

Colchester County High School for
Girls Sixth Form



Parental Handbook
2022-2024

| Contents | | Page No. |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1 | Aims of the Sixth Form | 2 |
| 2 | Welcome messages | 2 |
| 3 | Introduction to the key people your child will be working with Student support | 3 |
| 4 | Term dates | 5 |
| 5 | The Sixth Form year | 6 |
| 6 | Sixth Form Studies <ul style="list-style-type: none"> ● Curriculum Entitlement ● Target setting, Progress Reviews and reporting ● Course change procedures | 6/7 |
| 7 | Life in the Sixth Form | |
| | i) New opportunities <ul style="list-style-type: none"> ● Form Prefects ● Subject Prefects ● Head Student Team ● Student Voice ● Extra-curricular Activities ● Work Experience | 7 |
| | ii) Day-to-day routines <ul style="list-style-type: none"> ● Student Wellbeing ● Facilities ● Physical Education ● Study support lessons ● Music lessons ● Dress code ● Attendance ● Holidays ● Administration Fee ● Off site times ● ID and door entry cards ● Mobile phones ● Illness during the day ● Text books ● Lunch ● PSHCE ● Parking cars/bicycles ● Communication ● Assemblies ● Part time work ● School closure ● Education Funding Agency Bursary Fund | 9 |
| 8 | Examinations | 17 |
| 9 | Careers | 17 |
| 10 | The Sixth Form Learning Agreement | 21 |

1. Aims of the Sixth Form

The Sixth Form provides an environment in which everyone is valued and can fulfil their potential. Emphasis is placed on high academic performance, individual initiative, awareness of the world outside and the capacity to work with other people.

2. Welcome messages

Welcome from Mrs Marshall, Executive Principal and CEO of Alpha Trust

It is my great privilege to welcome all students to our Sixth Form community. We have an excellent academic reputation; the standards of teaching and learning are very high, and we expect Sixth Form students to work hard and take increasing responsibility for their learning.

The teachers at CCHSG are extremely dedicated and willingly give up their own time to support students. Your child has an amazing opportunity to study, in depth, subjects she enjoys.

This is your child's Sixth Form. Sixth Form students are really valued in this school. If you or your child has any ideas about new developments for the Sixth Form, we would like to know and where possible and appropriate, we will find funding.

Welcome from Mrs Hughes

I am delighted to welcome your child to the Sixth Form at Colchester County High School for Girls. I hope that your child enjoys delving deeper into her chosen subjects and that she takes the very many opportunities that will come her way over the course of her studies. We will support your child as they take increased responsibility for her own learning and look forward to seeing her taking the opportunities to fulfil her potential. As a Sixth Former we expect students to have a responsible approach to her studies and as a consequence we have very few rules. The purpose of this handbook is to provide you with some general information about our Sixth Form, to clarify our expectations of your child as they study with us and also to outline the support your child should expect from us.

I am very keen to hear feedback from you and your child about their experiences of our Sixth Form. Student's views can be heard through the Student Voice group, direct discussion with me or a member of the tutor team, or via student questionnaires. You can let us know your views via the feedback form on your child's report, Parent Consultation Evenings or by contacting me directly.

I look forward to working with you and your child during the next two years.

3. Introduction to the key people linked with Sixth Form and your child

The Sixth Form Pastoral Team

Dr Parrott Associate Principal

Dr Parrott is responsible for the school's curriculum and data. Dr Parrott is linked with the Sixth Form and can be contacted via 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 Holdsworth Assistant to the Head of Sixth Form.

Mr Holdsworth supports with the academic and pastoral welfare of students in the Sixth Form and supports applications to Higher Education and employment. He teaches Geography in the school and can be found in his office in the Sixth Form area. You can also contact him by email mholdsworth@cchsg.com

Mrs Tarrier Pastoral Assistant (Year 8, 12 & 13).

Mrs Tarrier can be found in her office. You can also contact her by email ltarrier@cchsg.com Students may also see our other pastoral assistants, Mrs Stinson and 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, Mr Muldoon. Deputy DSLs also include Mr Holdsworth, Mr Kidby and Miss Seager.

