



# **Information for new students 2020/2021**

**Queen's Croft High School  
Birmingham Road, Lichfield, Staffordshire, WS13 6PJ  
Tel: 01543 227245**

## VISION AND VALUES OF QUEEN'S CROFT

### *Celebrating Individual Success*

Queen's Croft governors, staff, parents and stakeholders collaborate to develop educational attainment, social and communication skills and emotional resilience in every individual student with a view to supporting their lifelong inclusion in wider society.

#### **Our Vision:**

- Students of Queen's Croft will feel safe at school and secure in being able to discover and explore their individual ambitions and interests both inside and outside of their school environment
- Students at Queen's Croft will be offered an education where delivery is of the highest standard and appropriately nurtures, supports and challenges their social, educational and personal development
- Students at Queen's Croft will be helped to develop a transferable toolkit of skills and offered appropriate opportunities to support their transition into wider society
- The Queen's Croft community celebrates individual success by ensuring that everyone has their voice, contributions and achievements fully recognised and fairly rewarded

#### **Our Values:**

- **Kindness** – Every member of the Queen's Croft community demonstrate kindness, compassion and consideration in every action and interaction
- **Inclusion** – The school environment, every activity and every project is designed to be fully inclusive
- **Respect** – We demonstrate respect for other people, organisations and the environment in everything we do
- **Community** – We will demonstrate meaningful interactions to show that Queen's Croft High School is influential and at the heart of the local community
- **Learning** – We offer exceptional learning opportunities through our teaching, pastoral and enrichment practice to support our students in achieving their full potential
- **Success** – We recognise success in the students' experience of Queen's Croft High School and in their individual destinations including further education, work, family life and social context.

## INTRODUCTION

Queen's Croft High School is a secondary school for children with a wide range of needs. These include moderate learning difficulties, severe learning difficulties, complex needs, communication difficulties, Autistic Spectrum Disorders and other difficulties. All children who attend have a statement of special educational needs or an EHC plan. Opportunities for inclusion with mainstream pupils are actively sought; this takes place within local schools, further education colleges and within the community.

### Key staff in school

Headteacher	Mrs Debbie Bailey
Deputy headteacher	Mrs Julia Lloyd-Jones
Assistant headteacher	Mr Liaquat Zaman
Head of Key Stage 3 & PSHE	Mrs Kerrienne Pearce
Head of Complex Needs	Mrs Rachel Bird
Year 7 class teachers	Mrs Kerrienne Pearce Mrs Caroline Sheerin Mrs Lizzie Cartlidge
Complex Needs class teachers	Mrs Rachel Bird Miss Kelly Abbotts Mrs Rachel Holder Mrs Joanne Farley

## SCHOOL HOURS

Children should arrive between 8.40 a.m. and 8.45 a.m. Children come straight into the classroom.

8.50 a.m. - 9.10 a.m.	Registration and form time
9.10 a.m. - 10.10 a.m.	Lesson 1
9.55 a.m. - 10.55 a.m.	Lesson 2
11.05 a.m. - 11.20 a.m.	BREAK
11.20 a.m. - 12.15 p.m.	Lesson 3
12.15 p.m. - 1.15 p.m.	LUNCH
1.15 p.m. - 1.20 p.m.	Registration
1.20 p.m. - 2.15 p.m.	Lesson 4
2.15 p.m. - 3.10 p.m.	Lesson 5
3.10 p.m. - 3.15 p.m.	Form time
3.15 p.m.	End of school day

## TRANSPORT

For Staffordshire children transport is organised by the Pupil Support Unit at Stafford.

Telephone: 01785 278213

<https://www.staffordshire.gov.uk/education/Schooltransport/SEN/home.aspx>

For Birmingham children transport is organised by Travel Assist

Telephone: 0121-303-4955

Email [travelassist@birmingham.gov.uk](mailto:travelassist@birmingham.gov.uk)

[www.birmingham.gov.uk/travelassist](http://www.birmingham.gov.uk/travelassist)

For Walsall children details can be found at:

[https://go.walsall.gov.uk/home\\_to\\_school\\_transport](https://go.walsall.gov.uk/home_to_school_transport)

Parents are responsible for seeing their child onto the coach, minibus or taxi provided and for meeting him/her from it. Pick-up points are usually within easy reach of your home. Escorts are instructed to remain on the bus to look after those children already collected. In their last three years at school, children are encouraged to travel to school independently and, when parents and school feel they are ready, they are given bus passes by the local authority.

