

# Hawarden High School

## Ysgol Uwchradd Penarlâg

Information for  
new students  
2024



*"Learn to succeed" - "Dysgu i lwyddo"*

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# LEADERSHIP GROUP

## HEADTEACHER

Mr. S. Budgen

## DEPUTY HEADTEACHER

Mr. A. Boyd

## ASSISTANT HEADTEACHERS

Mrs. I. Birch

Mr. P. Connolly

Mr. J. MacDonald

Miss. D. Gilsenan

## ASSOCIATE ASSISTANT HEADTEACHER

Mr. J. Artist

## SCHOOL BUSINESS MANAGER

Mrs. S. Sant

## Curriculum Leaders

Mr. R. Jones	Communications
Mr. A. Jeffrey	Mathematics
Mr. D. Anderson	Sciences
Mrs. C. Gilpin	Arts, Culture & Wellbeing
Mr. G. Evans	Cymru, Ewrop a'r Byd
Mr. M. Kenny	Technical and Vocational

## Pastoral Leaders

Mr. M. Clive	Head of Pastoral Partnerships
Mrs. H. Evans	ALNCO

## HOUSES



Mrs. A. Lacey  
Acting Head of  
Tŷ Deiniol



Mr. B. Rodgers  
Head of  
Tŷ Gladstone



Mrs. S. Coppack  
Head of  
Tŷ Ledsham



Mrs. H. Robinson  
Head of  
Tŷ Glynne

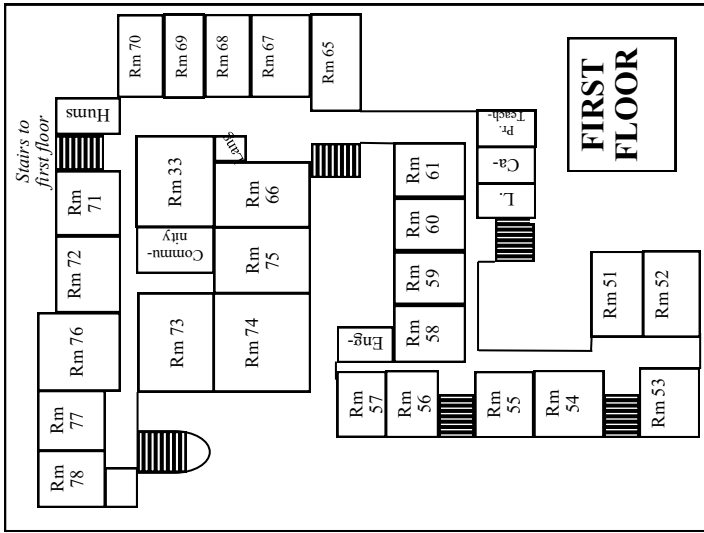


Each house has a different tie. Ties will be on sale from the school.  
Years 7-10 tie on left, Year 11 tie on right.

