Welcome to Cockermouth School

A practical guide for parents

2024-2025

Contents

Please note, there are forms that need to be completed as detailed in the Student Data Collection section. These should be returned to Cockermouth School before Wednesday 26 June 2024 and can be done in the following ways:

- Complete form via Edulink (see section 6)
- Download the forms from our website, complete electronically or manually and return via email to dataoffice@cockermouthschool.org stating the name of your child clearly in the email. *Please note that, whilst the Cockermouth School email server is secure, we cannot be responsible for the security of your own email server when sending sensitive information to us.* If you use this method, you may wish to password-protect the document before sending; we recommend you use a combinate of your child's initials and date of birth (e.g. **ABC_00-00-0000**) as we already have this information on file.
- Download the forms, print a copy, complete by hand and post to:

  - The Data Office, Cockermouth School, Castlegate Drive, Cockermouth, CA13 9HF

If you are unable to complete the forms using any of these methods, please contact us on dataoffice@cockermouthschool.org and we will arrange an alternative.

1 | Welcome and Introduction

A MESSAGE FROM ASSISTANT HEADTEACHER: TRANSITIONS, CAREERS AND ENGAGEMENT

We would like to take this opportunity to welcome both you and your child to Cockermouth School. Whether you have been through this process before, or this is your first connection with the school, your support is both greatly appreciated and vital in helping your child settle, develop and succeed in their time at our school. The transition from primary to secondary school is one of the most important steps in a student's academic journey. We recognise this and work hard to provide the support, encouragement and guidance that is required.
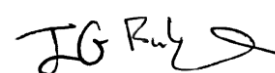
We understand that the students who are joining us are arriving with a range of expectations and experiences. They will have a number of questions, they may find some things difficult and they may even make some mistakes, but we know from experience that they will rise to this challenge brilliantly in the next few months.

This booklet has been created to support this process. We hope that the information provided here is helpful for both you and your child. It contains details that will answer many of your questions and information that you can share with your child that will help them to be organised ahead of their start with us. We fully appreciate that this is both an exciting and anxious time, but please be reassured that our Year 7s are supported by an experienced and highly successful pastoral team. They will be working hard to ensure that the transition from primary to secondary school is a successful one.

We will have the opportunity to get to know our new students through meetings at primary schools or virtually, then again on our Intake Days and then to meet families at the subsequent parents' meeting. This face-to-face contact is vital and we hope that you will find it reassuring to be able to work with us directly ahead of September. Alongside that, we will be working closely with the primary schools to ensure that we have a smooth transfer of information, so that we already know a huge amount about our students before they join us. We will also be providing the schools with resources that will support your child's transition both inside and outside of the classroom.

Through the process we will be working hard to provide families with all of the latest information. Please continue to monitor our school's website and social media accounts for updates. If you have a specific question about the transition process, please email us year6transition@cockermouthschool.org

As a school we have high expectations and standards, and are determined to ensure that all of our students meet their potential. We achieve this by creating an environment that is stimulating, welcoming and safe from day one. We look forward to working with you to ensure that your child has a positive start and understands what they need to do to achieve their very best at Cockermouth School.

Mr I Routledge
Assistant Headteacher: Transitions, Careers & Engagement

2024/25 Term Dates: Cockermouth School			
Term	*Starts*	*Finishes*	*Half Term*
Autumn	Wednesday 4 September 2024	Friday 20 December 2024	28 October – 1 November
Spring	Tuesday 7 January 2025	Friday 4 April 2025	17 – 21 February
Summer	Tuesday 22 April 2025	Friday 18 July 2025	26 – 30 May

- Good Friday – 18 April, Easter Sunday – 20 April, Easter Monday – 21 April
- Early May Bank Holiday – Monday 5 May

2 | Primary to Secondary Transition

DIFFERENCES:

- The number of staff working with your child will be considerable, in and out of the classroom.

- Your child's teachers will teach many other children across different year groups.

- The size of the building is much bigger and the students will need to move independently around it between lessons.

- The day-to-day routine will be structured around a two-week timetable.

- Children will study new subjects such as Drama, Food & Nutrition, Design & Technology, etc.

- Many students will need to travel further; for some this will involve the use of a school bus or public transport.

SIMILARITIES:

- The majority of lessons are classroom-based.

- We insist on the highest standards of behaviour, both inside and outside the classroom.

- Students are expected to work hard and to do their best at all times.

- Many of the same lessons will be included in the two-week timetable.

- There is a morning break and lunchtime, which will be supervised free time.

- Students are encouraged to organise themselves for each school day with the correct equipment.

- There will be extra-curricular activities (both during the school day and after school) in which students will be encouraged to be involved.

3 | Helping Your Child to be Organised

TIMETABLE

We run a two-week timetable at Cockermouth School, and the school day consists of six 55-minute periods as follows:

8:40 am	Registration and Assembly
8:55 am	Period 1
9:50 am	Period 2
10:45 am	Morning Break
11:00 am	Period 3
11:55 am	Period 4
12:50 pm	Lunchtime
1:40 pm	Period 5
2:35 pm	Period 6
3:30 pm	End of School

It would be advisable to send your child with a healthy snack to eat during morning break as lunchtime is rather later than at primary school. For further information on lunch, please see section 10, Food in School, on page 32.

Each student is provided with a timetable at the beginning of the school year, similar to the sample below (your child's timetable is also available on our virtual learning environment [VLE], Firefly, more of which on page 10):

Timetable – A. Student 07AB
As at 06/09/2024

	1	2	3	4	5	6
1Mon	English CQU　S8	German MMU　F7	Art NMC　T5	PE JCH　CHG	Design Technology EPA　T4	Maths GMO　N2
1Tue	Maths GMO　N2	Spanish JPI　F8	History SAS　E7	Science RSM　G8	English CQU　S8	Music MUL　N12
1Wed	Science RSM　G8	German MMU　F7	Food & Nutrition EPA　T8	Maths GMO　N2	Computer Science WBO　G2	English CQU　S8
1Thu	Geography JLY　F4	Drama JMO　G17	Science RSM　G8	PE JCH　CHG	English CQU　S8	Computer Science WBO　G2
1Fri	Personal Dev AME　N15	Maths GMO　N2	English CQU　S8	Music MUL　N12	Geography JLY　F4	Science RSM　G8
2Mon	PE JCH　CHG	Drama JMO　G17	Art NMC　T5	History SAS　E7	Maths GMO　N2	Science RSM　G8
2Tue	Design Technology EPA　T4	Spanish JPI　F8	Personal Dev AME　N15	Science RSM　G8	History SAS　E7	Maths GMO　N2
2Wed	English CQU　S8	Personal Dev AME　N15	Music MUL　N12	Science RSM　G8	Spanish JPI　F8	Drama JMO　G17
2Thu	Maths GMO　N2	Science RSM　G8	Computer Science WBO　G2	English CQU　S8	German MMU　F7	Art NMC　T5
2Fri	Maths GMO　N2	PE JCH　CHG	Food & Nutrition EPA　T8	Geography JLY　F4	English CQU　S8	Science RSM　G8

BASIC EQUIPMENT

Please ensure that your child brings the correct equipment to school. Here is a list of what they should have with them:

- **Essential Equipment** – pen, pencil, ruler, red pen, whiteboard, whiteboard pen, scientific calculator – a calculator can be ordered from the Maths department, see page 6).
- **Recommended Equipment**- black fine liner, glue stick, highlighter, colouring pencils, round ended scissors, eraser, compass and protractor.

- **School bag** – with the correct books for that day and PE kit if needed. We would recommend a waterproof rucksack with two shoulder straps. Although students are offered the chance to have use of a locker, in which equipment, books etc. can be stored temporarily, there is still the need to carry items around school and, at times, these could be quite heavy.
- A stock of lined/plain paper and plastic wallets can be kept at home.

All students will be supplied with a whiteboard and a whiteboard pen at the start of Year 7, but they will then be required to replace these items as required.

Try to make sure that your child has access to a desk or table at home on which to work, and suitable storage space for books and equipment that are not needed in school every day. An A4 plastic folder can be useful for carrying homework to and from school.

MATHS CALCULATOR

The Maths Department also offers an ordering service for a suitable maths calculator. All staff in the Department use the CASIO FX83GTCW. Because we order in bulk, the cost is lower than is available in shops. Letters will be sent out early in the autumn term to all Year 7 students, which will allow them to place an order through the school. For further information, please contact Miss K Irving – Director of Maths, irvingk@cockermouthschool.org.

HOMEWORK

Homework is an important part of school routine; it enables better use to be made of teacher time in the classroom and encourages independent learning skills in students – skills that will become increasingly important as they go through their lives in the modern world. Parental support and cooperation is very important in establishing and sustaining good homework habits.

