City of London Academy Islington

Parent and Carer Handbook

2026 - 2027

CITY OF LONDON ACADEMY ISLINGTON

WHERE STUDENTS SUCCEED

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Message from the Principal

I look forward to welcoming your child to the City of London Academy Islington, where throughout their time at the Academy we will work tirelessly to ensure that your child receives an outstanding education.

At the City of London Academy Islington, we hold the highest expectations of all of members of our community and strive to support our students to achieve success in all aspects of Academy life, so that they are able to experience a sense of reward and grow into outstanding learners and responsible citizens. This is reflected in our core values of respect, responsibility and integrity, which underpin the ethos of the Academy and all that we do.

Year 7 students will begin a new, exciting and broad curriculum based on the concept of developing the underlying skills and building the essential knowledge that enable all of us to become experts in a range of subjects and disciplines. The curriculum will be challenging and engaging and will support our students in preparation for their GCSE, BTEC and A Level qualifications. All students will be provided with pastoral support through our tutor programme and academic mentoring, so that they are all able to achieve their aspirations, whatever they may be.

In addition to an outstanding classroom experience, we are very proud of the excellent enrichment opportunities that we offer to our students, including a broad range of curricular and extra-curricular activities, trips, visits, CCF, careers education and work experience and much more. We seek to enhance students' experience of education by providing engaging opportunities for them to explore new interests and develop their existing talents and skills.

The support that parents and carers provide to our students and to the Academy is invaluable and my staff and I look forward to a purposeful and positive relationship with you throughout your child's education. Familial support is a critical factor in determining a young person's attitude to learning and their success in education, so we hope to work closely with you to ensure that your child thrives at the Academy.

I look forward to welcoming your child to the Academy in September.

Mr L Glees, BSc (Hons), PGCE
Principal

"The school has established a calm and focused school environment with high expectations. Pupils participate happily in learning and in the wider life of the school. As a result, published academic outcomes for pupils at the end of Year 11 are positive."

Ofsted 2025

Parent Charter

At City of London Academy Islington, we are committed to fostering a safe, respectful, and inclusive environment for all members of our school community. Positive partnerships with parents and guardians are vital to the success and wellbeing of our students. We expect all interactions with staff to reflect courtesy, professionalism, and mutual respect.

To that end, we ask that:

1. Treat all staff, including teaching, support, and leadership, with respect and courtesy at all times.

2. Parents trust the professional judgement and expertise of all our staff.

3. Discussions with staff are to be made by appointment; requests to see a member of staff without notice cannot be granted.

4. Parents do not ask staff to deliver messages or items to their child during the day unless there is an immediate emergency.

5. Parents can only wait in the reception area for a scheduled appointment. If you are collecting your child, please arrange an appropriate place outside school.

Parental Contact at the Academy

We recognise the importance of good communication between the Academy, students, and their parents and carers. We have a comprehensive range of opportunities to ensure that key information is effectively shared with parents and carers.

My Child At School (MCAS)

We encourage all parents and carers to make use of My Child At School app where they can review key data about their child's education at any time. This will contain the most recent data on attendance, rewards, and sanctions, as well as a copy of all reports that we have produced on your child. Information on how to set up and access your account has been emailed to all parents and carers. Please contact the Academy if you have any queries on using this platform.

Other means of parental engagement

Throughout the academic year, we strongly encourage parents and carers to attend a range of parental events including:

- Parents Consultation days
- Parent information evenings
- Parent workshops
- Ad hoc parental consultations

A regular Principal's update and termly newsletter are also sent electronically to parents and carers. Please ensure that the Academy has the correct email address so that you receive these and other letters sent home.

Who should I contact if I have a concern?

Parents are welcome to contact the Academy to discuss their child's welfare and progress. In general, the first point of contact should be your child's form tutor. For subject specific queries, the Curriculum Leader for the subject is the contact point, and wider pastoral or welfare concerns should be addressed to your child's Head of Year.

Our telephone switchboard gets very busy during the school day, so for all non-urgent enquiries, please contact the Academy via email, using the info@colai.org.uk email address, stating clearly in the subject heading who the email is for the attention of. Please be mindful that form tutors, Curriculum Leaders, Heads of Year and members of the Senior Leadership Team, including the Principal, are all teaching members of staff, are often unable to access email during the school day due to teaching and extra-curricular commitments. For this reason, whilst we will endeavour to respond to emails as soon as we are able, please do not expect a response on the same day.

