



Peacehaven
Community
School

Aspire • Believe • Achieve



Information Booklet



Swale
ACADEMIES
TRUST



Peacehaven Community School

Aspire • Believe • Achieve

Greenwich Way, Peacehaven
East Sussex BN10 8RB

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E: pcs-enquiries@swale.at

Website: www.phcs.org.uk

Twitter: @PCS_Peacehaven

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Welcome

Welcome to Peacehaven Community School.

We hope that this information booklet will answer many of the questions you may have about starting at PCS in September. We look forward to welcoming your child to our school community.

Please be aware that if there are any further Covid 19 restrictions that some of this information may be subject to change at late notice. We will inform you of any such changes should this be the case.

If you have a worry or feel something needs explaining further, please feel free to contact us.

Please email enquiries: pcs-enquiries@swale.at

Please remember that all admission forms need to be returned to reception by Friday 18th March in order to secure your child's place with us.

If application packs have not been returned by this date we will assume you no longer wish for your child to attend PCS.

Participation

We expect everyone to sign up to the ambition of our school.

When your child arrives, they join in - from their uniform to their manners, to the quality of the work in their exercise book.

We will provide your child with the opportunity to succeed, and we expect your child and their supporters at home to do everything possible to make that happen.

School Values

At Peacehaven Community School we have high expectations of students both inside and outside of the classroom. We do not tolerate poor behaviour and deal with those who disturb and interrupt the learning of others with clear consequences.

This also applies to students who damage the school community with poor behaviour during break and lunch.

Our school is a rights respecting community and we expect students, parents and carers to work alongside us to achieve the best possible outcomes for all involved.

Our school is underpinned by 5 core values as listed below; they are the basis for our expectations and form an important part of our school ethos.

Resilience: Have a growth mindset and rise to the challenge. Keep going when it gets difficult and find a way through problems. Seek help when you need it. Learn from your mistakes and be confident.

Reliability: Be true to what you say and be trustworthy. Prioritise your attendance and punctuality. Remember equipment and homework. Be a positive members of the community, the school and be a good friend.



Rigour: Have high standards: aim to be your best, present neat and organised work, check and improve your work. Look smart in the correct uniform.

Respect: Value what you have; yourself, your family, your school, your community. Listen to others carefully and respond politely, even if you disagree. Apologise if you have caused upset. Be proud of yourself and your work. Take care of your environment.

Representation: Play your part in positive change and be responsible. Be proud to take part in community and school events and teams. Volunteer for extra-curricular activities. Be the change you want to see in the world.

Community

Community cohesion is central to the ethos of PCS. It is integral to all areas of our work within our school, local, national and international community.

In essence this means at PCS we promote an inclusive culture where every individual or group of individuals matters.

We promote and celebrate an inclusive culture where:

- There is a common vision and sense of belonging by all communities
- Equal life opportunities are available to all
- The diversity of people's backgrounds and circumstances is appreciated and valued
- Strong and positive relationships exist and continue to be developed within the school and the wider community

Attendance Matters

Evidence shows that if a student's attendance drops below **97%**, they lose continuity of lessons, which can have a significant impact on the progress they make in school.

At PCS, based on our previous Y11 students:

A student who has **attendance of 97%+** has a **65%** chance of achieving 5 GCSE passes (grade 4+), including English and Maths.

In comparison, a student who has **attendance of 85%** or less has a 21% chance of achieving this.

Any student whose attendance drops below **97%** is monitored by the Attendance Team, and a letter to advise parents/carers of our concern is generated. If attendance falls below 90% we have to discuss the student's absence with the East Sussex Secondary Behaviour and Attendance Service (ESBAS) and consider any need for further intervention. At this stage another letter is generated and parents/carers will be asked to attend a meeting. Medical evidence may also be required in order to authorise any absence.

Under the terms of the Education Act 1996, it is the responsibility of parents/carers to ensure that their child receives an education and, if registered at a school, that school attendance is **regular, frequent and punctual**. We are committed to working together with you to manage your child's attendance.

