



BROADWAY ACADEMY

Admission to Broadway Academy

The Academy admits up to 210 students each year. The local authority is responsible for the administration of admissions and details of the admissions criteria are available in the "Secondary Opportunities" booklet which is distributed by the Local Authority.

If you are concerned about whether your child is eligible, we will be happy to discuss the criteria with you.

In September 2017 and 2018 we were oversubscribed and have a waiting list for entry.

We welcome parents and prospective students to view the Academy at any time but in September this year, for entry in 2019, the arrangements for open week are as follows:

Tuesday 18 September Tours at 09.30 and 10.30

Wednesday 19 September Tours at 09.30 and 10.30

Thursday 20 September Tours at 09.30 and 10.30

Open evening event and tour at 18.00 – 20.00

Anyone wishing to visit the Academy at other times should contact the Reception Desk to make arrangements in advance:

The governing body has a policy on admissions that is available to parents on request from the Academy, or to download from the Academy website.

t: +44 (0) 0121 566 4334
e: enquiry@broadway-academy.co.uk
w: www.broadway-academy.co.uk



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The Academy Day

<u>Monday – Thursday</u>	Period 1	08.40am	-	9.40am
	Period 2	09.40am	-	10.40am
	Form time:	10.40am	-	11.00am
	Break	11.00am	-	11.20am
	Period 3	11.20am	-	12.20pm
	Period 4	12.20pm	-	1.20pm
	Lunch	1.20pm	-	2.05pm
	Period 5	2.05pm	-	3.05pm
<u>Friday</u>	Period 1	9.00am	-	10.00am
	Period 2	10.00am	-	11.00am
	Break	11.00am	-	11.20am
	Period 3	11.20am	-	12.20pm
	Period 4	12.20pm	-	1.20pm
	Lunch	1.20pm	-	2.05pm
	Period 5	2.05pm	-	3.05pm

At lunch time students will stay on site and have a school meal or bring a packed lunch.



