



**Years 7 to 11
Parents' Handbook**

2018 – 2019

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Please note: in this handbook, 'parent' refers to anyone who has parental responsibility for, or care of, a child.

School Day

The school day begins at 8.40 a.m. and ends at 3.10 p.m. **Students need to be on-site by 8.35a.m. at the latest to be in their tutor rooms by 8.40a.m.** There is a morning break as well as lunchtime. For reason of safety all students, whether walking to school or travelling on public or private transport, should come straight onto the school campus via the main entrance on Saredon Road and they must stay on site throughout the day unless they have received written permission from the school to leave the site.

Learning Journal

The Learning Journal is one of the most useful items of a student's equipment. It is the single most important link between home and school. It contains key information and space for details such as organising homework tasks (although students aren't expected to record homework in their Journal as they access homework through Show My Homework), rewards and detentions, permission to be off campus, announcements, special arrangements and so on. Please check the Journal each weekend to ensure your child uses it wisely and keeps it in excellent condition. The students have been told that the Journal remains the property of the school and must not be used for graffiti or for doodling. Please urge your child to take care of the Journal and to use it wisely. Students are expected to bring their Learning Journal to school every day and have access to it in every lesson as required by teachers.

Books and Equipment

All students are issued with a number of books that they are allowed to take home. These become their responsibility and must be brought into school when required. We require all exercise books to be covered to preserve their condition. **Although specialist equipment is provided, students need to have their own basic tools for the job such as pens (blue, black and green), pencils and ruler. They will also need a scientific calculator, a protractor and a pair of compasses.** Carrying a small dictionary is also strongly advisable. Some type of sturdy bag is necessary to keep a student's belongings together and protect them from damage.

Homework

We expect all students to do some learning at home in all their subjects on a regular basis. This will increase their opportunities to learn. Students are expected to access Show My Homework via the website or app regularly as all details of homework tasks will be recorded on this system. Parents are very strongly encouraged to access the website or use the app to monitor the homework being set. Teachers can record whether a homework task has been submitted or not and parents are able to see this instantly using the Show My Homework system; this will enable parents to help to ensure students are completing their homework, though teachers aren't expected to do this as they record non-completion of homework as a sanction on our student information management system.

Key Stage

In KS3, students are placed in mixed ability tutor groups denoted by the code used to identify a teacher on the timetable, except in English and Mathematics where they are set by ability. As the students move up the school, they are increasingly set according to ability. The sets are reviewed at regular assessment points during the year and students are moved as appropriate.

Key Stage 3 Programme

In their first three years our students study art, design & technology, English & drama, geography, history, computer science, mathematics, music, modern foreign languages, physical education, religious education and science. They also follow programmes in personal wellbeing, citizenship and economic wellbeing.

Key Stage 4 Programme

In Years 10 and 11 all students are prepared for an appropriate number of public examinations. The core subjects include English language and English literature, mathematics, religious education, physical education and science. All students also continue to follow the personal wellbeing, citizenship and economic wellbeing programmes. A wide range of other examination courses are offered annually. Currently the range includes art & design, business studies, a number of design & technology subjects, dance, drama, French, geography, health and social care, history, computer science, music, physical education, religious education and Spanish. We also run some vocational learning programmes in conjunction with other education providers such as Wightwick and VIP.

Religious Education and Acts of Collective Worship

Religious education is a compulsory part of the school curriculum in England and Wales and by law we are expected to provide opportunities for collective worship. Our course is based on the Staffordshire Agreed Syllabus and enables our students to consider what we can learn about and from religion. Students study Christianity and other world faiths as well as investigating social and world issues and this leads to a GCSE qualification. A copy of the specification is available from the school. Any child withdrawn from our religious education programme or our acts of collective worship through parental request will be supervised as appropriate.

Sex and Relationships Education

Our sex and relationships education programme is part of the positive, person-centered education that is at the heart of the school's purpose. The programme seeks to ensure that all students accept their own and others' sexuality positively in order to enjoy relationships based on mutual respect, dignity and responsibility. The biological aspects are largely taught within the science curriculum whereas the emotional, legal and moral aspects are covered in the personal wellbeing programme, supplemented by work done within other subjects such as religious education. Great care is taken to teach this work in a manner which promotes a responsible attitude towards sexual behaviour and the value of family life. Any child withdrawn from our sex and relationships education programme through parental request will be supervised as appropriate. The school's Sex and Relationships Education policy and further information is available from the school.

Special Educational Needs

We believe that all students are entitled to a broad and balanced curriculum and should be involved in the full life of the school including children who have special educational needs. This is so that they, too, can fulfil their potential as learners, and experience and contribute to the life of the school. Our provision matches needs, takes account of the wishes and feelings of the individual student and is delivered in partnership with parents. We identify students who are experiencing learning difficulties by using information from the primary schools and the results of our screening tests, listening to the concerns of the students and their parents and by noting teachers' observations and assessments. Provision for many students with special educational needs simply means ensuring staff know that a little extra attention may be necessary. Other students who need more specific help might be taught by specialist learning support staff in small withdrawal groups, or they might be helped in their normal lessons when a second member of staff is present. In addition in English and maths there are extra classes timetabled. A full copy of the school's Special Educational Needs Policy and information about its implementation is available from the school.

