

HAGLEY CATHOLIC SIXTH FORM



HOME-SCHOOL AGREEMENT 2021-22



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS

September 2021

Dear Parents/Carers

It is important for your child's safety and achievement during his/her time at Hagley that we work in partnership with parents and students to implement our whole-school policies and procedures and to secure up-to-date information and contact details.

To enable us to ensure that our data is accurate, we have assembled a number of key policies into one booklet for **you and your son/daughter to read thoroughly, preferably together. At the end of this booklet is a reply sheet for you to complete with your son/daughter and return to school as soon as possible.** Please retain the booklet for your future reference. This information will then be valid whilst your child is enrolled at our School, unless you notify us in writing to the contrary. Should there be a change to any policies we will re-issue the relevant policies asking you for your agreement.

We appreciate your time in this matter and look forward to receipt of the reply slip.

Yours faithfully

J HODGSON
Principal

Hagley Catholic High School
Brake Lane, Hagley,
Worcestershire, DY8 2XL

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Principal: Mr J Hodgson

Part of the Emmaus Catholic Multi Academy Company

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HOME-SCHOOL AGREEMENT

As a school, we will aim to:

- Develop the academic, spiritual and moral character of your child.
- Care for your child's safety and well-being. This may include contacting Children's Services in the case of a real concern about a child's safety and well-being.
- Ensure that your child has the opportunity to achieve his/her full potential as a valued member of the school community.
- Provide a balanced curriculum and meet the individual needs of each child.
- Encourage high standards of work from staff and pupils.
- Encourage high standards of behaviour by building good relationships and developing a sense of responsibility.
- Keep you informed about general school matters and about your child's progress
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
- Keep the school environment in good order.

As a Parent/Carer I agree to:

- Support the school in seeking high standards of academic attainment, behaviour and dress by supporting the policies and ethos of the school.
- Support my child in homework and other opportunities for home-learning including checking and supporting Student Organisation on a weekly basis.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support attendance and punctuality, and contact the school on the first day of absence giving good reason for the absence.
- Attend parents' Consultation Evenings and discussions about my child's progress (if I am unable to attend I will notify the school).

As a Pupil I agree to:

- Abide by and accept school policies and procedures (including the school mobile phone policy) which aim to make the school a safe and pleasant place to be for all.
- Attend school regularly and on time.
- Bring all the equipment I need every day.
- Wear the appropriate dress correctly and be tidy in appearance.
- Do all my classwork and homework as well as I can.
- Allow teachers to teach and pupils to learn.
- Respect the school environment including books, equipment and other resources.
- Take part in Collective Worship and the Catholic Life of the School

STUDENT SAFETY AND WELFARE

We believe that your safety and welfare is very important.

Schools have a special responsibility to safeguard and promote the welfare of all pupils. This means we should notice if you are being treated badly, listen to you if you want to talk to us about a problem and take advice from other professionals if you need extra help.

Children and young people are nearly always safe at home, at school and in the community, but sometimes things can happen to make them worried, upset or afraid.

When children and young people are hurt in some way by an adult or an older young person this might be what is called child abuse. If we think a pupil has been abused, we have a set of rules we follow to help to protect you. These rules are called child protection procedures. There is a summary of this policy in this document.

The school does lots of things to help you to stay safe, including:

We have a Safeguarding Policy (including Child Protection). This policy explains how children might be harmed, the signs to look for and what staff should do.

We have other policies that provide information for staff and pupils about things like bullying, internet safety and physical contact.

All members of staff go through many checks to assess their suitability to work with children.

All members of staff are trained to recognise signs of abuse and neglect and know what to do if they are concerned about a pupil's welfare.

We respect all pupils as individuals, created in God's image & likeness: we do not tolerate discrimination.

All pupils are aware of the complaints procedure and know we will listen if they make a complaint.

We encourage pupils to tell us when something is wrong.

We give pupils information to help them keep safe.

We do risk assessments to test whether an activity is going to be safe for pupils.

We have a Health and Safety Policy that covers such things as fire regulations, first aid and generally ensuring the school premises are safe.

Mrs Morris is the senior member of staff who has received special training in protecting children from abuse and neglect and who makes sure the child protection procedures are followed. Mrs Imrie, Mr Barratt, Mrs Morris and Mr Hodgson carry out the role when Ms Hackett is not in school.

We work in partnership with parents and carers to keep their children safe.

If necessary, we talk to other people such as social workers and police officers if we think a pupil has been harmed or might be harmed by an adult.

You do not need anybody's permission to talk about your worries and you have the right to talk to anyone you wish. If you do not feel that you can talk to a member of staff in person, you may want to contact Ms Hackett via the 'Safe refuge' help button which can be located on the Behaviour and Safety section of the school website. Please remember that if you or anyone else reports something that indicates you, or others, are at risk of harm then we have a duty to pass this information on to someone who can help.

SAFEGUARDING CHILDREN POLICY SUMMARY (including Child Protection)

We will follow the procedures set out by the Worcestershire Safeguarding Children Board (WSCB) and take account of guidance issued by the Department for Education (DfE).

- **Ms Hackett is the Designated Safeguarding Lead (DSL) for child protection and safeguarding.**
- Mrs Imrie, Mr Barratt, Mrs Morris and Mr Hodgson are the Deputy Designated Safeguarding Leads (Deputy DSLs) and are the members of staff who will act in her absence.
- Mrs Smith is the Academy Committee Member responsible for safeguarding children.
- All staff and volunteers have responsibility for being alert to the signs of abuse and responsibility for referring any concerns to a member of the safeguarding team.
- The full Safeguarding Children Policy (including Child Protection) is kept by Mrs Saich. A copy is also available on the school website.

Managing a Disclosure:

Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:
 - 'Tell me what happened'
 - 'Please explain what you mean when you say'
 - 'Can you describe the person?' or 'Can you describe the place?'
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.
- Do not promise to keep the information secret: breaking a child's confidence would be inappropriate; it is better to say that you might have to tell someone who needs to know.
- Do not begin an investigation.

Following a disclosure, **the member of staff should report immediately to Ms Hackett, the Designated Safeguarding Lead**, and complete a written record, using the child's words as far as possible.

Sharing Concerns:

Any member of staff who has concerns about a child must report their concerns in writing to the DSL for safeguarding children. They must not promise a child to keep secrets. They should not discuss the matter outside the confines of "need to know". Their notes should include exactly what was said, using the child's words as far as possible. They should be dated, signed and show where the interview took place, with whom and at what time.