The school has two minibuses and all staff who drive have passed the County Driving Test for minibus drivers.

## THE CURRICULUM

The school curriculum differs depending on the needs of the needs of each individual group. Those students for whom it is appropriate follow a curriculum that is little different to a mainstream curriculum, with specialist teachers and moving around between classrooms. Some of our students follow a curriculum that is more closely modelled on a primary curriculum, with students spending most of their learning time with the same class teacher. Other students, with more complex needs, follow a sensory curriculum. All students follow a curriculum that is designed to maximise the success and achievement of each individual student.

All subjects are taught in a way that makes them as relevant and meaningful as possible to our pupils. A wide range of teaching strategies are used to ensure the best learning experience for the pupils irrespective of their learning difficulty or disability.

All of our specialist teaching and classrooms enable pupils to make good progress which can be clearly monitored. When we feel a child is making exceptional progress, we may explore a partnership with local high schools.

In Key Stage 3 and in classes for students with more complex needs, there are weekly lessons in Forest School. These are extremely beneficial in supporting the development of a range of personal and social skills in addition to fostering a love of the environment in our students.

### Organisation and Curriculum

Children may (and do) enter the school at any stage in the school year, although we aim to take the majority of new pupils at the beginning of the academic year. Pupils are taught in classes and groups, which are set by ability. The curriculum covers all National Curriculum subjects and RE. In addition, careers, youth award, and health education may appear on the timetable for certain age groups. A copy of the Sex Education Policy can be found on the school web site.

## COMPLEX NEEDS

A pupil can be considered as having complex needs if they either:

- Have a delayed developmental profile, i.e. will be functioning at a significantly below-average level of general ability.
- Present other significant needs that require sustained specialist interventions, therapies and teaching approaches.

The complex needs department at Queen's Croft High School strives to reduce the barriers pupils with complex needs face. The department will achieve this through consistency, challenge, flexibility and partnerships with others.

1. Consistency - the department will ensure that there is consistency in what is delivered and experienced by the pupil, from their feeder school, to Queen's Croft, to their life beyond Queen's Croft, and their life at home.
2. Challenge - the department will provide a challenging curriculum to help reduce the barriers the pupils face. This will involve creativity and partnerships with others.
3. Flexibility - the department will be flexible and creative, in order to ensure that the most appropriate curriculum, and support, is being provided for the pupil.
4. Partnerships - Strong links between other agencies, parents and carers will ensure the best support for the pupil.

Aims of the Complex Needs department:

1. Relevant - relevant to the learning styles of the pupils. The curriculum must be appropriate in developing skills that are relevant to the pupils.
2. High expectations - suitably high and realistic expectations are held by everyone in the team. Uniformed assessment evidences the relevant progress to the pupil.
3. Holistic – Education and Health Care Plans should be central to all aspects of provision and target setting. They should be discussed with parents and outside agencies and regular meetings will analyse the pupil's progress and help shape the pupil's journey through their school life.
4. Personalised - Individual-centred curriculum promotes respect for each child as an individual, emphasising the core development areas of Communication, Independence, Physical and Cognitive skills. As far as possible, Individual

Positive Support Plan Targets are integrated into these curriculum areas to meet the needs of the individual pupils.

5. Core skills - The four core developments areas:
  - Cognitive - the pupils understanding of the world. This will include numeracy and literacy.
  - Physical - motor skills, movement, physical development.
  - Communication -social interaction, PECS, Makaton.
  - Independence - life skills, social interaction.
  
6. Lifelong - The curriculum will embed these skills at every available opportunity. Lessons will therefore be topic based, rather than subject based. The focus is on what will be most beneficial for the pupils' life.
  
7. Rigorous - assessment will be uniformed and evidenced in individual pupil learning journals. The learning journals will set out each target the pupil is working on and which EHCP outcome it relates to. For each lesson, these learning journals will be used to assess if the pupil are making progress. Ways of evidencing the pupils progress are:-
  - Annotated photographs.
  - Written observations including post it notes and more focussed observations.
  - Tracker sheets used to record areas of learning.
  - Certificates for achievements and significant steps in progress.