Absence Procedures

Please let us know by **8:30am** each day that your child is absent from school, on **01273 575832**. If your child has been issued with a doctor's note detailing the agreed length of absence, you can forward this to the Attendance Officer. This procedure is an essential part of safeguarding students at the school.



Lateness

The school day starts at **8:40am**. If your child arrives after this time they will need to sign in. They will be marked as late and will receive a warning. If they are repeatedly late, they will receive a lunchtime and then afterschool detention, depending on how many times they have been late within the week.

Long Term Absence

We will contact you if your child is absent for 3 consecutive days. If they are absent for 5 consecutive days we ask that you provide a copy of details of any medical appointments and, if medicine was prescribed, a copy of the prescription.

Dental or Medical Appointments

We would expect parents/carers to ensure appointments are made outside of the school day wherever possible, as the school day finishes at 3.00pm and surgeries remain open long after this. Appointments are authorised only when prior contact is made by a parent/carer or when supported by an appointment card or letter.

We are unable to authorise a full day of absence for a brief, or local appointment.

Monitoring Absence

The school monitors absence closely. Attendance figures are available through My Child At School (MCAS) and we will keep you informed regularly of your child's attendance level. We will contact you if there is a cause for concern and you may be asked to attend a meeting at the school.



Withdrawal from learning requests

Government legislation does not allow headteachers to authorise the withdrawal of a student from learning unless there are considered to be **exceptional circumstances**.

We would like you to be aware that if you withdraw your child from learning during term time (unauthorised or authorised), we are unable to allow the student to participate in school residential trips in the following 12 months.

In order to request authorisation of a withdrawal, you must complete a Withdrawal from Learning form, which can be downloaded from the school website or collected from the School Office. This must be submitted at least 14 days before the proposed date of withdrawal. Should the school not agree with the withdrawal and you proceed with the absence, it will be recorded as unauthorised in line with County Council guidelines.

In the case of an unauthorised absence the Behaviour and Attendance Service will be notified of the holiday taken and a Penalty Notice will be issued. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 which increases to £120 if not paid within the first 21 days. If the penalty remains unpaid this may result in legal action.



Attendance Rewards

Throughout the school year, certificates and achievement points are awarded for excellent and improved attendance.

- Attendance is promoted in mentoring every term with each student assessing and monitoring their own attendance.
- Mentor group attendance is shared with tutors each week by the Attendance Team.

For more information please read our Attendance Policy which is available to download from the school website.

Combating Absenteeism

Our school operates an automatic communication system that we will use to inform you directly if your child is marked absent from school and you have not informed us of this absence.

This does not change the PCS policy on absence reporting and we ask that you continue to notify us by 8.30 am each day that your child is absent from school.

The system is only used for absences that have not been reported in the usual way.

This helps us to ensure that the reason for absence is known as soon as possible and to alert you if your child is not in school when they should be.

This automated system is also used to inform parents/carers if their child arrives late to school (after 8.40 am).

Classroom Code

Our classroom codes are reflected through the 5R's:

Reliability - Be on time and ready to learn. Follow instructions and use the school and community spaces safely.

Resilience - Always accept the challenge to learn.

Rigour - Always produce your best work, following the school presentation guidelines. Respond to your teacher's feedback on your work.

Respect - Listen and follow all instructions. Allow others to learn safely and without distraction. Be polite, kind and respectful to all learners and staff. Mobile electronic devices must not be seen or heard.

Representation - Wear correct uniform and have all equipment. Get involved.

Keeping the school community safe

- Students should walk calmly and quietly around the building following the one-way system.
- All rubbish should be placed in the nearest bin
- All food bought in the food stations must be consumed in designated areas
- Packed lunches may be consumed in the designated outdoor areas
- No fizzy drinks or high energy drinks may be consumed in the school
- Chewing gum is not allowed in school



Contacts

If you have any concerns about your child's learning experience at PCS please contact their subject teacher.

All email addresses can be found on the school website.

