Colchester County High School for Girls

Sixth Form Information Booklet

Entry September 2023

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School Timings

Bell at 08.43

08.45 AM Registration: Tutor Time OR Assembly

09.05 Movement Time

09.10 Period 1

10.10 Break *Bell at 10.27*

10.30 Period 2

11.30 Movement Time

11.35 Period 3

12.35 Lunch *Bell at 13.23*

13.25 Period 4, incorporating PM registration

14.30 Movement Time

14.35 Period 5

15:35 End of school *Bell at 15.35*

The school operates a 2-week timetable Week A and Week B.

Students attending clubs at lunchtime may pre-order paninis or sandwiches by 08.30, using the Civica Eats App, for collection from the outside servery. They may also eat in the bespoke Sixth Form Rectory, the bistro area and dedicated spaces outside.

Term Dates for Students 2023/2024

Autumn Term
Monday 4 September 2023
Wednesday 20 December 2023

Half Term
Monday 23 October 2023
Friday 27 October 2-23

Spring Term
Thursday 4 January 2024
Thursday 28 March 2024

Bank Holiday
Friday 29 March 2024

Half Term
Monday 19 February 2024
Friday 23 February 2024

Summer Term
Monday 15 April 2024
Tuesday 23 July 2024

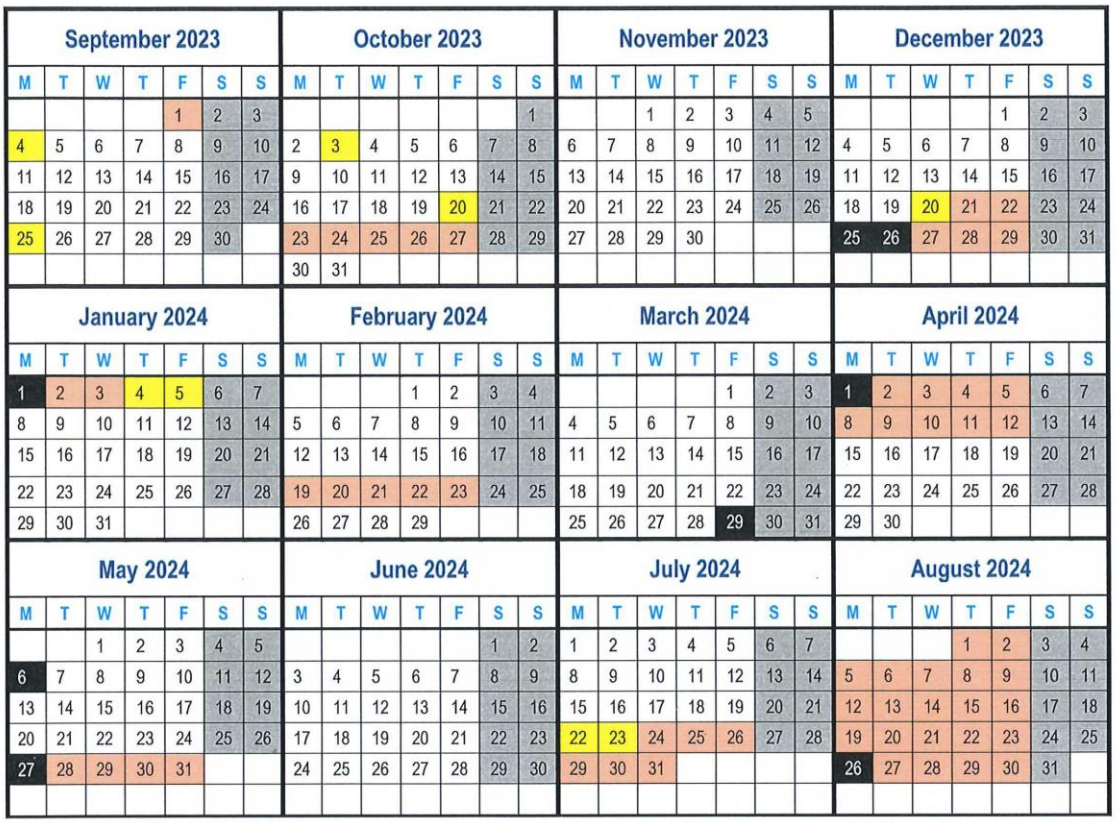
Bank Holiday
Monday 6 May 2024

Half Term
Monday 27 May 2024
Friday 31 May 2024

Non-Pupil Days
Monday 4 September 2023
Monday 25 September 2023
Tuesday 3 October 2023
Friday 20 October 2023
Wednesday 20 December 2023
Thursday 4 January 2024
Friday 5 January 2024
Monday 22 July 2024
Tuesday 23 July 2024

