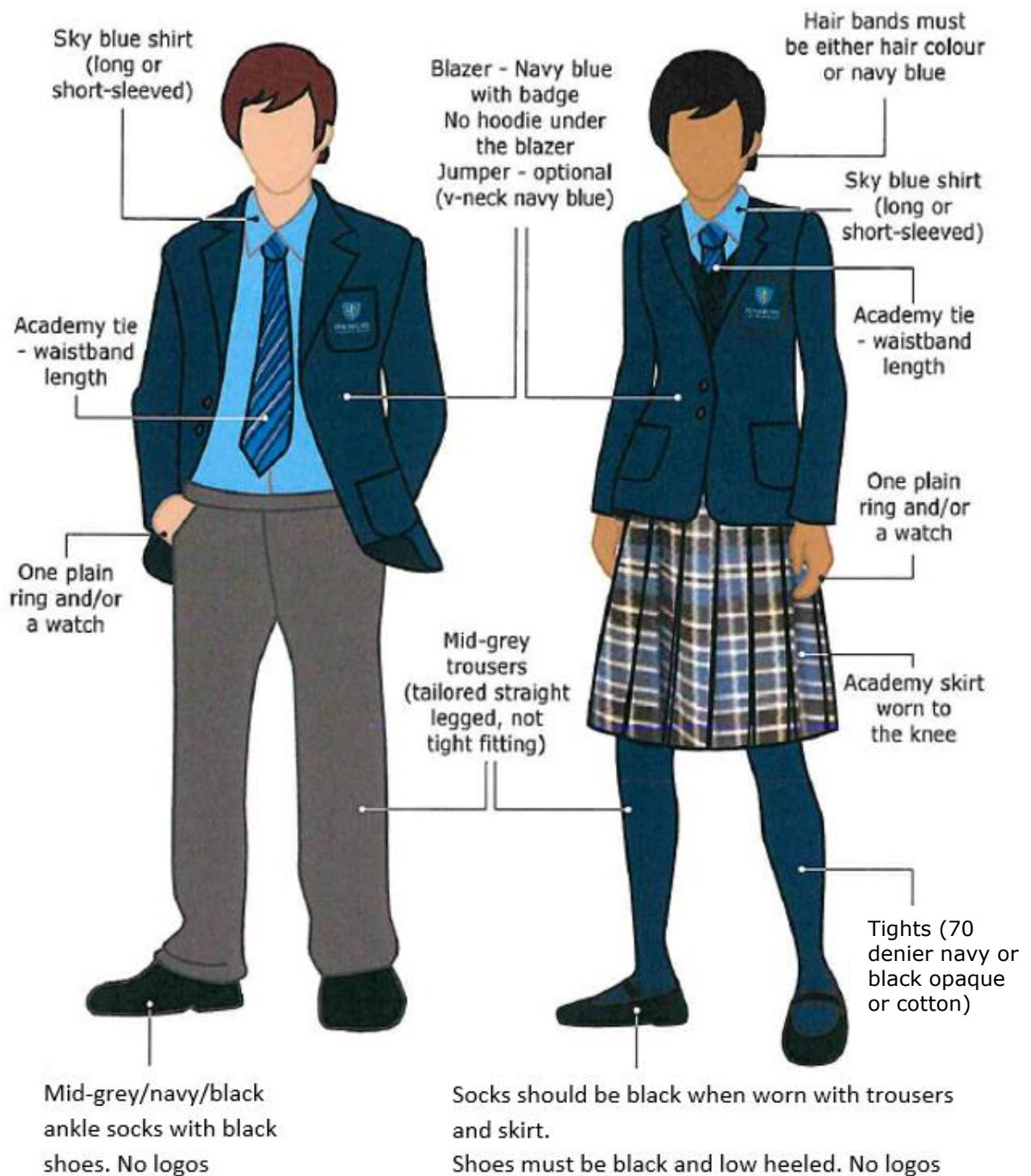
- Ensure all students achieve their full potential;
- Be proactive in ensuring excellent student behaviour;
- Ensure that students wear their uniform appropriately at all times;
- Encourage the highest levels of attendance;
- Ensure that lessons are highly effective and result in learning - maximise learning;
- Set and mark homework in accordance with Academy policy;
- Assess progress, and ensure that students are both aware of and know how to achieve their targets;
- Support and contribute to the Academy's extra-curricular and residential programme;
- Support and run events in the Academy;
- Develop community links for the promotion of positive educational activities;
- Be aware of student concerns and communicate them effectively and appropriately.

