

# Weobley High School



## Parent Information Handbook



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### **Contact Information for Weobley High School**

**You may contact us by:**

**Telephone: 01544 318159**

**Email: [admin@weobleyhigh.hereford.sch.uk](mailto:admin@weobleyhigh.hereford.sch.uk)**

**Post: Burton Wood, Weobley, Hereford. HR4 8ST**

**Our website is:**

**[www.weobleyhigh.co.uk](http://www.weobleyhigh.co.uk)**

## Introduction

Welcome to Weobley High School. It is a privilege to be the Executive Headteacher of this small rural school in the heart of the Herefordshire countryside. Our vision is to be an exceptional school; inclusive and progressive, where everyone matters and everyone achieves. The size of our school means that we have the opportunity to get to know our students and ensure that they are treated as individuals. We are able to offer a fantastic educational and pastoral experience to each and every one of our students.

At the heart of our school is our passion for teaching and learning. We are able to offer a broad and balanced curriculum and we ensure it is tailored to the individual needs of our students. This takes place within a vibrant, yet caring school community where each individual's strengths, personality and talents are allowed to flourish.

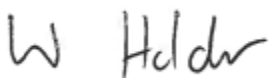
We believe that at the heart of our success is the welcoming pastoral team that promotes a positive, inclusive ethos where students can be fully engaged in their learning and ultimately, happy. We celebrate the success of our students in all areas and encourage a culture of being ready to learn. We are justifiably proud of our achievements and those of our students.

The education that we deliver is values-driven, where respect, resilience, and aspiration are not just words but guiding principles that shape every aspect of our school culture. It is crucial that we equip our students not only with academic knowledge but also with the values they need to thrive as successful global citizens. Respect for oneself and others lays the foundation for strong relationships. Resilience teaches our students to bounce back from setbacks, and to persevere in the face of challenges. Aspiration fuels the fire of ambition, inspiring our students to dream big, to set goals, and to work tirelessly to achieve them.

We believe that excellence is not a destination but a journey, and that our collective commitment to continuous improvement is what sets us apart as a school community. With the support and partnership of our parents and carers, we are confident that we can achieve great things together and empower our students to become the compassionate, courageous and capable leaders of tomorrow.

There is a great deal of important information in this handbook including information about school policies and procedures. Please spend some time looking at this information with your child over the summer so that they are well-prepared as possible when they join us in September.

We hope you find this useful; please do not hesitate to get in touch should you have any questions or queries.



Weston Holder  
*Executive Headteacher*

## Timing of the school day

We expect all pupils to attend school promptly each day and we ask for your support in this matter. The times of the school day are as follows:

<b>8.50 – 9.15</b>	<b>Registration and Assembly</b>
9.15 – 10.15	Lesson 1
10.15 – 11.15	Lesson 2
<b>11.15 – 11.30</b>	<b>Break</b>
11.30 – 12.30	Lesson 3
<b>12.30 – 13.25</b>	<b>Lunch</b>
13.25 – 14.30	Lesson 4
14.30 – 15.30	Lesson 5
<b>15.30</b>	<b>End of school</b>

*Pupils who are persistently late to registration or class will be interviewed by their Learning Co-Ordinator and may be put on to punctuality report.*

## Term Dates 2024-2025

<b>Autumn Term</b>
Wednesday 4 <sup>th</sup> September – Friday 25 <sup>th</sup> October 2024
Half Term Monday 28 <sup>th</sup> October – Friday 1 <sup>st</sup> November 2024
Monday 4 <sup>th</sup> November – Thursday 19 <sup>th</sup> December 2024
Christmas Holiday Friday 20 <sup>th</sup> December – Monday 6 <sup>th</sup> January 2025
<b>Spring Term</b>
Tuesday 7 <sup>th</sup> January - Friday 14 <sup>th</sup> February 2025
Half Term Monday 17 <sup>th</sup> February – Friday 21 <sup>st</sup> February 2025
Monday 24 <sup>th</sup> February - Friday 11 <sup>th</sup> April 2025
Easter Holiday Monday 14 <sup>th</sup> April to Friday 25 <sup>th</sup> April 2025
<b>Summer Term</b>
Monday 28 <sup>th</sup> April – Friday 23 <sup>rd</sup> May 2025
Half Term Monday 26 <sup>th</sup> May – Friday 30 <sup>th</sup> May 2025
Monday 2 <sup>nd</sup> June – Friday 18 <sup>th</sup> July 2025

