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The Albany

Believe: Engage: Achieve.

Thumbs up to a new beginning!

STUDENT INDUCTION POLICY

Approved

Signature of Head of School:	
Date:	
Signature of Chair of Managers:	
Date:	
Agreed at the SEMH Local Governing Body Meeting on:	
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Student Induction Policy

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Thumbs up to a new beginning!

At The Albany we pride ourselves on establishing and maintaining effective and impactful relationships with all our students and their families. We encourage our students and their families to *believe* in themselves, *engage* in their learning and all the opportunities and activities we offer, so that they can *achieve*. The Albany provides all our students with a fresh start in a new, much smaller environment than a mainstream school. However, it is not just that first day which is a fresh start - every day at The Albany is a new beginning. We want our students to feel they belong, that they can make a change and that they will achieve.

The Albany sets ambitious goals for itself and its students. Our ultimate aim is to support our students to make a sustainable change in themselves so they can become successful adults with a significant number of 'stamps' in the form of qualifications and experiences in the 'passports to their futures'.

Admissions

The Albany provides both alternative provision places (46) and specialist SEMH places (between 8 and 16). Students are accepted to a place at The Albany in both Key Stages 3 and 4.

Requests for admission to special schools, specialist support centres, specialist units, pupil referral units (PRU) and alternative provision (AP) will all be managed under one Specialist Admissions Process (SAP).

PRU/AP placements which are needed urgently and cannot wait for the next referral round can be negotiated directly between the PRU/AP setting and Family Services, and agreed at the Specialist Education panel

Once a place at The Albany has been agreed by The Albany, the LA and the family, the process of induction to The Albany begins.

Admission into our SEMH provision (students with an EHCP requiring specialist SEMH provision) is a long term offer, and is likely to lead to a transfer to the new SEMH school being planned for opening in 2022.

Admissions in year 10/11 usually mean a student will be with us until the end of year 11. Admissions can take place throughout the academic year.

For the majority of those students joining our AP offer in Key Stage 3, we will work with them, their family and their school to support reintegration back into mainstream education.

The induction process will take place prior to entry with a start date within 15 days of the placement being agreed by the local Authority, the parent/carer and the Albany.

In some cases, the Albany acts as an assessment centre to determine the needs of the student and a review through our assessment process will determine whether a student is an appropriate placement with us, or whether further reviews or an alternative placement (including return to mainstream) needs to be considered.

For students in Key Stage 3 reintegration into mainstream and/or an alternative specialist placement may be the most appropriate outcome and the Albany may be a short-term intervention placement.

Reintegration back into mainstream school is managed and discussed at regular IYFAP meetings.

Why Induction?

The purpose of the induction process is to introduce The Albany to the student and their families and engage them in their education at The Albany through developing positive relationships, gaining a complete understanding of their abilities, strengths and learning needs, and exploring the vocational and other opportunities on offer to create their personalised learning programme.



Throughout the induction process the appropriateness of the placement is considered by evaluating the relationships formed, the needs of the student and whether The Albany is best placed to meet those needs.

Once the induction process is completed, the Headteacher confirms the appropriateness of the placement or, where concerns about the placement arise, raises these concerns either at an IYFAP meeting or directly with the SAP team.

The Induction Process

The process is designed to enable a range of information to be gathered to help support the student and to promote the forming of positive relationships with and within The Albany. The steps include:

- *A home visit* to meet the student and their parents/carers to gather information about them and their feelings about the placement. It is also an opportunity to answer any questions students and their families may have about The Albany, and explain our expectations.
- *Visits to The Albany* with parents/carers to look around and explore vocational preferences.
- *Induction activities* to sample lessons, meet other students, staff etc.
- A sequence of *baseline assessments* to inform their personalised learning.
- A meeting in school with the student and their parents/carers where appropriate to read and complete documentation (*Forms 1 to 10*) if these have not been completed during one of the above opportunities.
- *Information gathering* from the referring school, where relevant. Our SENDCO will visit the referring school to discuss with their SENDCO any specialist needs of the student.
- *Review of progress* after 2-4 weeks at the Albany we will arrange a review meeting with parent/carers, the school and the child to review how the student is settling in and discuss any issues arising from their first few weeks. This meeting will also help define the objectives and pathway through The Albany and their next steps, including understanding the views of the student and their family about what they wish to achieve.

Some of these activities will continue beyond the initial induction period. For example, baseline assessments and information gathering from referring schools will take place within the first few weeks of a student's placement.

Baseline Testing

Once the SAP agrees a placement for a student at The Albany, schools are required to provide The Albany with a range of data (see Appendix A) including attendance and behaviour data, KS2 levels, a county risk assessment, statement or EHCP, IEPs and/or SPSFs. In addition, The Albany carries out its own baseline assessment which currently includes subject-specific tests in English, maths and science, wellbeing and Thrive assessments, as well as testing around literacy and sensory needs if appropriate.

