

ADMISSIONS AGREEMENTS AND KEY POLICIES INFORMATION BOOKLET

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A Church of England Academy

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Loose sheets for returning to the Academy

- (Pink) Admission Form
- (White) Free Schools Meal application form
- (White) Music Tuition application form

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.

You may find it helpful to put a couple of dates in your diary at this stage. There will be a meeting for new parents during the evening of Monday 2 July 2018 from 6.30pm to 8.00pm. The Induction Day for all new students is Tuesday 3 July 2018 from 9.00pm to 3.00pm, when the students spend the day in school, learning about the Academy and having some taster lessons. This is always an exciting day for our new students.

The Autumn term will begin on Friday 7 September 2018 for our new Year 7 students, with registration at 8.40am. The school day will finish at 3.15pm.

Within this booklet you will find some important information. Please make sure you have read and understood it. **Please then sign and return the completed Admissions Form within one week of receipt.**

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 2018 - 2019

Term	Open morning of	Close at end of afternoon of
Autumn first half term	Friday 7 September 2018	Friday 19 October 2018
Autumn second half term	Monday 29 October 2018	Tuesday 18 December 2018
Spring first half term	Thursday 3 January 2019	Friday 15 February 2019
Spring second half term	Monday 25 February 2019	Friday 5 April 2019
Summer first half term	Wednesday 24 April 2019	Friday 24 May 2019
Summer second half term	Monday 3 June 2019	Wednesday 24 July 2019

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

- Wednesday 5 September 2018
- Thursday 6 September 2018
- Wednesday 19 December 2018
- Wednesday 2 January 2019
- Tuesday 23 April 2019

In addition the Academy will be closed on Friday 30 March 2018 and Monday 7 May 2018
(Bank Holidays)

TIMINGS OF THE ACADEMY DAY

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	8.40-9.00	9.25 -9.30 Registration	8.40-9.00	8.40-9.00	8.40-9.00
P1	9.00-10.00	9.30 -10.30	9.00-10.00	9.00-10.00	9.00-10.00
P2	10.00-11.00	10.50-11.50	10.00-11.00	10.00-11.00	10.00-11.00
P3	11.20-12.20	11.50-12.50	11.20-12.20	11.20-12.20	11.20-12.20
P4	12.20-1.20	1.25-2.25	12.20-1.20	12.20-1.20	12.20-1.20
P5	2.00-3.00	2.25-3.25 Inc. registration	2.00-3.00	2.00-3.00	2.00-3.00
Registration	3.00-3.15	3.25-3.30 Break Y7,8,12	3.00-3.15	3.00-3.15	3.00-3.15
Enrichment Y7/Y8/Y12		3.30-4.20			

GENERAL INFORMATION ABOUT CHILTERN HILLS ACADEMY

ADMISSIONS INFORMATION

All parents are asked to complete the pink Admissions Form and to return this to the Academy within **one week** of receipt. This information will be kept in the student's file and will be treated as confidential.

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 per fortnight. 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 due to illness, please telephone the Academy on 01494 782066. Press 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
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, 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. We would appreciate all dental and medical appointments being 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. Where named, a note will be added on the Academy's electronic register system advising students to collect this from the office. Items of uniform or PE kit are kept in the medical room. Students should ask at Student Services to find their lost property. PE kits will be held in the PE department. **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 such as sprains
Ice packs	Bruises
Plasters	Cuts/blisters
Sanitary towels	Periods

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 and the medicine must be sent in 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 with the medication, again being clearly labelled. Please note that students will be offered vaccination and immunisation boosters as and when necessary. Parents will be notified of these.

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 Fastbreak Sports, 29 High Street, Chesham, HP5 1BW. Tel: 01494 786677. The compulsory uniform standard for all students up to the end of Year 11 is as follows:

GIRLS' UNIFORM	BOYS' UNIFORM
Black skirt (minimum length – to 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 and no boots) Academy blazer Optional - Academy grey 'V' neck jumper (with silver threading) to be worn under the blazer. Only the specified grey jumper will be accepted Hijabs (if chosen) are to be of plain black material Garments which cover the face are not permitted	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 Academy blazer Optional - Academy grey 'V' neck jumper (with silver threading) to be worn under the blazer. Only the specified grey jumper will be accepted Any hair covering for religious reasons must be of plain black material

Clothing not permitted under any circumstances includes: jeans, trainers, 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.

