

**WROTHAM
SCHOOL**
**A GREAT
EDUCATION**

**Year 7 Parent
Information Book
2021**

This Information book accompanies the Year 7 Induction Book

**This information book contains forms that need to be completed and
returned to the school by July 12th 2021**

HIGH EXPECTATIONS CHALLENGE OPPORTUNITY



Dear Parents/Carers

Welcome to Wrotham School. We are very pleased that your child will be starting here in September. Our aim is to challenge and support your child to make excellent progress and to provide them with a broad range of opportunities to develop and grow into confident adults.

We value working in partnership with parents and believe the mutual support we can give each other will be of great benefit to your child. We are proud of our strong and highly qualified staff team who will be happy to support you throughout your child's time at the school.

This year has been an unusual year and we will be doing our absolute best to ensure that any education missed will be rapidly and effectively caught up. School may continue to be different for a while but our commitment to your child's education and welfare will be greater than ever.

We wish the students every success and we look forward to meeting you all.

Yours sincerely

A handwritten signature in grey ink, appearing to read 'Michael Cater'.

Mr Michael Cater
Headteacher

This information booklet contains information relating to legal requirements and agreements between school and home.

POLICY AND STATUTORY INFORMATION

You can find details of all statutory information, policy and guidance on how to contact the school on our school website here:

<https://www.wrothamschool.com/statutory-information/>

Health and Curriculum

Personal Social and Health Education – (PSHE)

During the course of the year students will be taught a variety of PSHE topics during lessons, Progress Time, assemblies and with guest speakers. These include Drug and Alcohol issues, Safety on the Internet, Contraception, Sexually Transmitted Infections, Healthy lifestyles, Fire Safety, Road Safety, focus on Bullying, Relationships, First Aid, Fitness and Bereavement. Sex Education at Wrotham School is also taught as part of the PSHE programme.

We can request a visit from the school nurse so that any student may speak to them privately on any subject. When possible, anything discussed during these sessions remains confidential (if the student wishes) although the nurse will always encourage them to speak to their parents. The School employs a Professional Counsellor who is able to support students with particular needs.

BEHAVIOUR RULES AND EXPECTATIONS

Language and Tolerance

Every student has the right to feel safe and happy in school and this is part of our core values and ethos. We have the highest expectations of students and staff and will not accept any form of intolerant language or behaviour. Through assemblies, progress time activities, classroom activities and displays around the school your child will be made aware of what is considered intolerant language and behaviour. This will cover ethnicity, race, gender, sexuality and religion. We have worked with Stonewall Charity to ensure our LGBT+ understanding and support is clear.

Behaviour Expectations

For students to have the opportunity to make excellent progress it is vital that our high expectations of behaviour for learning, uniform, and respect for each other are supported by parents and carers.

We ask all parents, students and staff to read this policy carefully and sign the document to confirm understanding and support for this agreement.

Parent rights:

- To be kept informed about their child's progress, including issues relating to their behaviour.
- To be given a minimum of 24 hours' notice if the school wishes to place their child in detention after school. (Only less if parents agree to this)
- To expect their children to be safe, secure and respected.
- To have any complaint they make about their child being bullied taken seriously by the school and investigated/resolved as necessary.
- To appeal to the Headteacher / Governing Body if they believe the school has exercised its disciplinary authority unreasonably.
- To request a review of the Headteacher's decision to exclude their child, first to the Governing Body of the school and then, in cases of permanent exclusion, to an Independent Panel.
- To be treated respectfully by staff at the school and treated fairly.
- To expect regular, reasonable and timely communication from the school in regards to their child.

Parent responsibilities:

- To respect the school's approach to ensuring positive behaviour for learning and the disciplinary authority of the staff at Wrotham School.
- To help ensure their child follows reasonable instructions from staff.
- To ensure their child has attendance of at least 98%.
- To send their child to school each day punctually, fed, rested, and equipped and ready to learn.
- To ensure their child attends school in full uniform.
- To follow and support the Home-School Agreement.
- To ensure school staff are aware of any SEN-related or other personal factors which may result in their child displaying behaviours outside the norm.
- To be prepared to work with the school to support their child's positive behaviour.
- To support the school in the use of detentions after school at all times.
- To support the school in the use of Internal Exclusion, this may extend beyond the normal school day.
- To attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour.
- If their child is excluded from the school, to ensure the child is not found in a public place during school hours in the first five days of exclusion and to attend a reintegration interview with the Head of Year or member of the Leadership Team at the end of a fixed term exclusion.
- To monitor their child's behaviour and progress via the Parent Portal.
- To treat all members of the school community including staff at the school with respect, politeness and in a fair way that supports the work of the school.
- To follow all policies relating to the school and to uphold the values and ethos of the school

Wrotham School's Rights:

- To make clear the school's statutory power to discipline students and that students and parents will need to respect this.
- To enforce the school's approach to ensuring positive behaviour for learning including rules and disciplinary measures.
- To enforce the school's approach to strive for attendance of at least 98%.