## **RESIDENTIAL PROGRAMME**

Queen's Croft attaches great importance to its extensive residential programme.

This programme has included::

- An overnight visit to Whitemoor Lakes where team building activities took place.
- A variety of outdoor activities whilst attending a residential at Lea Green.
- A week-long visit to Standon Bowers took place where our children were given the opportunity to participate in activities such as climbing, canoeing, archery, and abseiling with the intention of increasing independence and team work.

Annually, our Post 16 students attend a residential in Derbyshire where they continue to develop their skills for life, including cooking, leisure and healthy living.

## SCHOOL INFORMATION

### Homework

Many of our pupils find it difficult to complete independent work. Written and investigative tasks are particularly challenging. At Queen's Croft we try to avoid situations which lead to failure and we recognise homework can cause unnecessary stress. Homework can, however, be beneficial and is indeed absolutely necessary in some of our accredited courses. The teaching staff will know when it is appropriate to issue homework and when this is the case, we expect full parental support.

### Annual Reviews and reporting

Each year there will be an Annual Review held of each pupil's progress against the outcomes on their Educational Health Care Plan (EHCP). Individual Progress Steps (IPS) are reported to parents three times a year. There are three IPS set at the start of each term and reviewed throughout the term. The IPS directly link to the Outcomes section of the individual pupil's EHCP.

A full formal report on pupils will be issued to parents once a year at the end of the summer term based on the pupil's school progress and experience for that academic year. A short interim report will be issued to parents in the Autumn and Spring term.

The school holds Parent Consultation sessions once a year when parents are invited to discuss their child's performance and achievement with individual teachers.

Parents may contact the school at any time to arrange to see a member of staff concerning a pupil's progress.

### Transition Plan Review

Transition planning starts in year 9 and continues until the pupil leaves Queen's Croft. It is an opportunity for all professionals to take a close look at the probable needs of that child over the next few years. This includes a discussion of possible options after school.

### Parents

Parents are welcome into the school at any time, however if it is possible for you to make an appointment this is much appreciated to ensure that appropriate staff are available.

We endeavour to encourage independence as far as possible and this includes pupils handing you letters and informing you of events within school. Please encourage this. Depending upon a pupil's communication need a home/school book may be used.

## Friends of Queen's Croft School

This is the parent teacher association for Queen's Croft. Anyone who is interested in helping the school is welcome - this often includes grandparents, aunts, uncles and friends. The Friends organise a number of fundraising and social events during the year.



## Photographs

Photographs of pupils may be taken in the course of a school year for a variety of purposes:-

- in school materials aimed at the school community
- on the school web site and blog
- in LEA materials
- on the LEA web site
- in media coverage of the school (e.g. photos in the paper)
- in Greywood Multi-Schools Trust materials and on their website and blog

Parents / Carers are referred to our separate consent form which seeks consent for the use of photographs where they are not directly linked to the education of their child.

## Discipline

The school has a behaviour policy which is reviewed annually. Parents and children are invited to contribute to the resulting Code of Behaviour.

On very rare occasions the use of physical intervention is required for pupil support. This takes place in accordance with 'Section 550A of the Education Act 1996'. All staff are Proact-SCIPr trained. This is a nationally recognised physical management programme and planned interventions are detailed on Behaviour Management Plans. These are discussed with parents, carers and pupils. Parents will always be contacted following an intervention and thorough follow up work is done with pupils. All incidents are recorded in a bound book which is kept in school.

The school will request the support of parents if their child's behaviour, for whatever reason, is unacceptable.

Rewards, encouragement and praise are our primary approaches when encouraging and reinforcing good behaviour.

## Anti-Bullying

The school has an Anti-Bullying Policy and rare incidents are taken extremely seriously. The policy can be found on the school website.

## Equal Opportunities

The school is committed to ensuring equal opportunities for all. The policy is on the school web site.

## Complaints Procedures

The school has a complaints policy that is available on the Queen's Croft website.

