



GUIDANCE NOTES
TO ACCOMPANY READING SCHOOL
ONLINE ADMISSION FORM
For entry in September 2019

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SECTION 1 - UPN (Unique Pupil Number)

Every student who has previously been in State Education will have a UPN. It is issued when the child first starts Primary School at the age of 4/5. The format of the UPN will be one letter followed by 12 numbers, eg, A123456789100.

The UPN is not the Candidate number you were given when you applied for your place at Reading School.

If you do not know the number for your son, you can obtain it from his current School.

If your son has only attended independent schools, he will not have this number, in which case please indicate this on the form and we will issue him with one when he arrives at the school.

SECTION 2 – CONTACT DETAILS

In the section for parent contact details please ensure that you include two separate parental email addresses and not the student email address. Please provide personal email addresses and not a work email. This email address will be used for parental school communications.

GUARDIAN INFORMATION

For all boarders with parents who live overseas, the school will need to hold full contact details of the Guardian your son spends weekends and exerts with. For pupils who have only one parent with legal responsibility, we do require details of a nominated adult who will be a secondary contact. This person will only be contacted in emergencies when the school cannot contact the parent/guardian.

SECTION 3 - INFORMATION RELATING TO CHILDREN NOT LIVING PERMANENTLY WITH THEIR PARENTS

Please complete this section if your son does not live permanently with the parents.

SECTION 4 – PUPIL PREMIUM AND/OR LOOKED AFTER CHILDREN

Please complete this section if your son has been adopted from care or is eligible for Pupil Premium.

SECTION 5 – MEAL ARRANGEMENTS

Please specify in this section if your son has any special dietary requirements for either personal or cultural reasons. Please also mention any food intolerances here.

SCHOOL MEALS

Recently awarded the Food for Life Bronze Catering Mark by the Soil Association for a record number of sites, Harrison Catering takes great pride in sourcing local produce and using the freshest ingredients, which they prepare daily on site across all their contracts. The Catering Mark award scheme recognises caterers who care about issues from animal welfare to honest ingredients. Harrison's business was founded on, and continues to champion, these basic principles.

Research has shown that children at school benefit from a nutritious meal at lunchtime. The catering staff at Reading School will provide an excellent range of hot and cold meals, salads, baguettes and sandwiches that all meet the requirement for Healthy School status.

The cost of a school meal is approximately £3.49 for the main meal and dessert. Students can of course mix and match their choices according to the value of the meal they are buying.

FREE SCHOOL MEALS

Eligibility Criteria

Free school meals are available to children whose parents are in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- An income-related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income that does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs)

Or

- the Guarantee element of State Pension Credit

In addition to the above

- Proof of Parent/Legal Carer status if making a claim under part VI of the Immigration and Asylum Act 1999,
- Receipt of Working Tax Credit does not meet the eligibility criteria for free school meals with the exception of:
Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches.

Process

- An application form is to be completed and must include the name of each child who is eligible for free school meals. See eligibility criteria above.
- The application form and evidence to support the claim should be given to your child's school each term.

See the table below for required forms of evidence that are acceptable in support of the claim.