Assessment at the Albany is not only about levels and progression, it is fundamentally about finding a way back into the learning process for students who have previously (and possibly for a long time) been excluded from this. Ensuring we have as much information about our students as we can, as soon as possible, enables us to match the learning opportunities provided to the needs of our students, while maintaining high aspirations and expectations for them all.

Building Positive Relationships

The induction process is as much about the student and their family finding out about The Albany, building new relationships and gaining confidence in a new learning environment as it is about The Albany assessing the student and identifying their needs. The home visits, discussions about vocational interests and opportunities all form part of this process. Attending these sessions and getting as much out of them as possible is an essential part of the induction process.



Appendix A: Letter to Schools Requesting Information

Beard Road
Bury St Edmunds
IP32 6SA



Telephone: 01284 754065

E-mail: office@albanypru.co.uk

Website www.albanypru.co.uk

The Albany PRU

Head Teacher: Jane Reason

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**Head Teacher
Address**

Our Reference: School/KS3 or 4/Date

May 2020

Dear Name (headteacher),

Student Placement/s at The Albany

I am pleased to confirm that **STUDENT NAME** has been offered a placement at The Albany via the SAP.

All students who join The Albany do so via our Induction and Assessment Hub. This is a two to four week part time offer, depending on the needs of the student, where we complete literacy and numeracy assessments, create an academic profile, and complete an holistic assessment of the child, their wellbeing, home circumstances and SEMH needs, to help us target our work with them appropriately. This includes any current or historic safeguarding and child protection concerns. To support us with this, we will be seeking further information from your school, as detailed in this letter. Whilst in the Hub, our offer will be for afternoons only.

STUDENT NAME will be joining us on **DATE** and will attend The Albany in the afternoons from **INSERT DATES** Following this, they will move to an 'Albany only' offer. Transport to and from The Albany will be by taxi initially, although our goal is to support our students to use public transport to access their education at The Albany, where this is deemed appropriate. Travel training forms an essential element of the time in our Hub.

Pupil Premium Grant

Both Key Stage 3 and Key Stage 4 students remain registered with the mainstream school as the Dual Main provider with The Albany as the Dual Subsidiary. Consequently, the pupil premium allocation is received by the mainstream school. The Local Authority has made it clear that it expects schools to provide the appropriate proportion of the pupil premium allowance to The Albany to support our work with the student. We will request this from schools each term, where appropriate. In return we will provide each school with evidence of the impact of the funding received on their student.

Identifying Success Goals

It is essential to the success of a placement at The Albany that all stakeholders are involved in co-creating the goals and monitoring progress towards achieving them. To



support this we need a named member of your staff who knows **STUDENT NAME** and their family well, who will work alongside our SENDCo, Mrs Viv Proctor (vivproctor@albanypru.co.uk), and our Engagement Leader, Mrs Claire Hatliff (clairehatliff@albanypru.co.uk), with the family and any agencies involved, to identify the success criteria and track the student's progress towards achieving them.

The success goals form a significant element of the 'readiness for reintegration' assessment to enable all parties to identify and support **STUDENT NAME** to transition back to you successfully, where this is appropriate. It can also help identify any training or support The Albany can provide for your staff whilst **STUDENT NAME** is at The Albany, in preparation for their reintegration.

Progress Reports, Attendance and Safeguarding

The Albany collates assessment data half termly and sends reports home every term. A copy of these reports will be sent to the staff link identified above. Progress information will also be included in the four to six weekly review meetings (dependent on need) that assess progress against the identified goals.

Attendance information is recorded on Arbor and can be sent to you digitally. However, if you wish to collate attendance information daily, it may be easier for a named individual from your school to contact our admin assistant, Mrs Sharon Ungless, (sharonungless@albanypru.co.uk) each day. We work closely with our Education Welfare Officer, Kirstie Keegan, to track poor attendance and intervene to improve it. Please let us know where a student currently has an attendance intervention in place.

All safeguarding concerns are recorded digitally, and action taken where appropriate. We will let the school know of any significant incidents and the outcomes of them in a timely manner. The chronology and the records we have will be transferred to you on re-integration. Where a student comes on our roll from your school, we request that safeguarding information is transferred to us as soon as possible.

Quality Assurance

In addition to Ofsted Inspections (rated Good in September 2017), we have a rigorous internal review system to ensure the quality of our offer. The accuracy of this evaluation is tested by the Local Authority through Val Connoboy our Standards and Excellence Officer. The Local Authority also carries out its own Quality Assurance Assessment of all specialist provisions. The report for The Albany was highly complementary and can be seen by schools should on request to support your own due diligence. If you require more detailed information as to the quality of The Albany provision, I am happy to provide you with copies of my Headteacher reports to The Albany SEMH Local Governing Body. You, and/ or members of your senior leadership team are also welcome to visit to see The Albany in action. We will continue to offer open events to share with you and your staff our policies, vision, curriculum and working practices.

Information Gathering

Please pass the attached letter to the appropriate member of your senior leadership team. It details the information we will need to support **STUDENT NAME** placement at The Albany. Of particular importance is an up to date IYFAP/SAP referral form, a student risk assessment, attainment and progress data, attendance, behaviour and safeguarding information. We will be unable to progress your student's placement until we have this.



