



St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord

NEW INTAKE

INFORMATION BOOKLET

2022 - 2023



*We strive to reveal who we are by living our Faith
and make every effort to inspire our pupils to
want to make the world a better place.*

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A WELCOME FROM THE HEADTEACHER

I would like to extend a very warm welcome from everyone at **St Edmund Arrowsmith Catholic High School** to all new pupils and parents - welcome to our family!

I know exactly how your sons and daughters are feeling, as I was in the same situation a number of years ago moving from a Catholic Primary School to a Catholic Secondary School in Wigan. I also know the next five years are incredibly important in shaping the type of young adult your son or daughter develops into.

I know that the next five years are incredibly important in shaping the type of young adult your son or daughter develops into. We take this responsibility very seriously and we will do everything in our power to make their time here productive, inspiring, engaging and most of all, happy.

I hope that you find the information in this pack useful and that it answers your questions. However, if there is anything at all that you are unsure about please do not hesitate to contact the school either by telephone or by email to enquiries@arrowsmith.wigan.sch.uk.

Everyone is made to feel welcome at St Edmund Arrowsmith Catholic High School and we value our tremendous relationships with our parent body. I would recommend that if you ever have any concerns, queries or questions, please arrange to meet the appropriate staff member and you will be sure to find a warm and courteous welcome.

I look forward to meeting you in person at some point in the near future but in the meantime, send my best wishes to you and your family.



M J DUMICAN
HEADTEACHER



THE SPIRIT OF OUR SCHOOL

St Edmund Arrowsmith is a Catholic school. The traditions and teachings of the Catholic Faith are adhered to and promoted. The first responsibility for the teaching of the Faith lies with parents; however, we are happy to be partners in this process. In order to facilitate and nurture faith, the School undertakes to provide:

1. Prayers, morning and evening
2. Grace before and after meals
3. Regular voluntary Masses
4. Year Masses and Whole School Masses on Holy Days of Obligation
5. Lenten and Advent Prayer
6. Various liturgies during the year
7. Participation in Charitable works and fundraising
8. Away Days, Retreats and Pilgrimages

At St Edmund Arrowsmith we employ a full time School Chaplain – **Mrs Maria Ruane**.

The role of the Chaplain is to have a presence in school and help to develop and deepen Spirituality amongst staff and pupils. The Chaplain provides resources for collective worship including assemblies and arranges opportunities for daily prayer.

The Chaplain aims to enhance a Christian environment where everyone is able to feel loved and welcomed; is given a sense of dignity and respect and comes to know that they are made in the image and likeness of God.

The Chaplain is there to give time to both staff and pupils whenever it is sought – an ear to listen, a comforting word. The Chapel provides a quiet space for private prayer or to gather thoughts. We appreciate the support parents give to the children in all aspects of their life. We will seek to enable parents to foster the spiritual development of their children.

The work of a Chaplain cannot be easily explained in a few sentences. However, the Chaplain is doing their best work when they are 'just amongst' the pupils and staff and giving of themselves.

We expect all members of our community to respect the beliefs and practices of the Catholic Church.

We ask for your support in encouraging your child to take an active part in the prayer and worship of our school community and their local parish community.

Please do not hesitate to contact us if you have any questions or suggestions regarding the spiritual aspects of school life.

THE NORMAL SCHOOL DAY

Morning Arrangements: Pupils are expected to be in school by 8.35am. Due to the early arrival of school buses there is general supervision of the site by senior staff from 8.00am.

Pupils are able to utilise the Dining Room facilities from 8.00am onwards.

The school library is available for pupils from 8.00am, during break and lunchtime and after school until 4.00pm (3.30pm on Friday).

The Learning Resource Centre is open from 8.00am until 8.30am, during break and lunchtime and after school until 4pm (3.30pm on Friday). This can be used to complete and print homework or research particular topics on the school computers.

We ask parents/carers to arrange for pupils to arrive at school as near to 8.30am as possible and no later than 8.35am. **Please avoid dropping pupils off using Rookery Avenue due to congestion. Our designated drop off point is St Oswald's Church car park on St Oswald's Road.**

KEY STAFF

Your child will be taught by many different teachers during his/her time at St Edmund Arrowsmith Catholic High School. However, in his/her first year the following teacher will play a key role.

Director of Learning: Mr A Reardon

BASIC EQUIPMENT

Pupils should arrive at school organised and ready for the school day and should not arrive at any lesson without being properly equipped for that lesson. Pupils need a suitable bag, a pen, pencil, ruler, an eraser for all lessons and a scientific calculator for maths lessons.

Year 7 pupils will be expected to bring a pencil case each day, which will be monitored as part of pastoral procedures. Specialist subjects eg PE and Technology etc, may require additional items of which pupils will be informed. All items of equipment, including clothing, should be suitably labelled.

ASSEMBLIES

At 8.35am the bell indicates that pupils should go to assembly or registration; which begin at 8.40am. For Year 7 pupils, assemblies will normally take place on a MONDAY.

LESSONS

At the 8.55 am bell, pupils will proceed to lessons. The school day consists of five lessons, each of 1-hour duration.

8.40am	-	8.55am	Registration
8.55am	-	9.55am	Period 1
9.55am	-	10.55am	Period 2
10.55am	-	11.10am	BREAK
11.10am	-	12.10pm	Period 3
12.10pm	-	1.10pm	Period 4
1.10pm	-	2.00pm	LUNCH
2.00pm	-	2.05pm	Movement Time
2.05pm	-	3.05pm	Period 5

LUNCHTIME PROCEDURES

Dinner Break

There are two alternatives open to pupils for the lunch hour: -

1. The purchase of a school meal.
2. A packed lunch brought from home.

There are two sittings operating on alternate weeks: **Year7 : Years 8 & 9**

There are two Dining Rooms - the main one (near the school entrance) and the smaller Unit Dining Room.

- Main Dining Hall: Years 7, 8 & 9 only
- Unit Dining Hall: Years 10 & 11 only

During the Autumn and Summer Terms a "butty van" operates on the school yard for those wanting a "grab and go" item to eat outside.