- To expect students' and parents' cooperation in maintaining an orderly climate for learning.
- To expect students to respect the rights of other students and adults in the school.
- Not to tolerate violence, threatening behaviour or abuse by students or parents. If a parent does not conduct himself/herself properly, the Headteacher may ban them from the school premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution.
- To take firm action against students who harass or disrespect teachers or other school staff on or off premises – engaging external support services, including the police, as appropriate.
- Authorised staff have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.
- Authorised staff can also search for any item banned by the school rules.
- To expect students' and parents' co-operation in striving for attendance of at least 98%.

Wrotham School's responsibilities:

- To establish and communicate clearly measures to ensure good order, respect and discipline.
- To ensure staff are clear about the extent of their disciplinary authority and receive necessary professional development on behaviour strategies.
- To support, praise and, as appropriate, reward students' good behaviour.
- To apply sanctions fairly, consistently, proportionately and reasonably.
- To follow and support the Home-School Agreement.
- To take all reasonable measures to protect the safety and well-being of staff and students, including prevention of all forms of bullying and dealing effectively with reports and complaints about bullying.
- To ensure staff model good behaviour and never disrespect students, parents or colleagues.
- To promote positive behaviour through active development of students' social, emotional and behavioural skills.
- To keep parents informed of their child's behaviour, good as well as bad, use appropriate methods of engaging them and, where necessary, support them in meeting their parental responsibilities.

- To ensure the school's approach to ensuring positive behaviour for learning does not discriminate against any student on, e.g. grounds of race, gender, disability or sexual orientation, and that it promotes good relations between different communities.
- To cooperate and agree appropriate protocols with other schools and academies in the local school partnership for behaviour and persistent absence.
- To make alternative provision from day six for fixed-term excluded students and arrange reintegration interviews for parents at the end of a fixed term exclusion.
- To work with other agencies to promote community cohesion and safety.

Student Rights:

- To be taught in environments that are safe, conducive to learning and free from disruption.
- To be treated in a respectful and appropriate manner by all members of the school community.
- To have access to all school facilities and to enjoy and utilise its resources.
- To have access to a clean and comfortable environment in which to learn and socialise.
- To enjoy school and to be able to engage in conversation with other students and staff in a calm and respectful atmosphere.
- To expect support and encouragement from staff.
- To be challenged to reach their full potential within a culture of high expectations.
- To expect appropriate action from the school to tackle any incidents of bullying, violence, threatening behaviour, abuse, discrimination or harassment.
- To contribute to student voice and the student council.
- To have their views considered when developing school policy and making important decisions.

Student responsibilities:

- To treat all members of the school community with respect and politeness.

- To respect the school's property and environment, and the property of others.
- To do their best to reach their full potential and take full advantage of the opportunities the school offers.
- To follow all reasonable requests and instructions by staff, to follow school rules and to accept sanctions in an appropriate way.
- To arrive in full uniform and wear it correctly as well as coming to school fully equipped and ready to learn.
- To achieve an annual attendance of at least 98%.
- To act as positive ambassadors for the school both in school time and outside of school.
- To participate in events and competitions and to encourage and praise fellow students who participate.
- Not bring inappropriate or unlawful items to school.
- To cooperate with, and abide by, the Behaviour Policy and any arrangements put in place to support their behaviour, such as behaviour Contracts, Pastoral Support Programmes or meetings with parents and external support agencies.
- To avoid any engagement in anti-social behaviour.

Behaviour Online – Advice and Guidance

With an increasing amount of communication being conducted online it is important that students are safe and conduct themselves to the same high standards expected in other areas of their lives.

We highly recommend that:

- Parents take an active role in monitoring their child's interactions online including mobile phones, social networking and internet sites visited.
- Both parents and teachers have a responsibility to understand the world our children live in and learn what they are doing and why.
- Students are encouraged to speak openly about their online experiences and report anything that they feel uncomfortable about.
- Parents ask the school for help in managing their child's online behaviour.