The Year 12 Tutor Team

Introducing the tutor team:

| | | |
|-----|------------------|------------------------------------------------------------|
| 12C | Miss Withers | bwithers@cchsg.com |
| 12O | Miss Barrett | cbarrett@cchsg.com |
| 12L | Mr Paz | ipaz@cchsg.com |
| 12H | Mrs Cudmore-Rice | mcudmore@cchsg.com |
| 12E | Dr Martin | imartin@cchsg.com |
| 12S | Mr Summers | msummers@cchsg.com |
| 12T | Mrs M Ukwatte | mukwatte@cchsg.com |
| 12T | Mrs Cozier | kcozier@cchsg.com |

Student support

The Associate Vice Principal (Head of Sixth Form) Mrs Hughes, Assistant to the Head of Sixth Form Mr Holdsworth, the Pastoral Assistant, Mrs Tarrier and the tutor team will work together in order to provide support for students as they progress through A Levels and applications for either Higher Education, apprenticeships or employment. Sixth Form tutors will oversee student academic, social and general wellbeing and can offer advice on life in the Sixth Form and career plans. Students

will participate in regular one-to-one discussions with their tutor. Mrs Hughes and Mr Holdsworth are available to any sixth former who wishes to discuss personal or academic concerns, ambitions or ideas, whilst subject staff are also a valuable source of help on many points.

Careers advice is readily available throughout the Sixth Form from our impartial Careers Advisor Mr Neil Hammond, Mrs Hughes, Mr Holdsworth and their tutor. Appointments with Mr Hammond can be requested by signing up on the sheets with Mrs Tarrier, Upper School Pastoral Assistant. Mrs Tarrier's office is located on the First Floor.

4. Term Dates for Students 2022/2023

Colchester County High School for Girls Academic Year 2022-2023

| September 2022 | | | | | | | October 2022 | | | | | | | November 2022 | | | | | | | December 2022 | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | 1 | 2 | 3 | 4 | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | | 31 | | | | | | | | | | | | | | | | | | | | |
| January 2023 | | | | | | | February 2023 | | | | | | | March 2023 | | | | | | | April 2023 | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 2023 | | | | | | | June 2023 | | | | | | | July 2023 | | | | | | | August 2023 | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | |

= Schooldays
 = School holidays
 = Bank holidays
 = Weekends
 = Non Pupil Days

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

| | | |
|---------------------|--------------------------------------------------------------------------------------------------------------|-----------------|
| Autumn Term: | Thursday 1 September 2022 – Tuesday 20 December 2022 <i>Half Term 24 October – 28 October</i> | 74 days |
| Spring Term: | Thursday 5 January 2023 – Friday 31 March 2023 <i>Half Term 13 February - 17 February</i> | 57 days |
| Summer Term: | Monday 17 April 2023 – Friday 21 July 2023 <i>Half Term 29 May – 2 June, and May Bank Holiday - 1 May</i> | 64 days |
| | | <u>195 days</u> |

Please note:
The above dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies.
You are strongly advised to check with your child's school before making any holiday or other commitments.

Autumn Term

Thursday 1 September 2022
Thursday 20 December 2022

Half Term

Monday 24 October 2022
Friday 28 October 2022

Spring Term

Thursday 5 January 2023
Friday 31 March 2023

Half Term

Monday 13 February 2023
Friday 18 February 2023

Summer Term

Monday 17 April 2023
Friday 21 July 2023

Half Term

Monday 29 May 2023
Friday 2 June 2023

Bank Holidays

Monday 1 May 2023

Non-Pupil Days

Thursday 1 September 2022
Friday 2 September 2022
Thursday 20 October 2022
Friday 21 October 2022
Monday 19 December 2022
Tuesday 20 December 2022

Wednesday 19 July 2023
Thursday 20 July 2023
Friday 21 July 2023

5. The Sixth Form year

Induction which includes a MADE training workshop on study skills
Individual and whole school photographs
Y12 Information Evening
School Target Grades issued
Y12 students will be invited to breakfast with Mrs Marshall and other members of the Senior Leadership Team.
EFA Bursary application deadline
Foodbank collection
Sixth Form Open Evening for Year 11 students
Forward Thinking Day – Year 12 will be off timetable all day
Progress Check 1 subject discussions
Parent Consultation Evening 16.15-19.00
Whole school end of term celebrations and last day of term
Internal Assessments
Progress Check 2 subject discussions
Report Reading
Higher Education Evening
Internal Assessments (Summer)
Wellness Day

6. Sixth Form Studies

Curriculum Entitlement

Year 12 students can select three of four A Level subjects. Progression into Year 13 following internal assessments at the end of Year 12 is not automatic and is dependent on a satisfactory performance in these examinations, and an acceptable level of attendance.

