

# Hawarden High School

# Ysgol Uwchradd Penarlâg

## Transition Booklet

## For Year 7 Pupils

## September 2026



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



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**The Highway**  
Hawarden  
Flintshire  
CH5 3DN

**Headteacher / Pennaeth : Mr. S. Budgen**  
Tel/Ffon : 01244 526400  
hhmail@hawardenhigh.flintshire.sch.uk  
[www.hawardenhigh.org.uk](http://www.hawardenhigh.org.uk)

**Yr Highway**  
Penarlâg  
Sir y Flint  
CH5 3DN



## Introduction

Welcome to the year 6 transition booklet.

This booklet has been put together to provide pupils moving into Year 7, and their families, with information and advice so that the transition from primary to secondary education is as smooth as it can be.

This guide is here for you to read, explore and discuss with your parents and carers. It forms part of the other website links and resources provided.

Moving from primary to secondary school is a very exciting time and you will experience lots of new changes and opportunities. We look forward to welcoming you to Hawarden High School.



Mr. M. Clive  
Head of Pastoral Partnerships

# LEADERSHIP GROUP / GRWP ARWEINYDDOL



## HEADTEACHER/PENNAETH

Mr. S. Budgen

## DEPUTY HEADTEACHER/DIRPRWY BENNAETH

Mr. A. Boyd

## ASSISTANT HEADTEACHERS/PENAETHIAID CYNORTHWYOL

Mrs. I. Birch

Mr. P. Connolly

Miss. D. Gilsenan

Mr. J. MacDonald

## SCHOOL BUSINESS MANAGER/RHEOLWR BUSNES YSGOL

Mrs. D. Bowdler

## Curriculum Leaders

Arts, Culture & Wellbeing

Mrs. C. Gilpin

Communications

Mr. D. Oakey

Cymru, Ewrop a'r Byd

Mr. C. Smith

Mathematics

Mr. A. Jeffrey

Sciences

Mr. D. Anderson

Technical and Vocational

Mr. A. McGuire

## Pastoral Leaders

Mrs. H. Evans

Mr. M. Clive

A.L.N.C.O.

Head of Pastoral Partnerships

## HOUSES



Mr. J. Artist  
Head of  
Tŷ Deiniol



Mr. B. Rodgers  
Head of  
Tŷ Gladstone



Mrs. S. Coppack  
Head of  
Tŷ Ledsham



Miss. H. Robinson  
Head of  
Tŷ Glynne



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

# **WELCOME MESSAGES FROM PUPILS**



Over our time at Hawarden High School, we have not only received high-quality education, but also countless opportunities to participate in extra-curricular activities, clubs, and ambassador groups to learn, develop skills and contribute to the excellent student voice system. The school has been extremely supportive and we're excited for another new group of young people to start their time here.

Izzy and Josh

Ysgol Mynydd Isa and Hawarden Village 2019. Head Students 2025-26

Don't worry about getting lost you will soon find your way around. Ask anybody where your class is, everyone is really kind. Make sure you stop off to get a pizza; they're really nice and you'll enjoy it.

Jess, Ewloe Green

Don't worry; you won't get lost as there's a map in your planner. There is nice food and drink at lunch and break. The work isn't as bad as you think. Good luck!

Annabella. Sandycroft CP

You will have nothing to worry about. On my first day I was so scared but after a couple of days I was fine. I have made lots of new friends and so will you. So, don't worry about Y7 because you will love it and enjoy every moment.

Jacob, Hawarden Village

The school is not as big as you think. You will find your way within a couple of weeks. There is a map in your planner to help.

Joshua, Ewloe Green School

If you are kind you will make lots of new friends like me and if you are nice to the teachers they might give you House points.

If you get lost just ask someone.

Lara

The food is great, teachers are great and it took me a week to get used to the school.