Disability

We are committed to ensuring the school does not treat disabled students less favourably for a reason related to their disability and we continue to make reasonable adjustments for the disabled so that they are not at a substantial disadvantage. We have plans in place to increase access for disabled students so that they can access the education we offer. Details are available from the school regarding: recent steps taken to prevent disabled

students being treated less favourably than other students, our existing facilities to assist access to the school by students with disabilities, and our Accessibility Plan.

Charging and Remissions

The Governing Body's Charging and Remissions Policy complies with ss.449–462 of the Education Act 1996 and defines what the school cannot charge for, what the school can charge for, the position in respect of voluntary contributions and the school remissions policy. A copy of the policy is available from the school and on the school website.

ASSESSMENT AND REPORTING

Progress Reports

In Years 7-9 students will receive a Progress Report containing information on academic progress, the student's attitude to learning and a specific target the student needs to achieve in order to improve in the Summer term, along with a tutor comment that reflects on the student's school year overall. In addition there will be two interim reports which outline Latest Assessment grades, and a half-termly report on Attitude to Learning.

In Years 10-13 students receive an Action Plan report following their mock exams, which will detail what they need to do in response to the mock exam in order to improve, as well as a comment from their tutor. In Years 10, 12 and 13 they will also receive a Progress Report including subject comments in the Autumn or Spring term, and a half-termly update on Attitude to Learning. Dates when reports are issued can be found in the Parents' Calendar.

Annual Parents' Consultation Opportunities

For parents of all year groups there are Parents' Consultation Evenings where individual appointments can be made with subject teachers. Appointments are made via our online booking system. Please note that in practice, there is usually time for five to six appointments so it is important that you book early to ensure that you arrange to see the teachers you are most eager to meet with.

Parent Engagement Calendar

A Parent Engagement Calendar is distributed to parents early in the academic year that indicates when you can expect your child's Termly Report, and the dates of Parents' Consultation Evenings and other key events that you may wish to attend.

STUDENT CARE

Form Tutors

The children are placed in a tutor group of approximately twenty-seven children that stays together until the end of Year 11. These groups are looked after by teachers who act as the students' tutors, meeting with their groups for at least twenty minutes a day. The tutors are responsible for the academic and personal progress and welfare of the students entrusted to their care. As you can imagine, over time they come to know your child very well, perhaps better than anyone else at the school. As such, the tutor is your first point of contact for most queries such as attendance, progress or uniform.

Heads of Year

All the tutor groups in one year are looked after by a Head of Year who co-ordinates the work of the Tutors. As well as being responsible for the academic and personal progress of the year as a whole, they deal with the more serious issues that sometimes arise. If a student is seriously under performing or experiencing a major problem, the Tutor will ask the Head of Year to become involved.

Learning Mentors

A team of learning and behaviour mentors support the Heads of Year in each key stage ensuring there is appropriate support for students who struggle emotionally, have personal

or behavioural difficulties.

Appointments

You will appreciate that the teachers have responsibility for a variety of teaching groups and we try to ensure that this teaching is disturbed as little as possible. Therefore, if you wish to talk to a member of staff, it is requested that an appointment is made. However, if it is a matter of urgency, please do come in and we will do our best to arrange for someone to see you as soon as is possible.

School Nurse

We are able to call on the services of the school nurse team. On occasions, when we think a student would benefit from seeing a nurse, we can make a referral to the service.

Support Workers

Through the county's Local Support Teams we have access to Support Workers. They can help you deal with any worries or concerns that might arise. The service is confidential and flexible, providing support, guidance and advice to you as well as your child. This can relate to either school or within the home. The school can make a referral to this service using an Early Help Assessment (EHA). Support workers can also provide details of other agencies and services and how these can be accessed.

Uniform and Appearance

We expect all students to wear their full school uniform each day in a neat and tidy manner. A copy of what is expected can be found in the Learning Journal and on the school website. **Should your child be unable to wear the full uniform please enter a note in his or her Journal informing the Tutor of the circumstances and indicating when the missing item will be worn.** A uniform card will then be issued to the student temporarily until the uniform issue has been resolved (*this should be for no more than one week*). Students without a parental note are grounded until an appropriate note is provided or the uniform issue is resolved. We all appreciate the cost of uniform and, for this reason, it is important that all items of uniform be identified as belonging to your child. Items of uniform occasionally get mislaid. We make a central provision for lost property where students can claim back their belongings.

Jewellery

To prepare students for the world of work and on grounds of health and safety, all jewellery must be small and discreet. **Students may only wear one watch, one ring and one pair of stud earrings (no other type of piercing is acceptable).**

Hairstyles

We appreciate that fashions in hairstyles are constantly changing and parents and schools have to cope with new trends. However, students should not have styles or cuts that are extremes such as tramlines, unnatural coloured hair dye or cuts below a Number 2. Long hair should be clean, tidy and be tied back.