BROADWAY ACADEMY

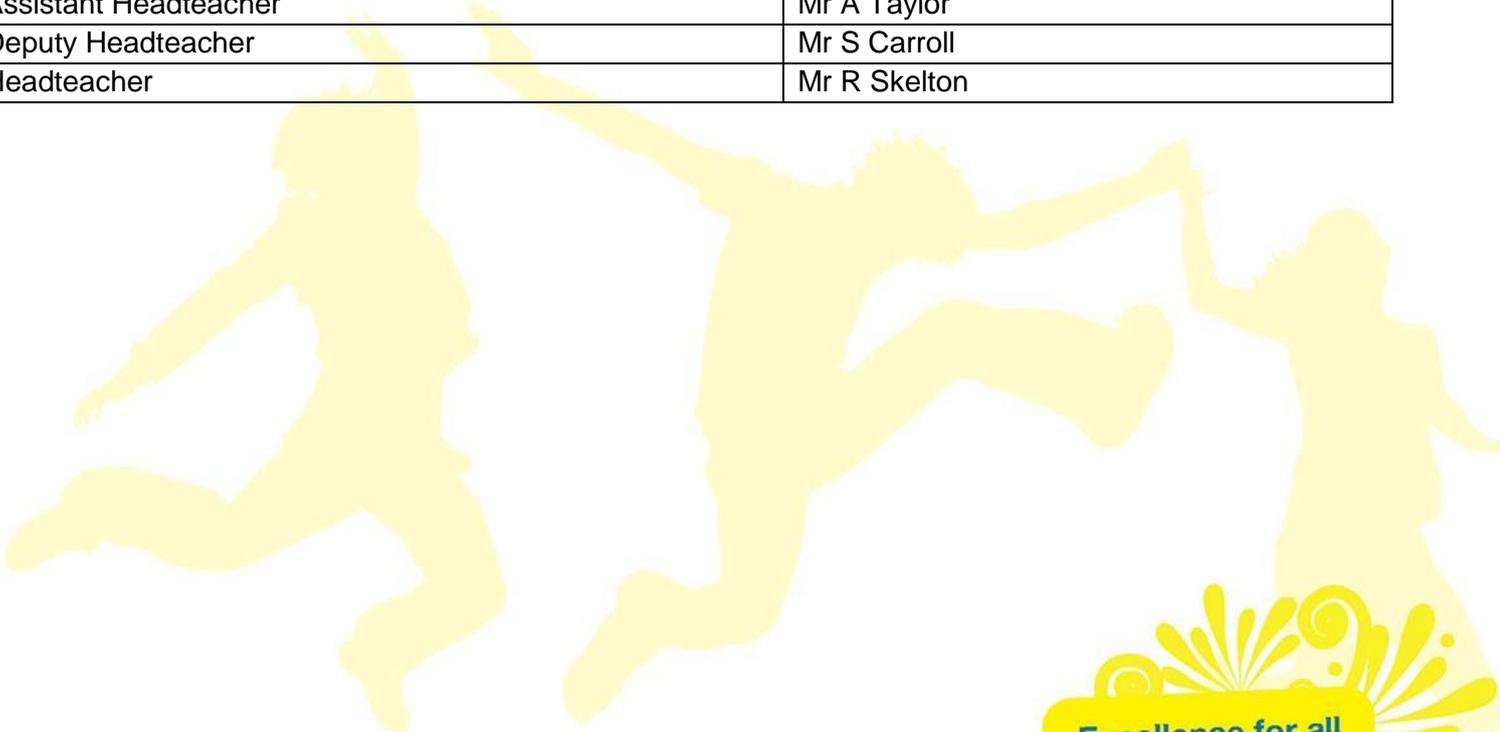
Who to contact

In the first instance day to day pastoral concerns should be directed to our Student Support Managers (SSMs), through to an Assistant Headteacher and finally to the Deputy Headteacher.

Queries relating to the 6th Form should be addressed to Ms Smith. However, initially, please contact the Reception office and you will be directed to the appropriate person in relation to your enquiry.

We also have home school liaison workers who can speak Bengali and Urdu and will be available if you need them.

SSM Year 7	Ms S Ali
SSM Year 8	Mrs N James
SSM Year 9	Miss N Munawar
SSM Year 10	Mr S Hussain
SSM Year 11	Mrs Palmer-Mills / Mr K Robbins
6 th Form	Ms A Smith
Outreach Workers	Ms S Khan
Assistant Headteacher	Mr A Taylor
Deputy Headteacher	Mr S Carroll
Headteacher	Mr R Skelton