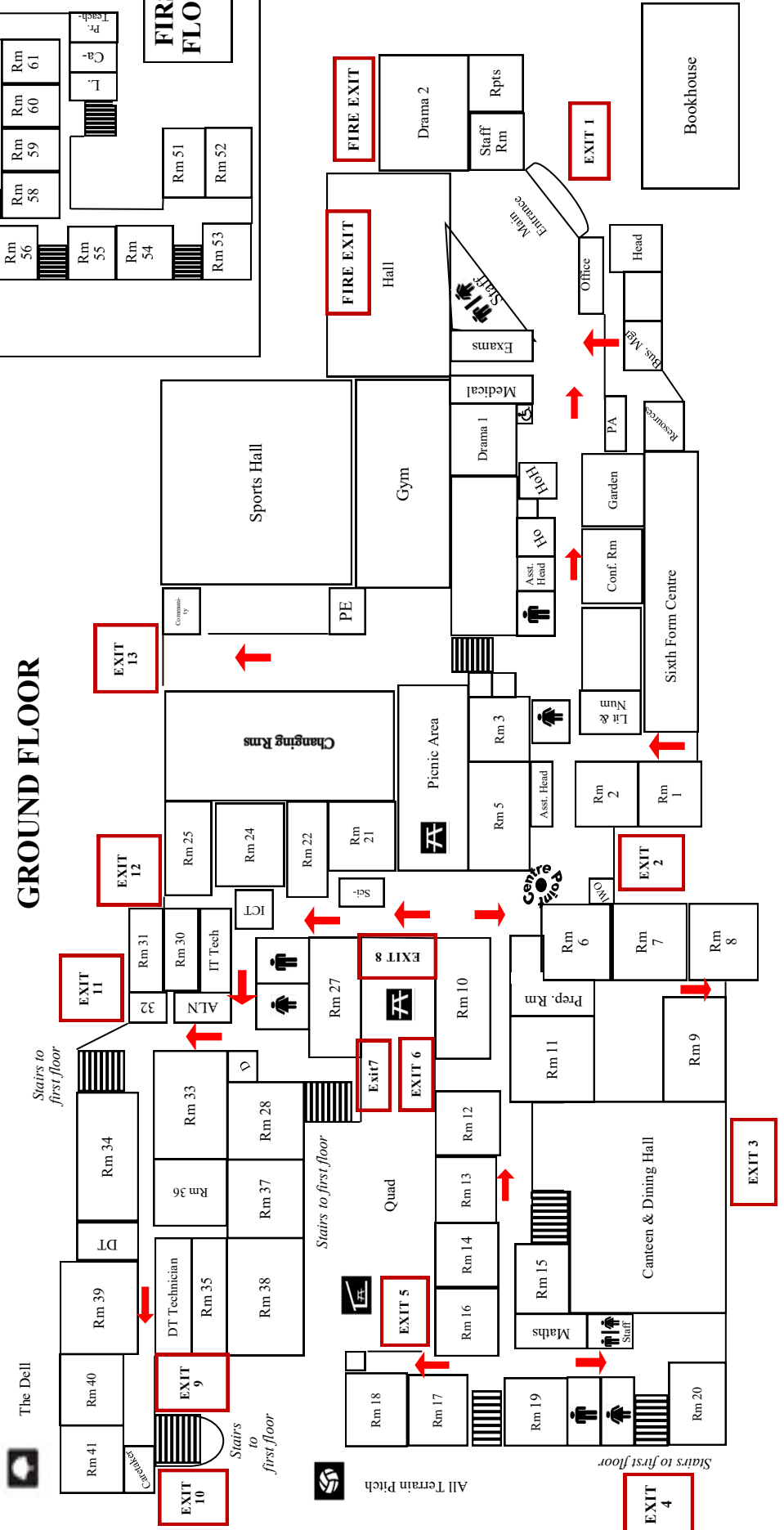


# SCHOOL MAP

**EMERGENCY EVACUATION:**  
Follow arrows to nearest exit point and proceed to School Assembly Point near All Terrain Pitch



## GROUND FLOOR



# THE SCHOOL DAY



Period 1 9.05am- 10.05am	Period 2 10.05am- 11.05am	Period 3 11.25am- 12.25pm	Period 4 1.10pm- 2.10pm	Period 5 2.10pm- 3.10pm
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Example Timetable:

<b>Mo</b>	<b>Welsh</b> Mr G Davies Room 3	<b>Mathematics</b> Mr S Chaplin Room 14	<b>PE</b> Miss K Davis Gym	<b>English</b> Mrs S Williams Room 59	<b>Science</b> Mrs S Bunn Room 5	← Subject ← Teacher ← Room Number
<b>Tu</b>	<b>English</b> Mrs S Williams Room 59	<b>ICT</b> Mrs A Lacey Room 22	<b>Technology</b> Mr M Kenny Room 33	<b>Science</b> Mrs S Bunn Room 5	<b>History</b> Mr C Smith Room 72	
<b>We</b>	<b>PE</b> Miss K Davis Field	<b>Technology</b> Mr M Kenny Room 33	<b>Art</b> Miss C Williams Room 38	<b>English</b> Mrs S Williams Room 59	<b>German</b> Mr G Evans Room 67	
<b>Th</b>	<b>Philosophy &amp; Ethics</b> Mr C Wheeler Room 71	<b>Music</b> Mr N Sant Room 53	<b>Mathematics</b> Mr S Chaplin Room 14	<b>Geography</b> Mr M Clive Room 70	<b>Drama</b> Mrs S Cop- pack Drama 2	
<b>Fr</b>	<b>Reading</b> Mrs B Thomas Room 61	<b>LEAD</b> Mr O Jones Room 8	<b>Science</b> Mr C Dobson Room 9	<b>Welsh</b> Mr G Davies Room 3	<b>Mathematics</b> Mr S Chaplin Room 14	

You will be expected to move around the school with all your equipment to each lesson. Each student is required to have:

A pencil case, 2 black writing/ball-point pens, red ballpoint pen, green ballpoint pen, highlighter, 2 HB pencils, an eraser, coloured pencils, a pencil sharpener, a protractor, scientific calculator and a 30cm ruler. You may also find it useful to have a purple pen.