I look forward to working in partnership with you to enable **STUDENT NAME** to achieve success at our specialist provision.

Yours sincerely

Jane Reason
Headteacher



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The Albany

Head Teacher: Jane Reason

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[For the link staff – 2 attachments]

Our Reference: [School/KSX/date/info](#)

Date

Dear [Senior Leader](#)

Student Placement at The Albany – Information Required

[Student Name](#) has been offered a place at The Albany. In order for us to progress this offer, we need the information outlined below. Of particular importance is an up to date SAP referral form, current student progress and attainment data, a student risk assessment, attendance, behaviour and safeguarding information. We are unable to accept any student without an up to date risk assessment.

Attached is a proforma outlining the information we require. In addition, my SENDCo, Viv Proctor (vivproctor@albanypru.co.uk) or another member of my leadership team will visit the school to discuss [Student Name](#) with you. Where possible, we would also like to observe [Student Name](#) in lessons and review their student file prior to beginning our face to face induction process.

Please note that we also require a copy of [Student Name's](#) current timetable, including any alternative education they are attending/have attended and their attendance at this. It is critical we know if a student has been on a reduced offer, with reduced time in school, the purpose and success of this approach, and how the additional time has been accounted for. All information gathered will help us understand [Student Name](#) and their needs, so we can ensure that we personalise our offer for them.

KS3 As the school link for [Student Name](#), you will be invited to regular review meetings to track their progress with us. In the first of these meetings; the school, The Albany, parents/carers and [Student Name](#) will co-create the success criteria and student goals, to enable a smooth reintegration, where appropriate, back to [school name](#).

KS4 (inc y9) It is important that schools are involved in co-creating the bespoke offer at The Albany for each student. Therefore, we will be seeking your views about appropriate goals for [Student Name](#) to enable them to transition to and sustain post 16 learning and enter the world of work. You will also be invited to contribute to the review meetings.

Occasionally, we find students are not well placed with us and recommend a return to their home school. Where this is the best outcome for the young person, The Albany will provide strategies for the school. We can also provide training for staff, where this would be beneficial.



Please contact the school if you have any queries or concerns about the placement or the information required.

Yours sincerely

Jane Reason
Headteacher

Encl:

Required Supporting Information
Assessing Transport Needs



Student: [Click here to enter text.](#)

Home School: [Click here to enter text.](#)

Completed by: [Click here to enter text.](#)

Required Supporting Information

Information Required	Purpose	Information
CTF file to be sent (<i>The Albany school number is 935 1103</i>)	To automatically update our Arbor records with student details	
Blue file (only if student was PEX) Safeguarding file (where appropriate)	On transfer of student in September/In year	
School to School information sharing: Point of contact details	Review meetings: Updates on student progress, information gathering etc	Click here to enter text.
Attendance: Annotated certificate for current and previous academic year	Baseline for attendance.	<input type="checkbox"/>
Details of any current/previous referral to education attendance services	Baseline and support for attendance. Ability to successfully access school via public transport.	Click here to enter text.
Details (including dates) of any part time timetables and/ or alternative provisions used to support the student (including Not in School)	Helps to develop an appropriate curriculum and timetable	<i>Please continue on an additional sheet if needed.</i> Click here to enter text.
Details of referrals or current placements at WSC (inc. day(s) of week)	We will endeavour to continue these placements.	Click here to enter text.
SEMH: Current risk assessment (county form) and risk management plan		<input type="checkbox"/>
SPSF and/or behaviour plans		<input type="checkbox"/>



Information Required	Purpose	Information
Reports from Outreach Services where these have been used		Choose an item.
EHCP/ Statement and/or Educational support plans (electronic version preferred)		Choose an item.
Educational Psychology Report (where appropriate)		Choose an item.
Ability to access public transport to attend The Albany (see attached pro forma)	Supports curriculum, timetable planning and evidence of transport need	<i>Please complete attached 'Assessing Transport Needs'</i> <input type="checkbox"/>
Academic: current working grades, target grades, prior attainment data (eg KS2, KS3)	Informs baseline and target setting	Click here to enter text.
<u>Examples of current work in English, maths and science</u>	Informs baseline and expectations of students on arrival	<input type="checkbox"/>
Option Choices	Informs (where possible) our curriculum planning and timetable	Click here to enter text.
Details of any learning interventions (e.g. for literacy)	Informs our timetable and resourcing	Click here to enter text.



Assessing Transport Needs

Student Name: [Click here to enter text.](#)

Year Group: [Click here to enter text.](#)

Home School: [Click here to enter text.](#)

Name/ role of person completing form: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

How does the student currently travel to school?

[Click here to enter text.](#)

What level of transport does the parent/ carer have access to?

[Click here to enter text.](#)

Is the student currently accessing full time provision: [Choose an item.](#)

*If you have answered **No** to the question above please give details of the current provision being provided, why it has been offered and the engagement with this offer.*

[Click here to enter text.](#)

Is the student capable of accessing their education at The Albany through public transport? [Choose an item.](#)

Please explain your answer in the box below.