Colchester County High School for Girls

Term and Holiday Dates - Academic Year 2023-2024



= Schooldays = School holidays = Bank holidays

= Weekends = Non-pupil days

Autumn Term:	Monday 4 September 2023 – Wednesday 20 December 2023 *Half Term 23 October – 27 October*	73 days
Spring Term:	Thursday 4 January 2024 – Thursday 28 March 2024 *Half Term 19 February - 23 February*	56 days
Summer Term:	Monday 15 April 2024 – Tuesday 23 July 2024 *Half Term 27 May – 31 May, and May Bank Holiday - 6 May*	66 days
		195 days

The Sixth Form Pastoral Team

Dr Parrott Associate Principal linked with Sixth Form. You can contact her via reception or email office@cchsg.com.

Mrs Hughes Associate Vice Principal: Head of Sixth Form. Mrs Hughes is responsible for the academic and pastoral welfare of students in the Sixth Form and oversees applications to Higher Education and employment. Mrs Hughes oversees the public examinations and admissions to Sixth Form, teaches Religious Studies and Geography in the school and can be found in her office in the Sixth Form area. You can also contact her by email shughes@cchsg.com.

Mr Maulkerson Working alongside Mrs Hughes is an Assistant to the Head of Sixth Form who supports with the academic and pastoral welfare of students in the Sixth Form They also oversee applications to Higher Education and employment.

Mrs Tarrier Pastoral Assistant (Year 8, 12 & 13). Mrs Tarrier can be found in her office. You can also contact her by email at ltarrier@cchsg.com Students may also see our other pastoral assistant, Mrs Ward if Mrs Tarrier is unavailable.

The Designated Safeguarding Lead for the school is Mrs Daniels (DSL) and the Deputy Safeguarding Leads are: Dr Parrott, Mrs Frost, Mrs Hughes, Miss Torr, Mrs Sharp, Mr Kidby, Mr Summers and Miss Wilson.

Useful information for the start of term

Sixth Form Handbook
Students will receive a Sixth Form Handbook at the start of term which will provide further information on life in the Sixth Form at Colchester County High School for Girls.

Sixth Form Planner
Students will be given a Sixth Form planner at the start of the Autumn Term which will contain useful general information and should be used to record homework tasks and track progress in your subjects.

Lunch
Sixth Form students can use the dedicated Bistro Area in the Dining Hall and the Courtyard. Paninis and other hot items can be pre-ordered at break time or before school. There are microwaves and a toaster in the Sixth Form Refectory if students prefer to prepare their own lunch. If students do not have a timetabled lesson or study period in Period 3, students may go to lunch from 12.25 onwards. Hot food purchased from the canteen should be consumed in the Dining Hall/Bistro. Lidded hot drinks may be taken to the Common Room only; hot drinks should not be taken to lessons.

Parking cars/bicycles
Students can park in the Visitors' Car Park next to the school. Students should obtain a free permit from Reception. Please note the permit does not entitle students to a space and there could be occasions when there are not spaces available due to events taking place at school. Students will need to be aware of alternative places in the local area where they can park. All cars are parked at their owner's risk. The gates to the car park will be locked at 17.50.

Students cycling to school must wear a cycle helmet. Bicycles should be placed in the bike rack and a bike lock used. Bicycles must be walked on the school site.

School Transport

If travelling by car students should be dropped off and collected in Norman Way visitor's car park. For safety reasons we ask that cars do not come up to the main school building. The car parks within the school gates are reserved for staff cars only. The speed limit must be observed and cars must be parked in the designated areas only.

The Consortium Transport Office in Chelmsford run contract buses from different destinations. Tickets should be booked via CSSE as soon as possible.