Any pupils wishing to have dinner at home must provide a written request from a parent or carer.

KEEPING YOU INFORMED

All parents/carers have been provided with a 'Pupil Data Form' to return to school to ensure we have all the necessary details before your child starts with us in September. Please let us know if any of these details change by completing a pupil data amendment form, which can be found on the school website or are available from school.

If you do not live with your son/daughter, but have parental responsibility, it is important to ensure that your details are provided to school. You may complete an additional pupil data form, however please ensure that you provide as a minimum **an email address**. Most communication will be sent via email on an ad-hoc basis, however if you wish to receive a paper copy, we ask for a contribution towards the postage, as they will be posted to your home address.

To help with communication we advise the use of **Synergy** via the school website so that all communication is sent securely via this method. We will provide log-on details once your child starts school. However, we advise that you also set up a contact for St Edmund Arrowsmith in your contact list with the following details:

St Edmund Arrowsmith Catholic High School
Telephone: 01942 728651
Email Addresses: enquiries@arrowsmith.wigan.sch.uk
scanner@arrowsmith.wigan.sch.uk

This will help to reduce the number of emails being treated as spam and therefore avoid you missing important information.

SCHOOL SYNERGY

The Parent Portal enables parents and carers to have an immediate overview of many aspects of school life, including behaviour, homework, attendance and communication.

Parent registrations are handled directly by the school and a letter will be sent home with a Parent Portal Code so that you can register.

THE SCHOOL WEBSITE AND TWITTER



...@SEACHS1961

The school website and Twitter account [@SEACHS1961](https://twitter.com/SEACHS1961) are a great way to keep up to date with what is happening around school:

Mr Dumican's Blog

<https://www.arrowsmith.wigan.sch.uk/blog>

Latest News

<https://www.arrowsmith.wigan.sch.uk/news>

Also, please follow the School, Year Group and Departmental Twitter accounts:-

Department	Twitter Information
Chaplaincy	@SEACHaplaincy
Computing	@SEACHSComputing
Design and Technology	Eddies_DandT
English	@sea_english
History	@SEAHistoryDept
Maths	@eddie_maths
MFL	@mfl_seas
RE	SEA_RETweets
SEA_PDC	SEA_PDC
PTA	@SEACHPTA
PDC/Careers	SEA_PDC
Science	@Eddies_Science

Our Homework Policy

At St Edmund Arrowsmith Catholic High School we believe that homework is important because it will help you to:

- Revise and deepen your understanding of work which has been done in class
- Organise and manage your learning outside of school
- Involve your parents in your learning at home

The types of homework/home learning you will be set may include the following:

- Reviewing and learning (memorising) what has been covered in class
- Working on a project, exercise or task based on previous class work
- Working on an extended task or project spanning several weeks
- Revising and preparing for tests/examinations

How will homework be set?

- Your timetable will show you when homework is likely to be set
- Your teacher will put the task and the deadline onto a platform that pupils can access.
- You should also make a note of the homework details in your planner

How much time should I spend on my homework?

The general guideline for duration of a task in KS3 is as follows:-

Year 7 25 minutes
Year 8 - 35 minutes
Year 9 - 45 minutes

The general guideline for duration of a task in KS4 is one hour



What will happen if I don't do my homework?

Homework is carefully planned by your teachers to ensure that you make maximum progress in their subject. If you fail to complete your homework, your teacher may give you a lunchtime or after-school detention. If the problem continues, the Head of Department in that subject will become involved and speak to your parents.

PUPIL PLANNERS

All pupils in Years 7 - 11 have a Pupil Planner and must use it at all times. It is used for:-

1. A homework record
2. Sending messages home such as subject comment - good or bad - on work or behaviour
3. Messages to school from parents - explanation of lateness or absence
4. Recording achievements out of school
5. Monitoring attendance and punctuality

The Pupil Planners are checked each week by the Form Tutor and parents are asked to sign it each week when they have checked their son/daughter's homework. The Pupil Planner also contains a section relating to the School's Internet Policy. For pupils to access the internet in school, parents must read the conditions set and sign the permission slip which is included.

REPORTING TO PARENTS

All pupils leaving St. Edmund Arrowsmith High School receive a Record of Achievement Folder. This recognises and records pupils' achievements in and outside school, giving credit for curricular and extra-curricular achievement.

All pupils will participate in a Review Day in July. This involves parents meeting with their child's Form Tutor or Co-Tutor to discuss progress and set targets. Pupils are not in school on the Review Day but accompany their parents to the scheduled meeting.

Each year group has a Parents' Consultation Evening during the school year. In addition, parents are invited to attend a Guidance Evening, which is aimed at keeping parents informed of, and involved with, their child's learning. A calendar of important dates is available to view on our website and is regularly updated.

THE SCHOOL HOUSE SYSTEM

A House System is operated within the school and is considered to be valuable because it:

1. Gives a vertical structure to the school allowing pupils to meet, mix and co-operate with older or younger pupils outside their form or year;
2. Gives pupils an additional sense of belonging;
3. Allows pupils to meet staff they would not otherwise meet in their academic or form activities;
4. Encourages many pupils to take an active part in school life.

The saints, all English Martyrs, are: -

St John Almond	St Robert Lawrence
St Ambrose Barlow	St Cuthbert Mayne
St Margaret Clitherow	St Nicholas Owen
St Edmund Gennings	St Robert Southwell
St Philip Howard	St Margaret Ward

Pupils are placed in houses on entry to the school in September, and normally remain in the same house group until they leave school. House meetings are held termly under the guidance of Housemasters and Housemistresses.

An Achievement point competition runs throughout the year. Achievement points are collected on a weekly basis. Pupils can receive recognition badges when a certain amount of Achievement points have been collected. Pupils may be awarded Achievement points for good work, extra effort, improvement or similar achievement and these marks are recorded against the individual pupil and for his or her House. Staff award Achievement points and record these directly onto the pupil's profile on the Synergy System, which parents can also access. The House with the highest total of marks is awarded the Competition Trophy, which it holds for twelve months. Pupils who receive a credible amount of Achievement points relative to their year group will be entered into a raffle to receive book vouchers at the end of the year. This will be awarded at the Rewards assembly.