There may be occasions when a member of staff has concerns about a child, which do not appear to justify a referral of suspected child abuse, but nonetheless leave an uncomfortable feeling. In these circumstances, the concerns must not be ignored. They should be discussed with **Ms Hackett**, or, in her absence, Mrs Imrie, Mr Barratt, Mrs Morris or Mr Hodgson as Deputy Safeguarding Leads and a written record should be completed as above.

SUMMARY OF ANTI BULLYING POLICY

The school believes that its pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

All institutions, both large and small, contain some numbers of pupils with the potential for bullying behaviour. Bullying is a form of anti-social behaviour. **It is wrong and will not be tolerated.** Bullying affects everyone, not just the bullies and the victims. It also affects those other children who watch and less aggressive pupils can be drawn in by group pressure. Bullying is not an inevitable part of school life or a necessary part of growing up, and it rarely sorts itself out. It is clear that certain jokes, insults, intimidating/threatening behaviour, written abuse and violence are to be found in our society. No one person or group should have to accept this type of behaviour. Only when all issues of bullying are addressed, will a child be best able to benefit from the opportunities available in the school.

Bullying is not:

- Teasing or banter between friends without intention to cause hurt.
- Falling out between friends after a quarrel or disagreement.

Bullying is one or more of the following:

- Behaviour that deliberately cause hurt (either physically or emotionally)
- Repetitive (though one-off incidents such as the posting of an image, or the sending of a text that is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour).
- Behaviour that causes an imbalance of power (the person on the receiving end feels like they cannot defend themselves).

Bullying can occur through several types of anti-social behaviour. It can be:

a. **Physical**

A child can be physically punched, kicked, hit, spat at, etc.

b. **Verbal**

Verbal abuse can take the form of name calling. It may be directed towards gender, ethnic origin, sexual orientation, physical/social disability or personality, etc. It may be linked to prejudice and discrimination.

c. **Damage to Property or Theft**

Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hands over property to them.

d. **Cyber-Bullying**

Receiving or being the victim of abusive or intimidating messages or material via text messages, emails, social networking sites or other new technologies.

e. **Sexual**

Sexual bullying is any behaviour with a sexual element that is harmful and repeated, e.g. sexual comments, name calling, spreading of rumours.

As a school we will address the issue of bullying in the following ways:

- Each year, all pupils are made aware of the school's policy on Bullying by a series of questionnaires, videos, assemblies and discussion in tutor groups or other curriculum areas.
- All pupils are encouraged to talk to a member of staff or peer mentor in confidence if they wish to report a case of bullying. This may be a Pastoral lead, Form Tutor or any member of staff they feel comfortable with. Each case will then be investigated and followed up.
- Advice/counselling is given to bullied pupils and the parents are involved if the Head of Year or a member of the Senior Leadership Team feels the incident is serious enough.
- Feedback will be given to the victim.
- All events are reported to the Head of Year, serious cases are reported to the Senior Leadership Team.
- Punishment will be given to the bully in line with our Behaviour Management Policy, dependent on the seriousness of the incident they will also be warned that any incidence of re-offence will be regarded in a very serious light and may result in a pupil being given a fixed term or permanent exclusion.
- Each case of reported bullying is taken very seriously, investigated and appropriate action is taken.
- Pupils must realise that bullying will not be tolerated whether on or off the school premises. Therefore, pupils will be advised that it is worthwhile for victims to speak up and to continue to do so until the bullying is stopped.
- If parents suspect that their child is being bullied they are advised to contact a Senior Member of staff, i.e. a Head of Year, Deputy Principal or Assistant Principal.
- Our policies and practices will be subject to regular review by all members of the school community.
- All staff will challenge all forms of bullying including prejudice-based language.
- All pupils are encouraged to challenge all forms of bullying including prejudice-based language.

ATTENDANCE AND PUNCTUALITY POLICY

High, regular levels of attendance and excellent punctuality support the ethos of this school. Through our partnership with parents/carers we are keen to help and support all our students so that they enjoy and achieve whilst simultaneously acquiring life skills, attitudes and values which prepare them to become free, responsible and active members of society. There is a strong link between good attendance and punctuality and levels of progress and achievement. The table below shows the link between attendance and learning.

If a student's attendance over the School year is..	.. they will miss this many days..	.. and this many lessons
95%	10	40
90%	19	76
85%	29	116
80%	39	156
75%	49	196
70%	58	232

For safeguarding reasons, registration is a legal requirement. Students must, therefore, be present in their Form Room to register with their Form Tutor at **9.00 am** each morning and at **their first lesson** each afternoon.

Sixth Form students MUST log their lanyard in and out each time they enter and leave School.

Students who arrive late to Registration (unless the lateness is caused, for example, by a genuine delay in public transport etc) will serve an FG5 lunchtime detention. Students who miss lessons for no good reason are truanting and will receive a sanction in line with the school's behaviour policy which will include being expected to make up the work they have missed in their own time. Students who arrive late to lessons will be given an appropriate sanction by their subject teacher. This may include serving an after-school detention.

If students are absent from school, we ask that parents/carers ring the school on 01562 883193 or email rking@hagleyc.worcs.sch.uk by **9.30 am** on the morning of the first day of absence to notify us of the situation. If the absence extends beyond three days, parents/carers should contact us again to keep us informed. **On the first day back at school, a note signed by the parents/carers is required to confirm the reason for absence and the dates involved** (tear off absence slips can be found in the Student Organiser for this purpose).

Every effort should be made to arrange medical or dental appointments outside of school time. However, where medical or dental appointments cannot be made outside of school time, an appointment card or a letter from parents/carers should be shown to the Form Tutor and then handed into Reception at least 48 hours prior to the day concerned for the attention of Mrs King, Pastoral Administrator. All students who have legitimate reasons for leaving the school premises during the day **must be collected by a parent/carer from Reception**. The 'student signing out and return book' must be completed when they leave and return to the school site.

The school's first aid room is available for use throughout the school day where first aid staff are able to offer first aid support. In exceptional circumstances, students may be sent to the first aid room by a teacher during lesson time. However, this will only occur where a member of staff thinks that students may be injured or unwell and should be sent home. In this situation, the parents/carers or other nominated adult of an unwell student will be contacted and asked to come into school to collect them. It is, therefore, very important that accurate and up to date contact numbers are held.

Under no circumstances should a student directly telephone a parent/carer and ask to be removed from school and parents/carers must not remove their children from school without informing the school reception. This action would constitute a serious risk to health and safety. All students who feel unwell must report to the members of staff in the first aid room who will decide on the best course of action.

Where a student must attend hospital as an emergency patient, the school will call for an ambulance and inform the parents/carers immediately. The school will either accompany the student to the hospital or arrange for a parent to meet at the hospital as a matter of urgency. Where a parent/carer is unavailable immediately, a member of school staff will accompany the student to the hospital in the ambulance and wait for the parent/carer to arrive. However, it is unreasonable to expect a member of staff to remain with an unwell child for extended periods of time.

