



Philips
High School

Success Together Aspire Respect

School Agreement Information

**Please read carefully, then complete
and return the pupil details sheet
enclosed.**

Any questions please contact Mrs Hart at the school.

Tel 0161 351 2200. Email:

Hart.H.347@philips.oaklp.co.uk

Home/School Agreement

We are writing on behalf of the staff and governors of Philips High School to welcome your child as they join us here. We hope that his/her time in our school will be happy and that you, as parents will be satisfied with the high standards of education we offer.

Your acceptance of a place at the school carries with it the assumption that you will give us your support on a number of issues. Our expectations are high and the school rules are devised to be constructive and in the interest of everybody's safety and well-being. Please ensure that your child is fully aware of what is expected.

In particular, we wish to draw your attention to the following:

1. Full attendance and punctuality are expected.
2. Pupils should **not** be taken on holiday in term time.
3. The school uniform policy should be adhered to at all times.
4. The co-operation of parents is required in respect of fostering self-discipline, mutual respect, courtesy and responsible behaviour within the community beyond and within school.
5. Independent Learning is compulsory and must be completed on time.
6. Pupils are not permitted to share or publish any schoolwork/examination work on the internet.
7. Corrections must be attended. (see Behaviour Policy).
8. Lunchtime - food purchased from the canteen or packed lunches must be eaten in the canteen area
9. In App or Email is our preferred form of communication.
10. You have read, understood and agree to the GDPR privacy notice.
11. You agree to observe and adhere to all school policies.

We ask you to complete and sign our Pupil Details Sheet and return it, to signify your acceptance of the above and as confirmation of your full support in maintaining high standards of work and behaviour at Philips High School.



Pupil Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Pupils are not permitted to store or publish any schoolwork/examination work on the internet.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will not meet people off-line that I have only communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are only intended for educational use only.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

- I will not use social media sites at any time in school.

When using the internet for research, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Pupil Acceptable Use Agreement:

- I have read and understand the above and agree to follow these guidelines when:
- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc respectfully.

Parent Acceptable Use Agreement:

As the parent/carer, I give permission for my son/daughter to have access to the internet and ICT systems at school.

I know that my son/daughter will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have any concerns.

Please complete the Acceptable Use section of the Pupil Details Sheet.

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras provided by the school to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website, social media and occasionally in the public media. The school will comply with GDPR and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names. We respect everyone's privacy and in some cases protection, parents/carers are not allowed to record videos and digital images of their children at school events for their own personal use.

I agree to the school taking and using digital/video images of my child/children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I understand that I am not allowed to record videos or take digital images during school events.

Please complete the Digital Images section of the Pupil Details Sheet.

Free School Meals Eligibility

Families who receive certain benefits may be eligible for Pupil Premium funding. By applying for Free School Meals (whether your child decides to have them or not), school will receive **£1,075 per year** additional funding in the form of Pupil Premium for your child. This is an invaluable source of income to school in times when budgets are being drastically reduced.

Last year, our Pupil Premium funding meant that we could employ additional adults to support children's learning and social/emotional needs.

- Universal Credit - and your earned income is less than £7,400 a year, after tax and not including any benefits
- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment Support Allowance
- Child Tax Credit, providing you are do not get Working Tax Credit, and your annual gross income is less than £16,190
- Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

If you get Working Tax Credits you will not be eligible unless you are receiving the four week 'run on' payment after stopping work.

If you are in receipt of one of the above benefits, and haven't already done so, you can apply online at www.bury.gov.uk/freeschoolmeals.

Parental Consent For Outdoor Education Activities Within The School's Locality.

During the course of the year and as part of the schools' Curriculum, your son/daughter will be given the opportunity to participate in events or lessons within the school locality but not always on the school site, eg: College visits, representing the school at sport, etc.

The school is seeking to gain your consent for us to operate a single permission letter to cover these events. You will always be informed of such events before they take place.

This single letter of consent will cut down on the paper work and allow the school to concentrate more carefully on the success of your child's experiences and quality of their work. Where school visits range further afield or are deemed to be longer or exceed the locality boundary, we will always inform you and seek further authority from you as parent or guardian.

Should you wish to withdraw your consent to any outside trips, you need to inform the school in writing.

If your child has a pre-existing medical condition, such as asthma, they must have their medicine with them, otherwise they will not be allowed on the trip.

When pupils are representing the school at Sports Fixtures, KS4 pupils will be allowed to make their own way home from local events. KS3 pupils will be returned to school.

Activities

I agree for my child to take part in visits in the school locality.

I agree for my child to make their own way home from local sports fixtures when in Y10 or Y11.

Behaviour Disclaimer

A high standard of behaviour is expected by your child, both prior to and during the trip. If your child displays negative behaviour prior to the trip, Philips High School staff accompanying the trip will have the right to remove your child from the trip. No refunds will be given for the travel (coach) expenses and/or for the visit (unless another pupil offers to take the place). If your child truants from school, prior to the trip, this could also result in being removed from the trip. Health and safety of all pupils has to be taken into consideration.

I UNDERSTAND AND AGREE FULLY TO THE ABOVE TERMS AND CONDITIONS. I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present.

Please complete the Outdoor Education Activities & School Teams section of the Pupil Details Sheet.