Homework is set via Firefly, our virtual learning environment (VLE), to which all students and their parents have access; for further information, see section 6, page 10. Homework should not take longer than an hour in total per night in Year 7 and may involve a range of tasks including revision for forthcoming tests, written assignments, reading, completion of classwork, consolidation of classwork and individual research. It is important that a child has a quiet place to study, and experience suggests that a regular routine on arriving home from school helps in promoting good homework habits.

In the first couple of weeks of September, whilst we establish the routines around Firefly use for students, any homework set will be minimal and students will be supported in their completion of these tasks (as required) to assist a successful transition. Once we are confident that all students and parents have had the opportunity to access Firefly, the expectations around the completion of homework will be as for all other year groups.

Parental assistance with homework tasks can be helpful but remember, a main purpose of homework is to give a student the challenge to complete a task individually; if the homework set is regularly beyond the ability of a student, or is taking more than the recommended time, this should be brought to the school's attention so that homework can be adjusted accordingly.

4 | Positive Support

Positive support is extremely valuable during the intake process and in the early days of September.

REASSURANCE:

- Listen to your child's worries;
- Try to understand their concerns and affirm your support along with the form tutor on a daily basis;
- After a few days' map reading and being guided, they will soon find their own way around;
- Discuss daily events – this is an exciting and somewhat anxious time for new students;
- Encourage friends, old and new, to visit out of school to reinforce links.

PRAISE:

- Provide lots of verbal encouragement pre and post-school;
- When your child is discussing school, re-affirm your positivity;
- Rewards can be most welcome at the end of a long day or week.

CONTACT WITH SCHOOL

Parents are welcome to contact the school at any time. Please let us know early if your child has a problem – once we know about an issue, we can take appropriate action. If you need to contact school about any concerns you may have, the following steps should be followed, moving onto the next step if the problem remains unresolved:

- email your child's form tutor – send an email for the attention of your child's form tutor to reception@cockermouthschool.org, who will forward the message to the relevant member of staff;
- telephone, leave a message or write a note for your child's form tutor;
- make an appointment at a mutually convenient time.

PARENTS' EVENINGS

Two Parents' Evenings for Year 7 will be held during the academic year, a transition meeting with your child's form tutor (provisionally Tuesday 22 October 2024) and a meeting with subject teachers (date will be confirmed in the Autumn Term). The transition meeting will provide you with the opportunity to discuss your child's transition into Cockermouth School. It will allow you to ask any questions that you may have and will provide some invaluable information on your child's progress in the first few weeks.

The Parents' Evening will give you the chance to have an appointment with a teacher for each subject that your child studies. The member of staff will be able to give you an update on the academic progress that your child has made and provide some guidance on the additional steps that they can take to progress further.

Parents can also expect to receive three progress reports during Year 7, one at the transition meeting and one each in the spring and summer terms.

5 | Behaviour: Rewards & Sanctions

REWARDS

At Cockermouth School we have very high expectations of behaviour, and we are keen to acknowledge and reward our students when they meet and even exceed these standards.

We have a system where students receive Achievement Points for doing things especially well. This can be within the classroom or outside. They are awarded for a variety of things including academic achievement, attitude, commitment to studies and extra-curricular commitment and contribution. Parents can track their child's Achievement Points by using our Class Charts App (see page 11 for more information). Overall, the vast majority of the points awarded (approximately 80%) are in recognition of the positive achievements of our students.

We have introduced awards for Students of the Week and Students of the Month, where we acknowledge students in different year groups for their excellent achievements.

At the end of each term we recognise our students in each year group through a series of Gold, Silver and Bronze awards based on the number of points that they have received over the term.

Parents are informed that their child has received an award in the following ways:

- Bronze Award – text message, Silver Award – email, Gold Award – letter

We have annual celebration events for each year group, where we recognise and celebrate student successes. Awards are given for academic achievement and progress, best demonstrating our school values, impressive contributions through sport and the creative arts, all round excellence and the evening culminates with the awards for our Students of the Year.

CONSEQUENCES

At Cockermouth School we ask all members of our school community to treat each other with respect and we share with our students clear expectations over the way that they should behave and respond to others. We are determined to ensure that student behaviour is impeccable, both inside and outside of the classroom, and, as a result of this, students will receive consequences if they fall short of this expectation.

At social times, students will be challenged if their behaviour is deemed to be inappropriate. Initially they will have some of their social time removed and, if this behaviour continues, then the consequence will increase and contact with home will be made.

In lesson time, students will be warned if their behaviour is inappropriate by the class teacher. If their behaviour continues to be a concern, then they will receive a behaviour point and the teacher will speak to them about their behaviour. If this still does not result in an appropriate response, then the student will be placed in an after-school detention. Further poor behaviour will lead to increased consequences.

If students make poor decisions and respond inappropriately, then it is important that consequences are applied consistently.

As parents, we ask that you continue to remind your children about the importance of excellent behaviour. If you are contacted by the school with regard to a consequence for your child's poor behaviour, then your support is both appreciated and invaluable. By working together, we can achieve impeccable behaviour in Cockermouth School, which is of benefit to all members of our school community.

For more information on the school's Behaviour Policy, please contact:

- Mr H Carter, Assistant Headteacher, 01900 898888, carterh@cockermouthschool.org

6 | Parental Engagement & Communication

We are continuing to develop our systems to improve the way that we engage with home and as a result there are a number of different Apps that we use to help us communicate important information with families.

Below is a brief explanation of the different Apps and their main purpose.

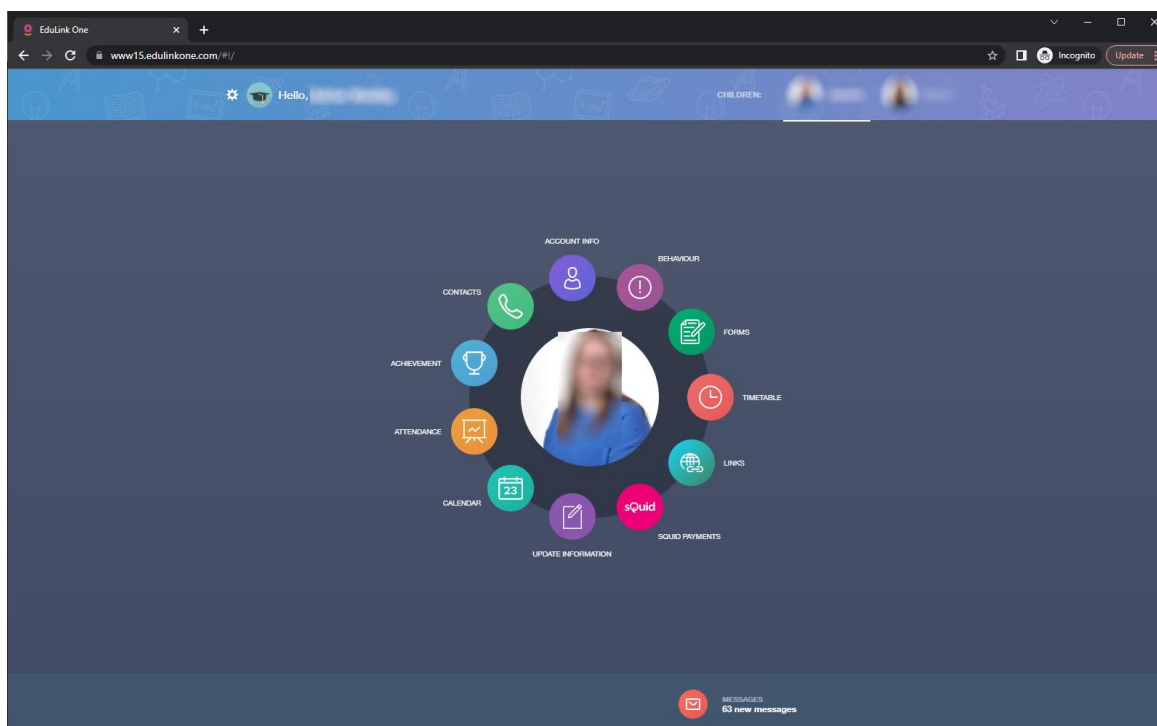| Application	Purpose
Edulink One	This allows you to receive regular communication from school
Firefly	This is the schools virtual learning environment (VLE)
ClassCharts	This allows you to closely monitor your child's achievements and behaviour
Squid	This allows you to put money on your child's account to pay for lunch and trips

EDULINK ONE edulink one

What is Edulink One?

Edulink One is used to support parents, staff and students in and out of the classroom. It is accessible anywhere and on any device. It will allow you to see at a glance some important information related to your child's daily experience in school and will display links to the other important systems that we use.

