



TDMS

The De Montfort School

**Sixth Form
Parent / Carer
Information Pack
2022-23**

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General Information

Headteacher: Mrs R Allen

Deputy Headteachers: Mrs A Allen
Miss C Watson
Mr S Weston

Assistant Headteachers: Mr M Goffe
Miss K Green
Mr B Jones
Mrs C Walden

School contact details

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

Sixth Form Team

Head of Sixth Form: Miss E Shepperd
eshepperd@tdms.worcs.sch.uk

Achievement Leader: Mrs K Jones
kjones@tdms.worcs.sch.uk

Line Manager: Mrs A Allen

Policies

The following policies are available on our school or MAT websites at www.tdms.worcs.sch.uk and/or <https://the4stones.co.uk/docs/policies-general>

- Accessibility Action Plan
- Admission Policy for Years 6, 9 and 12
- Anti Fraud and Corruption Policy
- Attendance Policy
- Behaviour for Learning Protocols
- Behaviour Policy (including Anti-Bullying)
- British Values
- CAT (curriculum, assessment and teaching) Policy
- CCTV Policy
- Careers Education, Advice and Guidance Policy
- Charging, remissions and voluntary contributions Policy
- Collective Worship Policy
- Complaints Procedure
- Data Protection Policy
- Drug, Alcohol and Substance Misuse Policy
- E-safety Policy and Student IT AUP
- EAL Policy
- Early Entry Policy
- Equality information and objectives statement
- 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 – Word Processor Policy
- Examinations Policy
- Exclusions Policy
- Feedback Policy
- Financial Procedures Manual
- Food Allergy Policy
- Freedom of Information Policy
- Health and Safety Policy
- Home School Agreement
- Homework Policy
- Intimate Care Policy
- IR35 Policy
- Lettings Policy
- Looked After and Previously Looked After Children Policy
- Malpractice and Maladministration Policy
- Mobile Phones, MP3 Player and Games Console Policy
- Offsite Alternative Provision Principles
- Photographic Images of Children Policy
- Privacy Notice – Members, Trustees and Governors
- Privacy Notice – Job Applicants
- Privacy Notice – Parents and carer
- Privacy Notice – Student
- Provider Access Policy
- Pupil Premium Policy
- Recruitment and Selection Policy
- Relationships and Sex Education Policy
- Risk Management Policy
- Safeguarding (including Child Protection) Policy
- Setting Policy
- Special Educational Needs and Disabilities Policy
- Special Educational Needs and Disabilities School Offer
- Supporting Students with Medical Conditions Policy
- Use of Reasonable Force Policy
- Trips and Visits Policy
- Visitors Policy
- Work Experience Policy
- Year 12 &13 Parent-Carer Information Pack

Communication with parents/carers

We are keen to keep all our parents/carers informed about their child'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:

- In September 2018 we 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 receive paper copies of generic letters, please let the office know by email at office@tdms.worcs.sch.uk 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
- Parents/carers will be able to access up-to-date information about their child's education via EduLink One.

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.

In September new parents/carers will receive a letter containing information about how to sign up for and access the EduLink One App.

EduLink One

At The De Montfort School, we will be using an online platform called EduLink One. The app/website gives you access to key up to date information, as well as improving the way we share information with you and help you to further engage in your child's education. Once registered, you will be able to log into the App and access a range of information such as:

- timetable
- attendance
- achievement points
- behaviour points
- reports

If you have more than one child in school, it's easy to switch between each one without having to logout. The EduLink One App allows you to access up to date information at any point in the day through a PC or mobile devices, such as laptops, tablets and smartphones.

If you have any questions or queries about the EduLink One App, then please do not hesitate to contact Mrs E Reynolds (Administration Manager).

Cashless Catering

At The De Montfort School, we use a biometric system whereby all staff and students are recognised by an image of their right index finger.

The biometric system does not require the student to carry an identification card but makes use of a biometric scan in order to establish the identification of the student when making a payment or selecting a meal. The system does not store any biometric data other than an algorithm which is calculated during the biometric scan. This data does not leave the school and it is not possible to create a finger print from this stored information. The introduction of the Protection of Freedoms Act 2012 requires permission of a parent/carer, to enable us to use a student's biometric data.

The system calculates account balances and can produce a statement of payments made by any student and details of the meals purchased. This information will be available for parents/carers and can be used to help resolve queries with regards to a student's diet.

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. If you are an external student, a letter giving you log in instructions will follow once your child has enrolled with us. You must complete the agreement form to give permission for the school to use your child's biometric information.

If you have any questions, please contact me via the school.

Jessica Hathaway
Chief Operating Officer

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 school).

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?

Student 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 email at office@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 lunchtime.

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.

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 child'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 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 child'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 Mrs E Reynolds (Data Protection Representative)

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 positive academic reasons behind good attendance, national research also shows:

- students with poor attendance often become the victims of bullying
- prolonged absence from school can lead to loneliness and impact negatively on mental health

Attendance thresholds

Tier	Attendance	Category
1	95 – 93%	Needs to Improve
2	90% - 92.9%	Concerns
3	<90%	Serious Concern

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.
- 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 Sixth Form, student and parent/carer.
- Students are registered in every lesson. Any student who is absent during lesson time, without permission will be placed under the supervision of the Sixth Form achievement leader and 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 the school site during the day, then they have chosen to place themselves 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 9.30am 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 (HoY).

- 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 9.30am 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 their tutor group on a daily basis and ensure every student knows their attendance.
- The tutor is also responsible for ensuring that absence notes are collected on a student's return to school.
- The HoY 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 HoY (or a member of staff directed by the HoY) will contact parents/carers where attendance falls below 95%, 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 9.00am) and to liaise with HoY 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 95% in addition to any other student whose attendance gives cause for concern and who is referred by the HoY (see above). The AO or HoY 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.

Parental/Carer support

We ask that parents/carers support us by:

- not letting their child 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 child attends punctually at 9.00am every day
- if a student cannot attend school on a particular day, that the parent/carers phones the Attendance Officer (01386 442060) by 9.00am, to report the absence. Please do not just state your child is ill, you must provide details of the illness. 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 child attending school.

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 Four Stones Multi Academy Trust, are the 'data controller' for the purposes of data protection law. Our data protection officer is Jess Hathaway (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

Under the UK General Data Protection Regulation (UK GDPR) 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 child's information for 25 years from their date of birth as stated in section 2 of the Limitation Act 1980. If your

child leaves the school at 16, then we will retain their student record for a further 9 years. If your child leaves the school at 18, then we will retain their student record for a further 7 years.

Your child'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:

- Other schools within our MAT
- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusion
- Other education providers
- 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 child'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 they reach 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: Elaine Reynolds (*Data Protection Representative*) at school on 01386 442060 or via email at office@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 representative (Elaine Reynolds) 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:

- Jess Hathaway is the data protection officer for the MAT and can be contacted via email at dpo@thefourstonesmat.co.uk
- Elaine Reynolds is the data protection representative for TDMS and can be contacted via the school office or email at ereynolds@tdms.worcs.sch.uk

Privacy notice for students

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you. We, The Four Stones Multi Academy Trust, are the 'data controller' for the purposes of data protection law. Our data protection officer is Jess Hathaway (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too - like other schools, the local council and the government. This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any achievement points, behaviour issues or exclusions
- Photographs
- CCTV images captured in school
- Your destination information such as which university you attend or where you are employed when you leave school

Why we use this data

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

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Support you when you leave school
- Comply with the law regarding sharing your information

Our legal basis for using this data

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

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

Sometimes, we may also use your personal information where:

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

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How long we retain and store this data

We will keep personal information about you while you are a student at The De Montfort 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 keep your information after you have left the school. If you leave school at 16, we will retain your information for a further 9 years. If you leave school at 18, then we will retain your information for a further 7 years. Your 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 personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our other schools within the MAT

- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusion
- The Department for Education (a government department)
- Your 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
- Survey and research organisations
- 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

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#) at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority and/or provider of youth support services, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Your parents/carers, or you once you're 16, can contact us to ask us to only pass your name, address and date of birth to our local authority and/or provider of youth support services.