**Absences will not be authorised during term time unless there are very exceptional circumstances. Families who take absences in school term time will be issued with penalty notices per pupil/per parent.**

## Staff Names

Senior Leadership Team	
Executive Headteacher	Mr Holder
Deputy Headteacher	Mr Nicholas – Curriculum and Standards
	Mr Jones – Behaviour and Wellbeing and DSL
Assistant Headteachers	Mrs Day- SEND and DDSL
Associate Assistant Headteacher	Miss Honour – English and Literacy
Business Manager	Mr Lindup
Office Manager	Mrs Shock

Subject Teachers	
Art	* Mrs Ives / Mrs Warley
Asdan Co-ordinator	* Miss Hurds and Miss Highley
Childcare	* Miss Ligema
Computing	* Mr Price / Mr Davies
Dance	* Mrs Bennett
Design & Technology	* Mrs Juliard / Mr Mills
Drama	* Mrs Cooper
English	* Mrs Honour / Mr Alexander / Mrs Cooper / Mrs Elphinstone / Miss Harrington-Hay / Miss Smith / Mrs Stokes
Geography	* Mr Ives / Mrs Bradshaw / Mr Nicholas / Mrs Shionaka
History	* Mrs Waring / Mrs Loupart
Maths	* Mr Dwyer / Mrs Bennison / Miss Evans / Miss Hardwick
Modern Languages	* Miss Hickman / Mrs Price / Miss Richardson / Mrs Watkins
Music	* Mr Thomas
Physical Education	* Mr Jones / Mrs Heath / Mrs Mayo-Evans / Miss Pollock / Mr Robinson / Mr West
Religious Education	* Miss Pollock / Mr West
Science	* Mr Dixon / * Mr Peruffo / Mr Chapman / Mrs Day / Mrs Shionaka / Mrs Startin
Support Staff	
Admin Staff	* Mrs Shock / Mrs Griffiths / Mrs Oughton / Mrs Pearson Mrs Cook / Mrs Noble (SEND Support)
Cover Supervisors	Miss Ligema
ICT Support	* Mr Andrews / Mr Setterfield-Milln
LInC	* Mrs Davies
Learning Support Assistants	Mrs Barlow / Miss Davies / Mrs Dawes / Mrs Dyer / Miss Evans / Mr Gorman / Miss Highley / Miss Hurds / Mrs Jenkins / Mrs Lusher / Mrs Merrick / Mrs Mitchell / Mrs Noble / Miss L Price / Mrs L Price / Mrs Stanton LSA Apprentices Miss Bowen / Mr Downes / Mrs Goggin / Miss Newman
Technicians	Mrs Merrick / Mr Waring (Design and Technology) / Mrs Grice (Science) / Mrs Jones (Art)
Caretaker	Mr Masetti

• Denotes Subject Leader

Staff correct as May 2023

### Pastoral Support:

Mr Jones is the Deputy Headteacher for Pupil Support, with responsibility for pastoral care and guidance. He leads the team of Learning Co-ordinators and Tutors. He should also be contacted if you have any issues regarding the safeguarding of pupils.

**Special (or Additional) Educational Needs and Disabilities & Safeguarding of Children:** If you believe that your child may have additional needs, please contact the Special Educational Needs and Disabilities Co-ordinator, Mrs Day or Miss Richardson.