## Structure of the school day

- 8:40 am: Warning Bell
- 8:45am to 9:05am: Registration then proceed to tutorial activities, class-based collective worship , house or year assembly
- 9:05am to 10:05am: Lesson 1
- 10:05am to 11:05am: Lesson 2
- 11:05am to 11:20am: Break
- 11:20a.m: Proceed to Lesson 3
- 11:25am to 12:25pm: Lesson 3
- 12:25pm to 1:05p.m: Lunch
- 1:05pm: Proceed to Lesson 4
- 1:10 pm to 2:10pm: Lesson 4
- 2:10pm to 3:10pm: Lesson 5
- 3:10p.m: End of School

Extra curricular enrichment activities

# SCHOOL UNIFORM RULES

The school places great importance on uniform and we look to the support of parents to ensure that uniform regulations are followed. Requiring pupils to wear school uniform emphasises our belief in the identity of the school, develops pride and a sense of belonging, establishes standards and promotes equality. It also underlines the importance of being neat and tidy in all aspects of school life. We would remind parents that extremes of fashion are inappropriate to a school environment. Please ensure that clothing is labelled to avoid loss/assist recovery.

## All Students

- A plain, dark coat or jacket suitable for weather conditions but coats must not be worn inside the school buildings. Scarves, caps and hats are not allowed in school.
- Plain, white shirt:- which must be worn with the top button done up.
- School tie:- worn to the top button with House colour stripe.
- Black V-neck school jumper:- must be embroidered with school emblem. Cardigans are not allowed. Jumpers to be worn at all times unless express permission given for removal.
- Plain black skirt:- approximately knee length. Skirts must not be made of stretch fabric and must not be too short or too tight. Pencil skirts and bodycon skirts are **NOT** permitted.
- Plain dark grey or black tailored trousers of formal, loose fitting style. Jean style, combat, cord, denim, canvas, stretch material and 'legging' style trousers are not allowed. No logos should be visible. Trousers must be worn at the waist.
- Belts, if worn, must be of a dark colour with a small, discreet buckle.
- Plain white, black or grey socks, or black tights. Over-knee socks, trainer socks, patterned tights are not allowed.
- Black shoes:- suitable for school and of a type that can be polished. High heeled or open toed shoes, trainers, canvas shoes, sandals, boots and any footwear with visible logos are not allowed.

## PE Uniform

Plain white polo T-shirt with school logo  
Black shorts or skorts (not cycling shorts)  
Red outdoor top with school logo (optional)  
School red and white rugby shirt (optional)  
Red long socks  
Trainers  
Towel  
Football boots  
Water bottle

## Jewellery

- **The only jewellery permitted in school is:**
- Discreet plain metal ear stud (maximum one small stud per ear lobe)
- One small finger ring (with no edges or projections)
- Wristwatch (smart watches not permitted)
- One appropriate charity wrist band
- **No** other jewellery is acceptable.
- On no account should expensive jewellery be brought into school.

## Hairstyles

- Hair should be of a natural colour (Dip-dyes are unacceptable)
- Inappropriate or extreme hairstyles are not allowed, this includes 'tram lines'. Patterns cut into the hair that is too 'styled'
- Hair-bands and accessories must be of a plain style, for example, no flowers or bandanas are allowed.

## Make up:

- **Any make up worn must not be obvious**
- Light mousse or foundation and a little mascara are acceptable.
- Coloured lipstick/gloss, eye shadow, blusher, eye liner and pencilled eyebrows are not acceptable.
- False nails or nails that are fashionably long are not permitted
- Coloured nail varnish is not acceptable.
- False eyelashes are not permitted.

## Health and Safety

Shin-pads are required for hockey, football and rugby

The use of gum-shields is strongly encouraged for sports such as hockey and rugby.

Under no circumstances can ANY items of jewellery be worn for PE lessons.

Ear piercings may NOT be covered with plasters.

We do not allow any body piercing apart from ear studs.

# THE SCHOOL PLANNER



## For Students

On the first day at Hawarden High School, you will be given a planner by your form tutor. You must look after this planner and bring it to school with you every-day and have it on your desk for every lesson.