Contact information for advice on transport
Consortium of Selective Schools in Essex transport office 01245 281194 (email address transport@csse.org.uk and website www.csse.org.uk)

Information on Public Transport can be obtained from www.traveline.info

For students travelling by rail, a discounted scheme is in operation from Abellio Greater Anglia when purchasing a season ticket. www.greenrailtravel.co.uk/index.html

Education and Skills Funding Agency Bursary Fund (EFSA)

The Bursary Fund aims to support students who face the greatest financial barriers to continuing in education post-16. The letter contained in the induction pack contains full details of how to apply for a bursary. The deadline for applying for a bursary is Friday 15 September 2023.

Sixth Form School Procedures

School rules are kept to the minimum. Sixth Form students are expected to show consideration for the community in which they work and be self-disciplined. Guidance on school procedures is given below:

1. Students in Year 12 – 13 must wear their ID school and door entry card at all times. Students in Year 12 – 13 should use their door entry card to gain access to the school. Entrance to school in the morning should be via the Sixth form entrance only.

2. School Reception is staffed from 08.00 until 16.00.

3. Absences should be reported daily by a parent on the dedicated absence line via the school phone number 01206 576973 by 08.30, and followed by a written absence note, or a note sent via Parent Gateway App on their return.

4. Students should aim for 100% attendance in order to maximise their time in the Sixth Form and give them the opportunity for the best possible outcomes. Absence and punctuality is rigorously tracked and monitored.

5. If students are late for either morning or Period 4 registration, they must sign in at Reception. Students are expected to be in their form room or Assembly by 08.45. Registers are taken in lessons including timetable study support periods. Persistent lateness will result in school sanctions.

6. Leave of absence is only granted in exceptional circumstances. If students need to leave the premises during the school day for lunchtime, they must sign out at Reception. A note given, in advance, to the Attendance Officer should accompany all other absences or reasons for leaving the site. Requests for leave of absence for University visits (limited to two per academic year are authorised) should be made on the appropriate form available from the Main Office.

7. A student who is unwell must not use their mobile phone in order to ring home. They must report to reception so we can make sure parents are aware and give permission. All emergency calls to/from parents to a student must go through the Main Office/Reception.

8. If students in Year 12 – 13 need to be present in the building after the end of the school day they must notify the Head of Sixth Form or the Assistant to the Head of Sixth Form to indicate they will be staying in the Resources Room, no later than 16.30.

9. For safety reasons no student may bring an aerosol to school. Cigarettes and associated items, e-cigarettes, vapes, alcohol, illegal substances, pornographic materials, sharp items and offensive weapons are strictly forbidden. Prescription and over the counter medications such as, paracetamol needs to be declared to the pastoral team if bought into school.

10. Many students have long journeys to school that are made safer by the possession of a mobile phone. For this reason only, mobile phones may be brought to school. All emergency calls must go through the school office during the school day. Mobile phones are brought into school at students' own risk. Year 12 – 13 students may use the mobile phone privilege of using it in the Sixth Form Common Room area only. If mobile phones are used inappropriately the school reserves the right to confiscate the phone for the rest of the day. Mobile phones should not be used in the Dining Hall/Sixth Form Patio at break or lunchtime.

11. The Sixth Form Study Room is a silent working area; food and drink are not permitted. Please respect the procedures for quiet study in this area.

Dress Code

We expect the standard of dress to reflect the Sixth Form students' positions of responsibility within the school. It should reflect a smart style and we expect Year 12 and 13 students to set a positive example to the younger students in Years 7-11 who wear a smart uniform.

Our students must wear smart style standard of dress which consists of a two/three piece suit which may include:

- A tailored skirt and tailored jacket
- Tailored trousers and tailored jacket
- A smart shirt or blouse
- A smart tailored dress with a tailored jacket
- Smart closed-toe shoes or boots (with a low heel for health and safety reasons)
- Fine or opaque non-patterned tights
- Discreet jewellery and make-up
- Hair styles and colour should be appropriate for school

Skirts and dresses must be of an acceptable length with the minimum of just above the knee.
A smart cardigan may be worn under a jacket.