[Click here to enter text.](#)



Appendix B: Information Gathering Forms and Agreements

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Form1: The Albany Student Admissions Information Collection

Surname (known as)		Forename(s)	
Legal Surname		Chosen name	
Gender	Male/ Female	Date of Birth	
Home address			
Postcode		Telephone No.	
E-mail address		Parent Mobile No.	
Student Mobile No.			
Previous/ current school		From?	To?

Contact Details: Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. *Details **MUST** be placed in the order you wish them to be contacted in the event of an emergency. **By providing this information you are ensuring that these individuals are aware that their details have been disclosed.***

	Name and relationship to student	Home Address & E-mail address	Home phone & Mob. Number	Daytime Address (work) and Tel No.
1				
2				
3				

Siblings who live at same address:

Name of sibling	Age	Current school

Please state the name for all letters and contact (e.g. Ms Rachel Smith)

--



Travel Arrangements: How does your child currently travel to school?

Walk	Bicycle	Bus	Car	Taxi	Train	Coach	Other
------	---------	-----	-----	------	-------	-------	-------

Transport to The Albany

Students who live more than 3 miles from the school will be provided with transport via the School's Transport Team within the LA; most likely a bus or rail pass. However, if it will take more than 75 minutes to travel to school via public transport a (shared) taxi will be provided.

We will complete a 'Travel Risk Assessment' with you and your child to assess their transport needs as part of the admissions process. We aim for all students to be able to travel to school using public transport where this is at all possible as it prepares them more effectively for their education and working life beyond The Albany.

Pupil Premium Eligibility

Is your child eligible for/ have Free School Meals?	Yes / No
If no above; has your child had/ been eligible for Free School Meals at any time during the last 6 years?	Yes / No
Are any of the main carers in the Armed Forces (<i>i.e. parent/ step parent living with the child</i>)?	Yes / No
Is your child 'Adopted from Care'?	Yes / No

External Support Agencies currently working with the family/ child

Name	Position held	Contact details

Medical Needs: Please see attached medical information request.

Please detail below, any other information you would like The Albany to know about your child and/ or their needs.

Parent/ Carer name:

Signature:

Date:



Form 2: Equalities Monitoring

Please note: we are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Please refer to Form 9 Privacy Notice for Parents

Ethnic background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary.

		✓	
White	British		
	Irish		
	Traveller of Irish Heritage		
	Gypsy/Roma		
	Any other white background		
Mixed	White and Black Caribbean		
	White and Black African		
	White and Asian		
	Any other mixed background		
Asian or Asian British	Indian		
	Pakistani		
	Bangladeshi		
	Any other Asian background		
Black or Black British	Caribbean		
	African		
	Any other Black background		
Chinese			
Any other ethnic background			Please specify:
I do not wish my ethnic background category to be recorded			

Language		Religion	✓
Home Language		Buddhist	
First Language		Christian	
Any other languages		Hindu	
Is English an additional language?	Yes/ No*	Jewish Muslim	
*delete as necessary		Muslim	
		No Religion	
		Sikh	
		Other	

Student name: _____ Information provided by *parent/student**



Form 3: Medical Information

To be completed by a parent/ carer

Student's Name		
Does your child suffer from asthma?	Yes / No	
Does your child suffer from diabetes?	Yes / No	
Does your child suffer from epilepsy?	Yes / No	
Is your child allergic to penicillin?	Yes / No	
Is your child allergic to any other drug?	Yes / No	
If you answered yes above, please give details here:		
Does your child have any other medical conditions or allergies that we should be aware of?	Yes / No	
If you answered yes above, please give details here:		
Is your child prescribed regular medication?	Yes / No	
If the answered yes please detail below: <i>(continue over the page if necessary)</i>		
Medication	Dosage	Potential side effects
Do you allow your child to be given paracetamol?	Yes / No	
Date of last anti-tetanus injection?		
Name of Doctor:		
Address of Doctors' Surgery:		
Telephone Number of Doctors' Surgery:		

Parent/ Carer name:

Signature:

Date:



Form 4: Photo permissions form for students (including images taken by students)

Occasionally, we may take photographs of the students as part of their learning. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on display boards at school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Suffolk County Council may also use our photographs of students to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Students are not permitted to use their mobile phones to take videos or photographs of other students or staff without permission of the member of staff in charge of the activity and only if the recording of such is beneficial to their learning. Where it is suspected that a student has used their phone inappropriately the Headteacher or Assistant Head may inspect the phone to ensure that inappropriate material has been removed. At times it may be necessary to confiscate the phone until a parent/carer can collect it, in which case the phone will be stored securely and details of the confiscation recorded.

Please answer the questions below, then sign and date the form on the reverse where shown. Please return the completed form to the school as soon as possible.