Curriculum Leaders

Art & Photography

Sarah Elliott - sarah.elliott@swale.at

Design & Technology / Food Technology

Phillip Cornish - phillip.cornish@swale.at

Drama

Jenny Alborough - jenny.alborough@swale.at

English

Lauren Haywood - lauren.haywood@swale.at

Geography

James Attrill - james.attrill@swale.at

History

Tristan Swoffer - tristan.swoffer@swale.at

ICT

Jules Mok - jules.mok@swale.at

Maths

Danny Prowse - daniel.prowse@swale.at

Modern Foreign Languages

Kathryn Hayhurst - kate.hayhurst@swale.at

Music

Rodney Browne - rodney.browne@swale.at

PE

James Clarke - james.clarke@swale.at

Science

Lisa Murray - lisa.murray@swale.at

RE

Anna Wharfe - anna.wharfe@swale.at

RSE

Harriet Ward - harriet.ward@swale.at

Uniform & Equipment

The following information sets out the details of the uniform to be worn by all students in Years 7 – 11 in the 2022/23 school year.

Please note the changes to the PE Kit which will now be compulsory for Year 7, 8 and 9.

Years 10 - 11 may continue to wear the old style PE Kit until such a time that it requires replacing.



Compulsory Uniform

| | | |
|--|-------------------------------|--|
| Black Blazer with school crest on the left pocket | Available from Premier Sports | TBC |
| Tie with appropriate year colour stripe - Details below | Available from Premier Sports | TBC |
| White cotton shirt - buttoned to neck, long or short sleeved | Supplier of your choice | |
| Boys - Black school trousers Girls - Black school trousers or Black knee-length pleated skirt | Supplier of your choice | Black jeans, skin tight trousers, leggings, stretchy tube or pencil skirts are not acceptable. Skirts must not be rolled up at the waist. |
| Black smart leather shoes (See below for details of acceptable shoes.) | Supplier of your choice | |
| Black v-neck woollen pullover (optional) | Supplier of your choice | No logos |



What do we mean by “Black Leather Shoes”?

✓ ACCEPTABLE



✗ UNACCEPTABLE



Year Group Tie Colours 2022/23



LIGHT
BLUE

Year 7



RED

Year 8



ROYAL
BLUE

Year 10



GREEN

Year 9



GOLD

Year 11

Please note:
Your child's tie colour
will remain the same
throughout their
time at PCS.

PE Kit

Please email Head of PE, James Clarke,
regarding any PE Kit queries:
james.clarke@swale.at

Or see the school website: www.phcs.org.uk

Core Kit (Essential)

| | | |
|---|-------------------------------|-----|
| Tech Polo (Red, Lightweight poly with logo) OR bespoke rugby polo (see below) | Available from Premier Sports | TBC |
| PCS Black shorts with logo | Available from Premier Sports | TBC |

Optional Kit

| | | |
|--|-------------------------------|-----|
| Mid-layer (black 3 quarter zip top with logo) | Available from Premier Sports | TBC |
| Rugby Shirt (black and red) | Available from Premier Sports | TBC |
| Bespoke Rugby polo (short sleeved with logo) | Available from Premier Sports | TBC |
| Tech Pant (replaces track pant, black with logo) | Available from Premier Sports | TBC |
| Sports Sock | Available from Premier Sports | TBC |
| Rain Jacket (with logo) | * Pre-order via order form | TBC |
| Bespoke reversible long sleeve rugby shirt (with logo) | * Pre-order via order form | TBC |
| Lycra base layers | Supplier of your choice | TBC |

*form available from reception & PE department



Bespoke Dance and Performing Arts kit are available to those students that choose to take these as KS4 options. Further details and order forms will be provided to your child via their teacher at the beginning of each academic year.

Purchasing Details

At PCS the school uniform is only available to buy online.

To order, please follow these simple steps:

- 1) Visit the schools online shop link – www.pcs.kitfor.co.uk
- 2) Place your order online.
- 3) If you do not have access to a computer, please contact the school for further assistance.

Orders placed after July cannot be guaranteed for delivery for the start of term.

