

ADMISSIONS AGREEMENTS AND KEY POLICIES INFORMATION BOOKLET

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A Church of England Academy

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Dear Parent/Carer

Welcome to Chiltern Hills Academy. We are very pleased that your son/daughter will be joining us in September at the start of the new school year. We look forward to getting to know you, whether you are a first time Chiltern Hills' family or continuing your partnership with us.

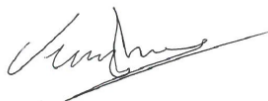
The Autumn term will begin on Thursday 3rd September 2020 for our new Year 7 students, with registration at 8.40am. The school day will finish at 3.10pm.

Within this booklet you will find some important information. Please make sure you have read and understood it.

If you would like to discuss any of the items contained in this booklet, or if you have any other concerns, please do not hesitate to contact us. We hope the rest of this school year goes well for you and we look forward to meeting you soon.



MR T DOBBS
Vice Principal



MR O HUMPHREY
Academic Year Leader Y7

ACADEMY TERM DATES 2020 - 2021

Term	Open morning of	Close at end of afternoon of
Autumn first half term	Thursday 3 September 2020	Friday 23 October 2020
Autumn second half term	Monday 2 November 2020	Friday 18 December 2020
Spring first half term	Tuesday 5 January 2021	Friday 12 February 2021
Spring second half term	Monday 22 February 2021	Thursday 1 April 2021
Summer first half term	Tuesday 20 April 2021	Friday 28 May 2021
Summer second half term	Monday 7 June 2021	Wednesday 21 July 2021

The recommended in-service training days for teachers are as follows:

- Tuesday 1 September 2020
- Wednesday 2 September 2020
- Friday 9 October 2020
- Monday 4 January 2021
- Monday 19 April 2021

In addition the Academy will be closed on Monday 3 May (Bank Holiday)

ATTENDANCE AND PUNCTUALITY

The importance of attending school regularly and punctually cannot be overstated. Students can only make the most of the educational opportunities available at Chiltern Hills Academy if they maintain a very good attendance record. The link between good attendance and high standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with the work, develop well socially and have a good attendance record to show future employers.

For example: an attendance record of 90% may sound good, however it is equal to one day missed every two weeks. If this continues from Years 7 to 11, a total of twenty weeks of school will have been missed over five years.

In order for attendance to be good it must be over 95% attendance.

Absence

Please observe the following procedures with regard to absence from school:

1. If your son/daughter is unable to attend school for any reason, please telephone the Academy on 01494 782066. Press option 1 for the absence line or extension 226 leaving your name, your child's name, Academic Tutor Group and reason for absence or email: attendance@chacademy.co.uk. If your son/daughter is absent due to illness, it is not sufficient to say that he/she is unwell, please be specific detailing the symptoms, for example cold; flu.
2. Parents must not take children out of school during term time for holidays. It is essential, for the reasons outlined above, that students do not miss lessons. Therefore:
 - Leave of absence for any reason will not be authorised. This follows changes made in September 2013 to the Education Regulations of 2006.
 - If you feel that the circumstances are exceptional then an application should be made to the Principal, one month prior to any arrangements being made. He will then decide whether the absence can be authorised.
3. Please give plenty of notice for any planned absence. All dental and medical appointments must be made out of school hours or in the school holidays. The Attendance Officer must be notified in advance of any planned absence.
4. We work closely with Buckinghamshire County Council's Attendance Team and in line with current guidelines, parents may be fined for taking their children out of school for a holiday or persistent absence.

Punctuality

We understand that adverse circumstances will very occasionally prevent students from arriving on time at school but ask that all parents help their children to adhere to the Academy's rules regarding punctuality:

- Students should arrive at school by 8.35am and be in their form rooms by 8.40am for registration with their Academic Form Tutor, except on Tuesdays, when students should be in school by 9.20am for 9.25 registration.
- Students arriving late should sign in at Student Services stating the reason for lateness.
- Students who are late will be kept behind at the end of the school day by their Academic Form Tutor or Academic Year Leader for the amount of time by which they were late (up to 10 minutes).
- Students who are late more than two times a week will be kept for a one-hour detention by their Academic Year Leader the following week. Parents will be informed by text of the arrangements.
- Any student who does not attend the late detention will be required to attend a Principal's detention on Friday after school for up to two hours.

