

**Maidenhill School
Parent/Carer
Information Booklet
September 2023
Intake**

**Information for Parents/Carers -
please retain at home for
reference**



March 2023

Dear Parents and Carers,

I am delighted that your child will be joining us at Maidenhill on **Tuesday 5th September 2023**. We place great importance on making the transfer from primary to secondary school as smooth as possible and the purpose of this letter is to inform you of two events arranged as part of the process of helping your child to settle in to life at Maidenhill quickly and happily.

Firstly, on **Friday 7th July**, all new students are invited to spend the day with us. They should report to Reception at **9.10am** wearing their normal primary school uniform. When they arrive, they will then take part in some lessons specially arranged for them and will have opportunities to ask any questions which may be concerning them about the impending change of school. They will need to bring with them a pen or pencil and a packed lunch (no fizzy drinks or sweets please). It would be particularly helpful if bags are clearly marked with the student's name too. If your child is entitled to a free school meal, please speak to your primary school **beforehand**, to make arrangements for you to collect on the morning. Please note food will **not** be available to buy on the day from our canteen. There will be a short break in the morning for which students may bring a snack if they wish. At the end of the day, your child should be collected from Reception at **2.30pm**.

Secondly, I am pleased to invite you to a meeting for parents/carers of the new intake to be held at school on **Monday 10th July at 5.30pm**. Research has shown that the partnership between school and home is vital to a child's happiness and success. We are very much looking forward to welcoming you at this evening during which we will be giving out essential information to help your child settle in. The meeting will also give you the opportunity to meet some of the school staff who will be particularly involved with your child in their first year at Maidenhill. Refreshments will also be served.

To help ensure a successful transition for your child, I would be grateful if you could return all the enclosed documentation **as soon as possible**, either by hand to the school office or by post.

Yours sincerely,

Mrs C Legge
Year 6/7 Transition Co-ordinator

Head Teacher: Mrs P Wilson BA (Hons)

Telephone: 01453 822469 Fax: 01453 825615 Email: office@maidenhill.gloucs.sch.uk

Kings Road, Stonehouse, Gloucestershire GL10 2HA

www.maidenhill.gloucs.sch.uk

School Uniform Expectations



Students, staff and governors are very proud of our school and we expect students to reflect this by looking smart at all times. Full school uniform must be worn enroute to and from school and on school visits, unless permission has been given for alternative attire.

All items of clothing should be appropriate to a school/professional environment. We have designed our uniform to be straightforward, smart and easy to follow.

The Maidenhill blazer, clip-on tie, skirt, pullover, cardigan and sports kit are available from Bateman's, 2 Kendrick Street, Stroud, GL5 1AB, Telephone Number (01453) 764320 or online at: www.batemanssports.co.uk. To reduce costs, other items of school uniform can be bought from other shops and outlets, provided they comply with the list overleaf and meet our high expectations.

We provide examples of the styles of trousers that we consider appropriate for school to assist you. The length of the Maidenhill skirt from Bateman's, must be checked carefully to ensure it is no more than 5cm/2" above the knee. If you are in any way unsure, please check with us before you buy. If a student chooses to wear incorrect uniform or wear it poorly, sanctions will be imposed.

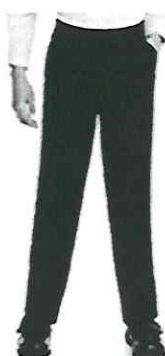
Please note: The Head Teacher's ruling on matters regarding uniform is final