If your request is urgent, please contact the school switchboard. Visits to the school should be made by appointment only so that we can ensure a mutually convenient time to discuss any query you may have.

Key staff contacts

Head of Year 7:	Mr Seldon
Head of Year 8:	Ms Olarinde
Head of Year 9:	Mr Noutch
Head of Year 10:	Mr Porter
Year 11 Strategic Lead:	Mr Smith
Head of Sixth Form	Ms Gaunt
Curriculum Leader English	Ms Theodotou
Curriculum Leader maths	Mr Douglas
Curriculum Leader science	Ms Mysko
Curriculum Leader modern foreign languages	Ms East
Curriculum Leader humanities	Mr Oelschlägel
Head of business and economics	Ms Davis
Head of art and technology	Ms Webb
Curriculum Leader performing arts	Ms Kiley-Smith
Curriculum Leader physical education	Mr Vassie
Special Educational Needs Coordinator	Ms Strika

Academy Governance

An Academy is an independently governed, state funded school which provides education free of charge to all students. The City of London Academy Islington was jointly sponsored by the City of London Corporation and City, University of London, who together contributed £2 million towards the capital cost of the project and continued their extensive support of the Academy during its first decade. In September 2020, the Academy joined the City of London Corporation's multi-academy trust. The Academy will retain a strategic partnership relationship with City, University of London and continue to benefit from their support of our students.

The Academy works very closely with its sponsors and the students benefit greatly from this relationship. The City of London Corporation and City, University London do not simply provide money, but they provide a wealth of opportunities for students. Students receive academic support in many subjects. Students have access to a great range of enriching activities, visits, speakers and events in London. And looking ahead, students are given a wealth of information and opportunities to support their next steps in education and in their future careers.

You may know that the City of London sponsors a number of other schools through the City of London Academies Trust (CoLAT), including schools in Islington and Hackney. The City of London Academy Islington has always had strong links with CoLAT. We believe that CoLAT is a well-organised and forward-thinking educational body, with good and outstanding schools under its umbrella and innovative ideas about how to help schools flourish.

Our Mission, Vision and Values

Our mission

To provide all our students, whatever their background, circumstances or individual need, with an outstanding education, by:

- Helping all our students achieve the best possible qualifications so that they can continue to access high-quality education and go on to have successful and rewarding careers
- Teaching essential life skills, such as critical thinking, problem-solving, and emotional resilience, to help students manage challenges both in and out of school, and make a positive contribution to their communities

Our values

- Respect
- Integrity
- Responsibility

Students at the City of London Academy Islington are valued and rewarded for hard work, politeness, self-discipline, ambition, resilience, fairness and compassion. We foster in our students a desire to learn throughout life, developing teamwork, leadership, problem-solving skills and teach the value of difference and diversity in our community.

We aim to:

Provide a high-quality education for students in Islington and pioneer educational innovation.

In support of this, we:

- Raise standards and aspirations for young people
- Offer a curriculum that is accessible, engaging, challenging and rigorous
- Enable students to fulfil their potential and participate fully in society
- Build partnerships between local cultural organisations, businesses and educational communities

What is special about the City of London Academy Islington?

The City of London Academy Islington offers all students an outstanding opportunity to learn and achieve in a purpose-built environment with access to the highest standards of teaching and pastoral support.

School Calendar 2026 - 2027

Autumn term

Tuesday 1 September to Friday 18 December 2026

- **Staff training days: Tuesday 1 September and Wednesday 2 September 2026**
- Year 7 to start on Thursday 3 September
- Years 8 – 13 to start on Wednesday 9 September
- **Autumn half term break: Monday 26 to Friday 30 October 2026**
- **Winter break: Monday 21 December 2026 to Friday 1 January 2027**

Spring term

Monday 4 January to Thursday 25 March 2027

- **Spring half term break: Monday 15 – Friday 19 February 2027**
- **Easter break: Friday 26 March to Friday 9 April 2027**

Summer term

Monday 12 April to Friday 16 July 2027

- **Summer half term break: Monday 31 May to Friday 4 June 2027**
- **Last day of term: Friday 16 July 2027**