The following are not considered suits and therefore not acceptable:

- Leggings or jeggings; combat, cargo or chino trousers
- Trousers made of a jean type material, or jean style (i.e. with 5 pockets) of any colour
- Denim, leather or leather look are not allowed in any form i.e. jeans, skirts, shirts or jackets
- Skin tight skirts or trousers
- Polo Shirts or T shirts
- Hoodies or sweatshirts
- Clothing considered revealing e.g. transparent fabrics, strappy or low cut tops
- Clothing that exposes the midriffs, underwear or back areas, off the shoulder or cut out shoulders

Additional non-acceptable accessories or styles:

- Hats
- Trainers, canvas, converse or flimsy footwear (including flip flops). No 'Ugg-style' boots
- Unnatural or unnatural combinations of hair colour or extreme hair colour.
- Lip, nose and tongue piercings: multiple ear piercings: visible tattoos.

Outdoor coats and scarves may not be worn inside the school building.

For PE/Sport activities students should follow the dress code advised by the PE Department.

Students not adhering to the dress code will be followed up, alternative items provided, or students may be sent home to change.

In cases where there is uncertainty, decisions will be at the discretion of the Head of Sixth Form, Assistant to the Head of Sixth Form, the Pastoral Assistant or a member of the Senior Leadership Team.

Sixth Form ID Cards must be worn at all times.

Attendance

We believe that good attendance and punctuality are key areas in contributing to academic achievement and success. Our expectation is that students will attend school every day that the school is open for students.

The majority of our students achieve at least 97% attendance, therefore we will be actively monitoring and following up with parents our concerns when a student's attendance falls below this. Students absent from school for whatever reason are expected to catch up missed work and homework as soon as possible after their return.

Parents should call the school absence line on 01206 576973 option 2, to report an absence by 08.30. The reason for absence must be given.

All absences must be explained. For absence of three days or less due to illness, a note is brought to the School Office on the first day of return or a note sent via Parent Gateway. For absences of more than three days a letter should be sent to the School Office on the third day or on their return to school. In order to be sure of the identification of the signature, we regret that we cannot accept an e-mail as an alternative to a handwritten absence note. In order to reassure you about your child's safe arrival in school and in order to reassure us that everyone who set out for school has arrived we operate the following system and would be grateful for your co-operation. When absence from school is for a pre-arranged appointment, a note/call/email should be sent to the Office as soon as the appointment is known, outlining the reason for the absence. If a short notice medical appointment is required, please leave a message on the dedicated attendance line and send your daughter in with a letter to confirm.

Requests for University Open Days (2 authorised per academic year in school time) should be made by completing a Leave of Absence Form, collected from the school office, and returning to the Office.

For known absences other than illness, permission in advance should be sought from the Head of Sixth Form via the Attendance Officer, by completing a Leave of Absence request form. Leave of absences other than for University interviews will only be granted in exceptional circumstances and are considered on a case by case basis in conjunction with the students' attendance records.

When absence is unpredictable, please ring the School Attendance Line 01206 576973 between 08:00 – 08:30 so that a message may be given to the tutor at registration. If a student is absent and we have not received an explanation, we will contact home to discover their whereabouts. It is therefore important that we have up to date telephone and emergency telephone numbers. For this reason we ask for two emergency contacts.

All emergency messages must go through the school office. In the event of a student feeling ill during the day the student should go to the school office. Sixth Form students must not sign out, except for lunch, without speaking to someone first. The office will ring home if it is felt to be necessary. We regret that we do not have sufficient office staff to cope with taking non-urgent messages for students.

Clarification of the school's policy on term-time holidays

Taking your child out of school during term time could be detrimental to their educational progress.

- Parents/carers are expected to arrange family holidays within the 14 weeks official school holiday.
- The school is unable to authorise any holidays taken in school time (Education (Pupil Registration) (England) (Amendment) Regulations 2013, amended Regulation 7). Requests for leave of absence will not normally be granted except in exceptional circumstances. Holidays taken without the school's permission or if the student fails to return on the agreed date will mean absence is unauthorised (truancy). The school has the right to request the issue of a Fixed Penalty Notice (£120 or £60 if paid within 21days) to each parent from the Missing Education and Child Employment Service if a leave of absence is taken without permission.
- Family celebrations which are arranged to fall within term time are not unavoidable exceptional circumstances.
- The deliberate taking of a holiday in term time without/against school permission (where it can be clearly demonstrated that the parent/carer understood that permission had not/would not be given) and where this has created a period of unauthorised absence in the current term of at least 10 sessions or 6 sessions at the start of the Autumn Term, parents may be liable to a fixed penalty notice.
- If a student fails to return within ten school days of the agreed return date, and there is not good reason for this absence, the school, in discussion with the Missing Education and Child Employment Service (MECES), may remove the student's name from the school roll.

