School Information Guide for Parents 2021

@jrowntreeschool

The
Joseph Rowntree
School

the right school to grow in

Details for the school day to be confirmed July 2021

If collecting your child/children from school then please **arrive after 3.30pm** to allow the school buses and pedestrians to leave safely.

THE JOSEPH ROWNTREE SCHOOL
SCHOOL TERM DATES AND TRAINING DAYS
2021/2022

AUTUMN TERM 2021	**6 September 2021 – 17 December 2021**
Half Term	25 October 2021 – 29 October 2021
Christmas Holiday	20 December 2021 – 3 January 2022

SPRING TERM 2022	**4 January 2022 – 8 April 2022**
Half Term Holiday	21 February 2022 – 25 February 2022
Easter Holiday	11 April 2022 – 22 April 2022

SUMMER TERM 2022	**25 April 2022– 26 July 2022**
May Day	2 May 2022
Half Term Holiday	30 May 2022 – 3 June 2022
Summer Holiday	27 July 2022 –

Training Days	To be confirmed

Internet Permission / Photograph Permission

There are some aspects of school life where we need your permission for student involvement:

Internet Permission

We have enclosed guidance around the use of internet in school. Please can you read this then complete the permission section in the Student Admission Form. You can also have full access to our e-safety policy document on our school website or you can request a copy from the School.

As part of the school's ICT programme we offer Students supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the Internet, all Students must obtain parental permission and both they and you must sign and return the form in the School Student Information Pack, as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable Students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other internet users throughout the world. 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.

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.

We make every attempt to 'filter' known offensive material, but with the nature of the internet this is not always possible as the location changes frequently. It is a feature of the Internet that the information available is free. We believe that it is important to educate students and work towards an acceptable internet usage policy through a partnership between home and school.

During school, teachers will guide Students toward 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. A Government launched initiative called 'Internet Matters' which offers advice and guidance to parents around the safe use of the internet. You can access this at www.internetmatters.org .

Photograph Permission

We also need to ask you for your consent for any photographs or images of your child to be used in School. After reading this, you should fill in the section in the Student Admission Form to let us know your wishes.

Generally, photographs are for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

On advice from the City of York Local Education Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DfES broad rule of thumb for schools is that "if the Student is named, avoid using the photograph. If the photograph is used, avoid naming the Student". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

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

Please discuss your wishes with your child if your child is old enough to express their own view, you may want to consult them before making your choices.

A Parent's Guide to the Use of Photographic Images:

1. The admission form is valid for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time. After the period of consent expires, the school will not use the images in further publicity material however the school may retain the images in an archive and we may on occasions use them for future use, such as centenary celebration pamphlets.

2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications, wow screen etc., unless you have given your consent.

3. We will not include personal e-mail, postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

4. If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.

5. If we name a student by their full name in the text, we will not use a photograph of that child to accompany the article, unless we have your agreement.

6. We may include pictures of students and teachers that have been drawn by the students.

7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

8. If a student joins a sporting or other activity group, then their names may appear in the newsletters and may appear in press articles as part of joining the group. Please contact the school directly if you have any concerns relating to this and speak to the Admin Manager on 01904 552152.

9. **As the child's parent/carer, we agree that if we take photographs or video recordings of our child/children, which include other students, we will use these for personal and family use only.**
10. **I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.**

Students Access to the Internet

The school encourages use by students of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our Students will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the students. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by students.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming Information age. The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the IT Manager for advice on content, training and appropriate teaching levels consistent with the school's IT programmes of study.

Independent student use of telecommunications and electronic information resources is not advised and will only be permitted upon submission of permission and agreement forms by parents of students and by students themselves.

Access to on-line resources will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians 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 independent access.

The school's IT Manger will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

School Procedures

Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability of the group being taught. The teaching staff will provide appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies. All Students will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group. As much as possible, the school's chosen information provider has organised information resources in ways that point students to those that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives.

Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

School Rules

The school has developed a set of guidelines for internet use by students. These rules will be made available to all students, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards students.

Student Guidelines for Internet Use

General

Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for students to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and memory sticks can and will be subject to inspection. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or memory sticks would always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information

sources such as television, telephones, movies, radio and other potentially offensive media. The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others on our school network or any other networks
4. Damaging computers, computer systems or computer networks or any equipment in the classroom
5. Violating copyright laws
6. Using others' usernames or passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Accessing inappropriate websites or materials
10. Sharing inappropriate materials

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

COMPUTER ACCEPTABLE USE POLICY

Code of Practice for the Acceptable Use by the Students of the School's Computer Equipment and the Internet

The computer system is owned by the school and is made available to the students to further their education. The school has a duty of care for the protection of its students. This code has been drawn up to exercise that duty and, in so doing, to protect the equipment and all parties involved – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor Internet sites visited on a random daily basis.

- Students must show respect for the equipment and ensure that no damage occurs while they are using it.

- Students should only log on to the school network using their own authorised user name and password which should not be made available to any other person. Students are responsible for their own password security. If students suspect that their password has been compromised, they should inform one of the ICT staff.

- Activities which threaten the integrity of the school computer systems or activities which attack or corrupt other systems should not be carried out.

- Students should use the school printers only for valid educational work – any unauthorised printing must be paid for.

- All Internet activity should be appropriate to the student's education or leisure interests and should not include chat lines or social networking sites.

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

- Users are responsible for all e-mail sent by them and for contacts made that may result in e-mail being received. Personal and school/home contacts should not be given.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

- Copyright of materials must be respected.

- Posting anonymous messages and forwarding chain letters is forbidden.

- Foul or otherwise inappropriate language in e-mails or documents etc is forbidden.

- Students contravening this Code will be punished. Sanctions will depend on the seriousness of the offence and will range from being banned from using the computers to exclusion from school.