LOST PROPERTY

Any items of property found on the school site will be handed to the Student Services office or placed in the Lost Property box which is situated between the lockers in the English Department. Where named, a note will be added on the Academy's electronic register system advising students to collect this from the office. Items in Lost Property box will be displayed on occasions on a table outside the student services window. PE kit

Items will be returned to the PE office. Students are responsible for their own belongings and are also responsible for looking for lost items. **Please be aware that items of lost property are kept for a period of one month, after this time they may be taken to a charity shop or disposed of.**

MEDICAL INFORMATION

Sometimes, during the school day, students may become unwell or may be injured. The Academy has a trained First Aider in Student Services (Miss Astles) who will provide prompt attention for any student who is injured or feeling unwell.

If an illness or injury were serious, you would be informed immediately in order that your son/daughter could be taken home or to hospital. If medical advice is sought from a doctor or hospital, please advise the medical room of the outcome of such a visit, so that the relevant paperwork can be completed.

Medication will not be given on demand but here is a list of medicines and treatments normally kept in the medical room.

Medicine	Usage
Bandages	Injuries
Ice packs	Bruises/sprains
Plasters & Burn gel	Cuts/blisters/burns
Antiseptic wipes	Cleansing of grazes/cuts

Students are sometimes prescribed medication for specific ailments such as **migraines, hay fever or asthma**. In this situation, parents must complete a **Student Health Care form** which is available from our website: Parents/Parent Communications or from the Student Services office. The medicine must be sent in with its original packaging, clearly labelled with the student's name and form. For non-prescribed medicines, such as **Piriton and Paracetamol**, an **Agreement to Administer Non-Prescribed Medicines to Students form** should be completed, handed in with the provided medication, again being clearly labelled and in the original packaging with the expiry date fully visible.

It is the responsibility of the parent to keep the medical room informed of any changes to their child's medical condition or medication requirements. Please call the school number and then extension 111 to report any changes to Miss Astles.

Please note that students will be offered vaccination and immunisation boosters as and when necessary. Parents will be notified of these in advance and any consent forms are to be returned by email as soon as possible. For those who do not have email a paper copy can be provided but this is available ONLY to those without an email address.

MOBILE PHONES

During the day, mobile phones must be switched off and not visible. If the phone is heard or seen it will be confiscated and parents will have to collect it from reception at the end of the school day.

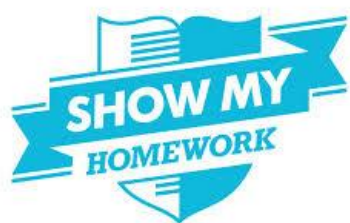
However, it is possible that phones can be used in some lessons with full permission of the teacher for a specific educational purpose. Full details of the Mobile Phone Policy can be viewed on the Academy Website.

SCHOOL MEALS

We operate a cashless catering system which eliminates the need for students to carry cash. Parents are able to credit their son/daughter's account to purchase meals using ParentPay. Our biometric system allows students to securely access their accounts for purchasing food. Your son/daughter's forefinger reading will be taken on their first day of school and it is very important that we have permission for this (please complete the section on page 3 of the admissions booklet).

FREE SCHOOL MEALS

Included with the admissions pack is an application form for free school meals. All students who wish to take free school meals and who meet the eligibility criteria must complete and return this form to the Academy, regardless of whether they were in receipt of free school meals at their previous school. The Academy subscribes to Bucks County Council's Free School Meals Eligibility Checking Service and the information you provide will be sent on to them for verification before any meals can be provided free of charge.



SHOW MY HOMEWORK

Show My Homework is an online homework calendar where teachers post homework for their students. It can be accessed anywhere and can be navigated easily. When homework is set in lessons, teachers then post their homework on the calendar and students can view this at any time, as can parents.

It is very easy to use and we are confident that it will be extremely helpful to you in monitoring your child's homework on a daily basis.