Everything will be fine

David, Sealand CP

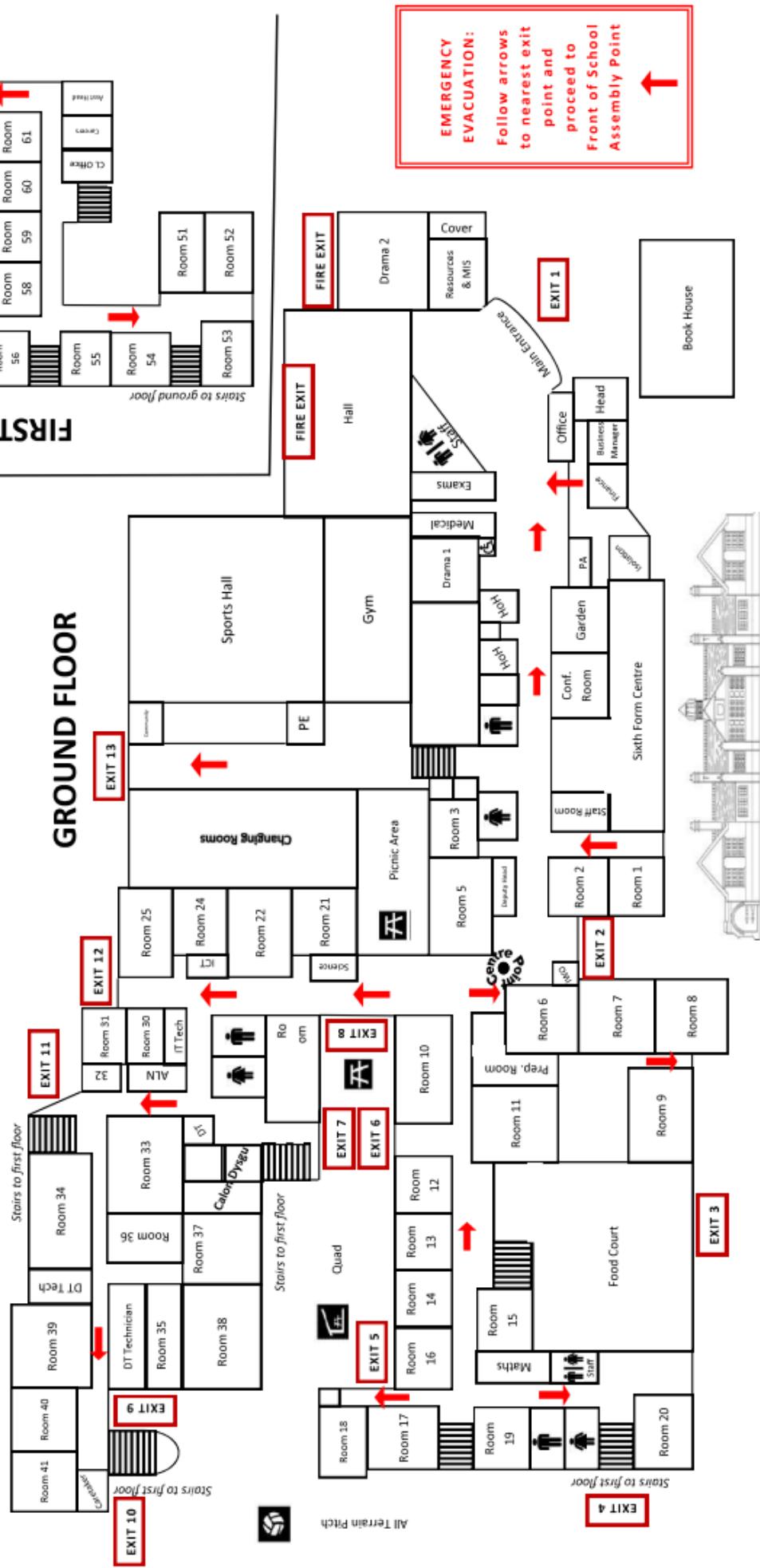
It's a big school but you will find your way around in no time.

Thomas, Penarlag

# Hawarden High School Ysgol Uwchradd Penarlâg



School Map 2025-26



EMERGENCY EVACUATION:

Follow arrows to nearest exit point and proceed to Front of School Assembly Point

Front of School Assembly Point

# 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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Mo	Welsh Mrs S. Edwards Room 3	Mathematics Mr S Chaplin Room 14	PE Miss K Davis Gym	English Mrs S Williams Room 59	Science Mrs S Bunn Room 5	Subject Teacher
Tu	English Mrs S Williams Room 59	ICT Mrs A Lacey Room 22	Technology Mr A McGuire Room 33	Science Mrs S Bunn Room 5	History Mr C Smith Room 72	
We	PE Miss K Davis Field	Technology Mr A McGuire Room 33	Art Miss C Wise Room 37	English Mrs S Williams Room 59	French Mrs L Sloan Room 67	
Th	Philosophy & Ethics Mrs. D McDonald Room 71	Music Mr N Sant Room 53	Mathematics Mr S Chaplin Room 14	Geography Mr M Clive Room 70	Drama Mrs S Coppack Drama 2	
Fr	Reading Mrs B Thomas Room 61	LEAD Mr O Jones Room 8	Science Mr C Dobson Room 9	Welsh Mrs S Edwards Room 3	Mathematics Mr S Chaplin Room 14	

On your first day at Hawarden High School you will receive your personalised timetable. It is a fortnightly timetable and is broken down into five lessons per day. Please copy your timetable into your planner and have a copy at home.

