

Hagley Catholic Sixth Form



HOME-SCHOOL AGREEMENT 2017-18

HOME-SCHOOL AGREEMENT

As a school, we will aim to:

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

As a Parent/Carer I agree to:

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

As a Pupil I agree to:

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

STUDENT SAFETY AND WELFARE

We believe that your safety and welfare is very important.

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

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

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

What we do to keep you safe

The school does lots of things to help you to stay safe. Here are some of them:

- We have a Safeguarding Policy (including Child Protection). This policy explains how children might be harmed, the signs to look for and what staff should do.
- We have other policies that provide information for staff and students about things like bullying, internet safety and physical contact.
- All members of staff go through many checks to assess their suitability to work with children.
- All members of staff are trained to recognise signs of abuse and neglect and know what to do if they are concerned about a student's welfare.
- We respect all students as individuals and we do not tolerate discrimination.
- All students are aware of the complaints procedure and know we will listen if they make a complaint.
- We encourage students to tell us when something is wrong.
- We give students information to help them keep safe.
- We do risk assessments to test whether an activity is going to be safe for students.
- We have a Health and Safety Policy that covers such things as fire regulations, first aid and generally ensuring the school premises are safe.
- Mrs Morris is the senior member of staff who has received special training in protecting children from abuse and neglect and who makes sure the child protection procedures are followed. Mrs Imrie and Mrs Horan carry out the role when Mrs Morris is not in school.
- We work in partnership with parents and carers to keep their children safe.
- If necessary we talk to other people such as social workers and police officers if we think a student has been harmed or might be harmed by an adult.

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

SAFEGUARDING CHILDREN POLICY SUMMARY (including Child Protection)

Procedures:

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

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

Managing a Disclosure:

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

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

Following a disclosure, the member of staff should report immediately to **Mrs Morris, the Designated Safeguarding Lead** and complete a hand-written record as soon after the disclosure as possible, in any case, within 24 hours, stating exactly what was said, using the child's words as far as possible. Body maps should be used to record any observed injuries. The notes should be dated, signed and show where the interview took place, with whom and at what time.

Information Sharing & Confidentiality:

Any member of staff who has concerns about a child must report their concerns in writing to the Designated Safeguarding Lead as outlined above. They must not promise a child to keep secrets which might compromise the child's safety or well-being. They should only discuss the disclosure with the Designated Safeguarding Lead or in her absence, the Deputy DSL. Their notes should include exactly what was said, using the child's words as far as possible. The Vice Principal or DSL will disclose any information about a pupil on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

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

SUMMARY OF ANTI BULLYING POLICY

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

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

Bullying is not:

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

Bullying is one or more of the following:

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

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

a) Physical

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

b) Verbal

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

c) Damage to Property or Theft

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

d) Cyber-Bullying

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

e) Sexual

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

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

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

ATTENDANCE AND PUNCTUALITY POLICY

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

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

For safeguarding reasons, registration is a legal requirement. Students must, therefore, be present in their Form Room to register with their Form Tutor at 9.00 am each morning and at their first lesson each afternoon. Students who arrive later than 9.15 am and/or 1.00 pm should go to Reception and sign the 'late book'. They will then receive a 'late mark'.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Hagley Catholic Sixth Form: Attendance Policy



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

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

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

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

Intervention

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

1. Parental involvement – through the use of the Home School Agreement
2. A phone call home on the first day of absence
3. Expectation that notes will be provided to ensure student is accountable for their lack of attendance
4. Action plan with specified targets will be formulated for students who fall below the 90% for year 12 and 88% for year 13.

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

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

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

EXAM PROCEDURES GUIDE

All students will be issued with 'Information for Candidates' documents from the Joint Council for Qualifications (JCQ) outlining guidance for controlled assessment/coursework /portfolio assessments and examination board regulations. Students are strongly advised to read through these documents and understand the implications of malpractice.

Statement of Entry

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

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

Exam Timetables

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

Dress Code

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

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

Wearing inappropriate clothing may mean that your examination is delayed.

If students are unable to attend their exam then they must call the school reception (01562 883193) before the start time of the exam.

Absence

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

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

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

Drinks

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

Miscellaneous

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

Exam fees and reimbursement policy

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

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

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

Reimbursement will be sought from candidates who fail to sit an exam or met the necessary controlled assessment/coursework requirements.

