



Create, Aspire and Excel  
to 'Live life in all its fullness' (John 10:10)

# SIXTH FORM

# HANDBOOK

# 2020/21

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A Church of England Academy

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## INTRODUCTION

Welcome to Chiltern Hills Academy Sixth Form. I am delighted to be welcoming you as our next cohort of Level 2 and Level 3 learners. Exciting times lie ahead for you all. The next years are potentially the most rewarding of your entire school career. You will be making decisions and choices which will impact on the rest of your life.

Life in the Sixth Form is different. We aim to bridge the divide between the tight structure of the GCSE courses you have studied and the independent world of work, further education or higher education.

Teachers will guide your studies; they will continue to insist on high standards and that you meet the deadlines you are given but you will be encouraged to develop greater personal responsibility and self-motivation to build your capacity for independent study. The way that you use your study time in the Sixth Form is often the key to success at this level.

In addition to your timetabled courses, the Sixth Form will also provide you with opportunities to develop wider skills and attributes through participation in other aspects of Academy life such as Enrichment, Complementary Studies, academic support and mentoring, as well as various fund raising events.

This is the start of taking your first steps towards achieving your dreams, whilst you can be secure in the knowledge that our Sixth Form team will be there to support you every step of the way.

Director of Sixth Form

## GENERAL INFORMATION

**Remember the key to survival and success in your chosen courses:  
“Results are achieved in direct proportion to the effort expended.”**

### ADMISSIONS

Please see the Curriculum Information booklet for the individual entry criteria of each course.

Students studying Level 2 courses must be entered for a minimum of two subjects. Where the student has not achieved a grade 4 (new GCSE grade 9-4) at GCSE English Language or Literature and/or Mathematics they will be required to continue their studies in these GCSE subjects.

Students entered for Level 3 courses must be entered for a minimum of three subjects.

### ASSEMBLIES

Sixth Formers are required to attend one assembly each week; a Sixth Form assembly and an Academy assembly.

### ATTENDANCE

The Sixth Form Academy day is from 8.55am to 3.15pm. During this time the Academy is **legally responsible** for Sixth Formers. We cannot stress strongly enough the importance of **regular attendance** throughout the Sixth Form courses and we expect a **minimum of 95% attendance**. However, if any individual subject has a continuing attendance level below 80% students will not be entered for the exam. Much of the course content is complex and explanation by the Subject Teacher is essential and cannot be replaced by any amount of copying up of notes from lessons missed. Regular and prompt attendance at all lessons - including non-examination courses is therefore vital.

**Attendance Registration:** This is held in form rooms once a day at 1.00pm. **All** students are to attend registration promptly, since these sessions are the main channels of communication of information.

Lates - morning: Students who arrive during registration time must see their Academic Form Tutor who will enter them as “Late” in the register. After registration has closed students should report to Student Services, where they will need to sign in and a note will be made in the register.

Students are expected to explain to their Academic Form Tutor why they were late at the next registration. Students are required to remain in their form rooms for the **full duration** of the registration time unless given permission to be absent by their Tutor. If students are late 2 or more times in a week they will receive an automatic 1 hour detention the following Monday.

**Absence:** Permission to be absent for any foreseen reasons (medical appointments, interviews, etc) should be sought initially from the Director of Sixth Form or by means of a note from your parents or an appointment card. Students must also notify, as a matter of courtesy, the relevant subject staff **in advance** if they are going to be absent from their lessons because they are attending a medical appointment, interview, educational visit, exhibition, field course, work experience etc.

Absence, as a result of illness, should be kept to a minimum. If a student is unable to attend school for a specific reason, such as illness, they or a parent must **telephone before 8.30am** and leave a message on the answerphone for the Director of Sixth Form or directly to their email. Students are also expected to produce a letter for all absences unless covered by a memo following a telephone notification. These absences are classed as **authorised absences**. Doctors and dentists appointments should be made out of Academy hours. Where there is insufficient explanation or reason, the absence will be classed as an **unauthorised absence**. Students leaving the site at any time need to sign out and in.

## **BOOKS**

The Academy expects students to provide the basic text books for their courses, as they will need to annotate them and use them at times most appropriate to their individual needs. The majority of the books are available from local bookshops or online.