Your rights

How to access personal information we hold about you

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

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

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request please contact our Data Protection Officer.

Your other rights over your data

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

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

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer. You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Jess Hathaway is the Data Protection Officer for the MAT and can be contacted via email at dpo@thefourstonesmat.co.uk
- Elaine Reynolds is the Data Protection Representative for TDMS and can be contacted via the school office or email at ereynolds@tdms.worcs.sch.uk

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 they 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 Officer – Mrs Joy Griffiths – immediately.

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 Office 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 associate 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's 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 associate 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 photograph 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.

E-safety Policy

This 'E-safety Policy' operates in conjunction with other policies-eg '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 "frape", 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, Game consoles 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

- 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 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 De Montfort School network, internet and electronic mail (email) will stop once students have left the school.

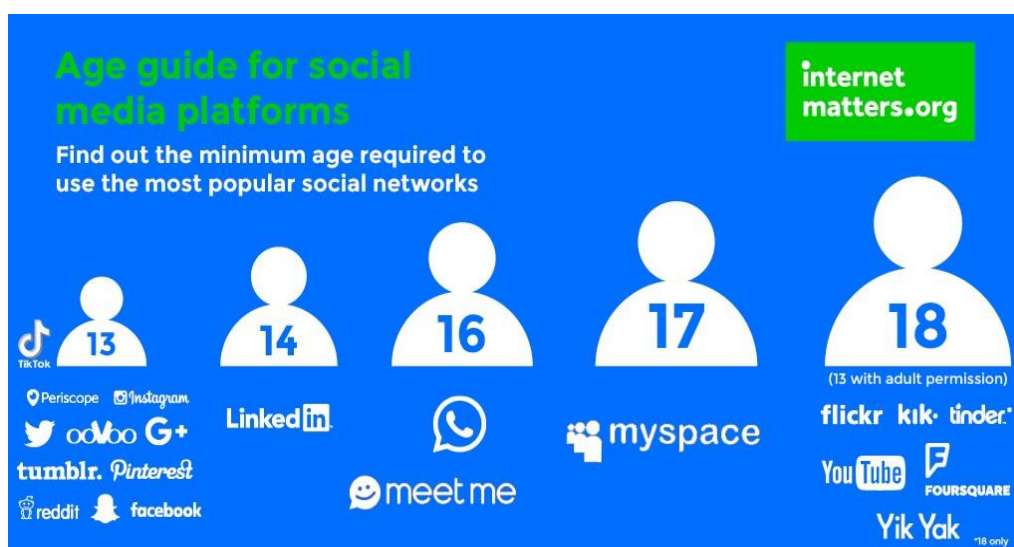
At the outset we must emphasise that the majority of our students use the network, internet and electronic mail (email) safely and sensibly and this document acts to increase awareness for all. We take any infringement of the 'Student ICT Acceptable Use Policy' very seriously and have installed software 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 its own dedicated broadband line and filter (Smoothwall). 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. Please see the graphic below for the age restrictions for different social media platforms.



It is worth remembering that these are public spaces and so 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 child best. Visit the sites and see for yourself what's being said and the potential of what could be said or shown. Ask your child 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.

Student live online lesson code of conduct

This code of conduct outlines how we expect you to behave when you are learning online. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything you do on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep you safe. You should not behave any differently when you are out of school or using your own device or home network.

1. To ensure that my studies are not disrupted because I am temporarily working away from school, I give permission for my school email to be used by my teachers for teaching and learning purposes.
2. I will treat myself and others with respect at all times; when I am online or using a device, I will treat everyone as if I were talking to them face to face in a classroom.
3. I will ensure my parent/carer is aware of when the live online lessons are taking place.
4. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the school.
5. I will choose a sensible place to work from – ideally a living room - and I will dress appropriately for my lessons as I would do at school.
6. I will make sure that I have all the tools I need in advance, so that I do not have to leave my desk and interrupt the flow of the lesson.
7. I will be at my online lesson on time.
8. I will complete exercises as directed by my teacher and upload completed work to meet the deadlines set by my teacher.
9. I understand that my online lessons may be monitored by senior leaders from the school.
10. I understand that MS Teams and Google Classroom is a closed school system open to me through the school's network and is limited to me, the staff and my fellow students. I should not invite any guests from outside the school to join the system through the use of my login details.
11. I will not under any circumstances provide my login details to anyone else. The system is fully secured and my activity on the system can be monitored.
12. I will be careful when opening and sharing files and attachments, checking for viruses etc. If I am unsure I will never open a file, hyperlink or any other attachment.
13. I will not share my or others' personal information that can be used to identify me, other students or my teachers on any online space, unless a trusted adult has given permission or reviewed the site.
14. I will never take secret photos, recordings or videos of teachers or other students.
15. I understand that all online lessons will be recorded in order to protect me and the teacher.
16. I understand that there may be two teachers present in the lesson in order to protect me and the lead teacher.
17. I will join the lessons at the times I have been given and if I am unable to join the session for any reason e.g. through ill health, I will let my teacher know in advance.

You will be asked to complete an agreement form to say that you have read and understood the code of conduct. No student will be given access to live online lessons without a completed agreement form.

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:

- Always keep passwords a secret
- Only contact members of the TDMS staff via the school email system, Google Classroom or via the chat function in Microsoft Teams.
- Observe good etiquette at all times and behave in a way that reflects well on them and the school.
- Use the 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 the 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.
- Read and adhere to the rules set out in the 'Student live online lessons code of conduct'.
- Always ask for permission to use the printer and will not print unnecessarily. I also understand that any print jobs I send to the printers are monitored and recorded.
- Take personal responsibility to check the copyright status of any material that I obtain from the internet, or post on to the internet.
- Only use the internet for educational purposes. It must not be used for financial gain, for gambling or for advertising.
- Report any attempts to contact me by people outside the MAT / school community to a member of staff.
- Not attempt to release viruses, or carry any other malicious practice that contravenes the Computer Misuse Act 1990.

- Be aware of the CEOP report button and know when to use it.



Students will NOT:

- Contact any member of the TDMS 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 the 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, games consoles, 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 TDMS, 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.

Additionally, when using a computer:

- Always keep your personal details private (your name, family information, journey to school, are all examples of personal details) and never post these on a website.
- Never meet an online friend without taking a responsible adult that you know with you, and don't befriend people you do not know. Not everyone online is who they say they are.
- Do not post any pictures online that staff, or your parents may consider to be inappropriate. Remember, once you upload a picture on to the internet, most people will be able to see and download it. It's not yours anymore.
- Do not respond to any messages that are mean or in any way make you feel uncomfortable. Let a member of staff know if you are receiving such messages. I will also be polite and responsible when I communicate with others
- Do not use bad language or other inappropriate languages in any communications (eg. emails and other documents). This also includes homophobic, racist and other abusive messages.

Using School Laptops and Chromebooks at home

In some circumstances, students may be allowed to borrow school laptops or other ICT equipment. The student and parent/carer will need to sign a document to accept responsibility of the device. All devices must be returned to the school once the student leaves, when the student no longer needs it, or when it is requested back by a member of staff.

- You will not leave the device unattended and it must be securely stored when not in use.
- You will not install any software on the device without consulting the TDMS Tech Team first.
- Any technical issues with the device must be reported immediately to a member of the TDMS Tech Team.
- Students MUST NOT attempt to disassemble the device or attempt to fix it themselves.
- If you lose your device, or if it is stolen, you must report it immediately to your form teacher, or a member of the ICT Tech.
- If you accidentally damage the device, you must report it immediately to your form teacher, or a member of the ICT Tech Team.

- No modifications will be made to the device. All hardware changes and installations must be completed by a member of the ICT Tech Team.
- The device is to be used for educational purposes only.
- It is recommended that data stored on the device is backed up in to your Google Drive regularly. Should an issue develop with the device, the ICT Tech Team may be required to reset the device to its original factory settings. Such a procedure will result in the irretrievable loss of all information stored on the device.