The primary reason that we want parents to download the Edulink One App is to ensure that you can receive timely and detailed communications from the school. Edulink also offers parents the option of changing basic details for themselves and their children.

During the summer term, you will receive an email with your login details.

We would like you to use this information to access Edulink One (via the App or Website).

FIREFLY

What is Firefly?

Firefly is Cockermouth School's virtual learning environment (VLE): a password-protected area where students can access a range of Teaching and Learning resources and homework tasks. It can be accessed on any device: PC; Mac; tablet (iPad and Android); and mobile phone (Windows, iOS and Android) via the address https://cockermouth.fireflycloud.net

A 'student planner' App is also available via the app store/play store, and students can access their personal timetable, homework tasks and messages using this.

Parent Portal

Within Firefly, you can access the school's parent portal, where you will be able to see up-to-date information about your child(ren) and also be kept informed of relevant school information that we hope you will find useful. On the portal, you will be able to see:

- Your child's timetable
- Attendance
- Behaviour points awarded (rewards and sanctions)
- Homework and marks
- Progress Reports
- Important messages
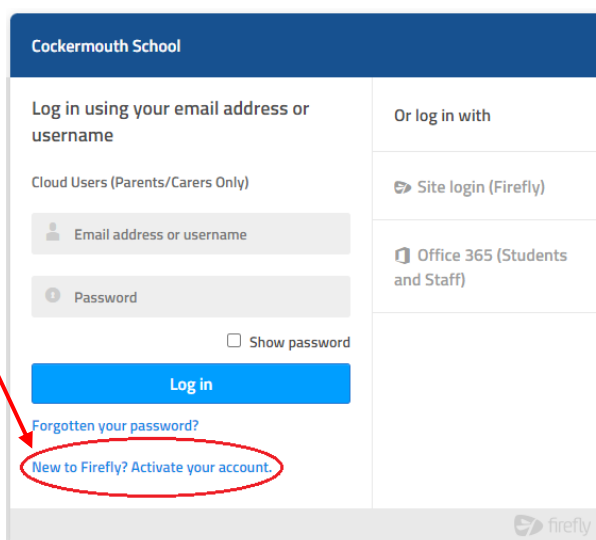
Other school information is also available, including:

- School policies
- Term dates
- Letters home

Setting up your Firefly Account

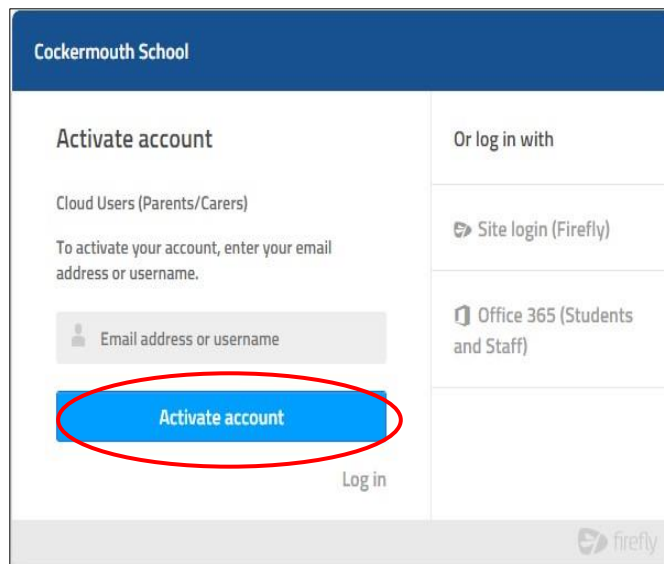You can only activate an account if you have a child on roll at Cockermouth School (in the case of new Year 7 students, this will be in September), and if you have provided us with an email address.

Step 1: In your web browser go to: https://cockermouth.fireflycloud.net

Step 2: Select the **New to Firefly? Activate your account**… link at the bottom of the window. The Activate Account window will show

Step 3: On the **Activate Account** screen (below) enter the email address you have provided to school via the Data Collection Sheet (see section 8) then click *Activate Account*. This will send an email to the address you have entered with a link to allow you to set a Firefly password and complete the account setup.

Once setup and logged in, you will be able to access your child's profile, attendance, behaviour, tasks and timetable details.

Firefly Parents Mobile App

A Firefly Parents App is available for both Android and IOS devices. You can set up your Firefly account in a similar fashion to the web version, but you must enter the school code: **COCKERMOUTH** when accessing the app for the first time.

Firefly Help
Further help on the use of Firefly can be found via a link on the Dashboard, or go to: https://helpcentre.fireflylearning.com/parents

CLASS CHARTS

What is Class Charts?

Class Charts is behaviour management software used by staff to record and track student achievement and behaviour. The Class Charts App will allow parents to view the progress of their child in real time and see information on behaviour and achievements points.

It is important that parents / carers download the Class Charts App, as this is how they are able to find the detailed information about the achievement and behaviour points that their child receives. It is also how they will be notified if their child receives a detention and the information related to this.

In order to use the Class Charts Parent App, you will be provided with a parent code by the school in the first week of September

sQUID

What is sQuid?

sQuid is an advanced Cashless Payment Platform for schools, it allows parents to make secure online payments for lunch money, school equipment, trips and other related activities.

sQuid also allows parents to monitor their child's canteen purchases.

It is important that parents / carers access sQuid (via the App or website), as this is how they will be able to add funds to their child's account.

Students will be provided with their specific login information for sQuid **during the Intake Days**. On the Intake Days students will be able to pay for their lunch with cash, but by September we will require all families to have access to this online payment system.

Microsoft 365 (Formally Microsoft Office)

Students on roll at Cockermouth School are entitled to download, install and use Microsoft 365 for free.

Instructions on how to access this can be found here: https://www.cockermouthschool.org/school-it-systems

Systems Support

If you are having specific difficulty accessing Edulink One in advance of the Intake Days, or accessing sQuid once your child receives this information on the Intake Days, please email: systemsupport@cockermouthschool.org

Please note that we can only assist in situations where issues can be resolved through school systems. We cannot support problems arising with personal PC's, laptops or other devices.

Once your child is part of Cockermouth School, you will receive further information and support about how you can access the different systems that you require.

7 | Attendance

At Cockermouth School we are working to ensure that all of our students achieve excellent levels of attendance. Attendance above 95% is the norm in our school, and we encourage our students to be in school on every day where it is possible. If students achieve these levels of attendance, then they will be praised and, on occasions, rewarded. However, if a student's attendance drops below 90%, then it will be closely monitored and there will be communication with home about the reasons behind this absence. At this stage, it is vital that you engage with the school and work with us to ensure that the level of attendance increases as we move forward.

The reason that we monitor attendance so closely is that we believe that excellent levels of attendance are the cornerstone of high educational achievement, and parents are legally responsible for ensuring that their children attend and stay at school on a daily basis.

Every absence has to be classified by Cockermouth School as authorised or unauthorised. This is why information about the cause of any absence is always required. Types of absence that are likely to be authorised are illness or emergencies. Medical or dental appointments will be authorised, although these should be organised outside of school hours wherever possible. Please provide school with evidence for any medical appointments during the school day – such as letter or screenshot of text message.

Other types of absence are likely to be unauthorised.

Cockermouth School can, if needed, change an authorised absence to an unauthorised absence and vice-versa if new information is presented. Any changes will be communicated to parents/carers.

Parents are expected to notify Cockermouth School on the first day if their child is unable to attend for any unavoidable reason, such as illness. Parents are requested to inform the school before 08:30 if their child is too unwell to attend school:

- telephone reception on 01900 898888 or our Attendance Officer Mrs Whittle, on 01900 898877 and leave a message, giving your child's full name, form group and reason for absence (a telephone answering machine is in operation before 8am);
- OR email Mrs Whittle on absence@cockermouthschool.org

If the school does not receive notification, it will text/telephone on the first day of absence to try to ascertain the reason. First day contact will be carried out as early as possible in the school day in order to notify parents as quickly as possible that their child is not in school.

A record of attendance is kept for the whole of your child's school life and will be used when references are requested by prospective employers, colleges and universities.

HOLIDAYS

All students are expected to attend school every day of the 190 days that school is open for students.

As a school, we prioritise teaching and learning; therefore, in accordance with national guidelines, Cockermouth School does not authorise holidays during term time. Permission, however, may be sought and may be granted in exceptional circumstances. A request for such absence should be made in writing to the Headteacher.

Absence request forms can be found on our website or hard copies can be collected from and returned to the attendance office. We can also send out electronic copies on request to print out at home and send in.

PERSISTENT ABSENTEEISM AND THE LOCAL AUTHORITY

All students who have attendance below 90% (at any time throughout the school year) will be regarded as persistent absentees. As such, their attendance will be tracked and interventions will be made to try to ensure that their attendance returns to a level in excess of 90% as soon as is possible.