Students may request to reduce their Curriculum to three A Level subjects after one of the formal internal assessment points in Year 12 or by the end of September in Year 13 if they start on four A Levels.

Year 12 Target setting, Progress Reviews and reporting

Target setting.

We use Alps (A Level Performance Systems) which is a nationally recognised system established over twenty years ago. Alps provide minimum target grades based on their average GCSE score and target grades are based on the 75th percentile.

Year 12 Progress Check 1 is sent home in the Autumn term. Students will have one to one discussions with their subject teachers about their progress and a review of their current Working At Grade (WAG). Year 12 Parent Consultation Evening takes place in the Autumn term. Internal Assessment results sent home in the Spring term and Progress Check 2 subject discussions follow. Students will have one to one discussions with their subject teachers about their progress and a review of their current working at grade (WAG).

Full written reports are issued.

Summer Internal Assessments results sent home before the end of the Summer Term.

A Level predicted grades issued based on overall performance.

Course change procedures

If a student decides to change any of their A Level subjects they will need to discuss this with Mrs Hughes. Changes must be completed by the end of September as any later would mean that they would have missed too much work of the course they would wish to opt into. Changes will only be possible subject to group size and timetabling.

7. Life in the Sixth Form

i) Timing within the School Day

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 (including 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.

Lunchtime arrangements for accessing the canteen service are on a rotational basis. Students attending clubs at lunchtime may pre-order paninis or sandwiches by 08.30 using the link on the student weekly bulletin for collection from the outside servery.

i) 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:

- **Becoming a Form Prefect**

The primary aim of the Form Prefect is to promote the ethos of the School & 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 working and supporting students in Key Stage 3 and 4. Potential Form Prefects will be invited to apply for the position in September.

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
- 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

- **Becoming a Subject Prefect**

The primary aim of the Sixth Form Subject Prefect is to promote the ethos of the School & 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 the specific subject area
- offering advice on learning strategies and revision methods
- supporting the teacher by working with lower school students in subject lessons

- **Becoming Head Student**

The two Head students 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 the Senior Leadership Team. At the end of Year 12 elections are held and any member of Year 12 can stand for nomination. Students from Years 11 and 12 and staff are eligible to vote.

- **Becoming a member of the 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.

- **Getting involved with extra-curricular activities**

Listed below are some of the activities available in the Sixth Form. Students are encouraged to form their own clubs and societies.

Boxing
Amnesty International
MED SOC
Debating Society
Psychology Society
Young Enterprise
Law Society
GSA (LGBTQ+)

Interact
English Oxbridge Club
VET SOC
FemSoc
Drama Club and productions
English Club/Literature Girls
History and Politics Society
ACS (African Caribbean Society)

Music

Senior Choir and Auditioned Chamber Choir
Chamber Music Groups
Guitar Ensemble,
Junior Orchestra (below grade 5)

Rock and Pop Choir
Wind Band,
Flute Choir
Senior Orchestra (Grade 5 and above)

Sports Clubs

| | | | |
|----------|---------|-------|--------|
| Football | Netball | Dance | Hockey |
|----------|---------|-------|--------|

Fitness classes including yoga, zumba and aerobics

| | | |
|--------------|--------------|----------|
| Tennis | Lacrosse | Swimming |
| Running club | Trampolining | |

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

Work experience

We encourage students to obtain work experience that allows them to gain an insight into their potential career. Admissions Tutors for courses such as teaching, Medicine, Physiotherapy and Veterinary Science, amongst others, will expect students to have gained a variety of work experience prior to making an application to Universities. Where possible, work experience should be arranged during school holidays or in “off site” times, however, there may be occasions where this is not possible. Students will need to see Mrs Hughes if they need to arrange work experience where they would need to miss lessons.

ii) Day-to-day

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 students every day for 20 minutes during morning registration. Mrs Hughes, Mr Holdsworth and Mrs Tarrier 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. Additionally, the School employs a School Counsellor who is available to see Students by referral from the Year Leader. CCHSG formally welcome colleagues from the WARMS Team (Wellbeing and Resilience Mental Health Service) who offer help and support during school and can assist in supporting students may 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.