- Parents make clear what is “unacceptable” online behaviour.
- Parents inform and work with the school when online behaviour risks impacting on school life.
- Access to the internet, gaming and social networking are monitored and reasonably limited.

We will not tolerate or accept:

- Any bullying or intimidating behaviour whether face to face or online.
- Racist, Sexist, transphobic, bi-phobic, or homophobic messages, statuses or comments made online or in any context.
- Material or comments that may unfairly bring the school into disrepute.
- Public discussion about school matters or incidents that involve others.
- Any behaviour online that is considered slanderous, illegal or would not be accepted in school.

We actively work to improve students’ online safety by:

- Running assemblies and progress time activities on online safety.
- Working with the Police to educate and support students
- Keeping up to date with trends and technology that students use to access online entertainment, interaction and information.
- Training staff on internet safety and responsibility.
- Providing suitable sanctions for unacceptable online behaviour.
- Ensuring that all devices in school are monitored and restricted appropriately.

Student agreement for the use of computers and the internet at Wrotham School

SAFETY

- I know that I must use the computers safely.
- I will use only my own login and password, which I will keep secret.
- I know that the school can remotely monitor what I do on the computers.
- I will be aware of my personal safety when I am communicating online, and will not share personal information about myself or others.

- I will tell a teacher immediately about any unpleasant or inappropriate material or messages on the computer

RESPONSIBILITY

- I know that I must use the computers responsibly
- I understand that the computers are here for school work, and I will only play games or use them for personal use if I have permission.
- I will only upload or download pictures or videos from inside the school if I have permission.
- I understand that the school's security and Internet filter is there to protect me, and I will not try to bypass it. If I need access to a blocked website, I will ask my teacher.
- I understand that I must not download or display inappropriate pictures or other material from the Internet.
- I know that I must help look after the computers
- If I have a problem with my computer, I will tell a teacher immediately so that the problem can be fixed – I won't leave it broken for the next person.
- I will only use programs that are already on the school computer. If I need a new program, I will ask my teacher - I won't try to install it myself.
- I will not try to connect my own computer or mobile phone to the network.
- I will only change settings on the computer if I am allowed to do so
- I know that food and drink is not allowed in the computer rooms

RESPECT

- I know that I must respect others when using the computers
- I will always treat others the same way I would want them to treat me
- I will not use the computers to harass or bully anyone.
- I will be polite online and I will not use strong, aggressive, or inappropriate language.
- I will not take or distribute pictures or videos of anyone without their permission.

The school monitors the use of the computer systems, including the monitoring of websites, the interception of E-mail and messages. We will

delete inappropriate material in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

CASHLESS PAYMENTS

ELECTRONIC PAYMENTS FOR CANTEEN FACILITIES, SCHOOL TRIPS, EQUIPMENT AND INCIDENTAL

Scopay is a system which will allow parents the opportunity to pay for school trips and other expenses through a parent portal on the school's website. This provides a safer method of payment, reducing the risk of loss.

Cashless Canteen. Through a digital checkout children will be able to purchase snacks and lunch on a daily basis. The system allows parents to:

- Add/top up their child's account
- Check their child's account for updates on purchases
- Ensure that they are satisfied their child is eating a healthy diet.

YOUR INFORMATION AND DATA

Privacy Notice for Parents, Carers and Students

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Wrotham School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the SPS SPO Services (see 'Contact us' below). sps-dpo-services@isystemsintegration.com

The personal data we hold:

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

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family details
- Children who are adopted from care, looked after children, under special guardianship
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, Pupil Premium or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

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

Why we use this data?

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

Our legal basis for using this data:

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

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

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

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

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

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

Collecting this information:

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data:

Children's records are stored securely in paper files and on the school's secure server.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We will adhere to the Information Management Toolkit for Schools Document.

Data sharing:

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

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about pupils with:

- Our local authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. SATS test papers)

- Our regulators Ofsted, DFE and the ESFA (e.g. pupil data)
- Suppliers and service providers (e.g. sports coaches)
- Central and local government (e.g. attainment)
- Health authorities (e.g. immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating schools for moderating purposes

National Pupil Database:

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

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

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

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

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

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

Transferring data internationally:

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

Parents' and pupils' rights regarding personal data:

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

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

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

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

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

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

As a parent of a pupil attending an academy there is no automatic parental right of access to educational records in our setting. However, we would consider any parental request for such access and decide whether it is appropriate to grant the request on a case by case basis.

