

# Ashton Community Science College

## Admissions Information



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# Ashton Community Science College

## Behaviour Code

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*Behaviour in school is inseparable from academic achievement, safety, welfare and wellbeing, and all other aspects of learning. It is the key to all other aims, and therefore crucial.*

**Tom Bennett, Creating a Culture**

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At Ashton we aim to uphold the highest standards of behaviour so that members of the school community can fulfil their ambitions and achieve success on many fronts. We want to create a culture which nurtures our students' ambitions and talents within clear boundaries of accepted behaviour. This Behaviour Code sets these out in clear detail and is the reference point for all discussions around behaviour in school. The code also applies when travelling to and from school and when attending any alternative provision:

**At Ashton, we use our motto – 'A school to be PROUD of' – to help remind us of some of the basic things every student must get right to be part of our school community:**

**Punctual** – be on time for school and for each lesson, missed learning takes you further from success.

**Responsible** – take ownership of your behaviour and accept the consequences of everything you do.

**Organised** – learn to manage your time, equipment, workload and resources. It is your job, no-one else's.

**Uniform** – your uniform shows you belong to the Ashton family – wear it smartly and with pride.

**Determined** – commit to achieving your very best, be prepared to struggle and to fail on the road to success.

**Good behaviour will be recognised and rewarded. We expect every student to work towards becoming the complete Ashton Learner during their time in school. Rewards will be given for the following:**

**Attitude to learning** – are you positive towards your learning and striving to succeed?

**Subject specific skills** – are you gaining the skills you need in all your subjects?

**Helpful around school** – are you willing to lend a hand and contribute to the school community?

**Targets** – are you reaching and exceeding your academic targets?

**Organised and ready to learn** – are you learning to manage your time, equipment, work and resources?

**Next challenge?** – are you looking for your next challenge and pushing yourself forward?

### **1. Basic personal conduct**

- 1.1. I will speak respectfully to staff and students, not raising my voice, being verbally aggressive or swearing.
- 1.2. I will not refuse a reasonable request from a member of staff or wilfully disregard authority.
- 1.3. I will treat the property of others and of the school with respect, not wilfully damaging or stealing anything.
- 1.4. I will treat the school and surrounding environment with respect.
- 1.5. I will not put myself, other students or staff in danger through my actions.
- 1.6. I will not use physical violence of any sort towards any member of the school community, staff or student.
- 1.7. I will arrive at school promptly, fully equipped for learning and wearing correct uniform.

- 1.8. I will not leave the school premises between 8.40am and 3.00pm without express permission to do so.
- 1.9. I will not bring prohibited items into school. These include fireworks, alcohol, cigarettes, smoking paraphernalia, drugs or other illegal substances, knives or weapons of any sort.

**The following sets out details of behaviour expectations at specific times of the school day. Failure to adhere to these requirements will result in a sanction being applied.**

## **2. When travelling to and from school:**

- 2.1. I will behave with respect to all members of the public and local community whilst in school uniform.
- 2.2. I will be mindful of other people using the roads and pavements, ensuring I travel safely at all times.
- 2.3. I will use buses responsibly, queueing politely, paying the correct fare and following bus company rules.
- 2.4. I will be mindful of using bad language which may offend others.
- 2.5. I will not trespass on private property, cause damage to it or vandalise it in any way.
- 2.6. I will not smoke whilst in school uniform.
- 2.7. I will not drop litter.

## **3. When entering the school buildings:**

- 3.1. I will arrive in good time to enter school promptly at the start of the school day and after break and lunch.
- 3.2. I will remove outdoor wear including coats and trainers.
- 3.3. I will put all mobile phones and other mobile devices and headphones away out of sight.
- 3.4. I will enter in a calm and orderly manner, not pushing or causing hold-ups in the corridors.

## **4. When moving around school:**

- 4.1. I will move quietly and quickly between lessons, not dawdling on corridors on the way to classrooms.
- 4.2. I will move calmly showing respect for others, their property and that of the school.
- 4.3. I will not interfere with the fittings and fixtures of the school (e.g. light switches, fire alarms, safety equipment).
- 4.4. I will follow the one-way system and walk on the left of corridors.
- 4.5. I will not use my mobile phone.

## **5. During lessons:**

- 5.1. I will arrive punctually to lessons with full equipment and enter classrooms quietly and ready to learn.
- 5.2. I will take responsibility for my own learning showing good levels of commitment and motivation.
- 5.3. I will complete all classwork and homework to the best of my ability accepting that I will make mistakes.
- 5.4. I will take pride in my work giving time and effort to presentation.
- 5.5. I will not wilfully disrupt the classroom environment allowing teachers to teach and students to learn.
- 5.6. I will respect others' points of view, actively listening to opinions and taking turns to make contributions.