The Government implemented new legislation, effective from the 1 September 2013, which means that requests for planned leave of absence during term time cannot be authorised except in exceptional circumstances. The amendment makes it clear that Headteachers may not grant **any** leave of absence during term time unless there are 'exceptional circumstances', and Headteachers should determine the number of school days a child can be away from school, even in these exceptional circumstances.

There is no legal right for parents/carers to take their child out of school for a family holiday during term time; however, it is possible to make an application to do so under exceptional circumstances (the Education Student Registration Regulations 2013). Agreement to each application is at the discretion of the Headteacher. Any application is unlikely to be approved if there are existing concerns about a child's attendance.

If you believe that there are exceptional circumstances that warrant the need to take your child out of school during term time, please complete the Application for Planned Leave of Absence form and return it to school providing at least six weeks' notice before the proposed start of the absence and before booking a holiday. It is very unlikely that Leave of Absence for a holiday in term time will be granted.

Please note, parent/carers **may** be fined for taking their child on holiday during term time without consent from the school. If leave is taken after permission has been withheld, then this will be recorded as unauthorised absence. Unauthorised absence can result in the involvement of the Education Investigation Service who may issue a Penalty Notice for £60 to each parent for each child taken out of school. As a parent/carer you are strongly urged to avoid taking your child out of school during term time.

Our aim is for each child is to achieve 100% attendance. We would, therefore, appreciate parents/carers' support by:

- Not letting their child take time off for minor ailments;
- Arranging medical/dental appointments and outings after school hours, at weekends or during school holidays;
- Not taking holidays during term time.

If we have a concern regarding a student's attendance or punctuality, we will notify parents/carers by phone or letter. If it is felt necessary, the schools Education Investigation Officer will become involved in order to support the parents/carers and students. If a student's attendance continues to cause concern a referral to the Education Investigation Service will be made. **The Education Investigation Service may take legal action where appropriate.**

Information about attendance and punctuality will be issued to parents as part of our annual reporting process.

HAGLEY CATHOLIC SIXTH FORM ATTENDANCE

Nationally, and as a school, it has been proven that there is a link between attendance and academic attainment: the higher percentage the student attends the higher the attainment of the student. It is, therefore, essential that the attendance within the sixth form aspires to be equal to that of the whole school. Whilst schooling is non-compulsory in the sixth form, it must become ingrained within the students' attitude towards learning that attendance will contribute significantly to success. It must also be apparent that in a professional working environment a lax attitude to attendance will not be tolerated.

In order for this attitude to develop there must be clear and straightforward steps to monitoring attendance that will enable the school to support our students to achieve high rates of attendance. It must be clear that a minimum of 95% attendance is expected from all students in Year 12 and 92% for year 13 owing to Wednesday afternoons being release time for independent study.

In order to support students to achieve these percentages, the following steps will be taken.

1. Staff must register all lesson attendance on lesson monitor
2. Administration of registers must be tightened to ensure that all registers are coded correctly
3. Absence reports will be generated weekly and the tutorial programme will ensure that tutors will talk to students whose attendance may have dipped within a week. This will be a repetitive, weekly-fortnightly, process to ensure that students are aware that as a school we are monitoring their attendance closely.
4. Tutors must enforce that it is common courtesy to offer a written note of explanation that clearly explains reasons for their absence
5. Half termly data reports will be produced. Again tutors will inform students of their attendance percentage and support those who are falling below. (Support will be in the form of one to one meetings to determine causes of poor attendance and strategies to support the student to rectify their poor attendance).
6. The HOY will send a letter home to any student who falls below 92% in year 12 and 90% in Year 13 to encourage the students to raise their percentage of attendance to 95% for the next half term, if the same percentage is repeated, then parents would be asked to come into the school for a meeting.
7. For any student that dips below 90%, the HOY will ask for the parents to come in to the sixth form to meet to discuss why the attendance has dipped.
8. This data will be discussed at tutor meetings so student attendance remains high profile.

Intervention

Intervention for poor attendance can be difficult to implement as there has to be a want to improve demonstrated by the student. However, it must be a prevalent expectation communicated by staff that it won't be tolerated and the students will be monitored. Therefore, the intervention strategies that the sixth form will operate will be:

1. Parental involvement – through the use of the Home School Agreement
2. A phone call home on the first day of absence
3. Expectation that notes will be provided to ensure student is accountable for their lack of attendance

4. Action plan with specified targets will be formulated for students who fall below the 90% for year 12 and 88% for year 13.

As a sixth form we must demonstrate an expectation that students should attend at all times. Poor attendance must be tackled as quickly as possible and monitored rigorously so that the data is clear and transparent for staff and students.

It must be clear that all lessons are learning opportunities and if certain periods are not teacher led then there is the expectation that students will use these periods to study. Should students choose to use their study periods for any other reason they must see their HOY. If they wish to leave the site during this time they must sign out with an appropriate reason as to why they are leaving.

This data will be monitored rigorously and students who are misusing their study time will be addressed.

EXAM PROCEDURES GUIDE

All pupils will be issued with 'Information for Candidates' documents from the Joint Council for Qualifications (JCQ) outlining guidance for non-examination assessments and examination board regulations. Pupils are strongly advised to read through these documents and understand the implications of malpractice.

Statement of Entry

All pupils who have been entered for a public exam will be given a statement of entry, showing personal details and school details. The statement shows the exams that they are due to take and also the dates and sessions. It is the pupils' responsibility to check that the personal details are correct, (as these will appear on their certificates), that they are entered for the correct exam/s and also that they have no clashes with other subjects.

The pupil is given two identical copies of the statement of entry – one to keep and one to sign and date and return to the Exams Office verifying correct entries.

Exam Timetables

Pupils will be issued with an individual timetable prior to the exams. This will show the clash resolutions, exact start times, exam venues and also their seat number. The pupil's exam candidate number is on the top of the timetable and this should be memorised as it should be written on each exam paper that is completed. Pupils are advised to note the start time of the exam as this can be misread.

Dress Code

No outdoor coats or bags are allowed in any exam venue.

All pupils should wear their full school uniform. Sixth Form pupils should follow the Sixth Form dress code.

Wearing inappropriate clothing may mean that your examination is delayed.

Absence

If pupils are unable to attend their exam they must call the school reception (01562 883193) before the exam start time. We would require written confirmation to explain illness/extenuating circumstances. Failure to provide this will result in the candidate being charged for the missed examination.

Pupils are instructed to arrive at their exam room at least 15 minutes prior to the start time of the exam.