Make Up

For students in Years 7, 8 and 9 make up is not allowed. For those in Years 10 and 11 a small amount will be tolerated. Clear or neutral nail varnish is allowed at key stage 4. However, if in our view we think it is excessive, the student will be obliged to remove it.

Valuables

Problems sometimes arise from students bringing into schools expensive items such as iPods and jewellery. For this reason valuables of this nature are banned. Students are not to bring in personal property to swap or sell as this, too, creates many problems. Please see the section on confiscation below.

Large Sums of Money

We actively discourage students from bringing money into school. Where possible, all trips of a significant cost should be paid for via the Parent Pay facility. Where any money is brought into school this should be paid into the finance office as soon as possible. At the back of the learning journal there is a sheet to record when money has been handed in. On no account are students to carry large sums around with them. The opening times of the Finance Office for students are displayed on the door to the Finance Office

Safeguarding

As part of pastoral care provision, we seek to adopt an open and accepting attitude towards all of our students. In turn, we hope that the students and their parents will talk about any concerns they might have and that they come to see school as a safe place if there are any difficulties at home. Children's worries and fears will be taken seriously if they seek help from a member of staff. As we have a responsibility for the welfare of all our students and in keeping with our statutory duties, we are obliged to make referrals to Social Services in very specific cases. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'child in need' procedures. However, staff cannot guarantee to consult parents first, or to keep a student's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the student's welfare. Safeguarding is managed by the school's designated safeguarding leads. Further information is available from the school.

ATTENDANCE AND PUNCTUALITY

Absence

As you will know, it is a legal duty of parents to ensure good, regular attendance and to explain any absences. When your child is absent from school, please call the school office to confirm the reason for the absence. If you feel that the absence might be lengthy, please contact the Main Office who will pass on the message to the Tutor. When you phone school to explain an absence please also send in a note on the day of return. We monitor the attendance of all our students and we will write to all parents notifying them of their child's attendance three times a year. In keeping with the Local Authority's policy, any student whose attendance falls below 90 per cent will trigger the involvement of the Local Support Team (LST). The LST can take legal action against you if you fail to make sure that your child goes to school regularly and there is no legitimate reason for the absence. This action might take one of two forms: the issuing of a Penalty Notice and, if necessary, prosecution in the local magistrates court.

Lateness

If your child is going to be late for school, please provide a note in the Journal. Students arriving before 8.40a.m. must go to their tutor bases. Arrivals after 8.40a.m. must report to the Main Office where they will sign in.

Leaving the Campus

Parents may request permission for students to leave the campus during the day via a letter to your child's form tutor. Please keep these requests to a minimum as permission will only be granted for essential appointments such as dental visits that could not be arranged in the holiday or after school. If granted, written permission will be confirmed by the Tutor in the student's Journal. For reasons of safety students are required to sign out with school reception before leaving.

Holidays

On 1st September 2013 the DfE made changes to the Education Regulations 2006 regarding leave during term time. Leave of absence will not be granted unless the Headteacher considers that there are exceptional circumstances relating to the application. The application explaining these circumstances needs to be in writing and addressed to the Headteacher.

REWARDS AND SANCTIONS

Code of Conduct

To ensure that effective teaching and learning can take place and that everyone's health and safety is protected, we have put together a Code of Conduct that promotes the fundamental importance of respect. Further information, including details about consequences, can be found in the Learning Journal. Please read it through with your child so that you are familiar with our expectations.

Rewards

The school believes strongly in the power of praise so there are many ways that we reward students ranging from the quiet word in class to the presentation of trophies. We reward all areas of achievement from academic excellence to outstanding attendance. The school's reward scheme (Cheslyn Hay Incentive Points – CHIPs) recognises work that is of a very high standard, exceptional effort, perseverance and service to the school or to the wider community. Formal Presentation Evenings are also held annually to which parents are invited. We are also pleased to celebrate students' achievements outside school by mentioning them in assemblies and via the school's social media accounts. You are strongly urged to let us know about such achievements as we cannot always rely on the students telling us.

Sanctions

The school has a very good reputation for student behaviour and in the vast majority of cases our students follow the Code of Conduct. On occasions, however, we are let down. For this reason we have a simple but effective sanction scheme. In brief, students receive an appropriate punishment, such as a break or lunchtime detention when, despite a warning, their behaviour continues to be unacceptable (e.g. rudeness) or when they continually fail to fulfil our work-related expectations (e.g. chatty in class or forgetting their homework task or equipment). Such behaviour can also lead to lunchtime and after-school detentions. These include a Head of Department or Head of Year detention of 40 minutes. Failure to turn up for one of these detentions is taken very seriously and leads to a whole school detention of 60 minutes after school on Wednesdays. If they fail to attend this detention this will escalate to a Senior Leadership Detention of a lunchtime grounding, period 5 isolation and 60 minutes after school. The Senior Leadership Detention may also be used for other circumstances. Failure to attend a Senior Leadership detention will lead to a Head teacher's detention of 120 minutes. Should your child be required to attend a detention after school, you will typically be informed a day in advance.