## **Home / School Communication**

We firmly believe that good home/school communications are essential to pupils' progress. We communicate with parents in a variety of ways:

### **Pupil Notebook**

All pupils are supplied with a pupil notebook which can be used to jot down information from the day. The notebook can also be used to communicate messages to parents from members of staff. Please check your child's notebook regularly. In the same way, parents/carers can use the planner to communicate with teachers. If your child loses his/her planner, the cost of replacement is £1.00.

### **Parent Consultation Day**

Once a year, you and your son/daughter will be invited to attend a consultation with their form tutor to discuss progress at school during the school day. The consultation lasts approximately 15 minutes. Parents of pupils in Year 7 will have received a progress report in the form of a grade review prior to the day. The tutor will have comments and an overview from each member of staff who teaches your child and will be in a good position to have an informed conversation about any aspect of school life. Parents of pupils in Years 8 to 11 will receive a copy of the annual report prior to the consultation day. This will form the basis of conversation during the consultation day meeting. If you would like to meet a particular teacher in person, or have an issue you would like to discuss, then an appointment at parent surgery will be appropriate (see below).

### **Grade Review**

Grade reviews show how your child is progressing academically in school. Parents of pupils in Year 7 will be sent a copy of the most recent grade review prior to parent consultation day. For pupils in Years 8 to 11, the first grade review of the year will be sent out in the post along with dates for parent surgeries should you wish to discuss your child's progress. Grade reviews and target setting are explained in greater detail later in this booklet.

### **Parent Surgery**

Surgeries are held approximately every four weeks (dates are to be found on the school website) and offer parents an opportunity to meet with individual teachers for a 15-minute appointment. Likewise, teaching staff may contact parents to ask them to come into school to discuss pupil progress. If you would like to make an appointment for a particular surgery, please contact the school office to arrange this.

### **Text Messaging System**

We have a secure text messaging system used to contact parents, particularly if a pupil is not present at morning registration, then a text will be sent to parents to confirm the absence. We also use this method to remind you of important dates or events, school closure and coursework deadlines at Key Stage 4.

### **School Website**

The school website holds a wealth of information for both pupil and parents. Each department will have a section to inform you of latest news and details about the subject content.

## **Parentpay – online payments**

We use an online system called Parentpay for payments to be made to school. The system is used to collect money for pupil items such as food from the canteen, bus money, school trips and resources. Using this secure website, you will be able to pay online using your credit or debit card. ParentPay is our preferred method of making payments to school.

There are many benefits to you as parents, for using this system.

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like.
- the technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- payments can be made by credit/debit card or also through PayPoint.
- full payment histories and statements are available to you securely online at anytime.
- your children won't have to worry about losing money at school.

You will receive an account activation letter when your child joins the school. Please follow the instructions in the letter to create your account.

Parentpay can easily be accessed on the school website: [www.weobleyhigh.co.uk](http://www.weobleyhigh.co.uk)

If you wish to find out more about Parentpay, go to the website: [www.parentpay.com](http://www.parentpay.com) and if you have questions, please contact Mr Lindup via the school office on 01544 318159.

### **Canteen Payments**

Our catering company, Alliance in Partnership, operate a cashless payment system offering a convenient way of paying for your child's food.

It operates by using biometric data and so the pupils will be able to pay for their food simply by using their fingerprint. They will also have the option of using a PIN number. This system will link in with ParentPay however, for those who still prefer to use money, there will be a machine in the canteen where pupils will be able to 'charge' their accounts by putting in cash.

## E-Praise

As a school we use a web-based communication system, called E-Praise. E-Praise will be used by all staff to award Merits (reward points), each merit is worth at least 1 merit point. The system will also allow staff to award De-Merits, these are negative points.