As a parent I pledge to...

- Encourage my child to make the best possible use of the opportunities provided;
- Support the Academy in ensuring that my child understands the Academy's views on the importance of good behaviour;
- Support the Academy in enforcing the uniform expectations;
- Ensure my child to achieve the highest levels of attendance and communicate with the Academy on attendance issues;
- Support and help foster a positive attitude to learning;
- Ensure the completion of homework;
- Work with my child to set targets for progress;
- Encourage my child to take part in at least one extra-curricular activity;
- Encourage my child to take part in Academy activities;
- Encourage my child to contribute to the community through voluntary or charity work;
- Communicate any concerns I have to the appropriate member of staff.

There is no need to sign this contract. It is deemed automatic for all (staff/student/parents) who are part of Pembroke.

School Uniform



Coat

Hair

Make-up

Bag

Religious Clothing

Jewellery

A smart warm coat which fits over the blazer

No extreme hairstyles. Hair must be a natural colour.

Make-up may be worn sparingly. No extreme false nails or eyelashes

A bag large enough to carry your school books and equipment.

To be kept in line with school colours

One stud earring per ear, watch and one ring. No bracelets or necklaces

The Headteacher's decision is final

PE Kit (both kits are required)

Indoor Kit

- Academy polo shirt- navy, with royal blue panelling and badge
- Plain navy-blue shorts (no logos or stripes)
- White sport socks
- Non-marking training shoes

Outdoor Kit

- Plain navy-blue shorts (no logos or stripes)
- Plain navy-blue football socks
- Training shoes, football/rugby boots or Astro turf trainers (dependant on the activity)
- Shin pads must be worn for football and gum shields must be worn for rugby

Optional Items

- Academy rugby shirt – navy, with royal blue panelling and badge
- Academy navy blue tracksuit bottoms with school logo or navy-blue tracksuit bottoms (no logos or stripes)
- Academy navy blue outdoor quarter zip-up top with school logo
- Navy blue sport leggings (no logos or stripes) (girls)
- Academy navy hooded top with royal blue panelling



No other logoeed sportswear is permitted. Headteacher's decision is final

Pembroke Expectations

At Pembroke we want students to **be ready** to learn, **respectful** of the school and its community, and behave in a way that is **safe** to create a positive learning environment and maximise their learning. They will also develop behaviours that prepare them for future education and employment. Student and staff conduct within the classroom should always mirror the three Pembroke Rules – Be Ready, Be Respectful, Be Safe.

To support with our Academy Rules we have classroom rules/expectations:

- **One voice (Be Ready).**
- **Follow instructions when prompted (Be Safe).**
- **Let others work (Be Respectful).**

Staff and students have completed work on what we mean by “Ready, Respectful, Safe”. Examples of this are shown below but are not an exhaustive list.

For students		
Being ready is...	Being respectful is...	Being safe is...
Being on time to lessons. Sit in a seating plan. Having correct equipment. Sit up and face the teacher. Complete homework	Listen to others. Be kind and polite. Use manners. Not shout out. Use appropriate language.	Listen to staff. Follow instructions. Move safely. Ask for help if needed.

For staff		
Being ready is...	Being respectful is...	Being safe is...
Preparing lessons. Planning ahead of schedule. Being on time. Being positive.	Listen to students. Use student names. Treat everyone with equality. Use a calm tone of voice. Be polite.	Maintain a calm environment. Listen to student worries/concerns/issues. Giving clear instructions. Risk assess for hazards.

Failure to work with us and follow our academy expectations will result in a sanction.