More serious sanctions are applied when students persist in misbehaving, endanger the education of others or pose a health and safety risk. These include part and whole day isolation, fixed term exclusions and permanent exclusion.

Although by law schools do not require parental permission to apply any of the above sanctions, including after school detentions, we do appreciate the support we get from home when sanctions are imposed.

Verbal and Physical Violence

The vast majority of our students are a credit to the school. Like all schools, however, we have had incidents of foul or abusive language being used or children striking other students. We have also had isolated incidents of bullying. We strive to make school a violence free zone where all can feel safe, secure and happy. Students who use abusive language, are violent or bully, put themselves at great risk of fixed or permanent exclusion. Students and parents are urged strongly to let the school know immediately of any acts of violence or bullying so that we can address them quickly.

Discrimination

We take very seriously any example of discrimination on grounds of race, gender, disability

or other status. Again, students and parents are urged to inform us of any such incidents. All racist and homophobic incidents will be reported to the local authority in keeping with our legal obligations.

Substance Use and Misuse

Drug misuse is a major threat to individuals, families and the wider community. If a student is found with illegal substances in his or her possession, or is caught using an illegal substance, the substance will be immediately seized and appropriate action will be taken that will result in exclusion. The same is true of a student in possession of alcohol or under the influence of alcohol. In the case of tobacco students caught smoking or in the company of those smoking will receive an appropriate punishment, this includes E-cigarettes and vaping pens.

Where students have been excluded for any drug-related matter, terms and conditions may have to be agreed between the school, the student and the parents before a return to school takes place. This may include a commitment to counselling and restricted movement around the school. Any student found to be selling, supplying drugs or intending to supply will be reported to the police and will be permanently excluded from the school.

Searching Students

School staff can search a student for any item if the student agrees. Authorised staff have the statutory power to search students and their possessions, without consent where they have reasonable grounds for suspecting that a student may have a prohibited item. Staff may also confiscate any prohibited item found as a result of a search or any item they consider harmful or detrimental to school discipline.

HEALTH, SAFETY AND THE ENVIRONMENT

Open Access

Unlike many schools, we allow the students access to the buildings during break and lunchtime and various areas have been allocated to each year. Students are allowed in on the understanding that they behave sensibly as the buildings and campus are very important to the school and the wider community. All are expected to take great care of our facilities by treating the fabric of the building with respect, not dropping litter, keeping to the designated areas and by keeping to the pathways rather than taking shortcuts across grass.

Lunchtime Arrangements

The school has a small café, a snackbar and three service points where a variety of lunches and other items are on offer. Payment for food is via a 'Cashless' system which uses thumbprint recognition or a PIN number. Parents can use Parentpay or a PayPoint store to pay into a personalized account. Students are also allowed to bring in food and drink from home and these can be eaten in the allocated sandwich room or outside only. In line with government guidelines which state that energy drinks are not to be sold to those under 16. The school does not sell or allow these to be brought into school by students. These will be confiscated from the student if they are brought into school.

Light Refreshments

Students are welcome to use the cafe which is open before school and is also open to Year 10 and 11 students and the sixth form at morning break. Other years can buy light refreshments at this time from the snack bar and the four service points.

Chewing Gum

Owing to the mess that it creates, chewing gum is not allowed on the campus under any circumstances.

Medication and illness

If your child has, or has had any serious illness or medical problem, it is important that we are told about it so that we can respond correctly should any problem occur. A medical care

plan may need to be completed in liaison with the school nurse. This is kept in the school office along with any medication which is needed. If your child carries his/her own medication or stores medication in school we will also need a form completing to tell us that they are doing so. **Parents must update us** on any changes to any medical condition so staff know the procedure to follow in any emergency. Please clearly mark the medication with your child's name. Full guidance that we follow can be found in the Department for Education document 'Supporting pupils at school with medical conditions'.

On occasions, students arrive at school already suffering an illness or start to feel ill during the school day. Like many schools, our facilities for caring for sick students are very limited and we usually need to call parents to collect their child. If your child is really suffering, parents are asked to keep them at home and let us know in the normal way.

Emergencies and Hospital

We have a number of trained First Aiders in school and they deal with most problems. If the First Aider considers that a student needs hospital treatment, we adopt the following procedure:

- the hospital is contacted by the school with details of our concern and informed that the child is on the way or needs an ambulance
- immediately after we contact the hospital, we contact a parent to inform them of the situation in order that they can get to hospital as soon as possible
- the child will be accompanied by an adult, or in the case of a sixth former, possibly another student, who will stay with your child until you arrive

For this reason could we re-emphasise that it is essential that parents ensure the main office has up-to-date personal details including **two** emergency telephone numbers and that these are also recorded in the Learning Journal.

Medicals

During a student's school career a variety of inoculations and immunisations e.g. HPV, are available through the County Schools' Health Service. Parents will be informed at the appropriate time.