Pupils can log on at any time and see their own E-Praise account, they will be shown how to do this at school. Parents can now also have access through the web-based E-Praise page and/or the E-Praise App. This will allow you to view your child's:

- Attendance Data (this year)
- Timetable
- Reward Points (merits)
- Negative behaviour points (de-merits)
- Interventions (any detentions set and whether attended or not)

If you have more than 1 child at the High School, you will be able to view all children in the same account.

As E-Praise is web based you can log on at any time to view the above information.

All parents/carers will receive an email invitation which contains instructions on setting up an account. If your account set up doesn't work, it is likely that you are either not using the email address we have at school or we have the incorrect details stored at school. If this is the case, please contact the school office to report your issue.



## Conduct

We expect a high standard of conduct from pupils whilst in school and operate on the basis of mutual respect and co-operation. The following codes of conduct outline our expectations of pupils. We believe that by following the codes every pupil has the opportunity to learn in a safe and pleasant environment. Rewards and sanctions will always be recorded on E-Praise.

### **Rewards**

Staff are encouraged to recognise and reward positive behaviour, excellence in academic achievement and effort and contribution to the school community. This may be done in a variety of ways: awarding merits, letters of commendation by teaching staff and Learning Co-ordinators and certificates of achievement at the end of the term.

### **Sanctions**

The quality of relationships in the school and at home is of crucial importance in forming pupils' attitudes to good social behaviour and self-discipline. Adults provide powerful role models for children and should, therefore, model the values such as courtesy and respect in all their dealings with others adults and pupils in the school.

### **The teaching staff will use the following approach:**

- They will praise good behaviour and achievement and use the school's reward system E-Praise consistently;
- Key rules will be reinforced whenever possible by acknowledging pupils who are following them;
- Prior to making a negative check on anyone, the teacher will draw attention to those who are demonstrating positive behaviour. This will give pupils who break rules a chance to improve behaviour rather than receiving a sanction.
- It will be made clear to pupils that they have a choice - they may choose not to have a punishment by complying with the rules; choice reinforces personal responsibility for actions.
- Teacher's will set clear objectives and will give instructions through simple, direct language.
- Sanctions will be applied consistently.

Pupils will be expected to follow the expectations as set out in the Home School Agreement and Behaviour Code as well as school rules set by teachers. Where pupils display negative or inappropriate behaviour, members of staff have options with sanctions designed to alter the behaviour. These sanctions are as follows:

- A quick break Detention with the relevant member of staff (usually the class teacher)
- A longer Head of Department Detention
- A central whole School Detention, you will be notified by text message if this is the case
- A pastoral Detention, usually for a sanction required for behaviours outside of the classroom
- An afterschool detention for serious or continued failure to comply with the behaviour code, in this case parents will be notified through a phone-call or in writing.
- In extremely serious situations, fixed term suspension from School can be applied.

## The Learning Ethos

The Learning Ethos at Weobley High School underpins all aspects of Teaching and Learning throughout the school and aims to nurture and support our pupils to develop with a Growth Mind-set that means everything is possible. Weobley High School is a place where learning comes first, aspirations are high and achievement is celebrated. To this end, the Learning Ethos aims to equip pupils with the following tools to success:

- **Assertive** - Encouraging pupils to be active learners and not spectators
- **Collaborative** -To understand that Learning is a two-way process and is completed with the pupil and not to the pupil
- **Courageous** - To know that Learning involves accepting a challenge and being prepared to take risks
- **Resilient** – Knowing that the learning process involves making mistakes and being prepared to continue to try
- **Independent** – Understanding the need to aim to be independent in their learning
- **Accountable** – Knowing when to seek help and who to turn to in times of need

The Learning Ethos is introduced to Year 7 Pupils as part of their enrichment programme during the first term. This will then be supported with activities in Form Time as well as across all subjects. Pupils are actively encouraged to demonstrate the six elements within the Learning Ethos and receive rewards when this has been clearly demonstrated. Pupils can receive individual certificates for achieving individual elements of the Learning Ethos throughout Key Stage 3. The Learning Ethos is about embedding core learning values within our pupils.

