



DURHAM JOHNSTON  
COMPREHENSIVE SCHOOL  
DARE TO BE WISE



**General Information**  
*for parents and carers*



This booklet is designed to give an overview of the policies and permissions referenced in our Common Admission Form. For more detailed information on any of the policies, please refer to our website: [About Us > School Policies](#).

1. The Use of Biometric Information in School / ParentPay Payments
2. Data Protection
3. School Visits
4. Photographic Consent
5. Relationship And Sex Education (RSE)
6. Safeguarding
7. Medical Information Regarding Your Child
8. School Uniform
9. Internet Acceptable Use Policy
10. Home Partnership Agreement





## 1. The Use of Biometric Information in School / ParentPay Payments

Durham Johnston is a cashless school. We use biometric information, in the form of fingerprint measurements converted into a secure numerical template, to operate its cashless catering system. No fingerprint images are stored, and the data is held securely and deleted when your child leaves the school or stops using the system. Written consent from at least one parent or carer is required before the system can be used, and this can be withdrawn at any time; pupils may also choose not to participate. Where consent is not given, suitable alternative arrangements for catering will be provided.

We use ParentPay as a secure, cashless system for paying for meals, trips and other school activities. Parents and carers can make payments online at any time using a credit or debit card, view balances and purchases, and receive confirmations and reminders through their account. No card details are stored on the system, and all transactions are secure. For those who prefer not to use ParentPay, an alternative option to pay with cash via PayPoint is available on request.

## 2. Data Protection

The school holds and uses personal information as part of its day-to-day work to support pupils' education, wellbeing and school life. We take care to ensure that all data is handled responsibly, kept secure, accurate and only retained for as long as necessary. Parents, carers and pupils have rights over their information, including being able to access it and request corrections where needed. From time to time, where necessary, the school may share information with trusted organisations, such as examination boards, local authorities, or systems that support school services (for example, catering or payments).

## 3. School Visits

Your child will have many opportunities, throughout their time at Durham Johnston, to participate in educational visits and off-site activities. While most activities during the school day do not require individual consent, permission is sought for activities outside normal hours or those requiring additional risk management. To simplify arrangements, parents and carers are asked to give general consent at enrolment, which can be withdrawn at any time, and they may opt out of specific activities if they wish. Full details will always be shared in advance, and additional consent will be requested for higher-risk visits such as residential or overseas trips.



## **4. Photographic Consent**

We use photographs and digital images of pupils to celebrate achievements, support learning, and promote the work of the school. Images are used responsibly, in line with the Data Protection Act 2018, and pupils' full names are not published alongside photographs. By providing consent, you agree that your child's image can be used on our school website, for example in the weekly bulletin, or on the school's social media accounts. Images are captured using school equipment and shared only for educational or promotional purposes. On occasion, the school may work with the press to cover events, and additional consent will be sought where required.

## **5. Relationship And Sex Education (RSE)**

We deliver Relationships and Sex Education (RSE) in line with national requirements, helping students to develop a clear, informed understanding of relationships, health and wellbeing. The programme is age-appropriate, evidence-based and designed to support pupils in making positive, respectful and well-informed choices as they grow up. RSE is delivered through a range of settings, including PSHE lessons, tutor time, assemblies, the Science curriculum and contributions from external partners. The approach reflects the school's ethos, promoting kindness, tolerance, respect and informed decision-making.

## **6. Safeguarding**

Safeguarding is a central priority at DJCS, and we are committed to ensuring that all pupils feel safe, supported and able to share any concerns. All staff receive regular safeguarding training, and a dedicated Safeguarding Team is in place to respond to concerns, work with external agencies where needed, and maintain appropriate records. The school promotes a strong culture of openness, encouraging pupils to speak to a trusted adult and providing clear guidance on staying safe, including online. Information on support services and emergency contacts is also available to ensure that pupils and families can access help whenever it is needed.

## **7. Medical Information Regarding Your Child**

We are committed to supporting pupils with medical conditions so they can take a full and active part in school life. Staff are trained to respond appropriately to medical needs and emergencies, and individual healthcare plans are put in place where required to ensure pupils receive the right support. Prescribed medication can be administered in school with parental consent, following clear guidelines to ensure safety, secure storage and accurate record-keeping. We ask for your consent to provide first aid where necessary, and also to offer some 'homely remedies' (such as paracetamol); home contact is made whenever this is needed.



## 8. School Uniform

Our uniform plays an important role in promoting a sense of community, equality and shared identity. The uniform is designed to be practical and affordable, with items widely available from non-specialist retailers. To maintain consistency, all jewellery, including earrings and visible piercings, false nails and eyelashes are not permitted, and these expectations apply to all students other than Sixth Form. This includes piercings covered by plasters. Parents and carers are asked to ensure all items are clearly named and to support the school's approach, helping to maintain high standards across the school community.