## **BULLYING**

The Academy has an Anti-Bullying policy which can be found in the policies section of the website. As a Sixth Form student, you are expected to make the community free of any kind of behaviour which could harm another. You have the responsibility to act immediately to prevent bullying and inform staff.

## **CAREERS**

There is a careers programme for Post-16 students, which is run in conjunction with the Adviza Careers Service. Academic Form Tutors, supported by the Director of Sixth Form, deliver much of the programme and help the students to plan their career paths. The Academy arranges for students to visit local universities, colleges of Higher Education, and careers fairs and, where possible, undertake a work placement, which focuses on their career interests. In the spring term students and their parents/carers are invited to a UCAS Information Evening where various options are presented.

## **CLOTHING - Dress and Appearance**

Sixth Form students are required to wear smart business dress (please refer to the dress code policy). They are a role model for younger students and representing the Academy, therefore they are expected to wear smart clothes suitable for an office workplace - ties, business suits or jackets and trousers or skirts will be expected.

## **COMMUNITY SERVICE**

All Year 12 students must complete community service every week, in the following way:

- Assisting in literacy or numeracy sessions
- By negotiating with Subject Teachers to assist in lessons. The subject should preferably be relevant to the Year 12 student's programme of study, but we also encourage other subjects.

Students should show initiative in arranging community service within the Academy.

## **COMMON ROOM**

- Mobile phones are not to be used in the Sixth Form area during lesson times. At all times, mobile phones and headphones are not allowed outside the designated sixth form area.
- The study areas revert to a common room only at break and lunchtimes.
- Music should not be on during lesson times
- Ensure this area is kept tidy, free of litter and replace moved furniture
- Eat and drink **only** in the designated common room area, not around the Academy or near the computers
- There should be no noisy behaviour in the study areas during lesson times.

## **COMPLEMENTARY STUDIES**

We have put together a unique programme of non-examination courses in which **all students have to participate** on a Wednesday afternoon. The courses offer the opportunity to acquire new skills and broaden experience and make a valuable contribution to CVs or UCAS applications.

## **COURSES**

There are a wide range of courses available in the Sixth Form for students with the appropriate qualifications. An outline of each course programme of study is published in the Course Information booklet. If students wish to change their course they must speak to the Director of Sixth Form, who will investigate any change and arrange discussions with Academic Form Tutors, parents and careers staff where appropriate. **Only the Director of Sixth Form** can authorise a student to change courses. Students and parents should be aware that courses will only run if there are sufficient numbers enrolled.

## **DISCIPLINE - Cause for Concern Procedure**

Each separate cause for concern is located on the individual policy.

## **EQUAL OPPORTUNITIES**

The Academy aims to provide equal opportunities in all areas and aspects of the curriculum and Academy life for all students and staff, with equal value given to both sexes.

## **EXAMINATIONS**

It is important that students revise and review their work and be examined on it at regular intervals, if they are to be successful. The majority of courses have portfolio or extended essays as part of the final assessment and it is the student's responsibility that these are handed in to the Subject Teacher by the deadline date.

There are Level 2 and Level 3 examinations at the following times:

- During the set Mock examination weeks.
- In the summer term – A Level and one year courses.
- Some courses have examinations at different points of the academic year.

Students will only be entered for public examinations on the recommendation of the Subject Teacher. A full copy of the Examination Policy document is available on the Academy website and students will be issued with a copy of the External Examinations Handbook on an annual basis.

Students wishing to **re-take** an examination or module **will be charged** the examination fee per unit and an administration fee, which is payable before the final entry date. No entry will be made without payment and failure to meet deadlines may result in additional fees imposed by the awarding bodies.

Any student withdrawing from an examination without agreement from the Academy will be responsible for paying the withdrawal fee.

## **EXEAT FORMS**

No-one is permitted to leave the site during lesson time without the express approval and signature of the Director of Sixth Form, or the relevant Subject Teacher if it is for the purpose of research for an assignment or essay. **Forms must be approved by the Director of Sixth Form at morning registration only.**

Once a completed form is obtained the student must sign out and sign in on their return at the times stated on the form.