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

A pencil case, 2 black writing/ball-point pens, purple ballpoint pen, green ballpoint pen, highlighter, 2 HB pencils, an eraser, coloured pencils, a pencil sharpener, a protractor, scientific calculator and a 15cm ruler.

## Structure of the school day

8:40am	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
11:20am:	Proceed to Lesson 3
11:25am to 12:25pm:	Lesson 3
12:25pm to 1:05pm:	Lunch
1:05pm:	Proceed to Lesson 4
1:10pm to 2:10pm:	Lesson 4
2:10pm to 3:10pm:	Lesson 5
3:10pm:	End of School

# SCHOOL UNIFORM RULES RHEOLAU GWISG YSGOL

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 Pupils

- A plain, dark coat or jacket suitable for weather conditions but coats must not be worn inside the school buildings. Hoodies, 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. Tailored shorts of the same style and colour are permitted as an alternative. 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

## Jewellery

### The only jewellery permitted in school:

- 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.

## 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.

## 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.

# THE SCHOOL PLANNER

## For Pupils

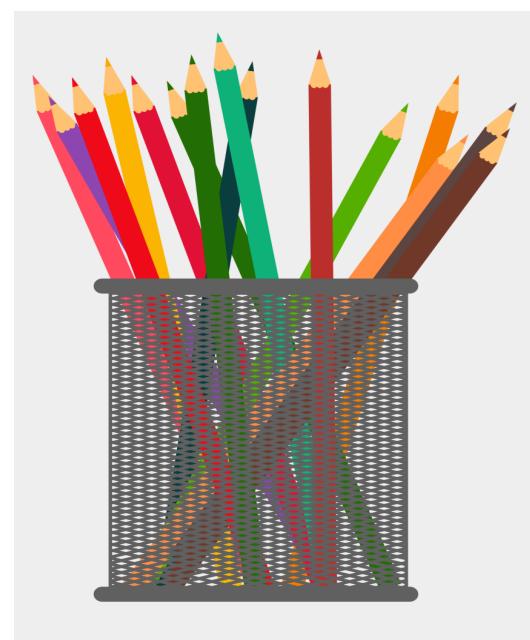
On the first day at Hawarden, you will be given a planner by your form tutor. You must look after this planner and bring it to school with you every-day and have it on your desk for every lesson.

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.
- Your planner will contain a standards card, which may be marked by staff if you are late or do not have the correct equipment for example.
- 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.



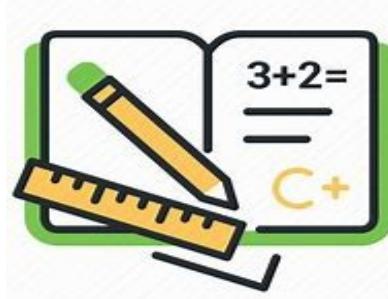
# Homework

## For Pupils

- 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, ask or email 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 certain lunchtimes, with teachers able to help pupils.
- 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

## Standard 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 / Emails home to parents
- Praise Postcards
- Group Awards for citizenship or community awareness (local and global)
- Reward Trips
- Certificates and 10 House points for full attendance in a half term 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 and 10 House points.
- 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 pupils 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 and 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 PUPILS AND PARENTS/CARERS***

# SCHOOL MEALS

School meals are provided by Dolce. 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 food court. 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 **or** 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 pupils. This consists of: a main course, pudding (hot or cold) and a drink.

Applications for free school meals must be made online via Flintshire County Council's website. The following link can be used to access information about entitlement to free school meals <https://gov.wales/get-help-school-costs>.

Any queries you may have regarding free school meals can be directed to [freeschoolmeals@flintshire.gov.uk](mailto:freeschoolmeals@flintshire.gov.uk)

Pupils whose parents receive the following support payments are eligible to receive free school meals.

- Income Support.
- Income based Jobseeker's Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Income Related Employment and Support Allowance.
- Child tax Credit, provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190.
- Guarantee element of State Pension Credit.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit or Universal Credit.
- Universal Credit: (if earned income is included in the assessment of Universal Credit it must be less than £616.66 net per month).

If you are an Asylum Seeker and/or have no recourse to public funds, please do not try and apply online. Instead, please email [freeschoolmeals@flintshire.gov.uk](mailto:freeschoolmeals@flintshire.gov.uk) with your name, address, date of birth and contact details, and they will contact you and help you to apply.