At various times during the year, other competitive events are held including Cross Country, Basketball, Netball, Soccer, Rugby, Rounders, Gymnastics, Cricket, Library Quiz, Inter-house Chess Competition.

The House with the best overall sports' achievements is awarded the Sports Trophy. The school year culminates in Sports Day, when the ten houses compete for the Athletics Shield. Parents are welcome to attend. The House System provides the opportunity for healthy competition and it is hoped that all pupils enter whole-heartedly into the spirit of the House System and achieve a fuller school life.

GENERAL INFORMATION

Personal Property

Each pupil is responsible for her/his own property and each item should be **clearly marked or labelled with the pupil's name**. Although the school keeps a close watch on property and lockers are provided, it cannot accept responsibility for losses.

Lockers

Every pupil has the opportunity to use a locker within or near to their Form Room. We have a small number of lockers which include a charging facility. The cost of this is a "one off" payment of £10.00, enabling your child to have a locker for the duration of their time at school. When your child leaves school in Year 11 a £5.00 refund will be given on return of the locker key. Please indicate on the Parental Consent Form if you would like to reserve a locker for your child.

Illness in School

It is each parent's responsibility to see that their child is fit for school. A child who is unwell and unfit to attend school should be kept at home by their parents.

Should your son or daughter be taken ill during the day, the school has a Medical Room and suitably first aid qualified personnel. In such an instance, your child should inform their teacher. Should it be necessary, parents will be contacted by a member of the school staff to make the necessary arrangements to send a pupil home. Pupils will not be allowed to leave the premises without parental consent.

Very few medicines need to be administered four times a day and therefore medicines, such as antibiotics, can be given before a child leaves for school and immediately on their return, thus maintaining a consistently high level of medication. This also applies to medication such as cream for conjunctivitis.

The following points are included to clarify the situation:

- i) In order to help parents, the school may agree to administer some medicines. The only medications which will be administered are those prescribed for a pupil on written instructions from a parent or guardian.
- ii) All medicines which are prescribed for the use of pupils during school hours must be clearly labelled and handed in to Pupil Services, together with a letter of authorisation.
- iii) No unauthorised drugs such as painkillers and antiseptics should be brought on the premises.
- iv) Where pupils have more complex medical needs, a Health Care Plan will be drawn up involving ourselves, parents and our school nurse. This will clarify the responsibilities agreed by all parties.

Please Note

If your child has a severe or complex medical condition, you should make this known to school using the Pupil Detail Form. Mrs McGuinness, Pastoral Assistant will then make arrangements to meet to draw up a Health Care Plan, if this is deemed appropriate. Full details are available on the website – supporting pupils with medical conditions policy.

Term Dates 2022-2023

AUTUMN TERM 2022 (72 Days)

Inset Day **Monday 5 September**

Open	Tuesday	6 September
Half-Term Close	Friday	21 October
Re-open	Monday	31 October
Close (Christmas)	Wednesday	21 December

SPRING TERM 2023 (54 DAYS)

Inset Day **Friday 6 January**

Open	Monday	9 January
Half-Term Close	Friday	17 February
Re-open	Monday	27 February
Close	Thursday	30 March

Inset Day **Friday 31 March**

SUMMER TERM 2023 (64 DAYS)

Open	Monday	17 April
Half-Term Close	Friday	26 May
Re-open	Monday	5 June
Close	Friday	21 July

Bank Holiday **Monday 1 May**

PERSONAL PRESENTATION AND UNIFORM EXPECTATIONS

All pupils of St Edmund Arrowsmith Catholic High School are expected to wear our approved school uniform, which is both smart and practical. We believe that this provides our students with a sense of identity and promotes a belonging within our school community.

We believe that first impressions are important and for this reason, we expect our students to present themselves in a smart, business-like appearance at all times. By consistently wearing our school uniform to the highest standards, students are not only presenting a positive image of our school community, but also of themselves as individuals. In order to meet the required standard, students are expected to wear our school uniform correctly, e.g. shirt tucked in, top button fastened, tie correctly worn and blazer sleeves rolled down.

Furthermore, in meeting the expected standard for Personal Presentation, students must conform to the following requirements:-

Personal Presentation

- Hair styles must be neat and tidy and of natural colour. (Haircuts shorter than a No 3 blade are **not** allowed.) Long hair for both boys and girls **must** be tied back at all times with a bobble that is school colour.
- Fashionable extremes will not be permitted. This includes hair extensions, shaved heads, skin fading, pattern shaving, "mullet" cuts, unnatural or two-toned colours.
- Hair of different lengths must be blended.
- Mousse/gel/hairspray should not be used.
- Facial hair must not be visible. Pupils should be clean shaven.
- The use of make-up* is **NOT** acceptable – students wearing makeup which is visible will be expected to remove it. This includes fake tan.
- Nail varnish and the wearing of false nails is **NOT** allowed.
- Piercings* are not allowed and 'recent piercing' will NOT be accepted as a reason for keeping jewellery in during the school day and MUST not be covered with plasters.

With regards to jewellery and personal items, students are allowed to wear a watch, but this must not be a SMART WATCH). No other items of jewellery, piercings or personal items are permitted, this includes ear pods.

CONFISCATION

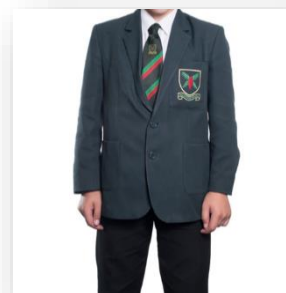
If any student is seen to be wearing more jewellery or personal items than is allowed in line with our policy on Personal Presentation, the member of staff concerned will confiscate the item in the first instance. The item will be put into an envelope, clearly labelled with the student's name and it will be given to the appropriate Senior Learning Co-ordinator.

