



Home/School Agreements Booklet

**Tudor Grange Academy
Redditch**

General information

Principal: Mrs M. McNamara

Senior Leaders:

- Mrs D.Fellowes
- Miss L.Hyde
- Miss L.Lane
- Mr B.Hampton
- Mr B.Lumley
- Mr B.Wilkes

Designated Safeguarding Lead Mrs D. Fellowes

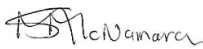
SENCo Mrs D. Fellowes

School contact details

Telephone: 01527 523088
Main office email: mainoffice@redditch.tgacademy.org.uk
School website: www.redditch.tgacademy.org.uk

Attendance and Welfare Officers: Mrs S.Walker & Mrs T.Farnell

As a member of the Tudor Grange Redditch community it is imperative that all our members know and understand their role in helping out students to achieve their potential and beyond. As such, we set out a Home School Agreement that details what we will do together, what we expect our parents/carers to do, what we expect our students to do and what you can expect of us to ensure success is achieved.

Key Themes	Tudor Grange Academy Redditch will:	As a student I will:	As a parent/carer I/We will:
Diversity, equality and inclusion	- Tackle discrimination and promote diversity and inclusion. Care for all students' safety and happiness within a supportive community, - Where indifference, discrimination and bullying have no place and where the fostering of good relationships and the development of self-worth are valued highly. - Provide a welcoming environment for families and ensure their knowledge, expertise and opinions are valued.	- Tackle discrimination and promote diversity and inclusion. - Demonstrate politeness, care, concern and respect for all other members of Tudor Grange Academy Redditch and for members of the general public.	- Tackle discrimination and promote diversity and inclusion. - Encourage students to value and respect people from all cultures and communities.
Behaviour	- Create a culture of high expectations where expected behaviours are understood by all stakeholders. - Set out a clear behaviour policy which details clear rules, rewards, support mechanisms and sanctions. - Apply the policy fairly and equitably.	- Model the schools' high expectations always – in school, travelling to and from school, on trips and residential visits/exchanges. - Adhere to the school's behaviour policy. - Accept any consequences of my actions.	- Promote the Schools' high expectations at home. - Support the school's policies and guidelines for behaviour. - Take action to tackle any poor behaviour from my child.
Attendance	- Communicate with all stakeholders the expectations around attendance and punctuality. - Set out a clear attendance policy and apply the policy fairly and equitably. - Work with parents/carers, students, outside agencies and the local authority where appropriate to improve student attendance.	- Arrive at school on time every day. - Have excellent attendance. - Discuss with school openly any barriers to attendance.	- Ensure that my child arrives at school on time each day. - Support the school's attendance policy and work proactively with the school and outside agencies when behaviour falls below expected standards. - Contact the school attendance office each day of a pupil absence.
Equipment and uniform	- Share with all stakeholders' clear expectations regarding pupil uniform and equipment. - Apply the uniform and equipment policy fairly and equitably.	- Ensure I come to school in the correct uniform and with the correct equipment. - Always carry my SMART card with me	- Ensure that my child arrives at school properly equipped for lessons and dressed in the correct school uniform. - Fully support the school's policies and guidelines for uniform and equipment.
Communication	- Communicate regularly with parents/carers to inform them about the life of the school, the academic progress of their child and about any concerns or problems that might affect their child's work or behaviour. - Provide opportunities for parents/carers to become involved in the life of the school and to be consulted on significant changes. - Listen and respond as quickly and effectively as possible to the views and concerns expressed by parents/carers and students.	- Share any worries I may have with my parents/carers and/or academy staff. - Support all decisions made by the academy and my parents/carers. - Speak up again if things are still not right.	- Inform the school of any concerns or problems that might affect my child's work, attendance or behaviour as well as any changes in address and home/work telephone numbers. - Read all communication from the school and ensure that the relevant documents are returned promptly. - Contact academy staff immediately with any concerns and work with staff in a polite and respectful manner to resolve the issue.
Events	- Put on a range of events to ensure parents/carers are fully aware of the progress their child is making, how to support them in their studies and to highlight further opportunities. - We will give sufficient notice of events and update the website calendar appropriately.	- Ensure I discuss upcoming events with my parents/carers. - I will attend all relevant academy events, such as Parents' Evenings.	- Attend events specific to my child, such as Parents' Evenings and other meetings about my child's progress and future learning. - Support wider academy events where relevant/possible (i.e., theatre performances, etc).
Learning environment	- Create a challenging learning environment in the pursuit of excellence, where students are always encouraged to give their best. - Create a community we are all proud of, maintaining and improving the academy site to develop a safe and respectful learning environment.	- Play my part in keeping the school buildings, furnishings, and site in good order - free from litter and graffiti. - Take diligent care of any books, resources, or equipment that I am given.	- Communicate any comments (positive or concerns) about the academy premises, to academy staff. - Remind my child to respect the academy environment or community and ensure that they do so.
Teaching and learning and the curriculum	- Be ambitious for every individual in the academy. - Provide quality first teaching, with the expectation that all students should achieve results in line with their abilities. - Provide a broad and balanced curriculum that will develop the whole person, preparing students not only for academic success, but also for the world of work: cultivating responsible citizens within society. - Set, mark, and monitor classwork and homework regularly.	- Complete all classwork and homework to the absolute best of my ability. - Meet all deadlines to the best of my ability, seeking to extend myself through additional effort, reading, and research. Seeking help when I find something too complex and need additional support. - Reflect on feedback and learn from mistakes.	- Encourage and monitor my child's homework, encouraging them to complete it to the best of their ability. - Take an active interest in what my child is learning in school and offer support where I can.
Safeguarding	- Make safeguarding our top priority. - Ensure checks, training, systems and procedures are compliant and reflect best proactive practice. - Support students and families in partnership with other agencies.	- Let someone at school know if I have any safeguarding concerns. - Keep an eye on my friends and classmates. Talk to staff if I think something may be wrong with them.	- Be vigilant and alert the academy to any safeguarding concerns. - Fully support staff with all safeguarding work, training and procedures.
Personal development	- Offer opportunities for students to participate in extra-curricular activities, including lunchtime/after school clubs, sports teams, and educational visits both within the UK and abroad. - Provide opportunity for students to broaden their horizons.	- Take advantage of all opportunities offered to me by Tudor Grange Academy Redditch, both within and outside lessons. - Consider my future options and work towards achieving them.	- Ensure my child is taking advantage of the opportunities that are offered. - Have high aspirations for my child and their future options.
Signed	Head of School	Student	Parent
			