Bus Passes

We trust the students to behave in a sensible and considerate manner when travelling to and from school. The Local Authority reserves the right to withdraw travel passes in cases of misbehaviour. Although the travel pass remains the property of the transport company, its safe-keeping becomes the responsibility of the individual student. The Local Authority will levy a charge if the pass is lost or defaced. In the case of loss, you or your child should immediately contact the school office who will issue a temporary pass to enable your child to get home that day and give you information on how to obtain a new pass. Should you have any questions about bus transport, please contact our School Business Manager, at the school.

Severe Weather Emergency Closure

Unlike some local authorities, Staffordshire does not make a blanket decision to close but chooses to leave the decision to individual schools. As such, it is up to us to determine whether children and staff can travel safely to and from school and if the site will remain safe throughout the day. To do this we are expected to conduct a risk assessment taking into account a range of factors. These include: the state of the pathways, steps and slopes around the school; the condition of the local roads and paths; if the school has heating, lighting and water; whether we can provide catering; the availability of public transport and school coaches at the beginning and end of school; and what the forecast is telling us about the weather later in the day.

Should we need to close before school starts, a decision will be reached by 7.15 a.m. based on the best information available at that time. This will be communicated as soon as possible

via texting, the school website, and the local radio stations. You will appreciate, however, that we have no control over what time they publicise the message. A decision by 7.15 a.m. will leave enough time for those parents who need to make alternative arrangements. The downside is that we might be caught out if the forecast is wrong. On balance, however, the early notice outweighs this risk as most parents, students and staff want to know as early as possible.

In the case of closure during the day please ensure that your child has an address/phone number in his or her journal where he or she can be looked after by an adult. Parents sometimes ask why is it that primary schools can often stay open but high schools cannot. This is owing to how primary schools operate. Typically, once into school, primary children stay in one classroom with one teacher and there is little need to go outside. High school students, however, need to change lessons at least five times a day and very often have to use the external areas to travel from class to class. In our case, as well as going outside, we have a number of enclosed quads that are open to the elements. These are essential thoroughfares but which can quickly become very dangerous.

Mouth Guards and Shin Pads

Parents are strongly advised to provide students with mouth guards for use when playing hockey and shin pads for use when playing football and hockey.

Confiscation

The school has the right to confiscate any items brought in that we deem to be dangerous such as knives and in certain circumstances we are obliged to involve the police. Other items that should not be brought into school may also be confiscated and kept under lock and key until the end of term or are collected by parents. Any jewellery that should not be worn will be confiscated and also kept safe until the end of the term unless collected by parents. A different rule applies to mobile phones and iPods etc.

Mobile Telephones and other electronic devices including earphones

We would very much prefer if students did not bring these items into school. Not only is there the risk of the items being stolen, their use can disrupt lessons. Mobile phones can also cause unnecessary stress for a parent if they are called during the day by an anxious child. However, given that so many students travel long distances to and from school, students are allowed to have mobile devices with them. **This is under the strict condition that while on the school campus such equipment must be switched off and stored in their bags including earphones.** On no account are students to call or text parents directly during school time. If students need to call parents they can use the landline in the Main Office.

Parents are requested not to arrange to call or text during the school day as this encourages the students to switch on their mobiles. Students who disobey these rules may have their mobiles or electronic devices confiscated until the end of the day. Should it happen a second time, the student will lose the item until the end of the week.

If the phone is confiscated for a third time parents must collect the phone from reception and the student will receive an SLT detention. They lose the privilege of bringing the phone into school. If it is needed for safety reasons it must be handed into reception every morning. After the third incident this will be viewed as defiance, as they should not be bringing their mobiles into school. If they are confiscated a fourth time this will result in a day in the isolation room and an SLT detention. A fifth time would result in a 1 day fixed term exclusion. **Should the student have their phone confiscated after the fifth time, the phone will be confiscated until the end of term.** If a student fails to hand over their phone to a member of staff when requested, this will result in them being placed in isolation for defiance. The school will not be liable for any loss or damage to such equipment brought onto the campus. Our full mobile phone policy is available on our website.

Social Media

The school requires that all users using social media adhere to the standard of behaviour as set out in the full social media policy and other relevant policies. The school will take appropriate action in the event of breaches of the social media policy. Where conduct is found to be unacceptable, the school will deal with the matter internally. Where conduct is considered illegal, the school will report the matter to the Police and other relevant external agencies, and may take action according to the disciplinary policy.

Privacy Notice

In order to fulfill our legal responsibilities, we need to process personal data about our students. As such, we are considered a data controller for the purposes of the Data Protection Act 1998 and are obliged to provide you and your child with certain information. Please refer to the relevant section at the back of this handbook and ensure your child is aware of it.

OUT OF SCHOOL ACTIVITIES

Extra Curricular

As part of our commitment to develop the whole person the school offers a range of activities for the students that take place during lunchtime, after school, at weekends and during the school holidays. The activities always depend upon the availability of staff and the students are informed of the activities that are available at the beginning of each term. It may then be necessary for your child to make alternative arrangements with regard to the timing of his or her lunch. Please encourage your child to get involved in one or more of the activities.