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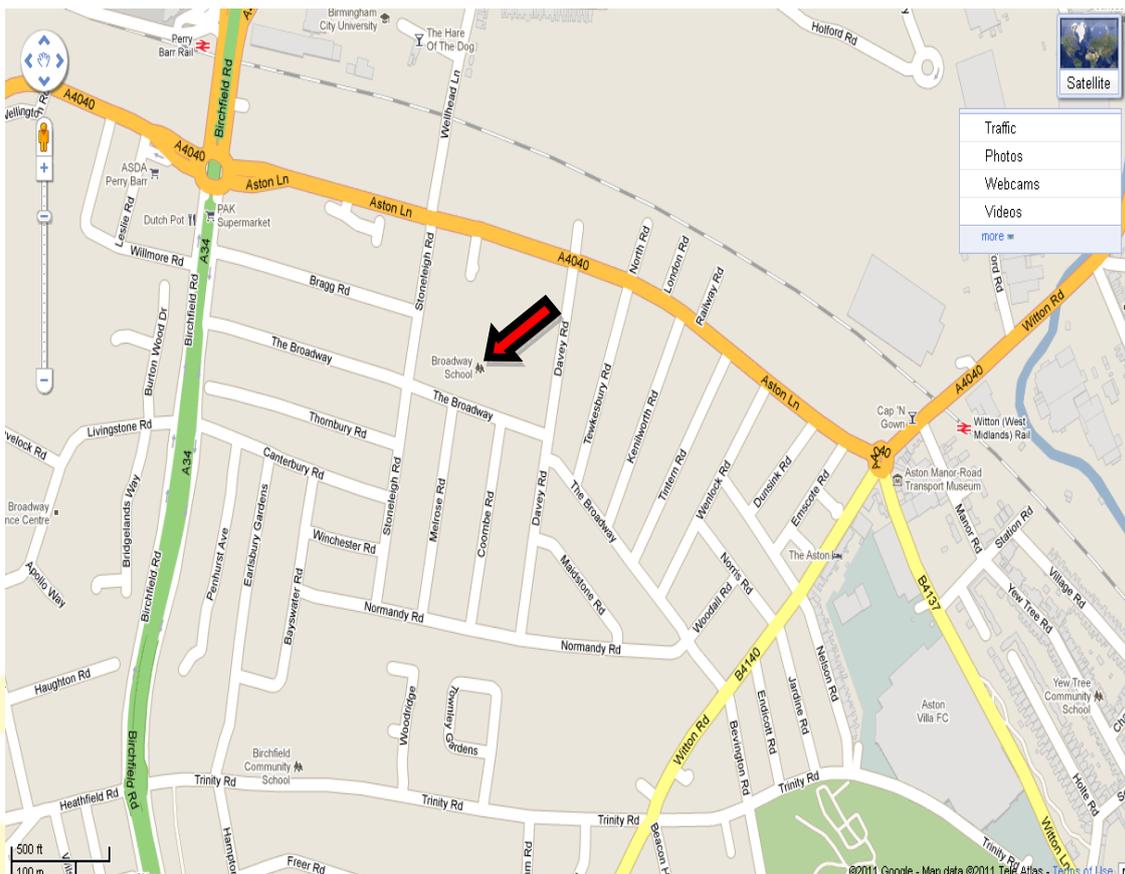
BROADWAY ACADEMY

School Travel Plan

Broadway Academy has a school travel plan that encourages both staff and pupils to use more sustainable forms of transport. This is beneficial not only for our health and safety, but also for our environment. To help give a more informed choice, here is a list of buses that serve the local area. For more information visit our website: www.broadway-academy.co.uk.

Buses which run near the Academy:

Nos. 7, 11a, 11c, 33, 34a, 46, 51, 52, 56, 56a, 91, 107, 113x, 123, 424, 616, 654a, 934 and 993.



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Rates of Authorised and Unauthorised Absence

Number of pupils on roll:	1196
Authorised absences:	3.2%
Unauthorised absences:	2.2%
Overall Attendance	94.05%

Details of Routes taken by Pupils over 16

Percentage Breakdown of Destinations of 2017 Leavers – a comparison with 2016

Destination	2015	2016	2017
School / Academy VI Form	75	110	99
VI Form College and FE College	100	81	89
Continuing Education Total	175	191	188
Employed	2	0	0
Training Scheme	10	11	4
Unemployed	4	0	1
Left Area / no response	0	0	0
Others	0	0	0

Targets for Public Examinations at Key Stage 4

	Progress 8	English and Maths Strong Pass
2017 Actual	-0.21	28%
National Figures	0	42%
Broadway 2018 Targets	+0.5	55%

Copies of the most recent year's results can now be obtained from the Academy website