Biometric Cashless Catering

In order to ensure maximum efficiency in taking payment for food we use a cashless system using biometrics for payment at the tills.

This system will significantly improve efficiency with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in opportunities for bullying because there is nothing that can be stolen for use by another student
- Pupils will not have to remember to bring cash
- Reduction in queuing time

Students and staff will purchase their lunch and snacks by placing their index finger on the Biometric Reader. Payment is then deducted from their online account. School catering accounts can be topped up online using E-payments system. Students who qualify for FSM may also opt for the biometric system in order to continue to receive their lunch.

The biometric identification system in use at Philips High School uses the finger and its image to uniquely identify each person. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. **The system does not create or store an image of the fingerprint.**

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images. **It is a system similar to that used on mobile phones.**

We will not use the biometric information for any purpose other than school catering. Philips High School will store the biometric information collected securely in compliance with GDPR. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

We must obtain parental consent to take and process biometric data from your child's finger and use this information for the purpose of providing your child with school catering. Please give consent on the pupil details sheet to enable your child to use school catering. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves Philips High, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

Please complete the Biometric Cashless System section of the Pupil Details Sheet.

Payments for School Meals

At Philips High School we use Parent Pay to enable parents to pay for their child's lunches and school trips. For in-year admissions your child will receive account activation details on their first day at Philips. If your child is starting in Year 7 you will receive your activation details before they start in September.

For more information visit: www.parentpay.com/parents/

Realistic Choices



Kevin Welch from Realistic Choices works with students between the ages of 13 - 16 offering careers support, advice and guidance to students within Philips High School.

Support for students begins in Year 9 when students are considering their school option choices and continues to support students in Years 10 and Year 11 when they start to think about their Post 16 option choices. Choosing a career is not an easy thing to do so Careers guidance interviews help students to make informed, realistic decisions about their future. The Careers guidance interviews last for forty minutes and at the end of the interview students are sent an action plan detailing the main discussion points. The interviews involve a discussion about school, option choices and future career ideas helping students to make realistic choices based on their skills and qualifications.

Please complete the Realistic Choices section of the Pupil Details Sheet.

Privacy Notice for Pupils

Purpose of the Notice

Under the United Kingdom General Data Protection Regulation (UK GDPR), Oak Learning Partnership ('the trust') is required to inform you of what data we collect, how, and why we need to collect it.

The trust is required by law to collect and process personal data relating to all of its pupils. The trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This Notice is to tell you how we collect, use and protect your personal data.

1. The Trust as Data Controller

The trust is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

2. Type of Data Collected by the Trust

The trust collects and processes a wide range of information about your child. This includes:

- personal information such as their name, date of birth, unique pupil number and address;
- characteristics such as their ethnicity, language, nationality, country of birth and free school meal eligibility;
- attendance information such as the number of sessions they have attended, the number of absences and the reasons for those absence;
- assessment information such as their current pupil progress, their predicted progress and where appropriate data relating to any assessments, tests or exams they have undertaken;

- relevant medical information including any conditions or allergies your child may have, the need for epi-pens/medication, emergency contact and doctor's details;
- special educational needs information. This includes information about any particular needs that your child has, any funding that is received specifically for your child and any statements of individual need;
- behavioural information, which may include information about your child's general classroom behaviour including any awards gained, together with any detentions, fixed-term or permanent exclusions they have received;
- pastoral and safeguarding information, including notes on any home visits undertaken.

3. Purpose of Collecting and Using Personal Data

The trust uses personal data to:

- support pupil learning.
- monitor and report on pupil progress, enabling suitable interventions to be put in place where required.
- provide appropriate pastoral care and ensure your child has access to appropriate support.
- assess the quality of our services.
- keep children safe (food allergies, or emergency contact details)
- meet the statutory duties placed upon us by the Department for Education

4. Legal Basis for Use of Personal Data

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- consent: the individual has given clear consent to process their personal data for a specific purpose;
- contract: the processing is necessary for a contract with the individual.
- legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
- vital interests: the processing is necessary to protect someone's life.
- public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/datacollection-andcensuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

5. Collecting Pupil Data

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. It is important that our pupils' personal information is accurate and current. Please keep us informed if your child's personal information changes whilst they are a pupil at one of our schools.

6. Storing Pupil Data

We hold pupil data for the duration your child is at the school. When your child transfers to secondary school, a copy of their school file will transfer with them.

7. Sharing Data

We routinely share pupil information with:

- The Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Other schools within the trust;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer; Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

8. Why we Share Pupil Data

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the Department for Education, for example the obligation on us to complete and return the school census, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

9. The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory collections such as the school census and early year's census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about NPS, go to:

<https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>

The DfE share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice and guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data

- the purposes 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 pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of data.

For more information about the DfE's data sharing process, please visit:

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

For information about which organisations the DfE has provided pupil information to, and for which project, please visit:

<https://www.gov.uk/government/publications/national-pupildatabase-requestsreceived>

To contact DfE please visit: <https://www.gov.uk/contact-dfe>

10. Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's education record, contact the Headteacher or Data Protection Officer. You also have the right to: -

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purposes of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the DPO in writing at DPO@oaklp.co.uk

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

11. Contact Details

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Headteacher, then you can contact the DPO on the details below: -

Data Protection Officer: Sheryl Cardwell

Data Protection Officer Email: DPO@oaklp.co.uk

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.