You should:

- Have your planner with you every-day.
- Make sure you get your planner signed by your parent/carer once a week.
- Your form tutor will sign the planner every week as well.
- Do not draw on your planner.
- Make sure you copy your timetable into your planner.
- Record every homework in your planner.
- Teachers will write comments in your planner if they need to communicate with home.
- Excellent behaviour will be recorded.
- C2 warnings will be recorded in planner.
- If you forget your homework or behave inappropriately this will be recorded in your planner. If you need the toilet in lessons you will need to have your planner signed by your teacher and take it with you when you go.
- Record all your usernames and passwords for websites used for homework.

## For Parents/Carers

The planner is the first line of communication from school to home. Please ensure you regularly check the planner and sign it every week. If you need to communicate to your child's teachers you can write a comment in the notes. Please try to make sure that your child uses the planner effectively and looks after it.

# HOMWORK

## For Students

- Record your homework in detail in your planner when the teacher sets it.
- Write down your homework in lessons. If none is set, write this down next to the subject in your planner to remind you when you get home.
- Record when the homework is due to be handed in and where to take it. Sometimes this will be next lesson, other times you may have to hand it in the next day, listen carefully to what the teacher says and WRITE it down.
- Ask for more details if you are unsure and make sure you understand the task set so you don't panic when you get home.
- When you get home, use your planner to remind you of the homework and tick off when you have completed it.
- If you have trouble completing the homework, email or ask the teacher who set it for help. Try to do this BEFORE it is due in.
- Try to do homework the day it is set – not the night before it is due in (you may get three other homework tasks that night)
- Take your homework in on the right day and remember to hand it in.
- Get into a good routine with homework – it will make your life a lot easier.

## For Parents/Carers

- Agree a routine with your child and stick to it.
- Try to ensure homework is done on the night and doesn't 'build up'
- Encourage your child to unpack their bag in an organised way and re-pack it the night before.
- Check their planner regularly for what homework they have and when it needs to be done by.
- Be prepared to invest time at first to help with homework, until their routine is established.
- A good routine is completing homework after a short break when they get home. Get it out of the way early, leaving the rest of the evening free.
- Homework club is available after school and on certain lunchtimes with teachers able to help students.
- Take a clear interest in the comments and marks your child gets back – celebrate success and give the clear message that homework is valuable and important. E-praise will record when house points have been given.
- If an excuse is given for consistently not having any homework and you are concerned check with the school and check the planner for red marks or 'missing' pages.
- Good patterns and routine can become very hard to re-establish later on. Do it from the start.



# BEHAVIOUR EXPECTATIONS



## Standards Cards

Every half term you will be issued with a Green Standards Card. On the standards card there are 10 infringements. The card is to be with you at all times and is kept in a plastic wallet in your planner.

These are:

- |                          |  |
|--------------------------|--|
| 1. Punctuality           | 6. Environment/Graffiti/Litter/Chewing Gum |
| 2. Uniform               | 7. Organisation                            |
| 3. Coat on indoors       | 8. Respect                                 |
| 4. Make up/Nails/Hair    | 9. Corridor Behaviour                      |
| 5. Break/Lunch behaviour | 10. Mobile Phones                          |

Your card will be 'marked' if you do not conform to the school's expectations. If you keep an unmarked card it will be entered into a prize draw.

Each card has 3 infringements on it. If you have your card marked 3 times you will progress to the yellow card and then a red card. If you have progressed to the next card you will have a detention after school.

## Rewards

You will be rewarded for excellent classwork, attitude to learning and being involved in the school life.

These include...

- E-praise house points
- Praise - Verbal / Written , and emails home to parents
- Praise Postcards
- Group Awards for citizenship or community awareness (local and global)
- Reward Trips
- Certificates for excellent attendance which will be entered into your Progress File
- Certificates for the number of house points you receive
- Prize draw for each House each half term for a 'clean' standards card.
- Prize draw for each House each half term for 100% attendance.
- Acknowledgement of citizenship which will be entered into your Progress File
- Headteacher's Commendation

## Bullying

The school takes all reports of bullying very seriously indeed and our policy is one of zero tolerance. We investigate all incidents of bullying, no matter what form they may take, and we take appropriate action to respond discreetly and sensitively to the needs of both the victim and the bully(ies). We believe that all students should be able to feel comfortable and safe within their learning environment.

- Always tell an adult/teacher or your classmates if you are bullied or report on E-Praise.
- Stay with your friends and all of you say "NO" to the bully. Remember there is safety when you are in a group with other people; bullies are cowards who do not like to be watched.
- Practise saying "NO" to the bully. Speak slowly, clearly and firmly. In some lessons you will learn how to do this.
- If you are being bullied by being called a name ignore them but tell your form tutor about it. The best that a bully can hope for is to see you get upset. Ignoring the name calling can be very difficult but try hard and remember, if you cannot cope, ask for help.
- School will put intervention into place but any further bullying must be reported immediately so that school can act.