## **6. At break and lunchtimes:**

- 6.1. I will move around the school grounds in an orderly manner, not roaming on corridors without purpose.
- 6.2. I will only eat in the designated areas and only remove permitted food from the dining hall.
- 6.3. I will not be in a classroom without a member of staff present.
- 6.4. I will try to take part in a SCAMPS activity at least once per week. (SCAMPS is the school's extra-curricular provision)
- 6.5. I will clean up after myself either in the dining hall or outside ensuring all litter is put in bins.
- 6.6. I will follow instructions given by any members of staff and student leaders on duty.
- 6.7. I will only use my mobile phone in the permitted zones.
- 6.8. I will respect others' personal space allowing others to spend their free time in peace and without disturbance.
- 6.9. I will interact in a positive manner with other students avoiding swearing and confrontation.

## Rewards

- Rewards can be issued on PARS (registers System) in the form of 'smiley faces' by any member of staff for positive behaviour either in the classroom or around school. 'Smiley faces' will also be issued at regular intervals by SLT (Senior Leadership Team) to reward students for good academic performance recorded via whole school data captures.
- 'Smiley faces' will accumulate as points which can be 'spent' either online or in-store on items at the Smiley Store located in the Quad. They can also be spent at the end of each term in buying tickets for rewards events put on by staff.
- Sanctions recorded on PARS incur a negative points value and this will deduct automatically from a student's 'Smiley total'. The net result will be the student's 'balance' to 'spend' as above.

## Sanctions

Where poor behaviour occurs in school, the procedures set out in the consequence ladder overleaf will be applied.

In instances where a member of staff deems behaviour serious enough to warrant it, students may be given a direct C3 (moved to another classroom) or C4 (referral to SLT for FTEC (Fixed Term Exclusion Centre) or placement in FTEC+) without first issuing a C1 or C2.

For instances of **serious** poor behaviour, the sanction of placement in the school's Fixed Term Exclusion Centre (FTEC or FTEC+) **or** a formal, legally binding Fixed Term Exclusion from school will be issued.

Where this is deemed necessary the following will apply:

### FTEC:

- Students may be temporarily held in FTEC whilst investigations are made into any incident.
- The decision to formally place a student in FTEC will be made by the Deputy Headteacher (Pastoral) and in his absence, a member of SLT.
- Students placed in FTEC should bring a packed lunch. If they are entitled to free school meals a packed lunch will be made available to them.
- The structure of the day in FTEC follows that of the school day i.e. 8.40am - 3.00pm
- A parental meeting with the Deputy Headteacher (Pastoral) will take place to discuss the reasons for any placement in FTEC.
- Placements in FTEC are cumulative in nature, i.e. they will increase in number each time. On each visit to FTEC a minimum number of days will be served as follows: 1<sup>st</sup> visit = 1 day; 2<sup>nd</sup> visit = 2 days; 3<sup>rd</sup> visit = 3 days.
- Repeated referrals to FTEC will result in an assessment of the student's social, emotional, mental and academic needs.
- If a student makes a 4<sup>th</sup> breach of the Behaviour Code a referral will be made by the Deputy Headteacher (Pastoral) to the Headteacher with a view to a placement in FTEC+ for a minimum of 4 days. Any subsequent breaches of the Behaviour Code will be the subject of similar referrals for FTEC, again cumulative in nature.

### FTEC+:

- A referral to FTEC+ may be issued for a fourth breach of the Behaviour Code as noted above or for an offence deemed too serious to be dealt with through isolation.
- The structure of the day in FTEC+ is different to that of the usual school day. Students will be accompanied to school on each morning of their placement at 9.00 am and should be collected at 3.30 pm by a parent or responsible adult.
- Students in FTEC+ should bring a packed lunch. If they are eligible for free school meals, a packed lunch will be made available to them.

## **Fixed Term Exclusion**

- A formal exclusion (FTE) may be issued for persistent breaches of the Behaviour Code as noted above or for an offence deemed too serious to be dealt with through FTEC or FTEC+.
- Fixed term exclusion is a legal process and so any decision to formally exclude a student is always a last resort and will always be made making 'reasonable adjustment' for any relevant circumstances.
- The length of any FTE will be determined by the seriousness of the offence and the surrounding circumstances with each case taken on merit. However, in the case of repeated similar offences the length of FTE will increase incrementally with each subsequent offence.

## **PERMANENT EXCLUSION:**

In line with the Department for Education Statutory Guidance September 2017, the decision to permanent exclude a student will only be taken:

- in response to a serious breach or persistent breaches of the school's behaviour policy; and
- where allowing a student to remain in school would seriously harm the education or welfare of the student or others in the school.