Educational Visits Agreement

Students are not insured by Worcestershire County Council/Education Authority against personal accident. Tudor Grange Academy Redditch, however, has arranged an off-site activities insurance policy, for students taking part in educational visits. The policy covers personal accident, loss of personal effects and medical expenses. Motor Vehicle Insurance is applicable when the journey is undertaken by the school minibus.

Outside of the above policy, Worcestershire County Council and the school accept no responsibility for accidents or injury to students, or for loss or damage of personal effects, unless the cause is the negligence of the Worcestershire County Council and Tudor Grange Academy Redditch or any member of staff.

Disciplinary matters are at the sole discretion of the staff of Tudor Grange Academy Redditch, who are acting in loco parentis.

If the school does not already have contact telephone numbers, parents/carers must provide staff with telephone numbers at which they can be contacted in case of emergency, in particular should urgent medical treatment be necessary.

Parents/Carers:

I agree that:

- my son/daughter may take part in non-residential visits (details of all visits will be notified in advance and permission sought from parents/carers) organised by Tudor Grange Academy Redditch;
- medical and dental treatment may be given to my son/daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of emergency, in accordance with the recommendations of a qualified medical practitioner.

Cashless Catering

Tudor Grange Academy Redditch has a cashless catering system which provides a fast and efficient service during meal and break times. The system does not require the student to carry an identification card but makes use of a biometric scan in order to establish the identification of the student when making a payment or selecting a meal. The system does not store any biometric data other than an algorithm which is calculated during the biometric scan. This data does not leave the school and it is not possible to create a fingerprint from this stored information. The introduction of the Protection of Freedoms bill requires permission of a parent/carer, to enable us to use a student's biometric data and, in addition, we seek to renew the permission every year. Under new legislation (The Protection of Freedoms Act 2012) we require informed consent from at least one parent to continue using this information. If you do not consent to this, a pin number can be issued to your child as an alternative.

The system calculates account balances and can produce a statement of payments made by any student and details of the meals purchased. This information will be available for parents/carers and can be used to help resolve queries with regards to a student's diet.

Payments can be made online using Parent Pay, you can find the link on Tudor Grange Academy Redditch website under 'Parents'. Students are issued with usernames and passwords. For those who do not wish to use Parent Pay, there are Paypoint cards that will be provided as an option.

Please sign the parent/carer agreement form and we will arrange for a biometric scan to be made, so that your son/daughter can begin to use the Cashless Catering system at lunchtime providing they have a credit balance on their account.