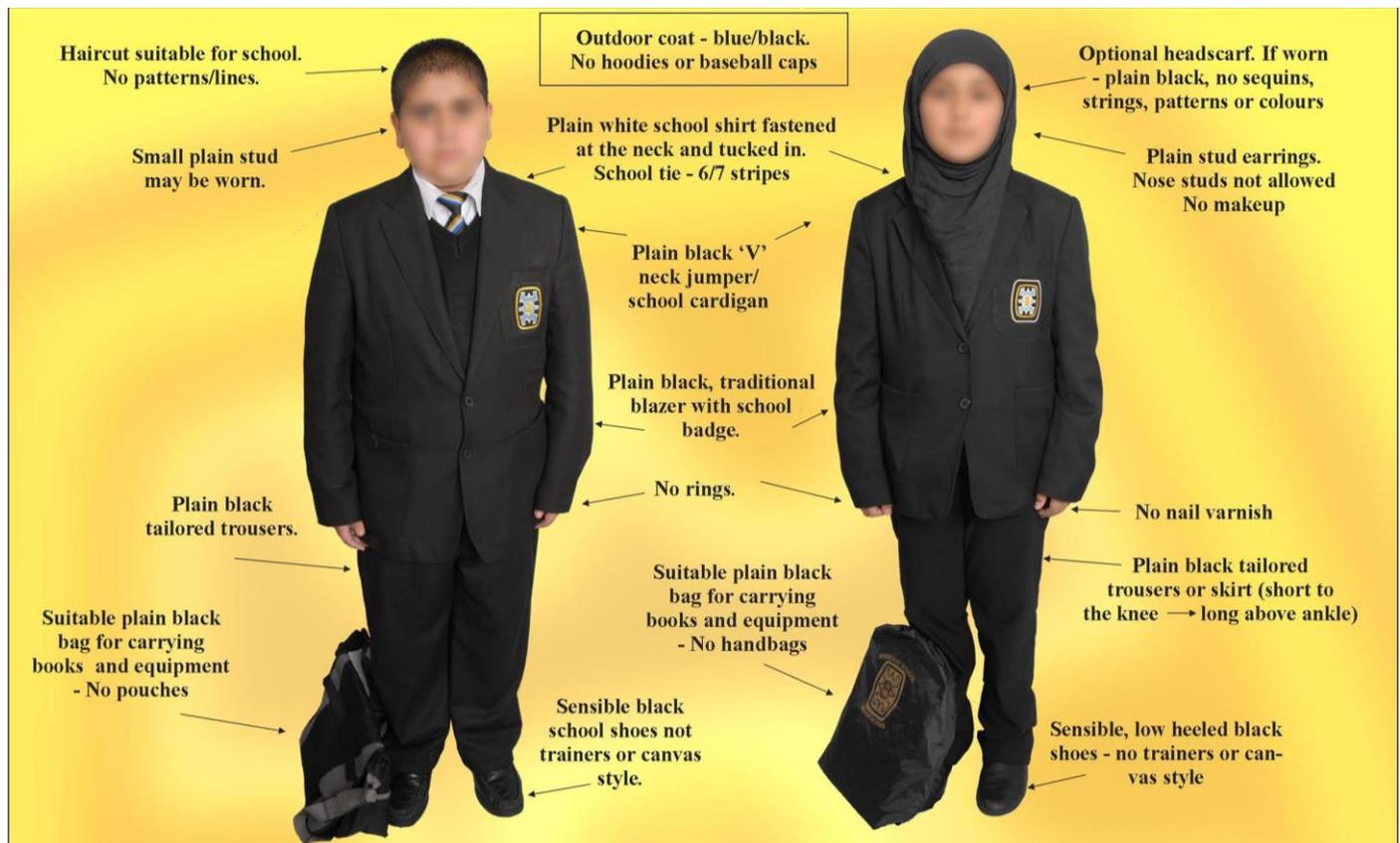


BROADWAY ACADEMY

Uniform and Dress Code

We are a uniformed Academy and are proud of the smart and intelligent appearance of our students. We thank parents for supporting our policy and making sure that our students are good advertisements and ambassadors for Broadway Academy.

Our uniform rules apply to the journeys to and from the Academy as well as during the school day. Items are readily available at all department stores or supermarkets depending on your price range. You can purchase ties and blazer badges from the reception office. We strongly advise parents to make sure that clothing is labelled with their child's name.



At Broadway we are happy for students to bring mobile phones into school but please make sure that students understand that **mobile phones should be switched off before entering the building and not be switched back on until after they have left school. Mobile phones should not be visible in school; they must be kept in the student's bag or pocket.** If the phone is visible or used during the day it may be removed and locked away in the reception office safe until a parent / guardian can collect.