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

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

Post Results Services

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

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

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

DRESS CODE

We are following the lines of professional institutions and therefore:

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

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

The following items are prohibited:

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

STUDENTS MUST WEAR THEIR LANYARDS AND PASSES ON SITE AT ALL TIMES

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

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

BEHAVIOUR MANAGEMENT IN THE SIXTH FORM

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

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

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

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

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

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

Detailed table of Sixth Form behaviours at:

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

NON-RESIDENTIAL TRIPS AND EXTRA-CURRICULAR SPORTING ACTIVITIES AGREEMENT

- The standard St Nicholas Owen CMAC insurance policy is in force for all off-site trips and activities. A full copy of this policy can be viewed at the School Main Reception.
- Hagley Catholic High School, as part of the St Nicholas Owen Catholic Multi-Academy Company, accepts no responsibility for accidents or injury to students, or for loss or damage of personal effects, unless the cause is the negligence of the St Nicholas Owen CMAC, or the school or any member of staff.

Parents/Carers:

I agree that:

- My son/daughter may take part in non-residential visits (details of all visits will be notified in advance and permission sought from parents/carers) organised by Hagley Catholic High School.
- My son/daughter may take part in sporting activities as part of a school team. As fixtures vary in frequency, times and venues I accept School Policy which places the onus of notification on student to parent. By allowing my child to be a member of a school team, I am consenting to this Policy and to them being carried in a school mini bus in accordance with the School Mini Bus Policy. I understand that details of fixtures are displayed in advance in the PE department.
- Medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendations of a qualified medical practitioner.

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

GUIDANCE TO SUPPORT THE SAFE AND APPROPRIATE USE OF IMAGES

Introduction

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

This guidance sets out to ensure that:

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

Definitions

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

Safeguarding Children

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

Data Protection

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All settings need to ensure they are registered with the Information Commissioner's Office every year. Failure to notify the ICO is a criminal offence. Notification is necessary if settings are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by settings must be included in the setting's notification. Further information on data protection as well as details on how to notify can be found at http://www.ico.gov.uk/for_organisations/data_protection/notification.aspx

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

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

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

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

Parental Consent

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

Setting Photography

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

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

Storage of Images

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

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

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

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

Parental Photography

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

Parents/carers will ensure that:

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

The Use of Cameras and Video Recordings by Children

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

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

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

Display of photographs

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

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

Publicity

Press

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

School Publicity

Photographs of children's activities and achievements may be published in the school newsletter, prospectus, Student Organiser, school event publicity/programmes and posted on the school website. Names of individual children will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Photographed by a Photographer

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

Links

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

PRIVACY NOTICE: INFORMATION ABOUT STUDENTS

Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Hagley Catholic High School

*Once our students reach the age of 13, the law requires us to pass on certain information to the provider of Youth Support Services in your area who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the provider of Youth Support Services in your area by informing the academy's Data Protection Officer. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website*

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

For information about the National Careers Service please go to:

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

The designated Data Protection Officer (DPO) at your child's academy.

We are required, by law, to pass some information about our students to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-student-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

STUDENT ACCEPTABLE USE POLICY 2017

Basis for Policy

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

The protection of these resources is therefore of vital importance.

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

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

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

Acceptable use is considered to be: (Authority refers to Network Manager or Senior Member of Staff)

IT Equipment (including cabling)

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

Software

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

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

Mobile Devices / BYOD

1. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following classifications;
 1. Laptop/notebook/netbook/tablet computers
 2. Memory Sticks/USB Storage Media
 3. PDAs
 4. Any mobile device (including phones) capable of storing data
2. It is imperative that any mobile device be utilized appropriately and responsibly. The use of private equipment during lessons is forbidden unless there is a positive educational value.
3. It is the user's responsibility to ensure that no virus' are enabled through negligence. Any mobile device brought onto school premises should be virus free and checked on a regular basis.

4. It is the responsibility of any user who uses a mobile device to ensure the security of stored data. Data must not be downloaded and copied from the network or attached machines unless you have lawful and appropriate authority to do so.
5. All mobile devices should be password protected.
6. The school reserves the right to refuse the ability to connect mobile devices to the school network infrastructure, if it feels such equipment is being used in a way that puts the school systems and data at risk.
7. The school accepts no responsibility for any loss, damage, or theft of devices or documents on such devices and it is brought into school at the user's own risk.
8. Students are advised to read and take note of the "Mobile Phone Policy" as found in the student organiser.

Passwords and Security

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

The user is personally responsible and accountable for all activities carried out under their username. Data security is of paramount importance, ensuring the privacy and protection of personal data.

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

Commercial, Business, Buying and Selling

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

Internet Guidelines

The school subscribes to the accredited County Council Broadband service as its ISP (Internet Service Provider) which provides an effective and safe e-learning environment including Internet access and e-mail service.