## The Behaviour Code

The behaviour code sets out the minimum expectations of behaviour that are accepted at Weobley High School. The aim of the code is to prioritise consistency with pupils to ensure low level behaviour is not tolerated. This will lead to a culture of self-regulating behaviour from pupils and consistency amongst staff. This will ensure that all pupils learn and thrive in an atmosphere of respect and dignity, great behaviour management relies on consistency across the whole school. From every teacher and adult within the school, every single day; and in every single lesson.

The behaviour code is as follows:

- I will arrive on time for registration and all my lessons with correct equipment.
- I will follow all instructions straight away.
- I will wear correct uniform appropriately.
- I will respect the school environment by: placing all litter in bins; eating only in designated areas; moving around the building quietly; handling all school property and equipment with care.
- I will be polite and helpful to everyone including staff, other pupils and visitors.

## Safeguarding in School

The safeguarding of children in school is of paramount importance to us. The school has robust policies and procedures in place and all staff are trained to recognise safeguarding issues and are aware of how to report such issues to the appropriate member of staff. The designated person for safeguarding in school is Mr Jones. Should you have any concern about a pupil, or safeguarding in general, please contact Mr Jones in the first instance. With any concerns outside of school hours ring The Multi Agency Safeguarding Hub (MASH) on 01432 260800

## Uniform and Appearance

We expect all pupils to look smart and respectable and we expect parents to support the school in our requirements about appearance. The following applies to what pupils should wear on their way to or from school as well as when they are in school. We have kept the uniform requirements as practical and simple as possible.

Apart from a simple stud in each ear, pupils **may not wear jewellery** and the school cannot be responsible for items brought into school. **Earrings, eyebrow studs, nose studs, rings, necklaces, bracelets etc. are not allowed. No overt hair colouring will be permitted.**

Pupils may not wear excessive make-up in school, **nail polish should be clear, fake eyelashes/nails are not to be worn.** Shoes must be black, polishable leather, safe and sturdy; **trainers are not allowed.**

If a mobile phone/electronic device is brought into school, it **must** be handed into the school office for collection at the end of the day. If a pupil is found to be using a phone, or if it rings during a lesson, it will be confiscated until the end of the day. Persistent breach of this rule will require parents/carers to come into school to collect the mobile telephone.

School Uniform		
Item	Girls	Boys
Polo Shirt	Blue crested polo-shirt	
Jumper	Black V-neck crested school sweatshirt (optional) but the only form of jumper allowed	
Trouser	Trouser Black tailored trousers-NO SKINNY FIT TROUSERS	
Skirts	Grey pleated skirt-close to knee length	
Shoes	Plain Black polishable shoes – NO BOOTS OR TRAINERS	
Socks	Plain Black Socks	
Tights	Black Opaque/Natural colour tights	
Outdoor coat/jacket	Outdoor coat/jacket Dark coloured outdoor coat/jacket. A sweatshirt/hoodie is not acceptable	
PE Uniform		
Item	Girls	Boys
Polo shirt	Weobley crested polo shirt	
Rugby Shirt	Rugby Shirt Reversible rugby top	
Shorts	Black shorts/skort for school crest	Black shorts with school crest
Socks	Black football socks	
Trainers - indoor	NON MARKING indoor trainers	
Trainers-outdoor	Trainers-outdoor Outdoor trainers	
Boots	Football boots	
Gum shield and Shin guards – Essential for Hockey and Rugby		

### Optional Outdoor Kit for Boys and Girls

Black tracksuit bottoms and a blue PE hooded sweatshirt with School crest.

**Girls ONLY-** WHS printed leggings. These are the only leggings permitted to be worn and can be purchased from our usual suppliers listed below.