Examples of Behaviour (not exhaustive)	C-level	Action taken by member of staff	Sanction
<ul style="list-style-type: none"> <li>• Talking</li> <li>• Eating/chewing/drinking</li> <li>• Swinging on chairs</li> <li>• Shouting out</li> <li>• General disruption to learning</li> <li>• Poor levels of work</li> <li>• Distracting others</li> <li>• Use of mobile phone in lesson</li> </ul>	<b>RULE REMINDER</b>	<ol style="list-style-type: none"> <li>1. State what is happening and give rule reminder including notice of what will happen if behaviour continues. Name on board as a visual prompt.</li> <li>2. Redirect behaviour identifying positive aspects where possible.</li> </ol>	
	<b>C1 1<sup>st</sup> negative behaviour</b>	<ol style="list-style-type: none"> <li>1. State continued negative behaviour and progression to C1.</li> <li>2. Write C1 next to name.</li> <li>3. Redirect behaviour.</li> <li>4. C1 grumpy face recorded on PARS.</li> </ol>	<ul style="list-style-type: none"> <li>• 10-minute detention at 3pm with form tutor.</li> </ul>
	<b>C2 2<sup>nd</sup> negative behaviour</b>	<ol style="list-style-type: none"> <li>1. State continued negative behaviour and progression to C2.</li> <li>2. Put tick next to student's name on board and give notice that they will leave the room if continues.</li> <li>3. Redirect behaviour.</li> <li>4. C2 grumpy face recorded on PARS.</li> </ol>	<ul style="list-style-type: none"> <li>• 10-minute detention at 3pm with form tutor.</li> </ul>
	<b>C3 3<sup>rd</sup> negative behaviour</b>	<ol style="list-style-type: none"> <li>1. State continued negative behaviour and progression to C3.</li> <li>2. Put second tick next to student's name on board.</li> <li>3. Send student to colleague's classroom with work.</li> <li>4. C3 grumpy face recorded on PARS.</li> <li>5. Student should return at end of lesson and detention issued – parents notified by teacher awarding C3</li> </ol>	<ul style="list-style-type: none"> <li>• 10-minute detention at 3pm with form tutor.</li> <li>• 30-minute departmental detention.</li> </ul>
<ul style="list-style-type: none"> <li>• Serious disruption to learning</li> </ul>	<b>C3 Other</b>	<ol style="list-style-type: none"> <li>1. Student issued with detention – parents notified by teacher awarding C3</li> <li>2. C3 grumpy face recorded on PARS.</li> </ol>	<ul style="list-style-type: none"> <li>• 10-minute detention at 3pm with form tutor.</li> <li>• 30-minute departmental/PL detention.</li> </ul>
<ul style="list-style-type: none"> <li>• Refusal to leave classroom following C3.</li> <li>• Disruption of learning or failure to comply in the classroom the student has been removed to following C3.</li> <li>• Behaviour in a classroom which compromises H&amp;S.</li> <li>• Persistent disruption to learning</li> </ul>	<b>C4 4<sup>th</sup> negative behaviour OR immediate for H&amp;S</b>	<ol style="list-style-type: none"> <li>1. B4L (Behaviour for Learning) called to remove student.</li> <li>2. Student placed in FTEC for remainder of day – parents informed.</li> <li>3. Further day(s) in FTEC arranged.</li> </ol>	<ul style="list-style-type: none"> <li>• Remainder of day in FTEC.</li> <li>• Further full day (or more depending on incident) in FTEC.</li> </ul>
<ul style="list-style-type: none"> <li>• Violence or threatening behaviour</li> <li>• Verbal abuse towards staff or students</li> <li>• Walking away from staff</li> <li>• Refusal to hand over items</li> <li>• Refusal to comply</li> <li>• Vandalism</li> <li>• Truancy</li> <li>• Bringing inappropriate items into school</li> </ul>	<b>C4 Other</b>	<ol style="list-style-type: none"> <li>1. B4L (Behaviour for Learning) called to remove student if incident occurs in classroom</li> <li>2. Student placed in FTEC for remainder of day – parents informed.</li> <li>3. Further day(s) in FTEC arranged.</li> </ol>	<ul style="list-style-type: none"> <li>• Remainder of day in FTEC.</li> <li>• Further full day (or more depending on incident) in FTEC.</li> </ul>
<ul style="list-style-type: none"> <li>• Persistent negative behaviour</li> <li>• Serious incident</li> </ul>	<b>C5 referral</b>	<ol style="list-style-type: none"> <li>1. Referred to SLT for decision on FTEC+ or legal Fixed Term Exclusion.</li> </ol>	<ul style="list-style-type: none"> <li>• Placement in FTEC+ (Fixed Term Exclusion Centre) or legal Fixed Term Exclusion .</li> </ul>

# Ashton Community Science College

## Careers Service

As our students progress through the school and look towards their ongoing destination, we work with various further education establishments and Lancashire County Council's Post-16 Advisory Service to provide them with plenty of information and advice which will help them choose the path they wish to take once they leave school.

It is a requirement of the Department for Education that permission is sought from you for your child's details to be collected for this purpose.

If you would prefer that your child's information was not forwarded on to these organisations, **please indicate this via the tick box in the permissions section of the admission form.**

You should be aware that if permission is not obtained, your child's details will not be passed on to any external organisations and this may limit the opportunities they have to participate in careers advice/events/interview days held by the Further Education Colleges in school.



