

The De Montfort School



TDMS

Year 12 & 13
Parents'/Carers'
Information Pack
2021-22

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General Information

Headteacher: Mrs Allen

Deputy Headteachers: Ms Watson
Mr Weston

Assistant Headteachers: Mr Goffe
Miss Green
Mr Hopkins
Mrs Lovecy
Mr Lungley
Mr Sandell
Ms Scanlon

School contact details

Telephone: 01386 442060
Main office email: office@tdms.worcs.sch.uk
Website: www.tdms.worcs.sch.uk

Sixth Form Team

Line manager: Ms Watson

Head of Sixth Form Miss Shepperd

Senior Intervention Tutor Mrs Jones

Administration Mrs Hensley

School Policies

The following school policies are available on our school website at www.tdms.worcs.sch.uk:

- Accessibility Plan
- Admission Policy for Entry to Year 12 2020-21
- Admission Policy for Entry to Year 7 2020-21
- Assessment Policy
- Attendance Policy
- Behaviour for Learning Protocols
- Behaviour Policy
- Behaviour Principles
- British Values
- Careers Education, Advice and Guidance Policy
- CCTV Policy
- Collective Worship Policy
- Complaints Procedure
- Charging and Remissions Policy
- Curriculum Policy
- Data Protection Policy
- Drug, Alcohol and Substance Misuse Policy
- E-safety Policy
- Early Entry Policy
- Equality Policy
- Examinations – Access Arrangements Policy
- Examinations – Contingency Plan
- Examinations – Coursework Policy
- Examinations – Emergency Evacuation Procedure
- Examinations – Equality Policy
- Examinations – External Candidates Policy
- Examinations – Internal Appeals Procedures
- Examinations – Non-Examination Assessment Policy
- Examinations – Vocational Course Policy
- Examinations Policy
- Exclusions Policy
- Feedback Policy
- Food Allergy Policy
- Freedom of Information Publication Scheme
- Health and Safety Policy
- Homework Policy
- Intimate Care Policy
- ICT Acceptable Use Policy - Student
- Lettings Policy
- Looked After Children Policy
- Malpractice Policy
- Mobile Phones, MP3 Player and Games Console Policy
- Offsite Alternative Provision Policy
- Photography and Images of Students Policy
- Positive Handling Policy
- Privacy Notice – Members, Trustees and Governors
- Privacy Notice – Job Applicants
- Privacy Notice – Parents and carer
- Privacy Notice – Staff
- Privacy Notice – Student
- Provider Access Policy
- Pupil Premium Policy
- Recruitment and Selection Policy
- Safeguarding Policy
- SEND Policy

- SEND School Offer
- Setting Policy
- Sex and Relationships Education Policy
- SIMS Parent App Acceptable Use Policy
- Supporting Students with Medical Conditions Policy
- Trips and Visits
- Visitors Policy and Procedures
- Work Experience Policy
- Year 12 and 13 Parent-Carer Information Pack 2021-22
- Years 8-11 Parent-Carer Information Pack 2021-22
- Year 7 Parent-Carer Information Pack 2021-22

Communication with parents/carers

We are keen to keep all our parents/carers informed about their son/daughter's progress and general school events. However, we are also keen to reduce our carbon footprint and so we communicate with parents/carers in the following ways:

- We have stopped sending home paper copies of generic letters (those that start with 'Dear Parents/Carers') and instead we email them to parents/carers on Wednesdays and place them on the 'Letters' page of our website (available via the 'Parents' link). There may be some parents/carers who would still like to receive the paper copies and we will provide these on request. If you would like to continue to receive paper copies of generic letters, please let Sue Hensley know as soon as possible or use the 'Agreement Form' at the end of this information pack. Personalised letters will continue to be issued by post or given to students to take home.
- Reminders and important updates are also sent as messages and texts via Groupcall Xpressions.

It is important to note that parents/carers will only receive the weekly email and text messages if we have their correct email address and mobile telephone number. Any parents/carers who do not currently receive the weekly email or text messages or have recently changed their email address and/or mobile telephone number can update our records by emailing their new contact details to Elaine Reynolds (our Administration Manager) at office@tdms.worcs.sch.uk.

Groupcall Xpressions

Xpressions is our parental portal where parents are able to log in securely and access data anytime about their children during their education at The De Montfort School through an app that is available on most smart phones, tablets or through any internet browser on a computer.

If you have any questions or queries about Groupcall Xpressions, then please do not hesitate to contact Mrs Allen by email at rallen@tdms.worcs.sch.uk or by telephoning the school.

Cashless Catering

What is a biometric cashless system?

At the heart of the biometric cashless system is a software program which recognises each individual customer, holds individual cash balances and records expenditure and cash received. It also records where and when money is spent and on what food.

How are students recognised by the system?

All students will be registered by biometric measurement and photograph. The biometric measurement takes a part image of some of the coordinates of the fingerprint. This information is then converted, encrypted and stored as a unique number. This data cannot be converted back into any image of a fingerprint, nor can it be used by any other source for identification purposes.

What data will be held on the system?

Certain data will be held on the system to enable accurate operation. This will include the student's name, tutor group, photo, account balance, meal entitlement and the biometric number. Other than the biometric number, this data is already held on the Academy's administrative systems. All the data will be handled under the guidelines of the Data Protection Act. The data will only be utilised for the purposes of the cashless catering system and will be destroyed when the data is no longer relevant (such as when a student leaves the academy).

Do I have to give consent for this to happen?

Under The Protection of Freedoms Act 2012 informed consent from at least one parent/carer to use this information will be required. Also if a student objects, we cannot continue to use his/her biometric information for inclusion on the system. Consent can be withdrawn at any time, in writing by parents/carers and verbally by students.

How is the biometric system utilised to obtain food?

A finger will be placed on a biometric scanner at a till. This will activate an individual's account which will be displayed on screen for the catering operator, including name and current balance. The operator will then enter the selected food and drink into the system from an itemised keyboard, while the amount spent and the new balance will show on the display.

How is money entered into the system?

There are 3 methods:

a) Payments can be made using the relevant link on our website (please navigate to the 'Parents' link) or by logging onto www.parentpay.com/Parents/Login.

b) Parents/carers who still want to use cash can apply for a PayPoint card that can be used at local supermarkets such as Tesco. Please contact the finance department at school (by phone or e-mail) at finance@tdms.worcs.sch.uk if you wish to apply for a PayPoint card.

c) Parents/carers who still want to use cash can apply for a Paypoint card that can be used at local supermarkets such as Tesco and Asda. Please contact the finance department at school (by phone or email at finance@tdms.worcs.sch.uk) if you wish to apply for a Paypoint card).

What about students entitled to a 'free school meal'?

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way.

The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at dinner break.

The system will then allow on a daily basis the required cash amount for each individual student to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The student can also add extra cash on to his or her balance in the system by using the revaluation station, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

If we pay for a set number of school meals, can it be spent in one day?

Money spent in the dining areas on food and drink will be deducted from your son's/daughter's account on a daily basis and so please ensure that they have sufficient funds in their account. Our experience shows that a typical lunch time spend is approximately £2.50.

You can login into ParentPay (www.parentpay.com/Parents/Login) and see what your child has been buying on a daily basis.

How will the student be able to check what the current cash balance is held in the system at any one time?

(a) By using the revaluation station. Place their finger on the scanner display the current cash balance. There is no need to deposit any money, just press the red button to finish.

(b) Also a remote display at the point of sale will show the new cash balance when the food service is finished.

What is meant by 'dietary control'?

Should the student have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular student, by automatically locking out relevant buttons on the keyboard.

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your son/daughter's name, class, account balance and meal entitlement. This data will be handled under the guidelines of Data Protection Act 2018 and only used by parties directly involved with the implementation of the system. If you have any concerns please contact Elaine Reynolds (admin manager).

Parentpay

We introduced ParentPay in September 2015 as our online payment method and are delighted that so many parents/carers are now using ParentPay to pay for school trips and other items. Payments can be made through ParentPay by using the relevant link on our website (please navigate to 'Parents' and then 'Payments') or by logging onto www.parentpay.com/Parents/Login.

As you know, we took the decision that from 1st September 2016, cash will no longer be accepted as payment for school trips and other items. Students are still able to make cash payments into their account to use for buying food from the dining areas by using the revaluation units in school. Parents/carers who still want to use cash can apply for a Paypoint card that can be used at local supermarkets such as Tesco and Asda. Please contact the finance department at school (by phone or email at finance@tdms.worcs.sch.uk) if you wish to apply for a Paypoint card.