Maidenhill School Uniform

Maidenhill Blazer	Available from Bateman's.
Maidenhill Tie—clip-on	Available from Bateman's.
Maidenhill Pullover (optional)	Available from Bateman's. A smart, black, plain, knitted, v-neck pullover, with no logo, may be worn as an alternative. Other jumpers, sweatshirts, hoodies or zipped tops are not permitted.
Maidenhill Cardigan (optional)	With Maidenhill logo. Available from Bateman's
Maidenhill Skirt	Available from Bateman's. Should be no more than 5cm/2" above the knee.
Maidenhill Shorts (optional)	Available from Bateman's.
Shirts/blouses	Plain white, without logo and with sleeves and a conventional collar. Vests/t-shirts under shirts should be plain white and not visible.
Trousers	Plain black, smart, tailored with a plain black, simple belt, if needed. Please refer to examples of acceptable styles. Available from Bateman's and other shops. Belts should be simple and plain black. Please note that the following are NOT school uniform: Patterned trousers, jeans, chinos, corduroys, leggings, jeggings, treggings, cropped, stretchy, tight-fitting, skinny leg or other fashion trousers.
Socks	Plain, black or white. No logos.
Tights	Plain, black or natural colour. Socks should not be worn with tights.
Shoes	Plain, black, smart, no visible logos and suitable for all weather. Heels should be of a sensible size to prevent accidents particularly on staircases and in DT/science rooms. Boots are not permitted, although they may be worn enroute to school.

Hair	No extreme styles. Only natural colours. Long hair will need to be tied back for health and safety reasons in certain subjects. Hair bands and ties should be discreet.
Make-up	Should be discreet. Requests to 'tone down' should be responded to immediately. Only clear nail varnish is permitted. No false nails.
Jewellery	Is not permitted, except a single stud or sleeper in each earlobe. Facial piercings are not acceptable.
Outdoor garments e.g. Coats, hats, scarfs etc.	Must be removed in the school buildings.
Summer weather	The school blazer is a compulsory part of the school uniform throughout the year and must be worn to school every day. However, when the weather becomes very hot, permission may be given to allow students to carry the blazer. It should <u>never</u> be put in a bag.

Examples of suitable trousers:



Maidenhill PE Kit

Maidenhill red polo shirt	Bateman's, Stroud
Maidenhill reversible rugby shirt	Bateman's, Stroud
Maidenhill red hooded jumper (optional)	Bateman's, Stroud
Maidenhill black shorts or skort	Bateman's, Stroud
Maidenhill plain red socks	Bateman's, Stroud
Trainers	All students are expected to wear supportive trainers. Daps are not suitable
Tracksuit/jogging bottoms (optional)	Plain black with minimal logo (maximum 5cm). Only to be worn in cold weather
Studded boots (optional)	For activities that take place on grass, e.g. football or rugby, studded footwear is appropriate but not compulsory. PE staff cannot take responsibility for any injuries sustained as a result of inappropriate footwear



BATEMAN'S
SPORTS
SINCE 1893

Parent School Uniform Information

www.batemanssports.co.uk

2 KENDRICK STREET, STROUD, GLOS, GL5 1AB

01453 764320

Steps to getting your uniform...

- **Visit** our store, open 6 days a week, Monday to Saturday, 9am – 5.30pm.
- **Book** an appointment for a personalised fitting with an experienced member of the team at www.batemanssports.co.uk or call **01453 764320**.
- **Shop** on our website.
- **It is that easy!**

Help us to help you...

With almost fifty schools and pre-schools to supply uniform for, as you can imagine we can get very busy in the summer months!

Please **do not** leave your back-to-school shopping until the last minute – We always look forward to your visit and have extra staff to help you but if you can shop early, we guarantee a no quibble exchange* if you find that your uniform is unsuitable for the return to school.

*exchange accepted with original packaging and tags.

New starter uniform guide

Skip the queue and get your sizing right first time.

We understand the added pressure of starting a new school, so we have developed a **Personalised Appointment System** to make things a little easier for the whole family. Booking an appointment with a trained member of the team will ensure that you know you are getting all the items your child will need to start their new adventure.

Book an appointment at www.batemannssports.co.uk

Booking a store visit

Shop early

Do not leave your shopping to the last minute.

Personalised shopping

1:1 personalised service from an experienced member of the team.

Right sizing first time

Help with sizing as we know this can be difficult.

Avoid the queues

Booking an appointment ensures you skip the queues.

Special Requirements

Please call 01453764320 and speak to a member of the team.

One stop shop

Get everything you need for back to school!