Equipment

The basic equipment needed for every lesson is;

- Folder/box file – large enough to carry exercise books and A4 sheets unfolded
 - Reading book
 - Pen – black or blue
 - Pencil
 - Ruler
 - Glue stick

Students will need a Scientificcalculator for all Maths and Science lessons. Calculator cost £6.50

Art Book (for Art lessons only) £3.50



Lunch Cards

Students are issued with a lunch card when they start at PCS.

We do not charge deposits but if the lunch card is lost or damaged, defaced including graffiti etc, students will be expected to pay replacement costs.

Replacement cards are available from reception.

Hair, Make-up & Jewellery

Hair

Hair should be neat and of natural coloured appearance and all one colour.

Extreme hairstyles and fashion statements are not allowed.

Make-Up

Students in KS4 (Year 10 and 11) only may wear discreet make-up.

Students in Year 7, 8 and 9 are not permitted to wear make up. Should a student arrive to school wearing excess make up they will be asked to remove it. Excess make up includes but is not limited to:



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Instagram: _phcs

- * False eyelashes
- * Eyeliner of any kind
- * Eye shadow
- * Lipstick
- * Excessive use of blusher or highlighter

FALSE NAILS, PAINTED NAILS AND NAIL ART ARE NOT ALLOWED.

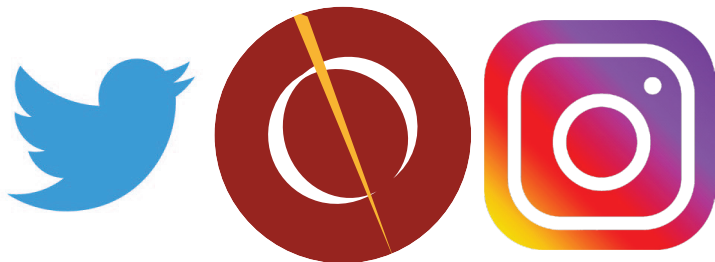
Jewellery

- One simple ring per hand
- One pair of small ear studs
- One simple bracelet
- One watch

No other items may be worn and ALL jewellery must be removed for PE lessons

Follow PCS on Twitter & Instagram

For the latest tweets and info from the school and various departments follow us
@PCS_Peacehaven



Follow from a Tweet - Find a Tweet from the account you'd like to follow. Hover your mouse over their name. Click the **Follow** button

Follow from a profile page - Go to the profile page of the account you'd like to follow.
https://twitter.com/PCS_Peacehaven
Click the **Follow** button.

Instagram: _phcs - To follow an account Instagram has recommended to you: 1. Tap the notification on your phone's home screen, then tap Follow. 2. You can also tap in the top right to view the notification, then tap **Follow**.

Using Computers

To make sure the network runs smoothly and student work is kept safe, students must sign an Acceptable Use Policy (AUP) before they use a school computer for the first time. This means that they agree to behave sensibly on the network – for example they mustn't try to damage computers or other people's files.

If students break the rules they may be stopped from using the network – so if they are not sure whether something is allowed, ask ICT Support first.

Students are given a username and a password for the network during their first Computing Science lesson.

Where can students use a computer outside lessons?

At lunchtime: Students are welcome to use any of the computers in the Library.

Before and after school: Students are welcome to use any of the computers in IT4 or the Library.

How can students do school work at home?

Most students use computers outside school to do homework, either at home or in their public library. Students can access information through the PCS website at **www.phcs.org.uk**.

Student access to Google for Education

When your child starts at PCS they will be given a login to allow them to use the full suite of Google for Education online apps. They will be able to access these from any computer or device with internet access by logging onto the Student Dashboard.

This login will also provide them with access to Google Classroom, where they can view files shared with them by their teachers.



Additionally, your child will receive a school email address.

Teachers will be able to email electronic resources to students directly to these email addresses.

We will also be able to use these to email school notices and information to groups of students. Students will be able to email work completed at home to teachers using this email address.

In terms of safeguarding, the Senior Leadership Team and the pastoral teams will have access to student email accounts.