I am writing to confirm that cash or cheques will no longer be accepted as payment for school trips and other items and therefore all payments should be made through your ParentPay account. To make payments via ParentPay please use the relevant link on our website (please navigate to 'Parents' and then 'Payments') or by logging onto www.parentpay.com/Parents/Login. Please contact the finance department if you need any help and support using ParentPay following the decision to not accept cash or cheques.

Students are still able to make cash payments into their account to use for buying food from the dining areas by using the revaluation units in school. Parents/carers who still want to use cash can apply for a Paypoint card that can be used at local supermarkets such as Tesco and Asda. Please contact the finance department at school (by phone or email at finance@tdms.worcs.sch.uk) if you wish to apply for a Paypoint card.

Please note that when a trip or visit is organised for a particular year group, the trip and cost, is added to all the students' accounts in that year group. If your son/daughter is given a letter for the trip or visit, you return the consent form to school, as normal, and will then log into parent pay to pay the amount stated. If you do not receive a letter or send back the consent form then you should simply ignore that addition to your son/daughter's account. It will simply be removed as the deadline for the trip's payment comes around. We have added to our trips and visits protocols to ensure that if further students from different year groups are added after the initial letters have gone out, they will be added to the system immediately to enable you to make a prompt, hassle free payment.

Attendance Information

Introduction

Our expectation is for all students to have 100% attendance and 100% punctuality to school and all lessons. There is strong statistical evidence to show that students who achieve this are more successful in school, make greater progress and that they are more likely to achieve their academic potential. The table below further highlights the link between attendance and learning:

If attendance over the school year is..	..the student will miss this many days	..and this many lessons
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

In addition to the academic reasons for attendance, national research also shows:

- Children with poor attendance often become the victims of bullying
- Prolonged absence from school can lead to loneliness. It can make it harder for your child to get along with other children and make friends.

At The De Montfort School we value achievement of every kind and we believe that we all respond well to having high expectations placed upon us.

All students must arrive to school and all lessons on time.

- School begins with a tutorial session at 9.00am. If a student is marked late to school or lessons, without an appropriate reason the students will then be placed in a C2 detention, which takes place Monday-Friday between 3.30pm and 3.50pm.
- If a student is marked as late twice in a week to school/lessons, without an appropriate reason (for example a medical appointment, supported by a letter or appointment card), then they will be placed in a C3 detention, which takes place Monday-Friday between 3.30pm and 4.30pm.
- After that, a review will take place with the Head of Learning and the parents/carers.
- Students are registered in every lesson. Any student who is absent during lesson time, without permission will be placed in isolation and the parents/carers will be contacted as soon as the absence has become apparent. If the student subsequently fails to comply with the school's attendance requirements, then parents/carers will be asked to attend an attendance panel meeting at the school.
- If a student absconds from school during the day, then he/she has chosen to place him/herself beyond our care. In such circumstances, parents/carers will be contacted and a sanction will be issued.
- The school uses a SIMS system called Lesson Monitor to record student attendance during am/pm sessions and for all lessons. We ask that if a student cannot attend school on a particular day, that the parent/carer phones the Attendance Officer (01386 442060) by 9.00am, to report the absence. We ask that this procedure is repeated for any subsequent days' absence. The school's Attendance Officer checks the registers and if a student is still absent by 9.00am and no communication has been received from the student's parent/carer then contact will be made with the student's parent/carer.

Monitoring

There are a number of staff at the school who monitor attendance and punctuality: designated member of SLT team, Attendance Officer (AO); form tutor; and head of year.

- A designated member of the SLT team has oversight of the whole system. The designated member of the SLT's role is to oversee attendance and punctuality procedures and be aware of students who are a cause for concern. This member of staff keeps the headteacher informed of any attendance/punctuality concerns.
- The Attendance Officer is responsible for monitoring the attendance and punctuality of all students and informing the heads of year of any causes for concern. The Attendance Officer checks the registers and if a student is still absent by 9.00am and no communication has been received from the student's parent/carer then contact will be made with the student's parent/carer. On a weekly basis, the Attendance Officer will provide data to show each Year group's attendance, authorised absence, unauthorised absence and persistent absence. This information will be disseminated to the head of year, headteacher, and designated member of SLT.
- The form tutor's role is to monitor the attendance of his/her tutor group on a daily basis and ensure every student knows his/her attendance.
- The tutor is also responsible for ensuring that absence notes are collected on a student's return to school.
- The head of year working in conjunction with the designated member of SLT, monitors attendance for the whole year group. They are responsible for ensuring that their year group meets or exceeds the school attendance target. The head of year (or a member of staff directed by the HOY) will contact parents/carers where attendance falls below 92%, which may result in a meeting in school to devise an attendance strategy.
- The attendance officer is responsible for monitoring punctuality and for setting detentions for any student who attends school or lessons late (after the start of the tutorial session at 8:40 am) and to liaise with heads of year to report punctuality concerns. As with attendance issues, this may result in an invitation to parents/carers to attend a meeting at school to support student punctuality.
- The Attendance Officer works with all students whose attendance has fallen below 90% in addition to any other student whose attendance gives cause for concern and who is referred by the head of year (see above). The AO or head of year will meet with all students and parents and carers whose attendance is below 90% or whose attendance gives cause for concern, to devise an attendance strategy.
- The AO monitors student attendance and, if it continues to fall, will refer to the Educational Investigation Service (EIS) for potential prosecution.

The Education Investigation Service (EIS)

The school will refer a student to the EIS if:

- A student's attendance declines below 90% unless appropriate medical evidence is provided to excuse absence
- A student's attendance declines rapidly and there is little evidence of parental/carer engagement.
- A student's attendance declines rapidly and parents/carers refuse to accept their responsibility for ensuring that their son/daughter attends the school every day and on time
- Parents/Carers condone their son/daughter's absence or truancy
- Parents/Carers remove their son/daughter from school for unauthorised absence – including for family holidays.

We are obliged to refer any issues to the EIS who will decide whether to issue a Penalty Notice.

Parental/Carer support

We ask that parents/carers support us by:

- not letting their son/daughter(s) take time off school for minor ailments
- arranging appointments and outings after school hours, at weekends or during school holidays
- not taking holidays during term time
- ensuring that their son/daughter attends punctually at 9.00am every day

- if a student cannot attend school on a particular day, that the parent/carer phones the Attendance Officer (01386 442060) by 9.00am, to report the absence. We ask that this procedure is repeated for any subsequent days' absence.
- sending in a note explaining the reason for absence on the student's return to school after an illness (this is a legal requirement)
- keeping us informed by telephone or letter on every subsequent day of absence after the first day
- letting us know if there is any on-going medical reason that prevents their son/daughter attending school.

Examination Procedures

Statements and Timetables

Before each examination session, your son/daughter will receive detailed information regarding his/her examination timetable and the subjects for which he/she is entered. Your son/daughter will be required to check all personal and subject details.

Exam Attendance

It is all students' responsibility to know their examination times and to attend for the right sessions. If your son/daughter does not attend for an examination for which he/she has been entered, without a valid medical certificate, you will be charged for the entry cost of that examination. When attending for examinations students are still members of The De Montfort School, even if on study leave, and as such are expected to comply with the school's policy and guidelines for dress code.

If you have any queries regarding examination or procedures at any time, please ask your son/daughter to contact the Examination Office immediately.

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about students. We, The De Montfort School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Jon Hopkins (see 'Contact us' below).

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification document
- Results of internal assessments and externally set test
- Student and curricular record
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational need
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support provider
- Photographs
- CCTV images captured in school
- Behavioural information including achievement and behaviour points
- Destination information including university attended and employment taken after leaving school

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

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support a young person in their transition to a post-16 provider of education or training
- For marketing purposes.

Our legal basis for using this data

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

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

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

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

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

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

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How long we retain and store this data

We keep personal information about students while they are attending our school in accordance with the retention guidelines issued by the Management Society of Great Britain 'Retention Guidelines for Schools' (<https://irms.org.uk/page/SchoolsToolkit>). Please see the 'Data Protection' policy for further details. We are required to retain your son/daughter's information for 25 years from their date of birth as stated in section 2 of the Limitation Act 1980. If your son/daughter leaves the school at 16, then we will retain their student record for a further 9 years. If your son/daughter leaves the school at 18, then we will retain their student record for a further 7 years.

Your son/daughter's information is stored securely and at the end of the retention period is disposed of in a secure way. Our methods of disposal are in accordance with government guidance and are conducted in a way that ensures that reconstruction is highly unlikely.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our partner schools-eg Haybridge High School and Sixth Form or King Charles 1 High School and Sixth Form Centre
- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusion
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator-eg Ofsted
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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 students to the DfE as part of statutory data collections such as the school census and early years' 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 the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students 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 or guidance

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

For more information about the department'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 department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Youth support services

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent/carer can request that **only** their son/daughter's name, address and date of birth is passed to their local authority or provider of youth support services by informing Elaine Reynolds (Administration Manager) via email office@tdms.worcs.sch.uk. This right is transferred to the student once he/she reaches the age 16.