All Year 7 students and their parents will be issued with login details when they start at the Academy.

Please use the easy steps below to see how the online calendar works:

1. Visit Chiltern Hills Academy website
2. Click on the tab 'Show My Homework' in Links and Resources (on right of page)
3. Filter using the tabs on the right (e.g. for a Year 7 student click on 'Years', scroll down, highlight 'YEAR 7' then click 'apply filter')
4. You will now see a calendar which displays all the homework set across all subjects
5. Click on a homework set by a teacher and view the content.

If you need any further information you can visit the following website www.showmyhomework.co.uk or contact Show My Homework on: 020 7197 9550.

ONLINE PAYMENTS WITH PARENTPAY

Since September 2013 we have been using a more convenient way to pay for school meals, trips and much more online, using a secure service called ParentPay. This means we no longer accept cash and cheque payments, making the Academy a cash-free environment.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, twenty-four hours a day, seven days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password. You will be prompted to change these and to keep them safe and secure. If you have more than one child at the Academy or children at other ParentPay schools you can create a single account login for all your children.

Any parent/carer who does not have access to a computer at home is welcome to use the Academy desktop computers in the main atrium of the school to add funds to ParentPay. Simply ask at reception and you will be issued with login details allowing you to access a school computer. Assistance is also available by Academy staff should you need help using ParentPay (if prior notice is given).

You will soon receive your unique ParentPay account details which will guide you through activating your account.

For further information on ParentPay please visit www.parentpay.com

ANNUAL CONSENT TO LOCAL OFF-SITE VISITS AND MEDICAL TREATMENT

By signing the admissions form you consent as follows:

I understand that my son/daughter may leave the Academy premises for local visits as outlined in the Academy prospectus and hereby give my consent for my son/daughter to participate in such visits. I also understand that my child may leave the Academy premises at other times when I will be informed separately by letter and when further consent will be required.

I agree to my son/daughter receiving medication as instructed by you, the parent and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance provided (see our website under the Parents tab, School Trip Insurance.)

I undertake to inform the Principal/party leader as soon as possible of any change in the medical circumstances of my child.

ACADEMY UNIFORM AND PE KIT

Our Academy uniform and PE kit are supplied by klschoolwear.co.uk

The compulsory uniform standard for all students up to the end of Year 11 from September 2019 is:

<ul style="list-style-type: none"> ▪ Black pleated skirt (minimum length – 5cm above the knee) or black formal trousers (no skinny trousers) ▪ Plain white formal collared shirt (not an open neck blouse) ▪ Academy tie (tied to an A4 page minimum length) ▪ Dark or white socks/neutral coloured tights/black tights (with no pattern) ▪ Plain black formal shoes (no high heels, boots or trainers/plimsolls) ▪ Academy blazer ▪ Optional - Academy grey 'V' neck jumper (with silver threading) to be worn under the blazer. However, only the specified grey jumper will be accepted ▪ Hijabs (if chosen) are to be of plain black material 	<ul style="list-style-type: none"> ▪ Black formal trousers (no skinny trousers) ▪ Plain white formal collared shirt ▪ Academy tie (tied to an A4 page minimum length) ▪ Dark coloured socks ▪ Plain black formal shoes (no boots or trainers/plimsolls) ▪ Academy blazer ▪ Optional - Academy grey 'V' neck jumper (with silver threading) to be worn under the blazer. However, only the specified grey jumper will be accepted ▪ Any hair covering for religious reasons must be of plain black material
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PE KIT
<ul style="list-style-type: none"> ▪ PE polo shirt – boys' and girls' styles. Academy design. ▪ Sweatshirt - black ▪ Shorts – plain black shorts ▪ Netball skort (girls only) ▪ Black tracksuit bottoms – optional for use in winter months at the discretion of the PE Dept. ▪ Socks – plain black football socks ▪ Trainers ▪ Football boots when applicable