If any item is confiscated from the same student on more than one occasion in any half-term, Parents/Carers will be asked to collect the confiscated item from school.

Uniform & Equipment

All students are expected to wear our school uniform as required:-

UNIFORM	
	<ul style="list-style-type: none"> ▪ Green blazer with school badge ▪ School tie ▪ Grey school jumper with school badge (optional) ▪ Shirt/Blouse: plain white ▪ Trousers: plain black ▪ Socks- plain black ▪ Skirt: knee length grey with two inverted pleats (front and back). If a student would prefer to wear the trousers, then these MUST be the specified style with the school initials on the waist (in grey). ▪ If wearing the skirt, then the socks must be grey knee length or grey opaque tights. ▪ Shoes - sensible plain black
Shirt	This MUST have a top button that is fastened at all times, worn correctly, ie tucked into skirt or trousers.
Tie	Students MUST ensure that the tie is worn to correct length; crest visible below tied knot.
Trousers	This item MUST be a tailored style and must NOT be 'skinny', 'slim fit' or denim/fashion style.
Skirt	This item MUST be worn at knee length and the style as provided by our suppliers only. This MUST be the new style with two inverted pleats (front and back).
Jumper	This optional item is only available from our approved suppliers. This item MUST be the new style grey school jumper with the school badge.
Footwear	This MUST be a plain black shoe without logos – high/wedge heels, boots, sandals, pumps, training/sports shoes, sports branded footwear (such as 'Nike') will NOT be allowed. In snow, pupils may wear wellington boots/boots whilst travelling to and from school but will be expected to bring school shoes to change into once in school.
Outdoor Coat	Outside coats or jackets should be plain black, without any logos or motifs. Outside coats or jackets must not be worn anywhere in the building. In cold weather however, ONLY BLACK outside coats may be worn over the blazer at breaks and lunchtimes.



Please note: Casual outer garments such as hoodies, sweatshirts, tracksuit tops baseball caps are not part of the SEA School Dress Code.

**Disclaimer: The school reserves the right to make the final judgement on any of the above*

All pupils are expected to have basic equipment with them every day to ensure that they are ready for learning:

Planner	This is issued to every student – students MUST have their planner for every lesson. Parents and Carers are expected to monitor their child's planner and sign in weekly
Equipment	All students MUST have following items on a daily basis: <ul style="list-style-type: none"> ▪ School bag – large enough to carry books and equipment ▪ Pencil case with pen, pencil, ruler, rubber and coloured pencils
For Design & Technology	White cotton craft apron for workshop activities. Green and white striped tabard

PE Kit Requirements

YOU MUST ALWAYS HAVE YOUR FULL KIT

Those pupils who are not participating in PE (for a valid reason, e.g. injury) **MUST** also have **FULL** PE kit as they will have a role in all lessons as a coach, observer or referee.

All pupils are expected to have the required PE kit available from our approved suppliers.

CORE PE	
<u>Boys' & Girls' Indoor kit</u>	<u>Boys' & Girls' Outdoor Kit (In addition to indoor)</u>
<ul style="list-style-type: none">▪ Black Shorts with SEA badge and pupil initials (boys & girls).▪ Black Leggings with SEA badge and pupil initials (girls only).▪ White polo shirt with SEA badge and pupil initials.▪ Black socks (football socks for boys).▪ Trainers suitable for indoor and Astroturf use (Pumps eg Converse, Vans NOT allowed).	<ul style="list-style-type: none">▪ Red hoodie with SEA badge and pupil initials.▪ Black tracksuit bottoms with SEA badge and pupil initials.▪ Green reversible rugby shirt with SEA badge and pupil initials (boys only).▪ Studded boots (boys only).▪ Shinpad/guards (essential for Football and Hockey).▪ Mouth Guard/Gum Shields (Recommended for Rugby and Hockey).

Y10 & 11 OPTIONS PE	
<u>GCSE in PE & Sports Studies/Science</u>	<u>GCSE Dance</u>
<ul style="list-style-type: none">▪ Black polo shirt with SEA badge and pupil initials▪ Black Shorts with SEA badge and pupil initials (boys & girls).▪ Black Leggings with SEA badge and pupil initials (girls only).▪ Black socks (Football socks for boys)▪ Trainers suitable for indoor and Astroturf use (Pumps e.g. Converse, Vans NOT allowed).▪ Black hoodie with SEA badge and pupil initials.▪ Studded boots (boys only).▪ Sport specific protective (see CORE PE - Outdoor kit)	<ul style="list-style-type: none">▪ Black T-shirt with SEA badge and pupil initials.▪ Plain black leggings.▪ Jazz shoes (optional) or Toe things (recommended).▪ Black hoodie with SEA badge and pupils initials (optional).▪ Black leotard & footless tights (exam requirement).

Please be aware that studded boots are essential for boys' outdoor lessons as training shoes **DO NOT** provide a sure enough footing on grass.

Pupils are encouraged to bring the required PE kit depending on the type of activity and weather. Pupils will be allowed to wear base-layers, gloves etc. **IN ADDITION** to their PE kit if the teacher deems it suitable.

Pupils may shower after every lesson if they wish and will need to bring necessary supplies to do so.

Parents/Carers are encouraged to ensure that **ALL** items of school uniform and equipment are clearly labelled with the pupil's name and initials.

ORDER AND DISCIPLINE

In order that our community functions effectively and happily, expectations of pupils are high. Consideration for others is stressed, as is the importance of each pupil fulfilling her/his potential. Pupils are encouraged to take pride in every aspect of their school lives; work, appearance, relationships and care of the fabric of the buildings are examples of where this principle applies. The expectations we have of our pupils is laid out in the "Code of Conduct". This can be found in the Pupil Planner which all pupils receive.

It is believed that teachers and pupils should be dealing with rewards more frequently than dealing with punishments, and that discipline should be dealt with positively via approval and recognition of success.