- Students and parents must sign their acceptance of this Code before Internet access is granted.

Attendance

At The Joseph Rowntree School we have a system whereby if we do not have a registration mark recorded for your child then we inform the contacts with Parental Responsibility if a student is unaccounted for. We do this via a system called 'Truancy call' which generates either a text to a mobile phone or an automated phone call home to a land line for any contact numbers we have on our database.

To avoid receiving these messages unnecessarily, **please inform our Attendance Officer 01904 552103 by 9am each day of any student absence.** It is also vital that any students arriving late to school enter through the Main reception and sign in so that we know they are in school.

This system works well for a number of reasons:
- It identifies any students who should be in school that have not yet arrived. This enables us to work efficiently with parents to ensure safeguarding of all students and can also highlight any truancy issues.
- Parents are prompted to give the reasons for student absence which helps keep records accurate and reduces the number of unauthorised absences on a student's record.

If you receive a text message it is important that you respond as soon as possible. You can reply via text or you can call our Attendance Officer to let us know the reason for the absence. If you receive a text but expect that your child should be in school then please do not worry but contact us straight away.

Parent Pay (this is the schools preferred method of payment)

What does ParentPay do?
- enables you to pay for school meals and other items such as school trips and revision guides, etc
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register

How does ParentPay help you?
- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- ParentPay is quick and easy to use

How does ParentPay help our school?
- reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- payments do not bounce
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

How do I get started?

We will send you an activation letter to enable you to set up your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at The Joseph Rowntree School.

More information:
More information can be found on the school website (www.josephrowntreeschool.co.uk) and the ParentPay website (www.parentpay.com), alternatively contact our Finance Team on 01904 552153.

Weduc – our Parental Information App

The Weduc app is how we communicate with parents and where you will find information about the school. All messages are sent using this app including targeted information to specific year groups and the Headteacher's newsletters. There is a social media style newsfeed, a noticeboard, the school calendar as well as other academic information. You will also find a handy section which gives the links to third party systems such as ParentPay and Google Classroom. Information on how to access this app will be sent out from school.

<u>PRIVACY NOTICE</u>

Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

<u>Data Protection Act 1998</u>

We The Joseph Rowntree School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning

- Monitor and report on your progress

- Provide appropriate pastoral care

- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information* and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Youth support services - Once you are aged 13 or over, we are legally required to pass on certain information to the provider of youth support services in your area. This is the local authority support services for young people aged 13 to 19 in England. We must provide the address of you and your parents (and your date of birth), and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform The Data Manager if this is what you or your parents wish.

In addition, the youth support service would like to collect the names and address details of children in secondary school, age 11 and 12 years, who they are supporting. The service will approach parents to obtain consent.

For more information about young peoples' services, please go to the National Careers Service page at https://nationalcareersservice.direct.gov.uk/ or the LA website shown below.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and/or share about you then please contact The Data Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

https://www.york.gov.uk/info/20018/schools_and_education/583/schools_privacy_notice

https://www.york.gov.uk/GDPR

https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, please contact the LA or DfE as follows:

Data Protection Officer West Offices Station Rise York YO1 6GA email: foi@york.gov.uk Telephone: 01904 554145 Website: https://www.york.gov.uk/privacy	Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT email: info@education.gsi.gov.uk Telephone: 0870 000 2288 Website: www.education.gov.uk

*Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools.

You can email the school with any questions you may have to; contact@josephrowntree.york.sch.uk or call our main switchboard on 01904 552100. If you do not reach a member of the administration team then please leave a message. These are checked regularly and responded to or passed on promptly.

Here are some useful direct numbers you may need:

- **School Switchboard –** 01904 552100
- **Year 7-11 Attendance -** 01904 552103

THE JOSEPH ROWNTREE SCHOOL UNIFORM
Black Blazer (with school badge)*
Optional Black V-necked jumper (with school badge)*
Joseph Rowntree School Year Group Tie
BOYS & **GIRLS** - Plain Black Unmarked Trousers (not cropped, not jeans, not leggings or tight stretchy material) or appropriate logo versions of these can be purchased from our supplier.
GIRLS – Optional branded black pleated school skirt* instead of trousers
White shirts – (available from supermarkets) – that button at the collar (not fitted and not blouses).
Black Socks
Flesh coloured or Black Tights (no footless tights or leggings)
Black shoes (flat style, **NOT** trainers, not boots, not plimsolls/pumps).

P.E. KIT	
BOYS	**GIRLS**
Black school polo shirt*	Black Polo Shirt*
Reversible Rugby Top*. Optional black base layer.	Black Top*
Black football or rugby socks	Black Socks*
Black Shorts with logo*	Black Shorts with logo*
White socks for athletics	White socks for athletics
White trainers	White trainers
Football boots	Outdoor trainers /Football Boots
Shin Pads	Shin Pads
Gum Shield	Gum Shield

PLEASE ENSURE THAT ALL ITEMS ARE NAMED

Items marked * must be obtained from GET BRANDED - our new school uniform supplier.

They are based at Green Lane, Clifton. Tel: 0800 1244 133

https://www.getbrandedworkwear.co.uk/collections/joseph-rowntree-school

GENERAL EQUIPMENT

Pen, pencil, rubber, ruler, calculator, dictionary, student planner, reading book (essential for Years 7 and 8, recommended for other years). Suitable bag for carrying books and A4 folders. Separate bag for games equipment (e.g. plastic carrier bag)

JEWELLERY

Only one ring (hand) and one pair of studs (one in each ear) should be worn in school. There should be no nose jewellery or other piercings. Any other jewellery may be confiscated and returned at the end of the half-term.

MAKE-UP

Make-up should be kept to a minimum and not be obvious. Any student wearing an unacceptable level of make-up will be asked to remove it.