- Students are expected to wear their uniform with pride.
- Clothing not permitted under any circumstances includes: jeans, hoodies, bandanas, sleeveless shirts/tops, clothing with chains and attachments, clothing and bags with offensive statements, clothing which covers the face, any other facial piercings, impractical or dangerous footwear.
- The only jewellery permitted is a wrist watch and one small, plain (gold or silver coloured) stud or sleeper in each ear. No other facial studs are permitted, nor are "spacers"/"stretchers" in the ear.
- Nail Varnish must be clear/natural. Students will be expected to remove nail varnish which does not comply, which includes French manicure/polish. False nails are not permitted.
- No extreme hairstyles or hair-colouring are permitted. This includes "tramlines". Subtle, natural coloured variations to hair may be acceptable but parents should seek the advice of their child's Academic Year Leader before considering this.
- Hairbands and bows if worn must be discrete and plain black in colour.
- Coats - students will need a sensible and warm waterproof coat at certain times of year. Lightweight tracksuit type jackets, "hoodies" and denim jackets are NOT permitted.
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MUSIC LESSONS

Individual music lessons are available at Chiltern Hills Academy through private visiting teachers. They can offer all the orchestral instruments, singing, piano, drum kit, classical guitar and electric guitar and saxophone.

Students will come out of normal lessons to take their individual tuition. This is on a rota so that a different lesson is interrupted each week and they never miss more than half a school lesson period on each occasion. A minimum of ten lessons, each 30 minutes long, will be provided each term. Lessons cost £17.00 each (*correct at time of printing*).

- Lessons may only be discontinued at the end of each term.
- Notice of withdrawal must be given in writing to the instrumental tutor at least half a term in advance
- If adequate notice is not given, then half a term's fees will be charged.
- It is the student's responsibility to inform the instrumental tutor if there is a problem with the lesson time assigned to him/her.
- Payment is due to the instrumental tutor by the second week of term.
- Failure to make a payment will result in the lessons being immediately terminated.
- Contact details provided on the Music Application form will be given to the instrumental tutor as the contract is between you and the visiting, private instrumental tutor.

A small number of instruments are available for hire in school for students' use during their first year of lessons. Please ask for more information.

There is a wide range of extra-curricular opportunities in the Music department; full details can be seen on the Music department calendar.

If you wish to discuss any aspect of instrumental provision at the Academy I would be pleased to talk to you on the telephone. Please note that any problems with rotas for private peripatetic teachers should be drawn to the attention of the Head of Music at the earliest opportunity.

If you wish to apply for private music lessons for your child please complete the music lessons application for private instrumental/vocal tuition which may be found in this pack or on the Parent Communications section of the school website and return it to the Student Services office.

Mrs K Morgan
Subject Leader for Music

Telephone: 01494 782066 Ext 616
Email: kmorgan@chacademy.co.uk

ENRICHMENT PROGRAMME

The programme offers students the opportunity a wealth of diverse and engaging enrichment activities to our pupils at every stage of their education. It extends students' knowledge and expands skills as well as giving them the opportunity to flourish as individuals. From academic enrichment activities, to sport and arts clubs, our enrichment activities promote problem-solving, teamwork and a commitment to learning and self-improvement.

The impact of Enrichment activities:

Engagement in fun activities creates a desire to learn, leading to a 'development of engagement in learning' 'Enrichment is increasingly understood as having a potentially significant impact on the intellectual, social and psychological well-being of students.' - Bowdoin USA

The objective of Enrichment is to:

- Widen students' intellectual experiences
- Improve independent learning skills
- "Light a fire" within students
- Offer them the opportunity to study a variety of options of their choice in something they would not have had a chance to study otherwise.

The Programme for 2020/21

The bespoke Enrichment programme is for all Year 7 students and is for 50 minutes a week on an extended school day; this allows students to learn different skills outside of the classroom. Throughout the academic year students choose six activities ranging from making textural sculptures to henna painting. We have a large number of activities to choose from and students are given a flyer that outlines every activity. Students are encouraged to try new activities so they acquire new skills and interests. It also give individuals a chance to meet students in other forms and in other year groups.

The Enrichment sessions run after school on **Tuesdays until 4.20pm** and is compulsory for all Year 7 students. This is an exciting opportunity that will your son/daughter to try something new.

By typing your full name, you are indicating that you understand that by agreeing to this you submit your consent.