**Please
circle your
answer**

1) Are you happy for your child's photograph to be taken when participating in school activities? This may include by other parents at school plays and events	Yes / No
2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <input type="checkbox"/> 1. In publications and publicity materials produced by the school and by Suffolk County Council <input type="checkbox"/> 2. On the school website and Suffolk County Council websites <input type="checkbox"/> 3. Recorded on video or webcam	
3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print	Yes / No
4) STUDENT TO READ I understand that I must get permission from school staff to take images of other students or staff	Yes / No



Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of these photographs are on the back of this form.

Should you wish to withdraw consent, at any time, please contact the school office.

I have read and understood the information overleaf and the conditions below:

Name of Student:

Student signature:

Parent/Carer name:

Parent signature:

Date:

Conditions of use

1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year students. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual students or small groups of students, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.



Form 5: Educational Visits Parental Consents Form

Name of Student:

Date of Birth:

Visits to:

Activities organised by the school during the school year

Dates:

*These visits will take place **throughout the year** on various dates.*

Payment for Activities

We rarely charge for educational visits as they form an integral part of our curriculum. However, funding may be requested for additional activities which fall outside our core offer.

I undertake to pay the required sums by whatever date(s) are specified to me and accept that, in respect of any withdrawal from the visit for whatever reasons, there will be no refund of the whole or part of the payment(s) made unless the circumstances are covered by travel insurance or otherwise at the discretion of the school governors.

Parental Consent

- I consent to my child taking part in the visits and the activities indicated. I acknowledge that the staff will be liable in the event of any accident only if they have failed to take reasonable care of my child during the visit.
- I have read The Albany's expectations of student Behaviour as set out in their Behaviour and Relationships Policy and will take account of any additional requirements with respect to my child's conduct during the visit and I undertake to reinforce this information with my child.
- My child has read and understood the Code of Conduct for safe travel on the school minibuses (see Form 6).
- I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary.*
- Should you wish to withdraw your consent at any time please contact the school office.

*We will use the Medical Information Form (Form 3) to ensure staff in charge of the activity are aware of their medical needs.

The Albany will ensure there will be at least one trained First Aider available on each visit.

Parent/ Carer name:

Signature:

Date:



Form 6: Minibus Contract

Name of Student:

At The Albany we believe everyone has the right to

- Feel safe
- Be treated with respect
- Learn
- Be heard, and
- Feel valued.

As such we expect all staff and students to enable everyone to experience these rights through taking responsibility for our behaviour and its impact on others.

Travelling in the minibus is a core element of education at The Albany.

Everyone has the right to feel and be safe whilst travelling on the minibus and in a staff vehicle to and from their place of learning.

Personal Responsibilities

To keep everyone safe:

- Everyone must sit where they are asked according to the seating plan.
 - Single seat at back of bus by door is for staff.
 - The seat directly behind the driver should not be used (unless by staff).
- Everyone must wear their seatbelt at all times
- Each person on the bus needs to speak with respect
- All people travelling on the bus need to respect the people they are passing
- Smoking is not permitted on the minibus (including the electronic devices)
- Eating and drinking must be done responsibly
 - including dealing with your own litter
- Windows must be used responsibly
 - no leaning out
- Music can be used responsibly and at a sensible volume, preferably with headphones – at the discretion of the driver

Student Agreement

I accept my responsibilities to keep everyone, including myself safe on the minibus and in staff vehicles. I agree to act safely and responsibly.

Student Signature:

Date:

Parent/ Carer Agreement

I give permission for my child to travel in the school minibus and, where necessary, in a staff vehicle. I will ensure my child understands how to keep themselves and others safe on such journeys.

Parent/ Carer Signature:

Date:



Form 7: Consent to Information Sharing within the Local Authority Education Provision and Support Services and Post 16 providers

As a Local Authority provision, The Albany is supported by a number of Suffolk LA based staff including the Educational Psychology Service, Advisory Teachers, Educational Welfare Officers, and other members of the Early Help and Integrated support service teams.

An accepted part of attending The Albany is that all students will at some stage meet and talk with some or all of these support service personnel.

We may also use and share student information with Colleges and other Further Education placements or agencies to assist in the Post 16 transition process. This enables us to better support your child when they leave us and move onto their chosen career or training destination.

We would be grateful if you could sign the form below to authorise this.

Name of Student:

Parent/ Carer name(s):

I/we give permission for my/our child to meet with Local Authority Support Services personnel whilst attending The Albany.

I understand that in signing this I am agreeing for information about my child to be shared with these services in order to enable The Albany to support my child effectively.

I also provide permission for my child to be discussed at the local In Year Fair Access Panel (IYFAP), should the need occur, to ensure the appropriate level of support is in place for my child

Whilst, by signing this form, you are undertaking to give permission to The Albany to work with other LA services to best meet the needs of your child, The Albany will seek to contact you at the time any referral is considered to seek your consent to their specific involvement. We will also keep you informed at all times regarding any services we have consulted to seek specific guidance to support your son/ daughter.

I also give permission for The Albany to use and share information about my/our child to assist with the Post 16 transition process.

Parent/Carer Signature (s):

Student Signature:

Date:



The IT system (including hardware, software and data) is **owned by the school**.