Punctuality

Students are expected to be in school, in their form room by 08.45. Poor punctuality is unacceptable and therefore we expect students to be on time for registration, assemblies and lessons. Sanctions will be applied for persistent lateness in accordance with the school, Behaviour, Sanctions and Rewards Policy. It is important that students sign in (when registration has been missed) and sign out when leaving e.g. for medical appointments.

Administration fee

During the next two years, our Sixth Form students will hopefully be making the most of the opportunities and facilities/resources we provide.

Students will be provided with a locker (padlock not supplied by school) and a Sixth Form Student Planner for each year. Students are responsible for their own possessions and valuable items should be kept in a locked locker. To cover the costs associated with the above, a small charge of £35.00 is levied.

If your child is successful in gaining a place in our Sixth Form, please can the administration fee be made via ParentPay (a ParentPay activation letter will be sent to you in September if you are not already on our system) after the start of term and by the end of September.

This charge is permitted under the Education Reform Act. In case of genuine hardship please contact the Associate Principal, Mrs Frost in confidence.

New Opportunities

The Sixth Form offers a range of opportunities for students to enjoy their time in post-16 education as well as to develop skills that will help equip them for life at university and the world of work. These opportunities include:

Form Prefect

The primary aim of the Form Prefect is to promote the ethos of the School and the Sixth Form whilst supporting and assisting the Form Tutor of a Year 7-10 form group on a weekly basis. Form prefects spend Friday form time with the younger students.

Form Prefects work with the Form Tutor to coordinate an appropriate range of relevant activities such as:

- assistance with the organisation of form and school charity events
- planning and coordination of assemblies
- preparing and leading topical discussions, possibly linked to current PSHCE programme
- arranging quizzes and other similar events
- offering peer support and advice on academic and social issues
- offering advice on life in the Sixth Form and its related activities
- assisting Form Tutors with the monitoring of school uniform

Subject Prefect

The primary aim of the Sixth Form Subject Prefect is to promote the ethos of the School and the Sixth Form. This should be done in consultation with the departments to coordinate an appropriate range of relevant activities such as:

- assisting with the support of students in a subject area
- offering advice on learning strategies and revision methods
- supporting the teacher by working with lower school students in subject lessons

Student Voice group

Representatives for Year 12 on the Student Voice group are nominated at the start of the academic year. Any member of Year 12 can stand for election. Members of the Head Student Team from Year 13 automatically attend Student Voice.

Head Student Team

The Head Student Team are ambassadors for the school. They represent the school in the local community and the Sixth Form within the school community. They work closely with members of the Senior Leadership Team. The Head Student Team is established by the end of Year 12.

Extra-curricular activities

Listed below are some of the activities available in the Sixth Form. ***Alternatively Sixth Form Students may wish to form your own.***

- Interact
- Amnesty International
- Oxbridge Group
- MED SOC
- VET SOC
- Debating Society/Juniors
- Christian Union
- Psychology Society
- European Youth Parliament
- Afro Caribbean Society
- Gay Straight Alliance
- Computing Club
- Drama Club and Productions
- Young Enterprise
- Chess Club
- KILT – School Newspaper
- Law Society
- History and Politics Society
- South Asian Society
- FemSoc

Music

- Senior Choir and Auditioned Chamber Choir
- Rock and Pop Choir
- Chamber Music Groups
- Wind Band
- Guitar Ensemble
- Flute Choir
- Junior Orchestra (below grade 5)
- Senior Orchestra (Grade 5 and above)

Sports Clubs

- Football
- Netball
- Fitness classes including yoga, zumba and aerobics
- Hockey
- Tennis
- Swimming
- Boot Camp
- Running Club
- Trampolining
- Dance

Many students also organise clubs/activities for younger students e.g. Art Club, Debating Society, Maths π Club, Music clubs and activities.

We would encourage all students to make the most of the opportunities in the Sixth Form.