Parents' and students' rights regarding personal data

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact: Jon Hopkins (Data Protection Officer) at school on 01386 442060 or via email at jhopkins@tdms.worcs.sch.uk. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer (Jon Hopkins) using the contact details below.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** (Jon Hopkins) on jhopkins@tdms.worcs.sch.uk or via the school office.

The Four Stones Multi Academy Trust

Photographic Images of Children Policy

1. Introduction

This document provides guidance on the appropriate use of images of children for schools within The Four Stones Multi Academy Trust (MAT). It covers still, video and electronic photographic images wherever they are used. The guidance is for staff who wish to use images of students within the MAT.

There are many occasions when staff and parents/carers 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 purpose intended;
- The MAT's use of images is facilitated;
- Personal family photography is allowed where possible;
- Individual rights are respected and child protection issues considered; and
- Parents/carers and children are given the right to opt out.

2. Definition

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.

3. Typical Uses of Images

- For the profile picture on the relevant school's information management system
- Key stages 4 and 5 examination submissions
- Performing arts including dance and movement, concerts and drama performances.
- Sports days and sports fixtures
- Media, including newspapers and television.
- Displays in school
- The schools' and MAT's websites-e.g. prospectuses and other publications
- The school's official twitter accounts
- Staff training and professional development activities
- Site security CCTV videos

4. Ownership

Human Rights legislation and the General Data Protection Regulation (GDPR) give people rights and it is the right to 'privacy' that is the issue when using photographs. We will take steps that respect the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

5. Safeguarding Children

The welfare and protection of our students is paramount and consideration should always be given to whether the use of photography will place our students 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

students and additional consideration given to photographing vulnerable students, particularly looked-after children, previously 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).

6. 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. We ensure we are registered with the Information Commissioner's Officer every year. Failure to notify the ICO is a criminal offence. Notification is always necessary when we process personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) must be included in our notification. Further information can be found in the 'Data Protection' policy on our website.

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 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 the schools in the MAT must take individual responsibility for their own data protection issues in accordance with the General Data Protection Regulation (GDPR).

7. Good Practice

The following advice represents good practice in the use of photographic images involving children.

(a) When taking a picture we must obtain the consent of the person in the picture or from their parent/carer.

(a) If using a photo from the media or commissioning a photograph, have a signed agreement.

(b) Use the image in its intended context. Examples of this not happening are:

- When a picture taken by a national newspaper of a child accepting an award was used by the National Front in a story with a completely different story angle.
- When a photo of the public boarding a bus to launch a rural transport initiative is used to illustrate a story attacking rural transport shortages.

(d) Follow the commitment made in the consent forms-for example:

- not to name the child;
- not to use the photograph out of context;
- not to use the photograph to illustrate sensitive or negative issues.

(e) When photographing children:

- Ensure that parents/carers of young people have signed and returned to the relevant school the consent form for general photography. Any images going beyond the schools in the MAT will need additional specific consent.
- Ensure all children are appropriately dressed.
- Avoid images that only show a single child with no surrounding context of what they are learning or doing.
- Photographs of three or four children are more likely to also include their learning context.

- Do not use images of a child who is considered very vulnerable (especially looked-after and previously looked-after children) unless their parents/carers have given specific written permission.
- Avoid naming young people. If one name is required then use the first name only where possible.
- Use photographs that represent the diversity of the young people participating.
- Report any concerns relating to any inappropriate or intrusive photography to the head teacher/manager.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Regularly review stored images and delete unwanted material.

8. Parental Consent

On admission of a student to a school in the MAT, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their son/daughter. Consent will be discussed with the students by the parent/carer. Your son/daughter will also be asked to sign the consent form. A list of students for whom consent has been refused will be maintained by the relevant school and every effort will be made by staff not to include these students in photographs or video footage. The list will be updated regularly.

Parents/carers are asked to confirm, in writing, that they will inform the relevant school in the MAT if they no longer wish images of their son/daughter to be used for any reason. They need to be made aware that 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.

When a parent/carer does not agree to their son/daughter being photographed, staff will be informed and make every effort to comply sensitively.

For example, if a student whose parents/carers have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents/carers is therefore essential. With discussion it may be possible to agree other options. The parents/carers may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team. When photographic images are transmitted or shared beyond the establishment e.g. television broadcasts, images on intranet sites, specific permission should be obtained.

9. Inter-School Fixtures

We will apply these guidelines to inter-school events. If a vulnerable student is involved, it will be necessary to liaise with a member of staff from the other establishment so that they are aware of the wishes of the parents/carer of the student and seek the cooperation of the parents/carers of the opposing team.

10. Staff training and professional development activities

- During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of students during lessons. Staff should act responsibly in compiling these images. A member of the senior leadership team may wish to oversee the compiled images as part of the management process and consider their appropriateness.
- The videoing of lessons and of students in lessons is a valuable resource that is used in staff training and professional development activities. The video material can often involve working with other settings such as other local schools. The video material is saved securely on the relevant school's network and student names are not used.

11. Displays in Schools in the MAT

It is perfectly acceptable to display images of students in the school environment with their names attached for the purpose of celebrating progress and achievement or assessment. However, the schools in the MAT must give consideration to displays when rooms are available for other purposes. Photographs shown on displays and video clips available during open/parents' evenings should depict

children in an appropriate way. We will not display images of students in inappropriate clothing so appropriate levels of integrity are maintained. We will not use photographs or images likely to cause embarrassment.

12. Parent Consultation Evenings, Concerts and Presentations

In many cases, images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents/carers are welcome to take images of their own son/daughter at award ceremonies, concerts/shows and sporting events, with the permission of the headteacher/member of the senior leadership team. 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 relevant 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 students so as to cause offence or harm.

To allow the appropriate recording of children's images by parents/carers:

- ensure that children are appropriately dressed;
- obtain parental permission;
- be aware of any child who should not be photographed; and
- monitor the use of cameras and anyone behaving inappropriately.

13. Key stages 4 and 5 examination submissions

This covers the use of video material and photographs recording students' performance in examined aspects that are unable to be assessed during the external examiner's visit to the schools in the MAT. Video material or photographs may also be used as supporting evidence for a student's examination portfolio of work. The protocol laid down by the major exam boards is that this material should be returned to the establishment when the examiner has completed his/her judgments. It would therefore be good practice for colleagues to establish what will happen to the video material and photographs in discussion with the external examiner during their visit.

14. Students Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential periods. There may be incidents where children take inappropriate photographs, perhaps showing friends and other students inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents/carers are responsible for monitoring their son/daughter's use of cameras and subsequent use of their images involved.

15. The Use of Cameras and Video Recordings by Children

From time to time, students 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. Students should not use personal equipment in any of the schools in the MAT for the purpose of taking photographs or video footage, unless being used as a learning resource in line with the relevant school's 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 students 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 student. 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 relevant school's behaviour and anti-bullying policies and may be viewed as a criminal offence.

16. Use of Internet/Intranet Sites

The Network Manager should know good practice and ensure that we only use appropriate images that follow this guidance. For example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than leotard.

17. Newspapers

On occasions, the media are asked to cover 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/carers will be informed by the relevant school in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other titles with the same syndicate. Any child whose parents/carers have withheld permission, will not be photographed by the media.

18. Mobile Phones

Phones must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time, using it as a calculator, taking videos etc) on any school's site within the MAT.

19. Closed-Circuit Television (CCTV)

Such equipment is used:

- As a method of controlling access
- An aid to site management in monitoring incorrect parking, manoeuvring vehicles, delivery arrivals etc.
- Student behaviour issues/bullying. As a behavioural tool during breaks and lunch times it can be used to identify hot spots of inappropriate behaviour. It may also be to monitor within the building, corridors and areas out of sight or not frequently trafficked by staff, for example in the vicinity of toilets.
- As an aid to members of staff with particular responsibility for behaviour management.
- To monitor personal safety for site supervisors, caretakers, cleaners etc.
- To monitor site safety and security.
- As an effective deterrent for crime.

20. School Publicity

Photographs of student's activities and achievements may be published in the schools' newsletters or prospectuses, posted on the schools' and MAT's websites or on the schools' official Twitter account. Names of individual students will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

21. Social Media

All of the schools in the MAT have official Twitter accounts that are used to keep students, parents/carers and the local community up to date. These accounts can be accessed via the school's own website as well as the Twitter website. Photographs may sometimes be used during the following circumstances:

- Photographs of students taking part in school events,
- Photographs of students taken during trips,
- Photographs of students taking part in sporting events.