BROADWAY ACADEMY

Assemblies

Since Broadway Academy students come from a wide variety of cultural and religious backgrounds, the governors, parents and staff were successful in seeking a determination which removes the requirement for students to attend broadly Christian Acts of Worship.

The presentation and content of assemblies reflects the various faith backgrounds of the students in the Academy and supports the multi-cultural, anti-racial and equal opportunities policies of the Academy.

Assemblies will provide students with important opportunities to promote whole school identity, share values and unity, helping them to recognise their part in the whole school community.

In the event that you do not wish your child to participate in assemblies or religious education provision please contact the Headteacher.

The governing body has a policy on collective worship that is available to parents on request from the reception office, or to download from the Academy website.

Sex and Relationships Education

The governing body has a policy on sex and relationships education that is available to parents on request from the reception office, or to download from the Academy website.

Behaviour

"The Broadway values of 'integrity, respect, optimism, responsibility, appreciation, aspiration, generosity and inclusivity' permeate the life of the school" (Ofsted, February 2016).

The Academy demands a high standard of behaviour from all students. They must be ready, respectful and safe at all times and aim to demonstrate the core values of the Academy. As a caring community Broadway expects consideration and concern for others to be shown at all times. Each student is responsible for his or her own actions and for the consequences of those actions. Parents will be involved immediately if there are serious problems.

The behaviour policy and procedures are included in the student planner, Academy website and copies are available from the Reception Office.



BROADWAY ACADEMY

Assessment and Reporting

We believe that effective communication with parents about their child's progress is key to maintaining productive relationships. Therefore, all Broadway parents receive regular interim reports throughout the academic year which give feedback on their child's academic progress and attitude to work. We will also be regularly reporting on effort, attendance and behaviour.

All parents will also receive one full written report each academic year. This will give parents/guardians written feedback on their child's strengths and areas for development in each subject. It also gives topic overviews so that parents know what is being taught in that academic year. Course content is also on the Broadway Academy website.

Our Student Support Managers monitor and track their pupils using this information so that rewards can be given or action taken to rectify any problems as soon as they arise. All pupils have at least one progress evening a year where parents can meet with subject teachers, form tutor and student support manager. Year 7 and 12 students have additional "settling in" evenings to aid the transition into Broadway or our 6th Form respectively.

The governing body has a policy on assessment and reporting that is available to parents on request from the reception office, or to download from the Academy website.

Information Advice and Guidance

"Pupils are well prepared for the next stage of their education, training or employment" (Ofsted, February 2016).

As part of our drive to further improve the curriculum, guidance lessons and work related learning will be delivered through collapsed curriculum days. This will allow us to be more flexible and innovative with our delivery, enabling the use of outside speakers such as business experts; health professionals; further and higher education providers and enterprise days for pupils. We will also use this time to deliver all PSHE programmes as well as careers guidance.

To ensure we provide impartial Information and careers guidance we work with an external provider for our careers and guidance and one to one careers interviews.

A copy of our IAG policy can be found on the website. Alternatively parents can contact the reception office to speak to the Assistant Head Teacher responsible for IAG.



BROADWAY ACADEMY

Work Experience

We try to provide as many students as possible with opportunities to connect with employers. Our aim is to provide year 10 students not only with encounters, but opportunities to take part in work experience programmes. In previous years we have offered work experience in Year 10 to all pupils and we would like to offer the same to future years, however, more recently we have encountered a number of issues. Firstly, all schools are finding that quality placements are difficult to acquire. The current economic climate has also impacted on the number of organisations willing to support work experience. In addition to this the pupils have an increasing number of examinations so finding a slot which does not impact on our pupils' academic achievement is very difficult. Despite this, Broadway Academy continues to look for opportunities to involve as many of our pupils as possible in work experience.

We will still be supporting those students who wish to complete a work experience out of school hours, during the holidays. Forms are available from the Student Support Manager for Year 10.

Work experience will be available in Year 12 as we find the older students are more willing to travel to city centre locations to get quality placements with larger business organisations. Sixth Form students also tend to have a better idea of the type of vocation they wish to consider themselves thus making the experience more beneficial. In addition to this businesses offer greater opportunities as there are fewer constraints as students are over 16 years of age. Following on from this work experience pupils also use the information to inform their personal statement for their University applications or to update their CVs.