Ready to Learn – Essential Classroom Equipment

All students are expected to arrive each day with the correct equipment. This should include



Black or blue ink biro



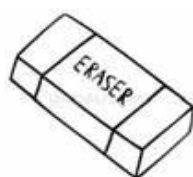
Green ink biro



pencil

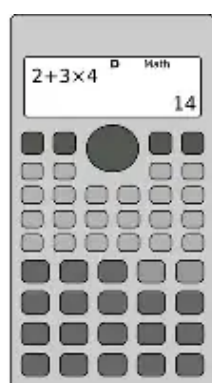


Ruler

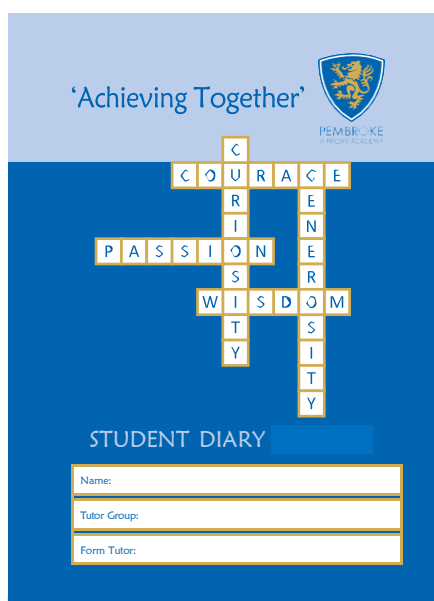


Eraser

Planner



Calculator
(recommended)



If your child receives free school meals or Pupil Premium funding and you would like support making purchases, please contact the academy at Pembhardship@prioryacademies.co.uk

The Pembroke Curriculum

Pembroke's curriculum is ambitious, inclusive, and values-driven. It equips students with the knowledge, skills, and character to thrive academically and personally, preparing them to contribute meaningfully to society, to improve students' life chances and develop them into successful citizens of the world.

Students in year 7-9 will study the following subjects:

English	Mathematics	Science	Art
Computing	Drama	Geography	History
Music	Life (PSHE)	Personal Development	Physical Education
Spanish	Technology	Religious Studies	

Students in year 10 and 11 will study the following subjects:

GCSE English Language and literature	GCSE Mathematics	GCSE Science (Combined)	Non-examined	
			Life (PSHE) & PD	
			Physical Education	
3 Options from:				
Music	Drama	Business Studies	Media Studies	Computing
Spanish		D&T Timber	Religious Studies	Art
Hospitality & Catering		Sports Science	Citizenship	Triple Science
Statistics		Photography	Geography	History

Each module, parents and carers will receive a curriculum update document which summarises the key learning students will complete. You can also find additional information about each subject on the Pembroke website.

Homework

When students are assigned homework, they have the opportunity to practice and apply the concepts and skills they have learnt in class. Homework also helps students to learn to manage their time effectively in order to complete the assignments on time. This helps to build discipline and responsibility, which are important life skills that will serve students well both in and out of the classroom, and prepare them for the requirements of key stage 4 courses.

However, Pembroke Academy recognises that family life and commitments beyond the school day are different for everyone. Therefore, homework will only be set where there is a clear purpose:

- to enhance the core curriculum;
- to drive learning forward; or
- to help students commit learning to their long-term memory.

Students will be set weekly homework using online learning platforms for English (Bedrock), mathematics (Sparx) and science (Educake). Log in details will be issued to students in September.

Homework in other areas of the curriculum will be set at least once per module via the SIMs App. Students will continue to use a planner where they can record homework tasks in addition to the SIMs App.

No Devices, No distractions

Did you know that mobile phones, smart watches and other electronic devices negatively affect your concentration and lead to fatigue, headaches, anxiety and can lead to mental health concerns?

At Priory Pembroke Academy, we want students to succeed and thrive in every lesson and around the school site, without unnecessary distraction.

Mobile phones, headphones, smart watches and other devices must be switched off and out of sight as soon as you enter the Academy gate, until you leave the Academy gate at the end of the school day. (Notifications must be disabled on smart watches)

If a mobile phone, headphones, smart watches with notifications/games, or other devices are seen, heard or used on the Academy site, they will be confiscated and returned at the end of the Academy day.

Valuables

Students should not bring large amounts of money or expensive items in to the Academy.

The Academy is not responsible for the loss or damage of any valuables students may bring in. Mobile phones and watches are brought to the Academy at their own risk and must be switched off and out of sight during the Academy day.

The Headteacher will make the final decision on this.

Library

Students are expected to have a reading book on them at all times during the Academy day.