***INFORMATION FOR STUDENTS AND PARENTS/CARERS***

# SCHOOL MEALS



School meals are provided by Newydd. Our priority is to provide a wide range of quality, wholesome and nutritious food. We monitor the services closely. Meals are prepared daily, using fresh, high quality and some locally obtained produce. We provide a wide range of sandwiches, which are freshly made every morning. We can cater for any special dietary requirement your child may have. All your child needs to do is notify us of their requirements each morning and they will be ready for collection at either break or lunch time.

## **Breakfast Club**

Breakfast Club is open each day from 8 - 8.40am in the school canteen. Breakfast is served during this time.

## **Free School Meals**

If your child is eligible for free school meals an allowance is added to their account each day when they attend school. This can be spent at morning break and lunch break to purchase food and drinks. To make the most of this allowance a Meal Deal is available every day at lunch break to all students. This consists of: a main course, pudding (hot or cold) and a drink.

Applications for free school meals must be made via Flintshire County Council's website. Children whose parents receive the following support payments are eligible to receive free school meals:

- Universal Credit: (if earned income is included in the assessment of Universal Credit it must be less than £616.66 net per month).
- Income Support
- Income based Jobseeker's Allowance or Income Related Employment Support Allowance
- Guarantee Pension Credit
- Child tax Credit (without Working Tax Credit) with an annual income of £16,190 or less.

## **Cashless Canteen System**

There is a cashless system for the catering service at the school and parents can credit their child's account prior to them visiting the Canteen using the School Gateway online payment system.

Your child's allergy to any foods can also be recorded on the system if these details are provided in the Data Collection booklet. Students should always remind canteen staff of allergies at time of purchase.

Your child will register for the system using the Biometric system, where the index finger is used to create a digital image, or by using 6 digit PIN.

## SCHOOL GATEWAY



School Gateway allows you to pay for school organised trips, school ties and to top up your child's meal account so that they can use this money in the school canteen. The service which is provided by a third party is called 'School Gateway'. You will be able to make online payments via the School Gateway smartphone app or website. School Gateway makes it easier for parents to pay anytime and reduce the amount of cash being carried by children on school premises. We would encourage all parents to use this system as we no longer accept cash or cheques.

### What you need to do

Activate your School Gateway account. It is quick and easy to do; all you need is your email address and mobile number that we hold on record (*the email address must belong to a priority 1 or 2 contact for the student*). You have two options:

- Download the app  
If you have a smartphone, please download 'School Gateway' from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

### OR

- Visit the website  
[www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into 'School Gateway'.

**If you are having trouble logging in**, it may be because the school does not have your correct email or mobile phone number on record. **Please contact our Management Information Systems (MIS) Officer, Mrs. Sandra Williams.**

We hope that you will find School Gateway to be a fast and easy way to pay for school items. We will be sure to let you know when more items become available through School Gateway.

**Please sign this section in the Data Collection Booklet.**

## OUT OF SCHOOL VISITS AND ACTIVITIES

Your child will be given the opportunity to participate in recognised school activities off the site, but within the Local Authority or neighbouring area. Such visits include, but are not limited to, local sporting fixtures, environmental studies, joint activities or competitions with other schools, and walks into Hawarden Village. These are visits that involve no more than an everyday level of risk and are covered by our procedures and educational visits policy.

Permission is assumed to have been automatically given unless you have opted out in the Data Collection booklet.

- Such activities usually take place during the school day and do not extend our usual office opening hours. If they are likely to do so, adequate notice will be given so that appropriate arrangements can be made for the pupils' safe return home.
- Specific permission will be sought for any out of school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards .
- All reasonable care will be taken of my child in respect of the activity/visit.
- Your child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity.
- Any medical condition or physical disabilities will be notified to the school now and as and when they arise.
- All students are covered by the County Council's third party liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

# LITERACY AND NUMERACY



## The Book House

You are welcome to read and borrow books, use the desktops, study and take part in any of the variety of library events and competitions.

Students in Year 7 can use the library:

- Before school every day (apart from Mondays)
- Break-time and lunch time on a Monday, Wednesday and Friday
- After school every day

You will be able to use the desktops, study, take part in library events and competitions and borrow 2 books for 14 days.