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

22. Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the website, in the prospectus or newsletter, as evidence of the student'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 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 Designated Safeguarding Lead for Child Protection following the relevant school's safeguarding procedures
- They have parental permission to take, store and/or display the images.

Storage of Images

- Photographs retained will not be used other than for their original purpose, unless permission is obtained from the subject.
- Images should always be stored securely on the staff area of the relevant school's server.
- Photographs should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the schools, their children, activities or the community, may be retained indefinitely.

Several scenarios can occur:

1. Team Photographs:

- When everyone is prepared to allow team photographs and full names to be published. In this situation publication can occur.
- If a parent/carer is not happy to have their son/daughter's name printed on a photograph then consideration could be given to publishing the photograph with no names. The relevant school should make every effort to ensure, in conjunction with the newspaper editors, that this occurs.
- If parents/carers of a student have indicated that the child is vulnerable and should not have a photograph printed then a team photography may not be appropriate.

2. Photo opportunities:

- When we invite a newspaper to celebrate an event, the headteacher or relevant member of the senior leadership team should make every effort **in advance** to ensure that the newspaper's requirements can be met.
- Almost without exception, this means the paper will prefer to publish the full names of anyone in a photography they print. The only exception to this might be (as above) in a larger group shot (e.g. a group of more than 10 students).
- However newspapers usually prefer to work with smaller groups of students-e.g. three or four, and for this number names would definitely be required.
- It is not acceptable to invite a newspaper to take photographs and then refuse to provide any names. Newspapers will not print anonymous photographs. Establishments must give thought to this beforehand and parental permission/opinion must be their key guidance.
- This might mean offering only those children whose parents/carers are happy for publication of photographs and names for inclusion in any photo opportunities.
- If this is not possible (for instance because a specific group of children have achieved something, and parental permission re the publication of full names is withheld for one or more of the group) it might be possible to negotiate a 'first names only' agreement with the newspaper.
- Otherwise establishments must be prepared to forego newspaper publicity.

3. School Photographer

Class and individual or group photographs are often an annual event. Parents/carers 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.

Types of Recorders

1. Regular auditing of the stored images should be undertaken by a senior member of the leadership team.

2. Digital Images

Increasingly the images are retained on computer hard drives. They should also only be stored for designated periods and then erased from the hard drive.

In both incidences it is essential that the images are retained securely and are viewed by designated, competent members of staff.

3. Cameras

Several types of cameras are used, notably:

- Fixed-Wide angle lens
- Dome cameras (rotary) with 360 degrees capacity
- Corner mounted cameras with 270 degrees capacity
- Manually operated pan tilt-zoom lenses. These have infinitely variable distance and angle capabilities and so can zoom onto individuals. It is therefore crucial that authorised and designated staff only have access to the equipment and that occasional and periodic monitoring of the images saved is undertaken by a senior member of management. Images should be destroyed after the designated period.

4. Camera Sightings

Every effort should be made to avoid inappropriate images and cameras should not be sited in toilets, changing rooms or other sensitive areas.

5. Out of School Hours

Cameras may record inappropriate activities taking place on the schools' sites, without the schools' knowledge. If they are of a criminal nature, consideration should be given by a member of the relevant senior leadership team to referring the information to the police. Again images should be erased in accordance with the procedures above. While CCTV can be an extremely effective and useful crime reduction/deterrent device, careful use of the images and control by competent responsible staff is considered crucial.

The De Montfort School

E-safety Policy

This 'E-safety Policy' operates in conjunction with other policies e.g. 'Behaviour Policy', 'Behaviour for Learning Protocols', 'Mobile phone, MP3 player and Games Console Policy' and 'Safeguarding Policy'.

Aim

We recognise the value of modern technology systems and welcome their development. We continually strive to enhance their appropriate use (both within school and outside) in order to promote the educational attainment of our students. This policy is of paramount importance as our students' access to technology is currently becoming universal and increasingly more mobile.

The technologies encompassed by this policy include all computer and internet technologies and electronic communication devices such as mobile phones and PDAs.

Any cases of a breach of the policy will be referred to the SLT member responsible for IT systems.

Internet usage

The internet is used within the school to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

We recognise the importance of the internet as an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for students who show a responsible and mature approach to its use.

Students will use the internet outside of school and part of our responsibility is to educate them in safe use of the technology.

The breadth of issues classified within e-safety is considerable, but the three areas of risk we prioritise when talking to students are as follows:

- Content (being exposed to illegal, inappropriate or harmful material, extremist propaganda or any site promoting radicalisation).

Common risks we address with students within content focus on exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language) and substance abuse. We also focus on lifestyle websites, for example pro-anorexia/ self-harm/ suicide sites, and so-called "hate sites". Equally, we believe that it is important that students are taught to check the authenticity and accuracy of any online content they look at.

- Contact (being subjected to harmful online interaction with other users).

Dangers we address with students here include grooming, all forms of cyber-bullying, as well as identity theft (including so-called "fraud", the hacking of Facebook profiles) and password security.

- Conduct (personal online behaviour that increases the likelihood of, or causes harm).

Within this area, students are taught about privacy issues, including disclosure of personal information, as well as digital footprint and online reputation. They are also taught about the need

to consider health and well-being, where necessary limiting the amount of time spent online (internet or gaming). Equally, we believe it is important that students are educated about the dangers of sending or receiving personally intimate images, and of infringing music and film copyright laws.

Use of the internet within the school

Amongst the uses of the internet within school are the following:

- Access to learning wherever and whenever convenient.
- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between students world-wide.
- Access to experts in many fields for students and staff.
- Professional development for staff through access to national developments, educational materials and effective curriculum practice.
- Collaboration across support services and professional associations.
- Improved access to technical support including remote management of networks and automatic system updates.
- Exchange of curriculum and administration data with the Local Authority and DfE.

Student safety on the school internet system

- The school internet facility has been designed expressly for student use and includes filtering (Smoothwall) appropriate to the age of students.
- Students are taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access is planned to enrich and extend learning activities.
- Staff guide students in on-line activities that will support learning outcomes and plan for the students' age and maturity.
- Students are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Gaining access to the school internet

- The school maintain a current record of all system users (including staff and students) who are granted internet access.
- All students must read and accept the 'Student ICT Acceptable use policy' before using any school ICT resource.

Inappropriate usage of internet and loss of privilege

Any student in breach of the agreement for usage of the Internet will have their access curtailed immediately pending an investigation.

Social Networking services

Access to Social Networking services (for example Twitter, YouTube, Facebook, Instagram, Snapchat, Pinterest and Tumblr) is forbidden in school and all such sites are blocked. Students using such sites outside of school have a duty to use them responsibly. Any incident of slander, abuse or defamation perpetrated on a social networking site which impacts upon one of our students, shall be treated as bullying and shall be sanctioned in accordance with the school's behaviour policy.

Mobile Phones, PDAs and other hand held electronic devices

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the 'Mobile phone, MP3 player and Games Console' policy.

School website

The contact details on the website are the school address, e-mail and telephone number. Student personal information is not and shall not be published.

Publishing students' images and work

- Photographs that include students will be selected carefully and will be appropriate for the context.
- Students' full names will only be used when featured on news articles sent to press.
- No photographs of students are published on the school website without permission from the parent/carer.
- Student work can only be published with the permission of the student.

Information system security

- School ICT systems' capacity and security are reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting personal data

Personal data is recorded, processed, transferred and made available according to the General Data Protection Regulation.

Assessing risks

The school takes all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can accept no liability for the material accessed, or any consequences of Internet access.

Handling e-safety complaints

- Any complaint about student misuse must be referred to the SLT member responsible for IT systems in the first instance.
- Complaints of a child protection nature must be dealt with in accordance with the school's safeguarding procedures.

Communication of Policy

- Rules for internet access are posted in the ICT rooms, library, Communication Centre and Sixth Form centre.
- Students are informed that internet use will be monitored.
- Students are asked to read and accept the Student ICT Acceptable Use Policy before accessing the network.

Information and guidance

We offer all our students a wide variety of ICT resources which are under constant improvement and development. They are offered access to the The De Montfort School network, internet and electronic mail (email). Keeping our students 'safe' on the internet and supporting them to use the network appropriately is one of our key responsibilities. As a consequence we operate a 'Student ICT Acceptable Use Policy' and hope that parents/carers will support us. The 'Student ICT Acceptable Use Policy' will be explained to all new students during their first 2 weeks in school and then reiterated annually. Access to the The De Montfort School network, internet and electronic mail (email) will stop once students have left the school.