Sixth Form Home/School Agreement

The Parent(s)/Carers

I shall:

- ensure that my child attends school regularly and on time;
- recognise the need to limit absences;
- let the school know about any concerns or problems that might affect my child's work, behaviour, or well-being;
- ensure my child can be collected in a timely manner (within one hour) should the school telephone requesting their collection;
- support the school's policies including the guidelines for behaviour and uniform;
- support my child in homework and other opportunities for home learning;
- attend parents' meetings and discussions about my child's progress;
- get to know about my child's life at the school.

Signature _____**Signature** _____

The School

The school will:

- provide the highest possible quality of education for your child within its resources;
- provide a balanced curriculum and meet the individual needs of your child;
- foster an enquiring mind and an enjoyment of learning;
- care for your child's safety and happiness;
- ensure that your child achieves their full potential within the school community and develops the confidence to take their success into adult life;
- set and mark homework regularly;
- keep you informed about your child's progress;
- keep you informed about school activities and invite you to become involved in the school community.

Signature _____ **Executive Principal**

The Student

I shall:

- attend school regularly and on time, and be punctual to lessons;
- be courteous, caring and considerate towards all other people within the school;
- take pride in my work, complete it to the best of my ability, and meet deadlines set;
- observe the standards of behaviour and dress which permit the school to function as a community, following the School code of conduct and School procedures at all times.
- act as a suitable role model for other students in the school.

Signature _____ **Name** _____
(please sign the separate copy and return to the office)

Student ICT Acceptable Use Policy

Computing Facilities
Students are encouraged to make use of the school computing facilities for educational purposes. All students are expected to be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.

Due to high demand for computer facilities at lunchtimes, use of computers at this time must be restricted to schoolwork only. Students must not be in ICT rooms after school unless supervised by a member of staff.

Students can access the school's email by either visiting the school website or by going to https://mail.cchsg.com/owa. To access any resources, students must go to the school website and access these through SharePoint.

Logging On and Security

- Students are responsible for the protection of their own network logon accounts and must not divulge passwords to anyone.
- Students must not log on as someone else, nor use a computer which has been logged on by someone else. Students should also log off when leaving a workstation, even for a short time.
- Any attempts to access, corrupt or destroy others users' data, or compromise the privacy of others in anyway, using any technology is unacceptable.
- Computer storage areas are accessible by ICT staff who may review your files, communications and computer usage to ensure that you are using the system responsibly.

(See Mr Nachman, e-Safety Coordinator or e-Safety Policy on the school website if further clarification is required)

Use of the Network and Computer Facilities
All users must take responsibility for their own use of new technologies, including BYOD devices, making sure they use the technology safely, responsibly and legally. It is not acceptable to knowingly:

- Access, download, create, store or transmit material which is indecent or obscene, or material which could cause annoyance, offence, distress or anxiety to any other student or member of the school community, or is bullying or harassing in nature, or material which infringes copyright, or material which is unlawful. This will result in action being taken, according to the School Behaviour Policy.
- Download or install programs to a school owned computer or a BYOD.
- Introduce a virus, or malicious code.
- Bypass network and systems security, breach technical safeguards or conceal network identities.
- Access another student's account.
- Gain access to an unauthorized area or system.
- Use any form of hacking or cracking software / system.
- Use any applications or services to bring the school or its members into disrepute.
- Engage in activities which damage resources, waste teaching or technical support time or use the network resources in such a way so as to diminish the service for other network users.

(See e-Safety Coordinator or e-Safety Policy if further clarification is required)

Students have a responsibility to report any known misuses of technology including the unacceptable behaviour of others.

Students have a duty to report failings in technical safeguards which may become apparent when using systems and services.

Students must not eat or drink in a designated computer room or near any computer equipment, including a personal device.

Use of the Internet
Filtering software is used on the school network to prevent access to inappropriate internet sites, and to protect the computer systems. Students should be aware that the school logs all Internet use.

- The use of public chat rooms is not allowed.
- The use of social networking and video websites is not allowed unless used for educational purposes and approved by the class teacher and/or the e-Safety Coordinator
- Students should not copy (plagiarise) and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards.
- Students should ensure that they are not breaking copyright restrictions when copying and using material from the internet.
- Students must not reveal their own or another student's personal information such as name, address, telephone number, email address or school name over the internet.

(See e-Safety Policy if further clarification is required)

Use of Email
All users should understand that network activity and online communications are monitored, including any personal and private communications made via the school network.