The school will work with parents/carers and will offer the necessary support; however, if the pattern continues then the student will move through a stepped process.

If attendance concerns persist then Cockermouth School will make a referral to the Local Authority.

For students whose attendance fails to improve after a range of interventions and support measures have been tried by Cockermouth School, the ultimate consequences may be a penalty notice and fine issued by the Inclusion Officer for Attendance.

A copy of our Attendance Policy can be found here: https://www.cockermouthschool.org/about-us/school-policies

For Attendance issues, please contact:

- General enquiries – Mrs L Whittle, Attendance Officer, 01900 898877, whittlel@cockermouthschool.org
- Complex issues – Mr H Carter, Assistant Headteacher, 01900 898888, carterh@cockermouthschool.org
- LA Senior Access and Inclusion Officer – Kirst Nellist, kirsty.nellist@cumbria.gov.uk
- Department for Education website: www.education.gov.uk/schools/pupilsupport/behaviour/attendance

8 | Student Data Collection

Please Note: this section also relates to the booklet entitled *Welcome to Cockermouth School: Data collection, parental consent & order forms.* If you choose to provide data in this way (see below for other options), the accompanying booklet should be completed and returned to school using any of the methods mentioned on page 2 of said booklet before **Wednesday 26 June 2024.**

DATA PROTECTION AND PRIVACY

The school is required to keep information about your child on its database and, under terms of the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), we have a duty to ensure that this information is correct and up-to-date, and that we have a legal basis for processing the data; we take our responsibilities with regard to the protection of all personal data very seriously. For further information on the school's Information Policy (and all other school policies), please go to https://www.cockermouthschool.org/about-us/school-policies

All information provided by you is held on a secure, password-protected computer system and can only be accessed by school staff with the relevant permissions. The school is required to share some data with the Department for Education (DfE), which, in turn, may be shared with the Local Authority. For details of other third parties with whom we share data, please see the Privacy Notice section on page 22.

STUDENT PERSONAL DETAILS

It is important that we have the correct student information and emergency contact details on our database so that you (or your delegated contact) can be contacted as quickly as possible should the need arise whilst your child is in school.

There are three ways in which you can provide the information we require:

- Via an EduLink form (details on creating an EduLink account will be provided by our IT Support team)
- By completing the electronic pdf form on our website (a link to this will be emailed to you)
- By completing a paper form (available on request).

Whichever method you choose, you will need to:

- Provide student personal details
- Provide emergency contact details
- Provide relevant student medical information
- Complete the consent section for Internet use, biometric data, educational visits, Youth Support Services, and use of student images and names for marketing.

The **Student Details** section includes information that we are required to hold by law, such as student personal data and emergency contact details. For safeguarding purposes, we are required to hold a *minimum* of *three* emergency contacts for each student. *All* those with parental responsibility for the child should be listed as contacts (including parents, carers and social workers) regardless of home circumstances; we can only remove parental contacts if a court order has been issued that removes the parental rights of that contact. You can also add the details of any other persons who can be contacted during school hours in the event of an emergency, such as grandparents, other relatives, neighbours etc (a maximum of four contacts in total if possible). All contacts should be listed in the order in which you would like them to be contacted should an emergency occur. Consent should be sought from all contacts before you add their personal details to the data sheet.

The **Student Medical Information** section should be completed by you and includes doctor's surgery and telephone number, any medical conditions or disabilities of which the school should be aware, and details of any prescribed medication carried by your child in school (such as EpiPen, inhalers or oral medicines). If your child intends to carry medication in school, you should also complete the Parental Consent to

Carry/Administer Medication section. Depending on the nature of any medical conditions, you may be asked to complete an **Individual Health Care Plan** for your child; a member of the pastoral support team will contact you in due course if this is the case.

Changes to Student Details
Once your child has started at Cockermouth School, it is important that any changes to details are passed on to us as quickly as possible, especially changes of address and contact telephone numbers, as incorrect information may prevent us from being able to contact you in an emergency. There are several ways you can do this:

- Complete a contact form on Firefly (see page 10);
- Via the EduLink app on the Update Information icon (see page 9);
- Request a 'Change of Student Details' form from Reception, the Pastoral Support Office, or download a copy from Firefly at https://cockermouth.fireflycloud.net/data-protectionstudent-details;
- Send an email to dataoffice@cockermouthschool.org – please note, we can only accept changes to student details using this method from an email address already registered with us and if the student's full name and date of birth are included;
- Send in a letter with the amended details including your child's name, date of birth and form group addressed to the Data Office, c/o Cockermouth School.

If any changes to details are as a result of a family split (especially address changes) it would be helpful for us to be aware of this.

ELECTRONIC COMMUNICATION

As part of our commitment to the *Reduce, Reuse, Recycle* ethos, we send all whole-school information home to parents via email using EduLink or Firefly where possible. This not only reduces paper usage (helping to protect the environment) but also significantly reduces printing costs. With this in mind, could you please enter an appropriate (i.e. parent or carer) email address in the space provided on the Student Details section that we can use as a primary email address (if parents share the same email address, enter this for one contact only). If you are unable to receive emails, please indicate on the sheet and we will continue to send paper copies of all relevant communications. We also ask that you supply a mobile telephone number in the relevant section so that text messaging can be used where appropriate (school closure, cancellation of fixtures/trips, attendance issues etc.).

SCHOOL PHOTOGRAPHS

The school invites an official photographer (Tempest) to come into school once a year to take photographs of our students. This serves two purposes: we attach an electronic copy of the photo to the student's personal details on our school database; and photo packs are also available for parents to purchase. This year, the photographer will be in school to photograph our Year 7 students on the first day of term on Wednesday 4 September 2024. You will receive a letter giving instructions on how to order packs, together with the photo proofs, during the first week of the Autumn Term.

THE USE OF YOUR CHILD'S NAME, IMAGE AND VOICE

We may also take photos or videos of students during the course of a lesson as a teaching and learning tool, or during an event, educational visit or sporting activity to use in school displays or for marketing/school publicity purposes. We don't need parental consent to use personal data, including image or voice recordings when we use it for education purposes. Using the names, images and voices of students in their work and in displays inside school is a fundamental part of their education, personal development and how we celebrate them. This does not affect your or your child's statutory rights (as described in the Privacy Notice on page 22). Anyone can raise any concern with any member of staff about our use of their or their child's data at any time and we must ensure the rights of the individual are upheld if we have no good reason to refuse.

However, we *do* need parental consent to use personal data for other reasons such as marketing or self-promotion in publications and on websites or social media platforms (such as Facebook, Twitter and

Instagram) directly managed by us or, with our permission, by others associated with us, and this may include pictures that have been drawn by students. Images that might cause embarrassment or distress will not be used, nor will image or voice recordings of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography, audio recording or filming will only take place with the permission of the Headteacher or other senior manager, and under appropriate supervision.

Regardless of who is doing the publishing, our policy is that students will only be named if there is a reason to do so (e.g. they have won a prize), and no other personal details will be published or given out. If names will or might be published, e.g. in a newspaper article, we will check that you have given the appropriate consent at the time and before the publishing happens. It is important to understand that if you do consent, the images and your child's name will appear in local or national newspapers and worldwide online.

If you attend Cockermouth School functions and wish to take images of your child, please be sensitive to other people and try not to disrupt concerts, performances and events. Please also bear in mind that you may capture other people's children so make sure images are appropriate. **If you, or your child, intend to share images, you can only share them publicly (i.e. post them to social media) with the express permission of the parents of everyone in the images.**

Please also note that we ask all parents and students to support our approach to online safety and not upload or post to the Internet any pictures, audio, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute. If these rules are not respected, trustees reserve the right to stop everyone from recording school events.

Consent for the use of your child's name and image for the marketing and promotion of the school is sought via the Parental Consent form, which can be found in the accompanying booklet. This form also includes consent for Educational Visits, Emergency Pain Relief, Youth Support Services and Biometric Data. Consent, once given, can be withdrawn at any time by contacting the school Data Office on dataoffice@cockermouthschool.org.

For all data collection issues and changes to student and contact details, please contact the Data Team on:
- dataoffice@cockermouthschool.org

BIOMETRIC CASHLESS CATERING AND LIBRARY MANAGEMENT SYSTEM
(This section should be read by both the student and parents)

Cockermouth School uses a voluntary biometric recognition system for administration functions for cashless catering and library management. We find this provides us with a number of very significant benefits including:

- Students do not have to remember a PIN or to bring a card;
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs;
- Reduction in the need for cash handling;
- Reduction in queuing time.