Your child may be selected for one of the school teams or may decide to stay behind to participate in something else. You will appreciate that bus travel passes unfortunately cannot be used after a certain time. Please ensure that your child possesses money for the journey home and has a telephone number where you, a relation or a close neighbour can be contacted in the case of any change of plans.

Sport

Our physical education staff have coaching qualifications in many sports. As the hub of the South Staffordshire School Sports Partnership, we also have access to other external coaches. This allows us to run our large out of school hours learning programme. Our teams compete regularly in local, county and regional tournaments.

Expressive arts

Opportunities to get involved in art, dance and drama activities feature regularly and individual music tuition is available for a range instruments. Many students reach high grades in examinations and some play in various school and county orchestras and bands. Annually, there are a number of evening performances, shows, exhibitions and concerts to which parents are invited.

Trips

The school has an outstanding reputation for the number and variety of trips it runs each year. To aid their studies, students are given the opportunity to take part in day visits to such places as art galleries, exhibitions, museums and theatres as well as other locations such as airports and factories. For a number of years Year 7 students have visited the Anglesey outdoor pursuits residential centre, Year 8 students have participated in the Spanish Sports Tour and Year 9 students have spent a week in Venice. Other annual trips abroad have included modern language visits to France and Germany. We recognise that such trips can be beyond the means of some families. For those students who might need some support we are able to access funds to contribute to the costs through the Brewood Educational Endowment Charity. Further information is available from the School Business Manager. On grounds of health and safety, the school reserves the right to take into account a student's behaviour record when deciding who should be allowed to participate in a trip. Detailed risk assessments are carried out on all visits to ensure students are safe at all times.

Home School Agreement

The school's present Home School Agreement (HSA) has been arrived at after consulting with parents and students and working with all the middle and high schools in South Staffordshire. The purpose of the HSA is to promote stronger links between the student, home and the school through stating what each of the three partners will seek to do. Having a joint South Staffordshire we hope will help communication, lead to more consistent expectations and improve the outcomes for all our students. The HSA can be found at the back of this handbook. Please ensure that you and your child read the HSA as it helps to explain what is expected from all parties.

PTFA

The Parent/Teacher/Friend Association supports the school in a number of ways. Money is raised through a variety of events and this goes towards the purchase of individual items beyond the resources of the school and individual departments. These money-making events also bring students, teachers and parents together and are invaluable in this respect. The money raised benefits every child in the school and, for this reason, we need the support of every parent. One of the main fund raising activities that the PTFA organise is the PTFA Lottery. For just £5 per month parents have the chance to win currently around £300 per month with an accumulator that has recently been won when it was over £800! If you would like to join the lottery, please complete the forms on our website and return them to school and your number will be sent to you. Please try to support at least one PTFA event each year.

Parental Licence

Through the school's practice of welcoming the parents of our registered students into the school and parents' natural right to need to visit the school regularly to deal with matters related to their children's education, parents acquire what is seen in law as a limited licence to enter the campus. It should be noted, however, that the law also recognises that inappropriate circumstances of either very serious or persistent cases of unacceptable behaviour, this licence can be revoked by the Headteacher.

Complaints

The school is a community that seeks to serve a large number of people. Thankfully, most parents are very pleased with what we do. It is to be expected, however, that occasionally someone is unhappy with something. If you are not satisfied or have a concern please let us know. To aid consistency there are a number of stages. First, it is usually best to speak directly to the person in question as very often this will resolve the matter. Second, if you are still not happy, write to the Headteacher who will ensure your concern is investigated. Third, should that not lead to a satisfactory conclusion, you can write to the Chair of Governors who can be contacted via the school address. After these three stages have been exhausted, any parent still not satisfied can write to the Secretary of State for Education or if the matter is curriculum-related, the local authority.

Further Information

We hope this handbook has helped explain some of the policies and procedures that we have in place in the school to help your child be safe and succeed. However, if you are still unsure about a particular matter, please do not hesitate to contact us at the school where we will do our very best to assist you with your enquiry.

PRIVACY NOTICE FOR PARENTS

Privacy Notices

Privacy notice for parents/carers – how we use your child's personal data

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 students.

We, Cheslyn Hay Sport and Community High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tracy Thornley (see 'Contact us' below).

The personal data we hold

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

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

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

Why we use this data

We use this data to:

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

Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

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

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

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

Collecting this information

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

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

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We adhere to the record retention schedule as set out in the Information and Records Management Society's toolkit for schools which sets out how long we keep information about students.

You may find a copy within the Information and Records Management Society's toolkit for schools on line at:

<https://irms.site-ym.com/page/schoolstoolkit?&terms=%22toolkit+and+schools%22>

or by contacting Mrs E Morris Administration Manager at the school.