# Ashton Community Science College Home-School Agreement

*“Ashton Community Science College has clear aims designed to help students derive the maximum benefit from their time in school and also to help them to develop and mature into responsible young adults who will leave school ready to face the challenges of the outside world. These aims are underpinned by an ethos based upon care, compassion, empathy and positive reinforcement and this ethos is supported by strong moral, social and spiritual guidance, which is given to all students. Sound relationships between all those within the school community are seen to be of paramount importance.*

*The school welcomes students of all abilities, provided that every child admitted can be catered for in a way which will ensure the provision of a high quality education. In pursuit of this aim, the School operates a policy of equality of opportunity for all and adheres rigidly to the Equality Act 2010.*

*Ashton Community Science College has high academic expectations for its students and, annually, it is successful in producing results which are better than the targets set for academic achievement by the Local Authority. This success stems from the high standard of teaching in the school, a fact which was clearly recognised by Ofsted and also from our policy on homework, which is seen as a very important part of the education process. Equally, good behaviour and discipline are major factors and, again, we strive to fulfil our high expectations, which are shared by parents, through the implementation of our Behaviour Code, which all parents and students are asked to sign. However, these expectations can only be achieved if the students attend school on a regular basis and so we pursue attendance and punctuality rigorously, resulting in our attendance figures being above the national average.*

*We believe that parents can contribute immensely to the education and development of their child. Instilling good work habits, good behaviour, positive attitudes, respect, good manners and responsibility are crucial and we rely on parental support for these and many other life skills. In addition, we send information home to enable parents to help their child in areas such as coursework, homework and literacy. We also welcome the involvement of parents in the life of the school, for this enhances mutual understanding, trust and support.”*

**Within this framework, Ashton Community Science College aims to establish, with all parents, a partnership based upon mutual understanding, trust and support, allowing the children in our care to pursue a quality education. The following agreement is seen to be a very important element of this process.**

## **AGREEMENT**

### **The school will strive to:**

- ensure that its aims and aspirations become a day to day reality;
- care for the children’s safety and well-being;
- promote high standards of attendance and punctuality and contact parents if a problem arises so that a joint solution can be found;

- provide a broad and balanced curriculum which will meet the individual needs of each child, no matter what his/her ability;
- offer a programme of relationships, sex and health education within the curriculum;
- offer a broad range of public examinations;
- promote high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- achieve high standards of work and behaviour through implementing the School's Behaviour Policy in a fair and consistent way and, in particular, by being proactive in dealing with issues relating to bullying;
- let parents know about any concerns or problems which affect their child's work or behaviour and work with parents to find positive solutions;
- be open and welcoming, offering opportunities for parents to discuss their concerns and to become involved in the life of the School;
- set, mark and monitor work, including homework, and provide facilities for children to do homework in School;
- encourage children to develop their talents and do their best at all times, recognising their achievements through the School's system of rewards;
- invite and encourage children to participate in a wide range of extra-curricular activities (SCAMPS);
- send home information on student progress;
- arrange parents' evenings during which progress will be discussed;
- keep parents informed about school activities through regular letters home and notices about special events ([www.ashtoncsc.com](http://www.ashtoncsc.com))

**The Parent(s)/Carer(s) will strive to:**

- see that my/our child attends school regularly, on time, properly equipped and in school uniform;
- avoid arranging holidays and other appointments during term time and the school day;
- notify the school promptly if, for any reason, my/our child cannot attend;
- provide adequate contact information for the school for use in case of emergency;
- support the school's aims, policies, guidelines and behaviour code, encouraging my/our child to behave in an appropriate manner at all times;
- let the school know about any concerns that might affect my/our child's work or behaviour;
- let the school know of my/our child's successes out of school;

- encourage my/our child to understand the value of education and adopt a positive attitude towards school;
- encourage my/our child to complete all work, especially coursework, to the best of their ability and on time;
- support my/our child in homework and other opportunities for home learning by providing, where possible, a suitable environment in which to work and by monitoring the completion of homework using the "Show my Homework" parent app;
- encourage my child to make the most of all the opportunities offered to them by the school;
- encourage my/our child to respect others, showing care and consideration for them, no matter what their race, colour, religion, age or gender;
- encourage my/our child to respect the environment and, in particular, keep the school pleasant, clean and litter free;
- attend parents' evening and discussions about my/our child's progress;
- get to know about my/our child's life at the school and support the work of the school wherever possible by engaging with "Insight" (the parent app) as a minimum and the school's social media sites where possible;
- ensure that my/our child understands how to travel safely and sensibly to and from School.
- Ensure that my/our child reads daily and engages with school strategies to promote reading

## **AIMS**

It is the hope and expectation of students, parents and society that at the end of five years in our School young people will have made significant progress towards making their lives happy, useful and successful, and, with this in mind, we can justifiably pursue the following aims and objectives with confidence.