- Student email accounts are primarily for communication between students and teachers in relation to schoolwork.
- Students are not allowed to use email during lessons without the teacher's permission.
- If a student receives an e-mail from an unknown person, or which is offensive or upsetting, the relevant teacher or a member of the ICT technical staff should be contacted. Do not delete the email in question until the matter has been investigated.
- The sending / forwarding of chain e-mails are not allowed.
- The sending of a large number of multiple e-mails is acceptable only for good reason. Before doing so, the student must obtain permission from the e-Safety Coordinator, Mr Nachman, or Network Manager, Mr Atkinson.
- Students must not open attachments from senders they do not recognise, or that look suspicious.
- Students should periodically delete unwanted sent and received e-mails.
- Students may only use the e-mail accounts set up by the School. The use of e-mail facilities such as Hotmail and MSN instant messaging must only be used with permission from the e-Safety coordinator or Network Manager.
- Students should not use their school email address for signing up to any online accounts, or share their email address with persons/organisations not associated with the school without permission from the e-Safety Coordinator or the IT Manager.

(See e-Safety Coordinator, Mr Nachman, or e-Safety Policy on the school website if further clarification is required).

Use of Online/Distanced Learning programmes – Teams

When using an online learning platform such as Microsoft Teams, the following should apply:

- Every Team should have 2 members of staff
- Students should ensure that they have permission from their parents to participate in live streaming of lessons at CCHSG. Their parents should have signed the Live streaming consent declaration. No permission - No live stream
- Students should follow the clear ground rules any particular Team (e.g. no speaking over each other, offering rude or silly comments, using it as a private messaging service, sharing personal details).
- Students should not record, re-produce or re-distribute materials from the live stream, including taking screen shots. They will be removed from the Team immediately if found doing so and sanctioned using the school's Behaviour, Rewards and Sanctions Policy
- All members of the Team who participate in live streaming do so in a neutral area, (ie, not in a bedroom or bathroom). Microsoft Teams has the capability to blur or neutralise a background should the user wish.
- Members of the Team should not disclose personal information to anyone in the stream; such as their location, date of birth or phone number to anyone on the livestream, these should always be kept private. School-allocated email addresses are the only email addresses to be used. Usernames and passwords should never be shared.
- Team members do not have to be visible –audio participation only is also acceptable.
- All members of the Team are dressed appropriately (i.e. follows the school's normal non-uniform day dress code)
- Teams should not be used on a one to one basis between staff and students. Remote learning on a one to one basis is not appropriate.
- If students are concerned or suspicious about any activity on Teams, they should report it to their Year Leader.

Personal Laptops / Computers

Personal laptops/computers and hand-held devices are only allowed in school with written permission from the Year Leader who will specify the times when they can be used. Connection to the school's network is only granted with permission from IT Manager following discussion with the Senior Leadership Team.

Privacy and Personal Protection

- Students must at all times respect the privacy of other students and members of staff; this includes not taking photographs, video or sound recordings.
- Students should not forward private messages without permission from the original sender.
- Students should not supply personal information about themselves or others, on any type of websites or within email.
- People you contact on the internet are not always who they seem, therefore, students must not attempt to arrange meetings with anyone met via a website or email.
- When using social media students must keep all information about school private; especially naming which school is attended.
- Students must not upload any pictures or videos taken in school or that show school uniform to <u>any</u> social media sites including Facebook, YouTube, Instagram, WhatsApp or Snapchat
- Students should realise that the school has a right to access personal folders on the Network and/or confiscate personal technologies such as mobile phones. Privacy will be respected unless unacceptable use is suspected.

Disciplinary Procedures
Violation of this ICT Acceptable Use Policy may result in a temporary or permanent ban on network use. Additional disciplinary action may be taken in line with the School Behaviour, Sanctions and Rewards Policy. Where appropriate, police may be involved or other legal action taken. (See e-Safety Policy for further details)

ICT Services
Any problems or faulty equipment should be reported to a teacher or ICT technician immediately. Students should not attempt to repair equipment themselves.

Once you have read the above information, please sign the ICT Policy slip to confirm you have read and understood the above and agree to uphold the standards outlined within these guidelines and the e-safety Policy. Only once it has been signed and returned will access to the school computer network be permitted.