INSET days

- Tuesday 1 September 2026
- Wednesday 2 September 2026
- Monday 12 October 2026
- **Other days – dates TBC**

Times of the School Day

All year groups	
08:20	Gates open
08:36	Gates close
08:38 - 08:40	Line up
08:40 - 09:05	Ready to Learn
09:05 - 10:40	Period 1
10:40 - 10:55	BREAK
10:55 - 11:00	Line up
11:00 - 12:40	Period 2
12:40 - 13:25	Lunch
13:25 - 13:30	Line up
13:30 - 15:05	Period 3
15:05 - 15:10	Line up
15:10 - 16:00	Period 4 Additional studies*

*Students and their parents/carers will be informed of which days they are required to attend Additional Studies every half term.

Teaching, Learning and Curriculum

Students become independent and lifelong learners

We firmly believe that every student is entitled to an outstanding education. We view our curriculum as a seven-year journey from when our students join us in Year 7, to their programme of study in Sixth Form, preparing them for university, an apprenticeship or their future career. Our curriculum is ambitious and inspiring and aims to enrich students and create a love of learning and thirst for knowledge. We empower students to understand concepts, ideas and narratives which are central to building social capital; our curriculum serves as a clear pathway to higher education, the world of work and civic participation. We aim to develop our students so they are respectful and tolerant citizens, who have the ability to play an active and positive role in society.

All students can succeed

We believe that no matter what a student's starting point, all students can thrive. We believe that ability - rather than being a fixed quantity - is something that can be grown and developed through excellent teaching, and that outstanding achievement is the product of hard work, combined with a broad, balanced and creative curriculum. We have a range of interventions and support for students with different educational needs, whether that is high quality teaching in lessons, one-to-one support in literacy or numeracy, or support from our Special Educational Needs specialists in the Hub. This is to ensure that all students can access the curriculum and can achieve to the best of their ability.

Students develop critical thinking and excellent communication skills

We take every opportunity to challenge and extend our students' learning, encouraging them to problem-solve, think critically and develop their analytical and evaluation skills. Oracy is a key focus, ensuring that students become confident and skilled communicators.

Literacy and numeracy at the heart of our curriculum

We recognise that these two skills are fundamental in the progression of learning across all subject areas. Our literacy policy ensures that students regularly undertake extended writing in lessons and time to read is incorporated throughout all subjects and during tutor time. We encourage our students to read for pleasure; all students are expected to bring a reading book each day as part of their equipment. Numeracy is also a drive within each subject, as well as a focus on ensuring students are financially capable and aware.

Key Stage 3

Our Key Stage 3 curriculum is challenging, broad and balanced. Our students follow a traditional curriculum, which is based on the belief that all learners can learn the important academic content that forms the foundations of an outstanding education. It takes students on a journey, building on what they already know at the end of Key Stage 2 and preparing them for Key Stage 4, Sixth Form and beyond. From the outset, in Year 7, students will follow a curriculum that builds a base of powerful knowledge and skills so that they can achieve the goals in life and that they have as many choices and options in the future as possible. We ensure that they will have an understanding of what each subject is really about and what it

means to excel in that subject so that they are fully informed when they make their GCSE choices.

As well as English, mathematics and science, students learn history, geography, religious studies, a modern foreign language (either French or Spanish), music, art, drama and technology. Students also have lessons in Personal, Social, Health and Economic Education (PSHE) which develops the knowledge, skills and attributes students need to keep themselves healthy and safe, and prepared for life and their future career. The core themes are health and wellbeing, relationships, and living in the wider world (including economic wellbeing and careers education).

One of the guiding principles of our Key Stage 3 curriculum is that students at COLAI should learn the best that has been thought and said in the world. We are proud of our curriculum, which is rigorous in its content and tailored to work best for the students at our school. It is a unique curriculum that draws on the passion and expertise of our outstanding teachers.

Key Stage 4

Students will start Key Stage 4 in Year 10. We have a track record of outstanding results and excellent teaching. All students study GCSEs in English, mathematics, science and religious studies. In addition, students will also be expected to continue studying a modern foreign language or a humanities subject. There is a wide selection of GCSE options for students to choose from and we also offer a range of vocational qualifications, including BTEC Level 2 qualifications.