This **Responsible Internet Use** statement helps to protect students and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Students must not connect personal devices to the school's Wi-Fi network.
- IT facilities may only be used in the presence of a member of staff.
- Network access must be made via the student's authorised user account and password, which must not be given to any other person.
- Students must not access the school network using someone else's details.
- School computer and Internet use must be appropriate to the student's education.
- The school network uses Smoothwall website filtering, however students should immediately inform a member of staff if they find any material which is inappropriate and may cause upset or distress to themselves or any member of the school community.
- School will monitor use of its IT facilities and systems including the type of websites accessed, particularly when unauthorised use is suspected.
- Irresponsible use of internet access is likely to result in the loss of this service.
- Copyright and intellectual property rights must be respected.
- The use of public or unregulated chat rooms or social networking sites is not permitted.
- The school IT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- IT system security must be respected.

Please Remember: it is a criminal offence to use a computer for a purpose not permitted by the system owner.

After reading the statement above please sign the consent form on the reverse



Name of Student		Year Group	
<ul style="list-style-type: none"> • I have read the <i>Responsible Use of IT Facilities and the Internet</i> statement. • I am aware of the need to use IT facilities and the internet safely and responsibly, so as not to cause harm or offence or act illegally. • I will use the equipment and internet access provided to me by the school appropriately at all times. • I understand that if I fail to do the above, I may not be allowed to access IT facilities as a result. 			
Signed		Date	
Name of Parent			
<ul style="list-style-type: none"> • I have read the <i>Responsible Use of IT Facilities and the Internet</i> statement. • I give permission for my son/daughter to use the IT facilities and access the internet. • I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. • I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. • I agree that the school is not liable for any damages arising from use of the Internet facilities. 			
Signed		Date	
Parent/ Carer consent for the publication of work or photographs to appear online			
<ul style="list-style-type: none"> • I agree that, if selected, my son / daughter's work may be published on the school website. • I also agree that photographs that include my son / daughter may be published subject to the school rules and that full names will not be used. • If you wish to withdraw your consent at any time please contact the school office. 			
Signed		Date	



Privacy Notice for Parents

How we use Pupil Information

Under data protection law, individuals have a right to be informed about how the school 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 **pupils**.

We, The Albany, Beard Road, Bury St Edmunds, IP32 6SA, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Schools Choice (see 'Contact us' below).

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil 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 (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

The school collects and processes personal data relating to its pupils in order to successfully carry out its functions. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil 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 pupils' 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 pupils' 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 pupils' 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 pupils' 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 pupils 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 pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The Information and Records Management Society's toolkit for schools sets out how long we keep information about pupils and for more information please visit:

[IRMS Academies Toolkit 2019](#)

Data Sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities



- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database (NPD)

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

Some of this information is then stored in the [National Pupil 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, 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.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Suffolk County Council as it has legal responsibilities regarding the education or training of 13-19 year olds.

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

Parents/carers, or pupils 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 Suffolk County Council.

For more information about services for young people, please visit the Suffolk County Council website <https://www.suffolk.gov.uk/children-families-and-learning/>.

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 pupils' rights regarding personal data

Under the Data Protection Act 2018, individuals including children have a right to make a '**subject access request**' to gain access to their personal information that the school 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 school 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.

If you would like to make a subject access request please contact Nicola Hayward, our Information Manager. We will provide a response within one month of receipt of the request and may charge a reasonable fee for the administrative costs of complying.

Under separate education regulations, where the child attends a maintained school, parents have an independent right of access to their child's educational record. The Albany is not a maintained school. It is an academy, which is part of the Believe Engage Succeed Trust. As an academy, there is no equivalent independent right for parents to access their child's educational record. However, in the interest of transparency, The Albany will accept requests for parent's independent access to their child's educational record.

Please note that there are certain circumstances where the school can withhold the child's educational record; for example, where the information might cause serious harm to the physical or mental health of the pupil or another individual.

The request for access will also be denied, if it would mean releasing examination marks before they are officially announced.

If you would like to request the educational record, please contact our Information Manager. The school will provide a response within 15 school days. We may make a charge for this service, at the discretion of the Headteacher.

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

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 Officer.

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**:

Schools' Choice
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Telephone: 01473 260700

Email: data.protection@schoolschoice.org



Form 10: The Albany Home to School Travel Partnership – Personal Travel Budget

The Albany Home to School Travel Partnership PERSONAL TRAVEL BUDGET ACADEMIC YEAR 2020-2021

Name of Child:

Name of parent/carer:

I confirm that:

1. I understand that The Albany will act as the supplier of my child's home to school transport arrangements for the academic year 2020-2021.
2. The Albany has supported me and my child, to create a personalised travel plan to enable my child to access their learning at The Albany.

I understand that:

1. The Albany will organise the most cost effective transport for my child, which is appropriate to their needs, including growing their travel independence, and that this will include making best use of public bus and rail routes.
2. The planned mode of travel may include more than one form of transport; for example, a walk to a train station, a journey by train, and an Albany minibus pick up from the station in Bury St Edmunds.
3. The Albany will receive direct payment(s) for my child's travel and that this can only be used for this purpose.
4. I acknowledge that, where necessary, my child will take part in independent travel training, organised by The Albany, and that the transport arrangements will be reviewed once my child has been assessed, as being able to travel safely and independently, and has the travel skills required to be able them to travel independently.