Home Academy Agreement

As part of its commitment to being an effective school, Chiltern Hills Academy has a responsibility to work in partnership with both parents and students. This commitment is clearly manifested in both policy and practice. At the time of writing there are many policy statements which are embraced by this Academy Agreement and cover issues such as Equal Opportunities, Student Reward and Support, Parents' Evenings, etc. The Home-School Academy agreement is vital in that it gives a clear understanding that all parties involved must work in unison to ensure that each student is fully supported to achieve his/her full potential.

I/We, the parents, will:

- Ensure that my child goes to school regularly, on time, in uniform and properly equipped
- Inform the academy of any concerns or problems which might affect my child's work or behaviour
- Support the academy's expectations and behaviour guidelines and, should they be necessary, the full range of consequences
- Support my child in homework and other opportunities
- Attend parents' evenings and discussions about my child's progress
- Offer praise and encouragement wherever possible, playing my part in the academy reward system
- Return reply slips and send absence notes promptly
- Ensure that holidays are not taken during term time
- Ensure that my/our child attends all of their examinations at the right time
- Support the academy's values and ethos.

Signed Parent/Carer

I, the student, will:

- Demonstrate the positive moral values of respect, honesty, hope, forgiveness, love, compassion and self-discipline
- Attend school regularly, on time, in uniform and properly equipped
- Let my Academic Tutor or Academic Year Leader know of any concerns about my work or school
- Follow the academy's expectations and behaviour guidelines, acting at all times as a good ambassador for the academy
- Check Show My Homework daily and complete all my homework to the best of my ability and on time, and keep my homework diary properly up to date
- Give 100% effort to my work including meeting any targets agreed
- Take a full and active part in opportunities offered by the academy-Academy Agreement (cont.)
- Seek to gain rewards and recognition for my achievements and those of my tutor and year group
- Ensure that all communications between home and school reach their destination
- Respect the school environment and surroundings and other people's property
- Respect the school's IT policy and use the IT resources appropriately and safely

Signed Student

We, the Academy, will:

- Ensure there is an ethos of high moral values where respect, honesty, compassion, forgiveness, hope, self-discipline and love for our fellow persons are firmly in place
- Contact parents if there is a particular concern with attendance, punctuality or equipment
- Discuss with parents the issues regarding their child's work or behaviour and apply rewards or sanctions as appropriate
- Ensure a safe, purposeful working environment for all children

- Set, mark and monitor classwork and homework
- Send home termly progress checks and arrange parents' evenings during which each child's progress can be discussed
- Offer activities to support each child's learning and personal development and provide opportunities for success and reward
- Keep parents informed about the academy through regular letters, newsletters and other publications
- Seek and implement ways to improve parental engagement and to serve our community
- Promote a healthy life style
- Strive to ensure that every student achieves their potential
- Provide a balanced curriculum that meets the needs of every student.
- Provide information and guidance about careers and higher education

Signed Academic Form Tutor

By working together, all three parties in partnership, we can ensure that each child's potential is fulfilled.

USING IMAGES OF STUDENTS

At Chiltern Hills Academy we take images (photographs, video and webcam recordings) of Academy performances, events, trips, activities and the general school day. These photographs/video recordings may be used in printed or electronic publications, printed or electronic media, our Academy website, social media (such as Chiltern Hills Academy Facebook and Twitter) or on internal displays.

Chiltern Hills Academy believes that these images can provide a valuable record of the student's learning. Learning takes place in a variety of different ways at the Academy and we like to celebrate and share this with others. Images of students and students' successes can be a source of pleasure and pride, which we believe can enhance self-esteem for students, their families and the local community. The Academy values using photographs or video recordings to be able to share and showcase its environment as well as allow us to keep parents up-to-date with what goes on.

To comply with the Data Protection Act and the General Data Protection Regulation 2018 we need your consent to take and use images of your child.

Please ensure that you sign and date the 'Consent Form for Images' included with the Admission Form.