The academy is happy to answer any questions you or your child may have.



Biometric Information

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The information is used as part of an automated biometric recognition system.

The academy's biometric system takes measurements of the student's fingerprint and converts these into a template to be stored on the system. An image of the fingerprint is not stored, only an encoded extract. The template (i.e. measurements taken from the fingerprint) is what is used to activate the account.

Specific to our system – a partial image of each person's finger is uploaded and then stored in an encrypted form. It does not send any information back to the school database. This partial image cannot be used for any other purpose.

The use of the biometric system in education is sometimes confused with the use of biological material and biometric data in the criminal or terrorism context. The biometric systems in use in education do not precisely identify individuals in the general population in the way that police fingerprinting may do. The system merely distinguishes between different students well enough to charge the correct ones for their lunch or printing, or to allow access to restricted areas. The data is not available anywhere else, it is a closed system and the data is only used in this setting. An individual's biometric data is almost impossible to replicate making it a secure means of identification.

We need to adhere to a number of legal requirements. Some examples of these are:

- (a) the academy cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents;
- (b) the school must ensure that the information is stored securely;
- (c) the school 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 our preferred suppliers. This is necessary in order to run the system.

Further information and guidance 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':

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

Examination Procedures

Statements and Timetables

Before each examination session your son/daughter will receive detailed information regarding his/her examination timetable and the subjects for which he/she is entered. Your son/daughter will be required to check all personal and subject details.

Exam Attendance

It is all students' responsibility to know their examination times and to attend for the right sessions. If your son/daughter does not attend for an examination for which he/she has been entered, without a valid medical certificate, you will be charged for the entry cost of that examination. When attending for examinations students are still members of Tudor Grange Academy Redditch, even if on study leave, and as such are expected to comply with the school's policy and guidelines for uniform.

Resits

Students are allowed to resit exams in some subjects if the student and their teachers feel it would be beneficial.

If you have any queries regarding exams or procedures at any time, please ask your son/daughter to contact the Exams Office immediately.

Privacy Notice

Privacy notice for parents/carers – use of your child’s personal data

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 / students. We, Tudor Grange Academies Trust (Tudor Grange Academy Solihull, Tudor Grange Academy

Worcester, Tudor Grange Primary Academy St James, Tudor Grange Primary Academy Haselor, Tudor Grange Academy Primary Meon Vale, Tudor Grange Academy Redditch, Tudor Grange Samworth Academy, Robert Smyth Academy, Tudor Grange Academy Kingshurst), are the ‘data controllers’ for the purposes of data protection law.

Our data protection officer is Steven Groutage. He can be contacted at sgroutage@tgacademy.org.uk.

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/student 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
- 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
- Carry out research
- 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

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 protection policy sets out how long we keep information about pupils.

To request information about our data retention procedures please email sgroustage@tgacademy.org.uk.

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 authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator – Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Data Pupil

We are required to provide information about pupils to the [Department for Education](#) as part of statutory data collections such as the school census and early years census at our primaries.

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.

For our secondary academies we all share data with:

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our youth support services providers in each of our Academies areas as they have the 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.

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.

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.

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:

Steven Groutage – sgroutage@tgacademy.org.uk

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, Tudor Grange Academies Trust (Tudor Grange Academy Solihull, Tudor Grange Academy Worcester, Tudor Grange Primary Academy St James, Tudor Grange Primary Academy Haselor, Tudor Grange Academy Primary Meon Vale, Tudor Grange Academy Redditch, Tudor Grange Samworth Academy, Robert Smyth Academy, Tudor Grange Academy Kingshurst), are the 'data controllers' for the purposes of data protection law.

Our data protection officer is Steven Groutage. He can be contacted at sgroutage@tgacademy.org.uk.

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, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams 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.

Our data protection policy sets out how long we keep information about pupils.

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)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us – Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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.

For our secondary academies we all share data with:

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority or youth support services provider in your area, 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 the local authority or youth support services provider.

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:

Steven Groutage – sgroutage@tgacademy.org.uk

Photography and Images of students

This agreement highlights our concerns about the right of privacy, child protection and the use of images taken within the school, being mindful of the sensitivity of this issue. At Tudor Grange Academy we take the issue of student safety very seriously. This includes the use of images of students in school publications and on the school website. Research has shown that using digital images and videos in education can motivate and enthuse students, help encourage creativity and improve communication and team-working skills.

At school we would like to use images of students for educational and promotional purposes on the Academy website, in printed publications, on CD-ROMs, on official TG Twitter accounts and in digital video productions.