While the device remains school property, the usage of the device will be monitored

On acceptance of the device, the student and parent/carer accept responsibility for the safe keeping of the device and if it is damaged beyond repair or lost they will be invoiced for the full cost of the replacement.

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, WhatsApp, Instagram, TikTok 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.

It clearly states in the ICT Acceptable Use Policy for Students that they must not 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.

In instances where this has been abused we advise parents/carers to report the misuse to the police and the social media provider.

As a school, we encourage parents/carers to support us with the education and wellbeing of their children. If at any time parents/carers feel that they have issues regarding their child's education, they should not hesitate to contact us, and, if necessary, make an appointment to see the relevant staff member. We would also like to inform you that alongside the regular updates we provide to parents/carers by email, we have a school Twitter feed @TDMS_EVESHAM, Facebook page @TDMS.vesham and Instagram @tdms.vesham . These are accessible via the school website, and signing up for them 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.

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. This policy refers to mobile phones throughout, but also applies to all electronic devices (e.g. smart watches) that may be used in similar ways.

Mobile Phone Acceptable Use Policy (Years 6 to 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:

- 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.
- 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. The student will be issued with a C2 detention in the first instance. 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 4.15pm. **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.**
- Refusal to comply with appropriate confiscation will be treated as an incident of defiance and students will be subject to further sanctions under the 'Behaviour Policy'
- Any subsequent or serious breach of the rules will result in confiscation for up to six weeks (including weekends and school holidays).

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 6-11, with the exception that they are allowed to use their phones during the school day in the **Sixth Form areas only (not classrooms)**. They should **not** be used in any other areas of the school.

Mobile phones and examinations

Phones must not be taken into examinations. The possession of a mobile phone, smart watch or any other electronic devices in an examination room, whether switched on or not is an offence under JCQ regulations. This can lead to disqualification from some or all of an examination series, regardless of whether there is a proven intent to cheat.

Malicious use

- If a user of a mobile phone receives any communication that could be portrayed as menacing, causing harassment or offence to others, they should report it to a member of staff immediately.
- It is a criminal offence under Section 43 of the Telecommunications Act 1984 and the Malicious Communications Act 1988 to use a mobile phone to menace, harass or offend another person. The MAT may involve the police should such an action occur.

Searching a phone

In line with statutory guidance from the Department for Education (DfE), staff may search a phone, including examining data and files, if there are reasonable grounds to suspect that an offence has been committed or there may be evidence of personal injury or damage to property. Further details on searching, screening and confiscation and a link to the regulations from the DfE can be found in the 'Behaviour Policy'.

Sharing nude and semi-nude images

Making, possessing and distributing any imagery of someone under 18 which is 'indecent' is illegal. This includes imagery of yourself if you are under 18. All incidents and suspected incidents will be investigated as a safeguarding matter in line with our 'Safeguarding Children Policy (including Child Protection)' and most recent government guidance: Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK (www.gov.uk)

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.

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

Students 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

The Four Stones Multi Academy Trust

Homework Policy (parents) at The De Montfort School

Introduction

The following policy is designed to ensure consistency across The Four Stones MAT in terms of homework setting and marking. This policy aims to ensure that students are given the opportunity to develop specific skills, knowledge and understanding outside the classroom, without overburdening students or staff with homework and marking respectively.

Learning at home is an essential part of good education. Regular homework is important, since it serves as an intellectual discipline, establishes good study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school. In addition, it fosters student initiative, independence, and responsibility, and brings home and school closer together. It helps students to become confident and independent in their learning, which will help throughout their time at school, and in adult life.

Why is homework important?

If a student completes an hour's homework per school night for five years, it is the equivalent of an extra school year. In addition:

- It can help students to make more rapid progress in learning.
- It can provide students with the opportunity to:
 - practise further what has been learnt in class.
 - apply what they have learnt in new contexts or situations.
 - prepare them for future learning.
 - integrate skills with knowledge and concepts.
- It can allow students to develop the practice of independent learning. This way of working is vital at the later stages of secondary education and after.
- Work at home can provide the quiet and private conditions needed for work of all kinds.
- It gives the most enthusiastic students the opportunity to apply their passion and gain a deeper insight into the subject.
- It can allow students to use materials and other sources of information that are not always available in the classroom such as the internet, TV documentaries, and news reports.
- It can involve parents and others in students' work for their mutual benefit.
- It can give opportunities for long term research, enquiries, and other work.
- It can form an important part of the student's notes – in preparation for the next lesson.
- It gives students valuable experience of working to deadlines.

Creating sustainable study habits

All of the teaching methods, advice and guidance that we offer parents/carers is based on research and on strategies that have been proven to work. We believe that there is a positive correlation between hard work, excellent effort and success – good study habits, from how and when to study, are a key aspect of this and have proven to have a significant impact on the mental wellbeing of students, as well as on their academic success.

Clear routines, high expectations and hard work have a positive impact on students. The research clearly shows that uncertainty is the cause of stress, so this is why we have explicit rules and behaviours that we expect from our students. Stress should not be viewed as a negative emotion and research has shown it can be a good thing. It helps individuals work harder, focus and feel better.

How can I help and support my child at home to develop good work habits?

- Homework should take priority over any other activities. Make sure they have a quiet, distraction free place to complete work at home.
- Mobile phones are a distraction and are proven to reduce concentration by 20% when completing a task. Make sure your child puts their mobile in another room when they are working.
- Believe your child can achieve the highest grades and tell them so every day.
- Ensure they get enough sleep: have a cut off point for electronic devices and encourage them to read when in bed rather than using their phone.
- Buy your child an alarm clock so that they do not need a phone in their room.
- Make sure they are eating a balanced diet and drinking plenty of water.
- Talk to them about the need to be organised and help them to prepare their school bag the night before.
- Talk to them about the link between anxiety and being disorganised.
- Remind them that re-reading notes and highlighting notes are not effective ways to study. This is why we do not set them as homework tasks.
- Take an interest in what they are learning.

Homework tasks

1. Online quizzes: Interactive online packages support students' learning by testing what they have learnt in class and then providing instant feedback. Through the use of self-marking quizzes combined with teacher feedback, online quizzes give students a clear picture of their progress and help them take steps to improve their results. Students can access a wealth of reliable, curriculum-mapped materials to support their learning and help fill the gaps in their knowledge. There are various online packages available, but at The Four Stones MAT we will use a limited, well-chosen selection to ensure an effective revision approach is in place to support our students, as well as to mitigate against the need for too many logins. The benefits of online quizzing packages are as follows:

- Workload reduction – no marking is required.
- Easy and effective tracking at student, class, and year group level.
- A time saver in lessons – teachers do not need to spend time checking this homework.
- Question level analysis which provides teachers with students' successes and knowledge gaps.
- Instant feedback to students.

2. Retrieval: retrieval practice, also known as the testing effect or quizzing, is the process of getting students to retrieve the information that they have learnt. Despite being called testing, retrieval practice is not a test and the focus should always be on a student thinking hard and trying to retrieve the information as this is what strengthens the memory. At The Four Stones MAT, we use flash cards and Cornell Notes to support students in retrieving key knowledge.

a) **Flash cards:** Students will create flash cards based on the core knowledge from their 100% sheets. For flash cards to work they need to be simple and straightforward. For example, on one side the English word and the other the German word or on one side, the question 'Who became king after the death of Henry VII?' and on the other side the answer 'His son King Edward VI'. Students can use the flash cards to help them self-quiz or ask someone else to quiz them. Whilst in use, students should place their flash cards into one of three piles:

- Sorted! – this pile should be used if students get the answer(s) right.
- Getting there – this pile should be used if students get the answers mostly right.
- Needs more work – this pile should be used if students get the answer wrong or don't feel confident.

After sorting flash cards into piles, students should then work through the 'getting there' pile and begin to move these cards to the 'sorted' pile as their confidence and retrieval strength builds. The final step is to tackle the cards in the 'needs more work' pile, using the same process.