No potential technological/web enabled sources of information are allowed in any exam venue. No iPods, Smart Watches, Mobile phones, MP3/4 players are allowed in any exam venue. A facility is in place for such items to be handed into reception for safekeeping.

Drinks

Pupils may bring water to drink. The bottle needs to be clear with no labels. It should also have a sports cap and not a screw top to avoid spillage.

Miscellaneous

- Pupils should only bring the items that they need for an exam (Pens/Ruler/Calculator, etc).
- A black pen is essential for each examination.
- Pupils should use the toilet before they enter the exam room. It is disruptive for other pupils if they ask to leave the exam room during the exam.
- Please be aware when going to or from exam venues that exams may still be in progress - silence at all times!!

Exam fees and reimbursement policy

GCSE initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the candidates or the departments depending on the reason.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary non-examination assessment requirements.

Retake fees for first and any subsequent retakes are paid by the candidates.

Candidates must pay the fee for an enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

Results issue

Details of dates, times, charges and deadlines will be published on the school website.

Post Results Services

Clerical checks, review of original marking and access to scripts services are available for GCSE, GCE, Principal Learning and Projects. Information and deadlines will be issued with the results.

Internal Appeals

The schools written internal appeals procedure is published on the school website. (Our school/documents/examinations)

Please retain this document and refer to it during the exam seasons.

We would like to take this opportunity to wish all pupils every success in their exam courses.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice General

and Vocational Qualifications Effective from 1

September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases, additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

DRESS CODE

We are following the lines of professional institutions and therefore:

As the senior members of the school community, Sixth Formers need not wear formal uniform. However, they are expected to look smart at all times and should wear sensible business-like dress. This does not include the wearing of denim of any colour. If at any point a sixth form student is wearing denim jeans, they will be sent home. This allows the Sixth Formers greater flexibility than the main school whilst maintaining overall standards of smartness within the school.

- Boys must wear a collared tailored shirt or a collared polo shirt.
- Girls must ensure their dress is respectable and not revealing.

The following items are prohibited:

- Denim jeans or jackets and trousers that are ripped
- Leather motor-cycle style jackets with zips and studs
- Slogan T-shirts, football shirts, rock band T-shirts (male students' shirts must have a collar)
- Extreme hair styles
- Any eyebrow, lip or cheek piercings
- Military fatigues or camouflage combat-style trousers
- Tracksuit bottoms or jogging-style trousers
- Shorts, cut-offs or three-quarter length trousers.
- Hats or caps

STUDENTS MUST WEAR THEIR LANYARDS AND PASSES ON SITE AT ALL TIMES, INCLUDING AT HAYBRIDGE IF STUDYING A SUBJECT WITH THEM

Haybridge request their students do NOT wear trainers, therefore if you study a subject at Haybridge we would like you to not wear trainers on that day of study

Sixth Form dress is an important part of the school's image. As a public institution we need to project an image appropriate to the work we do, and as senior members of the school, the Sixth Form are an important part of that image. The respect that an institution earns from the public it serves is, in part, due to the appearance of its members. It is, therefore, in the students' own interest to adhere to acceptable standards of appearance because they will ultimately benefit by association with a respected establishment. In addition, it is important that the senior members of the school provide a model for the lower school in terms of smart appropriate dress.

Sixth Formers attend school to study, to work with teachers, to work with younger pupils, and to contribute to the social life and academic ethos of the school. Their appearance therefore, should always be smart and business like, including when attending during exam periods.

BEHAVIOUR MANAGEMENT IN THE SIXTH FORM

At Hagley we are proud of our Sixth Form and the achievements of our students as they grow into young adults. As a school we look to guide students through the transition from adolescent to young adult by giving them the opportunity to work under less stringent conditions, whilst also ensuring that they understand consequences are a part of life and continue into adulthood. As such a separate framework for behaviour management in the Sixth Form has been developed, which is linked to the system used in the lower school due to the perceived success of this system in maintaining good behaviour.

As with the lower school system, the key to success is **consistency** and as such every member of staff must play a role in ensuring the guidance is adhered to if the system is to succeed. Incidents at level 1 and 2 **MUST** be logged into SIMS by the subject teacher or teacher dealing with the issue (as should be the case lower down the school). If you decide to discuss what has occurred with another member of staff to make them aware of an incident, it is still your responsibility to log the issue, this responsibility should not be passed on unless the behaviour is at a higher level. **It is vitally important that every effort is made to deal with Level 1 and 2 behaviours directly before seeking support elsewhere.**

Particular areas to be monitored within our Sixth Form are; immature academic and pastoral behaviour; low-level disruption and incomplete homework/ poor work ethic. It is important to address these issues quickly and effectively in order to keep students on track. Students should be made aware that in the world of work there are consequences if work is late, or not completed, if their attitude isn't right or if they do not adhere to expectations. By teaching our students this, we are teaching them important life skills.

When dealing with a Level 1 behavioural issue the expectation is that the student is given a **'verbal warning'** by the member of staff dealing with the situation and that the issue is logged into SIMS. Level 2 behaviours should be dealt with through the use of a departmental **'catch up'** session enabling the student to complete work they have failed to do. Alternatively, another departmental sanction designed to allow the student to get up to date with work can be used. It is important that students do not see these sessions/ sanctions as detentions but as a facility designed to enable them to fulfil the requirements of their course and therefore **the term detention should not be used**. Whilst in some circumstances it can disrupt a student's ability to participate in a lesson if they are ill-prepared as they have not completed work before hand, it is not ideal for a student to miss lessons and so if the decision is made that it is more productive for a student to catch up rather than participate, it should be made clear that you expect to see the work completed during that session once the session has ended.

As behaviours escalate, there will be a behaviour **'warning system'** in place for senior members of staff associated with the Sixth Form to follow. For persistent poor behaviour and or serious one off issues, a maximum of **2 verbal warnings and 3 written warnings** would be given. At any point a final written warning can be given for an act of gross misconduct. Please refer to the 'Sixth Form Behaviour Management table' on the next page for support with the behaviours that we could expect to see at each level.

As has previously been stated, behaviour is not played out on a piece of paper, therefore as is the case with any other area of behaviour management at the school, if you feel you need support or extra guidance, then please approach a member of SLT associated with Sixth Form provision for help at any time.