When, however, it is felt necessary, sanctions are imposed. A range of sanctions is used, each case being separately assessed. Sanctions, in school, are regularly reviewed. These have been agreed and form part of the Whole School Behaviour Policy, which can be found on the school's website – www.arrowsmith.wigan.sch.uk. Sanctions may include:

1. Imposition of extra work;
2. Detention at break time/lunch time or after school (24 hours notice is always given for after school detentions);
3. Withdrawal of privileges;
4. A pupil working in isolation for a period of time.

If a child is causing serious concern at school, either because of poor work or behaviour, parents will be notified by the Director of Learning or the Learning and Behaviour Mentor. Should the problems persist the parents will be asked to come to school to discuss the matter. Following serious incidents, a pupil may be excluded from school for a set period, and ultimately the exclusion may be permanent.

Every effort is made to maintain good working relationships and foster the home/school partnership. Parental support is sought constantly to attain the high standards expected of our young people. This can best be achieved when we work together.

RATIONALE UNDERPINNING THE SCHOOL'S BEHAVIOUR POLICY

The policy rests firmly on pupil choice and pupils taking responsibility for their own actions.

If a pupil chooses to disrupt a lesson or misbehave in a classroom or on the school premises, we believe it is our duty to act. We feel it is grossly unfair for a pupil to disrupt the education of others, while at the same time harming their own life chances.

Teachers will deal with disruption in a way that is appropriate and in proportion to the offence. I am sure all parents would expect this to happen and support the action taken. If, however, the frequency or level of disruption/misbehaviour increases and the pupil continues to confront our set rules and procedures, the situation will become more grave and will escalate. The young person has chosen to be uncooperative and, must, therefore, answer for the consequences of her/his actions. All pupils are made fully aware of the nature of the sanctions which can be applied. It is their choice to persist with behaviour which will merit a pre-ordained punishment. Parents will always be informed of any concerns we have in our dealings with their children.

We are not perfect and will, occasionally, make mistakes. I can assure you however, that we always act in the best interests of your child and do our utmost to be fair and consistent in our dealings with both pupils and parents. Children may come home with a "version" of events. I would request that any concerns you have be communicated to us and we can work together to resolve most issues. You, as parents, may not always agree with our action but I would ask for your support as we strive to do our very best for your child.

MOBILE PHONE POLICY

- The school would prefer pupils **not** to bring mobile phones to school. This is for reasons of security. If a pupil does bring a mobile into school, it is their responsibility, not the responsibility of the school.
- Pupils must **not** use their phone anywhere on the school site during the school day. This includes making or receiving calls, texts, emails, taking photographs, listening to music. In essence, phones should not be seen and always be turned off when pupils are on site.
- Pupils found using their mobile phones, in any capacity*, will have their phone taken off them by a member of staff. This will be kept securely in the school office until a parent/guardian can collect it. If this is not possible it will be retained for 1 week and then returned to the pupil.

The school accepts that mobile phones are “part and parcel” of everyday life for many young people. However, the nonessential use of mobile phones on the school site and related issues are a distraction to our core purpose; providing a sound education for our young people.

In the event of an emergency, pupils can speak directly to a senior member of staff to resolve their problem.

**There are occasions when pupils are directed to use their phones during lessons by the classroom teacher to enhance the learning or conduct some research. All pupils connect to the school Wi-Fi and must abide by the acceptable use policy included in our Whole School IT Security Policy and BYOD (Bring your own device) Policy. Pupils must be supervised when using their phones otherwise they risk it being confiscated.*



Code of Conduct

As a member of our school community, you should

SHOW RESPECT AT ALL TIMES

For oneself

- Pride in yourself
- Punctuality
- Tidiness in uniform and work
- Truthfulness

For others

- Respond respectfully to requests
- Listen to others
- Show sympathy and tolerance
- Use appropriate language and manners
(address teachers as Sir or Miss)
- Move quietly and sensibly around the school

For property

- Take care of school property
- Keep the school clean
- Put litter in the bins provided (including
chewing gum)

SHOW RESPECT AT ALL TIMES

ATTENDANCE

It is the legal responsibility of parents/guardians to ensure that their children attend school regularly and punctually. Any absence from school must, by law, be accounted for and the number of authorised and unauthorised absences must now be published each year in the school prospectus.

Attendance is recorded twice daily and absences are recorded as either "authorised" or "unauthorised". Persistent, avoidable lateness may also constitute "unauthorised absence". Only the school may authorise an absence. A register is also taken at the beginning of all lessons.

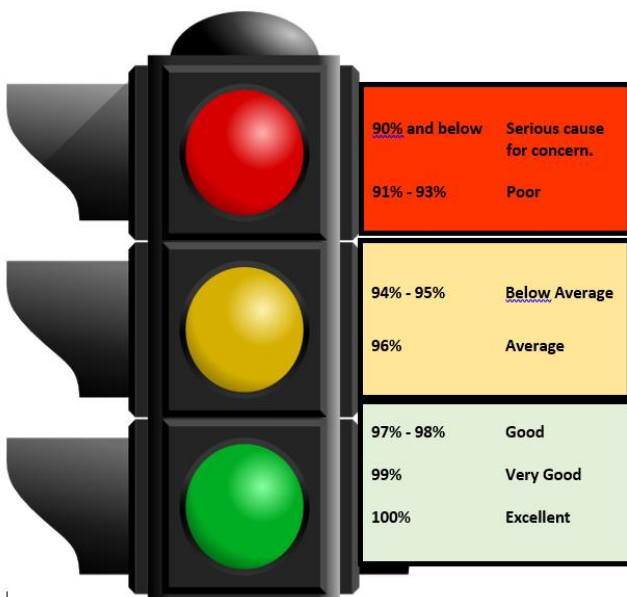
When a child is absent from school, it is expected that the school will be informed on the first day of absence by telephone or synergy. An explanatory letter, covering each and every absence is required later so that an accurate record may be kept; your child's Pupil Planner may be used for this purpose. We are currently using a communication system which contacts parents by text when their child is absent and no message has been left.