## 9. Internet Acceptable Use Policy

**Please read this agreement with your child before signing in the appropriate area of the Common Admission Form to confirm your acceptance. Students will be given the opportunity to sign this form in school following further discussion with their Form Tutor.**

**Internet access is provided throughout the school by our service provider, Durham County Council, to assist students with their education.**

**Before using the Internet at school all students and their parents or carers must agree the following:**

- I will only use the school's internet facility for the purpose of my schoolwork and other linked activities
- I accept that my internet usage will be controlled and monitored by the school and our service provider, Durham County Council
- I will never use the internet to access material which could be considered offensive, illegal, harmful or inappropriate in any way, as detailed below
- If I accidentally gain access to any such content, I will report this immediately to a member of staff
- Whilst in school I will use my school email account only, except where agreed with a member of staff
- I will not attempt to download or install any software onto a school-owned device at any time
- I will only access the internet from school-approved devices (i.e. school computers and laptops). If I am unsure what an approved device is I will ask a member of staff
- I will only ever attempt to gain access to the internet while logged onto an approved device, using my school login account and password
- I will never access the internet using another person's account and I will never allow anyone else to access the internet using my account
- I will never reveal my password to another student. If I believe another student may know my password, then I will report this immediately to a member of staff in order to have my password changed
- I will not give out personal information such as my name, telephone number, image or address over the internet unless advised to do so by a teacher



- I will never arrange to meet outside of school anyone I have met over the internet. If I am aware that another student is attempting to arrange to meet with anyone they have met over the internet, then I will report this immediately to a member of staff
- I will not plagiarise (copy) anyone else's work and I will respect all content, ownership and copyright at all times
- I will always act responsibly in my internet use and will never do anything which may harm the reputation, or standing within the community of the school, my fellow students or school staff
- Any personal device that is used to access Microsoft 365 should not have a VPN (Virtual Private Network) activated (6th form students are the only students able to connect to the school's BYOD network).

### **Unacceptable Internet Behaviour**

**Users shall not visit internet sites, make, post, download, upload, transfer data, communicate or pass on, material, remarks, proposals or comments that contain or relate to:**

- Child sexual abuse
- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist or homophobic material in the UK or promotion of any kind of harmful discrimination
- Promotion of racial or religious hatred
- Pornography
- Threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive or breaches the integrity or ethos of the school, or which brings the school into disrepute.

**Users must also refrain from using the school network for the following purposes:**

- Running a private business
- Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school (e.g. VPN)
- Uploading, downloading or transmitting commercial software or any material belonging to a third party and protected by copyright, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial or person information, data- bases, computer or network access codes and passwords)
- Creating or sharing computer viruses or other harmful files
- Carry out sustained or instantaneous high volume network traffic (downloading or uploading files) that cause network congestion and which hinders others in their use of the Internet
- File sharing
- Use of social networking sites.



## 10. Home Partnership Agreement

**Please read this agreement with your child before signing in the appropriate area of the Common Admission Form to confirm your acceptance. Students will be given the opportunity to sign this form in school following further discussion with their Form Tutor.**

### **As a member of Durham Johnston Comprehensive School I will do my best to:**

- Treat all other members of the school community with respect and kindness
- Work hard at school and at home and help others to learn and to ask for help if I need it
- Take advantage of the curricular and extra-curricular opportunities provided by the school
- Come to school every day, punctually and properly equipped to learn
- Follow the school's Behaviour Policy in the classroom, school and wider community
- Wear school uniform correctly at all times in school
- Complete all homework that is set on time and to the best of my ability
- Be willing to access the support and guidance offered by my form tutor and Year Leader, and speak to them about any issues I am experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my own or others' safety
- Look after school equipment and show respect for the school environment and local community
- Keep my family informed about school by delivering reports, information letters, leaflets and newsletters.

### **As Parent(s) / Carer(s) I/we will do our best to:**

- Read and follow school policies
- Support the school's Behaviour Policy to ensure my child maintains constantly high standards of behaviour
- Give the school the necessary time to act upon any concerns that we might raise.
- Understand that I should communicate with staff during core hours
- Contact the school if I/we become concerned about any aspect of school, homework, behaviour, welfare or absence and, to only come to school if a prior appointment has been arranged
- Create good conditions for homework, make sure that it is done and keep track of it.
- Ensure communication with school is respectful, and make reasonable effort to address my communications to the appropriate member of staff as outlined in the Parental Code of Conduct.
- Make sure that correct school uniform is worn
- Attend Parents' Consultation Evenings and other opportunities to discuss progress and to work with the school to support my child's learning
- Inform the school immediately of any changes to our contact details, or any change in family circumstances that might have an impact upon their wellbeing
- Check the school's website, and the weekly Friday Bulletin regularly to keep up to date with what is happening in school
- Treat all members of the school community with care and respect



- Ensure daily and punctual attendance and that my child is properly equipped for lessons. Notify school if my child will be absent
- Regulate my child's social media use and support the school's ban on mobile phones and smart watches being used anywhere on the school site
- Make my son/daughter aware that they need to behave appropriately on their way to and from school and to show respect for others within the community

**As your child's secondary school we will do our best to:**

- Exemplify the school's ethos and to act with integrity, honesty and kindness when working with students, parents and the wider community
- Provide a well-planned curriculum, high quality of teaching and extra-curricular opportunities
- Provide the best possible atmosphere for learning in school and treat students with respect and kindness
- To address any communications raised from parents/carers in a timely and fair manner following school policies
- Provide regular and appropriate feedback on students' work done in school and at home in order to support learning
- Check that your child comes to school regularly, punctually and properly equipped for lessons and communicate any concerns to you
- Ensure that the school's Behaviour and Uniform policies are followed in order to promote high standards of behaviour and maintain a safe environment which outlines clear expectations
- Providing regular information about the school on the website and offer opportunities for parents and carers to get involved in school life
- Monitor and update on your child's progress at meetings and in written reports
- Educate your son/daughter about their responsibilities within the school and the wider community
- Support your child's wellbeing and safety by providing a safe, supportive and caring environment