- Please see appendix 2 for examples.

b) **Cornell Notes:** students should have three sections to their notes:

- Main notes: the right-hand side is the section used to record the main class notes.
- Cues: on the left-hand side, a thin column (the width of a margin) is used to record key words and retrieval questions.
- Summary: at the end of the document, the final section is for students to summarise the key points of the lesson, in 3 bullet points. This is a useful section when self-testing.

3. Application tasks: students will complete a range of application and deliberate practice tasks including exam questions, worksheets, pre-reading with questions and planning for extended writing pieces.

Frequency

We firmly believe that getting into good study habits and building routines is the key to success. When students' progress to Year 10, 11, 12 and 13, homework timetables vary according to the subjects they have chosen to study. However, we fundamentally believe that a range of revision strategies must underpin the approach to homework to enable students to select effective revision methods when approaching their end of unit assessments and examinations.

Timetables

Students in Years 12 and 13 are not given a homework timetable but teaching staff are expected to set work on a regular basis for their teaching groups. Study time will increase as students move through the school.

Homework during the holidays

Years 12 and 13 students will continue to be set homework during the holidays as all A-Level courses demand extensive study beyond the classroom.

Homework during exam periods

Years 12 and 13 students will only be set revision homework during the mock examination periods and the two weeks leading up to them.

Homework expectations

- **Quantity:** We expect all students to be spending the appropriate amount of time on their homework. However, we appreciate that some students may struggle to complete the tasks in the allocated time. If your child has spent the

allocated time on their homework and not been able to complete all the tasks, please put a signed note into their planner for them to show their teacher.

- **Quality:** We have a sharp focus on effort levels both in school and for homework, as there is a strong correlation between the amount of quality homework completed and student progress. All work produced must be a true representation of what your child can do when they put in their best effort. When providing feedback, teachers will make a judgement on the quality of homework based upon the students' previous work.
- When genuine reasons for not completing homework are communicated to us, sanctions will not be given. If your child does not understand the homework task, they should speak to their teacher well before the deadline date to clarify what to do or get some extra support. Please be aware that if your child is absent when the homework is set, it is their responsibility to catch up with any work missed in the lesson and find out what homework was set. However, they will not receive a sanction.

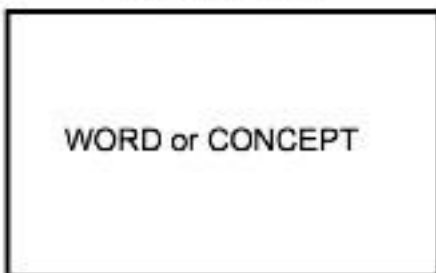
All parents/carers should

- aim to provide a reasonably peaceful, suitable place in which students can do their homework or help students attend other places where homework can be done, such as the Library;
- make it clear to students that they value homework, and support the school in explaining how it can help them make progress at school;
- encourage students and praise them when they have completed homework;
- expect deadlines to be met and check that they are;
- check that tasks have been set in line with the homework timetable;
- if concerned, sign the homework to say that the required amount of time has been spent on the homework;
- inform the school if an issue arises.

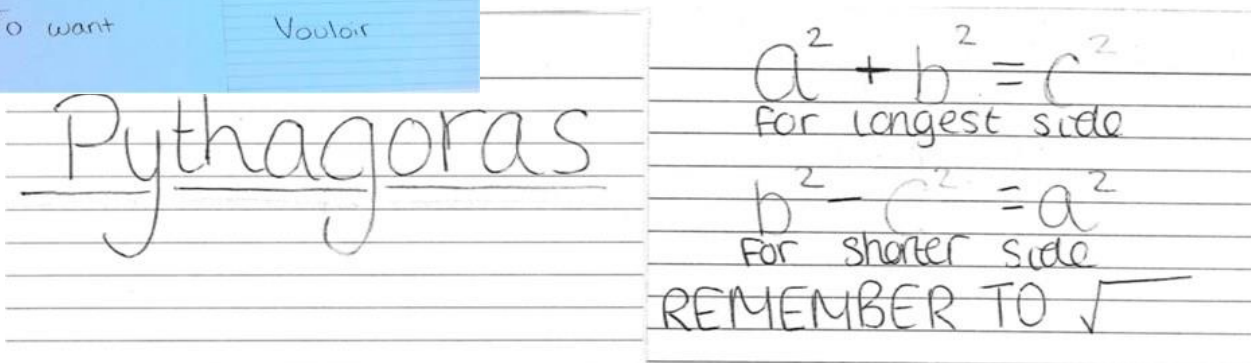
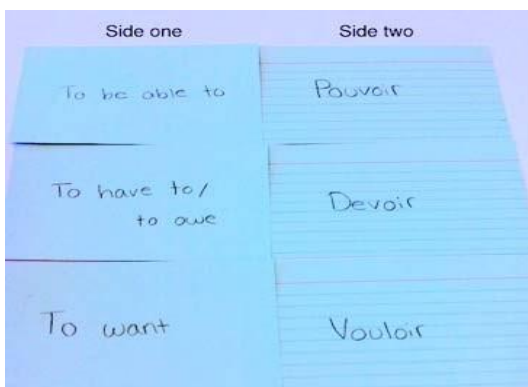
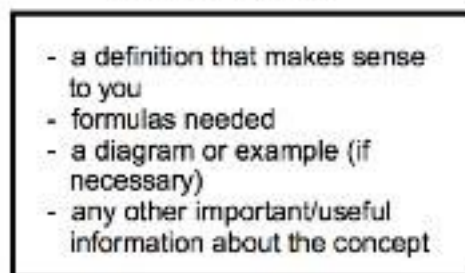
Appendix 2 – Flashcards

These are examples of what your flash cards should look like:

Front of Flashcard



Back of Flashcard



Appendix 3 – Cornell Notes

These are examples of what your Cornell notes should look like:

CUES	NAME, DATE, TOPIC, CLASS
	NOTES
WRITTEN SOON AFTER CLASS	TAKEN DURING CLASS
ANTICIPATED EXAM QUESTIONS	<ul style="list-style-type: none"> • MAIN POINTS • BULLET POINTS • DIAGRAMS / CHARTS • ABBREVIATE • PARAPHRASE • OUTLINES • LEAVE SPACE BETWEEN TOPICS
MAIN IDEAS OR PEOPLE	
VOCABULARY WORDS	
USED FOR REVIEW & STUDY	
CORNELL NOTE-TAKING METHOD	
SUMMARY	
WRITTEN AFTER CLASS. BRIEF SUMMARY HIGHLIGHTING THE MAIN POINTS IN THE NOTES ON THIS PAGE. USED TO FIND INFO LATER.	

← 2 1/2" → ← 6" →

↑ 2" ↓

CUES (reduce & recall)	DATE MODULE/CLASS TOPIC
	NOTES (record)
<p>- AIM</p> <p>reduce notes to essential ideas to practice recall</p> <p>WRITE SOON AFTER CLASS</p> <p><u>Step 1:</u> Review NOTES column + pull out: - key words - key concepts - authors - dates - facts</p> <p><u>Step 2:</u> Formulate questions based on your NOTES e.g. what are Pascal's 4 principles of complexity theory?</p> <p><u>Step 3:</u> Write these cues and questions in this column alongside the corresponding NOTES</p>	<p>- AIM</p> <p>record as many key points as possible</p> <p>TAKE DURING CLASS!</p> <p>What do I write here?</p> <ul style="list-style-type: none"> - key words and ideas - important dates / people / places - diagrams / charts - formulas - examples / case studies - critique - strengths / limitations <p>Top tips</p> <ul style="list-style-type: none"> - use bullet points instead of full sentences - use symbols and abbreviations - leave a line between ideas - don't mindlessly copy from the slides or textbook - write in your own words where possible - use a method that works for you. Take notes in a format that you understand so you can make sense of them later.
SUMMARY (reflect & review)	
<p>- AIM -</p> <p>review the main ideas + reflect on their importance</p> <p>WRITTEN AFTER CLASS!</p> <p>Briefly summarise the main points from your notes. This section is useful when searching for info later.</p> <p>Think about =</p> <ul style="list-style-type: none"> - why is this info important? - what conclusions can I draw? 	