Existing Parent uniform guide

To avoid queuing in store during the busy back to school period, if you are an existing parent and know what you need, we recommend you shop on our website. We offer click and collect or home delivery.

www.batemanssports.co.uk

Know your size

Most existing parents will know what size they will need to make shopping nice and easy.

72 Hours

We endeavour to get all your orders ready within 72 hours, or sooner.

Click and Collect

You can book a free click and collect slot for a day that suits you.

Delivery

You can choose to get your order delivered straight to your door.

Returns

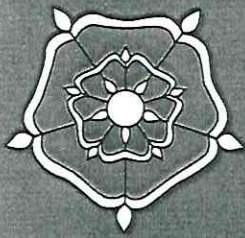
If you have ordered something online and it is the wrong size – **don't panic**, we have an extended exchange policy for our school uniform until end of August 2023.

Shop early

Please do not leave your shopping to the last minute.

If you choose to shop early, we offer a no quibble exchange policy to swap any item that may be unsuitable if it is in its original packaging with tags, just call and speak to one of our team to arrange a click and collect exchange.

We look forward helping you through your journey.



Maidenhill School

Creating and achieving a brighter future

*Maidenhill students
are expected to...*

**Take pride in their
achievements,
themselves and
their school**

**Aim
High**

**Enjoy learning
and celebrate
the academic
achievements
of others**

**Be 100%
motivated
to do their
personal best**

**Attend every
day and arrive
punctually at
lessons**

**Use every
opportunity
to learn**

**Be organised
and equipped
for every
lesson**

**Participate
and contribute
positively**

**Respect every
student's right to
learn and achieve
their best**

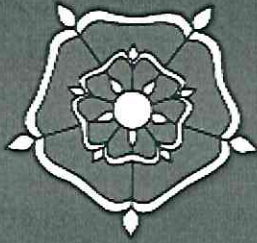
**Support and
encourage
each other**

**Study effectively
at home as well
as at school**

**Check their
work before
they hand it in**

**Heed advice
and improve
their work
after feedback**

**Be prepared to
make mistakes and
learn from them**



Maidenhill School

Creating and achieving a brighter future

Maidenhill teachers are expected to...

Be enthusiastic and knowledgeable about their subject and inspire students to achieve their best at all times

Provide a learning environment that is safe, organised and welcoming

Challenge all students to always aim higher by planning lessons and questions that structure learning so that every student makes progress in every lesson

Deliver lessons that are engaging and varied in their approach and content, to maximise enjoyment and enable students to apply their knowledge and skills

Have high expectations of students explaining clearly to students what they need to do to achieve

Expect students to produce their very best work at all times, accepting nothing below their capabilities

Know students well, treat them fairly, value all individuals and recognise students' hard work, praising progress and improvement

Assess students' understanding throughout the lesson to check understanding and know how and when to intervene

Mark students' work regularly and give students effective and regular feedback that clearly identifies next steps

Use every opportunity to develop literacy and numeracy skills

Cashless Catering System

We are pleased to announce that Maidenhill has a cashless catering system.

This system uses the latest biometric technology and means students do not need to carry cash at school. Students also do not need to carry a card as the system will recognise the thumb of your child at the tills and balance enquiry stations. Students who are eligible for free schools meals, will also use the biometric system to claim their free meal.

In order for your child to be registered on the biometric system, we need the consent of one parent. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual fingerprint. A daily 'spend limit' of £5.00 will be set into the system. Parents/carers can request an increase or decrease for an individual student by making a written request to the Catering Manager.

If you choose not to have your child registered on the Biometric System, you will need to request a 4 digit PIN code. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. Maidenhill recommends biometrics, as this is more secure and faster than any other method of identification and we appreciate your co-operation about this matter.