Schools, however, have a duty of care towards students, which means that students will remain unidentifiable in digital images, reducing the risk of inappropriate contact if images are used in this way.

If you are willing for images of your child to be used in this way please complete the form below and return it to the school office. If you are unwilling for your child to be photographed, please tick the box given below.

Thank you in anticipation of your co-operation.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the internet or other technologies.

Images of students may be taken by the school, the Local Authority and other educational organisations or the press with permission from the school. Examples are:

- For school records and individual and/or group/class photographs.
- Where there is a practical element to curricular assessment, for example in Performing Arts or PE.
- For use in publications used to publicise the school or inform parents and other members of our wider community, such as the prospectus and newsletter.
- The School Virtual Learning Environment and website.
- Photographs taken by the press with school authorisation.

- In-school display.
- School trips or visits, locally, nationally or internationally.
- Training videos.

This list is not exhaustive and it may be necessary to deal with individual and unusual events on a one-off basis.

Safeguarding Children

The welfare and protection of our students is paramount and consideration will always be given to whether the use of photography will place our students at risk. Images may be used to harm students, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason consent is always sought when photographing students and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent will always be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Data Protection

In October 2007, the Information Commissioner's Office issued the following advice:

"The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure. Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.

- *Photos taken for official school use may be covered by the act and pupils and students should be advised why they are being taken.*
- *Photos taken purely for personal use are exempt from the Act."*

Parental Consent

On admission of a student to Tudor Grange Academy Redditch parents/carers are asked to complete a consent form indicating their agreement or objection regarding the use of images of their son/daughter. Consent should be discussed with the student, and the student also asked to sign the consent form. Parents/students will be asked to complete the separate WCC consent form for images that have been taken for the purpose of LA publicity.

A list of students for whom consent has been refused is maintained by the school and every effort will be made by staff not to include these students in photographs or video footage. The list will be updated on a regular basis.

The parent/carer is asked to confirm, in writing, that they will inform the setting if they no longer wish images of their son/daughter to be used for any reason. They will be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Setting Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the setting website, in the school prospectus or newsletter, as evidence of the student's development or as part of publicity in the media. Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use setting equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph students in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Person following the setting's safeguarding procedures.
- They have parental/carers permission to take, store and/or display or publish the images.

Please note that in relation to some events, a consequence of not including a student in photography may be that they are not easily able to take part in the event itself. This is something that the school would discuss with you at the appropriate time if necessary. Your decision on whether to give consent is valid for the whole of your son/daughter's time in the school, unless you notify the school to the contrary in writing. If you do not indicate whether or not you give permission your consent is assumed.

Storage of Images

- Images retained in a setting will not be used other than for their original purpose, unless permission is obtained from the subject.
- Images will always be stored securely and password protected.
- Images will be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.
- Images taken for publicity and promotional purposes may be retained for a maximum of two years after the departure of the student. Images contributing to the history of the setting, its children, activities or the community, may be retained indefinitely.

Parental/Carer Photography

In many cases, images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents/carers are welcome to take images of their own son/daughter at award ceremonies, school concerts/shows and sporting events, with the permission of the Headteacher. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. Parents/carers will ensure that:

- They will respect the school's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including students **other than their own, must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened, and they will be asked to remove them.
- They will not use any images of students so as to cause offence or harm.

The Use of Cameras and Video Recordings by students

From time to time, students may be given the opportunity to use setting equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity.

Students are not allowed to use personal equipment in the school for the purpose of taking photographs or video footage, unless being used as a learning resource. This includes the use of personal mobile phones.

The only exception to this is on a setting trip or visit where students may be allowed to take photographs for their own personal use.

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with the school's behaviour and anti-bullying policies and may be viewed as a criminal offence.

Display of photographs

Images of students in the school environment may have full student names attached for the purpose of celebrating progress and achievement or assessment.

However, consideration will be given to displays when rooms are available for other purposes.

Publicity

Press

On occasions, the media are asked to cover school events or to highlight students' successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Permission for students' photographs to appear in the press will be obtained from parents/carers prior to appearance. Local newspaper titles may share their images with other titles within the same syndicate. Any student whose parents have withheld permission, will not be photographed by the media.

Setting Publicity

Photographs of student activities and achievements may be published in the school newsletter or prospectus and posted on the school website. Full names of individual students will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Setting Photographer

Class and individual or group photographs are often an annual event. Parents will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

Links

This guidance links specifically to the school's Data Protection Policy, E-safety Policy, Staff Laptop Policy, Safeguarding Children Policy and to the LA guidance 'Schools System and Data Security'.