COMPUTER RESOURCES POLICY - STUDENT

The Academy has provided computers for use by students. The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources and ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources
- Do not use the computers for commercial purposes, e.g. buying or selling goods
- Students are blocked from using removable media on the schools computers. This includes USB flash drives, memory sticks, memory cards, portable hard drives etc. These are blocked for security, as viruses can be hidden on them. To obtain content from outside of school students are encouraged to use OneDrive. This is a personal cloud storage which all students are able to use
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software and been found to be clean of viruses
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others
- Never tell anyone you meet on the internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so
- Do not use the computers in a way that harasses, harms, offends or insults others
- Respect, and do not attempt to bypass, security in place on the computers or attempt to alter the settings
- Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the internet unless for study or for school authorised/supervised activities
- Do not use the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive

- Respect the work and ownership rights of people outside the Academy, as well as other students or staff. This includes abiding by copyright laws
- Do not engage in 'chat' activities over the internet. This takes up valuable resources which could be used by others to benefit their studies
- Never arrange to meet anyone unless your parent/carer or member of staff goes with you.

Email

- Students are reminded that their Academy email is owned by Chiltern Hills Academy and will be monitored for online safety purposes. Students should not use their email for any external accounts such as social media sites or online shopping
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer
- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. Always report such messages to a member of staff.

Should a student not follow these guidelines access to computers and the Internet will be denied and the student will be subject to disciplinary action.

BIOMETRIC SYSTEM - PROTECTION OF FREEDOMS ACT 2012

We use a student recognition system using biometrics at Chiltern Hills Academy. This allows us to make the best use of efficient systems for cashless catering and print and copy services.

This system improves the services we are able to offer students and staff significantly, with benefits including:

- Improved security for handling cash transactions in the Academy
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Children will not have to remember to bring a card
- Reduction in queuing time.

This is a technology that is used successfully by thousands of schools. We are keen to provide an opportunity for parents and carers to find out more about the system and answer any questions they may have.

We would like to make it clear that Chiltern Hills Academy will comply at all times with the Data Protection Act, the General Data Protection Regulation 2018 and with the provisions of the Protection of Freedoms Act 2012 regarding the use of biometric data. In order for your child to use the biometric system, one parent or carer will need to consent by signing and returning the admissions form (page 4). We will also offer an opportunity to opt out or withdraw consent for those students who, upon consideration, would prefer to use alternative forms of identification.

Please email dataprotection@chacademy.co.uk if you wish to opt out and we will ensure that any relevant data already captured is deleted.

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics including, for example, a digital photograph, fingerprint or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger but not a fingerprint image. The information is stored in a highly secure database and will only be used by the Academy to confirm who is accessing our services.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data. The data that is held cannot be used by any other agency for any other purpose.

The Academy will not use the biometric information for any purpose other than that stated above. The Academy will store the biometric information collected securely in compliance with the Data Protection Act and the General Data Protection Regulation 2018. The Academy will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics
- Receive written permission from one parent if the school is to process biometric information for their child
- Allow children to choose an alternative way of being identified if they wish
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or if your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allows them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you tick the appropriate box on the admissions form (page 4). Please note that when he/she leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted with immediate effect.

If you would like to discuss this in more detail, please contact the Academy's Data Protection Officer on dataprotection@chacademy.co.uk or by telephoning the Academy.

When you have read this information please tick the 'Biometric System Protection of Freedoms Act 2012' appropriate box on page 4 of the admissions form.

PRIVACY NOTICE FOR PARENTS/CARERS – USE OF YOUR PERSONAL DATA

Under data protection law, individuals have a right to be informed how Chiltern Hills Academy uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, use, store and share personal data about parents/carers of students at our Academy.

We (Chiltern Hills Academy) aim to ensure that all personal data is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

We (Chiltern Hills Academy) are a data controller for the purposes of Data Protection Law. Contact details for our Data Protection Officer are listed below (see 'Contact').

The personal data we hold

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

- Contact details and contact preferences such as your name, address, email address and telephone numbers
- Details of your family circumstances
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (where appropriate) information that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to information about:

- Any health conditions you have that we need to be aware of
- Gender and relationship to child
- Details of any safe guarding information including court orders or professional involvement
- Photographs and CCTV images captured in the Academy
- Information about any access requirements

We may also use, store and share data about you that we have received from other organisations, including other schools and social services.