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.

Headteacher

The headteacher has overall responsibility for the development of Individual Healthcare Plans. She should also make sure that school staff are appropriately insured.

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 notify the relevant staff member and they will take advice on the necessity to complete an Individual Healthcare Plan (IHP). One of the following members of staff will, if necessary, complete the IHP:

- Jo Lewis (Assistant SENCo)
- Rachel Hawtree (SENCO)

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

Should an IHP 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 Jessica Hathaway (chief operating officer). Sue Hensley will keep all relevant staff informed of the student's needs.

Elaine Reynolds (Administration 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.

Martin Goffe (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. Should the medical needs of a student be more complex, the school will take advice from 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 72). The school will keep prescription medications securely 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. Prior to administering the non-prescription medication, we will contact the parents/carers to ensure they are aware. 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 72). 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 medical rooms. 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 main office.

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 73)

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 child and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their child to school. This does not negate the parent/carer's responsibility to ensure that their child has their own inhaler prescribed by their 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 child, 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.

Emergency Closures

We are determined to do whatever we can to stay open to staff and students despite any adverse weather conditions or issues with water or power.

We will endeavour to have done the following by 7.00am on any day we have to close the school:

- Notified the local radio stations (especially BBC Hereford and Worcester and Free Radio Herefordshire and Worcestershire).
- Sent a text message to all the mobile phone numbers of parents/carers with parental responsibility we currently have on our database. Could I ask that you keep us informed of any changes to your mobile phone number so that we can update our database and so keep you better informed.
- Placed a message on the website (<http://www.tdms.worcs.sch.uk/>)-eg
 - Open for all students
 - Open but late start (and instructions will follow)
 - Closed to all students except for those sitting external examinations.

Parents/carers can also find out more information by logging onto the County Council Website (www.worcestershire.gov.uk) or calling the Worcestershire Hub on 01905 765765.

The decision to close the school, unless directed by the local authority, is always made in the morning. However, if there is any additional information that I feel would be helpful to share with parents/carers I will update the website at the earliest opportunity.

We will do all we can to stay open. However, there may well be health and safety reasons which would mean we would have to close during the day and send the students home before 3.30pm. I would suggest all parents/carers nominate a place of safety, which may be your home, to which your child can go if we have to close.

We have been reviewing our procedures and are planning to do the following if we have to close during the course of the school day:

- Notify the local radio stations (especially BBC Hereford and Worcester and Free Radio Herefordshire and Worcestershire).
- Send a text message to all the mobile phone numbers of parents/carers with parental responsibility we currently have on our database.
- Send an email to all the email addresses of parents/carers with parental responsibility we currently have on our database.
- Place a message on the website and our twitter feed.
- Previously we have planned to send students in Years 12 and 13 straight home but not let students in Years 6 to 11 leave without confirming with a parent/carer with parental responsibility that they can do so. We believe this process would take over an hour. We are keen to speed up this process and so are now asking for you to let us know if your child can leave school 15 minutes after we have sent the text messages and emails and placed a message on the website and our twitter feed without us having to confirm with you that they can leave. Please complete the relevant section on the TDMS agreement form.
- If you chose not to give your permission then we will need to contact you to get your permission to let your child leave the school. This will be over the telephone. We will ask any students who have mobile phones to contact their parents/carers. A member of staff will briefly speak to the parents/carers and check that the student can leave the school and make their own way home. We will contact the parents/carers of any students who do not have mobile phones will be dismissed one class at a time once all the phone calls have been made for that class.
- Any students who are unable to make their own way home may remain in school where they will be supervised until they can be collected.

Sixth Form Dress Code

At The De Montfort School we are proud of our students who develop pride in looking smart to Sixth Form every day. Sixth Formers are seen to be role models by our younger students who wear our branded TDMS uniform. How our Sixth Form students appear then, is very important. Adhering to our smart dress code sets a standard which supports our high expectations of work ethic and positive behaviour. We find it helps maintain the right environment and mindset for the workplace.

Students should wear items as follows:

- Sixth Form lanyard (safeguarding requirement)
- Suit jacket, smart tailored cardigan or smart jumper
- Tailored trousers
- Tailored skirts or smart dresses (knee length)
- Blouse with or without a collar
- Shirt – long or short sleeves, with or without a collar (no large motifs). Coloured or patterned T-shirts are not to be worn under shirts. Shirts must be tucked in at all times
- Shoes (leather or leather looking)

The following items of clothing are not allowed:

- Hats
- Trainers or shoes with trainer style soles, flip flops, canvas shoes
- Short skirts
- Shorts
- Thin strapped tops or crop tops showing excessive flesh
- Sun dresses
- Leggings
- Hoodies and / or tracksuit bottoms
- Denim items

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

Throughout the Sixth Form calendar there will be occasions when full formal attire is required in the form of a suit for all students eg: open evenings, awards evening, presenting in assembly, mock employer interviews etc.

Please note that:

- Sixth Form students who attend school dressed in a fashion that does not adhere to the above will be sent home by the Head of Sixth Form or a member of the Senior Leadership Team to get changed.
- Hairstyles should be in keeping with a formal workplace. Therefore no offensive extreme hairstyles are permissible eg: patterns shaved into the hair or eyebrows
- Visible piercings should also be kept to a minimum whilst in school
- Students that are on study leave and come into school for revision or to sit external examinations are still expected to adhere to the Sixth Form dress code.

Independent Study Room Protocols

The study room is staffed by our dedicated Sixth Form Achievement Leader, Mrs Kerry Jones. Mrs Jones works with students throughout the day to ensure that they are making the most of their independent study time, as well as provide any pastoral help and support needed. In order to ensure that the study room provides a quiet and purposeful environment in which all students can concentrate and focus, we ask that students respectfully abide by the following rules:

- Working quietly at all times – persistent talking & disturbing others will result in you being monitored and working under close staff supervision
- No inappropriate language
- Phones to be on silent if being used for work purposes – preferably out of sight as they are too easy a distraction
- No food or drinks by the computers
- Litter placed in the bins provided
- Mugs/plates to be returned to the Sixth Form kitchen and left clean

The study room will be open until 4.30pm.

If you wish to work elsewhere during an independent study period eg: Art, then you must register first with Mrs Jones and let her know where you can be located.

Music Tuition

Instrumental and vocal tuition in school

Severn Arts teaches children music in The De Montfort School. If your child is interested in learning to / continuing to play an instrument or would like to have singing lessons during the school day this can now be booked directly with Severn Arts.

Instruments in the brass, stringed and woodwind families are all taught as well as percussion, piano and guitar, and many of the instruments taught are available to hire.

Lessons are available as 20-minute individual lessons (£13.60 per lesson), 20/30 -minute group lessons with 2/3 pupils (£6.80 per lesson, per person) or 30-minute individual lessons (£20.40 per lesson).

Severn Arts teachers are enhanced DBS checked and safeguarding trained.

To book and pay for lessons please go to <https://online.severnarts.org.uk/in-school-music-lessons/>

Once they have received payment, Severn Arts will then agree lesson details.

Making music and learning a new skill can be a huge benefit to your wellbeing and can be lots of fun!