Even if your child prefers to bring a packed lunch, it is still important to register for free school meals as school can then access additional funding which we use to support students.

If your child receives free school meals you could also be eligible for the Schools Essentials Grant. You can claim via <https://www.gov.wales/school-essentials-grant>.

## Cashless Food Court 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 food court using the School Gateway online payment system.

Your child's allergy or intolerances to any foods can be recorded on the system if these details are recorded in the medical area in the Data Collection Booklet. Pupils must always remind food court staff of allergies and intolerances at time of purchase.

Your child will be provided with a fob which they will use to pay for meals at the Point of Service

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 by, swiping their fob, in the school food court. You will be able to make online payments via the third party School Gateway smartphone app or website. School Gateway makes it easier for parents to pay any time. We would encourage all parents to use this system as we no longer accept cash or cheques.

## What you need to do

Activating your School Gateway account is quick and easy to do; all you need is the email address and mobile number that we hold on record for you. 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 current 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.

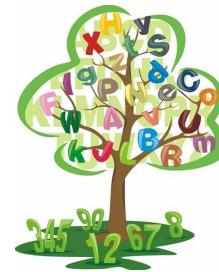
- Such activities usually take place during the school day and do not extend our usual office opening hours. If they are likely to do so, adequate notice will be given so that appropriate arrangements can be made for the pupils' safe return home.
- Specific permission will be sought for any out of school 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 your 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 conditions or physical disabilities must be notified to the school now and as and when they arise.
- All pupils 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.

## 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.

Pupils in Year 7 can use the library:

- Before school every day (apart from Mondays)
- Break-time and lunch time on most days
- 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. Pupils can also access myON, a vast online library of e-books available 24/7 via electronic devices such as phones/tablets/desktops. There are titles from sport, history, science, a weird and weird category, horror, adventure, the classics, and more! Many of the titles are comparable with the Accelerated Reader (AR) programme; pupils benefit from reading the e-book associated AR quiz immediately afterwards on the same device.

Pupils 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 pupils are buddied up with Year 12 pupils 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 pupils. 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 & Times Tables Rock Stars

AR is a reading program that helps teachers support and monitor pupils' 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. Year 7 pupils benefit from form time sessions in the library where pupils can read and also practise their timetables using the TT Rockstars' platform.

## Star Reading Tests & Star Maths Assessments

Star Reading and Maths Assessments are short online tests that provide teachers with personalised learning data for each pupil that measures your child's reading and maths levels.

Pupils in years 7, 8 and 9 take these tests in the English and maths lessons at least once per term to track progress in these areas and identify any additional support received.

# RULES FOR RESPONSIBLE USE OF ELECTRONIC DEVICES



The school has installed computers with Internet access to help learning. These rules will keep pupils safe and help us be fair to others. Pupils 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 write it down or 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 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 pupils 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 pupils in Years 7-11. This extends to iPods, Apple watches, 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, the pupil will receive a standards mark, and the device will be securely stored by the office. Parents will be required to collect the device or, under special circumstances considered on an individual basis, the device will be released to pupils following the school receiving a note signed by parents.

**Pupil 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 pupils feel safe and happy. We hope to provide an environment where pupils 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 B+/C Child Protection Training:

Mr. J. Artist (Head of Tŷ Deiniol)  
Mr. A. Boyd (Deputy Headteacher)  
Mr. S. Budgen (Headteacher)  
Mr. J. Kitchen Teacher i/c OSIC  
Miss. H. Robinson (Head of Tŷ Glynne)  
Mr. B. Rodgers (Head of Tŷ Gladstone)  
Mrs. N. Walker (Student Support Officer)

All of 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. A. Hargreaves, whose responsibilities include school attendance, pupil welfare and support for pupils 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 pupils.

# NATIONAL IDENTITY AND ETHNIC BACKGROUND FORM

This form seeks the following data on every pupil

- The pupil's national identity;
- The pupil'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 pupils aged 12 to 15 are generally considered capable of deciding their own national identity and ethnic background. It is recommended that decisions regarding a pupil'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 pupils aged 16 and over should make their own decisions.

The data requested will be stored on the school management information system (SIMS) 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 pupils,' copies of which are available on request from the school office.

## 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, by 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.

## Parental Responsibility

The Children Act 1989 introduced a new concept of 'parental responsibility' (PR) and requires that the school's Admission Register should include an up-to-date record of the names and addresses of all parties with PR. Where a pupil's parents are divorced or separated, the school will need to have details of the names and addresses of both parties. The information is collected by parents completing a Data Collection Booklet when the pupil is offered a place at the school. You will find an area to provide this information in the Data Collection Booklet.