PE KIT
PE polo shirt - boys' and girls' styles, Academy design Sweatshirt/training top black, Academy design Shorts - plain black shorts Netball skort (girls only) Black tracksuit bottoms - optional for use in winter months at the discretion of the PE department Socks - plain black football socks Trainers Football boots when applicable

- Students are expected to wear their uniform with pride
- 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. This should be dark/neutral in colour. Lightweight tracksuit type jackets, hoodies and denim jackets are NOT permitted.

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. The cost of lessons may vary.

- Lessons may only be discontinued at the end of the term
- Notice of withdrawal must be given in writing to the instrumental tutor at least a term in advance or half the following 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
- 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, our Subject Leader for Music, would be pleased to talk with you on the telephone. Please note that any problems with rotas for private peripatetic teachers should be drawn to her attention 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.

Contact details

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 to study subjects which are beyond the confines of normal examination curriculum. It extends students' knowledge and expands skills as well as giving them the opportunity to flourish as individuals.

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 2018/19

The bespoke Enrichment programme is for all Year 7, 8 and 12 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, 8 and Year 12 students. This is an exciting opportunity that will your son/daughter to try something new.

The following pages contain policies which you need to read and then sign on page 3 of the pink admissions form.

HOME - ACADEMY AGREEMENT

Student

I will:

- Attend school regularly on time
- Bring all the equipment and books I need every day
- Wear the Academy uniform and be tidy in appearance
- Do all my class work and homework on time
- Hand in all homework on time
- Be polite and helpful to others, using no foul language. I will not bully anyone verbally or physically
- Always avoid disruptive behaviour which might disrupt my own education or the education of others
- Not drop litter or deface the building or contents of the Academy
- Respect my environment and surroundings and other people's property
- Not smoke/vape on school premises or to or from school
- Represent the Academy sensibly when in the community.

Parents/Carers

The Academy expects Parents/Carers to:

- Fully support the Academy's Attendance Policy and see that their son/daughter attends school regularly, on time and properly equipped
- Make the school aware of any concerns or problems that might affect their son/daughter's work or behaviour
- Support the Academy's policies and guidelines for behaviour
- Support our/my son/daughter in homework and other opportunities for home learning
- Ensure that holidays are taken only at the prescribed time. Medical appointments will be made outside of school hours if at all possible
- Attend parents' evenings and discussions about their child's progress
- Ensure that their child attends all of their examinations at the right time
- Demonstrate an interest in their child's life at school
- Support the Academy's "No Smoking" and "No Gum Chewing" policy.

Academy

The Academy is committed to:

- Ensuring every student's safety and happiness through offering support and pastoral care as necessary
- Ensuring every student achieves his/her potential and high self-esteem as a valued member of the Academy community
- Providing a balanced curriculum and meeting the needs of every student
- Achieving high standards of work and behaviour through building good relationships and developing a sense of responsibility
- Keeping parents/carers informed about general Academy matters and about their child, including any problems they might have, as quickly as possible
- Being open and welcoming at all times and offering opportunities for parents/carers to become involved in the daily life of the Academy.

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 places 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 by September 2018 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 AND STUDENTS

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**.

Why do we collect and use student information?

We collect and use student information under the General Data Protection Regulation 2018, particularly under Article 6 (Lawfulness of Processing), where 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.

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 a 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)

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

We hold and use the student data:

- 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
- To comply with the law regarding data sharing

The categories of student information that we collect, hold and share includes, but is not restricted to:

- Personal information (such as name, unique pupil number and address, religion)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Student and curricular records
- Assessment information
- Special educational needs information
- Exclusions/behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in the Academy
- Biometric information for catering and print and copy services
- Post-16 learning information

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

We hold student data up until their 25th birthday.

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

Who do we share student information with?

We routinely share student information with:

- Schools that the student attends after leaving us
- The Local Authority
- The Department for Education (DfE)
- The student's family and representatives
- Our regulators (Ofsted, SIAMS)
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- NHS, health and social welfare organisations
- Police forces, courts and tribunals
- Examination boards

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 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. 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 the 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 the 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 (subject access request). To make a request for your personal information, please contact our Data Protection Officer. To be given access to your child's educational record, please contact the Principal in writing.

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

Please refer to Chiltern Hills Academy's Data Protection Policy for more information on subject access requests.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

Kathy Buxton

Data Protection Officer

Chiltern Hills Academy

Chartridge Lane

Chesham 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 amended to reflect the way that we use data in Chiltern Hills Academy.

This Privacy Notice will be effective September 2018 and is included as a draft in the 'Admissions Agreements and Key Policies Information Booklet'. The final Privacy Notice with any amendments will be published on the Academy website when approved by the Academy's governors.