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

1. The school reserves the right to monitor internet usage.
2. Students must access the Internet only for study purposes or for school-authorized activities.
3. Students must not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
4. Students must report accidental accessing of unsuitable sites (students to a teacher/teacher to the Network Manager).
5. Students are expected to respect the work and ownership rights of people outside the school as well as other students and staff. This includes abiding by copyright laws; downloading, distribution, or storage of music, video, film, or other material, for which you do not hold a valid licence, or other valid permission from the copyright holder.
6. Students must not engage in game (non educational entertainment) activities over the internet or download such games. This takes up valuable resources which could be used by other people to benefit their studies.
7. Students must not engage in chat activities over the Internet other than through approved educational forums authorised by the school for teaching and learning purposes.
8. Students will not give personal information such as their address or telephone number to those whom they contact through electronic mail or websites.
9. The use of peer-to-peer and related applications are prohibited.

10. The copying of other people's web site material without the express permission of the copyright holder is prohibited.
11. No communications device (this includes mobile 'phones), whether school provided or personally owned, may be used for the bullying or harassment of others in any form.

Use of social networking websites and online forums

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

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

Note to Parents:

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

The school has excellent filtering processes in place to prevent access to pornographic, offensive or inappropriate sites and this is updated on a daily basis. It is, however, impossible for the school to guarantee that such access will not occur. New web sites come on stream worldwide every hour of the day and it is impossible for the school to fully control this.

Privacy

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

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

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

Legal

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

Email

Cautionary Note

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

Emails are routed through the County Council system and are therefore scanned for inappropriate language (including rude words, swearing etc) and content.

Policy

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

Authorised Use

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

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

Unauthorised Use

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

1. Any message that could constitute bullying or harassment (e.g. on the grounds of sex, race or disability). 'It was a joke' is not a defence that will be accepted.
2. Personal use in school time e.g. social invitations, personal messages, jokes, cartoons or chain letters.
3. On-line gambling.
4. Accessing pornography or inappropriate images e.g. violent.
5. Downloading or distributing copyright information and / or any software available to the user to others.
6. Posting confidential information about staff, the school, students.
7. Registering a school email address with social networking sites, such as Facebook.
8. Extremist or radicalised behaviour.

Implementation of the Policy

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

Students who feel that they have cause for complaint as a result of e-mail communications should raise the matter initially with their form tutor or head of year. Do not suffer in silence we will take matters seriously and we will help. It should be noted that individuals may be held responsible for the retention of attachment material that they have received. Similarly, opening an attachment, received via unsolicited 'phishing' e-mail, especially if clearly unrelated to work or study, which leads to widespread virus infection, may result in disciplinary action being taken.

Sanctions

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

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

Additional Information

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

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

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

Note to Parents:

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

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

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

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

This Policy should also be read in conjunction with the E-Safety Policy; a copy of which can be found on the School website.

MOBILE PHONE POLICY SUMMARY

The school provides access to a telephone for urgent and essential use by students. This is located in Reception.

Many students and parents feel that a mobile phone is a useful item. The school accepts that parents and students hold this view **but it does not recommend that students bring a mobile phone to school and takes no responsibility for any phone that is brought into school.**

It is widely recognised that crime associated with mobile phones is a real and national problem that affects young people in particular. We have experienced cases of mobile phone thefts in school and it is distressing for the student concerned and extremely time consuming and difficult for staff to sort out. To help to minimise the risks, students are required to follow school policy.

Policy (Summary)

- **Only basic cheap phones should be brought into school. Expensive Smartphones cause issues and make students vulnerable.**
- All phones should be switched off while on the school grounds and on school trips.
- **Phones should not be used to send or receive text or voice mail messages whilst in school.**
- Students should not use their mobile phone to contact parents during the school day. If an urgent call is required students should report to the Reception.
- Students should not allow other students to use their mobile phone. This has, in the past led to borrowers making distressing prank calls.
- **The use of a phone camera to take and or send any picture, video clip or audio whilst in school will be considered to be a serious disciplinary offence and will be dealt with accordingly.**
- Students wishing to deposit a phone for safe keeping need to hand it to the Main Reception before 9.00 am. You will be given a numbered receipt card **which you must keep safe.** When collecting your phone you must hand back the numbered receipt card. Phones can be retrieved from school after 3.35 pm.
- Students are advised not to leave a phone in an unattended bag or jacket. During PE lessons they should be placed in the valuables bag for safekeeping.
- Students are advised not to share mobile contact lists as this can lead to distressing prank calls or bullying.
- **Under no circumstances should a mobile phone (off or on) be taken into an exam room. Students that do take a phone in are likely to be disqualified from all of their examinations in accordance with examining body regulations. Students are strongly advised to leave their phone at home on the day of an exam.**