Reminder for Students Protecting Yourself Online

1) Do not give out personal details to online friends you don't know offline (e.g. email address, phone number, school name, photos etc)

2) Think carefully about what you post online. Once a picture is posted anyone can change/adapt it.

3) Remember the internet is not a private place. Do not post images/videos you would not want your parent/carer to see.

4) Do not open files from people you do not know.

5) Do not reply to spam or junk emails.

6) Not everything people say online is true. It is better to be friends only with people you know.

Talk to someone if you are worried about anything you have seen or read online.

The Digital World

This changes daily and it might seem that children can often be better at understanding and using it than the adults in their lives. However, the pace of change and the nature of what is possible and accessible using digital technology, means supporting our students to guide them in its safe and appropriate use as parents and teachers, is more important than ever before.

Please find some guidance below to support conversations about using technology at home and school. If you have specific concerns you can also contact us directly on this topic using the school's contact form on the website.

Keep Lines Of Communication Open

Sometimes conversations about using technology don't occur until things go wrong. By regularly checking in and taking an interest in what your child does online with their smartphone / tablet / PC etc, you can make it more likely that they'll feel comfortable to tell you when things aren't right. This will also help you to feel more empowered to ask questions when you're concerned about their use of technology.

The Gallery Guardian app sends notifications to a parent's phone if inappropriate images are sent or received on their child's phone. It also can be used as a tracking device on both android and iPhone devices. Set geo fences to receive alerts when your child arrives at a set location. <https://www.galleryguardian.co.uk>

NSPCC ShareAware and Internet Matters.org are great resources created for parents. Both have a searchable list of popular apps, with an age guide and details to help you decide if it is appropriate for your child to use. This gives you an initial overview of what each app does; however, please be aware that we have come



across some inappropriate uses of less well known apps, so we have given some examples of the potential pitfalls below, this will help give you an idea of what to look for and ask your child about.

Apps that offer live streaming:

Live streaming is where someone shares their video live, as they make it. This can increase the risk of viewing inappropriate material and/or exposure to inappropriate comments or involvement by others as the content is made immediately available and isn't subject to any checks. This was highlighted in the national news in June 2017 when a Channel 4 investigation found strangers were making inappropriate comments on videos being broadcast by children.

Contact with strangers:

Online gaming can involve children coming into verbal or text contact with other gamers as they play with or against them within a game.

Some apps link random users together on purpose, or allow strangers to search, find and contact users who haven't necessarily added them.

It can be very difficult for users to control who adds or follows them when the app or website doesn't have strict privacy settings (i.e. who can view and comment on the content they share).

Some websites and apps allow strangers to comment on posts or even photos of other people to 'give feedback'.

A child may think talking to a random person is just a bit of fun and may not be able to judge whether the interaction is appropriate or not. It may be that they are exposed to someone being unkind, rude, aggressive, age inappropriate and so on, which can be frightening and confusing.

Lack of stringent age controls:

In the UK, social media apps usually have a minimum age of 13 and sometimes older. However, this is often easy to get around by inputting a fake date or birth or ticking a box to say they are older. This can lead to children being able to access content that is intended for an older audience without parents being aware.

Location-sharing:

An update to Snapchat in 2017 introduced a location-sharing feature that allows other users to see where you are, based upon your GPS signal and nearby WiFi connections. Whatsapp has also recently added a similar function, although it needs to be switched on by the user rather than being automatically switched on as standard.

Many photo apps (including Camera on iOS) have geotagging switched on as standard. This means the location of the photo (as it was taken) is encoded into the image data. It is relatively easy for anyone 'following' the child's social media uploads to use this data to locate where the photo was taken to within a small range, such as the street you live on. This can be switched off in the settings for the specific app but may not be something your child is aware that they need to do.

ISPs & Online Safety:

Your Internet Service Provider (e.g. Virgin Media, Sky, Talk Talk, etc) may have safety measures available that you can put in place on your home internet connection. Here are links to some of the main ones:

Virgin Media - <http://www.virginmedia.com/shop/broadband/parental-control.html>

Sky - <http://www.sky.com/shop/broadband-talk/broadband-shield/staying-safe-online>

Talk Talk - <https://www.talktalk.co.uk/shop/security/homesafe>



Homework

The amount of homework set and the time it will take will vary across the 5 years at PCS.