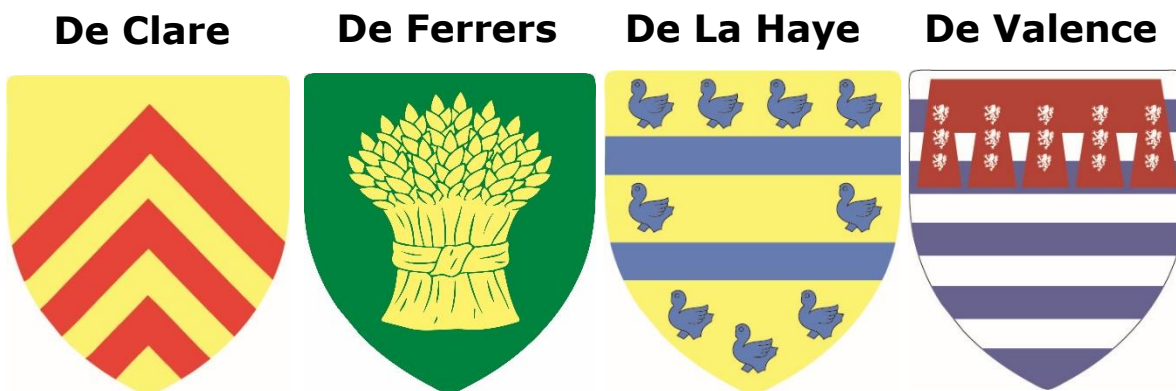
Students are allowed to borrow three items from the library (to include maximum one game or DVD) for up to three weeks. These will be issued to their account on the library management system by showing their planner at the desk.

Late returned items are not charged a fine but lost or damaged items are expected to be paid for or replaced with a reasonable copy.

The library is open to students from 8am until the start of the school day, break 1 and 2, and from 3.05 to 4pm.

The House System

The Priory Pembroke Academy House system is directly linked to the rewards system within school. We have four Houses:



The Houses are all linked to the rich culture and heritage of the Pembroke name, the location of the school and William Marshal, the knight whose statue you can find at the main entrance to the school.

Information relating to the history of each House can be found on the House notice boards, and on the school's website.

The school aims to run a vast range of House competitions each academic year. Some are linked to curriculum areas such as Sport, Art, Music, Science and Drama. Others are one-off events.

House points are collected by individual students and student teams for taking part in events and activities. Other points are collected by individual students who demonstrate the five values and three rules of the Priory Pembroke Academy on a regular and consistent basis.

The House team that collects the most points during an academic year are crowned as House Champions and receive the House Cup in the summer term.

The Priory Pembroke Academy prides itself on the competitive and passionate approach students have to being part of a team.

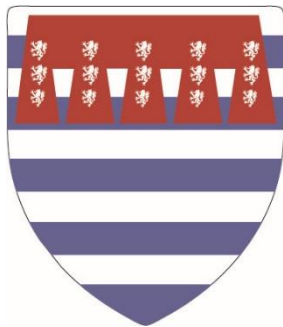
Heads of House and Pastoral team



Rob Greene
Head of De Ferrers
House



Claire Veltman
De Ferrers Inclusion
Officer



Emily Harty
Head of De Valence
House



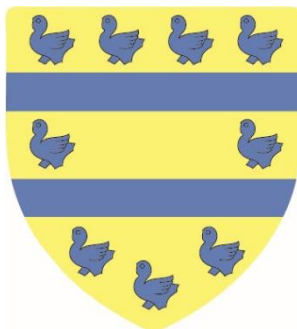
Tracey Hepplestone
De Valence Inclusion
Officer



Katie Whelan
Head of De Clare House



Jodie Elvin
De Clare Inclusion
Officer



Charles Stansfield
Head of De La Haye
House



Phillipa Ratcliffe
De La Haye Inclusion
Officer

Rewards and Recognition

As a Pembroke Learner you will...

- You will be punctual and show your form tutor your equipment, planner and correct uniform to achieve your daily 'ready' point which is issued by your form tutor on the morning register.

In lessons

Value points will be issued to you for going above and beyond in your learning during the school day. These are recorded electronically and can be tracked on the Sims app, so you and your parents can see your success.