1. To discover each child's talents and abilities and develop them to the highest level possible.
2. To stimulate each student's curiosity and interest in the world about him/her.
3. To provide young people with the skills required for continued education in the world of work and for the society in which they live.
4. To develop an attitude to work which will not only be conducive to success at school, but also enable the student to cope happily and acceptably with the demands of work throughout his/her life.
5. To provide the opportunity for students to develop emotionally, physically and socially with due regard for other people and their needs.
6. To foster spiritual, moral, social and cultural values;
7. To recognise the wishes and aspirations of parents and to share and co-operate with them in the education of their children;

8. To contribute to the local community with a view to improving the quality of life of those who live locally and enhancing their pride in their community;

**Student Declaration:** I shall do my best to:

- be co-operative by helping the school and my parents to support me with my education and development;
- attend school regularly, on time, properly equipped and in full school uniform;
- become a responsible and reliable member of the school community and fulfil the expectations which my parents and the school have of me;
- work hard in class, do my homework on time and behave well, obeying the school's behaviour code and classroom expectations;
- treat all people with care and consideration, no matter what their race, colour, religion, age or gender;
- look after school equipment and keep the school free from litter, graffiti and chewing gum.

# Ashton Community Science College

## Internet Use

As part of your child's curriculum and the development of ICT skills, Ashton Community Science College is providing supervised access to the Internet and e-mail. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the 'Network, E-mail and Internet Use Good Practice - 'Rules for ICT Use' document below, then tick the box on the admission form to acknowledge acceptance so that your child may use the network and Internet at school.

There have been concerns about students having access to undesirable materials. Please be assured, we take positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Thank you for your support in this matter.

### **Network, E-mail, Internet & VLE Use**

#### Rules for ICT Users

The school computer system provides an enhanced learning experience through access to the Internet, e-mail. It is important to remember that this access is a privilege, not a right, and comes with it responsibilities for all involved. The following will help protect students and the school by clearly stating what is and is not acceptable.

- School computer and Internet use must be appropriate to the student's education.
- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Users must take reasonable precautions to ensure no computer viruses are introduced to the network, when transferring school work from portable storage devices
- Copyright and intellectual property rights must be respected.
- Users must respect the work of others, which might be stored in common areas on the system. Conversely, users should always try and store their files and data in their own secure area or on removable media. Files and data stored in common areas of the system must be transferred at

the earliest opportunity to the user's own area. Such files will be regularly removed from the system. Games are not allowed to be saved in user areas or common areas.

- Users are responsible for any e-mails they send. Both should be written carefully and politely. As messages may be forwarded and postings will be read by other students and staff, they are best regarded as public property. Anonymous messages and chain letters must not be sent.
- Users should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private business purposes, unless the Headteacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- Any faults with IT equipment must be reported to a member of staff.
- Users must take care of IT equipment and surrounding workstation.
- No food or drink is to be consumed whilst in the vicinity of IT Equipment.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites and postings to forums, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unsuitable, unauthorised or unlawful.

### **Cyber Bullying – Code of Conduct**

- If you feel you are being bullied by email, text or online within school, contact a member of staff.
- Never send any bullying or threatening messages. Anything you write and send could be read by an adult.
- Serious bullying should be reported to the police - for example threats of a physical or sexual nature.
- Keep and save any bullying emails, text messages or images.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- Why not log into a chat-room with a different user ID or nickname? That way the bully won't know who you are. You could change your mobile phone number and only give it out to close friends.
- Contact the service provider (mobile phone company, your internet provider) to tell them about the bullying. They may be able to track the bully down.
- Use blocking software - you can block instant messages from certain people or use mail filters to block emails from specific email addresses.

- **Don't** reply to bullying or threatening text messages or emails- this could make matters worse. It also lets the bullying people know that they have found a 'live' phone number or email address. They may get bored quite quickly if you ignore them.
- **Don't** give out your personal details online - if you're in a chat-room, watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.
- **Don't** forward abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. If they are about you, keep them as evidence. If they are about someone else, delete them and don't reply to the sender.
- **Don't** ever give out passwords to your mobile or email account.
- **Remember** that sending abusive or threatening messages is against the law.

**Adapted from Anti Bullying Network**

<http://www.antibullying.net/>

### **Student's Agreement**

I have read and understand the school 'Network, E-mail, Internet and VLE Use - Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and adhere to these rules at all times.

### **Parent/Carer's Consent for Internet Access**

I have read and understood the school 'Network, E-mail, Internet and VLE Use - Rules for ICT Users' document and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

**Please indicate your acceptance of these conditions by ticking the appropriate box in the Permissions section of the Admission Form**

# Ashton Community Science College

## Photographs

Detailed below is an explanation as to why we need to ask you for your consent to take photographs of your child while at school. **When you have read this, along with the conditions of use on the next page, you should indicate your preferences in the permissions section of the Admission Form.**

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for our students and their families and so are to be welcomed. However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

Occasionally, we may take photographs of the students at our school. We may use these images as part of our school displays and in our school's prospectus or in other printed publications that we produce. We may also use them on our school website and social media accounts. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption. If we name a student in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture, we will obtain permission from the parent before using the image.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the form to the school office.