**All crested items may be purchased from The Uniform Shop, Hereford or Clubsports**

### Lost Kit Replacements/Alternative

White polo shirt can be replaced with a plain white t-shirt

Please be informed of the different methods we use in school to publicise sporting fixtures/venues and times. They are written on the whiteboard in the Sports Hall, emailed to all pupils the week before, uploaded to the Weobley High School PE Department Facebook page and posted on the PE website <http://pe.weobleyhigh.co.uk/>

## Equipment

Please ensure that your son/daughter comes ready with the equipment that they need for the day. A good basic list of equipment is:

- Pencil case
- Pen
- Pencil
- Rubber
- Ruler
- Calculator
- A reading book
- Small set of headphones (to be used in computer lessons)
- USB pen (16gb or less)

## Mobile Telephones or Other Electronic Devices in School

Whilst as a school we understand that mobile telephones are an integral part of daily life, inappropriate use in school can be detrimental to the learning environment and the loss of a phone/iPod etc. is extremely upsetting for the owner.

If it is essential for your child to bring a mobile telephone or other electronic device into school, it should be deposited with the school office for the duration of the day. If your child is found to be in possession of any device, whether or not it is in use, it will be confiscated until the end of the school day. Should this happen again, we will retain the device in school and contact you to collect it from the relevant Learning Co-ordinator or Assistant Headteacher. Bringing any mobile device is at the owner's risk and school will not be liable for replacement. Please ensure that your son/daughter is aware of this.

## Lost Property

A huge amount of personal property is found around the school site. When named items are found they are returned to the rightful owner. Please ensure that your son/daughter has each piece of **PERSONAL PROPERTY NAMED** before it comes into school.

Other lost property is held in school at designated points and pupils can try to locate their own possessions from these points. Due to lack of storage space, lost property is held for a limited time and usually disposed of at the end of each term. We will send a text message to parents when lost property has been collated and displayed for collection. Please encourage your child to check the display for any of their lost property.

Lockers are available for pupils to hire. Please ask for details about this from the School Office.

## Trips

As a school, we believe that all pupils should have the opportunity to experience cultural, religious, environmental, historical and sports events both nationally and internationally, as this will foster an enquiring mind and spirit. We take great pains to ensure that the trips are safe, of educational value and all pupils have equal access to all trips. However, the school reserves the right to set boundaries for pupils who participate in trips and, should it be necessary, reserve the right to decline to take pupils who do not agree to conform to the school's codes of conduct and behaviour.

## Extra-curricular Activities

There is a wide range of extra-curricular activities organised at school and we would encourage all pupils to partake in at least one activity. Pupils do not have to be the best to get chosen for teams, we regard dedication and effort as highly as excellence. Participation in extra-curricular activities builds self-confidence and friendships and may unearth undiscovered talents!

# Absence from School

Attendance at school is essential for progress, in terms of learning and becoming part of the school community. Whilst we understand that there are some occasions when appointments must be made during school hours, we would ask that routine medical and dental appointments are made after school hours.

Some interesting facts about attendance at school:

- One day off per school year means that a pupil has about 99.5% attendance.
- Ten days off per school year means that a pupil has about 94.7% attendance.
- Twenty days off per school year means that a pupil has about 90% attendance.
- 90% attendance means 4 whole weeks off school.
- 90% attendance in Years 7 – 11 means  $\frac{1}{2}$  a year off school.
- 17 days off school every year means that a pupil is likely to obtain a whole grade lower in their exams than they are really capable of.

## Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school when they are unwell.

There are government guidelines for schools about [health protection and managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they should not.

The NHS website <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> can advise on other conditions.

If your child is well enough to attend school but has an infection that could be passed on, such as a cold sore or head lice, let the school know.

## Reporting Absence from School

If your child will be absent for any reason, you **must** let us know daily by:

- Sending in a letter prior to the date of absence
- Telephoning the school on the first day of absence
- Email [admin@weobleyhigh.hereford.sch.uk](mailto:admin@weobleyhigh.hereford.sch.uk)

If your child does not attend registration, we will contact you by means of a text message.