You will receive values points for:

1. **Curiosity** – You ask an insightful question or challenge the teacher with your curiosity. You have created an in-depth piece of homework because of your curiosity.
2. **Courage** – You demonstrate resilience as a fearless learner who has stuck at a challenge (despite not getting the answer). Your work is improving every lesson.
3. **Generosity** – You are a supportive peer, helpful volunteer, or you teach another student something.
4. **Passion** – You show natural enthusiasm and a thirst for knowledge. You are the student who doesn't stop and pack away when asked because you are totally engrossed. You give 100% all lesson every lesson to your work and homework.
5. **Wisdom** – You make progress, achieve well, demonstrate good recall of prior knowledge and can answer questions confidently and articulately.

The 'values' points will be added up each module and included in your module report to show your parents your conduct within the learning environment.

They will also contribute to the Pembroke Pledge Programme. The Pembroke Pledge is a whole school reward system which recognises the achievements of every student in all areas of the curriculum and their lives in and out of the Academy. The Pledges encompass the five Priory Pembroke's values and allow our students to become well-rounded individuals. They will leave Pembroke with the knowledge, skills and empathy to succeed and understand the world around them.

You will also be rewarded for excellent attendance, value point totals over a certain number and your Head of House will also provide rewards suitable for their students.

Rewards include, postcards home, Pembroke equipment, Pembroke Diner Queue jumps, rewards afternoons, rewards trips, and much more!

Personal Development

All students need to have a clear understanding of the main values and beliefs that help make them a well-informed British citizen in today's world.

We study these values in our lessons, personal development sessions, assemblies and day-to-day working at the academy.

Students will attend a weekly assembly, either House or Year group focused which will be based around a value, theme or event.

Democracy: The right to speak up and have your voice heard. The importance of taking part and making Britain (and our academy) a better place.
The Rule of Law: The importance of obeying the British (and academy) law / rules and respecting the right of others to be protected by them.
Individual Liberty: Making sure that you have the confidence and information to make your own decisions and choices in academy and British life.
Mutual Respect: Making sure that you respect and tolerate others in the academy and Britain and understand how your behaviour and decisions can impact on others.
Tolerance of Different Faiths & Beliefs: Making sure that you can identify and understand the different faiths and beliefs of those around you in the academy and in Britain.

Careers

At Pembroke we work hard to ensure all students achieve their personal best. In careers education, this translates as every student making the right choices for their progression. We support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

Students will engage in careers lessons and work encounters from Year 7, and will complete a week of work experience in Year 10.

Clubs, Trips and Visits

Pembroke offers a wide range of clubs, trips and visits to support the personal and cultural development of students.

Clubs

Clubs are offered after school (3.05-4.00pm) every day, free of charge. The clubs on offer change each module, with a club timetable shared on social media and with students.

Clubs include: football, badminton, athletics, Musical Theatre Appreciation, Lego, Chess, Dungeons & Dragons, Craft, World Cooking (small charge for ingredients).

Students should sign up to clubs with the member of staff named on the timetable.

Breakfast Club

Breakfast club is available daily from 8am to 8.35 in the library. Toast, juice and hot drinks are available to students who would like to attend. Breakfast club is open access, there is no requirement to book a space.

Trips and Visits

The Academy offers a number of trips and visits across the academic year. These include curriculum-linked visits (e.g. geography field work) and rewards trips. The academy also offers the opportunity to take part in international trips, such as the Priory Federation ski trip, Barcelona cultural visit and Italian Food tour.

All payment and consent for trips and visits is completed via Parent Pay. You will be issued details to sign up to a Parent Pay account in September.

If you would like your child to take part in a trip or visit and are in receipt of free school meals or pupil premium, please contact pembhardship@prioryacademies.co.uk to discuss the options available to you.

Music Lessons

Pembroke Academy works with the Lincolnshire Music Service. This enables peripatetic music teachers to attend the academy to deliver one-to-one music lessons. These music lessons are not funded by the academy. If you would like to book a music lesson for your child, please contact pembrokeenquiries@prioryacademies.co.uk

Acceptable Use of Digital Systems

All ICT hardware belongs to the Academy and should be used for educational purposes.

Each student will be provided with an email account, user area and access to SharePoint which can be accessed from the Academy or, via Citrix, from home. Excessive storage is discouraged.