## **EXTRA-CURRICULAR ACTIVITIES**

We are always very keen to promote and help students take up outside interests and many of our students undertake a wide variety of activities. Recent examples include drama, theatre groups, paired-reading, first aid, helping older members of the local community, peer mediation on drug abuse and personal health, and various community projects.

## **HEAD STUDENTS AND DEPUTY HEAD STUDENTS**

The two Head Students and two Deputy Head Students are elected in the Spring term. They are expected to undertake a number of duties and represent the Academy at important events throughout the academic year.

## **HOLIDAYS**

We expect all students who apply for the Sixth Form to be fully committed to their chosen courses and this means regular attendance throughout the year. **We do not authorise holidays taken during the academic year** as students will miss essential coursework and examinations.

## **HOME STUDY**

Home study may be offered to Sixth Form students in Year 13 after Progress Check 1. Punctuality, attendance over 95% and target grades will be taken into consideration. **Home Study is a privilege, not a right and can only be authorised by the Director of Sixth Form.**

## **INFORMATION TECHNOLOGY**

All Sixth Form students are encouraged to use the ICT facilities in the Academy. Departments who have the appropriate computers and software are always very happy to allow students to use them during study periods by prior arrangement. Students will be required to sign an agreement in order to use the facilities.

## **JOBS/PART-TIME EMPLOYMENT**

The majority of students do some form of part-time work. However, Academy studies, field courses and visits have priority over this part-time work. Students are not permitted to take full-time jobs or work part-time in employment during Academy hours as this invalidates their status as a student.

A maximum of 10 hours per week is advised (Government guidelines). Students are requested to keep their Academic Form Tutor informed of their employment. If you have any concerns with your part-time employment please seek the advice of the Director of Sixth Form or Academic Form Tutor.

## **LAPTOP COMPUTERS**

Laptop computers are available from the network office to be signed out and back in by the end of each day. If they are not returned students will not be able to borrow them for a week.

## **LEARNING & TEACHING**

The Learning & Teaching Policy applies to all Post-16 courses. Students' work and learning experiences will be monitored to ensure that standards are being achieved. Students will be expected to organise their notes and essays into files so that they can be checked and monitored. The Director of Sixth Form and Subject Leaders will observe classes. If students or their parents/carers are concerned about the quality in a specific area they should contact the student's Academic Form Tutor or the Director of Sixth Form. All concerns will be investigated and addressed with feedback to the originator.

## **LIBRARY - Academy**

The Academy's library is available to Post-16 students for study and the use of the reference books and the Internet. Photocopiers are also available to students so that they can take copies for reference and study.

## **LIBRARY - Town**

Students are encouraged to use the facilities of the Chesham Library and their staff are more than happy to help. If you have to undertake research and need to use the library, during the Academy day or your study period, you must complete an Exeat Form at morning registration giving details of subject/research etc.

## **LOCKERS**

There are a small number of lockers in the Sixth Form area; please see the Director of Sixth Form for details. Other lockers are also available in the sports hall area; please see Mrs Milner (Student Services) regarding use of these.

## **LUNCH TIME**

As a member of the Sixth Form, permission is not necessary to leave the premises during the lunch or morning break. However, students are reminded that they must return in time promptly for lessons/study before the start of Period 5 and should sign out and in the book held for this purpose at Student Services.

## **MEDICAL**

Students must notify **Mrs Astles, First Aid** in Student Services if there are any changes to their medical status e.g. diabetes, asthma, allergies etc. If a student is unwell they must see **the Director of Sixth Form** who will, if necessary, advise that the student may go home. Doctor and dentist appointments should be made in non-contact time or after school unless an emergency.

## **MOBILES**

Mobile phones must only be used **in the Sixth Form area**. They must be turned off in classrooms, form rooms, study areas or covered ways around the Academy unless directed otherwise. Any Sixth Form student found using their mobile phone in front of lower school students or in lessons should expect to have it confiscated.

## **MONEY - Charging Policy for Courses**

Students are not required to pay any tuition fees and all books essential to their course are available for their use. However, students are required to provide basic text books, their own pens, pencils, rulers, files etc. File paper will be provided. Students who lose or damage books or other property will be charged for its replacement.