Why we use this data

The information is collected and used because it is required by our Academy in order to carry out the task of educating and ensuring the welfare of our students.

The purpose of processing this data is to support the Academy to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the Academy (such as emergency closures) and events
- Process payments for Academy services
- To provide appropriate pastoral care
- To assess the quality of our services
- To protect student welfare
- To administer admissions waiting lists
- Carry out research
- To comply with our legal and statutory obligations
- Ensure that appropriate access arrangements can be provided for individuals who require them

We also collect and use parent/carer information in order to help students with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them and their parents and carers during their time in our Academy.

We may also process parent/carer's 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)

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

Our lawful bases for processing personal data for the purposes listed above are in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

We will only process personal data where we have one of 6 'lawful bases' (legal reasons) to do so:

- The data needs to be processed so that the Academy can fulfil a contract with the individual, or the individual has asked the Academy to take specific steps before entering into a contract
- The data needs to be processed so that the Academy can comply with a legal obligation
- The data needs to be processed to ensure the vital interests of the individual or another person e.g. to protect someone's life
- The data needs to be processed so that the Academy, as a public authority, can perform a task in the public interest or exercise its official authority
- The data needs to be processed for the legitimate interests of the Academy (where the processing is not for any tasks the Academy performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual has freely given clear consent

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it where we have both a lawful basis, as set out above, and one of the following conditions as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting this data

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from local authorities, government departments or agencies, police forces, courts or tribunals.

How we store this data

Personal data is stored in accordance with our Data Protection Policy.

We keep personal information about you while your child is attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary. The information is kept secure and is only used for purposes directly relevant to your child attending the Academy.

We hold student data up until their 25th birthday.

We hold student data for Special Educational Needs students up until their 30th birthday.

We may hold information about parents/carers along with student records until this date.

We will retain and dispose of your personal information in accordance with the Information and Records Management Society's toolkit for schools.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who do we share data with

We do not share information about you 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 data protection law), we may share personal information about you with:

- Schools that the student attends after leaving us

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
 - Government departments or agencies such as the Department for Education (DfE)
 - Our regulators (Ofsted, SIAMS)
 - Non-Academy employees such as Governors
 - Suppliers and service providers, professional advisors and consultants – to enable them to provide the service we have contracted them for such as Caterlink
 - Our auditors
 - NHS, health and social welfare organisations and authorities
-
- Charities and voluntary organisations such as Duke of Edinburgh’s Award
 - Police forces, courts and tribunals

Transferring data internationally

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Your rights

a. How to access personal information that we hold about you

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the Academy holds about them.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

b. Your other rights regarding your data

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

- Object to the use of your personal data
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, have personal data we hold about you deleted or destroyed, or restrict processing

- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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 us in the first instance.

To make a complaint, please contact our Data Protection Officer.

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

This Privacy Notice is based on the model Privacy Notice of Oxford Diocesan Schools Trust and The Key for School Leaders model Privacy Policy for parents and carers – use of your personal data, and amended to reflect the way that we use data in Chiltern Hills Academy.

PRIVACY NOTICE FOR PARENTS/CARERS – USE OF YOUR CHILD'S PERSONAL DATA

Under data protection law, individuals have a right to be informed how Chiltern Hills Academy uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, use, store and share personal data about students at our Academy.

We (Chiltern Hills Academy) aim to ensure that all personal data is collected, stored and processed in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018 (DPA 2018).

We (Chiltern Hills Academy) are a data controller for the purposes of Data Protection Law. Contact details for our Data Protection Officer are listed below (see 'Contact').