Post 16

We offer a friendly and supportive learning environment at our joint sixth form that is based at City of London Academy Highbury Grove, with a strong focus on academic rigour, self-discipline and the highest educational aspirations. Our primary focus is on providing a highly academic curriculum, with the majority of courses on offer being A Levels. However, we also have a vocational pathway for students who would benefit from this style of learning. Students can also apply to be part of the Football Academy and Basketball Academy.

We support our students to achieve their best and to equip themselves with the educational knowledge and personal attributes needed to achieve this. Working closely with City, University London, our sixth form students benefit from the involvement of a highly respected higher education institution with a long history of excellence in the fields of teaching and research. A significant proportion of our sixth form students progress to higher education following completion of their sixth form studies.

Success

At the City of London Academy Islington, we are absolutely committed to helping our students achieve success in every aspect of their time at the Academy. We provide support and challenge to allow our students to achieve excellent examination results and develop the skills, confidence, independence and self-awareness required for their future success and well-being.

Our teaching is creative, exciting and inspirational. Our subject teachers are experts in their fields and are passionate about what they teach. As a result, students make outstanding progress during their time at the Academy.

We have high ambitions for all of our students and encourage students to join our Sixth Form to continue their education and progression. We provide a rigorous academic curriculum in the sixth form and require all of our learners to be highly motivated, self-disciplined, independent learners. We embed the highest educational aspirations in our sixth form learners and support our Students to make rapid progress, ensuring that they have a range of high-quality progression opportunities available to them following the completion of their sixth form studies.

Personal development is essential to future success and we educate and support our students to develop the strength of character to allow them to be the best they can be. High standards of behaviour and professionalism are expected from all. Our students are provided with opportunities to develop their leadership skills, act as role models and demonstrate their commitment to the wider community. Students enjoy their learning, and they feel safe and happy at the City of London Academy Islington.

Homework

Homework is an integral part of your child's curriculum and learning; it helps to raise their achievement by consolidating and extending their learning and helping them to become independent learners. At COLAI, we set most of our home online, via a range of online platforms, including Sparx and Seneca. Further information can be found on our website: https://www.colai.org.uk/community/students-and-parents/homework/.

Students also have access to Google Classroom, which is a safe and secure platform for students to access learning materials and support directly from their class teachers. It also allows your child to contact their teachers to ask any questions as well as complete and submit work and receive feedback from their teacher to support their progress.

Please inform us if your child does not have IT access or Wi-Fi as we may be able to support with this. We have a small number of laptops that we can loan to students for use at home.

"The school has designed a curriculum that is ambitious and broad, including in the sixth form."

"Teachers have strong subject knowledge…… teachers present new information to pupils with clarity."

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Pastoral Care

Year Group System

Each year group in the Academy is led by a Head of Year and a Pastoral Support Manager (PSM), and they are in place to ensure the best possible wrap-around care for your child. Year groups are organised into tutor groups. Each tutor group has an assigned tutor who oversees the daily Ready for Learning sessions and will support your child's pastoral care. An outstanding pastoral system ensures that your child is known as an individual, their particular interests and talents are fostered, and the year group team work together to ensure your child is safe, happy and is on track to achieve their very best.

Ready to Learn sessions

Our year group Ready to Learn time is staffed by a team of committed and dedicated Form Tutors who work with the Head of Year and PSM to ensure your child has a pastoral team who they get to know very well and who get to know them.

Ready to Learn time is used to support students to develop their reading skills, personal organisation, social and cultural awareness and engagement in learning. Tutors are a valuable point of contact for students' families because they are actively involved in monitoring students' academic and social progress.

"Pupils' respectful behaviour represents leaders' high behavioural expectations. Pupils move around the school between lessons calmly and purposefully. Usually, they settle quickly, contribute to group discussions and complete work readily."

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Safety and wellbeing at the Academy

Staying safe

We make sure that the site itself is a safe place for students. The City of London Academy Islington has a supervision rota, closed circuit television monitoring and a system for registering and welcoming visitors. All visitors access the building through the main entrance and are required to wear their identification badges at all times. Students can be identified by their lanyards, identification cards, Unique Profile Number (UPN) and their uniform. Students are supervised by qualified staff at all times on the Academy site and on off-site trips and visits.