For further information or any queries please contact Severn Arts:

info@severnarts.org.uk

www.severnarts.org.uk



**The De Montfort School
Term Dates
Academic Year 2022/23**

Autumn Term 2022

TED 1	Monday 5 September 2022
TERM STARTS	Tuesday 6 September 2022 for Years 6, 9 and 12
TERM STARTS	Wednesday 7 September 2022 for all year groups
TED 2	Thursday 20 October 2022
TED 3	Friday 21 October 2022
HALF TERM	Monday 24 October 2022 - Friday 28 October 2022
TED 4	Monday 5 December 2022
TERM ENDS	Friday 16 December 2022

Spring Term 2023

TERM STARTS	Tuesday 3 January 2023
HALF TERM	Monday 20 February 2023 - Friday 24 February 2023
TERM ENDS	Friday 31 March 2023

Summer Term 2023

TERM STARTS	Monday 17 April 2023
MAY DAY	Monday 1 May 2023
HALF TERM	Monday 29 May 2023 - Friday 2 June 2023
TED 5 (MAT)	Thursday 23 June 2023
TERM ENDS	Friday 21 July 2023
TED 7	Monday 24 July 2023
TED 8	Tuesday 25 July 2023

School Hours

Time	Mon, Tues, Wed, Thurs and Fri
9.00am	Tutor time
9.30am	Period 1
10.30am	Period 2
11.30am	Break
11.45am	Period 3
12.45pm	Lunch
1.25pm	Register & Period 4
2.30pm	Period 5
3.30pm	End of school

There is no supervision at the school before 8.40am and after 3.40pm. The school cannot accept responsibility for students in the grounds outside these hours. Students should be off the premises by 3.40pm unless they are waiting for a bus, working in the Sixth Form study room or required for an afterschool school activity.

Frequently asked questions

What time does my child need to arrive at school?

Arrival from 8.40am.

What should my child do if they arrive late to school but before the end of the tutorial session?

If students arrive after 9.00am but before 9.10am, they must go to the bottom gate where they will be met by a member of staff, as the student gated entrance will be locked where they will be marked late. They will receive a C2 detention.

What should my child do if they arrive late to school after 9.10am?

If students arrive after 9.10am they should sign in at reception. They will also receive a C2 detention.

What number do I ring if my child is ill?

Please ring 01386 442060 by 9.00am on the first day your child is ill and again for any subsequent day's absence.

What do I do when my child returns to school after an illness?

Please provide a signed absence note on the first day your child returns to school after an illness. Your son/daughter should give this to his/her form tutor.

What should my child do if they feel ill during the school day?

They should tell their teacher straightaway. They may be sent to Mrs Kerry Jones, Achievement Leader or reception, where a trained first aider will take care of them. If they are too ill to remain at school or if hospital treatment is necessary, then parents/carers will be contacted to make suitable arrangements. It is essential we have a minimum of two emergency contact numbers that are up to date. Under no circumstances should students leave the school or go home without permission.

Who do I write to if I need to take my child out of school for medical reasons?

Please send a written note or email Mrs Kerry Jones (Achievement Leader) on kjones@tdms.worcs.sch.uk requesting absence for medical/dental appointments at least 48 hours in advance.

Who should my child see if they have to leave school for an appointment?

Your son/daughter needs to request permission from either the Head of Sixth Form or Achievement Leader.

What is ParentPay?

ParentPay is an electronic system where parents can securely pay for school items online at a time convenient for them. Currently this includes lunches, trips and music tuition.

There is a link on the TDMS website under the Parent Tab and there is link below showing how ParentPay works.

<https://www.parentpay.com/parents/#sectionvideo>

Can my child bring medicines to school?

Please refer to the 'Supporting students with medical conditions' policy on our website.

Who should I contact if my personal details change?

If your personal details change, please inform Elaine Reynolds (our 'Administration Manager').

Who should I contact if I want to discuss a pastoral issue (for example a confidential matter?)

Please telephone the reception desk at 01386 442060 and request to speak to Mrs Kerry Jones, Achievement Leader or Elaine Shepperd, Head of Sixth Form. A message will be sent to the relevant member of staff. Alternatively, you can email the Head of Sixth Form. Email addresses can be found on the school website under 'Contact'.

Who should I contact if I want to discuss my child's progress in a subject?

Please contact the Head of Faculty (HoF), who will deal with the issue and direct the most appropriate person to contact you within 2 working days. You can use the information on the 'Contact' page of the school website.

Who should I contact if I have an issue about my child's education or an issue with the school?

Please make an appointment to discuss the issue with the relevant member of staff. The 'Contact' page of our website gives comprehensive guidance on which member of staff it is appropriate to contact. We strongly advise that any concerns

or issues are not discussed on social media as this could be potentially damaging for our students. As a school, we discourage the use of social media to criticise and make unsubstantiated comments.

How quickly should I expect a response when contacting the school?

We aim to respond to all queries, questions and concerns from parents/carers within 2 working days and resolve them within 5 working days. Full details can be found on the school website.

What if I need to pass on an urgent message to my child?

Please contact the school switchboard (01386 442060) and we will pass the message on immediately.

Does the school provide a locker for my child?

Lockers are available for students in Sixth Form. If a student is allocated a locker, they will be charged £5 which is non-refundable but can be kept for the duration of their time with us. The payment for this is made via ParentPay. The student is responsible for the safekeeping of the key and the condition of the locker. Loss of the key will result in the forfeit of the deposit. Damage to lockers will result in a charge being made for repair and/or replacement.

Cycle Safety Agreement

- Cycles must be dismantled once on school grounds.
- During the day cycles should be secured in the bike shed (as long as Covid restriction have been removed). Cycles must not be left over night.
- Students must always wear a helmet if they choose to cycle to school.
- All students cycling to and from school, accompanied by their parents/carers or on their own, should have undertaken appropriate cycle training. Parents/carers must satisfy themselves that their son/daughter has the necessary cycling skills to enable them to cycle to school safely. The decision on how a student travels to or from school is a matter for the student's parents/carers and the student.
- It is the responsibility of parents/carers who wish their son/daughter to cycle to school to make sure that their child's cycle is roadworthy. Regular parental checks on brakes, steering, tyres, lights etc are essential.
- Cyclists need to be visible at all times. Cycles should have lights and reflectors fitted and in good working order. Bright clothing and reflective strips on clothes and bags is also strongly advised.
- The rules and principles relating to cycling as detailed in the Highway Code should be adhered to.
- The school cannot accept responsibility for the safe keeping of any cycle left on the school premises for whatever reason. It is recommended that it is left padlocked, that the number of the frame is known and that the frame is marked in some way which is easily identifiable by the owner.
- It is the parents'/carers' responsibility to ensure that students' cycles are insured, if they deem it appropriate. The school does not maintain cover in this respect and will accept no responsibility for lost stolen or damaged cycles / cycle equipment.
- It is recommended that parents/carers discuss and agree the safest cycling route with their child, discussing how to deal with any potential hazards.
- The owner of the cycle may not give permission for any other persons to borrow or to interfere with the cycle.
- The cycle must be pushed with the rider dismounted, at all times (evenings, weekends, holidays included) when within the school grounds.
- The school reserve the right to ban students from cycling to school if the rules are not adhered to. In addition, the school will apply the school behaviour policy and take necessary action on a case by case basis. The safety of our students, pedestrians and other road users is paramount.

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?	
---	--

STUDENT LEARNING

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

PHYSICAL ACTIVITY

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

TRIPS AND ACTIVITIES AWAY FROM SCHOOL

<p>What care needs to take place?</p>	
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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.

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

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, **that I will provide**, 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 child 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 child 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 child'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 Four Stones MAT

16-19 Bursary Fund Policy 2022/23

1. Introduction

The 16-19 Bursary Fund is paid by the Education and Skills Funding Agency (ESFA) to schools and colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration.

Students who are eligible must apply by **Friday 16 September 2022** and must also supply the required evidence to support the application. Students who are eligible and who meet the requirements of the funding will expect to receive 3 termly payments over the course of the academic year, subject to meeting the 'Commitment Conditions'.

You must read this document carefully to ensure that you fully understand the requirements of the grant and do not miss important application deadlines which are non-negotiable. To further assist you, a frequently asked questions (FAQ) document is attached at the back of this policy and should hopefully answer any queries or concerns that you may have.

2. Criteria and Eligibility

5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline of Friday 16th September 2022 (i.e. change of circumstances & new students). It is therefore vital that those who are eligible, apply before the deadline of Friday 16th September 2022 to avoid a substantially lower ratio of funding. To be considered for the first round of bursary applications this deadline must be met and is non-negotiable.

Students must be under 19 at the start of the academic year they want a bursary for and studying at school or college, or on an unpaid training course.