You may want to consult with your child about the categories of consent and we invite you to use this letter to explore their feelings about being photographed at school.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety and if you have special circumstances either now, or in the future, which would affect or change your consent on this issue, you need to let school know as soon as possible.



## PHOTOGRAPHS CONSENT

### **Conditions of Use:**

The photograph consent form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time.

- All photographs can be used for a period of five years, even after your child leaves this school. Historic photographs may remain in some publications and will remain indefinitely on our school website and social media fields.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image or video, on our website, in our school prospectus or in any of our printed publications.
- We will not include personal email or postal addresses or telephone numbers on video, on our school website, in our school prospectus or in any of our printed publications.
- If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
- If we name a student in the text, we will not use a photograph of that child to accompany the article.
- We may use group of class photographs or footage with very general labels such as 'a Science lesson' or 'making Christmas cakes'.
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites can be viewed throughout the world and not just the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic form.
- Parents/Carers consent will be recorded on the school's Management Information System and will be retained and disposed of in line with the authority's recommendations for retention of records. A copy of this document is available on request.
- As the child's parents/carers, you agree that if you take photographs or video recordings of your child/children which include other students, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be subject to the General Data Protection Regulations if you used the recordings for any wider purpose.

# Ashton Community Science College

## Privacy Notice - Parents

### Privacy Notice for Parents and Carers (How we use your information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **you**. We, Ashton Community Science College, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mrs A Thomson (see 'Contact us' below).

#### The personal data we hold:

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

- Contact details and contact preferences
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

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

#### Why we collect and use this information

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

#### Use of your personal data for marketing purposes

Where you have given us consent to do so, Ashton Community Science College may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

#### The lawful basis on which we process this information

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

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. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

### **Collecting this information**

While the majority of information we collect about 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.

### **Storing this data**

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We retain and dispose of this information in line with the authority's recommendations for retention of records which sets out how long we keep information about parents and carers. A copy of this document is available on request.

### **Who we share your information 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:

- *Our 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*
- *Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*

### **Transferring Data Internationally**

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

### **Your rights:**

#### **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 school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- 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.

### **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 if it would cause, or is causing, damage or distress
  - 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, deleted or destroyed, or restrict processing
  - 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 us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Miss E Loughran, Data Manager, 01772 513002

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

# Ashton Community Science College

## Privacy Notice - Students

### Privacy Notice (How we use student information)

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

- personal information (such as name, unique pupil number and address)
- 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)
- assessment information/exam results
- relevant medical information
- special education needs information
- exclusions/behavioural information
- where they go after they leave us

#### Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

#### The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

##### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:  
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

##### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:  
(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary

of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of students, or former students, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual student information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

### **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 retain and dispose of student data in line with the authority's recommendations for retention of records which sets out how long we keep information about students. A copy of this document is available on request.

### **Who we share student information with**

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Learning Records Service for students enrolling for post 14 qualifications
- School nurse/immunisation teams
- External online testing, data analysis and educational resources
- Colleges, Post-16, careers information providers & Higher Education Establishments

### **Why we share student information**

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

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

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual 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:**

#### **Students aged 13+**

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

This enables them to provide services as follows:

- youth support services
- careers advisers

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

### **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 local authority 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 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>

### **Requesting access to your personal data**

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Manager, Miss E Loughran on 01772 513002.

You also have the right to:

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

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

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:  
Miss E Loughran, Data Manager, 01772 513002



# Ashton Community Science College School House System

On admission to the school all students are allocated to a 'house' and they remain in the same house until they leave the school. Our houses are named after famous Prestonians and fellow house members can be identified by the House names and colours on their jumpers.

The aims of the house system are to build relationships across the year groups, increase participation in school life through a range of events and activities, promote healthy competition and make the school a happier place.

Various assemblies, events, competitions and activities take place throughout the school year covering academic, physical and fun topics. They culminate in the winning House receiving a 'House Breakfast' and the much sought after House Cup at the end of the academic year.

All houses have their strengths and they all have an equal chance of winning.