Anti-Bullying

We have a zero-tolerance approach to bullying. Everyone at the Academy agrees that bullying in unacceptable behaviour and should not happen. Everyone is entitled to the respect of others. The Academy promotes respect for others and a caring atmosphere. We are committed to making sure that students feel safe and valued. Aside from the harm that bullying does, we recognise that students only learn effectively when they feel safe. We do everything possible to ensure that bullying of all types does not take place on the school site and respond quickly and effectively when it does.

Getting support

If students have any concerns about their own wellbeing or the wellbeing of a friend, there are lots of people that they can talk to. All our teaching and support staff are trained in safeguarding.

As well as having a form tutor who is there to provide support and advice for students and whom a student will see every day, each student has a Head of Year and a Pastoral Support Manager (PSM) who are available to talk to students about any concerns. In addition, students, as well as parents and carers, can speak to our medical officer, attendance officer or our safeguarding lead for further support.

How we support students at the Academy

Inclusion is often seen as an issue about Special Educational Needs (SEN). It is actually more about making schools a respectful, pleasant and humane place to work and learn for everyone. It is about improving our community, both in an academic sense but also socially and culturally. We place emphasis on valuing individual differences irrespective of social and/or cultural background, disability or difficulty in learning so that all Students fulfil their goals and aspirations.

Inclusion at City of London Academy Islington is built on the following principles:

- We believe that all our students may require additional or bespoke support at some time in their secondary school career
- We ensure that all students can access the mainstream curriculum and make excellent progress in their lessons
- We communicate quickly and appropriately with students, parents and staff to reduce or remove barriers to learning
- All teachers understand that they are teachers of students with Special Educational Needs

The support programmes offered to students are flexible and varied. After assessing a child's needs, support might include small group work, intensive literacy or numeracy support or support from a Teaching Assistant in the classroom. We hold regular multi-professional meetings, which ensure that we develop Students through praise and encouragement, appropriate teaching and frequent monitoring and feedback.

Students are encouraged to be healthy

Students learn how to maximise their physical, emotional and spiritual well-being through their PSHE (Personal, Social, Health and Economic) lessons, but also in Ready to Learn time and assemblies. Like all schools, we provide relationship and sex education from age 11. Some parts are compulsory – these are part of the national curriculum for science. Parents can withdraw their children from all other parts of sex and relationship education, although we would encourage all families to support our programme which has been carefully thought through, is age-appropriate and designed to assist our young people in making safe, respectful and well-informed decisions.

The City of London Academy Islington offers physical education as part of the curriculum for all year groups and provides healthy food and drink in the canteen.

Meals at the City of London Academy Islington

We expect students to eat the healthy meal provided by the Academy at lunchtime. There are vegetables and salads to accompany the meal, followed by a dessert or fresh fruit. Halal and vegetarian options are available every day. Students are permitted to bring their own break and lunchtime food, but sugary drinks (including energy drinks) and sweets (including chocolate) are not permitted.

Recognising Achievements

Students are encouraged to work hard and contribute to life at the Academy

The key to fulfilling our students' potential is to ensure that learning takes place in a safe, inclusive and cooperative environment. The Academy encourages polite, conscientious, self-disciplined and resilient students who want to achieve. All members of the community know they are valued and can work, learn and teach in a caring and aspirational environment. Students are expected to respect one another, learn from each other, respect the property of others and the environment, and follow the Academy rules. There are sanctions for those students who do not meet the high expectations that the Academy holds for all of its students, but this is balanced with extensive opportunities for students' positive achievements to be recognised and celebrated.

Rewards

Students are rewarded for achievement in a number of fields, including: academic, citizenship, leadership, performing arts, and sporting contributions and achievements. We firmly believe in the importance of recognising and rewarding the hard work and positive contribution that students make. We foster a culture where doing well and working hard is celebrated. We also foster a culture where the qualities of respect, responsibility and integrity are valued and encouraged. Students are recognised when they are kind to their peers and respectful of others.

Students have regular opportunities to earn rewards and awards from their pastoral and teaching staff. Achievement points are given in recognition of students' effort and attainment in a range of fields, and each lesson, a student will be awarded "Legend of the Lesson" for their outstanding contribution to the class. Award assemblies are held regularly to publicly acknowledge the achievements of our students. Reward trips are organised for specific year groups or cohorts of students. We also hold an annual awards ceremony in December to recognise the most exceptional achievements, academic and otherwise, to which families are invited.