Detailed table of Sixth Form behaviours at:

ACADEMIC AND PASTORAL BEHAVIOURS	
<p>LEVEL 1 – L1</p> <p>Subject teacher/ teacher present to deal with.</p> <p>Verbal Reprimand. Must be logged into SIMS</p>	<p>Level 1 Academic issues.</p> <ul style="list-style-type: none"> - No equipment/kit. - No homework. - Poor standard of homework. - Inappropriate classroom behaviour. - Poor effort and or attitude to learning (apathy). - Late to lesson. - Lack of classwork. - Use of mobile phone in lesson. - Not meeting department expectations. <p>Level 1 Pastoral Issues.</p> <ul style="list-style-type: none"> - Lateness to form. - Low level anti-social behaviour. - Not meeting sixth form uniform expectations.
<p>LEVEL 2 – L2</p> <p>Subject teacher/ teacher present to deal with.</p> <p>Department ‘Catch up’ session. Must be logged into SIMS.</p>	<p>Level 2 Academic issues.</p> <ul style="list-style-type: none"> - Persistent no homework (5 instances over 3 weeks – class teacher to track). - Use of foul/abusive language in lessons. - Disruptive classroom behaviour. - Truancy from lessons. <p>Level 2 Pastoral issues.</p> <ul style="list-style-type: none"> - Use of foul/abusive language around school. - Disruptive in form behaviour. - Ant-social behaviour around school. - Truancy from form.
<p>LEVEL 3 – L3</p> <p>Direct to HOD/HOY HOY ‘Catch up’ session. Verbal Warning (HOY) Must be logged into SIMS.</p>	<p>Level 3 Academic issues.</p> <ul style="list-style-type: none"> - Refusal to cooperate with a subject teacher. - Failure to attend a department catch up session. - Persistent level 1 and 2 issues within a subject (HOD to track). <p>Level 3 Pastoral issues.</p> <ul style="list-style-type: none"> - Refusal to cooperate with Form tutor or teacher dealing with an incident. - Persistent level 1 and 2 issues across the school (HOY to track).
<p>LEVEL 4 – L4</p> <p>Direct to HOY</p> <p>HOY ‘Catch up’ session. Verbal Warning (HOY). Written Warning (HOY). Must be logged into SIMS.</p>	<p>Level 4 Academic issues.</p> <ul style="list-style-type: none"> - Persistent poor behaviour across subjects following on from HOD intervention (HOY to track). - Serious acts of anti-social behaviour during lessons. - Being caught cheating during internal tests/exams. - Refusal to cooperate with the HOD. <p>Level 4 Pastoral issues.</p> <ul style="list-style-type: none"> - Persistent poor behaviour across the school following on from initial HOY intervention. - Incidents of bullying or racism. - Fighting/violence/low level vandalism. - Anti-social behaviour to/from school.
<p>LEVEL 5 – L5</p> <p>Direct to Behaviour Manager/SLT SLT ‘Catch up’ session. Verbal Warning. Written Warning.</p>	<p>Level 5 Academic issues</p> <ul style="list-style-type: none"> - Serious acts of disruptive behaviour within lessons. - Failure to attend a HOY catch up session. <p>Level 5 Pastoral issues.</p> <ul style="list-style-type: none"> - Incidents of theft. - Serious incidents of anti-social behaviour to and from school. - Refusal to cooperate with HOY.
<p>LEVEL 6 – L6</p> <p>Direct to the Principal.</p> <p>Final Written Warning</p>	<p>Level 6 Academic issues.</p> <ul style="list-style-type: none"> - Being caught cheating during external exams. - Persistent poor behaviour across subjects following on from HOY intervention (Head to track). <p>Level 6 Pastoral issues.</p> <ul style="list-style-type: none"> - Any issues of Gross misconduct (to include violence, substance abuse, racism, bullying) - Serious concerns over staff/pupil safety.

NON-RESIDENTIAL TRIPS AND EXTRA-CURRICULAR SPORTING ACTIVITIES AGREEMENT

The standard Emmaus Catholic Multi-Academy Company insurance policy is in force for all off-site trips and activities. A full copy of this policy can be viewed at the School Main Reception.

Hagley Catholic High School, as part of Emmaus Catholic Multi Academy Company, accepts no responsibility for accidents or injury to pupils, or for loss or damage of personal effects, unless the cause is the negligence of the Emmaus Catholic MAC, Hagley Catholic High School or any member of staff.

Parents/Carers:

I agree that:

- My son/daughter may take part in non-residential visits (details of all visits will be notified in advance and permission sought from parents/carers) organised by Hagley Catholic High School.

- My son/daughter may take part in sporting activities as part of a school team. As fixtures vary in frequency, times and venues I accept School Policy which places the onus of notification on student to parent. By allowing my child to be a member of a school team, I am consenting to this Policy and to them being carried in a school mini bus in accordance with the School Mini Bus Policy. I understand that details of fixtures are displayed in advance in the PE department.

- Medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendations of a qualified medical practitioner.

NB : Ongoing risk assessments are regularly checked for continued validity.

PUPIL ICT ACCEPTABLE USE POLICY (AUP)

This is a draft document which will be reviewed after the Data Protection Bill 2017-2019 has been finalised and the ICO has provided interpretation of the GDPR requirements. By signing this document you agree that you will be subject to any new legislation as required.

Basis for Policy

IT systems are critical for the day to day functions of governance, management, administration, parental links and involvement, teaching and learning. Computerised information technology resources available for governors, staff, parents and pupils will continue to grow and develop.

The protection of these resources is therefore of vital importance.

It is of equal importance that the community of users are themselves protected as far as is reasonably practicable from any potential harm that may result from unacceptable, uninformed and inappropriate use.

In order to facilitate the above every potential member of the community of users has to:

- a) Understand what is and is not acceptable action and behaviour (acceptable use).
- b) All users must take responsibility for their own use of new technologies, making sure that they use technology safely, responsibly and legally.
- c) Agree to abide by and follow 'acceptable use' through the signing of an agreement.
- d) Understand and accept that sanctions may apply for breaches of acceptable use and that this could include suspension, dismissal, exclusion or criminal prosecution.

Acceptable use is considered to be:

(Authority refers to Network Manager or Senior Member of Staff)

IT Equipment (including cabling)

1. Treat all equipment with care and respect so as to cause it no damage whatsoever.
2. Do not use any equipment that you believe to be damaged or unsafe.
3. Report immediately any damage to the equipment that you become aware of.
4. Do not dismantle any part of the equipment (including a mouse or other peripheral device).
5. Do not move any equipment.
6. Do not relocate any piece of equipment within the school unless you are authorised to do so.
7. Do not remove any part of the equipment from site unless you are authorised to do so.
If you are loaned ICT equipment you must ensure this is returned within the timeframe specified and in the state it was provided
8. If you are aware of anyone damaging, stealing or misusing equipment you must report it to a teacher or senior member of staff immediately.
9. Do not eat or drink whilst using IT equipment.
10. Students should not connect any equipment or device to the network without the prior approval of the Network Manager.