Passwords should be secure, complex and changed regularly and should never be disclosed to anyone else.

Security of ICT equipment and appropriate Internet access is important and the responsibility of all students using ICT.

Email and Internet services are provided for appropriate educational use only. Although our systems may block inappropriate sites students are still responsible for avoiding misusing our systems.

Email should be used for educational purposes to communicate with staff and other students. Social, abusive or harassing emails are not allowed.

Use of social networking sites to upset other members of the Academy community in or out of the Academy is not appropriate.

Lessons are sometimes recorded for training purposes.

Students are not permitted to use mobile phones on the Academy site. The Academy cannot be held responsible for any damage or loss of mobile phones or any other personal property.

During the Academy day smart watches should not be connected to mobile phones. Mobile phones, smart watches and any other web-enabled device are also not permitted in examinations (JCQ Rules).

Students must ensure that they comply with the 'E-Safety - Students' Policy which can be found on the Trust website.

Digital Systems Agreement

Students at The Priory Pembroke Academy, along with their parents and carers, are asked to adhere to the Priory Digital Systems Agreement.

Students:

I have read and understand the Trust's 'E-Safety - Students' Policy and the 'Acceptable Use' Policy. I will use the computer system and the Internet in a responsible way and obey the rules at all times.

Parent and Carer's Consent for Internet Access

I have read and understood the Trust's 'E-Safety - Students' Policy, the 'E-Safety' Policy and the 'Acceptable Use' Policy and give permission for my son/daughter to access the Internet. I understand that the Academy will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the Academy cannot be held responsible for the nature or content of materials accessed through the Internet.

SIMs Parent App and SIMs Student App

The SIMS parent and student apps will allow you to access this information at your own convenience via smartphone, tablet or PC – anytime, anywhere.

What will you find in SIMS Parent?

- Access to update your contact details
- **Attendance:** View daily attendance records.
- **Timetable:** Check class schedules.
- **Conduct Points:** Track progress, achievements and behaviour.
- **Reports:** Reports will be uploaded to the app twice a year.
- **Homework:** View homework tasks set by teachers and submit assignments.
- **Year 9 students** will be completing their **Key Stage 4 options choices** through the app, helping them to make informed decisions about their future studies.

If you have more than one child at school, you will have access to this information for all your children, from the same app.

Getting started with the SIMS Parent App

1. From Wednesday 3rd September, 2026 we will be sending activation emails to parents for whom we hold an email address. This will be from noreply@simms.co.uk, and will guide you through the process of creating your account. This email will contain a unique invitation code which will link you with your child's records.
2. You can then log in using your normal Apple, Facebook, Twitter, Google or Microsoft username and password, or your email and password.
3. After registration you will receive a second email from noreply@simmsid.co.uk which confirms successful creation of your account and provides links to the app store to download the SIMS Parent which is the app required to view your child's information.
4. From a PC or Windows phone, login online at www.simms-parent.co.uk
Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 14 days if it is not used, please contact the academy if you require a replacement after this date.

Getting started with the SIMS Student App



Students will be taken through the SIMS Student App sign up process step-by-step at school, using a computer.



For use at home, students can download the **SIMS Student app** onto their personal devices.

When logging in for the first time, students must click the **Microsoft button** and sign in using their **school email address** and **password**.

If you require support setting up the SIMs app, please check the FAQs document which can be found on the [Academy website](#). If the FAQs document is unable to provide an answer to your query, please contact the Academy at pembrokeenquiries@prioryacademies.co.uk

Cashless Catering and Biometrics

At Pembroke Academy, we operate a cashless catering system in the canteen. The system uses biometric recognition, which means that an electronically operated recognition system will recognise the thumb of your child at pay points and tills. **The information required from your child is taken as an algorithm, not the actual thumbprint, and no image of the thumbprint is taken or stored in this process.**

Please be aware that in the future the academy may use your child's biometric information for the following purposes: borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. As such, we are seeking your consent for these purposes at this time. However, in the event that the decision is taken to use biometric information in this way the academy will first communicate this to pupils and parents/carers.

If you give consent to the processing of your child's biometric information, please sign, date and return the biometric consent form when this is sent to you.

Biometric Information – Frequently Asked Questions

How does it work?