In order to comply with the provisions of the Protection of Freedoms Act 2012, we need written permission from a parent/carer in order for students to use the biometric system. Please complete the relevant slip in the accompanying booklet. Alternatively, consent can be emailed to dataoffice@cockermouthschool.org.

We will continue to offer an opportunity to opt-out for those students who would prefer to use alternative forms of identification.

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 currently record a biometric measurement taken from a finger, *but not a fingerprint image*. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate. Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the UK GDPR and DPA. The school will not share this information with anyone else and will not unlawfully disclose it to any other person. The data that is held cannot be used by any other agency for any other purpose.

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 continue processing biometrics 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 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 in the form of a PIN (Personal Identification Number).

Should you agree to your child using the biometric system, it is important that you return the signed consent form (in the accompanying booklet) as soon as possible. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be permanently deleted.

If you would like more information, please contact:

- Mr A Westley, Network Manager, 01900 898888, westleya@cockermouthschool.org

ACCEPTABLE USE POLICY (AUP): INTERNET, MOBILE DEVICES, ICT FOR STUDENTS
(This section should be read by both the student and parents)

As part of the school's IT programme, Cockermouth School offers students supervised access to the Internet during lessons and at the teacher's discretion. Before being allowed to use the Internet, all students must obtain parental permission, and both students and their parents must sign and return a declaration and permission form as evidence of parents' approval and the student's acceptance of the school rules on this matter.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The school employs its own internet monitoring and filtering system, Smoothwall, which helps us to provide a safer browsing experience for all students.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, staff will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Cockermouth School strongly believes in the educational value of appropriate electronic services and recognises their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication. Cockermouth School provides its students with the means of using personal smartphones, tablets or laptops at school to be used in selected classrooms under the direct supervision of their teacher. Cockermouth School reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Cockermouth School's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

The guidance below should be read by both student and parents/carers before completing the declaration and permission form, which can be found in the accompanying booklet, before any devices can be connected to the school network.

For the purpose of this policy, the term ICT Acceptable Use Policy (AUP) will be used to reference the Acceptable Use Policy: Internet, Mobile Devices, ICT for students.

To whom does this policy apply? This policy applies to all students of Cockermouth School who may have access to a school-owned computer or network resources via a personal mobile device, regardless of whether or not they use it in their day-to-day school work routine.

Why is this document necessary? All organisations (including schools) where computers are in use are required to have a code of practice such as this. It is necessary to outline the principles underpinning appropriate computer use, make expectations clear and ensure users are fully aware of the consequences of not following the code of practice and computer misuse. This acceptable usage policy has been put together to provide guidance to all students (and parents or carers) on what is appropriate use of ICT within Cockermouth School.

How is this policy communicated and updated? The ICT Acceptable Use Policy (AUP) is published on the Cockermouth School website and a copy is given to each student when they join the school as part of the induction process. Each student and their parents are required to sign the ICT AUP Agreement form, which can be found in the accompanying booklet, and return this to the Data Office, signifying their acceptance of the policy, before they can be given an account with access to the network. In signing, they accept that they agree to all amendments, which will be published on the school's website, unless the Data Office is notified in writing by the individual.

When the ICT AUP is updated, a new version is provided to all students electronically and published on the website. Paper copies are also available from the Network Manager or the Data Office.

What are the consequences of improper conduct? Failure to abide by this AUP will be treated in the same way as any other misconduct issue.

General Computer Use:
- In general, use of ICT equipment (such as computers, printers and tablets), email and the Internet within the school should be primarily to enhance learning.
- Use for business purposes not related to school activities or personal gain is not permitted.

User Accounts:
- User accounts are the responsibility of the student.
- Passwords and lock codes must be kept secure.
- Passwords must not be written down or disclosed to anyone.
- Students must not allow anyone else to use their account, nor should they use anyone else's account.

- Students must log off their computer and lock their device when away from their machine. Accounts are not to be left logged in and unattended.

Hardware and Software:
- All students are responsible for the care and safe-keeping of any ICT equipment.
- Keep all liquids and food away from any ICT equipment and be aware of the health and safety hazards relating to electrical equipment.
- Students should report all computer faults to their class teacher as soon as they are identified.

Internet Usage:
- All use of the Internet within the school should be primarily to enhance learning.
- Use of the Internet within the school for the conducting of private business or personal gain is not permitted.
- Students are not permitted to use the Internet for any illegal activity; although not specifically against the law, this includes accessing sites meant for adults of 18 years or older such as pornographic and gambling websites.
- Students must not search for, or browse through, any sites that contain offensive, obscene, violent, dangerous or inflammatory material.
- The downloading of any *unlicensed* material such as music, video, TV programmes, games, PDF files is illegal and, therefore, not permitted.

Email:
- All students are provided with a **@cockermouthschool.org** email account. Its use must be limited to school-related work only, and not be used for personal correspondence or for signing up to non-school-related Internet services or accounts.
- This email is accessible from within Cockermouth School via the network using Outlook or Outlook Web Access and via the Internet using Outlook Web Access (OWA).
- Attachments on emails are limited to 30MB. If you wish to send anything over this size, please contact IT Support who can arrange to compress the file for you or find an alternative way of sending data.
- Students are responsible for the day-to-day management of their emails, being aware of the data storage limits and ensuring unwanted material is deleted on a regular basis.
- If email is being accessed using OWA from a personal or public use computer:
  - Do not store anything on the computer hard-drive.
  - Be careful who can see what you are doing if accessing in public place.
  - Make sure you log off completely.
- Email should be treated as inherently insecure.
- As with any form of correspondence, be aware of the language used.
- Do not open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses.
- Do not respond to emails that request personal details unless you are confident the source is genuine.
- Students must not send, forward, print or transmit in any form any offensive, obscene, violent, dangerous or inflammatory material via email.
- Students are not permitted to send or forward chain letter emails, jokes, spam etc.
- If you are concerned about any email that you may have received, contact IT Support, or tell any other member of staff.

Email and Internet Filtering and Monitoring:
- The school has in place a sophisticated filtering & monitoring system that:
  - Checks for viruses and traps suspicious emails.
  - Denies access to most undesirable and inappropriate sites on the Internet.
  - Maintains a list of banned sites, which is updated on a regular basis.
  Whilst this provides a measure of reassurance it must be understood that the filter does not trap or block everything.
- Please be aware that:
  - Student emails to and from the school can and will be monitored for inappropriate use.

- o Internet access within the school can and will be monitored for inappropriate use.
- o All Internet sites accessed by students are logged with date and time of access.
- Misuse of the Internet and/or email will always result in an investigation and may lead to disciplinary action.
- The accessing and use of inappropriate and indecent materials from the Internet or via e-mail will result in disciplinary action being taken.

Social Networking Sites:
- Access to social networking sites is not allowed.

Bullying/Cyber-bullying/Online Bullying:
- The school will not tolerate any form of bullying, including electronic or online bullying.
- The misuse of email systems or the Internet for harassing people, such as by sending unpleasant or aggressive messages ('cyber bullying'), is on the increase. The school reserves the right to monitor all Internet and email activity within the bounds of current legislation in order to keep the Internet safe for all at Cockermouth School, and to protect from online bullies. It is a condition of this policy that all users of our network accept that Internet activity is monitored as well as filtered.
- Any instances of bullying will be taken very seriously. As with any other form, cyber or online bullying (involving the use of personal computers, mobile phones etc.) will be investigated fully and will result in disciplinary action.

Pornography & other inappropriate material:
- Students are not permitted to access or save any form of pornography or offensive, obscene, violent, dangerous or inflammatory material onto computers.
- Students must not store personal data on the school network. This includes, but is not limited to, photographs, videos, music and documents.
- IT Support reserve the right to perform spot checks on students' accounts and computers at any time.
- If any inappropriate material is found, the account will be disabled immediately and disciplinary action will begin.

Mobile Phones:

In order to enhance our safeguarding of young people, as well as to protect their wellbeing, avoid unnecessary distraction from their learning and improve students' positive interactions with others, mobile phones must not be used by students while they are on the school site.

- Mobile phones must not be used by students while they are on the school site.
- Mobile phones, which are brought into school, must be turned off and stored out of sight (in a bag or locker, not pockets) immediately as the student arrives at the school gate. They must remain turned off, and out of sight, until the student has left the site at the end of the day.
- If a mobile phone is seen by a member of staff, that member of staff will be required to confiscate it. The member of staff will log the confiscation on Class Charts and place the mobile device at reception for safe storage.
- A student using headphones or accessing their phone through a smartwatch will also have their phone confiscated, as this would indicate they have been using their phone.
- When a mobile phone is confiscated the mobile phone policy protocols will be followed. A member of the school's administration team will contact a parent or carer to inform them of their child's phone confiscation. The phone will be made available for collection by a parent or carer. Mobile phones will only be returned to a parent, carer or nominated adult.
- Where parents or carers need to contact students during the school day, they should do so on the school telephone system via reception.
- Where a mobile phone is confiscated on multiple occasions, a meeting will be arranged for parents or carers to meet with a senior member of staff in school.
- Phones should not be visible after 3.30pm on the school site. If a student is seen using a mobile phone after 3.30pm, the member of staff will ask them to put their phone away and the student

will then be issued with a mobile phone detention on Class Charts. For students that persistently use their mobile phone after school, sanctions will escalate.
- To avoid the need for students requesting to use phones to check their timetable, all students will be issued with an additional timetable that they can stick into the back of their locker.