Sixth Form Information Booklet

Additional Information for Parents

Biometric - Parents Information

Colchester County High School for Girls operates a cashless catering system. This system allows us to provide a more efficient, faster and ultimately better quality of service in the school dining hall.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

There will be two payment options available to you – **online payments (this is the school preferred option), or coin and note payments at the revaluation pay-point in school**. Online payments are made through ParentPay. To access ParentPay you will be issued with a letter providing you with your logon details and a password. This will be issued at a later date.

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. When you pay money into your child's account the money is transferred into 'My Account', this works as a holding account. Parents need to press the icon for their child and a box appears saying 'view details and pay', a payment box then comes up and you can transfer money from 'My Account' into your child's lunch account.

A daily 'spend limit' of £10 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the Catering Manager, Mr Gosling.

The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their Fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with use of the cashless till system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taking from your child's fingerprint is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

(a) the school/college cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
(b) the school/college must ensure that the information is stored securely;
(c) the school/college must tell you what it intends to do with the information;
(d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Civica.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school/college cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school/college is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete an agreement form. If you choose not to have your child registered on the Biometric System a 4-digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

For further information on the Cashless Catering System please visit Civica's website at the following address:

https://www.civica.com/en-gb/product-pages/cashless-catering/
Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:
Department for Education's *'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff*':
http://www.education.gov.uk/schools/adminandfinance/schooladmin.
ICO guide to data protection for organisations: Guide to data protection | ICO
ICO guidance on data protection for education establishments: Education | ICO.

Information for Parents Regarding Student Data

Colchester County High School for Girls is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you and your child from her previous school and the Learning Records Service.

We hold this personal data and use it to:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) to assess the quality of our services
e) to keep children safe (food allergies, or emergency contact details)
f) to meet the statutory duties placed upon us by the Department for Education

The categories of student information that we process include:

a) personal identifiers and contacts (such as name, unique pupil number, contact details and address)
b) characteristics (such as ethnicity, language, and free school meal eligibility)
c) safeguarding information (such as court orders and professional involvement)
d) special educational needs (including the needs and ranking)
e) medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
f) attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
g) assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
h) behavioural information (such as exclusions and any relevant alternative provision put in place)
i) trips and activities information
j) catering and biometric data

This list is not exhaustive, to access the current list of categories of information we process please see www.cchsg.com/privacy-notices/ and our current privacy notice and the lawful bases we rely on for processing student information.

We will not give information about you or your child 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 (LA) and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please see our website www.cchsg.com or contact the school. A copy of the school's Data Protection Act Policy and Privacy notices which contains further information, can be obtained from our website at www.cchsg.com.

If you require more information about how the LA and/or DfE store and use your information please go to the following page on the Essex County Council website http://www.essex.gov.uk/education-schools/schools/delivering-education-essex/Privacy-policies-pupil-data/Pages/Default.aspx.

Youth Support Services

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

This enables them to provide services as follows:

- **youth support services**
- **careers advisers**

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 16.

Students 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 advisors**

A child/student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services for young people, please visit our local authority website.

Personal, Social, Health, Citizenship and Economic (PSHCE)

During the students' time at CCHSG in every year they will study Relationships and Sex Education (RSE) as part of our Personal, Social, Health, Citizenship and Economic (PSHCE) education programme.

If you decide that you **would <u>not</u>** like your child to be involved with the school's delivery of the sex education aspect of this topic, then please notify the school in writing. Students aged 15 and over can opt into Sex Education lessons for themselves.

Student Wellbeing

Student wellbeing is an important aspect of school life. The Form Tutor is the first point of contact for students who are struggling; the Form Tutor sees the student every day for 15 minutes during morning registration. The Head of Sixth Form, Assistant to the Head of Sixth Form and Pastoral Assistant are available to deal with issues which the Form Tutor feels are more serious. Students are welcome to visit the Pastoral Office if they need to talk or seek assistance.

Student Wellbeing Ambassadors (across year groups) also run drop in sessions for students who wish to discuss matters with a peer. Any serious issues are brought to the attention of supervising staff.

The NHS allocated School Nurse is available at a weekly drop in for Students. The School employs a School Counsellor who is available to see Students by referral from the Year Leader. Occasionally Students need to be referred to external agencies such as GP or Emotional Wellbeing and Mental Health services following consultation with Parents.
The bespoke Wellness Spaces are available at all times during the school day, for students to use as required.