Parent/ Carer Signature:

Date:

Telephone Number(s):



Form 11: The Albany – Thrive Consent Form



Dear Parent/Carer,

At The Albany we have been using Thrive-Online to screen children in their class or work group. The results help us to plan our social and emotional curriculum. We adapt what we teach to best meet the needs that are indicated.

We also use Thrive-Online to assess and develop action plans for individual children. This ensures that the adults working with them understand their individual needs and are able to meet these more effectively. We would like to assess and develop an individual action plan for your child. In order to do so we require your consent. Your child will not be aware that this is being done.

Please read the statement below and sign to signify your agreement.

I have read the information above and have had the individual assessment process explained to me. By signing this form I agree that:

- a Thrive assessment may be carried out for my child. A Thrive assessment involves Albany staff assessing the positive display of important social and emotional skills from a child or group(s) of children and then determining the frequency and confidence of the skills being exhibited. The assessment process occurs as part of the normal daily observation of Albany staff and therefore does not involve children directly responding to question or having to experience being assessed.
- personal data will be gathered relating to my child in order to carry out the Thrive assessment and action plan, this may include contact details, date of birth and information relating to my child's learning and behaviour at the Albany.
- my child's personal data will be assessed by individuals from the Albany and an automated process will assist with the action plan
- where there are other professionals and services involved, or required, for the best support of the child and/or family, it may be of benefit to share the Thrive action plan and profile. The Albany will always inform me and consent will be always be sought prior to information being shared. Typically, this could include Speech and Language therapy, CAMHs provision, Social Care, Educational Psychology or other provision from the appropriate Local Authority, although this is not an exhaustive list.

I understand that information gathered in the Thrive assessment will be stored in secure computer systems and anonymous statistical information will be created. The data will be deleted in accordance with the Albany data retention policy.

The Albany will only use any personal data collected for the purposes detailed in this consent form and in accordance with its privacy policy. The on-line tool is provided by Thrive who will process data on behalf of the school. If I agree in the future, personal data may also be shared with other organisations who may provide support to my child.

I understand participation is voluntary and I can withdraw my child at any time.

I (print name) _____ am the parent/carer of: _____

Signature: _____ Date: _____



PARQ FORM



Title MR MRS MISS MS DR Other

First Name

Surname

Date of Birth

Email

Mobile

Address

Postcode

Name of Emergency Contact

Emergency Contact Tel No

Please answer ALL of the following Questions

Has your doctor ever said you have heart condition?

Do you feel pain in your chest when you do physical activity?

In the past month, have you had any chest pain when you were not doing physical activity?

Do you lose your balance because of dizziness or do you ever lose consciousness?

Do you have bone or joint problems that could or has been aggravated by exercise?

Has your doctor ever recommended medication for your blood pressure or heart condition?

Are you aware, through your own experience or a doctor's advice, of any other reason against your exercising without medical supervision?

Do you have any medical condition that may affect your ability to train, or that we should know about should you require emergency/first aid?

If Yes to any of the above questions, please give details:

If you answered NO honestly to all questions you can start to use the Blue Wave facilities and services. The safest way is to start slowly and build up gradually. Please undertake all exercises and activities prescribed at your own pace. Please ask if you require any advice.

If you answered YES to any of the above questions we will provide you with a medical clearance form. Talk to your doctor before you start to exercise. The medical clearance form will ask for advice from your doctor about any activity that you may or may not be able to safely participate in.

If you answered yes but your doctor has already advised you that it is safe to exercise please sign here:

I confirm that the information I have given is correct and understand that I am free to withdraw from activities at any time.

Applicants Signature

Date



Parent/Guardian declaration (only to be completed for applicants under 18 years of age)

I confirm that I consent to the above named person using facilities and/or services provided at Unit One Gym. I understand the nature and potential risks of such training.

Parent / Guardian Signature

Date

Data Protection: this information is solely for the health and safety requirements of Blue Wave Martial Arts Ltd. It will not be passed on to any other third party. **Please note this form is not produced by The Albany – if you have any questions regarding it you should contact Blue Wave Marital Arts direct on 07799 403584**

Please read the following statement carefully. By using our facilities you are agreeing to the following statement:

Your health is your responsibility. The management and staff of Blue Wave are dedicated to helping you take every opportunity to enjoy the facilities that we offer. With this in mind, we have carefully considered what we can reasonably expect of each other.

Our commitment to you

1. We will respect your personal decisions, and allow you to make your own decisions about what exercise you can carry out. However, we ask you not to exercise beyond what you consider to be your own abilities.
2. We will make every reasonable effort to make sure that our equipment and facilities are in a safe condition for you to use and enjoy.
3. We will take all reasonable steps to make sure that our staff are qualified to coach classes.
4. If you tell us that you have a disability which puts you at a substantial disadvantage in accessing our equipment and facilities, we will consider what adjustments, if any, are reasonable for us to make.