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. Payments can be made through ParentPay, an online payment system; an activation letter will be sent to you shortly giving details about how to set your account up. PayPoint cards can also be used to top up your child's account at your local PayPoint stores. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account. **You will need to make sure your child's account is topped up and ready for the start of term.**

A list of PayPoints located closest to Maidenhill can be found in the "Frequently Asked Questions" attached. Please contact the Finance Office if you require a PayPoint card. You can also find your local PayPoint stores by visiting: <http://www.paypoint.co.uk/locator.aspx>

The "Frequently Asked Questions" attached should answer any questions you may have, however if you have any queries, please contact Miss Tovey, our Business Manager, on (01453) 822469.

Cashless Catering Frequently Asked Questions

Q What is a cashless system?

A A cashless Catering System is a solution which is purpose designed to meet the ever evolving needs and demands of the catering provision, required by today's schools and academies. The Trust-e Cashless Solution allows schools to be better able to provide their students and staff with a faster, more efficient and more appealing meal service.

Q What is 'biometric'?

A Biometric is simply a method of identifying an individual person. The Trust-e Cashless System uses an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the Cashless System.

Q How does a biometric system work?

A The information of a student or staff member, who has been biometrically registered, is stored on a secure biometric controller within the school, which only your provider, Nationwide Retail Systems, can access with permission from the school. Once an account is credited, the student or staff member places their finger/thumb on the EPOS Terminal Biometric Reader, which looks up their account and allows them to purchase items using only this method of identification.

Q How does my child register on the biometric system?

A Registration will take place after your child starts attending school. Your child will attend at a requested time and will be required to place their finger/thumb on the Biometric Reader twice to obtain a matching template, which only takes a few seconds. If you have chosen to opt-out of this procedure, your child will be presented with a 4 digit PIN code.

Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account by way of the following methods. Once an account has been credited, the monies cannot be withdrawn and must be spent on the school meal/break services.

Online Payments

We have introduced online payments in partnership with the Cashless Catering Solution. Payments can be made online via ParentPay, an activation letter will be sent out. If preferred, PayPoint cards can be issued which can be used to top up your child's account at your local PayPoint stores. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account. You can find your local stores by visiting: <http://www.paypoint.co.uk/locator.aspx>

The closest PayPoints to Maidenhill are:

- Stonehouse Stores, Gloucester Road
- Co-Operative Food, Stonehouse
- Jet Partners, Park Parade, Stonehouse
- Fromebridge Service Station, Bristol Road, Stonehouse
- Ebley Stores
- Cashes Green Stores

Q How can I check the credit on an account?

A This can be done by the account holder either by placing their finger/thumb or entering a 4 digit PIN code on to the Balance Checking machine located in the Dining Hall. The current balance will then be displayed.

Q Can I change my child's 'daily spend limit'?

A Yes – the amount your child can spend throughout one day can be changed by written request to the Catering Manager. The current amount is set at £5.00 per day.

Q How do 'free meal' entitlements work?

A All free meal entitlements are entered on to the system when your child starts at Maidenhill. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Students with FSM entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

Free School Meals Information

Why should I apply?

For every child that is entitled to free school meals the school receives extra funding to enhance provision and improve progress and outcomes for children. So please apply even if you do not wish to take up your free school meal.

What are the qualifying criteria for Free School Meals?

Your child *might* be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

How do I apply?

Search online for **Gloucestershire County Council**, then click through to '**Education and Learning**', followed by '**School Transport and Free School Meals**' and '**Apply for Free School Meals**'

(or go direct to: <https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>)

How long will it take to get a response?

You will receive an instant response as to whether you are entitled to free school meals once you have submitted your claim. All you need is your National Insurance Number and a current email address.

When your application is received, your eligibility will be checked with the Department for Education, Department for Work and Pensions and HM Revenue and Customs.

Transferring to secondary school

If your child is currently receiving free school meals at their primary school and transferring to secondary school in September, you do not need to reapply. Entitlement will transfer automatically to their new school unless your financial circumstances change; if so you will be notified if they are no longer entitled.

Instrumental & Vocal Lessons

Many students at Maidenhill have, in addition to timetabled music lessons, instrumental or vocal lessons. The school sees access to Instrumental Tuition for all who want it as an integral part of what the school represents. As such, the school provides a generous subsidy and quality, dedicated music staff.