**Finney**

**Park**



**Clitheroe**

**Rigby**



**Flintoff**

**Booth**



# Ashton Community Science College Uniform

The wearing of School uniform is one of the distinctive features of all schools with good reputations and in this we are no exception. We are always greatly encouraged by the way in which students and parents support us in our efforts to maintain high standards in this respect. All items of uniform should be clearly marked with the student's name. School dress consists of the following:

**\*we are an inclusive school and respect a student's right to gender equality. If you wish to wear uniform from outside the specific girls/boys lists, please speak with the school to discuss this further**

<b>Uniform</b>
White collared shirt
Black badged pleated skirt with logo <b>OR</b> Black tailored school trousers. – <i>Please note these should not be slim fit, leggings or tight anywhere on the leg, they should reach the ankle and not be turned up.</i>
Black badged 'V' neck jumper with House coloured logo
A clip on school tie
Plain <b>black knee length</b> socks throughout the year with the exception below
<b>From October half term to Easter, students opting to wear skirts <u>MUST</u> wear plain black opaque tights</b>
Black leather school shoes of an appropriate heel height
<b>P.E.</b>
Badged Training Shirt
Badged Shorts or Badged Skort
Reversible Multi-Sports Top (Boys PE curriculum only)
Black/White/Gold Sports Socks
Trainers for indoor and outdoor use with non-marking soles
Full or Half Zip Badged Jacket (optional)
Football/rugby boots (optional)
Black sports leggings (optional and only available from school)
<b>Additional Equipment</b>
All students must have a bag, which is able to contain A4 exercise books, pencil case with equipment
All students have a reading book
All students have a pencil case and equipment pack

# All Students

## **The following are NOT permitted items of uniform:**

No baseball caps should be brought to school.

For reasons of health and safety and personal security, jewellery in school should be kept to a minimum. The following are acceptable:

- A wristwatch
- One plain stud earring in the lobe of each ear. **No ear piercings of other sorts or in other parts of the ear are allowed.** All piercing retainers should be removed.

No other facial or body piercings of any sort are allowed. All piercing retainers should be removed.

All other jewellery including necklaces, rings and bracelets should be removed. Any such items may be confiscated if found.

Extreme hairstyles are not allowed. This includes the use of any unnatural colours, excessively short hair or patterns shaved into hair.

Make-up should not be worn in school and this extends to fake tan.

For reasons of health and safety, no form of false nails or nail varnish are allowed.

Outerwear including coats, scarves and hoodies should be removed when entering school buildings and should not be worn whilst inside.

## **Things you will need:**

School Bag / Pencil Case / Pens / Pencils / Ruler / Rubber / Sharpener / Coloured Pencils / Protractor Set Square / Compass / Calculator (Scientific)

School sells equipment packs and it is expected that all students will buy a pack or provide their own in line with the above requirements.

## **Smartwatches, mobile phones and other technologies**

Students are permitted these items but during curriculum time, which includes lesson changeover, they must be switched off or set to airplane mode. Smartwatches and phones must not interrupt learning in any way. Students must adhere to the school policy regarding use of mobile phones and other technologies. Phones and watches that interrupt learning or are used inappropriately will be confiscated until they can be collected by parents.

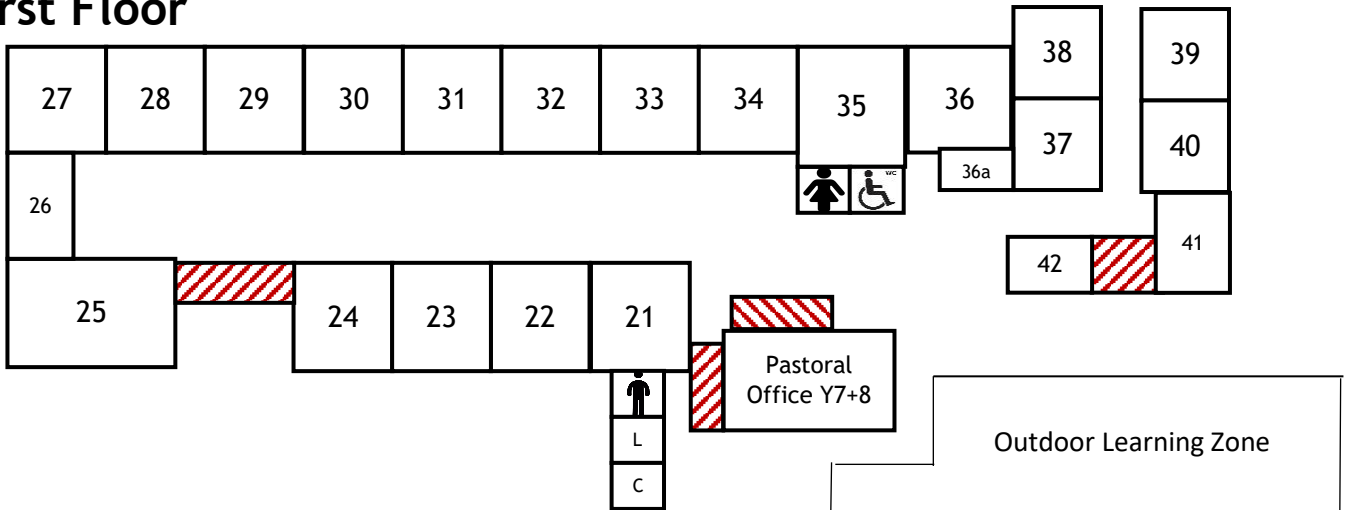
## **Suppliers of badged/school specific items of uniform:**