Hacking:
- The Computer Misuse Act 1990 makes it illegal to:
  - Gain unauthorised access to a computer's software or data (hacking), including the illegal copying of programs.
  - Gain unauthorised access to a computer's data for blackmail purposes.
  - Gain unauthorised access to a computer's data with the intention of altering or deleting it, including planting viruses.
  - Copy programs illegally (software piracy).
- Any type of hacking (defined as attempt to gain access to folders, databases, or other material on the network to which one is not entitled) is considered to be an extremely serious offence.
- To comply with the Computer Misuse Act 1990 any user who indulges in hacking or is found with hacking software/paraphernalia on their computer or network account is liable to be subject to disciplinary action.
- Likewise, physical interference with another user's computer or school-owned computer will not be tolerated.

Appendix A: Legislation & Regulations
The Computer Misuse Act (1990) states that the following actions are illegal:
- Unauthorised access to computer material.
- Unauthorised access with intent to commit or facilitate commission of further offences.
- Unauthorised modification of computer material.

PRIVACY NOTICE: HOW WE USE PARENT & STUDENT INFORMATION

This Privacy Notice has been written to inform parents and students of Cockermouth School about what we do with your personal information. This Notice may be subject to change. For the purpose of this Notice, where 'parent' is stated, this includes anyone with parental responsibility for a student such as birth or adoptive parent, foster carer (local authority or private), legal guardian.

Who are we?
Cockermouth School is a 'Data Controller' as defined by Article 4 (7) of UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data are processed. We have a responsibility to you and your personal data, and will only collect and use this in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with UK GDPR and the Data Protection Act 2018 and to advise on data

Schools Data Protection Officer
Veritau Ltd
West Offices
Station Rise
York
North Yorkshire
YO1 6GA

schoolsDPO@veritau.co.uk
01904 554025

Please ensure you include the name of your school in all correspondence

protection procedures. If you would like to discuss anything in this privacy notice, please contact our school Data Manager on dataoffice@cockermouthschool.org, or Veritau Ltd. Veritau's contact details are

What information do we collect?

The personal data we collect about you includes (but is not limited to):

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth and student number.
- Educational and assessment attainment, such as national curriculum assessments (Key Stage 2), Reading and Literacy assessments, academic progress data, GCSE and GCE results, and post-16 courses.
- Characteristics such as ethnicity, language, free school meal and pupil premium eligibility.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including management plans, exclusions and any relevant alternative provision put in place.
- Safeguarding information including, but not limited to, court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information.
- Special Educational Needs and Disability information.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs or video image and voice recordings for assessment and celebration, and CCTV footage for safety and security reasons (please see section on Student Images at the end of this Notice).
- Information relating to school trips and extra-curricular activities.
- Records of communications and interactions we have with you.
- Biometric data e.g. thumbprints or facial recognition.
- Medical information relevant to pandemic management, such as your vaccination status and positive test results (where relevant).
- E-monitoring information about your use of the school's network and IT systems.
- Financial information like bank details and entitlement to meals, transport and premium funding to manage catering, school trips etc.

Why do we collect and use your personal data?

In order to fulfil official functions and to meet legal requirements, we process your information to:

- support student learning;
- meet our safeguarding obligation to students (e.g. food allergies, emergency contact details, CCTV;
- monitor and report on student attainment progress;
- provide appropriate pastoral care;
- assess the quality of our educational provision;
- meet the statutory duties placed upon us regarding DfE data collections;
- prevent the spread of infection and maintain adequate and safe student and staffing levels (during a pandemic);
- celebrate or promote the school, including in newsletters, on the school website and social media platforms, including for scientific interest or to record our own school history;
- control access to services e.g. biometric controlled catering services.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) – legal obligation
- Article 6(1)(e) – public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the school's Data Manager.

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing these data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) – reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 – statutory and government purposes
- Condition 10 – preventing or detecting unlawful acts
- Condition 18 – safeguarding of children and vulnerable people

Who do we obtain your information from?
We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE).
- Local Authority.
- Other agencies working with the child/family, such as Children's Services, the Police, Health Services etc.

Who do we share your personal data with?
We may share your information with the following organisations**:**

- Schools/education providers that the students attend after leaving us, to support their continuing education;
- Our Local Authority, to ensure they can conduct their statutory duties such as under the Schools Admission Code, including conducting Fair Access Panels, and careers guidance legislation;
- Department for Education (DfE), to help decide our school funding, monitor attainment & benchmark it nationally, compile league tables, develop national education policy and monitor it;
- National Health Service (NHS), for vaccinations, Education Health Care Plan (EHCP) provision;
- Government departments like UK Health Security Agency, local authority public health, and District Council Environmental Health Departments to comply with the law and support public health action;
- Youth support services, where relevant e.g. careers advice.
- Other agencies working with the child/family, where appropriate e.g. Children's Services.
- Exam Boards and other Awarding Bodies.
- School suppliers and IT applications, where necessary.

For more information on information sharing with the DfE please visit the DfE website.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips. Appendix 1, at the end of this Notice, lists some of the other third parties with whom we share personal data for educational purposes.

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. The laws listed in this Notice that require us to collect information also require us to share it. Unless otherwise stated, data are transferred securely by hand delivery or registered post, via a government data transfer system like School to School, or via a contractor's secure data sharing system such as Wonde.

Sharing with Youth Support Services
Students aged 13+: Once our students reach the age of 13, we pass information to our provider of youth support services (Inspira) as stipulated under section 507B of the Education Act 1996. The information provided is limited to the child's name, address, date of birth, and the name and address of a parent. Parental consent is not required to share these data but consent is required for any other information relevant to the provision of youth support services. The right of consent is transferred to the student once they reach the age of 16 (see consent form in Appendix 2).

Students aged 16+: We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services because they also have responsibilities in relation to the education or training of 13–19-year-olds under the same section 507B of the Education Act 1996. The information shared is limited to the student's name, address and date of birth, and the name and address of a parent. Parental consent to share these data is not required but we do need a student's consent to share any other information about them that is relevant to the provision of youth support services.

Providing this information enables Inspira to provide:

- youth support services;
- careers advisers;
- post-16 education and training providers.

All data are transferred to the youth support service (Inspira) via secure email or by Royal Mail delivery. For information on how data are stored by Inspira, please read the privacy notice on their website at: https://www.inspira.org.uk/privacy-policy.

For more information about services for young people, please visit:

- https://www.inspira.org.uk *or*
- https://nationalcareersservice.direct.gov.uk/about-us/home

Department for Education: The DfE collects personal data from educational settings and local authorities via various data collections. We are required to share information about our students with the DfE either directly or via our local authority for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data are transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section below.

Local Authorities: We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

How long do we keep your personal data for?
We will retain your information in accordance with our Records Management Policy and Data Retention Schedule (https://www.cockermouthschool.org/about-us/school-policies). The retention period for most of the information we process about you is determined by statutory obligations. Any personal information, which we are not required by law to retain, will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

International transfers of data
Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?
Under the UK GDPR, parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This Notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

Please be aware that usually students are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a student over this age if it receives a request to exercise a data protection right from a parent. All information requests should be made to the Data Manager, preferably in writing.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113. Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays). You can also report, enquire, register and raise complaints with the ICO using their web form or live chat on Contact us | ICO.

Changes to this notice
We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version. This privacy notice was last reviewed in March 2023.

ADDITIONAL INFORMATION

How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;

- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or student progress measures);
- supports 'longer term' research and monitoring of educational policy (for example, how certain subject choices go on to affect education or earnings beyond school).

Data collection requirements
To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to: www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)
Much of the data about students in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the DfE 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 DfE. 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.

To find out more about the NPD, go to: www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Sharing by the Department
The law allows the DfE to share students' personal data with certain third parties, including:

- schools and local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies;
- organisations fighting or identifying crime.

For more information about the DfE's NPD data sharing process, please visit: www.gov.uk/data-protection-how-we-collect-and-share-research-data.

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly one per year to the Police.

For information about which organisations the DfE has provided with student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit: https://www.gov.uk/government/publications/dfe-external-data-shares.