Providing evidence to support the claim

Criteria	Documentary evidence
Income Support or Income Based Job Seekers Allowance:	<ul style="list-style-type: none"> • A recent letter or bank statement, less than one year old, confirming the applicant's entitlement to either Income Support or Income-based Job Seekers Allowance. <ul style="list-style-type: none"> - Letter and / or statement must show the current name and address. - Bank statement must record the payment as 'DWP I/S' <p>www.jobcentreplus.gov.uk</p>
Child Tax Credit but not Working Tax Credit:	<ul style="list-style-type: none"> • A copy of Tax Award Credit Notice (Form TC 602, Final Award Notice) from the Inland Revenue that confirms the household's entitlement to Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's office Revenue and Customs) that does not exceed £16,190. <p>Note: within Working Tax Credit there is an element for child care. This element forms part of WTC and therefore precludes entitlement to claim FSM with the exception of where this is paid for the first four weeks of unemployment before transferring to other benefits.</p> <p>www.hmrc.gov.uk</p>
Guarantee element of State Pension Credit:	<p>Pension Credit Award Credit Notice (M1000) from The Pension Service, which is less than a year old and must clearly state the Guarantee element.</p> <p>www.thepensionservice.go.uk</p>
Support under part IV of the Immigration and Asylum Act 1999 AND Parent/Legal Carer status	<p>You will need to confirm asylum seeker status and your legal responsibility for the child/children. Acceptable forms of evidence are:</p> <p>Evidence of Asylum Seeker status</p> <ul style="list-style-type: none"> • Home Office documentation confirming Asylum Seeker status and Port of Entry and / or Home Office reference number, OR • If applicable, National Asylum Support Service (NASS) documentation including reference, AND <p>Parent /Legal Carer status</p> <ul style="list-style-type: none"> • Evidence that you are the parent / legal carer responsible for the child / children you wish to claim FSM e.g. Home Office documentation / NASS documentation / IND Application Registration Cards. <p>www.asylumsupport.info/nass.htm www.opsi.gov.uk/ACTS/acts2002/20020041.htm</p>

SECTION 6 – TRAVEL ARRANGEMENTS

Please complete this section indicating how your son travels to school.

SECTION 7 – CULTURAL INFORMATION

Please complete this section regarding cultural information with details of your son's religion, ethnicity, home language and first language.

A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.

If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.

SECTION 8 – MEDICAL INFORMATION

Please complete this section with details of your son's doctor, any medical conditions and allergies he may suffer from, and a record of his immunisations.

DISABILITY DISCRIMINATION

The Disability Discrimination Act 2005 (DDA) is now incorporated in the Single Equality Act (2010) and together they require schools to:

- Promote equality of opportunity.
- Promote positive attitudes towards disabled people.
- Assess and monitor the impact of their activities on disabled people.
- Make reasonable adjustments to ensure disabled children are not disadvantaged.
- Improve outcomes for disabled people.

Schools in England are currently required to collect data on children with Special Educational Need (SEN), but this does not capture information about all disabled children and to date there has been no consistent way of identifying and categorising disabilities. Collecting this information should help policy and practice to respond to the needs of disabled children and their families in line with the Disability Equality Duty (DED) and Single Equality Schemes.

I would therefore be grateful if you could complete the questionnaire included in the Admission Form, whether or not your son has any difficulties.

SECTION 9 – PARENTAL CONSENTS

To enable a smooth transition for your son when he starts at Reading School please can you ensure that all consents are approved.

- **Paracetamol/Antiseptic Wipes**

Please sign this section to agree to your son being administered paracetamol/antiseptic wipes.

- **ICT User Agreement (AUP)**

Philosophy

At Reading School we believe that the use of Information and Communication Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology, both off and online. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

The overall aim for the informed use of Information and Communication Technology at Reading School is to enrich learning for all pupils, to support their academic studies, pastoral care and recreational interests and to promote effective communication.

Duty of care & e-Safety

Reading School has a duty of care towards every member of the school to ensure the safe use of computing facilities. New members of the school are asked to read and agree to the rules for the acceptable use of the school computer network that follow and sign to indicate that they have done so. All staff undertakes online e-safety training and all students are encouraged to act responsibly at all times and to be aware of the issues of “content, conduct & contact” when they use ICT, both in school and at home.

This ICT user agreement applies without exception to all members of the school at all times and to visitors with temporary access. It is assumed that by logging into a school computer or by accessing any of the school's ICT services you are agreeing to abide by this agreement.

Further information can be found in the policy documents on the school website (E-Safety Policy, Social Network Policy for Students and Social Network Policy for Staff).

Personal security

The security of your own files is your own responsibility. Do not give anyone your password and get it changed if you think someone else has discovered it. Every member of the school has a responsibility to protect the security and confidentiality of the school computer network.

Do not give your password to anybody.

Use of the school ICT equipment

Access to the school computer network must only be made using an authorised account username and password. Your individual account should be used to store all your work and is available from any terminal in the school.