Should parents have a particular desire for their child to do a work placement before Year 12 they are, of course, free to organise this but we would encourage that they utilise the holiday period so it doesn't impact on their studies.

Attendance

We believe strongly in the link between good attendance and doing well at Broadway Academy. We do everything we can to ensure every child on our roll is supported and encouraged to attend regularly so that they can maximise their potential.

We have an advanced tracking system for monitoring the attendance of all pupils. Good attendance is suitably rewarded and pupils with attendance issues are highlighted and dealt with at an early stage. In addition to form teachers a whole host of other staff support attendance including an Assistant Headteacher, Attendance Manager, attendance administrators, Student Support Managers, Student Support Assistants, Home School Liaison and outreach workers.

The governing body has a policy on attendance that is available to parents on request from the reception office, or to download from the Academy website.



BROADWAY ACADEMY

Homework

"All staff are focussed on their pupils doing well. They set targets that are aspirational and challenging"
(Ofsted, February 2016).

Homework is compulsory. There is a timetable for all years. Students are issued with a student planner. The co-operation and encouragement of parents in this matter in seeing that the work is conscientiously done is extremely important. In the first 2 years, homework should occupy no more than 1 hour each evening. In Year 9, 1 ½ hours maximum is recommended.

In Year 10, this may vary according to the choice of course for which your child has opted. In Years 11 and the 6th Form, student should be prepared to devote a large proportion of their spare time to the acquisition of the qualifications necessary for their future career progression.

Accidents

If a student is taken ill or has an accident in school, it may be necessary to contact the parent/guardian at home or at place of work. Parents/Guardians are, therefore, asked to fill in a form stating an address or telephone number where they can be contacted during the day and also the contact number of a relative or a friend who could be responsible if the parent is not available. Please ensure the reception office has up to date home and contact details of your child at the Academy.

Disability

Parents who themselves or who have children with a disability should inform the Academy so that appropriate reasonable access can be made available.

The governing body has an accessibility plan that is available to parents on request from the reception office, or to download from the Academy website.

School meals

The Academy follows healthy eating guidelines and all halal food products are HMC certified. Families may be entitled to claim free school meals. Information and help regarding entitlement criteria and how to apply for free meals can be found on the Academy website or by contacting the reception office.

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Photographs

There are occasions during the school year when Broadway wishes to take photographs or make a video / media recording of your child or children taking part in a school activity.

Occasionally we are asked by the press and media if they can include our students in stories about Broadway and programmes including the Academy. We also like to display photographs of our students' success and work around the building, in brochures and within the Academy prospectus.

If a child has a serious medical condition, it is also vital the Academy can display copies of the child's photograph and contact details in staff rooms and certain offices for emergency medical reasons. To ensure we comply with General Data Protection law (GDPR), Broadway sends out a consent form for parents / guardians to complete and return.

Broadway Academy will ensure that photographs and images of children are taken in such a way as to protect the personal integrity of each child and the ethos of the Academy. All information provided will be processed in accordance with the requirements of the General Data Protection Regulations. For further details of how we use this information provided, please refer to our privacy notice on the Academy website: www.broadway-academy.co.uk/home/gdpr-privacy-notice/ .

Cars and Bicycles

There is limited provision for bicycles at the front of the school however all bikes left here are at owners risk.

Parked Vehicles

Students must not cross the areas allocated for parked vehicles, in particular, areas where delivery vehicles may be parked, e.g. produce for the kitchen, maintenance vehicles, delivery of materials and equipment, ground maintenance and refuse collection.

Students are expected to enter and leave the building by the designated routes. This is an important issue of safety.



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Academy Policies

All Academy policies, including the Freedom of Information Act 2000, General Data Protection Regulations 2018, More Able policy, Race and Sexual Equality policy, SEN policy and Looked After Children policy, are available to be viewed at the Reception office and on the Academy web site at: www.broadway-academy.co.uk.