Software

No person shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other stored information. The integrity of the computer systems is put at risk if users do not take adequate precautions against malicious software.

1. Students must not install, or attempt to install, programs of any type on a machine, or store programs on the computers without permission.
2. Students must not deliberately damage, disable or otherwise harm the operation of software on computers.
3. Students must not deliberately create, distribute or install agents designed to or are likely to hamper, disable, disrupt or damage any part of the IT infrastructure, equipment or software e.g. viruses, worms or bombs etc.
4. The distribution or storage by any means of pirated software is prohibited.

Mobile Devices / BYOD

1. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following classifications;
 - Laptop/notebook/netbook/tablet computers
 - Memory Sticks/USB Storage Media
 - PDAs
 - Any mobile device (including phones) capable of storing data
2. It is imperative that any mobile device be utilized appropriately and responsibly. The use of private equipment during lessons is forbidden unless there is a positive educational value.
3. It is the user's responsibility to ensure that no viruses are enabled through negligence. Any mobile device brought onto school premises should be virus free and checked on a regular basis.
4. It is the responsibility of any user who uses a mobile device to ensure the security of stored data. Data must not be downloaded and copied from the network or attached machines unless you have lawful and appropriate authority to do so.
5. All mobile devices should be password/passcode/fingerprint protected.
6. The school reserves the right to refuse the ability to connect mobile devices to the school network infrastructure, if it feels such equipment is being used in a way that puts the school systems and data at risk.
7. The school accepts no responsibility for any loss, damage, or theft of devices or documents on such devices and it is brought into school at the user's own risk.
8. Pupils are advised to read and take note of the "Mobile Phone Policy" as found in the student planner.

Passwords and Security

All individually allocated usernames, passwords and e-mail addresses are for the exclusive use of the individual to whom they are allocated.

The user is personally responsible and accountable for all activities carried out under their username.

Data security is of paramount importance, ensuring the privacy and protection of personal data.

1. Students must not disclose their password to others, or use passwords intended for the use of others. The password associated with a particular personal username must not be divulged to any other person, other than to designated members of IT staff for the purposes of system support.
2. Passwords used must adhere to current password policy and practice and should be changed immediately from any default password supplied.
3. Under no circumstances should any user disguise, attempt to disguise or mask their identity
4. All users are expected to respect and not attempt to bypass security in place on the computer systems.
5. Attempts to access or use any username, e-mail address, which is not authorised to the user, are prohibited.
6. Pupils must not access, copy, remove or otherwise alter other people's work.
7. Users must not attempt to alter the settings of computers unless they are authorised to do so.
8. All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable.
9. All users should understand that network activity and online communications are monitored, including any personal and private communications made via the school network.

Commercial, Business, Buying and Selling

1. All work produced using school equipment/resources are the property of the school.
2. Students must not use the network/equipment for personal interests unrelated to school.
3. Students must not use the network/equipment for commercial purposes e.g. to buy or sell goods or services.

Internet Guidelines

The school subscribes to a leading independent ISP (Internet Service Provider) for Education which provides an effective and safe e-learning environment including Internet access and e-mail service.

To safeguard against risks and unacceptable materials and activities these services include filtering and content control, firewall and virus protection and monitoring systems.

1. The school reserves the right to monitor internet usage.
2. Students must access the Internet only for study purposes or for school-authorized activities.
3. Students must not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
4. Students must report accidental accessing of unsuitable sites to a teacher immediately.
5. Students are expected to respect the work and ownership rights of people outside the school as well as other students and staff. This includes abiding by copyright laws; downloading, distribution, or storage of music, video, film, or other material, for which you do not hold a valid licence, or other valid permission from the copyright holder.
6. Students must not engage in game (non educational entertainment) activities over the internet or download such games. This takes up valuable resources which could be used by other people to benefit their studies.
7. Students must not engage in chat activities over the Internet other than through approved educational forums authorised by the school for teaching and learning purposes.
8. Students will not give personal information such as their address or telephone number to those whom they contact through electronic mail or websites.
9. The use of peer-to-peer and related applications are prohibited.
10. The copying of other people's web site material without the express permission of the copyright holder is prohibited.

11. No communications device (this includes mobile 'phones), whether school provided or personally owned, may be used for the bullying or harassment of others in any form.

Use of social networking websites and online forums

The use of Facebook, Twitter, Tumblr, Instagram and other similar social networking or chat room sites is denied by the filter and any attempted access is strictly prohibited.

Students should take care when using social networking websites outside of school from your personal PC. Social networking sites invite users to participate in informal ways that can leave you open to abuse, ensure you pay attention to guidelines and age limits of sites. Our aim is to educate both parents and children about responsible use of online technology and being safe online. Please see the Behaviour & Safety section of our school website for further resources and information on this subject.

Note to Parents:

Your son/daughter will only be able to access the school Internet via the use of their personal network log in name and password.

The school has excellent filtering processes in place to prevent access to pornographic, offensive or inappropriate sites which is dynamically updated as a priority. It is, however, impossible for the school to guarantee that such access will not occur as new online content appears every minute of the day.

Cloud

Hagley Catholic High School provides access to both educational cloud services offered by Google (G Suite) and Microsoft (Office 365), as part of the student IT provision. Products available within these cloud solutions offer numerous benefits to the school community, including; new flexible ways of collaboration and teaching, better provision of "anytime anywhere" access to resources.

Cloud services also have a part to play in meeting the needs of students by ensuring they have broad exposure and experience in systems and processes that are an essential component of life in the modern world.

Privacy

The school has legal duties in respect of the safeguarding and protection of pupils. Staff are required by school policy and in some circumstances the law to divulge the contents of any communication that they become aware of, to the Head Teacher or other nominated Child Protection Officer, if, in their opinion, the content gives rise to any potential concern for a pupils wellbeing. These communications may in turn be shared with other statutory bodies charged with child protection as required by law.

IT staff are authorised to release the contents of a student's files, including e-mail, when required to do so by any member of staff who can demonstrate that they have a direct and relevant school work-based reason for requiring such access.

After a student leaves, any data associated with the accounts will be considered to be the property of the school and the accounts will be closed. Data will be archived for a period in accordance with normal backup procedures prior to being deleted from the records held.

Legal

Any software and / or hard copy of data or information which is not generated by the user personally and which may become available through the use of school systems shall not be copied or used without permission of the school or the copyright owner. Such permission must be obtained in writing and in the event of the copyright owner not being the school; the school must be supplied with a copy of any permission obtained. It is up to the user to check the terms and conditions of any licence for the use of the software or information and to abide by them.