## If your child is ill at school

If your child is not well at school, in the first instance we will assess the child and may monitor the situation. If we feel that your child is too ill to continue at school, we will contact you in person to arrange collection from school. Please do not encourage your child to phone or text you directly, as this is not helpful to either pupil or school. Medication will not be given to any child unless we have written consent from parent/carer. This includes any pain relief. Please contact the office if your child requires medication daily and you would like school to administer it. Please do not encourage your child to self-administer any medication. This must be done via the school office.

## Absences during school term time

Term time absence will **not** be routinely authorised. Requests for absence should be made to the Headteacher, in writing, who will consider if the absence is an exceptional circumstance which warrants the pupil being out of school. If the Headteacher deems it to be exceptional, the absence will be authorised.

**Absences will not be authorised during term time unless there are very exceptional circumstances. Families who take absences in school term time will be issued with penalty notices (fines) per pupil/per parent.**

## Remote Access and Google Classroom

### **Remote Access to school emails and work**

All pupils who have internet access at home can make use of remote access to their work and emails at school at any time. Pupils can log on to Office.com and use the Outlook app for accessing emails and the OneDrive app for accessing files. Students will be able to edit their documents through the web version of the Microsoft apps.

### **Microsoft 365 Applications**

Students can install the Microsoft Office application suite at home on their personal devices which will work until they leave in year 11.

On a computer they can go to Office.com, sign in with their school email address and password and in the top right hand corner they can click on a button titled "Install and More" then click "Install Microsoft 365 Apps" to install the software on to their computer.

On a tablet or phone they can install the Microsoft 365 (Office) app from their app store – signing in to the app with their school email address and password for accessing and editing their files. They can install the Microsoft Outlook app for accessing school emails.

### **Google Classroom**

As part of teaching and learning in every subject, we use the online learning platform Google Classroom. Every pupil is given an account and joins every class on their timetable. Teachers use the online class to set classwork, set homework, share resources, share links, send messages to individuals and classes. Pupils are often asked to submit classwork and homework via Google Classroom.

### **Google Guardian**

Directly linked to the Google Classroom platform is the Google Guardian facility. This allows you to receive a weekly email report containing the activity from all of your child's online classes, including, homework deadlines, messages from teachers, missed homework etc. To sign up for Google Guardian, you must provide the school with an email address; you will then be sent an invitation email automatically from Google which you need to 'accept'.

### **Use of Computers for Homework**

For pupils who do not have a computer or internet access at home, computers are made available for use during break and lunchtime. Not having a computer or printing facilities at home, should not be a reason for not completing homework. Homework club is offered after school from 3.30pm-4.30pm Monday to Thursday and is supervised by a Learning Support Assistant.

### **Use of ICT Policy**

Your child will also be expected to follow the "Use of ICT Policy" as found on the school intranet and when they first login. If your child contravenes the policy, then ICT access will be restricted or possibly withdrawn, either on a temporary basis, or in extreme cases, permanently.

# **Data Protection and Fair Processing**

## **Privacy Notice**

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.

## **The personal data we hold**

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

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

## **Data sharing**

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

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

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

## **Our legal basis for using this data**

We only collect and use pupils' personal data under ICO's guidance on the lawful basis for processing. Most commonly, we process it where:

- We need to comply with a legal obligation
- For data collection purposes (Departmental Censuses). Further information is available on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

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

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

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

## **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the 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.

## **National Pupil Database**

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

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The law that allows this is the Education (Information about Individual Pupils) (England) Regulation 2013.

The Privacy Notices for parents/carers and pupils can be found on our school website [www.weobleyhigh.co.uk](http://www.weobleyhigh.co.uk)

## **Policies**

The school has a number of policies which are available to parents on request or on our school website. If you require a specific policy, contact the school office.