Data sharing

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

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies – to meet our responsibility to provide you with an education
- Our regulator – Ofsted, to ensure we are meeting our legal duties as a school
- Suppliers and service providers – to enable them to provide the service we have contracted them for: -
 - Braiswick – school photography company
 - Eclipse – school library system
 - EVOLVE – Trip database in order to track payments
 - FFT (Fisher Family Trust) – target setting system
 - Learner Record Service – student information management service
 - Mintclass – school student information management system
 - My Maths – maths programme
 - NRS – cashless catering system
 - Oxford Analytical - Key Stage 5 data analysis
 - Parent App – real time home/school communication app
 - Parent Pay – online payment system

- School Comms – home/school communication system
- Show my Homework – online homework information system
- SIMS – school information management system
- SISRA – Assessment tracking system
- Central and local government - We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Health authorities – such as school health for immunisations - We need to use it to carry out a task in the public interest
- Health and social welfare organisations - – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies - We need to use it to carry out a task in the public interest, in order to provide you with an education.
- Our auditors – We need to use it to carry out a task in the public interest
- Professional advisers and consultants - We need to use it to carry out a task in the public interest (in order to provide you with an education)

National Student Database

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

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

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, 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 students reach the age of 13, we are legally required to pass on certain information about them to Staffordshire Local Authority and Youth Support Services, 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 students once aged 16 or over, can contact our data protection officer to request that we only pass the individual’s name, address and date of birth to Staffordshire Local Authority and Youth Support Services

For more information about services for young people, please go to our local authority website: www.staffordshire.gov.uk

Transferring data internationally

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

Parents and students' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the 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

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

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs E Morris Administration Manager.

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**:

- Tracy Thorley email: infogov@staffordshire.gov.uk

This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and to reflect the way we use data in this school.

PRIVACY NOTICE FOR STUDENTS

Privacy Notices

Privacy notice for students – how we use your personal data

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

We, Cheslyn Hay Sport and Community High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tracy Thornley (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Biometric scans

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- To assist us in reporting information to your parents
- In the event of you moving schools, to give the new school information about you

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law

- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We adhere to the record retention schedule as set out in the Information and Records Management Society's toolkit for schools which sets out how long we keep information about students.

You may find a copy within the Information and Records Management Society's toolkit for schools on line at:

<https://irms.site-ym.com/page/schoolstoolkit?&terms=%22toolkit+and+schools%22>

or by contacting Mrs E Morris Administration Manager at the school.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you 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 (a government department)
- Your family and representatives
- Educators and examining bodies – to meet our responsibility to provide you with an education
- Our regulator – Ofsted, to ensure we are meeting our legal duties as a school
- Suppliers and service providers – to enable them to provide the service we have contracted them for: -
 - Braiswick – school photography company
 - Eclipse – school library system
 - EVOLVE – Trip database in order to track payments
 - FFT (Fisher Family Trust) – target setting system
 - Learner Record Service – student information management service
 - Mintclass – school student information management system
 - My Maths – maths programme
 - NRS – cashless catering system

- Oxford Analytical - Key Stage 5 data analysis
- Parent App – real time home/school communication app
- Parent Pay – online payment system
- School Comms – home/school communication system
- Show my Homework – online homework information system
- SIMS – school information management system
- SISRA – Assessment tracking system
- Central and local government - We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Health authorities – such as school health for immunisations - We need to use it to carry out a task in the public interest
- Health and social welfare organisations - – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies - We need to use it to carry out a task in the public interest, in order to provide you with an education.
- Our auditors – We need to use it to carry out a task in the public interest
- Professional advisers and consultants - We need to use it to carry out a task in the public interest (in order to provide you with an education)

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Staffordshire Local Authority and Youth Support Services, 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.

Your parents/carers, or you once you are 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 Staffordshire Local Authority and Youth Support Services

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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:

- Tracy Thorley email: infogov@staffordshire.gov.uk

This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in this school.

HOME SCHOOL AGREEMENT

This Home School Agreement (HSA) reflects a collaborative commitment on the part of the South Staffordshire middle and high schools to (a) articulate a common sets of values and principles which underpin our shared educational ethos and (b) set out clearly the expectations and ambitions of each of the key partners: the governors, the school, the students and the parents.

While schools are legally required to have such agreements at present they are not legally binding. However, research shows that where home school agreements are in place they do strengthen the partnership between the staff of a school and the parents to the great benefit of the students.

The schools involved with this HSA include:

- *Bilbrook Middle School*
- *Brewood Middle School*
- *Cheslyn Hay Sport & Community High School*
- *Codsall Community High School*
- *Codsall Middle School*
- *Edgecliff High School*
- *Great Wyrley Academy*
- *Ounsdale High School*
- *Penkridge Middle School*
- *Perton Middle School*
- *Wightwick Hall School*
- *Wolgarston High School – A Specialist Technology College*

Our Vision

To be recognised as an outstanding school that demonstrates excellence in:

- the quality and vibrancy of our learning culture
-
- our levels of achievement
- the ways in which we work together with our students, parents and wider community
- our contribution to developing lifelong learners by making learning accessible and enjoyable for all
- enabling our young people to make a positive contribution as confident and responsible citizens
- providing opportunities to empower young people by nurturing their creativity
- enabling young people to make informed choices about healthy lifestyles