[What is parental responsibility? - GOV.UK](#)

## Guidance

As well as following 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 pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Inappropriate sexual/gender, cultural, racial, political, or religious references. 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 pupils/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 - PUPIL 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 or email [hhmail@hawardenhigh.flintshire.sch.uk](mailto: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 regular basis.

## The Pupil 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 their 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	Designated Safeguarding Person / 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 - Pupil Agreement in the Data Collection Booklet.**

## Privacy Notice (How we use pupil information)

### Introduction

Our school is committed to ensuring that all personal data is collected, stored, and processed in compliance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This privacy notice outlines how we handle personal information about pupils, parents, staff, and visitors.

### Categories of Personal Data We Collect

We collect, hold, and share the following categories of personal information:

- Personal Information: Name, unique pupil number, address, parent/carer details, telephone recordings.
- Characteristics: Ethnicity, language, nationality, country of birth, free school meal eligibility.
- Educational Information: Assessment data, attendance records, behaviour and exclusions, special educational needs and disabilities (SEND), Additional Learning Needs (ALN), school history.
- Health Information: Medical conditions and dietary requirements.
- Additional Information: Sibling information, safeguarding details, and any other information necessary for the provision of education and care.
- Recordings of all incoming and outgoing telephone calls and telephone numbers.

### Why We Collect and Use Personal Data

We use personal data to:

- Support student learning.
- Monitor and report on student progress.
- Provide appropriate pastoral care.
- Assess and improve the quality of our services.
- Comply with legal obligations.
- Safeguard students and ensure their welfare.
- Facilitate smooth transitions to other schools or institutions.

### Legal Basis for Processing

We process personal data under the following legal bases:

- Article 6(1)(c): Processing is necessary for compliance with a legal obligation.
- Article 9(2)(j): Processing is necessary for archiving purposes in the public interest, scientific or historical research, or statistical purposes.

### We also adhere to statutory requirements under:

- The Education (Information about Individual Pupils) (Wales) Regulations 2007.
- The Education Act 1996.
- The Children Act 1989.

### How We Store and Secure Personal Data

Personal data is stored securely in both digital and paper formats. Data protection measures include:

- Regular audits and assessments conducted by our Data Protection Officer (DPO).
- Secure access controls and encryption for electronic records.
- Locked storage for paper-based records.
- Retention schedules that comply with GDPR.

Data is retained only as long as necessary for its intended purpose and is securely disposed of afterward.

# PRIVACY NOTICE



## Sharing Personal Data

We share data only when legally required or when it supports the educational and operational needs of the school. Recipients may include:

- Local authorities and the Welsh Government.
- Schools and institutions attended by pupils after leaving us.
- NHS and school nurse services.
- Social services and other safeguarding professionals.
- Third-party service providers (e.g., software vendors, catering services).

We do not share personal data without consent unless the law permits or requires it.

## Your Rights

Under data protection law, you have the following rights:

- Access: Request copies of your personal data.
- Rectification: Correct inaccuracies or complete incomplete data.
- Erasure: Request the deletion of data under certain circumstances.
- Restriction: Limit processing in specific situations.
- Objection: Object to data processing in certain scenarios.
- Data Portability: Request data transfer to another organization.

Requests can be made via the school office. We will respond within one month and no fees will be charged.

## Roles and Responsibilities

The Governing Body has overall responsibility for ensuring that the school complies with its obligations. Day-to-day responsibilities rest with the headteacher, or the deputy headteacher in his/her absence. The headteacher will ensure that all staff are aware of their data protection obligations, and oversee any queries related to the storing or processing of personal data. It is a legal requirement to appoint an independent Data Protection Officer. Sarah Webb has been appointed and is contactable via email [sarah.webb@e2e-education.co.uk](mailto:sarah.webb@e2e-education.co.uk)

## Complaints and Contact Information

If you have concerns about how we process your data, please contact:

Headteacher: Simon Budgen, email: [hhmail@hawardenhigh.flintshire.sch.uk](mailto:hhmail@hawardenhigh.flintshire.sch.uk)

Data Protection Officer: Sarah Webb, Email: [sarah.webb@e2e-education.co.uk](mailto:sarah.webb@e2e-education.co.uk)

If you remain dissatisfied, you can contact the Information Commissioner's Office (ICO):

- Website: <https://ico.org.uk/make-a-complaint/>
- Phone: 0303 123 1113

## Updates to This Privacy Notice

This privacy notice will be reviewed annually and updated to reflect changes in legislation or school practices. The latest version is always available on our website.