If you require access to the above, please apply in writing, citing your reasons to the Headteacher.

Your other rights regarding your data:

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

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

To exercise any of these rights, please contact our Headteacher.

Complaints

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

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

To make a complaint, please contact our Headteacher.

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Headteacher in the first instance.

- SPS DPO Services at sps-dpo-services@isystemsintegration.com
- SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

AGREEMENTS / FORMS

Please complete and return this sheet and the forms below, along with the Admission Form, to the school by July 12th 2021

Name of Student _____

Please read and sign to agree each of the following:	Please sign
I confirm that I have read the Wrotham School Year 7 Induction Book and Wrotham School Year 7 Parent Information Book	
I have read understood and agree the school privacy and data policy and how my data and my child's data will be used.	
Enclosed is the completed Admission Form and this is accurate to the best of my knowledge at the time of completion. (Essential)	
Enclosed is the agreement form for Electronic payments for Canteen/Trips/Equipment (Essential) FORM A	
Enclosed is the request for the school to administer medication form. (Optional) FORM B	
I have provided 2 sets of contact details to be used in case of emergency. (Essential) FORM C	
I have read the Behaviour for Learning agreement and discussed this agreement and the school rules with my child. I understand how these apply to my child and agree to support and uphold these expectations. This includes the ICT and online conduct/ behaviour expectations.	
I have visited the school website and know where I can find information about the school, how to contact the school and where the school policies are published.	
I understand the outline of the compulsory PSHE and Health Education curriculum that will be taught nationally from 09/2020.	
Enclosed is the form for Music Lessons (Optional) FORM D	

Name (Parent)

SIGNED

DATE

FORM A

ELECTRONIC PAYMENTS FOR CANTEEN FACILITIES, SCHOOL TRIPS, EQUIPMENT AND INCIDENTAL

Cashless Payments

Scopay is a system which will allow parents the opportunity to pay for school trips and other expenses through a parent portal on the school's website. This provides a safer method of payment, reducing the risk of loss.

Cashless Canteen. Through a digital checkout children will be able to purchase snacks and lunch on a daily basis. The system allows parents to:

- Add/top up their child's account
- Check their child's account for updates on purchases
- Ensure that they are satisfied their child is eating a healthy diet.

I am willing for my child to participate in the school's Electronic payment system

Student's Name _____

Signed _____
Parent/Carer

Printed _____

Dated _____

FORM B

ADMINISTERING MEDICATION

(PLEASE ATTACH ANY ADDITIONAL RELEVANT INFO/ SHEETS/ COPIES IF SPACE IS NEEDED)

Pupil's Name:

Date of Birth:

Condition:

Name/Type of Medication (as described on the container):

For how long will your child take this medication: (If known/until further notice?)

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects

Procedures to take in an Emergency:

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication

NAME (PRINT)

SIGNED:

DATE:

FORM C

EMERGENCY CONTACT DETAILS

This information is vital for the school to contact you in an emergency. You must provide at least one additional contact that is available to receive calls during the school day.

CONTACT 1 (MAIN CARER)

Name:

Relationship to Pupil:

Daytime telephone No:

Email:

Address:

CONTACT 2

Name:

Relationship to Pupil:

Daytime telephone No:

Email:

Address:

FORM D

PRIVATE MUSIC LESSONS



If your child wishes to learn to play a musical instrument, the school is able to arrange lessons with specialist teachers via We Teach Music. Instrumental lessons will take place during normal school hours on a rotation basis so that the same lessons are not missed each week. We are able to offer guitar, bass, piano, vocal, drum and saxophone lessons of 30 minutes each.

Lessons should be paid for at the beginning of each term. Any lessons lost due to school trips or teachers' absence will be carried forward, but lessons lost for other reasons will be charged for.

If your child does not possess an instrument, it is possible to hire one from various music outlets in the area. Should you require this information, please contact the Music Teacher at school.

We Teach Music offer music lessons to students at Wrotham School.

If you are interested in your son/daughter taking music lessons please complete the following details. Do not send any money at the moment.

Student Name _____

Year Group _____

Parent Name _____

Contact email _____

Contact telephone number _____

Contact address _____

Parental signature _____

My son/daughter is interested in (please circle):

Guitar	Bass	Piano	Vocal	Drums	Saxophone	Other
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You will be contacted by We Teach Music directly for lesson and invoice arrangements. If you need any more information please contact us at info@weteachmusic.co.uk