(A) Vulnerable Student Bursary: These students will receive up to £1,200 for the year based on enrolling on a full time (ESFA funded) course and meeting the 'Commitment Conditions'. Funding for students in this group is held centrally by the Education and Skills Funding Agency (ESFA) and will be drawn down on demand once appropriate evidence has been seen. Students who qualify for this bursary may experience a short delay while the school applies to draw down the funding.

Vulnerable bursary students are:

- Young people in local authority care
- Young people who have recently left local authority care
- Young people who receive income support (or Universal Credit) in their own name as they are financially supporting themselves and anyone who is dependent on them and living with them
- Young people who are disabled and receive both Employment and Support Allowance (ESA) or Universal Credit and Disability Living or Personal Independence Payments (PIP) in their own name

Please note: Original sources of evidence will be required by the school at the point of application.

Of the funding delegated directly to the school, 85% will be prioritised and allocated as follows:

(B) Discretionary Bursary:

Step 1: Eligible applicants are identified as falling under one of the three student tiers of need below:

- **Student Tier A** – Students who have successfully claimed free school meals for the current academic year.
Evidence: original local authority free school meals letter, school transition data or original Tax Credit/ Universal Credit Award Notice annual statement from HMRC clearly showing household income.
- **Student Tier B** – Students whose home Household income is less than £20,817
Evidence: original Tax Credit/ Universal Credit Award Notice annual statement from HMRC clearly showing household income.
- **Student Tier C** - Students whose home household income is less than £25,520
Evidence: original Tax Credit/ Universal Award Notice annual statement from HMRC clearly showing household income.

Each tier then has a specific weighting multiple for a share of this residual fund as described in Step 2 below:

Step 2: Size of maximum payment depends upon the student tier, number of applicants and of course the total amount of funding available.

e.g.

Tier	Weighting Multiple	Divided by: No. of eligible students
A	4	a
B	2	b
C	1	c

3. Conditions of funding

To continue to receive a bursary a student must satisfy the following 'Commitment Conditions':

- 1) The student must have no unauthorised and unexplained absence or lateness from lessons or from school.
- 2) The student must have an attendance of at least 97% and must not be late on more than 5 occasions per term.
- 3) The student must be up to date with all class and homework and have handed in all coursework by the published deadlines.
- 4) The student must achieve '1' or '2' for the following 'Attitude to Learning' grades: effort; classwork; homework; and organisation.

The final decision will be at the discretion of the head of sixth form and is non-negotiable.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help off-set costs directly linked to their education, for example;

- 1) Transport
- 2) Books and Equipment
- 3) Hardship Costs
- 4) Additional Course Costs (trips and residential visits)
- 5) Costs of travel to higher education interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the school of changes in their financial circumstances.

4. In Year Applications and the Contingency Fund

Applications outside of "Window 1" (Friday 16th September 2022) will be from the Contingency Fund (10% of total Bursary Fund Centre allocation). An estimate of the 'residual funds' figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that Discretionary Bursary Group student allocations may vary according to the "residual funds" available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

5. Procedure for Application

To make an application, a student should first obtain advice from the sixth form support team. Students are advised to clarify they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Private and Confidential' for the attention of the Central Finance Office and handed in at the relevant home School Reception (Hillgrove Site at King Charles I).

The Bursary Fund Manager will then organise a meeting of the Bursary Fund Panel (bursary fund manager, head of sixth form and another member of the senior leadership team). The panel will consider each claim and make a decision in accordance with the fund guidelines. The claim forms will be sent to the finance team who will then administer the appropriate payment to each student.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

6. Appeals Procedure

Appeals must be made in writing to the Bursary Fund Manager within 4 weeks of the panel decisions, explaining clearly what is being appealed and why changing these decisions is thought to be incorrect. An additional meeting of the panel may be called and additional evidence to support the appeal may be required. Please note, the school is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

7. Timing and Amount of Payments

1. Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria.

2. Applications for 2022/23 Bursary Funds may be made in the time periods below:

▪ **Window 1:**

For a response by Monday 26th September 2022, applications should be received by Friday 16th September 2022 with original evidence attached.

▪ **Window 2*:**

Applications with evidence received after the Window 1 deadline but before Friday 23rd September 2022 will receive a response before Monday 3rd October 2022.

▪ **In Year Applications*:**

Beyond Window 2 applications will receive a response within 10 working days of submission. The final deadline for applications is the final day of spring half term.

* All applications outside of Window 1 will also be pro rata based on the student enrolment date and remaining part of the academic year.

3. It is expected that at least 85% of the funds for the year will be earmarked during Window 1.

Any residual funds will be allocated equally to all students who qualified for all 3 termly payments at the end of the summer term.

4. Payment Schedule:

'Commitment Conditions' review date	Payment Date	Bursary Amount
Term 1: 1 week after Bursary agreed	Review Date plus 2 weeks	50%
Term 2: End of first full week	Review Date plus 2 weeks	25%
Term 3: End of first full week	Review Date plus 2 weeks	25%

Important Notes

- All payments will be made via BACS* in the name of the student.
- Regrettably, we are unable to make payments to anyone other than the student.
- Students should ensure they have a bank account in their name through which to receive funds.
- If a partial allocation is made, the payments will be related proportionately.

BACS stands for 'Bank Automated Clearing System' and means that the payment is made directly into your bank account.

Frequently Asked Questions (FAQs)

Q: How much money will I receive?

A: Unless you fall into the Vulnerable Student Group, the amount of funding you will receive will be dependent on which tier you fall into, but also how many students apply for the funding as the calculation used is split between the numbers of applicants. Only those students who fall into the Vulnerable Student Group receive up to a set annual payment of £1,200.

Q: I qualified for the Bursary last year – do I still need to apply?

A: Yes – to qualify for any funding from September 2022, everyone will need to submit a new application with original HMRC evidence for this current year. You will also need to bear in mind that if you still qualify, the amount of money you receive may differ to what you received last year.

Q: Who has decided the income thresholds for eligibility for the different Tiers of funding?

A: The income thresholds have been agreed based on the first threshold of the tax credit/universal credit rates published by HMRC.

Q: When will I get my money?

A: Because we anticipate that your costs (i.e. text books, equipment etc.) are more when you start a course, we allocate 50% of the total grant in the first payment and split the remaining 50% into two equal payments for the Spring and Summer term (i.e. 25% each term thereafter). We aim to pay your instalments by the end of the third full week in each term.

Further guidance can be obtained by looking on the website: <https://www.gov.uk/1619-bursary-fund>

TDMS

Home School Agreement 2022/23 'Ambition, Creativity, Commitment and Integrity'

The Home School Agreement makes clear the commitment of students and parents/carers.

Student name Year group

Student pledge

As a student at TDMS, I will show **ambition** by:

understanding that hard work equals success.
being knowledgeable about what happens when I leave school and what I can achieve.
attending extra-curricular activities offered by the school and looking for positions of responsibility and contributing to my school community.
valuing feedback by listening and acting upon it.
being able to clearly articulate future goals/career aspirations.

As a student at TDMS, I will show **creativity** by:

adopting the mindset that it is okay to fail as it is one step closer to success.
listening to the thoughts and ideas of others to take on board alternative ways of approaching a task.
asking and answering questions and showing curiosity in topic content to further develop a thirst for knowledge.

As a student at TDMS I will demonstrate **commitment** by:

making the most out of the opportunities that I am offered.
being the best I can be.
being committed to my education by attending every day and being punctual to school/sixth form and every lesson.
completing all homework set to a good standard and handing it in on time.
turning off my mobile phone or any other technology, which is a distraction, so that I can focus on my school work.

As a student at TDMS I will have and show **integrity** by:

being polite and respectful at all times.
following rules and accepting that every action has a consequence.
wearing the correct dress code with pride and bringing all necessary basic equipment.
respecting the school environment and equipment.
reporting to a member of staff if I do not feel safe in or outside of school.
reporting to a member of staff if I think that someone else may be in danger or being abused in any way.
having respect for individuals, groups and communities both within the school and beyond regardless of age, gender, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

As a student, I will fully support The De Montford School (TDMS) as I believe in the school's values of **ambition, creativity, commitment** and **integrity**. I understand that working together means achieving together and this will ensure the best possible education for me. My commitment to the school will remain throughout my time at TDMS.