Student Acceptable Use Agreement

Academy Policy (full details are available on our website)

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and

stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the Academy will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy:

- I will not bring my own personal devices (mobile phones / tablets / laptops etc.) into the Academy unless I have been given permission (only Sixth Form students are given this privilege). I understand that, if I do use my own devices in the Academy, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

I understand that the Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections at the end of the booklet to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

PE Department Extra-Curricular Sports Activities

The school is involved in a variety of sports activities, competitions and festivals, organised between individual schools, or as part of district/county/national leagues and competitions. Consequently, students are invited to represent the school/Redditch district/county/region in

various extra-curricular activities. The majority of these sports events are held at the end of the school day; although some will occasionally take place during the school day or during evenings or weekends.

The PE department will inform students and parents/carers at the earliest opportunity of a specific event, together with details of approximate times, venues, requirements and other relevant information considered necessary as part of risk assessment for the event.

For activities taking place a significant distance away from school or involving more complex arrangements this information will be shared through a letter/email to parents/carers. A weekly PowerPoint of sports activities and fixtures is shared with all students and staff. Students are encouraged to become aware of likely forthcoming involvement and communicate this to parents/carers.

Parents/carers should contact the relevant PE member of staff for specific enquiries regarding their child's involvement or arrangements. In the event of last-minute changes or cancellation, students will be informed by the PE department. Students can use a school office phone to contact parents/other adults involved in transport arrangements. Alternatively, parents/carers will be contacted by a member of our staff team at the earliest to inform them of any changes to the planned arrangements.

Parents/carers are responsible for agreeing and arranging suitable arrangements for the safe return of their child following an event; either upon return to Tudor Grange Academy Redditch or directly from a local school/sports venue. Consideration should be given to the age and individual needs of the student, time of year and the estimated time of completion of the event. Students awaiting collection at Tudor Grange Academy Redditch can wait in the Sports Centre reception if the school reception is closed; a similar safe waiting area will be made available at local schools/sports venues. The school is not responsible for specific arrangements made between parents/carers whereby their child is collected by a nominated person. Should a student be aware of a problem with safe return following a sports event; they should communicate this to the member of staff in charge. Parents/carers who do not wish their child to make their own way home with/be collected by stated other students/adults should communicate this information to the school.

Transport to and from sports events is normally by minibus, with staff following county guidelines for their use. Coach transport is used on occasions for longer distance or larger groups. Students are required to wear seatbelts and comply with staff and or driver requests. Staff will have details of emergency contact numbers and specific additional/medical needs that are made known to the school. On occasions when minibus transport is unavailable or insufficient, transport by staff cars can be used. Parents/carers will be informed of this if known in the planning of an event. Again, staff will follow county guidelines in this matter. Parents/carers who do not wish their child to be transported in a staff vehicle should inform the event leader in advance. For sports events occurring at weekends, during an evening or if minibus transport is not available, parents/carers may be asked to transport their child to or/and from the venue. Where possible written information and approval for this to occur will be provided.

Tudor Grange Academy Redditch

Term dates 2025 - 2026

Autumn Term 2025

Monday 1st & 2nd September **INSET DAY School Closed to Students**
Wednesday 3rd September **Students Return (Year 9 & 12 only)**
Thursday 4th September **Students Return (Year 10, 11 & 13)**
Friday 3rd October **INSET DAY School Closed to Students**
Friday 24th October **Students End of Term 3:20pm**

Half Term Monday 27th October – Friday 31st October

Monday 3rd November **Students Return**
Thursday 18th December **School Closes for Christmas Break 12:50pm**
Friday 19th December **INSET DAY School Closed to Students**

Christmas Break Monday 22nd December – Friday 2nd January

Spring Term 2026

Monday 5th January **Students Return**
Friday 30th January **INSET Day School Closed to Students**
Friday 13th February **Students End of Term 3:20pm**

Half Term Monday 16th February – Friday 20th February

Monday 23rd February **Students Return**
Friday 27th March **Students End of Term 3:20pm**

Easter Break Monday 30th March – Friday 10th April

Summer Term 2026

Monday 13th April **Students Return**
Monday 4th May **Bank Holiday**
Friday 22nd May **School Closes for Half Term 3:20pm**

Half Term Monday 25th May – Friday 29th May

Monday 1st June **Students Return**
Friday 22nd June **INSET Day School Closed to Students**
Friday 17th July **Students End of Year 12:50pm**

(further INSET days may be confirmed)

Tudor Grange Academy Redditch



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Part of the Tudor Grange Academies Trust