It is the policy of the Academy to organise field courses, theatre trips and other visits, which are **essential for the enhancement of Sixth Form courses** and parents are asked to voluntarily support the cost of these activities. However, the Academy does not intend any student to be disadvantaged by this policy and parents/carers may contact the Director of Sixth Form to discuss the charges. Examination fees are only charged when a student wishes to **re-take** an examination or module. (Students will receive information regarding the cost of retakes from the Examinations Officer, which must be paid before the examination.)

## **PUNCTUALITY**

Students are expected to be punctual for registration each day and for all their lessons. Being punctual is part of good time-management. 16-19 Student Financial Support Funding is only paid if a student is punctual for registration and attends regularly (over 95% attendance). Students whose punctuality becomes a concern will be subject to disciplinary action.

## **PROTOCOL FOR UNDERPERFORMING STUDENTS**

Students will be required to sign the Sixth Form Contract on admittance. As part of this contract students must confirm that they understand the protocol which will be applied by the Academy for underperformance. **Students' enrolment on their chosen courses automatically binds them to the terms of the Sixth Form Contract.**

## **REFERENCES**

Employers, universities and colleges of higher education all require references from the Academy; these are of major importance in ensuring selection in a highly competitive market. References must provide detailed and honest information about all aspects of the applicant's Academy career: academic standard, application, behaviour, attitude, appearance, punctuality, attendance and involvement in activities, both inside and outside school.

It is obviously very important to show positive attributes in all categories and very wise for students to work towards providing the best possible material for their reference from the start of their Sixth Form career. The Individual Action Plan should be kept up-to-date and Personal Statements revised so that they are available for interviews. UCAS applications are now all completed online.

Needless to say, commitment to studies, a high level of involvement in all areas of Academy life and a willingness to assume responsibilities, all provide a very sound basis for a good reference. It is also important to provide us with details of out of Academy achievements and interests and students will be asked to provide details of these activities.

If students require a reference or wish to use the Academy's name to supply a reference please let the Director of Sixth Form know as soon as possible.



## REPORTS

Progress Reports are issued termly to all students and show the progress the student is making in each subject. A minimum target grade is shown on the report for each course you are taking. This predicted minimum grade is based upon the ALIS scores that are taken at the beginning of Y12.

## RESPONSIBILITIES AND PRIVILEGES

All Sixth Formers are expected to play a vital and positive part in helping to ensure the smooth running of the Academy. As they have chosen to return to the Academy, we try to offer a more relaxed atmosphere, which results in privileges for Sixth Formers not offered to the rest of the Academy. However, these presuppose a high degree of maturity and responsibility on the part of the individual Sixth Former, which should not be abused. **They** play a vital part in creating a more mature and adult environment.

The difficulties in administering an Academy are enormous and, for that reason, it is essential that **all** Sixth Formers play a major role in involving themselves in the life of the Academy.

**Students should remember their example in work and conduct filters through to the rest of the Academy and, by maintaining a high level of self-discipline, their influence can go a long way in creating a positive learning environment.**

## SIXTH FORM COMMITTEE

All Post-16 students of Chiltern Hills Academy are members of this body and their voices are heard through the Head Students and the appointed Head Student Committee. The purpose of this committee is to represent the views of the Sixth Form to the Principal, Sixth Form Tutors and Director of Sixth Form, organise social and fundraising events and look after the day-to-day running of the common room.

## SIXTH FORM CONTRACT

Students will be required to read and sign the Sixth Form Contract on admittance. Students will be required to adhere to the guidelines and must be aware that, if they break the agreement, their future at the Academy will be subject to review.

## SMOKING/VAPING

The Academy is a non-smoking establishment and this extends to the Sixth Form. Smoking or vaping is not allowed anywhere on the site. If you choose to smoke or vape please do so well away from the main entrance of the Academy and certainly not in sight or close to the Academy entrances.

## STUDENT OF THE MONTH

Each month, a student is chosen by the Academic Tutors to be the Student of the Month. Students are chosen for making a positive contribution to the Academy and Sixth Form for making good academic progress etc.

## STUDY

In our experience, the majority of students in the Sixth Form find it very difficult to organise their study time and meet deadlines, so good **time-management** is a vital life skill if a person is to be successful. Academic Form Tutors will advise on how students should organise their time and arrange individual tutorials to check progress; a diary is issued to keep details of work and deadlines. In order to help the students with the large amount of work that needs to be done private study time is provided on the timetable. It is the Sixth Formers' responsibility to use this time wisely; it is **not** "free" time but is an essential part of the working week and it needs good management.