Parents are asked to ensure, wherever possible, that family holidays are not taken in term time. This can cause severe disruption to your child's education and can result in vital assessment opportunities being missed. Holidays taken during school time will usually be classed as unauthorised absence, unless exceptional circumstances prevail. Headteachers no longer have the authority to authorise family holidays.

In order to minimise disruption to their child's education, parents are asked to arrange medical appointments outside school hours. If this is not possible, written notes are required for permission to leave school when a pass will be issued. These passes are available from the Attendance Office at morning registration on the day in question. This pass must be shown at Reception just before leaving school where they must also sign out.

We expect all pupils to aim for 100% attendance and must arrive punctually each day in order for them to benefit fully from the education and opportunities offered at St Edmund Arrowsmith Catholic High school.

ATTENDANCE FACTS



ATTENDANCE MATTERS!

Good attendance is essential if you are to achieve your potential in school.

With 100% attendance, you will be able to make the best of all the opportunities available to you.

Pupils with good attendance are more likely to achieve an increased number of higher grade GCSEs or equivalent qualifications.

Poor attendance will have a serious impact on your education, work ethic and life opportunities in the future.

CASHLESS CATERING SYSTEM

We use a voluntary biometric recognition system in order to administer the cashless catering system in both of our school dining rooms. This system provides us with some significant benefits including:

- Reduction in pupil queuing time
- Reduction in need for cash handling
- No problems created by lost cards
- Reduced opportunities for theft or bullying

Payments can be loaded online by accessing **WisePay** through the school website or the **WisePay App**. Alternatively, pupils can load cash onto the revaluation unit situated in the Dining Room, however NO requests for change will be accepted from pupils. It will be imperative that you send your child with the correct amount you wish them to load for school meals. They can bring in a cheque, made payable to Catering Academy Ltd. (please write their name and form on the reverse) and posted in the letterbox in the Dining Room. They should be deposited no later than 10am to ensure the money is in their account by break time.

All transactions at the point of service are then automatic and so queuing times are reduced. Parents who do not wish their child to be biometrically registered may request a Smartcard as an alternative.

The maximum spend per pupil is £5 per day, however this can be set on an individual basis if you wish your child to have less/more per day. Please send this request in writing For the Attention of Tina Snowden, Catering Manager for Catering Academy Ltd.

Those pupils entitled to a free school meal are automatically credited with the prescribed amount on a daily basis. This is sufficient to purchase a “meal deal” at lunchtime. It is the pupil’s responsibility to ensure they have enough allowance left to purchase a meal at lunchtime if they use the breakfast or break facility.

WISEPAY ONLINE PAYMENT SERVICE

The school uses an online payment system, **WisePay**. This enables you to load payments onto the cashless catering system for purchasing school meals. The minimum value is £15.00; this represents 5 days @ £3.00 per day. Any amount above this can be loaded if you wish to pay monthly or termly.

An advantage to using your WisePay account is it allows you to view the current balance of the meals and it also lets you view the payments made and the last 25 transactions showing exactly what your child has been eating.

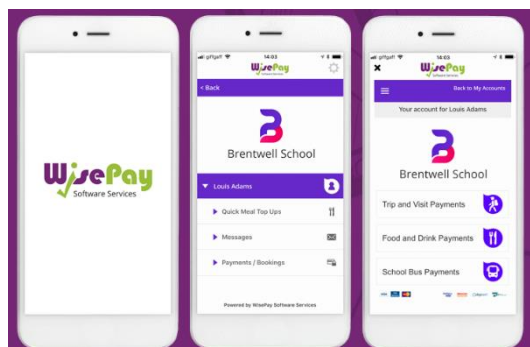
The online payment service also includes payments for many trips. As school is absorbing the transaction charges made by the card companies we will be keeping this method of payment to a minimum value of £10. Therefore, certain events, trips, purchases etc. will continue to be paid for using the traditional methods of cash or cheques.



Payment Top Ups				Food and Drink Purchases		
Date/Time	Order Ref.	Item	Amount	Date/Time	Description	Amount
09/10/2016 15:37:35	37244411	Pay for School Meals	£ 10.00	21/06/2017 13:35:25	FRUIT WATER SMALL 68	£ 0.68
29/11/2015 21:54:39	27473318	Pay for School Meals	£ 10.00	21/06/2017 13:18:23	Special ?1	£ 1.00
29/11/2015 21:46:05	27473146	Pay for School Meals	£ 0.00	21/06/2017 11:05:01	FRUIT WATER LARGE 90	£ 0.90
				20/06/2017 13:40:55	Special ?1	£ 1.00
				20/06/2017 13:32:19	FRUIT WATER SMALL 68	£ 0.68
				20/06/2017 13:32:19	HOT DELI 1.50	£ 1.50
				20/06/2017 11:02:56	FRUIT WATER LARGE 90	£ 0.90
				19/06/2017 13:23:53	FRUIT WATER SMALL 68	£ 0.68

The WisePay App

There is also a WisePay app available to download for both Android and Apple devices. From the WisePay App page you will be given a unique Organisation Code. You will need this code in the WisePay App, where you can register an account and start making payments quickly and easily.



The organisational code you will require is:
54858671

How will I access WisePay?

You will access WisePay through the Parent Portal on the school website, the WisePay website or through the WisePay App.

Who are WisePay?

WisePay is a secure online payment company that allows parents and guardians to make payments to their school using their debit or credit cards. The WisePay service operates in many schools, local authorities, academies and colleges across the UK and has been established for over 20 years.

What are the advantages of using WisePay?

Using your debit or credit card, payments to your school can be made conveniently from home, office or anywhere that has an internet connection.

Payments can be made 24/7. You do not have to wait until your school is open and you do not have to write cheques or find cash. Furthermore, at any time you can see your payment history in your "Wise Account". Additionally, you can track every transaction that you make.

What happens to my money?

All money that you pay goes directly and immediately to either your school's bank account or the catering provider's bank account. WisePay does not take or hold any of your money at all.