Extra-Curricular Activities

We want everyone to be involved in the great range of extra-curricular activities that are on offer at COLAI. Lunchtime and after-school clubs are a great way to make new friends, as well as trying out new activities and developing new skills. As well as being enjoyable, participating in extra-curricular activities will help students become more involved in wider Academy life.

We offer a wide range of sporting clubs and activities, including football, basketball, and netball. We also run clubs for art, debating, science, drama, choir, film and chess. We regularly consult students to find out if there are additional or different clubs and activities that they would like us to offer and welcome their involvement in the planning of our extra-curricular provision.

COLAI enjoys a close relationship with the Combined Cadet Force (CCF). This partnership provides unique opportunities and experiences for students in Year 9 and above. Through enjoyable military-themed and adventurous activities, cadets have the opportunity to take responsibility, develop skills such as leadership, self-reliance, resourcefulness, endurance and perseverance. CCF contingents contain one or more sections from the Army, the Royal Navy, Royal Marines or the Royal Air Force, and promote the aims and values of the Services they represent.

We are also proud of the number of opportunities we offer for trips and visits we run, as well as speakers and workshops that we offer within school. Students have the opportunities to go to West End plays, exhibitions at art galleries and museums, concerts, local employers and businesses, historical sites and many more. These trips even include residential trips abroad, for example our trip to Paris, France, with our Year 9 students.

"The school organises a range of clubs for pupils to deepen their interests beyond the classroom. These include art, basketball and chess clubs. Boys' and girls' football teams compete against local schools. Pupils from Year 9 to Year 13 are encouraged to take part in the combined cadet force. As part of this, pupils are taught to work together and to learn new skills through military-themed, adventurous activities. These include navigation, first aid and camping."

Ofsted 2025

Uniform Checklist for all students

ITEM	DESCRIPTION	COMPULSORY/ OPTIONAL
Blazer	Regulation Academy maroon blazer, with logo and lining.	Compulsory
Jumper	Regulation Academy grey jumper, logo and piping. No other jumpers, cardigans, sweatshirts or waistcoats are permitted.	Optional
Trousers	Grey, classic-style, school trousers. Black trousers are not permitted. Trousers should be straight-legged and must not be slim-fit, cropped or flared. Trousers must be worn at or above the waist at all times.	Compulsory
Shirt	Plain white school shirt with collar, tucked in and buttoned at the neck. Any t-shirt or vest worn underneath the shirt should not show or be visible through the shirt.	Compulsory
Tie	Regulation Academy maroon tie, with logo. The tie must be in good condition at all times, worn with a closed knot, with the logo and stripes showing directly below the knot, worn at a sensible length.	Compulsory
Socks	Plain **black** ankle socks. Logos, branding or other details are not permitted.	Compulsory
Shoes	Plain black leather or leather-look shoes, sturdy and covering the feet. Any stitching on the shoe must be black. Trainers, plimsolls, winter or ankle boots, Kickers (to include any style of Kicker shoes/boots), or fabric shoes are not permitted. Shoes should not have any visible branding, coloured tags, buckles, labels or decorations.	Compulsory
PE Kit	Black PE shorts (no visible branding or logo). White Academy polo shirt. Black football socks (no visible branding or logo). Sports-appropriate training shoes. High tops or converse boots are not permitted.	Compulsory
PE Kit	Plain black tapered track pants (no visible branding or logo). Plain black sweatshirt (no visible branding or logo) (For colder months, only sportswear as listed here is acceptable)	Optional
Academy rucksack	Available from Rough Cut Casuals	Compulsory
Academy coat	Available from Rough Cut Casuals Students are permitted to wear non-Academy winter coats or rain jackets, but these must be plain black, without patterns, or visible branding. Hooded tracksuit tops of any colour, either with or without zips, are not permitted.	Optional
Lanyard, cardholder and student card	Academy lanyard in the correct colour for the year group, with the student photocard on display.	Compulsory

Uniform and Personal Presentation Expectations

The requirement for adherence to the Academy's uniform policy will be reinforced by all staff at the Academy, both teaching and support staff. The staff at City of London Academy, Islington will ensure that when students enter the Academy grounds, they are in proper uniform. Form tutors and Heads of Year are also expected to work with students to encourage/reward them for the standard of their uniform. If students are not in full uniform worn in the correct manner, they will not be able to attend lessons. They will work in a designated area until the correct uniform is brought to them, or they will be sent home to change and are expected to return to the Academy once they have corrected their uniform.