**Please note** the study areas are not for **socialising, listening to music, group discussions or eating and drinking**. Please respect your colleagues' needs for concentrated study.

**Number of hours you should be studying** as an approximate guide; a Sixth Former should match the numbers of lesson hours per subject in addition to homework time.

For the BTEC Diploma courses, students will be expected to put in approximately ten hours per week private study and, for one year GCSE courses, four hours a week would be appropriate.

### **STUDENTS' PROGRESS EVENINGS**

Progress Evenings are held in the Autumn and Spring terms for Years 12 and 13. Students and their parents/carers are expected to attend to discuss progress and targets. If parents/carers are unable to attend a Progress Evening then alternative arrangements can be made.

### **TARGET SETTING**

Year 12 and 13 students will be setting targets for each of their courses with the Subject Teachers on a regular basis.

### **LEARNING & TEACHING**

The Teaching and Learning Policy applies to all Post-16 courses. Students' work and learning experiences will be monitored to ensure that standards are being achieved. Students will be expected to organise their notes and essays into files so that they can be checked and monitored. The Director of Sixth Form and Subject Leaders will observe classes. If students or their parents/carers are concerned about the quality of teaching and learning in a specific area they should contact the student's Academic Form Tutor or the Director of Sixth Form. All concerns will be investigated and addressed with feedback to the originator.

### **TIMETABLE**

Each student will have a personal timetable detailing their lessons (contact time), supervised and private study, core studies/complementary studies and tutorials.

### **TUTORIAL SYSTEM**

Although Sixth Form Tutors see their students individually on a regular basis, it is important that students and parents/carers contact the **Academic Tutor** or the Director of Sixth Form at any time if they wish to discuss problems concerning the courses, career intentions or any personal issues.

Students wishing to change courses must first see the Subject Tutor to discuss the situation, then their Academic Tutor and finally the Director of Sixth Form, who will make the final decision.

A **Tutorial Programme** is organised termly. Each tutor group has one period per week with their Tutor, during which time they are expected to cover the topics in the programme and organise individual meetings to discuss progress. In Year 13 there is a focus on careers guidance and UCAS applications.

### **UNDERSTANDING**

The Academy offers a wide range of support and counselling services. Students may refer themselves through the Director of Sixth Form, their Academic Tutor or Mrs Fulton-Willis, the Student Welfare Administrator. We have a professional counsellor who visits weekly and we are able to put students in contact with drug, alcohol and eating disorder specialists.

### **VALUABLES**

Students must take reasonable precautions to secure and protect valuables. It is not wise to leave iPods, money, or handbags around the Academy or in the common room. Sports clothes, books etc, can generally be left in the study areas where there are lockers available.

### **VISITS**

It is the policy of the Academy to organise field courses, theatre trips, art gallery viewings and other visits, which are essential for the enhancement of courses. **Students are expected to participate in these visits if they undertake the course and it is part of the programme.**

## **WiFi**

Sixth Formers have the opportunity to use the Academy's WiFi following the signing of the policy document.

## **WORK ETHIC – Phones, iPods, MP3 Players, Headphones**

Phones, iPods, MP3 players and headphones may be used in the Sixth Form common room but should not be used in the quiet study areas or around the Academy premises.

## **WORK EXPERIENCE AND PLACEMENTS**

Level 2 students should arrange their own work placements in readiness to start the new academic year and, if possible, should reflect their career interests. All Year 12 students are expected to undertake a week's work experience placement during the Summer term. Work experience placements are a compulsory part of the Sixth Form programme and must be undertaken by all students.

## **16 - 19 STUDENT FINANCIAL SUPPORT FUNDING – BURSARY AWARD**

The Bursary Award is made to students on low household income. This may be applied for in September each year and once approved, leads to termly payments to assist students in their Post-16 education. In order to qualify, students must maintain a 95% attendance rate as a minimum. Please see the Director of Sixth Form for further details.