Is WisePay easy to use?

WisePay is extremely easy to use. Its visual and simple instructions are very quick and easy to follow, even for anyone who has never made an online payment or purchase before.

How long do the payments take to reach my school?

All online payments are made in real time, so the payment will be credited to your account instantly. However, there may be a delay depending on the timings of when the systems "sync". Any payments made before 10am will be visible to the pupil no later than the start of break.

What credit or debit cards can I use?

Payments to your school through WisePay can be made with all well known credit or debit cards.

Is my payment and the payment site secure?

Yes. All pages viewed on WisePay are encrypted using a Secure Socket Layer (SSL) session.

How does my school know I have paid?

The Catering Manager (for school meals) and the Finance Department (trips, etc.) are notified that you have made a payment. They know which student the payment is for, how much has been paid and the item that you have paid for.

Will I get a receipt for my payment?

Yes, you will automatically receive a receipt directly to your email address for every payment that you make.

How do I view my transactions?

Once logged in to your account, you can access your "Wise Account". Just click on the "Wise Account" tab on the top right of the screen. From here you can see all your transaction history, view dinner money balances and change some of your account details, such as email address or telephone number.

Merged Accounts

Sibling accounts have been merged, this will enable funds to be added whilst logging into WisePay once. If this is not required or there are additional pupils to be merged please contact the school with the information. If you experience any difficulty accessing the Parent Portal or the WisePay online system please do not hesitate to contact the school.

THE USE OF BIOMETRIC INFORMATION

We have used the biometric system to administer our cashless catering system since its installation in June 2011. Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including digital photographs, fingerprints or hand shapes. As part of our identity management system we record a biometric measurement taken from a finger, but not a fingerprint image. The data, which is held as a short numeric code, is sufficient to recognise someone in a school community; but the amount of data held cannot be used to uniquely identify someone from a much larger population. The data cannot be accessed on any computer other than the school's licenced server. The information is stored in a highly secure database and is only used by the school.

The data that is held cannot be used to recreate a fingerprint image and will not be used by any other agency for any other purpose.

Full details can be found in the **Protection of Biometric Information Policy** on the school website. It is important that you read the information provided before you return the signed agreement.

Children who do not have this parental permission will not be able to use the biometric service in school. If you do not wish your child to use the biometric system we will provide an alternative form of identification in the form of a Card. The initial Card will be free but any replacement will cost £3.00.

Please note that when your child leaves school her/his biometric data will be permanently deleted.

FREE SCHOOL MEALS AND PUPIL PREMIUM

Does your child qualify for Free School Meals?

- ✓ **Do you work in the armed services?**
- ✓ **Has your child been adopted?**

* If they were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order).

Does the school know? If not please tell us by completing the Pupil Detail Form.

The Government provides funding to school to support these pupils and is called “**Pupil Premium**”.

For every child registered, St Edmund Arrowsmith Catholic High School gets between £310 and £2,345

The Funding is used by the school for various strategies including employing additional learning support staff, providing extra revision classes, homework and reading clubs and specialist one-to-one tuition for identified pupil premium children, where appropriate. For full details please refer to our Pupil Premium statement on the website in the policies and procedures section.

Not sure if you may qualify for Free School Meals? Wigan Council have introduced a new service that enables school to check if you are eligible for FSM without having to complete a long application form. All you need to provide us with is your NI number on the enclosed form. We can claim even if your child does not want to take their entitlement!

IMAGES/PHOTOGRAPHS/PUBLICATIONS

You may be aware, the General Data Protection Regulation came into force from the 25 May 2018. This has placed additional obligations on organisations which will affect how they handle data.

We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems. As part of this obligation we have reviewed our consents to photographic images.

“A picture is worth a thousand words”

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity. There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school’s website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts such as Twitter to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- From time to time we put videos on our you tube channels which can be seen by subscribers to our channel;
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;

- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly. The school has deemed the end of KS3 (Year 9) as appropriate and all pupils will update their preferences at this point in consultation with their parent/carer (at the Pupil Review Day). If this is not suitable, the school will consider preferences set out below. Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward. You can withdraw your consent at any time and can do so by writing to the school asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.

Please think carefully before completing the photograph permission form, as if we do not have permission your child will be asked to step away whenever pictures are taken.

Privacy Notice for St Edmund Arrowsmith Catholic High School

St Edmund Arrowsmith Catholic High School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

Who Collects This Information?

St Edmund Arrowsmith Catholic High School is a "data controller." This means that we are responsible for deciding how we hold and use personal information about pupils.

The Categories of Pupil Information That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Post 16 learning information;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);

- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;

Collecting This Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

How We Use Your Personal Information

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receiving information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV;
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;
- To provide support to pupils after they leave the school;

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with:-

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds;
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- The Local Authority.
- GDPR Compliant third party service providers.
- Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

Why We Share This Information

We do not share information about our pupils with anyone without consent unless otherwise required by law. For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Storing Pupil Data

The School keeps information about pupils on computer systems and sometimes on paper. Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let Mrs Suzanne Chapman, School Business Manager, know who can provide you with a copy of our policy. This policy can be found on the school website: <https://www.arrowsmith.wigan.sch.uk/ourschool/policiesandprocedures>

Automated Decision Making

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances. Pupils will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way).

Youth support services

Pupils aged 13+

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

We must provide the pupils name, the parents name(s) and any further information relevant to the support services role.

This enables them to provide services as follows:

- youth support services
- careers advisers

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

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

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

For more information about services for young people, please visit our local authority website. <https://www.wigan.gov.uk>

The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's education record, contact Mrs S Chapman, School Business Manager.