Facilities

The **Sixth Form Common Room** is available for the exclusive use of the Sixth Form throughout the day.

In the **Sixth Form Refectory** there are facilities for making hot drinks, snacks. There are also two microwaves and a fridge.

The **Sixth Form Resources Area**, which is an area for quiet study providing access to computers which is reserved for the sole use of the Sixth Form.

The **Bistro Area** of the Dining Room and **Patio** is for the exclusive use for Sixth Form students and can be used as study areas throughout the day.

Sixth Formers have access to the resources of the **School Library** and use the Library as a pleasant and convenient silent working area.

Students will be given a password and username to enable them to access the **ICT facilities**. Students will sign and agreed to the ICT Acceptable Use guidelines for the use of the ICT system.

In addition to the computers in the Sixth Form Resources Area and the Sixth Form Common Room there are computers they can use in the main school which they can access at break and at lunchtime. These computers are located in T4, T7 and T17.

Physical Education

In response to requests from Sixth Form students we have timetabled one period per fortnight, where students can use take part in sport and exercise. This is addition to extra-curricular opportunities.

Study Support

In addition to the taught curriculum each subject has a timetabled study support period where students will be expected to undertake independent study set by their subject teacher to support their studies.

Music lessons

Music lessons are provided in school by Essex Music Services. Lessons need to be booked and paid for one term in advance. Year 12 students taking music lessons

must also participate in a Music extra-curricular activity and have the lessons in free lessons, break or lunchtime only.

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 midribs, 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 in school.

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, the Pastoral Assistant or a member of the Senior Leadership Team.

Sixth Form ID Cards on lanyards 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.

Students are expected to attend school whenever the school is open. 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 576 973 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 should be 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 child 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 of one or more days permission in advance should also be sought from the Head of Sixth Form via the Attendance Officer using the Application for Leave of Absence Form system. 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 576 973 between 08:00 – 08:30 so that a message may be given to the tutor at registration. If your child is absent and we have not received an explanation, our attendance officer, Mrs Curtis, will contact you to discover their whereabouts. It is therefore important that we have your 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.

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 21 days) 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 classed as 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 (5 days) or 6 sessions (3 days) 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, 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. Registration formally closes at 08.48 and after this students are classed as officially late. 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.

Thank you for co-operation in ensuring your child has the best opportunities to learn and succeed by attending regularly and being on time for school.

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. The school will also write and administer all the necessary references they require for any work or university placements. To cover the costs associated with the above, a small charge of £35.00 is levied.

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 24 September.

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

Offsite times

We want to encourage student's increased maturity and responsibility and so, with your permission, your child can leave the school at certain times providing that they "sign in and out" at Reception. Offsite times may only be taken in non-contact times in Period 3, 4 or 5. Registrations must not be missed as it is essential that they have regular contact with their tutor to ensure that they have all the relevant information as it is distributed. Offsite times are agreed at the end of the Autumn Term and can be taken from the start of the Spring Term for Y12 and at the start of the Autumn Term for Y13. Up to two periods per fortnight may be taken off site. The time may be used for Work Experience to enhance UCAS/employment applications. This privilege will be withdrawn if a student is not making satisfactory progress.

We encourage students to undertake Work Experience and many do so in school time. Sixth Form students must not, of course, accept payment for this. Students must not use off-site time for paid employment. To do so would invalidate any claim to be in full-time education.

ID and door entry cards

Sixth Form students are issued with an ID and door entry card on a black lanyard which should be used to gain access to the school entry into the school before registration and during lesson times, and **must be worn at all times**. The door entry card must be handed back by the book return day in June 2024. If the card is lost there is a charge of £5.00 as a replacement fee.