At the outset we must emphasise that the majority of our students use the network, internet and electronic mail (email) safely and sensibly and this document acts to increase awareness for all. We take any infringement of the 'Student ICT Acceptable Use Policy' very seriously and have installed software to monitor the use of the network, internet and email. Any case reported will be thoroughly investigated and judged on an individual basis. Students should expect serious sanctions to apply.

As part of the school's ICT programme, we offer students supervised access to the internet. Before the school allows students to use the internet, they must obtain permission from their parent/carer.

Various projects have proven the educational benefits of internet access, which enables students to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners throughout the world.

It is the school's policy that every reasonable step should be taken to prevent exposure of students to undesirable materials/contacts on the internet, including extremist propaganda or any site promoting radicalisation of any sort. It is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable internet search yields unexpected results. To reduce such occurrences, the school has adopted filtered access via the Local Authority. This facility stops students accessing sites deemed inappropriate for use at school and also provides a full audit trail. We believe that the benefits to students from access to the internet exceed any disadvantages. However, as with any other area, parents/carers are responsible for setting and conveying the standards that their sons/daughters should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access. During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

YouTube, Instagram, Snapchat, Facebook, Twitter, Pinterest, and Tiktok These are the names of well-known and popular websites many people - adults and children - will probably have come across. When used positively they allow people to share music, video, art, opinion, collaborate on work or indeed just have social discussions. Most of the content is harmless; other content can be cruel and cutting. The sites are not rigorously censored in terms of content. For example, on YouTube the BBC is putting video trailers for its forthcoming TV programmes whilst other contributors are posting more material that is inappropriate. The other sites allow 'members' to write about themselves, and other people of course and not all of it is appropriate.

Anyone can view the content on YouTube, although for access to some sites users have to register details on the site. Access to these sites is very easy. For students, having their own 'social networking' space is a very popular thing to have, but both parents/carers and students are not always aware of the risks they face when using sites like Facebook, Instagram or Snapchat. One of the rules that you may not be aware of is the minimum age for the sites such as Facebook is 13. It is worth remembering that these are public spaces, anyone can view and use the information how they please. Your son/daughter may already be a member of them and a contributor, not just a reader of material. That means they have access to material, which you may well consider inappropriate. The users of these sites have the ability to create their own material and post whatever they like on to their site i.e. films, images or text. As it is accessed solely by user identification and a password, it is their choice who views it and whom they choose to pass it to.

Here are the main e-safety issues, which should be discussed with your son/daughter:

- **Personal Identity Fraud:** there is a concern if students post personal details or complete online surveys. They should avoid giving out their full name, mailing address, telephone number, the name of their school, or any other information that could help someone determine their actual identity.
- **Public Domain Information:** all images, comments are stored and made available to the public. There are privacy settings and they should be used.
- **Online Bullying:** this can be in the form of comments, blog entries and chat rooms. Students must not send, share and upload of images, photos or videos that:
 - are illegal, obscene, defamatory;
 - bring the school into disrepute or
 - are intended to annoy or intimidate another person.
- **Exploitation/ Misrepresentation:** clearly people may try to make contact with students and they may not be who they say they are. Students should never meet anyone they have met online.

You know your son/daughter best. Visit the sites and see for yourself what's being said and the potential of what could be said or shown. Ask your son/daughter if they use the sites at all. If so you might engage in a discussion with them about the issues we have highlighted above. The websites can be useful and are a part of life nowadays. However educating our children on the issues will mean they can use them safely.

Electronic mail (email) provides a quick and effective means of communication. Students must be made aware that they will be held responsible for the content of any email message they transmit and that they should not contain messages using language or content that is unacceptable. It is also recognised that some people may try to use email to identify and contact students for unacceptable reasons.

To avoid these problems the school has adopted the Local Authority's system for filtering all emails sent or received. The following points should be supported at all times:

- Steps should be taken to verify the identity of any school, organisation, adult or child seeking to establish regular email with the school or its students.
- Students should avoid revealing their identification within email messages. Students should only be identified by their network username and the student's own address is never revealed.
- Information should never be given that might reveal a student's identity or their current whereabouts.

We also have a number of leaflets from national bodies that explain issues further and also cover internet use at home. If you would like copies of these, please contact the school. Further information about e-safety can be found at

www.thinkuknow.co.uk

www.chatdanger.com

www.blogsafety.com

General online safety

Using chat rooms, mobile phones and email safely

Using blogs and social networking

This document aims to outline the key aspects of using the ICT facilities but if you require any further advice please contact the school.

ICT Acceptable Use Policy for Students

Aims

The aims of this Acceptable Use Policy are:

- To ensure that students may benefit from the learning opportunities offered by the school's network and internet resources in a safe and effective manner.
- To protect the school's ICT infrastructure from misuse and attack.

The school undertakes to:

- Prioritise Data Protection and adhere to strict guidelines on the use of personal or sensitive information.
- Provide a safe and productive digital learning environment
- Provide students with training in the area of internet safety
- Supervise students' network and internet access wherever possible
- Monitor students' network and internet activities using software systems
- Provide internet filtering (Smoothwall) in order to minimise the risk to inappropriate material
- Ensure there is a secure and regular backup of student data wherever possible. Nevertheless, students are still primarily responsible for backing up their own data and work.
- Ensure that robust and up to date virus detection and security systems are in place to protect students' data.
- Only publish students' projects, artwork or school work on the School Website/Internet in line with agreed school policy.

Important information for all students:

- Use of ICT Facilities is forbidden unless supervised by a member of staff
- Network and Internet use and access is considered a school resource and a privilege
- If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.
- Designated staff can review student files and communications to ensure that the system is being used responsibly. They also have the right to access computer storage areas, accounts and removable media, including USB Flash Drives and CD-ROMs
- Designated members of staff can remotely view a student's computer screen at any time, without them knowing, in order to ensure compliance and appropriate use of the TDMS network.
- Students are subject to the provisions of the Copyright, Designs and Patents Act 1988;
- The school will provide information on the following legislation relating to use of the TDMS network, which teachers, students and parents/carers should familiarise themselves with: The Data Protection Act 2018; Video Recordings Act 1989; Copyright, Designs and Patents Act 1988; and Computer Misuse Act 1990.

Students will:

- Only contact members of the The De Montfort School staff via the school email system.
- Observe good etiquette at all times and behave in a way that reflects well on them and the school.
- Use TDMS network for school related matters only, use computers for educational purposes and adhere to the student print policy.
- Make sure they take regular backups of their work.
- Respect other computer users and never harass, harm, cause insult or offence.
- Respect the security protocols in place on the computers and not attempt to bypass or alter security settings put in place on TDMS network. Attempting to bypass or breach the school security systems is a serious offence.
- Use approved school email accounts for school use only. Personal email accounts such as hotmail and gmail are prohibited.
- Only use discussion forums or other electronic communications that have been approved by the school.

- Report any damaged ICT equipment (accidentally or otherwise) to the supervising member of staff immediately.
- Read and adhere to school information on e-Safety, cyber-bullying and social networking guidance.

Students will NOT:

- Contact any member of the The De Montfort School staff via social media.
- Use USB sticks or portable memory devices in school.
- Attempt to upload, download or transfer any software from the internet or portable media.
- Attempt to bypass the school's internet filters (Smoothwall). Violation of this is a serious offence.
- Copy software or multimedia content unless it has been approved by a member of staff.
- Install, attempt to install, or store programs of any type on TDMS network.
- Use the internet, computer systems, portable media or other mobile devices for playing non-educational games.
- Store personal photographs, music, games or other prohibited/inappropriate content in their user area (N: Drive) or anywhere on the school network.
- Damage, disable, dismantle or otherwise cause, or attempt to cause harm to the operation of computers, or any other ICT equipment or cables.
- Attempt to connect mobile equipment (e.g. laptops, tablets, PSPs, mobile phones etc.) to the school network.
- Eat or drink in any room where there is ICT equipment.
- Reveal their password to anyone, or use someone else's username or password. Students are responsible for the actions of anyone who is using their username and password, so must immediately tell a member of staff if they suspect that someone else has this information.
- Access or alter other people's folders, work or files without permission.
- Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials, including any website containing any form of extremist propaganda or promotion of radicalisation. Any such sites should be reported to a member of staff immediately.
- Send, receive, share or upload any material that:
 - is illegal, obscene, defamatory;
 - brings the school into disrepute or
 - is intended to annoy or intimidate another person.
- Use social networking sites, such as Twitter or Facebook while in school, or use such platforms to make public comments about The De Montfort School, its staff or students, which are defamatory, liable to cause offense or bring the school into disrepute.
- Pass personal information on (like real names or addresses) to anyone on the internet.