You also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact Mrs S Chapman, School Business Manager, in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Mrs S Chapman, School Business Manager in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Mrs S Chapman, School Business Manager, then you can contact the DPO on the details below:

Data Protection Officer Name: Craig Stilwell

Data Protection Officer Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: dataservices@judicium.com

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

VOLUNTARY CONTRIBUTIONS

St Edmund Arrowsmith Catholic High School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and publish a charging & remissions policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

We may however, ask for voluntary contributions towards the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If

insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

TECHNOLOGY – VOLUNTARY CONTRIBUTION

In order to widen the choice, availability and quality of the materials and processes used by the pupils in Design & Technology and the ever increasing costs involved, it has become necessary to ask each pupil in years 7, 8 and 9 for a voluntary contribution of £5.00 towards the cost of the consumables involved. This donation will cover the costs for the whole of the academic year.

Some projects may include additional electronic components to become fully functioning products. Where pupils wish to include these, additional charges will occur. The inclusion of such components will not affect the progress or making of pupils' work.

When pupils are undertaking their food preparation projects they are expected to provide the main ingredients themselves. Where ingredients are provided by the department an additional cost will be required. All the additional money will be collected by the current teacher at the time of making and will be re-invested into the Technology department.

Your support towards the department is greatly appreciated, if you can include your donation in the envelope provided.

BUILDING LEVY 2022/2023 – VOLUNTARY CONTRIBUTION

On behalf of the Archdiocese of Liverpool we are writing about the very important matter relating to the upkeep and future development of our Catholic schools. Unfortunately, unlike other categories of state schools, Catholic schools do not come free and 10% of any building and renovation costs have to be met by the Archdiocese. Therefore, the continued provision of Catholic education adds up to a huge sum- for example if a school has building work totalling £500,000 then the Archdiocese has to pay £50,000 of this total.

We have been fortunate to receive money from this fund over a number of years, and has been used to improve areas around school that have been identified as a priority by Governors. In September 2015, we were awarded £350k to begin a major refurbishment project of the Science department. This was only enough funding to provide three new laboratories and we looked to the Archdiocese to complete the project with additional funding. We received a further allocation of £347k to finish the refurbishment in the Science department! Along with our "little extras" funding from the government we have been able to include replacement windows for the library, art and technology in the project. Our latest project in Summer 2020 included the final window replacement in lower Maths and new toilets in the Science corridor. We are expecting to receive a substantial allocation in Summer 2023 to help replace a portion of the flat roof, new toilets and a new 'pastoral hub'.

To assist the Archdiocese, the school must make a contribution based on our number of pupils. This money is paid directly to the Archdiocese who prioritise work and oversee developments. We have benefitted significantly from this funding in recent years and is something we could not have achieved without the Archdiocese who use schools' levies to access Government Capital monies by being able to meet their 10% commitment.

The school has always paid this contribution on your behalf as we have prioritised this within our budget allocation. Unfortunately we continue to see a reduction in funding from the Local Authority and are faced with a period of financial uncertainty as changes are implemented in educational funding. Therefore, we feel we have no alternative to ask parents/carers to make a voluntary contribution towards the levy.

All Catholic schools in the Archdiocese ask parents to contribute towards this levy. The contribution requested is £10.00 per year per family attending school and with around 1,014 families attending the school our figure is £10,140.

This is a small price we are sure you will agree, to ensure that Catholic Education is maintained and developed and that St. Edmund Arrowsmith benefits from this support. We need your help in order to contribute our share

as there is no provision within our school funding for such a levy- any shortfall in parental contributions will have to be taken from elsewhere within school funds. The decision to request a contribution in the autumn term will allow any shortfall to be budgeted for in the new financial year when we make difficult decisions about what we have to do without.

We hope that we can rely on your support in helping our school to pay its contribution towards this vital annual appeal. The model of Catholic education is very clear in seeing the implicit link between home, school and parish. If St. Edmund Arrowsmith and other Catholic schools are to continue to have buildings fit for purpose then support from parents for a Catholic education for their children is crucial.

Please indicate on the Parental Consent Form if you are paying the levy, there will be an option to pay online using WisePay from September 2022 when your child is admitted at St Edmund Arrowsmith Catholic High School. If you have an older child in school this can be paid using their account. Please ensure you select 2022/2023 Levy.

FUNDRAISING AND MARKETING

The school reformed its PTA in 2015 and regularly update parents on events and fundraising opportunities throughout the year. We welcome any new members and have a PTA page on the school website, www.arrowsmith.wigan.sch.uk/pta and Twitter account @SEACHPTA

The PTA have provided ~ new library furniture, ~ football shirts, ~ microphones for the school production ~ 'Spelling Bee' prizes, ~ outdoor canopy and seating area and contributed to the refurbishment of the school hall.

Regular fundraising takes place with our Christmas Raffle, Easter Raffle, 200 Club and annual Summer Fair.

Due to changes in Data Protection rules, we now have to ask parents to consent to receiving this type of information, including local community information that we sometimes send on an adhoc basis.

St Edmund Arrowsmith Catholic High School wish to seek your consent, as a parent/carer of a child attending the school, to be contacted by the School and/or other organisation such as fundraising organisation about:

- ❖ St Edmund Arrowsmith Catholic High School has a fundraising association who wish to communicate with parents about future events for the school. This is to promote the sense of community we have between the school and everyone associated with it, including parents, staff and pupils.
- ❖ St Edmund Arrowsmith Catholic High School will provide updates through its PTA as to upcoming events and meetings.
- ❖ St Edmund Arrowsmith Catholic High School will provide details about school clubs including information about local sports clubs.
- ❖ St Edmund Arrowsmith Catholic High School will provide details on uniforms and other marketing information such as information on local colleges.
- ❖ St Edmund Arrowsmith Catholic High School will provide useful medical information from the NHS in school (such as vaccination information and heights and weights).

We would like to seek your consent (as set out above) and will respect your decision moving forward. By consenting to the School and/or other organisation contacting you, you are allowing us to provide your contact details to the association. This consent will remain valid throughout your child's time at the school. You can withdraw your consent at any time and can do so by writing to the school asking them to stop sending further communications.

Please note that if you do not consent then you may not receive vital details from the School and/or the Fundraising Association about the information set out above. Please note that this does not cover providing you with information that we are legally entitled to notify you of, such as information concerning the progress of your child, closures of the school, etc.