Email

Cautionary Note

Pupils are reminded that in legal terms email on a school system is not 'private' and, in certain circumstances, authorised staff can access and read pupils emails. The monitoring of email activity, especially in environments where child protection is an issue, is considered to be a matter a good practice.

Emails are scanned for inappropriate language (including rude words, swearing etc) and content.

Policy

The use of the e-mail system and the Internet within the school is encouraged as its appropriate use helps you to communicate and it assists you in your studies. Used correctly, it is a facility that is good for teaching and learning. Inappropriate use however causes many problems ranging from minor distractions to legal claims against you or the school. This policy identifies correct use of the e-mail system and explains how this can be achieved as well as the school response to inappropriate use.

Authorised Use

The e-mail system and the Internet are available for communication on matters directly concerned with teaching and learning. Pupils using the e-mail system should give particular attention to the following points:

1. The standard of presentation. The style and content of an e-mail message must be consistent with the standards that the school expects i.e. good use of language, polite, friendly and without rude, offensive or inappropriate words.
2. The extent of circulation. E-mail messages should only be sent to those pupils or staff for whom they are particularly relevant. It is not good practice to forward emails to a third party as indiscretions can often inadvertently result.
3. The appropriateness of the e-mail. When and when not to use E-mail is a matter of individual judgement but care should be taken to ensure that it is not used as a substitute for face-to-face communication when such communication is more appropriate. "Flame-mails" (e-mails that are abusive) can be a source of stress and damage to others and to your relationship with others. Hasty messages sent without proper consideration can cause unnecessary misunderstandings.
4. On no account should pupils use rude or inappropriate language in emails even to those they consider friends
5. On no account should you utilise your school email account to sign up to any offers or websites unless instructed to do so by a member of staff.

Unauthorised Use

The school will not tolerate the use of the system for any of the following:

1. Any message that could constitute bullying or harassment (e.g. on the grounds of sex, race or disability). 'It was a joke' is not a defence that will be accepted.
2. Personal use in school time e.g. social invitations, personal messages, jokes, cartoons or chain letters.
3. On-line gambling.

4. Accessing pornography or inappropriate images e.g. violent.
5. Downloading or distributing copyright information and / or any software available to the user to others.
6. Posting confidential information about staff, the school, pupils.
7. Registering a school email address with social networking sites, such as Facebook Implementation of the Policy
8. Extremist or radicalised behaviour.

Implementation of the Policy

1. The Network Manager will be available to give advice on all aspects of the policy.
2. A training programme to familiarise new students with the e-mail system and its uses will be run by the school as required.
3. Regular monitoring and recording of e-mail messages will be carried out on a random basis by the Network Manager. Hard copies of improper e-mail messages may be used as evidence in disciplinary processes.
4. All e-mail users will have a unique identity and password. The password is to be changed regularly and is confidential to the user. Access to the e-mail system using another student's ID and password will result in disciplinary action.
5. Pupils must ensure that only critical information emails are kept stored as storage space is limited. Pupils must clear out any unessential emails on a regular basis. If you receive an offensive email you should not delete it and tell a member of staff immediately.
6. Pupils will be informed of the basic requirements of the Data Protection Act 1998 and the new Data Protection Bill 2017-2019 when it becomes law. Pupils should ensure that they operate in accordance with the requirements of the Act and new Bill.

Pupils who feel that they have cause for complaint as a result of e-mail communications should raise the matter initially with their form tutor or head of year. Do not suffer in silence we will take matters seriously and we will help.

It should be noted that individuals may be held responsible for the retention of attachment material that they have received. Similarly, opening an attachment, received via unsolicited 'phishing' e-mail, especially if clearly unrelated to work or study, which leads to widespread virus infection, may result in disciplinary action being taken.

Sanctions – Failure to comply with these rules will result in one or more of the following. If the law is broken then 6 may apply in certain circumstances. Such action may be invoked by external agencies or organisations

1. An verbal or written warning
2. The serving of detention
3. Restricted use of equipment
4. A ban temporary or permanent from access to and the use of the school email system or entire network
5. Disciplinary action which may in certain circumstances include temporary or permanent exclusion
6. Criminal prosecution

Additional Information

Any suspected breach of this Acceptable Use Policy should be reported to a teacher. The responsible senior member will then take the appropriate action. The school reserves the right to audit and / or suspend without notice any account pending any enquiry.

This policy is not exhaustive and inevitably new social and technical developments will lead to further uses, which are not fully covered. In the first instance students should address questions concerning what is acceptable to a teacher.

It is imperative that all students read and adhere to the Hagley Catholic High School E-Safety Policy.

Note to Parents:

It is impossible for the school to censor pupils email. All emails are filtered for inappropriate language and any transgression is automatically logged (See Privacy above).

All students should report to a teacher any email they receive that offends or troubles them. They must not delete this email before they report it. Appropriate action will be taken by the school.

Use of both the email system and access to the Internet are a privilege and are not a right. Transgression of the requirements of this policy may result in one or more of these privileges being withdrawn.

All parents are required to acknowledge their acceptance of this policy and for those pupils less than 18 years of age to accept responsibility for their child's actions (including the content of emails that their child sends)

GUIDANCE TO SUPPORT THE SAFE AND APPROPRIATE USE OF IMAGES

Introduction

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

This guidance sets out to ensure that:

- Images are only used for the purposes for which permission has been granted
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered
- Parents/carers and children are given the right to opt out.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the Internet or other technologies. The term 'settings' refers to Early Years Settings, Maintained Schools, Independent Schools, Free Schools, Academies, Short Stay Schools, out of school provision, childminders and Children's Centres.

Safeguarding Children

The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet, particularly social networking sites. For this reason consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Data Protection

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All settings need to ensure they are registered with the Information Commissioner's Office every year.

Failure to notify the ICO is a criminal offence. Notification is necessary if settings are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by settings must be included in the setting's notification. Further information on data protection as well as details on how to notify can be found at http://www.ico.gov.uk/for_organisations/data_protection/notification.aspx

In October 2007, the Information Commissioner's Office issued the following advice:

"The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure. Where the Act does apply, a common-sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the act and pupils and pupils should be advised why they are being taken.
- Photos taken purely for personal use are exempt from the Act."

Please note that although notification is mandatory in most cases the data protection guidance within this document is 'recommended guidance' and settings must take individual responsibility for their own data protection issues in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018 (GDPR).