Students use the Accelerated Reader programme in the library and in English lessons to support their reading. You can track your reading progress on-line and take quizzes on books to earn house points, certificates and prizes.

Buddy Reading sessions also take place in the Book House - selected Year 7 students are buddied up with Year 12 students one morning a week to enjoy some extra reading time.

You will be able to buy items of stationery from the Book House and pay for items of printing.

There are a number of clubs running in the Book House which are open to Year 7 students. You would be very welcome to join the Chess Club which runs during lunchtimes. After school clubs in the Book House include Eco Club, Dungeons & Dragons, Warhammer Club and daily Homework Drop-In sessions.

## Accelerated Reader

AR is a reading program that helps teachers support and monitor children's reading practice. Your child picks a book at their own level, as recommended by Accelerated Reader, and reads it at their own pace. When finished, your child takes a short online quiz to measure how much of the book they understood.

## Star Reading Tests

Star Reading is an online test used to measure your child's reading level. The test uses multiple-choice questions and takes around 20 minutes. At Hawarden High School, students in years 7, 8 and 9 take Star reading tests at least once per term to track reading progress and identify any additional support required.

## RULES FOR RESPONSIBLE USE OF ELECTRONIC DEVICES



The school has installed computers with Internet access to help learning. These rules will keep students safe and help us be fair to others. Students are expected to adhere to the following, and we ask that parents support us in these expectations.

- I will only access the system with my own username and password, which I will keep secret. I will not tell anyone what it is; even my best friends.
- I will not leave my computer logged on for other people to use, or to delete or change my work.
- I will only use the computers for school work and homework.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know or people my teacher has approved.
- The messages I send will be polite and responsible.
- I will report any unpleasant material or messages sent to me immediately to my teacher. I understand this report would be confidential and would help protect other students and myself.
- A file will only be uploaded to cloud storage if it has been checked and is free from viruses and if my teacher has approved me uploading the file.
- I will not disclose any other person's name, address or any of their personal details.
- I will never send a person my picture or any other personal details.
- I understand that the school may check my computer files, including electronic mail messages, and may monitor the Internet sites I visit.
- I will not carry out any activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems.
- I will not use the internet for personal gain, gambling, political purposes or advertising.
- I will respect the Copyright of materials.
- I will not post anonymous message or forward chain letters.
- As messages/emails can be forwarded or inadvertently be sent to the wrong person, I will use the same professional levels of language and content that I would use for non-electronic school correspondence.

**Mobile Phones and Other Associated Electronic Devices** are strictly banned for use in school for all students in Years 7-11. This extends to iPods, MP3 players, mobile speakers, earphones and cameras. Whilst we understand that some parents would prefer their child to have a mobile phone for the purposes of safety when travelling to and from school, our strong preference is that all such devices are left at home. When a mobile phone or electronic device is seen, the item will be confiscated and securely stored by the office awaiting collection by parents. These confiscated items will not be released to students themselves.

**Student and parent to sign that you have read and understand the school 'Rules for Responsible Use of Electronic Devices' in the parental permission / agreement booklet**

## HWB ADDITIONAL SERVICES



The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure login to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each learner via the platform. In order to provide (you/your child) with a secure login, the school will be sending basic information to the Welsh Government. The login will allow (you/your child) to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about (you/your child) is used, please see <https://hwb.gov.wales/support-centre/trust-centre/data-protection/privacy-notice>

For more information about the online personalised assessments, please see <https://hwb.gov.wales/curriculum-for-wales/reading-and-numeracy-assessments/personalised-assessments>

### **Additional services**

If you agree, Welsh Government can also provide (you/your child) with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help (you/your child) access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

**Welsh Government will only provide access to these additional services if you sign the form in the Data Collection Booklet to indicate your agreement.**

### **Your agreement**

If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about (you/your child) with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about (you/your child) with Welsh Government to set up a secure login for the Hwb platform, but (you/your child) will not be able to access the additional services.

**If you wish to withdraw your consent, please contact the school.**

**Please sign this section in the Data Collection Booklet.**

# CHILD PROTECTION



Hawarden High School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school.

In line with the aims and objectives of the school it is our wish that students feel safe and happy. We hope to provide an environment where students with problems arising, either in or out of school, feel that there is someone in school who will listen to them and be able to provide help for them, if this is appropriate. The school has a detailed Child Protection policy (available on request from the school or from the school website) and we follow the procedures and guidance set out by the All Wales Child Protection Procedures 2008, Welsh Government guidance 'Keeping Learners safe. Circular 283/2022 and organisations such as the NSPCC.