We aim to provide students with suitably challenging homework to be completed outside of school hours as this helps them to develop their independence, as well as consolidate and deepen the learning that takes place in the classroom.

Students can attend after school sessions with their teachers or use the Library to complete this work.

Presentation Guidelines For Students

My written work responsibilities checklist:

- Have I kept my work free from graffiti?
Have I remembered to write in blue or black pen?
- Have I remembered to use Arial or Calibri, font size 12 or 14 for work when using ICT?
- Have I written a title and date and underlined using a ruler?
- Have I remembered to use a pencil for diagrams and drawn a margin if needed?
- Have I finished and ruled off my last piece of work?
- Have I used up a piece of paper / page before starting a new one?
- Have I checked my spelling of key words?
- Have I checked my punctuation – especially my use of capital letters and full stops?
- Have I remembered to praise myself for presenting my work well?

PCS Parent Forum

Our parent forum is open to all parents and carers of PCS students. It is an opportunity for us to consult parents on different areas of school life and for parents to voice their views and ideas for improvement.

We hugely value the contribution of parents and carers and thank in advance those who are able to participate. Each meeting will run from 5pm-6pm and the dates will be published at the beginning of the school year.

If you are planning to attend a meeting, please email Josie Turner a week in advance:

josie.turner@swale.at

My Child At School (MCAS)

We use My Child at School as an app-based way for you to communicate with Peacehaven Community School. It works with our systems and will allow you to view your child's timetable, attendance marks, achievement and behaviour points, personal details and school announcements, as well as enable you to update your contact information and book parents evening appointments.

You will be provided with login details for your child's school account once they have joined the school.

If you have multiple children at the school, all information will be accessible via this one account.

Once your account has been set up you can download the app on your smartphone or tablet by searching "My Child At School" in the app store. You will also be able to access your account on a desktop computer.



Parentpay

ParentPay is an online payment system which is easy to use, providing parents with the freedom to make payments to the school whenever and wherever they like.

Parents will be issued with login details for their account and once activated, will be able to pay online for dinner money, school trips and contributions etc using a credit or debit card.

ParentPay is our preferred method of making payments to the school and therefore please be aware that if you choose not to use this system, then the school cannot be held responsible for cash or cheques brought into school by students.



Privacy Notice for Students

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

We, Swale Academies Trust, Ashdown House, Johnson Road, Sittingbourne, ME10 1JS, are the 'data controller' for the purposes of data protection law.

Our data protection officer is SPS DPO Services (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background, gender identity, first language, religious preference or any special educational needs
- School history
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

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



- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra
- Track how well the school as a whole is performing
- Look after your wellbeing• Details of any behaviour issues or exclusions
- Legal responsibility

Our legal basis for using this data

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

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

Sometimes, we may also use your personal information where:

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

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about pupils.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authorities – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- The Education Skills and Funding Agency (a government department)
- Your family and/or representatives - to protect your vital interests
- Educators and examining bodies
- Ofsted (the organisation or "watchdog" that supervises us)
- Suppliers and service providers - to fulfill a contract (a list of these can be obtained from the school office)
- Central and local government
- Health authorities
- Health and social welfare organisations
- Professional bodies
- Police forces, courts, tribunals
- Trust Employees



National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights - How to access personal information we hold about you

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

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from

you or your parents

- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact your school.