How to find out what personal information the DfE holds about you
Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they are holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the DfE, you should make a 'subject access request' to them. Find out how in the DfE's personal information charter published at:
www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the DfE go to: www.gov.uk/contact-dfe.

Sharing data with other third parties
It may be necessary for Cockermouth School to share data with some third parties outside of the DfE who, for example, provide software that helps with the day-to-day running of the school. A list of examples of

companies with whom we regularly share data can be found with the privacy notice in the Policy section of the school's website: https://www.cockermouthschool.org/about-us/school-policies

PUPIL PREMIUM FUNDING

The Pupil Premium is funding that the Department for Education provides to schools to allow them to invest in specific support measures to address any issues that may prevent students from achieving their full potential. Additional funding is provided for students in the following categories:

- Students in Years 7-11 recorded as Ever 6 FSM – that is those children who are currently entitled to (or have been entitled in the last six years to) free school meals, and includes eligible children of families who have no recourse to public funds (NRPF);
- Children Looked After (CLA) – that is children who are in the care of an English local authority;
- Children who have ceased to be looked-after by a local authority in England and Wales because of adoption, a special guardianship order, a child-arrangements order or a residence order;
- Children in Years 7-11 recorded as having a parent in the Armed Forces (or have been in the past six years) or are in receipt of a child pension from the Ministry of Defence.

In order to ensure that our records are correct, and that we are claiming this funding for all eligible students, please advise us if your child fits into any of the above categories (contact details below), particularly if they have been adopted from care as this information is not passed on to us by their previous school.

We appreciate that this is extremely sensitive information, and care is taken to ensure that any information you provide is confidential and can only be accessed by those members of staff with the relevant permissions.

Children no Longer in Care; adopted, SGO etc.
If your child ceased to be looked after by a local authority in England or Wales because of adoption, a special guardianship order (SGO), a child arrangements order or a residence order, please let us know by contacting the Data Manager directly (details below). Supporting evidence will need to be provided, such as a photocopy of the adoption order or SGO, for us to be able to claim the additional funding.

To notify us (in strict confidence) that your child is eligible for Pupil Premium funding, please:

- Email evansm@cockermouthschool.org *or*
- Send a letter to   Data Manager
                        Cockermouth School
                        Castlegate Drive
                        Cockermouth
                        CA13 9HF

For more information on Pupil Premium Funding, please contact:

- Mr H Carter, Assistant Headteacher, 01900 898888, carterh@cockermouthschool.org

9 | Uniform & Equipment

GENERAL

For students in years 7 to 11, uniform consists of the following items, each of which should be *clearly marked* with the owner's name:

- Plain long or short-sleeved, mid-blue cotton blouse or shirt. This should be worn tucked in at all times with the top button fastened;
- The school tie, which is navy blue with red diagonal stripes;
- Plain navy-blue knitted jumper with the school logo;
- Plain, dark-grey or black, plain-weave, loose-fitting trousers made of terylene or wool mixture with no prominent zips or studs (no leggings, denim or jeans are permitted);
- Black skirt in a plain style (this does not include 'skater' style skirts) of a length no more than 5cm (2") above or below the knee, made of terylene or wool mixture. Short skirts in tight-fitting, lycra-type stretch fabric, cord or denim must *not* be worn;
- Belts should be black and socks should be black or white only;
- Sensible black leather shoes only, unless there is medical evidence provided that the student cannot wear this type of shoe; they should have no visible logo or coloured edging. Canvas and suede shoes, ballet pump-style shoes and shoes with high heels are not appropriate. Secondary schooling involves much walking, stair climbing and time spent in laboratories and workshops. Students require well-made, strong, comfortable shoes in a plain style. Boots and high tops are not part of school uniform, and trousers should never be tucked inside boots in school;
- Trainers should be brought for PE lessons only;
- An anorak or coat in colder weather to maintain the overall smart and co-ordinated appearance of students on journeys to and from school, and on school outings. Outdoor coats, hoodies or jackets must not be worn inside the building at any time. All coats should be kept either in lockers or in bags. A school hoodie **is not** permitted as a substitute for a school jumper.

No jewellery should be worn, except for a watch and one pair of ear studs if desired. No facial piercings of any kind (e.g. eyebrow, nose, mouth or tongue) are allowed.

Hair should be kept to a simple style with no artificial colours. No tramlines or similar designs to be cut into hair. Parents are advised to consult school before students choose to have fashion styles. Hair accessories should be dark in colour (black or blue) and simple in design. No artificial flowers should be worn. No extreme hair styles are permitted.

Heavy makeup is not permitted. False eyelashes, lash extensions, false nails, acrylics and nail varnish are not permitted.

PE KIT

- Plain white polo shirt with school logo;
- Red rugby shirt;
- Navy shorts (no brand logos);
- Plain navy skort (cross between a skirt and shorts) or plain, non-branded, navy sports leggings (available from The Toy Shop – see details on page 29);
- Navy and red hooped socks;
- Football boots (girls - only if they wish to join girls' football teams);
- Training shoes (non-marking soles)*.

*Students are expected to have clean-soled training shoes for indoor work.

Optional items of navy jogging bottoms and navy school hoody with school logo may be worn for outdoor PE in winter unless PE staff advise the hoody is not suitable for the sport being undertaken. Red, white, black or navy base layers are also an optional item – no other colours are acceptable.

Following advice from Cumbria County Council's Health and Safety department, we recommend that students at Cockermouth School do not use bladed boots for football and/or rugby for their own safety. Students who represent school teams in football or rugby must wear studded boots (moulded or metal studs).

Football boots cannot be worn on the astro-turf, only suitable sports trainers should be worn, for example, astro-turf or running trainers.

We recommend that shin pads and gum-shields are used where necessary. Students who choose not to wear these will be going against health and safety recommendations.

ADDITIONAL ITEMS

- Calculator (which can be purchased through the Maths Department – see page 6);
- Large, waterproof school bag;
- Pencil case items (see page 5).

N.B. Correcting fluid, which bears the words *'keep out of the reach of children'*, is not permitted.

We provide re-cycled bib-fronted aprons for practical subjects such as Design & Technology. However, if you would prefer to buy your own, they are available from The Toy Shop (contact details below), along with other items of uniform (including PE kit).

UNIFORM ORDERS

Items of uniform, including PE kit, with the school logo are a specific design and the supplier for these items is The Toy Shop, 72 Main Street, Cockermouth CA13 9LU. Contact: 01900 825855, thetoyshop@btinternet.com. Local charity shops often stock second-hand items (see below).

Order forms are available from The Toy Shop or can be downloaded from the school's website: https://cockermouthschool.org/perch/resources/documents/toy-shop-uniform-price-list-2024.pdf

All completed forms should be returned to The Toy Shop; please do not return order forms to school as they may be missed and you risk not having the correct uniform for your child in September.

When The Toy Shop has received the completed order form from you, the items will be picked ready for your collection. The Toy Shop will phone you to let you know when they are ready and to arrange a suitable time and date for collection. There is a changing room available so items can be tried on for size if necessary. Payment for goods is normally on collection but The Toy Shop runs an all year savings club so the cost can be spread by instalments in advance, if required.

Non-branded items of uniform, such as trousers, skirts and shirts, can also be purchased from other retailers as long they are the correct colour and style.

Second-hand items of uniform are available from the Cerebral Palsy charity shop on Station Street, Cockermouth. We will also continue to make arrangements for second hand uniform to be made available in school where possible.

Parents need to be aware that students are responsible for their own possessions brought into school. We do not have insurance policies that cover the cost of replacing lost or stolen items. We recommend that valuable items such as mobile phones are not brought into school, and that all uniform and sports kit is **clearly** labelled with the child's name and form group. Lockers are available, and students should lock their equipment away when not in use.

Maintaining high expectations in respect of the wearing of school uniform is an important aspect of preserving Cockermouth School standards. It is the responsibility of the whole school community to ensure a high level of consistency.

The school requires parents to show planning, foresight and support when choosing clothing and shoes for their children. The above uniform policy is clear and unequivocal. When children come to school with uniform that goes against school policy, it disrupts teaching and learning. The school sees uniform as an explicit way of preparing young people for the world of work and the expectations of the wider world.

For any queries regarding uniform, please contact:

- Miss A Forrester, Director of Behaviour Support, 01900 898888, forrestera@cockermouthschool.org

MOBILE DEVICES

In order to enhance our safeguarding of young people, as well as to protect their wellbeing, avoid unnecessary distraction from their learning and improve students' positive interactions with others, mobile phones must not be used by students while they are on the school site.

In addition, we ask all students to ensure that their phone is not visible whilst on the school site (including in pockets), turned off and placed in their school bag or secured in their locker during the school day. In exceptional circumstances when your child needs to contact you during the school day, they should speak with their Pastoral Lead in the first instance and we will support them to do so.