Mr. J. MacDonald, Assistant Headteacher, is the Designated Senior Person (Child Protection Officer) for the school. Mr. S. Budgen, Headteacher, and Mr. A. Boyd, Deputy Headteacher, are Deputy Child Protection Officers.

In addition, the staff listed below have all completed Level 2/3 Child Protection Training:

Mr. J. Artist (Associate Assistant Headteacher)

Mr. A. Boyd (Deputy Headteacher)

Mr. S. Budgen (Headteacher)

Mr. J. Kitchen Teacher i/c OSIC

Mrs. A. Lacey (Acting Head of Tŷ Deiniol)

Mrs. H. Robinson (Head of Tŷ Glynne)

Mr. B. Rodgers (Head of Tŷ Gladstone)

Mrs. N. Walker (Student Support Officer)

All these members of staff can act as a source of advice and support regarding child protection matters for all other school staff.

Our school also has a nominated child protection governor, Councillor Mrs. J. Angell, who must ensure that the school has a Child Protection Policy in place which is consistent with the All Wales Child Protection Procedures .

All staff must act according to this policy where there are concerns about or suspicions of child abuse. If we receive information about a child which suggests that they have been abused or is at risk of being abused, we have a duty to refer these concerns to the social services department or the police without delay. We have no discretion in this matter.

## **Educational Welfare Officer**

Our Educational Welfare Officer is Mrs. Anna Hargreaves, whose responsibilities include school attendance, student welfare and support for students with particular social and emotional needs. She is also able to advise on the various benefits available to parents, including free meals, uniform grants and maintenance grants for Sixth Form students.



# NATIONAL IDENTITY AND ETHNIC BACKGROUND FORM



This form seeks the following data on every student

- The student's national identity;
- The student's ethnic background.

Explanatory note

## National identity and ethnic background

Our national identity relates to which of the national identity groups we most identify with. Our ethnic background describes how we think of our own ethnicity which may differ from our national identity and may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Neither national identity nor ethnic background, are necessarily equivalent to nationality or country of birth.

The Information Commissioner has advised that students aged 12 to 15 are generally considered capable of deciding their own national identity and ethnic background. It is recommended that decisions regarding a student's own ethnic and national identity, if they are aged between 12-15 years old, are best made with the support and knowledge of those with parental responsibility in a family context. The Information Commissioner advises that students aged 16 and over should make their own decisions.

The data requested will be stored on the school management information system and used for the purposes outlined in our Privacy Notice. Every effort is made to ensure the accuracy and security of personal data held by the school. Individuals have certain rights of access to personal information held on them; these are outlined in our leaflet 'What the School, Local Education Authority and Welsh Assembly Government does with information it holds on students,' copies of which are available on

## SCHOOL PHOTOGRAPHS

There may be occasions when your child will be taking part in either a group or individual activity within school and have their photograph taken either by our own office or a local press photographer.

These may be used on our own school website, in press releases, social media and other school publications e.g. prospectus, newsletters etc.

Your consent for this can be withdrawn at any time, in writing to the school.

**Please sign this section in the Data Collection Booklet.**

# PARENTS CODE OF CONDUCT POLICY



Our parents recognise that educating children is a process that involves partnership between parents, teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

## Guidance

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Respect the caring ethos of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own language and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful resolution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social network sites (see Social Media Policy). Any concerns you may have about the school must be made through the appropriate channels by speaking to the appropriate Curriculum Manager/Head of House, Assistant/Deputy Headteacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

# HOME - SCHOOL - STUDENT AGREEMENT



## The Parent/s shall

- See that my/our child attends school regularly, on time, in uniform and properly equipped.
- Contact the school on the first day of absence if my / our child is unwell and provide a note of explanation upon their return to school. Telephone 01244 526400. Email hhmail@hawardenhigh.flintshire.sch.uk.
- Inform the school of any concerns or problems that may affect my/our child's work or behaviour.
- Support the school's policies and guidelines for behaviour, sanctions and code of conduct.
- Clarify the view of your child with that of the school if issues arise.
- Support my/our child in completing homework and other opportunities for learning outside of school including reading for pleasure.
- Attend parents' evenings and discussions about my/our child's progress.
- Check and sign my/our child's Planner on a weekly basis.

