



Guilsborough Academy

Guilsborough Multi Academy Trust

HOME SCHOOL AGREEMENT September 2023 - July 2030

A successful education for your child depends upon a positive partnership between home and Academy. The agreement below, represents the shared commitment of the school, parents/carers and students. By requesting a place at Guilsborough Academy, parents/carers have agreed to this partnership and we now ask you to confirm this by reading the details below before completing and signing the reply sheet.

In dealing with behaviour issues the school has a variety of consequences that are used, all of which are sanctioned by the Department for Education. We try as much as possible to give notice and communicate with parents/carers however on some occasions this may not be possible. However, what is important is that the consequence system in school is managed by Academy staff and there is a well-structured system in place. (See the Positive Behaviour Policy on our website)

The Academy agrees to:

- Provide a safe, caring and stimulating environment for students to learn and develop as an individual.
- Help all students to progress in all subjects and areas and provide additional opportunities to take part in extra-curricular activities.
- Have high expectations of all students in their work and behaviour.
- Set homework to support learning after school.
- Inform parents/carers of their child's progress and of school life in general.
- Maintain student records on a secure database only for educational purposes within accordance with the Data Protection Act (1998) and the General Data Protection Regulations (2018). In addition, Prospects are provided with personal information to enable them to support and advise students about further education and provide career advice (statutory requirement).

As parents/carers, we will:

- Support our child by taking an active interest in his/her learning and progress.
- Ensure our child attends school regularly and punctually.
- Support the Academy in expecting our child to follow school policies on issues such as behaviour and the use of school computers.
- Liaise with Academy staff with regard to the educational progress of our child through attending parents' evenings.
- Contact the Academy if we have any concerns about our child.
- Support our child in completing homework as stated in the study planner.
- Supply the Academy with full and accurate personal information about each child in order to enable records to be kept up-dated.
- Ensure our child wears uniform as approved by the Academy governors, at all times.
- Ensure that if we have any concerns or issues regarding their child or Guilsborough Academy, we will contact the school directly and not discuss these concerns publicly e.g. on social media sites.

As a student, I will:

- Have high expectations of myself and try my hardest.
- Follow staff instructions at **all** times.
- Support other students in their learning.
- Follow the positive behaviour policy
- Wear school uniform with pride and come to school properly equipped for lessons.
- Show respect for other people and their property in school and on the way to and from school.

ICT ACCEPTABLE USE

Information and Communications Technology (ICT) plays a key role in the education of your child at Guilsborough Academy. The Academy has many computers with Internet access. Students will use these within lessons. Academy computers must be used responsibly and in accordance with the Academy's Acceptable Use Policy. All students are made aware of this policy. Additionally, mobile devices such as students' own devices must be used in accordance with the Academy's Use of Communicative Electronic Devices Policy found on our website [here](#).

Students are encouraged to use and be aware of the safety rules and procedures that regulate use of the ICT resources, including the internet. At Guilsborough Academy students are allowed access to our curriculum network and provided with filtered internet access, and this enables us to use a vast array of resources and to communicate in support of research and education.

- The Academy encourages students to understand that the IT Network and associated resources including Internet access are for educational purposes and therefore must be used in an appropriate manner.
- Students are responsible for their behaviour, use of these resources and for their communications within the system.
- Any breach of the rules will be a disciplinary matter.
- Students know that access to the networked resources is a privilege and that they can make use of the internet, VLE and IT network in support of studies in all subjects in lessons only with the express consent of the class teacher.
- Students must not access, create or display material (images, sounds, text and video) which is likely to cause offence, inconvenience or anxiety to themselves or others.
- Students are encouraged to question information published on the web or contained in emails and not to assume it is true and accurate.
- All usernames and passwords must be kept secret.
- All electronic communication must be free from racist, sexist, abusive, homophobic or aggressive words and when writing anything it must not cause upset or offence to anyone else as this could give the student and the school a bad name.
- When using the Internet students must never give out personal information about themselves or anyone else, such as addresses, telephone numbers and private details.
- Students must not respond to unpleasant messages but must immediately inform a member of staff if they are uncomfortable with any messages received.
- Websites that have offensive, violent or pornographic images must not be accessed at any time. Any such site accessed accidentally must be reported so that they can be blocked.
- Students will respect the privacy of other users' files.
- All incidents that breach the Acceptable Use Policy must be reported immediately to a teacher.

www.thinkuknow.co.uk is a useful site for help and advice.

E-safety is important and further advice and guidance can be found at:

www.ceop.co.uk (for parents/carers/adults)

www.childnet.com (for parents/carers/students)

Any misuse of computers may result in serious action being taken and students may have access privileges withdrawn. Parents and carers are asked to support us in this policy. Students will only be given access with parental consent.

Parents/carers should also be aware that students will have an e-mail address for use within the school. If you have any concerns about this, please contact the Network Team.

CONSENT FOR PHOTOGRAPHY AND IMAGES OF CHILDREN **SEPTEMBER 2023 - JULY 2030**

During your child's life at Guilsborough Academy, we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a website by us.