Your other rights over your data

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

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

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:



- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to:

**Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow,
Cheshire, SK9 5AF**

Our DPO service is provided by:
SPS DPO Services, iSystems Integration,
Devonshire House, 29-31 Elmfield Road,
Bromley, Kent, BR1 1LT
SPS-dpo-services@isystemsintegration.com

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Youth Support Services

Pupils aged 13+

Once our students reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or

training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance



The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

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 pcs-dpo@swale.at or call the main office on **01273 581100**



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
- 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:

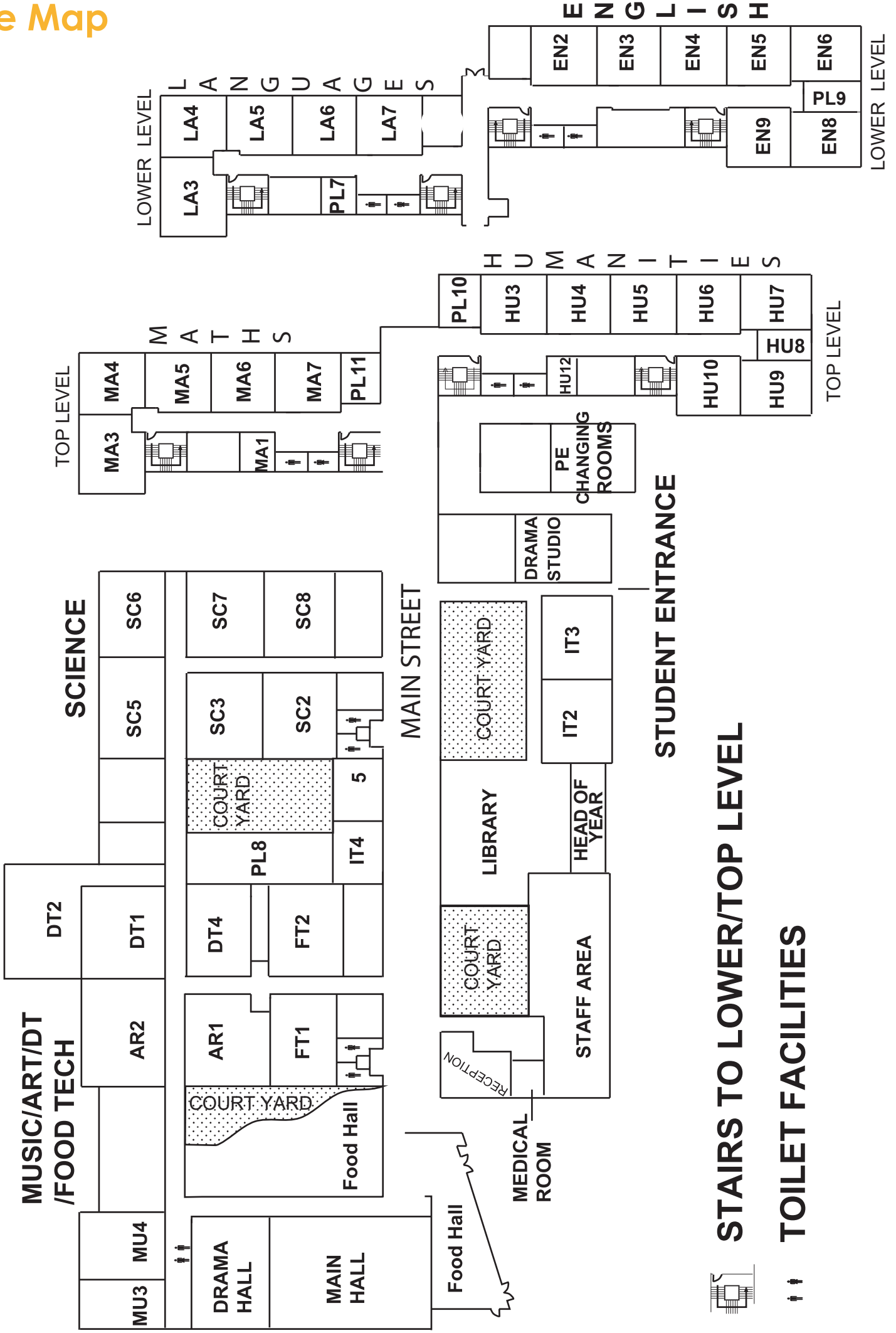
<https://ico.org.uk/concerns/>

Contact

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

pcs-dpo@swale.at

or call 01273 581100.



STAIRS TO LOWER/TOP LEVEL



TOILET FACILITIES