HOME – SCHOOL AGREEMENT 2017/2018 REPLY SLIP
Please remove from booklet and return to School by
Monday 18th September 2017

STUDENT NAME	YEAR AND FORM GROUP
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Documents and policies included in this Home-School Agreement pack are:

1. Home-School Agreement
2. Student Safety and Welfare
3. Summary of Safeguarding Policy
4. Summary of Anti Bullying Policy
5. Attendance and Punctuality Policy
6. Procedure for Dealing with Absence 2017/2018
7. Dress Code
8. Behaviour and Expectations
9. Non-Residential Trips and Extra Sporting Activities Agreement
10. Guidance to support the Safe and Appropriate use of Images
11. Examinations Procedures and Privacy Notice
12. Privacy Notice
13. ICT Acceptable Use Policy (including E-Safety Policy)
14. Reply Slips

These documents should also be read in conjunction with other policies and procedures outlined in the Student Organiser.

A copy of all School Policies is available on our school website or from Mrs Saich, Principal's PA.

I have read and understood the Home-School Agreement and all the documents and policies and agree to follow them.

Signed (Student) Date

I have read and agree to the Home-School Agreement and all the documents and policies and have discussed them with my son/daughter.

Signed (Parent/Carer) Date

Print Name

 PLEASE TURN OVER AND COMPLETE SECTION OVERLEAF

CONSENT FORM FOR USE OF IMAGES (PHOTOGRAPHS, VIDEOS, DVDS AND DIGITAL IMAGES)

Photographs and/or video recordings of children may be taken whilst they attend Hagley Catholic High School to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. prospectus, newsletters, Student Organisers) and/or on our external websites. They may also be used to promote the good practice of the setting to other teachers, e.g. at training events organised by the Local Authority or national education/government institutions. Children’s names will never be published alongside their photograph externally to the setting, without acquiring explicit permission from a parent/carer. Names may be used internally, for example – on a display. Electronic images, whether photographs or videos, will be stored securely on the school’s computer/network which is accessible only by authorised users. Before using any photographs/videos of your child we need your permission. **Please answer the questions below, then sign and date the form where indicated.** *Please Circle*

- | | | |
|----|---|----------|
| 1. | May we use your child’s photograph in printed publications (<i>eg Student Organiser, prospectus, newsletter, school event publicity/programmes</i>) | Yes / No |
| 2. | May we use your child’s photograph on our Internet websites? | Yes / No |
| 3. | May we allow your child’s photograph (eg as part of a team or record of an event) to be used for publication in a newspaper? (<i>Please note that the use of photographs in newspapers is subject to strict guidelines</i>) | Yes / No |
| 4. | May we use any photograph or video of your child internally as part of regular activities and work of the school? | Yes / No |
| 5. | May we use any photographs or video containing your child to share good practice with staff from other settings? | Yes / No |
| 6. | May we use images of your child on an external web site or for publicity or campaigns by national Government agencies? | Yes / No |

This form is valid from the date of signing until your child leaves Hagley Catholic High School. Photographs and videos may be securely archived after your child has left the school. Photographs and videos used for publicity purposes may continue to remain in circulation after your child has left the school. You may withdraw your consent, in writing, at any time **but it may not be possible to remove images that are already in circulation or have already been published** although every effort will be made to do so. We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child's achievements. The school is happy to allow this, at the discretion of the Principal/Senior Manager, on the understanding that such images/recordings are used for purely personal family use. Images containing children other than their own should not be put on the Internet for any reason, without first seeking permission from the other child's parents/carers. A full copy of the school’s policy on the safe use of children’s photographs has been included in the Home-School Agreement.

Name of Student:Date of Birth

Signed by Student:Date:

Name of person with Parental
Responsibility:

Signed by person with Parental
Responsibility:Date:

Data Protection

Hagley Catholic High School takes your privacy seriously and we have taken steps to protect it. Any personal data you give to us, including photographic images, will be processed strictly in accordance with the Data Protection Act 1998 and will be used for the purposes that you have consented to. We will not share your details with third parties without your consent, except where we are legally compelled or obligated to do so. Please note that where you consent to images appearing on the Internet, they can be viewed worldwide including countries where UK data protection law does not apply.