Recent research indicates that students who study instrumental music lessons achieve higher academic results in other subjects, gain in self-confidence and have a greater connection to each other and the world around them. Students who study a musical instrument make greater progress over time than their peers.

From September 2023, the Music Department will offer music lessons in the following instruments:

Vocals	- For all singers
Woodwind	- Flute, Clarinet and Saxophone
Strings	- Violin and Cello
Brass	- Cornet, Trumpet, Tenor Horn and Baritone
Guitar	- Electric, Acoustic, Classical and Bass
Piano	
Drumkit	
Musical Theory	

All lessons take place during the school day and are rotated each week to cause the least disruption. Students will receive **10** lessons per term, **30** over the course of the year.

Instruments can be hired from Gloucestershire Music Service - application forms are available.

Set out here are the expectations we have for students taking music lessons. Please read the terms carefully and if you would like your child to start lessons at Maidenhill return the reply slip in the Data Collection Booklet.

In taking Instrumental/Vocal lessons at Maidenhill, we expect **students** to:

- Be punctual and reliable in their lesson attendance.
- Show a good level of commitment by practising individually as recommended by their teacher.
- To make reasonable progress in their studies.
- To attend Ensemble clubs and activities. (Choir, Rock Band, Woodwind Club, Samba Band, School Musicals/Plays)

We expect **Parents** to:

- Pay for the lessons a term in advance.
- Give a term's notice if lessons are to be discontinued (**10 weeks notice**). **This must be in writing** to Mrs Ball or via email (dball@maidenhill.gloucs.sch.uk)

Failure to meet any of the above expectations may result in lessons being withdrawn.

Instrumental Teachers will:

- Give stimulating lessons that address a varied repertoire and aspects of technique.
- Provide a yearly report.

A number of different options are available:

10 x 30 minute individual lessons per term	- £160.00
10 x 20 minute individual lessons per term	- £105.00
10 x 30 minute shared (normally pairs) per term	- £80.00

Bursaries and Free School Meal Students

Bursaries are available for those families in receipt of benefits such as Income Support, Income Based Job Seekers Allowance, and Child Tax Credit (where the Child Tax Credit added to your total annual income is below £16,190), Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get) or if the student is entitled to Free School Meals. The current bursary available is £30.00, the remaining costs must be met by the parent/carer.

Bursaries must be renewed annually each September, therefore I would ask that anyone requiring a bursary from September 2023 supplies either a copy of their letter of entitlement (clearly showing dates) or a photocopy of the Inland Revenue form which begins TC60, when returning completed forms. Failure to supply this information will result in tuition fees being charged at the full rate.

Lessons will be invoiced on a termly basis and can be paid for **in instalments on a monthly basis**, but need to be paid in full by the end of each term.

Pupil Premium students may also be eligible for lessons at a reduced cost, however this is determined on an individual basis. If you believe that your child is entitled to support, then we encourage you to write directly to the Head Teacher, Mr Hunter, to express your interest. Please note that parent/carers are still expected to contribute to the costs.

The bursary cost of termly lessons are:

Individual 30 minutes	- £130.00
Individual 20 minutes	- £75.00
Shared 30 minutes	- £50.00

If you do not meet the above criteria for a bursary and require assistance with fees, you may be eligible for funding from Make Music Gloucestershire. They have a bursary scheme for families with an annual income **below £27,000**. If you fall within the criteria and would like to access this please speak to Mrs Ball (Subject Leader, Performing Arts) in the first instance.

I do hope you will consider instrumental or vocal lessons for your son/daughter. They are still heavily subsidised by the school and represent excellent value for money compared with private lessons. It is also worth pointing out at this stage that **passing the upper music grades (6, 7 & 8) now equate to UCAS points, which will support students' entry into University** in the future.

If you have any queries or concerns, please do not hesitate to contact Mrs Ball (dball@maidenhill.gloucs.sch.uk).