Entrance to school in the morning should be via the front entrance only. Students in Years 12 – 13 should not arrive before **08:00**. Door entry cards will operate the doors by Reception from 08.00 to allow access to the school for students in Years 12 and 13 only. The remaining doors will be accessible from **08.30**. Students must not give access to the school to anyone else or give their card to another person. Students arriving between 08.00 and 08.30 should go to the Dining Hall or Sixth Form Common Room only.

Students who need to be present in the building after the end of the school day must sign in at Reception to indicate where they will be, and ensure they sign out before leaving the building by **16.00**.

Mobile phones

Year 12 – 13 students may use mobile phones in the **Sixth Form access areas 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 or visible in the Dining Hall/Sixth Form Patio at any time. Mobile phones must not be charged in school as all electrical items connected to the circuits in the school must be PAT tested as required under health & safety regulations.

Illness during the day

If a student is taken ill during the school day they must not “sign out” without seeing Mrs Tarrier first. We would like to know that students can get home without any problems.

Text books

Students may be given the option to purchase their own copy of text books for their course for reference at home (a copy will be held in the Library as a reference book). Text books are also increasingly being replaced by the use of e-books. Department issued books are distributed via the Library – students are responsible for returning the book to the Library or the cost of replacing the book by the book return day in June 2024.

Lunch

Sixth Form students can use the dedicated Bistro Area in the Dining Hall and the Patio. Students have priority service until 12.45. If students do not have a timetabled lessons or study period in Period 3, you may go to lunch from 12.20 onwards. Hot food purchased in school should be consumed in the Dining Hall. Hot drinks may be taken to the Common Room only. Hot food purchased outside of school may not be brought into school.

PSHCE

PSHCE covers a range of skills and topics designed to equip and support students' wellbeing and prepare them for either Higher Education or employment. The PSHCE programme is reviewed and modified annually based on student and staff feedback.

Parking cars/bicycles

Car parking -Students can park in the Visitors' Car Park next to the school. They will need to obtain a free permit from Reception. 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.

Bicycles – Students cycling to school must wear a cycle helmet and enter via the staff car park entrance. Bicycles should be placed in the bike rack and a bike lock used.

Communication

There are a number of ways that staff can communicate with students: emails, information points, Sixth Form notice boards, assemblies, via their tutor, the school website, Moodle.

Assemblies

Students are expected to attend the assembly on a Monday in the Hall on rotation between Year 12 and Year 13. Administration assemblies also place in Sixth Form to facilitate ease of application process such as; university, apprenticeship or a career pathway.

In addition to these two assemblies it is expected that students will attend the first and final assemblies of each term.

Part time work

We appreciate that part time work provides a useful source of income as well as allowing an insight into the world of work. However, due to the demands of A Level courses it is important that the number of hours worked is not so great that a student's performance is hindered. Recent research says that more than five hours per week has an impact on A Level grades.

School closure

If we have to close the school due to unforeseen circumstances e.g. extreme snowfall then there will be a notice placed on our website, a pre-recorded message will be left on the school's answerphone and announcements will be made on local radio (BBC Essex and Heart FM). School work will be set via our online learning platform on Microsoft TEAMS.

Education Funding Agency Bursary Fund

The Bursary Fund aims to support students who face the greatest financial barriers to continuing in education post-16. Full details of how to apply for a bursary was circulated in July and again in September. The School Office has copies of the letter. The deadline for applying for a bursary is Friday 16 September 2022 for the Winter allocation, but a late application may be considered for later allocations of funds.

8. Examinations.

Each department will enter students for examinations and the school will pay for the first time each examination is sat, as long as your child's attendance and commitment have been satisfactory. It is the student's responsibility to check that they have been entered for the correct examinations when their entry list is distributed. If a student decides to resit any examination they will be expected to cover the cost. If a student fails to attend any examination for no acceptable reason they will be required to cover the cost of their entry.

We will give students detailed information with regard to the arrangements for the external examinations and collection of examination results in the Spring Term of Year 13.