Social Media

As you will be fully aware, the internet has become a powerful tool to connect and to share ideas and opinions. In recent years, social networking sites such as Facebook and Twitter have grown in popularity and many people use them to communicate with family, friends and others.

The vast majority of people who use social networking show respect in their communication with others and this is something that we must all continue to encourage with our students that we are positive 'digital role models'. However, like other aspects of society, there are people who disregard the rules set and will use social media inappropriately.

As a school, we encourage parents/carers to support us with the education and wellbeing of their son(s)/daughter(s). If at any time parents/carers feel that they have issues regarding their son's/daughter's education, they should not hesitate to contact us, and, if necessary, make an appointment to see the relevant staff member. The 'Contact' section of our website gives comprehensive guidance on which member of staff it is appropriate to contact for each area of school life. We would also like to inform you that alongside the regular updates we provide to parents/carers by email, we now have a school Twitter feed. This is accessible via the school website, and signing up for this will allow you to receive further updates from us.

It is important that students and parents/carers continue to support the school in its constant drive to raise standards and we would much rather discuss any grievance with you than see it being discussed in other forums. Therefore, we recommend that any concerns or issues are not discussed on social media sites as this could be potentially damaging for our students. As a community, we should discourage the use of social media to criticise and make unsubstantiated comments about the school or any members of staff.

The De Montfort School

Mobile phone, MP3 player and Games Console policy

Rationale

Mobile phones are a feature of modern society. The De Montfort School recognises the wishes of a number of parents/carers for students to carry a mobile phone to assist with safe journeys to and from school.

Mobile Phone Acceptable Use Policy (Years 7 – 11)

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the policy below:

1. Phones must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time, using it as a calculator, taking videos etc) on the school site.
2. Phones must always be switched off (not on silent mode) and kept out of view. If a student breaches these rules the phone will be confiscated and taken to reception. Parents/carers will be required to collect the confiscated item from school on behalf of their son/daughter. Please note that the reception closes at 3.30pm. **If it is not possible for a parent/carer to collect the phone, then it will be released to the student from whom it was confiscated at the end of 5 working days.**
3. Any subsequent or serious breach of the rules will result in confiscation for up to six weeks (including weekends and school holidays).
4. Phones must not be taken into examinations.

'No Mobile Phones, iPods, MP3 players, pagers or any other products with text/digital facilities are permitted in the examination room. Possession of unauthorised items is an infringement of the regulations and could lead to disqualification from the current examination and the overall qualification. Candidates are advised that mobile phones in particular must not be in their possession whether or not switched on' (Joint Council for Qualifications statement 2008).

Mobile Phone Acceptable Use Policy (Years 12 & 13)

Students in Year 12 and 13 are subjected to the same conditions as those outlined above for Years 7-11, with the exception that they are allowed to use their phones during the school day **in the Sixth Form area only. They should not be used in other areas of the school.**

Emergencies

If a student needs to contact his/her parents/carers they will be allowed to use a school phone. If parents/carers need to contact students urgently they should phone the school reception and a message will be relayed promptly.

Security for mobile phones and other valuables

The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices, nor for theft, loss or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other valuables are insured. During PE lessons, or other times when the phone needs to be kept secure, students should keep their phones in the lockers that they have been provided with.

MP3 and other music and multimedia players and hand held games consoles

Students in Years 7-11 should not bring MP3 and/or other music and multimedia players or games consoles into school **at any time** and consequently they should not be used in lessons or around the school. The high value of these items creates added security issues within school for both the student and supervising staff. Any student who brings such items into school will be subject to the sanctions described previously.

Homework Policy

Students in Year 12 and Year 13 will be set a variety of tasks that will support them to learn the required knowledge and practise the necessary skills required to complete their A Level courses. Tasks set by teachers of each subject will be a mix of reactive tasks and proactive tasks.

1. Reactive tasks will be set by the class teacher each week. Tasks are “reactive” to the stage in the learning that students are at. They are designed to either check and further understanding of course content, extend and reinforce the learning in the classroom or consolidate and revise the course content e.g. completion of exam questions or pre-reading for the following week etc. These tasks are to be completed as a priority.
2. Proactive tasks will be set by the class teacher. Students will be issued with a list of proactive tasks that they must complete each term for each subject. These tasks are designed to explore the wider context of the subject, exploring the social and cultural background and linking their studies to real-life e.g. reading identified newspaper articles, books, visits etc.

Year 12

To support Year 12 students as they transition from Year 11, independent study will be implemented in two phases across the year. In the Autumn term, students will complete 24 hours of independent study per week. In the Spring term, this will increase to 30 hours of independent study per week.

Year 12 Autumn

Students in Year 12 are expected to complete the following every week:

1. **5 hours** of reactive tasks per subject
2. **3 hours** of proactive tasks per subject

If the homework is incomplete, students will be issued with a C2 detention which will be sat whilst supervised in the sixth form area after school the following day. They will be required to use the time to complete the missing work.

Number of hours of independent study set a week per subject	Hours completed weekly	Total number of hours of independent study per week (if studying 3 subjects as recommended)
<p style="text-align: center;">8</p> <p>(5 hours reactive tasks + 3 hours proactive tasks)</p>	<ul style="list-style-type: none"> ▪ In school time: 15 hours of taught study in lessons ▪ In school time: 10 hours of independent study (private study periods) ▪ Out of school time: 14 hours of independent study e.g. 2 hours 20 minutes per day for 6 days 	<p style="text-align: center;">24</p>

Year 12 – Spring and Summer

Students in Year 12 are expected to complete the following every week:

1. **6 hours of reactive tasks per subject**
2. **4 hours of proactive tasks per subject**

If the homework is incomplete, students will be issued with a C2 detention which will be sat supervised in the sixth form area after school the following day. They will be required to use the time to complete the missing work.

Number of hours of independent study set a week per subject	Hours completed weekly	Total number of hours of independent study per week (if studying 3 subjects as recommended)
<p style="text-align: center;">10 (6 hours reactive tasks + 4 hours proactive tasks)</p>	<ul style="list-style-type: none"> ▪ In school time: 15 hours of taught study in lessons ▪ In school time: 10 hours of independent study (private study periods) ▪ Out of school time: 20 hours of independent study e.g. 3 hours 20 minutes per day for 6 days 	<p style="text-align: center;">30</p>

Year 13

Year 13 is an important examination year that requires consistent hard work from the outset and throughout.

Students in Year 13 are expected to complete the following every week:

1. **6 hours of reactive tasks per subject**
2. **4 hours of proactive tasks per subject**

If the homework is incomplete, students will be issued with a C2 detention which will be sat supervised in the sixth form area after school the following day. They will be required to use the time to complete the missing work.

Number of hours of independent study set a week per subject	Hours completed weekly	Total number of hours of independent study per week
<p style="text-align: center;">10 (6 hours reactive tasks + 4 hours proactive tasks)</p>	<ul style="list-style-type: none"> ▪ In school time: 15 hours of taught study in lessons ▪ In school time: 10 hours of independent study (private study periods) ▪ Out of school time: 20 hours of independent study e.g. 3 hours 20 minutes per day for 6 days 	<p style="text-align: center;">30</p>

Health and Safety

Supporting students at school with medical conditions

Overview

This policy will ensure that students at school with medical conditions are wholly supported so that they have full access to education, including school trips and physical education.

Roles and Responsibilities

The Local Governing Body

The local governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The Headteacher

The headteacher has overall responsibility for the development of Individual Healthcare Plans. He should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

School Staff

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Specific support for students with educational, social and emotional needs will be given-for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions and dealing with medical conditions during exams.

Other professionals

The school will liaise with other medical professionals in order to gain advice and guidance on how best to support students with medical conditions. These professionals include school nurses, community nursing teams, GPs, paediatricians and local specialist health teams.

Students

Students will be fully involved in discussions about their medical support needs and be asked to contribute as much as possible.

Parents/Carers

Parents/Carers should provide the school with sufficient and up-to-date information about their son/daughter's medical needs. They must carry out any action they have agreed to as part of its implementation. For example, provide medicines and equipment and ensure that they, or another nominated adult, are contactable at all times.

Local Authority

The Local Authority will work with the school to support students with medical conditions to attend full time. Where it is not possible for a student to receive a suitable education in school because of their health needs, the local authority has a duty to make other arrangements. The local authority will make arrangements under this duty when it is clear that a student will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Supporting Students with Medical Conditions

Once the school is notified of a student's medical condition, Sue Hensley will be notified and she will take advice on the necessity to complete an Individual Healthcare Plan (IHP). She will then liaise with parents to complete the IHP:

The school does not have to wait for a formal diagnosis before providing support to students.