To follow Ofsted safeguarding guidelines, all visitors to the Academy are requested to provide a form of identification at our Reception Office upon their arrival. Enhanced DBS checks are carried out on all staff working frequently with children.

Charging Policy

The governing body follows the LA guidance on charges and remissions, which is available to parents on request.

The Academy does not have insurance which protects you or your property from loss or damage.

Parents are asked not to allow valuables or attractive items to be brought to school. We can advise on matters such as personal and property insurance if parents wish.

The Academy accepts no liability for loss or damage to private property or belongings in the Academy buildings or grounds.

Safeguarding

"Safeguarding is effective" (Ofsted, February 2016).

The Academy acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Birmingham Safeguarding Children Board requirements. We are dedicated to:

- safe recruitment, supervision and training for all employed staff
- maintaining a robust procedure for dealing with concerns about pupil welfare
- encouraging and supporting parents/carers
- maintaining clear, effective links with childcare authorities and other agencies

There are several members of staff - Mr Taylor , Ms Cordon and Mrs Bailey-Nicholls who ensure that all of the statutory responsibilities are fully met.



BROADWAY ACADEMY

Privacy Notices

How we use student information

Privacy Notice

Broadway Academy complies with the General Data Protection Regulations (GDPR) and is a data controller for the purposes of the Regulations

The Data Protection lead and first point of contact for student data in the school is Stuart Carroll, Deputy Head Teacher s.carroll@broadway-academy.co.uk

The Data Protection Officer role is provided for the school by SIPS Education and queries should be referred to gdpr@sipseducation.co.uk

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number, address, carers' contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons)
- Assessment information (such as national curriculum assessment results, internal assessment results, school reports)
- Examinations information (such as exams entered and results)
- Medical information (such as height, weight, vaccinations, medical conditions, support needs)
- Special education needs information (such as SEN test results, SEND provision, referrals)
- Behaviour information (such as behaviour monitoring, action plans, reasons for isolation referrals, feedback)
- Exclusions and alternative provision (such as reasons, placement details, feedback)
- Post 16 learning information (such as school, college and training destinations)



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- Safeguarding information (such as safeguarding concerns logs, referral information, actions)
- Photographs (such as pictures for identity purposes, on display boards or in marketing materials such as our prospectus, the academy website, twitter account and through digital signage around the school)
- CCTV recordings (recordings on the school site to protect pupil safety and/or the school's property)
- Biometrics (such as recognition systems that use information related to your fingerprint so you can use the canteen and library [please note that the system we use does not save actual fingerprints])

Why we collect and use this information

We use student data to:

support student learning

monitor and report on progress

support student's welfare

provide appropriate pastoral care

protect vulnerable individuals

assess the quality of our services

respond to and process any complaints

promote the achievements of the school to parents and carers and the wider community

prevent and assist in the detection of crime

comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. Our data collection is carried out under the following provisions of the General Data Protection Regulations.

Article 6(1) (c) "processing is necessary for compliance with a legal obligation to which the controller is subject.

Article 6 (1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.





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Article 9 (2)(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Collecting pupil information

We collect pupil information via a range of sources including, without limitation, the following:

- student admission forms, registration forms at the start of the school year, parental contact forms
- Common Transfer File (CTF) or secure file transfer from previous schools
- parents of pupils may provide us with personal data about themselves or their family in correspondence, documents, during discussions with staff, and through our website
- third parties such as other schools and public authorities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the period of time the pupil is on roll at the Academy and for 10 years after the date of leaving (in line with the data retention guidelines in the Information management Toolkit for School [IRMS])

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

If requested, we may also share pupil information with the School Nurse, NHS, Police, Social Services and other external agencies.





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Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins Academy funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers
- post-16 education and training providers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.



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We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Stuart Carroll, Deputy Head Teacher s.carroll@broadway-academy.co.uk



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You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Stuart Carroll, Deputy Head Teacher
email: s.carroll@broadway-academy.co.uk

Telephone: 0121 566 4334



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