I agree to abide by the Home School Agreement. Not signing the agreement does not invalidate it.

Student name:

Signed (student) Date

Parent/Carer pledge

As a parent/carers of a child at TDMS, we/I will show **ambition** by:

insisting that our/my child works hard and produces their best work at all times.
attending after school events, parent/carers and option evenings.
supporting our/my child to access extra-curricular activities.
supporting school by encouraging our/my child to attend careers events/visits offered by school.

As a parent/carers of a child at TDMS we/I will support **creativity** by:

ensuring our/my child can read fluently and with confidence. We/I understand that a good standard of literacy will have a significant impact on our/my child's success and so are committed to ensuring our/my child reads every night.
providing opportunities at home to discuss our/my child's learning and challenge thinking.
encouraging our/my child to participate in trips and visits that the school arranges.

As a parent/carers of a child at TDMS, we/I will show **commitment** by:

being committed to supporting the school's efforts by encouraging the best possible standards in our/my child's studies.
understanding the importance of homework and reinforcing this message at home by providing a suitable place for homework to be done. We/I will show our commitment to support our/my child with their homework by checking that homework is completed and to a good standard.
ensuring our/my child attends school every day.
scheduling routine dentist and doctor appointments during a time where the school is not in session.
ensuring our/my child arrives in school on time every day.
not planning any family holidays or other absences and accepting that any unauthorised absence of this nature will be investigated by the Education Investigation Service.
reporting our/my child's absence by 9am on each day of absence.

As a parent/carers of a child at TDMS we/I will show **integrity** by:

respecting, embracing and reinforcing the vision and values of the school.
supporting the school behaviour for learning protocols. We/I will agree that if our/my child commits a serious breach of the behaviour policy, they will be placed in isolation whilst a full investigation takes place and may include a further isolation period or suspension or permanent exclusion.
not excusing our/my child from a detention as it takes priority over any other activity.
supporting our/my child to make sure they wear the correct dress code every day. Respecting that dress code violations will result in our/my child being sanctioned if the situation cannot be resolved by going home to get changed or bringing the appropriate dress code for them to change.
ensuring that if homework is not completed to the agreed standard, our/my child will attend a school homework detention and/or compulsory homework club where necessary.
making sure any concerns are not discussed on social media sites as this could be potentially damaging for students. We/I will actively discourage the use of social media to criticise and make unsubstantiated comments and educate our/my child about the right way to communicate.
modelling appropriate behaviour when in the vicinity of the school.

As a parent/carers, we/I will fully support The De Montford School (TDMS) as we/I believe in the school's values of **ambition, creativity, commitment** and **integrity**. We/I understand that working together means achieving together and this will ensure the best possible education for our/my child. Our/my commitment to the school will remain throughout our/my child's time at TDMS.

I agree to abide by the Home School Agreement. Not signing the agreement does not invalidate it.

Parent/Carer name:

Signed (parent/carers) **Date**

Please indicate, by ticking 'Yes' that you give your permission for the following:

Permissions	Yes	No
<p>Parent/Carer I confirm that I am the legal parent/carer of the student(s) named above and am not prevented by court order or other legal means from contact with the above.</p>		
<p>Internet I give permission for my child 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.</p>		
<p>Cashless Catering I give permission for the school to use biometric information from my child as part of the school meal system.</p>		
<p>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.</p>		
<p>Publication of student work I agree that my child's work may be electronically published.</p>		
<p>Newsletter I give permission for the school to use my child's name in the school newsletter.</p>		
<p>Parent/Carer use of social media and complaints procedure As a parent/carer, 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.</p>		
<p>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</p>		
<p>Mobile phone, MP3 player and Games console Policy As the parent/carer of the above student, I have read the above and grant permission for my child to bring a mobile phone into school.</p>		
<p>Health and Safety I have read and agree to the medical update, emergency salbutamol inhalers in school and food testing information.</p>		
<p>Emergency Closures I give my permission for my child to leave the school 15 minutes after the school has sent the text messages and emails and placed a message on the website and twitter feed without us having to confirm with you that they can leave.</p>		
<p>Non-prescription medication I give consent to school staff administering the following non-prescription medicines, that I will provide, in accordance with the school policy: Ibuprofen / Paracetamol (<i>please delete as appropriate</i>) I will inform the school immediately, in writing, if there is any change to this consent to administer non-prescription medicines.</p>		
<p>Dress Code I support the dress code guidelines for Sixth Form students</p>		
<p>Permission to use the fitness suite I give permission for my child to use the fitness suite during term time before, during or after the school day unsupervised. I understand and acknowledge that the school takes no responsibility for any injury sustained whilst my child uses the gym equipment.</p>		
<p>Permission to help at school evening events On occasions when my child is required to attend evening events to support the school such as an open evenings or parents' evenings, I agree to my son/daughter to attend and I will make arrangements for my child to be collected or give permission for them to make their own way home.</p>		
<p>Permission to send your child home and return without further consent As detailed in the Dress Code section there may be occasions when your child has dressed inappropriately for the Sixth Form workplace and needs to go home to change. Likewise, a student may forget an item that is needed throughout the day (lunch, work folders) and may request for us to allow them to go home, collect and return. Please indicate that you give permission for this to arrangement to be in place.</p>		

Declarations

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

- **Attendance Policy**
- **Home School Agreement**
- **Privacy Notice**
- **Student ICT Acceptable Use Policy**
- **Mobile phone, MP3 player and Games console Policy**
- **Homework Policy**
- **Health and Safety**
- **Dress Code**
- **Use of social media**
- **Cycle Safety Agreement**
- **16-19 Bursary Fund**

I will undertake to fully support TDMS in implementing the Home School Agreement and policies in the parents/carers information pack. My decision on whether to give consent will remain valid throughout my child's time at TDMS unless I give written notice to the contrary.

Signed (Parent/Carer) **Date**

I agree to abide by the Home School Agreement/permissions and policies.

Signed (student) **Date**

Photography and Images of students within The Four Stones Multi Academy System

Having read the policy on pages 16 - 20, 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 child's photograph and use it as their profile picture on the relevant school's information management system? Please note that access to this system is restricted.		
2. May we take your child's photograph during activities that take place within the school day?		
3. May we video your child during activities that take place within the school day?		
4. May we take your child's photograph during extra-curricular activities?		
5. May we video your child during extra-curricular activities?		
6. May we take your child's photograph during school trips?		
7. May we video your child during school trips?		
8. May we use photographs of your child on our schools' and MAT's website?		
9. May we use photographs of your child in our schools' newsletters? Please note that our schools' newsletters are only available on the relevant websites.		
10. May we use photographs of your child in our schools' prospectuses? Please note that the schools' prospectus are also hosted on the schools' and MAT's website.		
11. May we use photographs of your son/daughter on our official schools' Twitter accounts?		
12. May we use photographs of your child (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 child for displays in our schools?		
14. May we use video recordings of your child for displays in our schools?		
15. May we use photographs of your child for staff training and professional development activities?		
16. May we use video recordings of your child for staff training and professional development activities?		

This form is valid from the date of signing until your child leaves The Four Stones Multi Academy Trust (MAT). Photographs and videos will be securely archived after your child has left the MAT. Photographs and videos used for publicity purposes may continue to remain in circulation after your child has left the MAT. 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 MAT is happy to allow this, at the discretion of the relevant 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.

Declaration

<p>Name of student.....</p> <p>I have read and understand the information regarding use of photographs/images and videos. I understand that my consent remains valid throughout my child's time within The Four Stones Multi Academy Trust.</p> <p>Signed (Parent/Carer) Date.....</p> <p>I have read and understand the information regarding use of photographs/images and videos. I understand that my consent remains valid throughout my time within The Four Stones Multi Academy Trust.</p> <p>Signed (by student).....</p>
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