Should an IHP (see form 1 on page 44) be necessary, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the school nurse (where appropriate) and any other necessary health professionals/specialist support services. Where a student is identified with a special educational need but does not have an Education and Health Care plan (EHC), this should be stated on the IHP. Rachel Hawtree (SENCO) will consider whether an Education and Health Care plan (EHC) is needed if the child has a special educational need arising from a medical condition.

The delegated person for ensuring that sufficient staff are trained to support a student's medical needs is Elaine Reynolds (admin manager) Sue Hensley will keep all relevant staff informed of the student's needs.

Elaine Reynolds (cover manager) will provide supply teachers with a log on to SIMS. This will allow them to access the register and details of the medical conditions of students within their classes.

James Cox (EVC coordinator) will ensure that risk assessments for visits and other school activities beyond the normal timetable ensure adequate provision for students with IHPs.

Sue Hensley will coordinate a review annually of all IHPs to ensure information contained in them is up-to-date and provision is still appropriate. Any amendments will be shared with relevant staff. Electronic copies of all IHPs will be password protected and stored in the secure staff share. Hard copies will be held securely in the school admin office.

Staff Training and Support

Staff must be appropriately trained to undertake healthcare procedures and administer certain medications (eg epipens). Any member of staff providing support for a student with medical needs should receive suitable training. Appropriate training to support the student in school will be determined by the school nurse. Should the medical needs of a student be more complex, the school will take advice from the school nurse and other appropriate medical professional, including specialist services, on providing training.

Medicines

- **Prescription medicines:** students are not allowed to carry their own prescribed medicines, with the exception of inhalers, epipens and insulin. Schools can only administer prescription medicines to a student when they have been prescribed by a doctor, dentist, nurse or pharmacist and where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2 on page 49). The school will keep prescription medications securely on the relevant site and named staff have access to this storage. A record is kept, and countersigned, of all medicines administered.
- **Non-prescription medicines:** non-prescription medicines (over the counter medicines) do not require any written consent from a doctor, dentist, nurse, pharmacist or other healthcare professional to allow school staff to administer them. However, schools can only administer non-prescription medicines where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2 on page 49). Prior to administering the non-prescription medication, we will contact the parents/carers to ensure they are aware. A stock of non-prescription medicines (ibuprofen or paracetamol) will be kept securely on both sites. Students are not allowed to carry their own non-prescription medicines and must not bring them into school.

Medicines-administration

We will accept prescription medication on the following basis:

- a) Only prescription medication prescribed by a doctor, dentist, nurse or pharmacist will be accepted.
- b) Prescription medication will only be administered to a student when it has been prescribed by a doctor, dentist, nurse or pharmacist and where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2 on page 49). The prescription medication can only be accepted if it is in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. The prescription medication must be clearly marked with the name of the student, together with the dose and the time(s) of day at which it should be taken,
- c) Medication will be kept in a locked cabinet in the main office. The only exception is emergency medication i.e. epipens which are also kept in reception for ease of access.

For further details on our policy for managing medication please see the 'Managing Medicines in schools and early years setting' booklet held in the Medical Rooms.

Record of medicine administered to an individual student

An accurate record will be kept, and countersigned, of all medicines administered using the book(s) in the main office.

Emergency Salbutamol inhalers in school (see form 3 on page 54)

From 1st October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by students for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty). Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for your son/daughter and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their son/daughter to school. This does not negate the parent/carer's responsibility to ensure that their son/daughter has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack. An asthma register will be accessible to staff and designed to allow a quick check as to whether or not a student is recorded as having asthma, and consent for an emergency inhaler to be administered. The register will include a photograph of your son/daughter, with your parental consent, to allow a visual check to be made.

Insurance and Litigation

School staff are covered by the school's insurance to administer medicine as long as the dose is prescribed. However, school staff should not have to assess medical need in order to administer medication. School staff are also covered during trips and visits.

Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If after this the matter remains unresolved, parents/carers may make a formal complaint via the school's complaint procedure.

Dress Code

The dress code for Sixth Form is smart casual wear and so students should wear items from the following lists:

- Formal business suit
- Formal shirt and tie/blouse
- A dress can also be worn with a fitted jacket/cardigan
- Skirts must be a reasonable length
- Smart jumper/ cardigan
- Formal shoes
- No revealing clothes and shoulders must be covered
- Scarves may be worn outside the buildings but must be removed once inside.
- Jewellery must be subtle and facial piercings are not permitted.

Students studying PE, BTEC sport or dance must attend school following the dress code and then change into their kit for practical lessons only.

The following items of clothing are not allowed: hats, trainers, canvas shoes, high heels, flip-flops, short skirts, shorts, thin strapped tops, sun dresses, leggings, jeggings, any type of jeans, tracksuit bottoms, sweatshirts, hoodies, denim shirts and military clothing (except for CCF activities).

Please note that:

- hairstyles should be in keeping with a formal place of work. Therefore, no offensive extreme hairstyles are permissible-e.g. patterns shaved into the hairstyle or eyebrows are not permitted.
- Lanyards must be worn at all times

Students in the sixth form who attend school wearing the incorrect dress will be sent home to change.

Throughout the school year, there will be occasions when business dress will be needed for days such as careers interviews and other formal events. Details of these will be released closer to the events.

Please note that if students are on exam leave and come into school for revision or to sit exams they are still expected to adhere to the sixth form dress code.

Permission to Leave Site

Students must remain on site for the duration of the school day, either for timetabled lessons or for their timetabled study periods, throughout which they will benefit from the support of our Senior Intervention Tutor as they take on the demands of sixth form study. However, students are permitted up to one hour per week off site **during a study session only**, and only with parental consent, to take a driving lesson. They will need to bring in a note from parents/carers with consent to sign out and must sign back in on return if the driving lesson is not at the end of the day. Students must return on time for their next session and must not leave early in order to take driving lessons.

Of course, we understand that some students will have mitigating circumstances and we will review requests for further time off site during the study sessions on a 1-1 basis. We take into account a students' attendance, academic performance, attitude to learning and punctuality in all cases before making a decision in this regard. Please contact Mrs Jones, our Senior Intervention Tutor, in the first instance regarding this.

Study room protocols

The study room is staffed by our dedicated Senior Intervention Tutor who works with students throughout the day to ensure that they are making the most of their independent study time as well as provide any help and support during the day that they need. In order to ensure that the study room provides a quiet and purposeful environment in which to complete their independent study, we ask that all students abide by the following rules:

- Work quietly at all times
- Persistent talking and disturbing others will result in you working under supervision
- Phones are a distraction during private study and are to be kept out of sight
- No inappropriate language
- Maximum number of 8 students per table
- No food or drink by the computers
- Leave promptly for lessons
- Litter to be placed in the bins provided
- Mugs to be placed in the dishwasher
- Please advise Mrs Jones if you are working elsewhere in a study period
- The study room will be open until 4.30pm

Students who do not follow the above rules will be asked to leave the study room and work downstairs in one of our sixth form classrooms.

The De Montfort School

TERM DATES

Academic Year 2021/22

Autumn Term 2021

Term Dates

Term starts: Friday 3rd September 2021 (Years 6, 9 and 12)

Term starts: Monday 6th September 2021 (for all year groups)

Half Term: Monday 25th October 2021 - Friday 29th October 2021

Term Ends: Friday 17th December 2021

CPD/TED Days - Closed for all students

Day 1: Thursday 2nd September 2021

Day 2: Wednesday 20th October 2021

Day 3: Thursday 21st October 2021

Day 4: Friday 22nd October 2021

Day 5: Monday 6th December 2021

Spring Term 2022

Term Dates

Term starts: Tuesday 4th January 2022

Half Term: Monday 21st February 2022 - Friday 25th February 2022

Term Ends: Friday 8th April 2022

Summer Term 2022

Term Dates

Term starts: Monday 25th April 2022

Half Term: Monday 30th May 2022 - Friday 3rd June 2022

Term Ends: Thursday 21st July 2022

CPD/TED Days - Closed for all students

Day 6: Thursday 23rd June 2022

Day 7: Friday 24th June 2022

School hours

Time	Mon, Tues, Wed, Thurs and Fri
9.00	Tutor
9.10	Period 1
10.10	Period 2
11.10	Break
11.30	Period 3
12.30	Lunch
13.00	Tutor
13.30	Period 4
14.30	Period 5
15.30 – 16.30	Possible after school lessons

Form 1: Individual Healthcare Plan

STUDENT INFORMATION

Student's name:	
Year group:	
SEND status:	
Medical condition(s): Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
Allergies:	
Review date:	(Unless changes to the medical condition or level of care required occur sooner as directed by parents/carers or health professionals)

FAMILY CONTACT INFORMATION

Parents/carers should check and verify the information we hold on SIMS.