***Smart Schoolwear, 54 Lancaster Road, Preston, PR1 1DD***

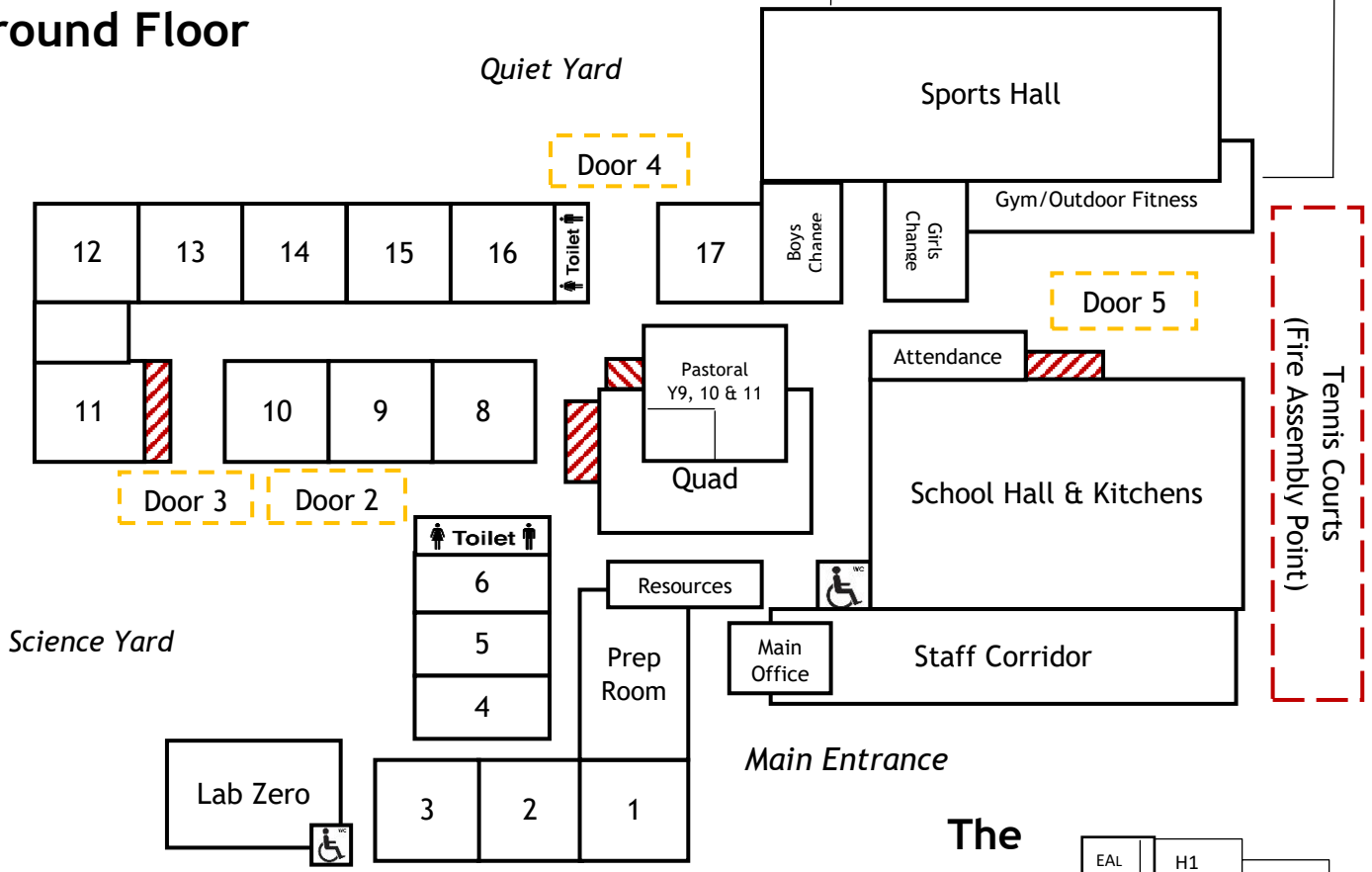
***Bang Bang, 91 Lancaster Road, Preston, PR1 1QJ***

***Top One, 39 St John's Shopping Centre, Lancaster Road, Preston, PR1 1FB***

# First Floor



# Ground Floor



Room Key					
1	Science	16	Geography	33	RE
2	Science	17	History	34	RE
3	Science	21	ICT	35	English
4	Science	22	ICT	36a	English Office
5	Science	23	ICT	36	English
6	Science	24	Maths	37	English
8	Food Technology	25	Maths	38	English
9	Technology	26	Maths	39	English
10	Geography	27	Maths	40	English
11	Technology	28	Maths	41	ICT Technicians
12	Technology	29	Maths	42	Office
13	Geography	30	History	L	Lift
14	Art	31	French	C	Computing Office
15	Music	32	French		Staircase