## **AND FINALLY - LEAVERS' ASSEMBLY**

At the end of your Sixth Form course, when all examinations, coursework and examinations are completed, a Leavers' Assembly is organised. This event is designed to provide a positive conclusion to the time that Sixth Formers have spent in the Academy. The programme for this event will be formulated through the Sixth Form Students' Committee. A Sixth Form Leavers' Ball follows this event.

For any further information or queries relating to the Handbook, please do not hesitate to contact the Director of Sixth Form.

## 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  
Curriculum Leader for Music

Telephone: 01494 782066 Ext 616  
Email: [office@chacademy.co.uk](mailto:office@chacademy.co.uk)

## HOME - ACADEMY AGREEMENT

### Student

#### **I will:**

- Attend school regularly on time
- Bring all the equipment and books I need every day
- Wear appropriate business attire 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 and from school
- Represent the Academy sensibly when in the community.
- Always act in a way to ensure that I am safe and members of the Academy are safe.
- Observe the seven Values and ethos of the Academy at all time.

### Parents/Carer

#### **The Academy expects the Parents/Carer to:**

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

### 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 school 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.

By signing the Admissions Form, parents and students confirm that they agree to follow the terms of the above agreement.

## 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 2018 we need your consent to take and use images of your child.

Please ensure that you sign and date the 'Consent for use of Images of Students' 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.

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 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](mailto: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](mailto: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 of the admissions form.**



## **GENERAL POLICIES**

At Chiltern Hills Academy, we will do all we can do to ensure the best possible care and quality of education for your son/daughter. In order to do this please can we ask you read the policies on the Chiltern Hills Academy website or ask at reception for hard copies.

### **ONLINE PAYMENTS WITH PARENTPAY**

The Academy is a cash-free environment, using a secure online system called ParentPay for all its financial transactions.

#### **Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 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 at time of activation, 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.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date. Once you have activated your account you can make online payments straight away.

For further information on ParentPay please visit [www.parentpay.com](http://www.parentpay.com)

### **ANNUAL CONSENT TO LOCAL OFF-SITE VISITS AND MEDICAL TREATMENT**

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 email or letter and when further consent will be required.

I agree to my son/daughter receiving medication as instructed by you and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

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

I agree to inform the medical room of any changes to my child's medical needs immediately the change is known and agree to provide the necessary medication to cover these needs.

By signing the Admissions Form you have consented to the above policy.

## SIXTH FORM CONTRACT

We aim to treat all our Sixth Form students as responsible young adults who enjoy a degree of freedom within a secure framework. This Sixth Form Contract sets clear guidelines and offers students and their parents/carers an outline of our ethos and expectations.

We expect all students to keep to both the detail and spirit of the contract so that the environment in which we all work is as pleasant and constructive as possible. **Please read the contract carefully. You will be issued with a copy which should be signed before your son/daughter can be enrolled with the Sixth Form.**

### CHILTERN HILLS ACADEMY - SIXTH FORM CONTRACT

To ensure the smooth running of the Sixth Form community it is important that students share our values and closely adhere to the guidelines below.

Your acceptance into the Chiltern Hills Academy Sixth Form is conditional upon you and your parents/carers agreeing to the terms of this contract:

- I promise to treat all members of the community with courtesy and respect.
- I will be punctual for lessons and registration periods.
- I accept that attendance at all lessons and morning and afternoon registration is compulsory. A letter from home addressed to my Sixth Form Academic Form Tutor will support unavoidable absences.
- I will inform the school (or my parents/carers will telephone) before 8.30am each day I am not able to attend the Academy.
- I understand and accept the consequences and protocol of falling attendance.
- I will avoid taking holidays during the school term.
- I accept the guidelines laid down by the Academy regarding an appropriate programme of study.
- I will work to a structured timetable agreed between my Academic Form Tutor and myself. Having opted for a particular programme of study, no student may alter their timetable without full discussion with their Sixth Form Academic Form Tutor, Director of Sixth Form and appropriate subject staff.
- I understand that study periods will be spent working in the library, study area and designated subject areas.
- I understand that participation in Complementary Studies and Enrichment (Year 12), as part of the Core Study programme, is compulsory.
- I am permitted to leave the Academy premises at break times and lunchtimes but at no other time without the approval of my Academic Form Tutor and an Exeat form. I will sign out on the appropriate sheet in the library.
- I accept the expectation that all students will participate in the excursions and cultural outings that are organised on a regular basis for the Sixth Form.
- I am aware that Sixth Form students are not required to wear uniform although I do understand that I should adhere to the Sixth Form dress code at all times. No extremes of fashion are permitted.
- I accept that I am allowed to bring a mobile telephone into school but it must be switched off in lessons and only used discreetly e.g. in the common room.
- I understand the consequences and protocol for underperformance and how this may affect my future options.