9. Careers

Neil Hammond our impartial Careers Adviser, is available for students to see via appointments that can be requested by students signing up with Mrs Tarrier, the Sixth Form Pastoral Assistant.

Apprenticeships

Apprenticeships combine work, training, and study, letting students 'earn while you learn'. There is a wide range of apprenticeships for over 1,500 job roles —giving students the opportunity to enter careers in anything from engineering and boat building, to veterinary nursing and accountancy.

An apprenticeship usually takes one to three years to complete, and is usually made up of three parts – all completed on the job, online, or in a classroom.

There are four different levels available:

- **intermediate** (Level 2) —generally considered to be the same level as five GCSE passes
- **advanced** (Level 3) — generally considered to be the same level as two A levels/Highers
- **higher/technical** (Levels 4 to 7) — can lead to NVQ Level 4 and above, or a foundation degree
- **degree/graduate-level** (Levels 5 to 7) — these are new and enable apprentices to achieve a full bachelor's or master's degree as part of their apprenticeship

Websites for further information

https://www.ucas.com/?topics=Apprenticeships_and_jobs&tile=tile-556

www.findapprenticeship.service.gov.uk/apprenticeshipsearch

Employment

The PSHCE programme contains advice on writing a Curriculum Vitae and applying for employment. Mr Hammond is available for students to have individual support for making an application for employment.

Further information can be found at <https://nationalcareersservice.direct.gov.uk/>

Applying to Higher Education

CCHSG has an excellent record of students obtaining places in a wide variety of undergraduate courses. Within the PSHCE lessons students will be supported

throughout the process of making their application to Higher Education via comprehensive programme. In addition to the programme extension lessons are offered in order to prepare students for an application to the top universities and highly competitive courses. We have links with Admissions Tutors from a variety of universities including Oxford and Cambridge which means that our advice is being constantly updated and we have visiting speakers giving guidance from the university's perspective. We also have strong links with previous CCHSG students and they often return to the school to talk to students about their experiences of applying to Higher Education and life as an undergraduate. There is a full contact list of previous CCHSG students in the Careers area of the Library and they are happy for students to make contact in order to find out about an individual course/university.

The structure of the Higher Education programme is briefly outlined below:

Year 12

Autumn Term

Forward Thinking Day

This day off timetable is an opportunity for students to understand the University application process from how to choose a course and university to how to write a personal statement. Students will start to draft the last paragraph of their Personal Statement. It is also important for students to start thinking about appropriate extension activities such as reading outside of the course specifications to demonstrate their passion for the subject they intend to read at University.

Students will be working with their tutor making decisions on courses and universities.

Spring Term

PSHCE lessons will include talks from university admission tutors and Mrs Hughes regarding the application process from both perspectives.

Students interested in applying to Oxford or Cambridge will have subject discussions with the relevant Head of Department during PSHCE.

We will go through the additional requirements of applying to Oxford or Cambridge. This includes admissions tests, college choice and preparation for writing the personal statement.

Summer Term

UCAS preparation

Students will register on the UCAS. We will advise students on how to complete the application form, start a draft copy of their full Personal Statement and to finalise university and course choices. Students will have a PSHCE session where a subject specialist will give subject specific Personal Statement advice. The deadline for a draft of their Personal Statement to be handed to your tutors will be soon after. There will be subject specific sessions for anyone considering making an application to either Oxford or Cambridge.

Admissions tests

Students will need to check if they need to sit an admission test. There will be sessions within the PSHCE programme to help your child prepare for the BMAT and LNAT tests.

The following list contains *some* of the admissions tests:

- UK Clinical Aptitude Test (UKCAT) – Medicine and Dentistry
- Biomedical Admissions Test (BMAT) – Medicine and Veterinary Medicine
- National Admissions Test for Law (LNAT)
- Oxbridge Tests:
 - History Aptitude Test (HAT)
 - Modern & Medieval Languages Test (MML)
 - Physics and Mathematics Aptitude Tests
 - English Literature Admissions Test (ELAT)
- Thinking Skills Assessment (Cambridge TSA and Oxford TSA)
- Sixth Term Examination Papers (STEP)
- Cambridge Tests

Websites for the further information:

Registration details:

- UKCAT – www.ukcat.ac.uk
- Law National Admissions Test – www.lnat.ac.uk

- Thinking Skills Assessment (TSA), BioMedical Admissions Test (BMAT), English Literature Admissions Test (ELAT), STEP, Physics Aptitude Test (PAT), Mathematics Admissions Test (MAT), Modern Languages Admissions Test (MLAT), Classics Admissions Test (CAT) - www.admissionstesting.org

Oxford and Cambridge tests:

- Cambridge admissions tests and written work requirements by each college for each course –<http://www.undergraduate.study.cam.ac.uk/applying/admissions-assessments>
- Oxford admissions tests - www.ox.ac.uk/admissions/undergraduate_courses/applying_to_oxford/tests/index.html

Bursaries, scholarships and awards

Details of bursaries and scholarships can be obtained from <http://www.scholarship-search.org.uk/>

Organ or Choral Scholarships

Students applying for an Organ or Choral Scholarship will need to hand in their final completed application form by the **end of the Summer Term** as the Oxbridge deadline is before the start of the Autumn Term.

Year 13

Autumn Term

UCAS application, interviews and finance

Review of Y1 grades and UCAS application with their form tutor. Students will review their Personal Statement. An application for financial support from the government can be made from www.direct.gov.uk/studentfinance once an UCAS application has been submitted.

Deadlines for the application will be as follows:

Completed UCAS forms:

17 September 2023 – Medicine, Dentistry, Veterinary Science and Oxbridge (UCAS deadline 15 October 2023)

8 October 2023 – all remaining courses (UCAS deadline 15 January 2024)

Preparation, interviews and offers

During PSHCE students will have mock interviews, advice on writing covering letters and advice on living on a budget. Students will be offered a minimum of two mock interviews, the first interview will be a general and the second will be with a subject specialist. At this time of year students may be called for interview by universities. Students may have an additional mock interview with a member of the Senior Leadership Team or an external interviewer.

All Oxbridge interviews take place during December.

Spring Term

Information on accepting offers and UCAS Extra

Students will be given advice on accepting offers and making first and second choices. **UCAS Extra** opens for students that wish to make a new application. Extra closes at the end of June.

Summer Term

Results

We will give students advice and outline the procedure for results day. We strongly recommend that students are able to pick up their results in person.

Post A Level applications

If a student does not intend to submit an application to higher education during Year 13 we will still expect them to go through the process of registration onto the UCAS site, to start to complete the UCAS form and to complete the Personal Statement. There is no cost associated with the process until the form is submitted to UCAS. This will provide valuable experience to draw upon the experience if they decide to make an application at a later date.

10 The Sixth Form Learning Agreement

The Parent(s)/Carers

I shall:

- ensure that my child attends school regularly and on time;
- let the school know about any concerns or problems that might affect my child's work, behaviour, or well-being;
- 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.

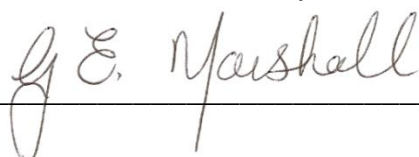
Signature _____ Signature _____

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 her full potential within the school community and develops the confidence to take her successfully 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 BYOD. A sanction will be issued to any student caught eating or drinking in a designated computer room.

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, students at CCHSG should ensure that;

- 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 schools 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

Non BYOD devices for example 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.

Use of Other Technology

Technology such as media rich phones, Personal Digital Assistants (PDA), tablets (including iPads), e-readers, memory cards, USB Storage devices and anything else that can be used to store, transmit or manipulate data should be used responsibly, and in accordance with the e-Safety Policy and used only during the times specified to students. Mobile phones should be turned off at all times during the school day, including at break and lunch times, in accordance with School Behaviour, Rewards and Sanctions Policy. Year 12 and 13 students are allowed to use their mobile phone in the Sixth Form Common Room area only.

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 any 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.

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](#).

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. The school will also write and administer all the necessary references they require for any work or

university placements. To cover the costs associated with the above, a small charge of £35.00 is levied.

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 24 September.

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

If you are keeping the above paragraph you will need to alter highlighted to Associate Principal.