## Access to documents

Copies of all documents referred to under paragraphs 5 and 6 of the Education (School Curriculum and Related Information) Regulations 1989, may be inspected or obtained (except those which are copyright) at the school. In some instances the headteacher may make a charge (not exceeding the cost of production) in respect of any copies supplied.

## Charges and Remissions Policy

A copy of the policies adopted by the Education Authority governing charges and remissions is available on the school website.

## Attendance

It is very important for parents to contact us when a child is absent. If we are not told the reason, it has to be recorded as unauthorised absence. The government asks for these figures and publishes them.

## Lunches

Most children stay on the premises at lunchtime. Years 10, 11, 12, 13 and 14 can, with parents' permission, have a lunch pass to enable them to go into Lichfield at lunchtime.

Pupils may bring sandwiches or have dinners which are cooked at school each day. School meals are paid for via Parent Pay.

We can cater for special diets if needed but this must be supported by medical evidence.

## Free School Meals

Find out if you are eligible by following the link and completing a simple form, or come in to school and we can help you complete it. If you are eligible for Free School Meals, you may also be able to access help with funding residential visits and other trips. The school also receives additional funding to provide academic support to children entitled to Free School Meals, called Pupil Premium.

You can use this link to apply:

<https://apps2.staffordshire.gov.uk/web/fsmweb/>

## School Nurse and medication in school

As part of your transition pack you will have received a school medical form and a pack from the school nurse. Currently we have two school nurses who are in school on a rota basis and cover three schools in total. School staff liaise with the school nurses to access health provision.

- No medication should be given to a child without written consent from the person with parental responsibility.
- Parents will be given the Medication Administration Form to complete.
- All medication sent into school should be in the **original container** and have a **pharmaceutical label with the pupil's name and dosage required**.
- Where there is a change in dose, a new form must be completed, as long as approved by the child's doctor formally.
- Medication sent into school for pain relief will not be administered for more than three days. Maximum dosage and when last dosage was given, will always be checked. Parents will need to complete the Medication Administration Form.
- Medication **must not** be sent into school or returned home in the child's bag.
- Medication sent into school **must be** handed to the escort or to the school office by the person with parental responsibility.
- Medication returned home **will be** handed to the escort or person with parental responsibility.
- There is a record book in the school office where all medication in or out of school will be signed for by the escort or person with parental responsibility and school.
- Medication will be correctly stored in appropriate containers in school and out on trips in the possession of an appropriate person.
- Any medication requiring refrigeration will be kept in a locked Medical fridge.
- Medication is checked regularly and any unused or out of date medication will be returned home.
- Medical information folders are present in every class.
- All medical information is treated confidentially.
- Medication given by staff will be recorded on a record sheet and signed and counter signed by two members of staff. This includes medication for asthma.
- Staff will be given appropriate training and support to meet children's medical needs.
- At the end of the school year, any medication that is not collected will be disposed of.
- Individual Care Plans. These are provided by the School Nurse for all pupils whose medical needs require them.
- Where appropriate we encourage a child in managing their own medical needs with supervision. After discussion with parents and health care professionals we will support children

who are competent to take responsibility for their own medicines and procedures e.g. insulin injections for diabetics and inhalers for asthmatics.

- If a child refuses to take medication, school staff will inform parents/carers as a matter of urgency and invite them into school to administer the medication if possible

## **SCHOOL UNIFORM**

- BOYS:** Grey or black trousers (not jeans)  
 Grey, white or light blue plain shirt  
 Queen's Croft sweatshirt (navy blue)  
 Years 12, 13 and 14 Queen's Croft sweatshirt (maroon)  
 Blue tie optional
- GIRLS:** Grey, black or navy skirts  
 Grey, black or navy blue trousers (not jeans)  
 Grey, white or light blue plain shirt/blouse  
 Queen's Croft sweatshirt (navy blue)  
 Years 12, 13 and 14 Queen's Croft sweatshirt (maroon)
- P.E. KIT:** White T.shirt  
 Plain grey, black or navy blue jogging suits preferred - optional  
 Girls - grey, black or navy skirts or shorts  
 Boys - black or white shorts  
 Purple hoodie
- Shoes: Grey, black or navy shoes or trainers
- Socks: Grey, black, navy or white

Discrete make up is acceptable and a maximum of 2 small ear studs, a watch and a small chain (worn under clothes) are allowed. Other piercings are not permitted and all jewellery must be removed during PE or when staff instruct pupils to do so.