Photography or filming will only take place with the permission of the Principal, under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize) and their home address will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please read the statements below and complete the application form to indicate your permission preference.

I understand that:

- the local media may take images of activities that show the Academy and children in a positive light, e.g. drama and musical performances, sports and prize giving;
- photographers acting on behalf of the Academy may take images for use in displays, in publications or on a web site;
- embarrassing or distressing images will not be used;
- the images will not be associated with distressing or sensitive issues;
- the Academy will regularly review and delete unwanted material.

NB There may be events falling outside the normal day to day activities of the Academy (e.g. sports fixtures, plays, trips) in which pictures of children are requested. If you wish to attend Academy functions and take photographs of your and other people's children, please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Any images are strictly to be kept for personal or family use and must not be displayed on any social networking site

Any photographs and videos taken by parents/carers at school events for their own personal use are not covered by data protection legislation. However, we will ask that photos or videos with other pupils or adult data subjects are not shared publicly on social media for safeguarding reasons, unless all the relevant parents/carers and data subjects have agreed to this.

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the digital photograph or video and not distribute it further. If consent is withdrawn after a photograph is used in a publication(s) we will continue to make use of the publication(s) incorporating the photograph but we will not use the photograph again and will remove it from the publication if it is re-printed

When using photographs and videos of pupils we will not accompany them with any other personal information about the child, to ensure they cannot be identified.

See our Child Protection and Safeguarding Policy for more information on our use of photographs and videos.

Safeguarding Statement

Child Protection and Safeguarding

The Department of Education, through *Working Together to Safeguard Children* (DfE July 2018) and *Keeping Children Safe in Education* (DfE Sept. 2021 ~~2021~~ 2022), places a duty on organisations to safeguard and promote the well-being of children and young people. At Guilsborough Academy we are fully committed to safeguarding and promoting the welfare of all our students.

On occasions, a student may disclose information of a sensitive nature to a member of staff. When this happens, staff will listen and explain clearly and calmly to students that information about their safety may mean that other people have to be informed in order to support and safeguard them. They cannot promise to keep such information confidential.

When a member of staff has any child protection or welfare concerns about a student, they have a duty to report these concerns to a Designated Safeguarding Lead in the school. In dealing with such instances we are legally required to follow Northamptonshire County Council's procedures which may require us to refer to the MASH (Multi-Agency Safeguarding Hub) team.

Guilsborough Academy takes its Safeguarding and Child Protection responsibilities very seriously. We work closely with the local authority and other appropriate external agencies to ensure the welfare of all our students. If you have any concerns about a child's welfare, please contact a member of the Safeguarding team:

Designated Safeguarding Lead

Mrs Phipp - Senior Leader

Deputy Designated Safeguarding Leads

Mrs N York – Safeguarding & Home School Liaison Officer

Mr Hancock – Vice Principal

Miss Keenes – Vice Principal

Mr Mills – Assistant Principal

Mr Woolridge – Assistant Principal

Mr Harrison – Assistant Principal

Mrs Church – Designated LAC and Outreach Teacher

Mrs Forrester – Attendance Officer

PRIVACY NOTICE FOR PARENTS/CARERS AND STUDENTS

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 **pupils**.

We, Guilsborough Multi Academy Trust are the 'data controller' for the purposes of data protection law.

Our data protection officer is Paul Stratford (see 'Contact us' below).

The personal data we hold

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

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

We may also hold data about students/pupils 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/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' 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 pupils' personal data in situations where:

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

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

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

Collecting this information

While the majority of information we collect about pupils 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 we store this data

We keep personal information about students/pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools. This can be found on our website.

Data sharing

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

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it.
- The pupil's family and representatives – to provide regular reports on the pupil's progress and to ensure the pupil's safety whilst at school
- Educators and examining bodies – to meet our legal obligations and allow the pupil to be entered for assessments
- Ofsted – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to help us fulfil our public task
- Health authorities – to meet our legal obligation to keep our pupils safe
- Health and social welfare organisations – to meet our legal obligation and to protect the pupils
- Professional advisers and consultants – to help us fulfil our public task
- Charities and voluntary organisations - to help us fulfil our public task and to protect the pupils
- Police forces, courts, tribunals – to meet our legal obligations to share information with them

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

National Pupil Database

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

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Mr Niland, Academy Data Protection Lead, niland@guilbsborough.northants.sch.uk

Other rights

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 Mr Niland, Academy Data Protection Lead, niland@guilbsborough.northants.sch.uk

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 Mr Niland, Academy Data Protection Lead, niland@guilbsborough.northants.sch.uk

You can also contact our Data Protection Officer:

Donna Flynn

Email: DPO@theictservice.org.uk

Tel: 0345 196 8075

Address: Speke House, 17 Compass Point Business Park, Stocks Bridge Way, St Ives, Cambs PE27 5JL

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:

- Mr Niland, Academy Data Protection Lead, niland@guilbsborough.northants.sch.uk