Our Values

We are committed to ensuring that our school is a community based on:

- honesty, fairness and openness in our dealings with others
- accepting responsibility for ourselves, our actions and our environment
- respecting the right of others to learn
- treating one and other with courtesy and respect, caring for and supporting each member of our school community
- striving to be the best we can be, demonstrating perseverance and resilience

South Staffs Home School Agreement September 2018

School:

Be Prepared:

- School will reward high levels of attendance & punctuality.
- School will keep parents up to date - challenging & support where expectations are not met.
- School will communicate uniform requirements clearly
- School will have a robust behaviour and rewards policy which is implemented fairly.
- School will show students & parents/carers how to use planners & online learning platform) to check on progress and behaviour.

Be Ambitious:

- Staff will work hard & have high aspirations for themselves, pupils and parents/carers.
- Deliver an effective, broad and balanced curriculum – including extra-curricular activities.
- Staff will focus on improving themselves as professionals.
- Set purposeful classwork and homework.

Be Proud:*

- School will ensure that parental & student concerns are listened to – for parents please contact reception & book an appointment.
- School will reward good/desirable learning behaviours but hold students to account for poor behaviours which disrupt learning and school life.
- The school will ensure its buildings & surroundings are well presented to create a good learning environment.
- Staff will treat students and parents/carers with respect.

Be safe:

- Will educate its community about harmful and risky behaviours. It will provide support to ensure students are safe and happy at school.

Students:

Be Prepared:

- Have a high level of attendance.
- Arrive on time to school and be punctual to lessons.
- Bring the correct equipment.
- Be smartly dressed in the correct uniform.
- Listen carefully and follow instructions.
- Use my planner and online learning platform effectively to complete homework and check on my academic progress & behaviour.

Be Ambitious:

- Work hard and have high aspirations.
- Be focused on improving yourself and do not distract others.
- Talk to us about your worries and what you want to improve.
- Take a full and active part in school life: clubs, activities & leadership roles (Youth Forum, Worry Warriors, Prefects etc.)
- Complete classwork & homework to a high standard and on time.

Be Proud:

- Be responsible for your own actions/behaviour and the consequences of this – good or bad.
- Be respectful to your school and its surroundings – do not graffiti, drop litter or vandalise.
- Be polite – good manners are important now and in the future – say please and thank you.
- Be appropriate, if you have a point to make, wait until the teacher or member of staff gives you permission to discuss it constructively.
- Treat staff with respect.

Be Safe:

- Ensure your behaviour does not harm yourself or others. Be aware of how to keep yourself safe and happy at school. Follow the schools E-Safety policy.

Parents:

Be Prepared:

- Ensure your child has a high level of attendance and is punctual to school.
- Ensure your child has the correct equipment.
- Ensure that your child is smartly dressed & in the correct uniform.
- Monitor your child's planner, signing it weekly & use the online learning platform to check on the completion of homework & progress.

Be Ambitious:

- Work hard with the school and have high aspirations for your child.
- Talk to your child about their day, their learning and if they have worries or want to improve on something talk to us about these issues, we are here to help.
- Encourage your child to take a full part in school life: clubs, activities & take on leadership roles.
- Support in the completion of homework** – provide a purposeful space & time so it is done to a high standard & handed in on time. (**If you feel this may be challenging owing to literacy difficulties etc., please tell us & we will seek to help.)

Be Proud:

- Support your child to improve by working with school to ensure that they are responsible for their actions/behaviour and the consequences - good or bad.
- Raise concerns you might have by contacting us ASAP. Understand your concerns are important to us & they will be dealt with ASAP. Book an appointment to explain the matter in further detail.
- Parents/carers to treat all school staff with respect.

Be Safe:

- Talk to the school and follow advice on how best to keep your child safe. Ensure your child is aware of how to keep safe and free from harm. Work with the school to ensure they stay safe online.

I agree to support the above NAME

Position: Headteacher

Signed

DATE

I agree to support the above NAME:

Position: Student

Signed:

DATE:

I agree to support the above NAME:

Position: Parent

Signed:

DATE:

STUDENT TERM DATES FOR 2018-2019

Autumn Term 2018:

Tuesday 4th September – Friday 26th October
Holiday: Monday 29th October – Friday 2nd November
Monday 5th November – Friday 21st December
Holiday: Monday 24th December – Friday 4th January
Inset Day Friday 28th September
Inset Day Friday 7th December

Spring Term 2019:

Monday 7th January – Friday 15th February
Holiday: Monday 18th February – Friday 22nd February
Monday 25th February – Friday 12th April
Holiday: Monday 15th April – Friday 25th April

Summer Term 2019:

Monday 29th April – Friday 24th May
May Day: Monday 7th May
Holiday: Monday 27th May – Friday 31st May
Monday 3rd June – Monday 22nd July
Inset Day Monday 24th June
Inset Day Monday 22nd July

Inset Day:**School closed to students**