Students are expected to be of a smart and sensible appearance at all times.

- Individual fashion statements such as designer coats, shirts, trainers, or footwear are not permitted.
- Extreme or heavy makeup, fake tan, false eyelashes, false nails and/or nail varnish or any other form of nail covering are not permitted. Fingernails should be kept short.
- Tinted or cosmetic contact lenses and decorative dental wear are not permitted.
- No jewellery is permitted except for one wristwatch (no smart watches) and a maximum of one plain, small, round, gold or silver stud earring in each ear. Nose studs and other forms of face or body piercing are not permitted.
- No accessories are to be worn around the neck or attached to clothing.
- No bandannas, hoods, caps or hats are to be worn on site.
- Hijabs or other head coverings worn for religious purposes must be plain black or maroon and must not cover the face.
- Outdoor coats must be put away in bags and should not be worn inside the building.
- Please note that, after consultation, skirts are no longer a part of the Academy uniform.
- All items of uniform should be clearly marked or labelled with the student's full name.

Branded items of uniform can be purchased at Rough Cut Casuals. The Academy also has a number of second-hand items should parents and carers wish to purchase these. Please contact the Academy for more information.

Hair and Hairstyles

Students are expected to be of a smart and sensible appearance. Hair must be worn in a style appropriate to a learning environment. Judgements on the acceptability of students' hairstyles can only be made by staff at the Academy.

- Only small, black hair accessories (hairbands or ties) are to be worn in the hair.
- Extreme hairstyles, hair colours (e.g. red, blue, green, purple, peroxide blonde etc.) or hair decorations/accessories such as bows, beads, coloured hairbands or ties etc. will not be permitted.
- Mohawks, undercuts, shaved patterns or lines (in hair or eyebrows) are not permitted.

- Facial hair should be kept trimmed and tidy.
- For health and safety reasons, students with long hair will be required to tie their hair back when taking part in certain activities, e.g. PE lessons, technology lessons, science practicals etc., and should carry a small black hairband or tie for this purpose.
- We fully support our staff and students' rights to wear their hair in styles that reflect their identity and hair type. Hairstyles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, and wigs are permitted, but there is still a requirement (as there is for all students) to conform to the Academy's expectation that hair will be neatly maintained and will not be extreme in style, colour or decoration as detailed above.

Equipment for Every Lesson

The Academy rucksack is **compulsory**. Students should also ensure they have:

- 3 pens (black or blue and one green pen)
- 2 pencils (sharpener and eraser)
- Coloured pencils or felt pens
- Student planner
- 30cm ruler
- Scientific Calculator
- Protractor
- Reading book
- Students should **not** carry a compass, scissors or craft knife as part of their equipment. Should these be required in lessons, they will be provided to students by their teacher.

It is very important that students have the correct equipment with them at all times. Successful learning will often be dependent upon this. If students forget to bring equipment, appropriate sanctions will be applied. We operate a school shop where these items are available for purchase at a low cost.

Mobile Phones and Electronic Equipment

Mobile phones and other electronic devices are an unwelcome distraction during the school day and are strictly prohibited by the Academy. All students are expected to leave their mobile phones at home. Any student found in possession of a banned item during the school day, or anywhere on or around the school site, can and should expect to have the item confiscated.

- Mobile phones, smart watches, MP3 players, tablets, computer consoles, computer games or other personal electronic devices MUST NOT be brought to the Academy and are strictly prohibited. The Academy accepts no responsibility for the loss of these items.
- Personal electronic devices will be confiscated for a week in the first instance, and then until the end of term for any subsequent incidents.

- Students, who continually breach the Academy rules around mobile phones and electronic equipment, may find themselves the subject of random searches. Under the guidance provided by the Department for Education, “Headteachers/Principals and authorised staff can search students for any item banned by the school rules”.
- Confiscation – Under the guidance provided by the Department for Education, “school staff can seize any prohibited item found as a result of a search.” The Academy will invoke this guidance.
- The guidance provided by the Department for Education also states, “where the person conducting the search finds an electronic device (this includes a mobile phone) they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.” The Academy will invoke this guidance.