## The Student shall

- Attend school regularly and on time and to all lessons with the correct equipment. Below 93% attendance to school would be a serious cause for concern.
- Wear the correct school uniform and be tidy in appearance.
- Do all my classwork and homework as well as I can and on time.
- Be courteous and helpful to others.
- Keep the school free from litter and graffiti.
- Speak with my form tutor, head of house, or a senior member of staff if I am encountering difficulties.

## The School shall

- Care for your child's safety and happiness.
- Provide a balanced curriculum and meet the individual needs of your child.
- Monitor your child's progress to seek to ensure that they achieves his/her full potential in all aspects of school life.
- Provide regular feedback on your child's progress with targets for improvements.
- Promote high standards of work and behaviour, through the establishment of good relationships and the development of a sense of responsibility.
- Keep you informed about general school matters and about your child's progress in particular.
- Be open and welcoming at all times and offer opportunities for you to become involved in the life of the school.

As part of the school's commitment to the 'Home-School' agreement, and working in partnership with parents and carers, we are keen to ensure that requests for meetings with staff are dealt with as swiftly as possible. However, in order for us to best deliver our externally accredited 'Customer Service Excellence Standard', we would appreciate it if parents/carers could observe the following protocol.

Isolated pastoral issue	Form Tutor
Persistent / Serious issue	Head of House
Safeguarding	Safeguarding Officer / Assistant Headteacher
Medical	Head of House / School Nurse
Subject related issue	Subject teacher / Head of Subject /Curriculum Leader

In all instances requests for meetings with staff should be made via a telephone call to the school office. We cannot normally accommodate unannounced visits to the school owing to teaching commitments. Requests for meetings with the Headteacher, Deputy Headteacher or Assistant Headteacher should be made via prior arrangement with the Headteacher's PA, Mrs. L. Donnelly. If you email or leave a message for a member of staff, it will be acknowledged within 2 school days. We will endeavour to give a full response within 5 school days.

**Please sign the Home - School - Student Agreement in the Data Collection Booklet.**

# PRIVACY NOTICE



## Privacy Notice (How we use student information)

### *The categories of student information that we collect, hold and share include:*

- Personal information (such as name, unique pupil number and address, parent/carer)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Siblings information

### *Why we collect and use this information*

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students

### *The lawful basis on which we use this information*

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

#### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

- (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

#### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

Paragraph 1 shall not apply if one of the following applies:

- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

# PRIVACY NOTICE



The Education (Information about Individual Pupils) (Wales) Regulations 2007 - Regulation 4 'Provision of information by schools maintained by local education authorities to their local education authorities' states 'Within fourteen days of receiving a request in writing from the local education authority by which a school is maintained, the governing body must provide to the authority in machine readable format, through a secure internet website provided for that purpose by the Welsh Ministers, such of the information referred to in Schedule 2 to these Regulations as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Welsh Government.

Children's Act 1989 – Section 83 – places a duty on authorised bodies to conduct research.

## **Collecting student information**

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## **Storing student data**

We hold student data for the duration of time each the child remains a student of Hawarden High School.

## **Who we share student information with**

We routinely share student information with:

- schools that the student's attend after leaving us
- our local authority
- the Welsh Government
- NHS/school nurse
- Third party professional services i.e. Social Services, Social Care Teams

## **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## **Requesting access to your personal data**

Under data protection legislation, parents 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, contact the school office.

You also have the right to:

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

# PRIVACY NOTICE



## How we use recordings of telephone calls

### *Collecting personal data*

Hawarden High School records all incoming and outgoing telephone calls. When a telephone call is recorded we collect:

- a recording of the conversation
- your telephone number

### *Using this personal data*

Call recordings will be used:

- to assist in quality monitoring of staff
- to investigate and resolve a complaint
- for the detection, investigation and prevention of crime

### *Sharing of this data*

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Your personal data will only be shared with someone we know is acting on your behalf when we have your prior consent to do this.

### *Sharing data under Data Protection legislation*

We may be required or permitted, under Data Protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

law enforcement  
fraud investigations  
criminal prosecutions  
court proceedings

### *Our legal basis for collecting and sharing personal data*

Recording of calls is necessary to protect the interests of you, our staff or both.

You may request that your call isn't recorded. In this situation, you will be advised to contact us either **in writing** or by **email**.

### *Retaining personal data*

Recordings are kept securely and confidentially deleted after 30 days.

At the end of the retention period, we may retain any relevant information where it is required or appropriate to do so.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs S Sant  
School Business Manager  
Hawarden High School  
The Highway  
Hawarden  
Flintshire  
CH5 3DN