HEALTH NEEDS

	Name	Contact details
Specialist nurse (if applicable):		
Key worker:		
Consultant paediatrician (if applicable):		
GP:		
Other relevant staff:		
Person with overall responsibility for implementing plan:		
Any provider of alternate provision:		

This student has the following medical condition(s) requiring the following treatment.

Medical condition	Drug	Dose	When	How is it administered?
Does treatment of the medical condition affect behaviour or concentration?				

Are there any side effects of the medication?	
Is there any ongoing treatment that is not being administered in school? What are the side effects?	
Storage and location of medication	
Parents/carers should collect all medication from reception at the end of every term and provide new and in date medication at the start of every term.	

ROUTINE MONITORING (IF APPLICABLE)

Some medical conditions will require monitoring to help manage the student's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is the target?	

EMERGENCY SITUATIONS

An emergency situation occurs whenever a student needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	

What action must be taken?	
Are there any follow up actions (e.g. tests or rest) that are required?	

Family Contact Information:

FIRST CONTACT INFORMATION:	
Name:	
Relationship to student:	
Contact Numbers:	Home:
	Mobile:
	Work:

SECOND CONTACT INFORMATION:	
Name:	
Relationship to student:	
Contact Numbers:	Home:
	Mobile:
	Work:

THIRD CONTACT INFORMATION:	
Name:	
Relationship to student:	
Contact Numbers:	Home:
	Mobile:
	Work:

STUDENT LEARNING

How does the student's medical condition effect learning? i.e. memory, processing speed, coordination etc.	
--	--

PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	

TRIPS AND ACTIVITIES AWAY FROM SCHOOL

What care needs to take place?	
---------------------------------------	--

EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS

Students with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence and will not count towards a child's attendance record.

Is the child/young person likely to need time off because of their condition?	
Is there a situation where the student will need to leave the classroom?	

STAFF TRAINING

Governing bodies are responsible for making sure staff have received appropriate training to look after a student. School staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed? Please sign and date.	

ADDITIONAL INFORMATION

Please use this section for any additional information for the student.	
--	--

	Name	Signatures	Date
Student			
Parents/carers			
Headteacher			
School representative			

Form 2: Parental agreement for school setting to administer medication at The De Montfort School

Prescription medication

Student's Name: Year/tutor group:.....

Date:

Name and strength of medication:

Expiry date:

How much to administer (i.e. dose to be given):

Times to be given:

Any other instructions:

Number of tablets/quantity to be given to school:

Daytime phone number (Parent/Carer):

Name and phone number of GP:

Agreed review date to be initiated by:

Note: Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering prescription medicines in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

If more than one prescription medicine is to be given a separate form is to be completed

Non-prescription medication

I give consent to school staff administering the following non-prescription medicines in accordance with the school policy: Ibuprofen / Paracetamol (***please delete as appropriate***)

I will inform the school immediately, in writing, if there is any change to this consent to administer non-prescription medicines.

Parent/carer's signature:

Print name:

Form 3: Consent form for the use of an emergency salbutamol inhaler

Student showing symptoms of asthma / having asthma attack

1. I can confirm that my son/daughter has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him/her to school every day.
3. In the event of my son/daughter displaying symptoms of asthma, and if his/her inhaler is not available or is unusable, I consent for his/her to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. I give my consent for my son/daughter's photograph to be kept on the register to allow a visual check to be made.

Signed:Date:

Name (print):

Student's name:Tutor group:

Parent/Carer's address and contact details:

.....
.....
.....

Telephone:

E-mail:

The De Montfort School

Agreement form

Academic year 2021/22

Student name	Tutor group
--------------------	-------------------

Please indicate, by ticking 'Yes' that you give your permission and agreement for the following aspects

Permissions	Yes	No
Parent/Carer I confirm that I am the legal parent or carer of the student(s) named above and am not prevented by court order or other legal means from contact with the above.	<input type="checkbox"/>	<input type="checkbox"/>
Internet I give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials, but I appreciate this is a difficult task.	<input type="checkbox"/>	<input type="checkbox"/>
Cashless Catering I give permission for the school to use biometric information from my son/daughter as part of the school meal system.	<input type="checkbox"/>	<input type="checkbox"/>
ICT I understand that the school cannot be held responsible for the content of materials accessed through the internet and I agree the school is not liable for any damages arising from the use of the internet facilities.	<input type="checkbox"/>	<input type="checkbox"/>
Publication of student work I agree that my son/daughter's work may be electronically published.	<input type="checkbox"/>	<input type="checkbox"/>
Parent/Carer use of social media and complaints procedure As a parent/carers, I support school policies on ICT and I will ensure that I monitor my child's use of the internet (including social media) outside of school.	<input type="checkbox"/>	<input type="checkbox"/>
I will act as a positive role model to my child, by ensuring that I use social media responsibly and will refrain from using social networking sites to discuss sensitive issues about the school. If I wish to make a complaint, then I will follow the school's complaints procedure via the school website www.tdms.worcs.sch.uk	<input type="checkbox"/>	<input type="checkbox"/>
Mobile phone, MP3 player and Games console Policy As the parent/carers of the above student, I have read the above and grant permission for my son/daughter to bring a mobile phone into school.	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety I have read and agree to the medical update, emergency salbutamol inhalers in school and food testing information.	<input type="checkbox"/>	<input type="checkbox"/>
School Dress code I agree to the dress code.	<input type="checkbox"/>	<input type="checkbox"/>

Continued overleaf...

<p>Permission to use the fitness suite I give permission for my child to use the fitness suite during term time after the school day unsupervised. I understand and acknowledge that the school takes no responsibility for any injuries sustained whilst my son/daughter uses the gym.</p>		
<p>Permission to use the mini astrotrurf pitch I give permission for him/her to use the 3G football pitch unsupervised during their lunch time.</p>		

Declarations

I have read and understood and agree to the following information that I/we have been given.

- Attendance information
- Examinations procedure
- SIMS Parent App Acceptable Use Policy
- Privacy Notice
- Student ICT Acceptable Use Policy
- Mobile phone, MP3 player and Games console Policy
- Health and Safety
- Dress code
- Study room protocols

I will undertake to fully support The De Montfort School in implementing all the agreements and policies in the parents/carers information pack. My decision on whether to give consent will remain valid throughout my son/daughter's time at The De Montfort School unless I give written notice to the contrary.

Signed (Parent/Carer)

Date

I agree to abide by all the agreements/permissions and policies.

Signed (student)

Date

Photography and Images of students

Having read the information, do you give consent for the following? Please indicate, by ticking 'Yes' to say you give consent or ticking 'No' to say you don't give consent.

	Yes	No
1. May we take your son/daughter's photograph and use it as their profile picture on our school's information system? Please note that access to this system is restricted.		
2. May we take your son/daughter's photograph during activities that take place within the school day?		
3. May we video your son/daughter during activities that take place within the school day?		
4. May we take your son/daughter's photograph during extra-curricular activities?		
5. May we video your son/daughter during extra-curricular activities?		
6. May we take your son/daughter's photograph during school trips?		
7. May we video your son/daughter during school trips?		
8. May we use photographs of your son/daughter on our school website?		
9. May we use photographs of your son/daughter in the termly school newsletter? Please note that the termly school newsletter is only available on the school website.		
10. May we use photographs of your son/daughter in our school prospectus? Please note that the school prospectus is also hosted on the school website.		
11. May we use photographs of your son/daughter on our official school Twitter account?		
12. May we use photographs of your son/daughter (e.g. as part of a team or record of an event) for publication in a newspaper? Please note that the use of photographs in newspapers is subject to strict guidelines.		
13. May we use photographs of your son/daughter for displays in school?		
14. May we use video recordings of your son/daughter for displays in school?		
15. May we use photographs of your son/daughter for staff training and professional development activities?		
16. May we use video recordings of your son/daughter for staff training and professional development activities?		

This form is valid from the date of signing until your son/daughter leaves the school. Photographs and videos will be securely archived after your son/daughter has left the setting. Photographs and videos used for publicity purposes may continue to remain in circulation after your son/daughter has left the setting. 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 son/daughter's achievements. The school is happy to allow this, at the discretion of the headteacher, on the understanding that such images/recordings are used for purely personal family use. Images containing students **other than their own** should not be put on the internet for any reason, without first seeking permission from the other students' parents/carers.

Continued overleaf...

Declaration

Name of student.....

I have read and understand the information regarding use of photographs/images and videos. I understand that my consent remains valid throughout my son/daughter's time at The De Montfort School.

Signed (Parent/Carer) **Date**.....

I have read and understand the information regarding use of photographs/images and videos. I understand that my consent remains valid throughout my time at The De Montfort School.

Signed (by student).....