Should you need to contact your child urgently during the school day, please contact reception and we will be able to relay a message for you.

Any phone that is being used or is visible will be taken to reception by a member of staff. If this does happen, a member of the administration team will notify you that your child's phone is at reception, where it can be collected by a parent or carer at your convenience.

10 | Food in School

Cockermouth School has a 'Healthy School' ethos and we strongly believe in encouraging all young people to eat a balanced diet. Through our Food & Nutrition and PSHEE (PD) lessons, students are taught about the benefits to health of eating a wider range of foods containing less sugar and fat, and more proteins and starchy foods to provide energy and stamina. The school works closely with our catering company to meet the standards set by the Department for Education.

Lunch and break-time food and drinks fully comply with the aims to remove sugary and fizzy drinks, and foods high in fat and sugar. Therefore, confectionery products, including chocolate, are no longer sold in school. A wide choice of meals are available for students from sandwiches and salads to pastas, curries, traditional roast of the day and vegetarian options. Menus are available via our website.

At break time, only students in Years 9 to 13 have access to the canteen service and students in Years 7 and 8 are advised to bring a snack of fruit or a sandwich to help them through the morning up to lunch at 12:50pm.

Students in each year group go into lunch on a weekly rota throughout the school year. If students wish to bring their own packed lunch, we ask parents to support our balanced eating policy by encouraging your child(ren) to eat more fruit and to omit crisps, chocolate products and fizzy drinks. Water dispensers are installed around the school building for students to fill water bottles (free of charge) throughout the day. Bottled water is also available for sale in the canteen. We encourage all students to drink water (only) in lessons when appropriate; it would be appreciated if students have a reusable, clear water bottle in their bag.

FOOD ALLERGIES

In order for our catering staff to provide the best possible service for our students, we are now required to collect information on food allergies. If your child does have a medically diagnosed allergy to any foodstuff, please complete the relevant section on the Data Collection form and/or Medical Information form and our catering manager will contact you in due course if required. Consent is sought from parents so that catering staff can display a Food Allergy Record and photo on the kitchen servery wall if applicable – every care will be taken to ensure that personal and sensitive data will not be displayed in public areas. Please see page 8 of the *Welcome to Cockermouth School: Data collection, parental consent and order forms* booklet.

sQuid ACCOUNT

The school operates a cashless till system for purchasing food. sQuid is an online payment system, allowing parents/carers to top up their children's accounts with a simple credit/debit card payment. This negates the need for students to bring cash into the school. The sQuid system also allows tracking of balances and offers reports on food purchases.

Details on setting up a sQuid account will be sent to parents/carers as soon as possible prior to the start of the new school year. For those students who have been unable to set up a sQuid account in time, they will be asked to bring cash into school for the first few days.

LUNCHTIME

Students who choose to have either a school lunch or a packed lunch can expect to go into lunch by form, going on a rota basis any time between 12:50 and 1:20pm. Students having a school lunch should have money already loaded onto their online account in order to pay for the food and/or drink they have selected. Most students will spend approximately £2.70 each day.

If your child currently receives free school meals, then you will receive a letter explaining how this can continue into secondary school. If you feel your child is entitled to free school meals, you should contact:

Free School Meals and Clothing Grants
PO BOX 415
Carlisle
CA1 9GU
Telephone: **0300 373 3730**
Email: FSM.ClothingGrants@cumberland.gov.uk

11 | Transport

HOW TO APPLY FOR HOME TO SCHOOL TRANSPORT

Cumbria County Council provides free home to school transport for children when they qualify. Information (including whether your child qualifies) can be found on the county council website at:
https://legacy.cumberland.gov.uk/childrensservices/schoolsandlearning/schooltransport.asp

Applications can be received throughout the year but there may be a delay if you don't apply as soon as you have a confirmed place.

The provision of school transport is the responsibility of the Local Education Authority and your concerns will be dealt with directly if you contact them. If you have missed the deadline, you may still be able to apply using the following contact details:

Telephone: 0300 3031591, option 1

Email: school.transport@cumberland.gov.uk

Postal Address:
School Transport
Cumbria House
117 Botchergate
Carlisle
CA1 1RD

BUSES

Many children travel to and from school on school buses. Your child, if entitled, will receive a bus pass, which is an important item that must be carefully looked after.

Bus passes must be carried at all times, and must be shown to the driver, if required. There will be occasional spot checks. If a student forgets or loses a pass, they cannot be guaranteed a place on the bus. A high standard of behaviour is expected at all times when travelling to and from school, and we ask that you support us in reinforcing that message to your child. Students travelling on buses must wear seatbelts at all times.

ROAD SAFETY

Our students travel to school along busy roads, many by bus, some by car or bicycle, and a large number on foot. We place a great emphasis on road safety and rely on parents' co-operation for sensible parking and safe road use, particularly at the end of the school day when all buses arrive and leave within a very short time. We urge parents who collect students by car to park well away from the front of the school premises. Parents should not use the school grounds for turning purposes as this adds to the volume of traffic at the school entrance and increases the risk of accidents. Students may cycle to school, but if you choose to allow your child to use this method of transport to school, then we would ask that you check the following:

    i.   the bicycle is legally roadworthy
    ii.   your child is equipped with an approved safety helmet
    iii.   your child has undergone some form of cycling proficiency training
    iv.   the bicycle is not ridden within the boundaries of the school grounds
    v.   the bicycle is securely fastened to the bicycle rack on the school grounds.

N.B. As with other personal belongings, the school cannot be held responsible for theft or damage to the bicycle whilst on school property.

12 | Financial Assistance

HARDSHIP FUND

The school has a small hardship fund, which is available to provide financial assistance for students to access school trips. The eligibility for the assistance is income-based and can provide up to 50 per cent towards the total cost of the trip.

To apply you need to request support, by email, to the Finance Manager. You will be requested to provide evidence to demonstrate the income level in the year. This can be in the form of pay slips, P60, benefit statements, universal credit awards etc.

Unfortunately, we cannot use the pupil premium funding to support a student-specific trip. The Pupil Premium Grant is given to schools with the clear mandate to close the attainment gap that exists between disadvantaged students and their peers. Pupil Premium funding is only attached to individual students when they are looked after or adopted from care: in these cases, all of the Pupil Premium allocation is spent directly on individual students.

For further information on financial assistance, please contact:

- Mrs H Rennie, Finance Manager, 01900 898888, rennieh@cockermouthschool.org

13 | Cockermouth School & Community Association

The Cockermouth School & Community Association (CSCA) welcomes you to Cockermouth School, and also invites you to get involved with a most enjoyable variety of activities that seek to benefit the students and to engage with our school and local community. If you have enjoyed taking part in the life of your child's primary school you will be able to carry on here at Cockermouth School.

Each year, with the help of parents, staff and students, the CSCA seeks to raise money towards projects, equipment and grants for the school. Funds have been raised from our 100-club monthly draw, the sale of refreshments at school events, a stall at the Cockermouth Lights Switch On, our annual Quiz night. In the past we have been able to purchase items that are not funded from mainstream school budgets such as software licences, mini whiteboards, digital recorders and weighing scales. Our latest project was to provide outdoor seating for the students so they can sit with friends in the outdoors and enjoy eating and talking around picnic tables and on benches together.

The CSCA was registered as a charity with the Charity Commission in 1988. All parents are automatically members of the CSCA and membership of the association also includes students, staff and trustees.

You can get involved in a variety of ways. You can come along to meetings where we hear from members of staff, local community, school leadership team and students about life in school, and discuss ideas and projects. You can also be part of a team of helpers for supporting events such as school performances. You can also join the 100 Club for only £1 a month (£12 per year) with a chance to win a prize each month. To join the 100 Club simply complete the form in the accompanying booklet or email csaqueries@gmail.com.

The CSCA is also very much a community association and, as such, has close ties to our surrounding area. We really appreciate the support from the local business community, so if you feel that we can work together in a way that is mutually beneficial, we would welcome your suggestions.

The date of our first meeting in the new school year is **Wednesday 25th September 2024 at 7pm in the Eco Centre Seminar room** and I very much look forward to seeing you there. We will send out an email in early September to confirm this meeting. In the meantime, I hope you stay safe and I wish your child well on their move up to secondary school.

Gillie Young
Chair CSCA

Pastoral Lead Year 7:
Mr M Woodcock BA (Hons)

Assistant Headteacher – Transitions, Careers & Engagement:
Mr I Routledge BSc (Hons)

Headteacher:
Mr R J King BSc (Hons)

Chair of Trustees:
Mr A Rankin

Cockermouth School · Castlegate Drive
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

www.cockermouthschool.org
reception@cockermouthschool.org

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