All clothing must be named.

Uniform can be purchased from:-

- Uniform Plus, Tamworth Street, Lichfield
- Clothing for Schools, Burton upon Trent  
[www.clothing4schools.com](http://www.clothing4schools.com)

## **SCHOOL/HOME/PUPIL AGREEMENT**

School will:

- provide a broad and balanced curriculum for pupils with special educational needs
- care for your child's happiness and well being
- ensure that your child reaches his/her full potential by encouraging them to do their best at all times
- contact parents if there are any concerns about the child
- keep parents informed about the school through regular newsletters
- arrange consultation times for parents to discuss their child's progress and statement of special educational needs
- inform parents about what the teachers aim to teach their child each term and where appropriate to involve parents
- encourage your child to become a valued member of the school community and of society
- set homework suitable to the ability and needs of your child
- be open and welcoming at all times to parents
- provide opportunities for extra-curricular activities

Family will:

- see that their child attends school regularly
- let the school know (either by a note or by telephone) why their child has been away
- respond to communications sent from the school
- inform school as soon as possible about any changes to home address, telephone number or child's medical condition
- let the school know about anything that may affect their child's work or behaviour
- support the school's Behaviour Policy
- attend the Annual Review meeting
- attend Award Evening when their child has been nominated for an award
- ensure their child wears school uniform
- make sure that their child is clean and tidy
- ensure that their child has the appropriate and named PE kit
- provide the opportunity and support for their child to undertake any home based task set by school
- Ensure your child has had breakfast and is ready to learn!

Signature: \_\_\_\_\_



Pupils will:

- attend school regularly and on time
- wear the school uniform
- keep themselves clean and tidy
- bring uniform PE kit on the right day
- bring the equipment they need to lessons
- be polite and helpful to everyone
- always do their best work
- represent the school in a positive way
- respect themselves, others and the building
- keep the school free from litter and graffiti
- show concern for others less fortunate than themselves
- make the most of all opportunities presented to them at school

Signature: \_\_\_\_\_

## SCHOOL GOVERNORS 2019/2020

### Chair of Governors

LEA Mrs K Hope  
([k.hope@queenscroft.staffs.sch.uk](mailto:k.hope@queenscroft.staffs.sch.uk))

### Vice Chair of Governors

Co-opted Mr M Simmons

### Governors

Co-opted Mr M Simmons  
Co-opted Mr R Forster

Parent Mrs G Illif  
Parent Mr S Wood

Headteacher Mrs D Bailey

Staff Mrs J Bradbury

## SCHOOL TERMS AND HOLIDAY DATES 2020/2021

	<u><b>Pupils' Year</b></u>	<u><b>Teachers' Year</b></u>
<b><u>AUTUMN TERM 2020</u></b>		
School Opens	Thursday 3 September	Tuesday 1st September
Half Term	Monday 26 October to Friday 30 October (inc.)	Monday 26 October to Friday 30 October (inc.)
School Opens	Monday 2 November	Monday 2 November
School Closes	Friday 18 December	Friday 18 December
Holiday	Monday 21 December - Friday 1 January	
<b><u>SPRING TERM 2021</u></b>		
School Opens	Tuesday 5 January	Monday 4 January
Half term	Monday 15 February to Friday 19 February (inc.)	Monday 15 February to Friday 19 February (inc.)
School Opens	Monday 22 February	Monday 22 February
School Closes	Thursday 1 April	Thursday 1 April
Holiday	Friday 2 April – Friday 16 April	
<b><u>SUMMER TERM 2020</u></b>		
School Opens	Tuesday 20 April	Monday 19 April
Early May Bank Holiday	Monday 3 May	Monday 3 May
Half term	Monday 31 May to Friday 4 June (inc.)	Monday 31 May to Friday 4 June (inc.)
School Opens	Tuesday 8 June	Monday 7 June
School Closes	Wednesday 21 July	Wednesday 21 July
Term ends	Wednesday 21 July	
Holiday	Thursday 22 July – Tuesday 31 August	
<b>INSET DAYS</b>	Tuesday 1 <sup>st</sup> September Wednesday 2 September Monday 4 January Monday 19 April Monday 7 June	
<b>BANK HOLIDAY</b>	Monday 3 May 2020	