The personal data we hold

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

- Personal information such as name, date of birth, identification documents, unique pupil number and address
- Attendance information such as sessions attended, number of absences and absence reasons
- Student and curricular records
- Details of any siblings who attend/have attended Chiltern Hills Academy
- Results of internal assessment and externally set tests
- Exclusions/behavioural information

- Post-16 learning information

We may also collect, use, store and share (where appropriate) information that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to:

- Relevant medical information including physical and mental health
- Information about gender, ethnicity, religious beliefs, language
- Details of any support received, including care packages, plans and support providers
- Free school meal eligibility
- Special educational needs information
- Safeguarding information
- Biometric information for catering services
- Photographs and CCTV images captured in the Academy
- Passport details if applicable

We may also use, store and share data about our students that we have received from other organisations, including other schools and social services.

Why we use this data

The information is collected and used because it is required by our Academy in order to carry out the task of educating and ensuring the welfare of our students.

The purpose of processing this data is to support the Academy to:

- To support student teaching and learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To protect student welfare
- To administer admissions waiting lists
- Carry out research
- To comply with the law regarding data sharing
- Ensure that appropriate access arrangements can be provided for individuals who require them

We also collect and use student information in order to help students with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our Academy.

We may also process student’s 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).

Use of student personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

Our lawful bases for processing our student’s personal data for the purposes listed above are in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

We will only process personal data where we have one of 6 ‘lawful bases’ (legal reasons) to do so:

- The data needs to be processed so that the Academy can fulfil a contract with the individual, or the individual has asked the Academy to take specific steps before entering into a contract
- The data needs to be processed so that the Academy can comply with a legal obligation
- The data needs to be processed to ensure the vital interests of the individual or another person e.g. to protect someone's life
- The data needs to be processed so that the Academy, as a public authority, can perform a task in the public interest or exercise its official authority
- The data needs to be processed for the legitimate interests of the Academy (where the processing is not for any tasks the Academy performs as a public authority) or a third party, provided the individual's rights and freedoms are not overridden
- The individual (or their parent/carer when appropriate in the case of a student) has freely given clear consent

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it where we have both a lawful basis, as set out above, and one of the following conditions as set out in data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting this data

We collect student information via admission forms and information provided from you, Common Transfer Files (CTF) or secure file transfer from another school.

Whilst the majority of student information you provide to us is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data from local authorities, government departments or agencies, police forces, courts or tribunals.

How we store this data

Personal data is stored in accordance with our Data Protection Policy.

We keep personal information about your child while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary. The information is kept secure and is only used for purposes directly relevant to your child attending the Academy.

We hold student data up until their 25th birthday.

We hold student data for Special Educational Needs students up until their 30th birthday.

We will retain and dispose of your personal information in accordance with the Information and Records Management Society's toolkit for schools.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

Who we share data with

We do not share information about your child 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 data protection law), we may share personal information about your child with:

- Schools that the student attends after leaving us
- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies such as the Department for Education (DfE)
- Educators and examining bodies
- The student's family and representatives
- Our regulators (Ofsted, SIAMS)
- Non-Academy employees such as Governors
- Suppliers and service providers, professional advisors and consultants – to enable them to provide the service we have contracted them for such as Caterlink
- Our auditors
- NHS, health and social welfare organisations and authorities
- Charities and voluntary organisations such as Duke of Edinburgh's Award
- Police forces, courts and tribunals

Transferring data internationally

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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

What is different about students aged 13+?

Once our students reach the age of 13, we also pass student and parent/carer 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/carer can request that only their and 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.

Our students aged 16+

We will also share certain information about students 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 website.

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 Pupils) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collection, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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: 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/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>

Your rights

a. How to access personal information that we hold about you

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

If you make a subject access request, and if we do hold information about you, we will (subject to any

exemptions that may apply):

- 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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

b. Your other rights regarding your data

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

- Object to the use of your personal data
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, have personal data we hold about you deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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 us in the first instance.

To make a complaint, please contact our Data Protection Officer.

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

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

Kathy Buxton
(Data Protection Officer)
Chiltern Hills Academy
Chartridge Lane
Chesham
Buckinghamshire
HP5 2RG

Email: dataprotection@chacademy.co.uk
Telephone: 01494 782066

This Privacy Notice is based on the model Privacy Notice of Oxford Diocesan Schools Trust and The Key for School Leaders model Privacy Notice for parents and carers – use of your child’s personal data, and amended to reflect the way that we use data in Chiltern Hills Academy.