If you believe that there are exceptional circumstances that mean it is essential for your child to bring a mobile phone or other electronic device to school, you must apply for this. These requests will be considered on a case-by-case basis and must show that there is an immediate and significant safeguarding or health concern that can only be mitigated by your child carrying a mobile phone. Please see the Special Consideration Policy on our website for further information.

Free School Meals

We expect all students to eat a healthy, balanced lunch each day, either by choosing a meal provided by our catering partner, Aspens, or by bringing a nutritious packed lunch from home.

As you begin to prepare for your child's move to secondary school in September, we would like to remind you about the benefit of Free School Meals. If you are eligible to claim for Free School Meals, we would encourage you to apply. **If your child previously received Free School Meals at primary school, you will need to re-apply in order for them to receive Free School Meals at the Academy.**

Applying for Free School Meals means that you save on lunch costs and at the same time, raise additional funding for *the Academy and its students*. There is no commitment for children to eat a school meal every day, but for every eligible child the *Academy* will receive extra funding. This helps the Academy to provide valuable support such as extra tuition, learning assistants and after school clubs *for all of our students*.

Free School Meals are available to students in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999

A Student is only eligible to receive a free school meal where both:

- a claim for this support has been made
- their eligibility has been verified by the school where they are enrolled or by the local authority

Households may also be entitled to a meal if they:

- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for families with no recourse to public funds

School Uniform Grants

The Academy does not directly offer uniform grants. However, the London Borough of Islington offers £150.00 to eligible families, resident in Islington, to help meet the cost of school uniforms at secondary transfer.

The grant is available to Islington residents whose children are eligible for free school meals, under the national criteria.

For more information on free school meals and uniform grants:
Website : www.islington.gov.uk/freeschoolmeals
Email : FreeSchoolMeal@islington.gov.uk
Telephone : 0207 527 5483 or 0207 527 3196

Hackney residents are also eligible for a school uniform grant of £100 from the London Borough of Hackney to assist with the transition from Primary to Secondary School.

The grant is available to Hackney residents whose children are eligible for free school meals, under the national criteria. More information can be found here: **https://education.hackney.gov.uk/content/school-uniform-grant-age-11**

Shoe Hardship Fund

We are grateful for the generosity of the Worshipful Guild of Pattenmakers, who make an annual donation to the Academy, enabling us to part-fund or fully-fund the purchase of school shoes for students from families who need financial assistance. We prioritise funding for students who are eligible for free school meals. For further information, please contact the Academy.

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Students.

We, the City of London Academy Islington (of Prebend Street, Islington, London N1 8PQ) are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is the Academy's Head of Operations and Finance.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about Students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in our academies

We may also hold data about Students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support Student learning
- Monitor and report on Student progress
- Provide appropriate pastoral care
- Protect Student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use Students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest

Less commonly, we may also process Students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use Students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about Students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about Students while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary in order to comply with our legal obligations. Our Records Retention Policy sets out how long we keep information about Students. Please see 'Contact Us' below to request a copy of the Records Retention Policy.

Data sharing

We do not share information about Students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about Students with:

- The local authorities with whom we work – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The Department for Education
- The Student's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Student Database

We are required to provide information about Students to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the National Student Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools and academies, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Once our Students reach the age of 13, we are legally required to pass on certain information about them to the relevant local authority or youth support services provider in your area, as they have legal responsibilities regarding the education or training of 13- to 19-year-olds.

This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or Students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the relevant local authority or youth support services provider.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents' and Students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the Academy holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the Academy holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child

- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection point of contact, Ms J. Stephenson.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations to exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection point of contact, Ms J. Stephenson.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- GDPR@colai.org.uk

Prebend Street
Islington
London
N1 8PQ

Tel: 020 7226 8611
Fax: 020 7226 9363
Email: info@colai.org.uk
Website: www.colai.org.uk

Principal:
Mr L Glees, BSc (Hons), PGCE

VAT Reg: 280 4820 09
Company Reg: 04504128
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