Parental Consent

On admission of a child to Hagley Catholic High School, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child. Consent should be discussed with the child, once they are old enough to understand, and the child also asked to sign the consent form. Parents/children should be asked to complete the separate Worcestershire County Council consent form for images that have been taken for the purpose of LA publicity. Parents/Carers and pupils should also be asked to sign an additional consent form, regarding the use of names, for photographs to be published in the media. A list of children for whom consent has been refused will be maintained by the school and every effort will be made by staff not to include these children in photographs or video footage. The list will be updated on a regular basis. Parents/carers should inform Hagley Catholic School in writing, if they no longer wish images of their child to be used for any reason. Once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Setting Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the school website, in the school prospectus, Pupil Organiser or newsletter, as evidence of the child's development or as part of publicity in the media. Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use school equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph children in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the DSL following the school's safeguarding procedures.
- The school has parental permission to take, store and/or display or publish images.

Storage of Images

Images retained in Hagley Catholic High School will only be used for the purposes for which permission has already been granted as indicated on the parent and pupil consent form.

Images should always be stored securely on school equipment and password protected.

Images should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Images taken for publicity and promotional purposes should be retained for a maximum of two years. Images contributing to the history of the setting, its children, activities or the community, may be retained indefinitely.

For schools, further information on storage and security can be found in the LA guidance Schools System and Data Security.

Parental Photography

In many cases, images taken at setting events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome to take images of their own children at award ceremonies, setting concerts/shows and sporting events, with the permission of the Principal/Senior Leader. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety.

Parents/carers will ensure that:

- They will respect the school's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including children other than their own, must not be sold or put on the Internet; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of children so as to cause offence or harm.

The Use of Cameras and Video Recordings by Children

From time to time, children may be given the opportunity to use school equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity. Children should not use personal equipment at school for the purpose of taking photographs or video footage, unless being used as a learning resource in line with the Hagley Catholic High School Acceptable Use Policy (AUP). This includes the use of personal mobile phones. The only exception to this is on a school trip or visit where children may be allowed to take photographs for their own personal use.

It should be made clear that these images should be taken responsibly and not used to upset any other child.

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the Internet, will be dealt with in line with the school's behaviour and anti-bullying policies and may be viewed as a criminal offence.

Display of photographs

It is perfectly acceptable to display images of children in the school environment with their names attached for the purpose of celebrating progress and achievement or assessment.

However, the school will give consideration to displays when rooms are available for other purposes.

Publicity Press

On occasions, the media are asked to cover school events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Parents will be informed by the school in advance if their children are likely to appear in the press and asked to complete an additional consent form regarding the publication of names. Local newspaper titles may share their images with other titles within the same syndicate. Any child whose parents have withheld permission, will not be photographed by the media.

School Publicity

Photographs of children's activities and achievements may be published in the school newsletter, prospectus, Pupil Organiser, school event publicity/programmes and posted on the school website. Names of individual children will

not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Photographed by a Photographer

Class and individual or group photographs are often an annual event. Parents will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

Links

This guidance is based on the document produced by Worcestershire County Council and should be read in conjunction with the school's Data Security Policy, E-safety Policy, Acceptable Use Policy (AUP), Safeguarding Children Policy and to the LA guidance 'Schools System and Data Security'.

EMMAUS CATHOLIC MUTLI-ACADEMY COMPANY: PUPIL PRIVACY NOTICE

Why are we giving this to you?

As your Academy we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer working on behalf of the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can do at:

Your IG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Policy Statement

We are Emmaus Catholic Multi Academy Company – Hagley Catholic High School. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

<ul style="list-style-type: none"> Racial or ethnic origin 	<ul style="list-style-type: none"> Religious beliefs 	<ul style="list-style-type: none"> Special educational needs and disability information
<ul style="list-style-type: none"> Medical / health information 	<ul style="list-style-type: none"> Biometric data 	<ul style="list-style-type: none"> Information relating to keeping you safe
<ul style="list-style-type: none"> Gender/Sexual orientation 	<ul style="list-style-type: none"> Dietary requirements 	

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians
- Teachers and other staff
- People from other organisations, like previous school, doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school. Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may share information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by measures set out in our data protection policy available on each constituent academy website.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact your form tutor in the first instance, he/she will liaise with the School Designated Data Champion in order to facilitate your request.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you wish to do this you should contact your form tutor in the first instance, he/she will liaise with the School Designated Data Champion in order to facilitate your request.

The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with our Data Protection Officer, contact;

Your IG Data Protection Officer Service

Dudley MBC

The Council House

Dudley

West Midlands

DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Or if necessary you or your parents/guardian can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>

EMMAUS CATHOLIC MUTLI-ACADEMY COMPANY: PARENT/CARER PRIVACY NOTICE

Policy Statement

We are Emmaus Multi Academy Company – Hagley Catholic High School. During your child’s time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left Emmaus Catholic Multi Academy Company - Hagley Catholic High School. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend the Emmaus Catholic Multi Academy Company - Hagley Catholic High School
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins Emmaus Catholic Multi Academy Company - Hagley Catholic High School and when you attend Emmaus Catholic Multi Academy Company - Hagley Catholic High School site and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family

2. Where the law otherwise allows us to process the personal data as part of our functions as Emmaus Catholic Multi Academy Company - Hagley Catholic High School or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to the Emmaus Catholic Multi Academy Company - Hagley Catholic High School to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you to Emmaus Catholic Multi Academy Company - Hagley Catholic High School
 - To ensure the safety of individuals on Emmaus Catholic Multi Academy Company - Hagley Catholic High School site
 - To aid in the prevention and detection of crime on the Emmaus Catholic Multi Academy Company - Hagley Catholic High School site
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on the Emmaus Catholic Multi Academy Company sites, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share your personal data with?

We routinely share information about you with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections

- Contractors, such as payment processing providers to enable payments to be made by you to Emmaus Catholic Multi Academy Company - Hagley Catholic High School

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>
Local authorities may share information that we are required to provide to them with other organisations. For further information about local authority data sharing processes, please visit the relevant authority website i.e. the authority in which you live.

Worcestershire

<http://www.worcestershire.gov.uk/>

Dudley

<http://www.dudley.gov.uk/>

Birmingham

<https://www.birmingham.gov.uk/>

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Designated School Data Champion

Mr D Jones: djones@emmausmac.com

Please also refer to our Data Protection Policy, see the [Emmaus Catholic Multi Academy Website](#) for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact:

Designated School Data Champion

Mr D Jones: djones@emmausmac.com

The law does not oblige Emmaus Catholic Multi Academy Company to comply with all requests. If Emmaus Catholic Multi Academy Company does not intend to comply with the request, then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance. They can be contacted at:

Your IG Data Protection Officer Service

Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF
Email: YourIGDPOService@dudley.gov.uk

However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

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

Designated School Data Champion

Mr D Jones: djones@emmausmac.com