## **PRIVACY NOTICE FOR PARENTS/CARERS**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Queen's Croft High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jackie Hesslegrave, Business and Facilities Manager (see 'Contact us' below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Research
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare

- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
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Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Retention Schedule sets out how long we keep information about pupils. This schedule adopts the guidelines in the information Management toolkit for schools published by the IRMS in February 2016. A copy of which can be found on the school website under School Policy Documents; <https://www.queenscroft.staffs.sch.uk/wp-content/uploads/2018/02/Data-Retention-Schedule-Jan-2018.pdf>.

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we

may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to undertake periodic census returns
- The pupil’s family and representatives – to meet our obligations in carrying out a public task by providing education to children
- Educators and examining bodies – to meet our obligations in carrying out a public task by providing education to children
- Our regulator Ofsted,- to meet our obligations in carrying out a public task by providing education to children
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government – to meet our obligations in carrying out a public task by providing education to children
- Our auditors – to meet our obligations in carrying out a public task demonstrating due diligence and best practice when providing education to children
- Survey and research organisations – to meet our obligations in carrying out a public task by providing education to children and assisting with school improvement activities
- Health authorities – to meet our obligations in carrying out a public task by providing education to children or in an emergency situation in the Vital Interest of the individual certain information may be shared with the emergency services
- Health and social welfare organisations – to meet our obligations in carrying out a public task by providing education to children, such as EHCP reviews
- Professional advisers and consultants – to meet our obligations in carrying out a public task by providing education to children such as EHCP reviews, Psychology assessments
- Charities and voluntary organisations - to enable them to provide services to the school which support our obligations in carrying out a public task by providing education to children such as activities and clubs run by Liberty
- Police forces, courts, tribunals – to meet our legal obligations to share certain information such as safe guarding, pupil progress

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other

organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Staffordshire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Staffordshire County Council.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact, The Business and Facilities Manager email: [office@queenscroft.staffs.sch.uk](mailto:office@queenscroft.staffs.sch.uk)

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:



- Jackie Hesslegrave, Business and Facilities Manager  
email: [office@queenscroft.staffs.sch.uk](mailto:office@queenscroft.staffs.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*

## **PRIVACY NOTICE FOR PUPILS**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, Queen's Croft High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Hesslegrave, Business and Facilities Manager (see 'Contact us' below).

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

### **Why we use this data**

We use this data to help run the school, to:

- Get in touch with you and your parents when we need to
- Check how you're doing in your school work and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Data Retention Schedule which sets out how long we must keep information about pupils.

A copy of this can be found on the school website under School Policy Documents; <https://www.queenscroft.staffs.sch.uk/wp-content/uploads/2018/02/Data-Retention-Schedule-Jan-2018.pdf>.

### **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions

- The Department for Education (a government department) to meet our legal duties to provide them with survey information at certain times in the school year
- Your family and representatives to meet our obligations in providing education to children
- Educators and examining bodies to meet our obligations in providing education to children
- Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted,
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Central and local government to meet our obligations in providing education to children
- Our auditors (the people who check how we are doing things) to meet our obligations in providing education to children
- Survey and research organisations to meet our obligations in providing education to children and looking to make improvements to the way we do things
- Health authorities to meet our obligations in providing education or to help look after you in a medical emergency
- Health and social welfare organisations to meet our obligations in providing education to children such as EHCP reviews
- Professional advisers and consultants to meet our obligations in providing education to children such as EHCP reviews and Psychology assessments
- Charities and voluntary organisations to help us to meet our obligations in providing education to children such as activities and clubs run by Liberty
- Police forces, courts, tribunals to meet our legal obligations to share certain information such as safe guarding and pupil progress

### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

## **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Staffordshire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Staffordshire County Council.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **Your rights - How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

## **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mrs Hesslegrave, email: [office@queenscroft.staffs.sch.uk](mailto:office@queenscroft.staffs.sch.uk)

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