Our Academy dining hall uses a biometric fingerprint solution to allow pupils access to their lunch account. It works by scanning the finger, recording a series of points and measurements of the fingerprint, and then converting this into a numerical template. This is what is then recorded on the system and checked against when the pupil wishes to make a purchase. At no time do we record an image of any fingerprint on the system.

What does the law say?

Under the Protection of Freedoms Act 2012 (sections 26 to 28) and the Data Protection Act 2018, we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- b) The school must ensure that the information is stored securely;
- c) The school must tell you what it intends to do with the information; and
- d) Unless the law allows it, the school cannot disclose personal information to another person/body.

What if I do not want my child included?

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use their biometric information for inclusion on the automated recognition system.

If you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing.

If you do not wish your child's biometric information to be processed by the academy, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. This will be done through the issuing of a PIN, which can be used instead of the biometrics. However, it is important that parents and students understand that the PIN is a less secure method. PINs are the responsibility of the student and they must remember their PIN. It is also essential that they do not share the PIN with anyone else as this can result in another student using the PIN to buy food, spending the money on their account. There is no way for the Academy to prevent a student sharing their PIN or to trace who entered a correct PIN, and therefore the Academy is not liable if the PIN is shared and used by another student.

What happens when my child leaves Pembroke Academy?

When your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

Welfare

Please find below a range of websites offering advice and support to young people.

Childline

Offering advice, information and help on a range of issues, including anxiety, bullying, mental health, families, etc.

www.childline.org.uk/explore/Pages/Explore.aspx

Disrespect Nobody

Find out about health relationships, relationship abuse, consent, and pornography.

www.disrespectnobody.co.uk/

Lincolnshire Safeguarding Children Board Information and advice for young people. www.lincolnshire.gov.uk/lscb/young-people/

Young Minds

Advice and information for young people on mental health and emotional wellbeing. www.youngminds.org.uk/for_children_young_people

CEOP

Information and advice on internet safety. Includes the 'CEOP report' button which enables you to report anything online which you are concerned about.

www.thinkuknow.co.uk/

NSPCC – The underwear rule

Learn to talk PANTS! www.nspcc.org.uk/globalassets/documents/advice-and-info/underwear-rule-children-guide-english.pdf

The Hideout

A website created by Women's Aid to help young people understand domestic abuse. www.thehideout.org.uk/young-people/home/

NSPCC – What is Child Sexual Exploitation

Information on CSE, including signs, symptoms and effects.

www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/what-is-child-sexual-exploitation/

Anti-Bullying Alliance

Information and guidance on bullying. www.anti-bullyingalliance.org.uk/resources/cyberbullying/info-for-young-people/

Frank

Confidential advice and information about drugs. www.talktofrank.com/

SAFE – Gangs and group violence

A website created by the Metropolitan Police Service aimed at offering information and advice on gangs and group violence, including information on how to report any concerns.

http://safe.met.police.uk/gangs_and_violence/get_the_facts.html

NSPCC – Information on gangs

Advice and information on gangs, including links to other websites.

www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/

NSPCC – Child trafficking

Information on what child trafficking is. www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/what-is-child-trafficking/

CASY

Counselling and support for young people aged 6-25 in Nottinghamshire and Lincolnshire. www.casy.org.uk/

Kooth

Free online support for young people. www.kooth.com/

NSPCC – Forced Marriage

Information, advice and guidance on forced marriage, including links to other websites.

www.childline.org.uk/Explore/HomeFamilies/Pages/ForcedMarriage.aspx

Stop Hate UK

An organisation working to challenge all forms of Hate Crime and discrimination; enables you to report any Hate Crime. www.stophateuk.org/

B-eat

Guidance and support on eating disorders. www.b-eat.co.uk/about-eating-disorders

Teen Info Lincolnshire (teeninfoincs)

Information and advice for young people in Lincolnshire.

www.lincolnshire.gov.uk/teeninfoincs

Please note: some information on teeninfoincs is not suitable for young people aged under 13.

National Self Harm Network (NSHN)

Help and support on self-harm. www.nshn.co.uk/

Addaction

One of the UK's leading and largest special drug, alcohol and mental health treatment charities. www.addaction.org.uk/services/addaction-lincolnshire-%E2%80%93-lincoln-resource-site



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