School Uniform Grant

School Uniform Grant

Students from low-income families transferring to secondary education (i.e. into Year 7) are entitled to a one-off grant towards their uniform costs if eligible.

Who is eligible?

If your child is transferring into Year 7 (from Primary to Secondary school) in September and is **currently receiving free school meals**, they may also be entitled to a school uniform grant.

The grant is paid as a contribution towards the cost of your child's school uniform. Successful applications will be issued with a voucher that can be redeemed at the Batemans' Sports in Stroud (stockists of our school uniform). The voucher may be used to buy any item of clothing that is on your child's required uniform list.

The grant is a one off payment and does not have to be paid back. However, if it is found that a grant has been claimed fraudulently then we will require the full amount of the grant to be returned.

How does it work?

Once you have filled out your application form, please return it to the school's Business Manager, Miss Sam Tovey.

When can I apply?

Applications are available from the April prior to the September that your child transfers from Primary to Secondary school. The last date for receipt of applications is 29th June 2023.

Asthma Care Plans

Maidenhill School is committed to providing care and support for all students with asthma. If your child is asthmatic, we will ensure they receive the best possible care at all times.

Please assist us by:

- Completing the school asthma care plan in the admissions forms booklet (if you are in any doubt about treatment, please take the form to your doctor or asthma nurse for completion)
- Sign the declaration form
- Inform school immediately of any change of treatment (when appropriate)
- Ensure your child has a spare reliever (blue) inhaler for use in school (and a spacer if this is the usual method of delivery) as well as an inhaler that they carry themselves.

If your child has no symptoms at present but has a history of asthma, please let us know as we still need this information in order to update our school records.

Thank you for your co-operation in this important matter.

Individual Health Care Plans (IHCPs)

Long-Term Medical Needs

Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an Individual Health Care Plan (IHCP) can be agreed between parents and the school. This may also require input from the GP, School Nurse and/or Link Governor (Health & Safety) as appropriate.

A copy of a blank IHCP form can be found in the Data Collection Booklet – please contact us if you wish to check whether your child is eligible.

Please note medical details (including current medication, ongoing treatment, previous procedures etc.) are not routinely passed on from primary schools.

Medication

It is the parents' responsibility to ensure any medication kept in school is kept up-to-date and is properly disposed of when past its expiry date, or if no longer required. Only medication in the original container or packet will be held in school.

It is good practice for students to manage their own medication and, where this has been agreed through an IHCP, the student will be supervised whilst doing so.

Medication must not, for the safety of other students, be carried around by the student except where a student has been prescribed an inhaler for the use of asthma relief or an EPI-pen for emergency use, or if specifically agreed via the IHCP. All other medication will be kept in a secure cupboard/fridge in Reception only accessed by named staff.

Please complete an Administration of Medication form (in the Data Collection Booklet) if your child currently takes medication during the school day.

Maidenhill School Privacy Notice

(How we use student information)

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behaviour and attainment information (to monitor the progress and engagement of students)
- Assessment Information
- Child Protection or Safeguarding Information
- Medical Information (to keep individuals safe and plan for their needs)
- Special Educational Needs Information
- Exclusion Information
- Biometric Data – Catering

Why we collect and use this information

We use the student data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law regarding data sharing

The lawful basis on which we use this information

Maidenhill School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Keeping Children Safe in Education (2021)
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

Collecting student information

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

Storing student data

Student data is held securely by the school. For an overview of data retention please consult our Retention Schedule.

Who we share student information with

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The NHS

Why we share student information

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Students) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student 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.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to: https://dera.ioe.ac.uk/27823/2/NPD_user_guide.pdf

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: and
- 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/government/publications/dfe-external-data-shares>

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-student-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 Miss S Tovey, Business Manager on: stovey@maidenhill.gloucs.sch.uk or the Data protection officer, details at the end of this notice.

You also have the right to:

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

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

Contact

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

Gloucestershire County Council
School's Data Protection Team
Information Management Service
Shire hall
West Gate Street
Gloucester

Schooldpo@gloucestershire.gov.uk

(01452) 583619