I have read and understood the above contract and promise to adhere to its guidelines.

I understand that if I break this agreement, my future at Chiltern Hills Academy will be under review.

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#### ***I fully support the contents of this contract***

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

***The original contract will be retained and a copy returned to the student.***

## **PROTOCOL FOR DEALING WITH UNDERPERFORMANCE**

1. Mock examinations and Progress Checks in November, January and March are used to gauge a student's progress and suitability for a particular course. Failure to meet target grade or higher in the mock examinations will lead to a Subject Leader and/or the Director of Sixth Form meeting. Ultimately, underperformance in two or more courses will lead to a student/parent/carer meeting with the Director of Sixth Form and could lead to invoking the Sixth Form Disciplinary Procedure.
2. Underperformance by a student in any subject by: missing homework deadlines or not completing homework satisfactorily, not attending or not catching up work if ill, not working independently enough at home and in Study Periods or not achieving in tests, will result in the following:
  - a) The Subject Teacher will phone home to make initial contact, explain the issue to the student's parents/carers and ask for support. Arrangements will be made for a mentoring session to discuss concerns and ways forward with the student.
  - b) The Academic Form Tutor will be informed and will then have the Individual Action Plan academic mentoring and target setting session with the student to identify issues and provide support. The Academic Form Tutor will then feed-back to Subject Teachers where necessary.

The Director of Sixth Form will also be notified at this point, if not already involved.

3. If no improvement is recorded within the negotiated timeframe, then:
  - a) Contact will be made with home again to inform parents/carers and invite them in for a review meeting.
  - b) The Academic Form Tutor will be informed, who will again set up an urgent mentoring meeting.
4. If no improvement occurs, then the Director of Sixth Form will be asked by the Subject Teacher to arrange for feedback from all other relevant subject teachers and a further parent/carer/student/teacher meeting will be arranged to discuss how to proceed. The disciplinary procedure will be invoked and the student will be issued with a formal warning by the Director of Sixth Form. Subject Teachers will continue to contact parents/carers throughout this period, to keep them informed and provide evidence for next steps.
5. If no further improvement is made within the extended negotiated time-frame, the student will be subject to an acceleration of the disciplinary process. Course and Career guidance will be offered at this point. If no further improvement is recorded for a second time, then the final stage of the disciplinary procedure will be invoked, resulting in a parent/carer and student meeting with the Vice Principal of the Academy along with the Director of Sixth Form to discuss future options.

## **PROTOCOL FOR DEALING WITH FALLING ATTENDANCE**

1. Attendance expectation is 95% throughout the academic year.
2. If attendance starts dropping below 100% a conversation will be had with the Academic Form Tutor. Parents/carers will be informed by a phone call.
3. If there is no improvement and attendance drops below 95% a written warning will be issued by the Director of Sixth Form. Parents will be informed in writing and students will be supported by their Academic Form Tutor and Director of Sixth Form to improve attendance.
3. If there is no improvement and attendance drops below 90% a second written warning will be issued to invite parents and the student in for a meeting by the Director of Sixth Form. Parents will be informed in writing followed by a Parent/Student consultation.
4. After this meeting attendance will be monitored for another five weeks by the Director of Sixth Form. Parents will be informed in writing of any attendance improvements and if there are still attendance concerns. This will be followed up by another Parent/Student consultation.
5. If any individual subject has a continuing subject attendance level of below 80% students will not be entered for the exam. A parent/carer and student meeting with the Key Stage 5 Vice Principal, along with the Director of Sixth Form will be organised to discuss future options.

## **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 25<sup>th</sup> birthday.

We hold student data for Special Educational Needs students up until their 30<sup>th</sup> 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 25<sup>th</sup> birthday.

We hold student data for Special Educational Needs students up until their 30<sup>th</sup> 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](mailto: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.