Your commitment to us

1. You should not exercise beyond your own abilities. If you know or are concerned that you have a medical condition which might interfere with you exercising safely, before you use our equipment and facilities you should get advice from a relevant medical professional and follow that advice.
2. You should make yourself aware of any rules and instructions, including warning notices. Exercise carries its own risks and you will be made aware of safety points. You should not carry out any activities which you have been told are not suitable for you.
3. You should let us know immediately if you feel ill when using our equipment or facilities. Our staff members are not qualified doctors, but there will be a person available who has had first aid training.
4. If you have a disability, you must follow any reasonable instructions to allow you to exercise safely.

Signed

Print

Induction Training All members will receive an induction into the sport

This Club recognises the importance of every new member undergoing our induction training. This is carefully designed to ensure that the individual is made aware of the facilities, equipment on offer and in particular is given advice to safely participate in the sport and in the safe use of our facilities and equipment.

I have received an Induction and am ready to participate.

Signed

Print

Date



Alton Water Parental Consent Form

Forename		Age	
Surname		Date of Birth	
School Name		Date of Activity	

I have received and read details of the programme. I acknowledge that staff will be liable only if they have failed to take reasonable care of my son/daughter during the programme; I give permission for my child to take part in the activity or an alternative activity where circumstances dictate. I also consent to my son/daughter receiving medical treatment, which, in the opinion of a qualified First Aider may be necessary.

Signature		Date	
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Please tick the box to confirm that you **consent** for your child to be given a plaster / surgical tape to cover minor wounds

Emergency contact details

Please give your home address and telephone number. If you will be away from home during the activity, give an alternative address where you, a relative or friend acting for you, can be contacted.

Home contact details		Alternative contact details	
Name		Name	
Address		Address	
Postcode		Postcode	
Home tel		Home tel	
Mobile tel		Mobile tel	

Medical Information

In your son/daughter's interest, it is important that the organising staff should know whether he/she suffers from any illness, disability or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child of which the centre staff should be aware. Please indicate here also if your child is receiving medication, with details and dosage. Please let the centre staff know if your child needs to have their inhaler /epi pen close to hand during an activity.

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Photography

Users of AWSC are deemed to have given consent for photos taken by or on behalf of Centre Management, to be used in promotional literature including its web site and brochures, for the illustration and promotion of the centres activities.

If for any reason you do NOT wish for your child's photograph to be taken please tick here.

Please note this form is not produced by The Albany – if you have any questions regarding it, you should contact Alton Water direct on 01473 328408



Barrow Hall Stables - Rider Registration Form

(For all riders and participants at Barrow Hall Stables & Livery Yard)

First Name:	
Last Name:	
Address:	
Telephone No:	
Email address:	
Date of Birth:	
Age:	
Weight:	
Height:	
Occupation:	Student

- Have you, or the rider you are signing for, ever suffered a serious injury or discomfort while riding or been advised not to ride: Yes OR No **Please circle one**)

If YES please describe:

- Please detail any disability or medical condition that may affect your ability to ride. This may include but not be limited to any back problems and any condition which can affect balance or cause blackouts/loss of consciousness/fitting etc.

Emergency Contact Name:	
Emergency Contact Number:	

- I consider myself (or the person riding for who I am signing on behalf of as a minor) to be a:
Complete beginner Beginner Novice Intermediate Advanced **Please circle one**



- How many times have you or the rider, ridden in the past 12 months? **Please circle one:**

None Under 12 12-40 times 40+ times

- What do you believe you or the riders capabilities on a horse or pony to be? **Please circle all that apply:**

Riding at a walk Trotting with stirrups Trotting without stirrups Cantering Hacking
 Riding over jumps up to 0.75cm (30 inches) Riding over jumps exceeding 0.75cm (30+ inches)
 Riding over cross country jumps

DECLARATION

I confirm to the best of my knowledge all of the above details are correct.

I have read and agree to the Horse Riders Code of Conduct attached. I understand that riding at any standard has inherent risk that I may fall off and could be injured. I accept that risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.

Where I am signing on behalf of a minor, I have explained the Horse Riders Code of Conduct to the minor and we both accept the risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.

I have read and understand the lesson booking and cancellation policy (see the attached Client Information) and agree to abide by it at all times.

GDPR 2018 Statement: I understand the information I have been given will be held in accordance with the GDPR 2018 Act, but may also be available to insurers and other concerned parties in the event of any injury or accident

I AGREE TO ADHERE ALL COVID-19 PROCEDURES AND BIO SECURITY MEASURES IN PLACE DURING MY VISIT TO BARROW HALL STABLES.

Print name:	
Signature:	
If signing on behalf of a minor – please advise your relationship to the minor:	

By signing this form, you are giving your consent to The Albany to use the information contained herein to complete the Barrow Hall Stables online rider registration form on your behalf, including completion of the Digital Signature. If you would prefer to complete the online version yourself the link can be found here: [Barrow Hall online Rider Registration Form](#) , please inform the school if this is the case.