Your personal folder must regularly be cleared of unnecessary files.

All computer equipment is security marked and machine serial numbers are logged. Computers and their peripherals are all property of the school and must not be moved or removed from the premises without permission. Work may be shared or exchanged with others using the appropriate folders on SharePoint or other online spaces set up by individual departments for that specific purpose.

ICT User Agreement Conditions

These conditions apply without exception to all members of the school at all times, irrespective of location, and includes visitors with temporary access.

1. Reading School provides ICT facilities to all students and staff who have been registered with the curriculum network manager by signing and returning their ICT User Agreement. As a registered user you may use any these facilities in order to carry out your work, to store files in your own user area on the network, to send and receive emails and to access appropriate information on the Internet.
2. You cannot use any ICT facilities until you are registered and have signed the ICT user agreement. These conditions are necessary for one or more of the following reasons:
 - a. To ensure that all equipment, peripherals, curriculum or administration networks and internet access function properly and are thus available for the benefit of registered users at all times
 - b. To ensure that information stored by staff and students is kept safe and available at all times
 - c. To comply with the appropriate laws governing the use or misuse of ICT and internet facilities
 - d. To ensure that the school and its staff can carry on with their day to day business effectively
3. You should be aware that by signing this ICT user agreement you give consent to the network managers and other ICT staff, in the normal pursuit of their work, having access to your user area, your files, to your e-mails. You should also be aware that the time and dates of your network usage are logged and all websites you have visited on the Internet are logged and can be examined. If you break the conditions of the ICT user agreement you may be liable to sanctions, up to and including exclusion from the school.

When using Reading School ICT facilities you MAY:

4. Use the facilities for your schoolwork or for other appropriate work.
5. Send personal e-mails outside of lessons using only the Webmail email system provided with your login account. The sending of emails during lessons, other than class work related messages, is not allowed.
6. Access the Internet providing this does not prevent anyone else from carrying out their work and that such activity falls within the conditions for the use of the facilities.
7. Store only such files as are needed for your work

When using Reading School ICT facilities you MUST NOT:

8. Send electronic communications which could bring yourself or the school into

- disrepute or which could render yourself or the school liable to prosecution
9. Knowingly access, view or download any material capable of giving offence
 10. Keep, or pass on, e-mails received which contain material capable of giving offence
 11. Knowingly import programmes, download files or open attachments that cause viruses to be spread
 12. Add to the programs already available to you, either on the network or a stand-alone machine. This includes accessing or downloading games and other programs either from the internet or from other external storage devices (including flash drives, hand held devices, mobile phones or similar)
 13. Leave yourself logged in. When away from your station, you must logout
 14. Give your password to any other person or allow them to use your account.
 15. Attempt to gain the password of or access the work area of another user
 16. Take part in any other computer related activity which could give offence or bring yourself or the school into disrepute or render yourself or the school liable for prosecution
 17. Attempt to change the operation of any ICT facility by amending its configuration settings, except with the express permission of the network managers or the head of ICT or under instruction of those acting on their behalf
 18. Connect any equipment or devices (including flash drives, hand held devices, mobile phones or similar) to any ICT facility, except with the express permission of the network managers or the head of ICT or under instruction of those acting on their behalf.
 19. Attempt to circumvent any security systems in place or to be knowingly party to such attempts, either before or after the event.
 20. Attempt to log into a computer using another person's credentials or attempt to log in as a system administrator.
 21. Become involved in any inappropriate, antisocial or illegal behaviour involving the school computer systems.
 22. Send offensive or harassing material to others or take part in any form of cyber bullying.
 23. Use school computer equipment for any commercial purpose.
 24. Tamper with or vandalise school computer equipment or attempt to install software.
 25. Connect your own computer hardware or mobile device to the school network without permission.
 26. Unplug a school computer or disconnect its network cable.
 27. Create or store files that contain unsuitable or offensive language or images.
 28. Download or attempt to use any unauthorised executable files on the network.
 29. Commit copyright violations, such as illegal copying of music files, movies, pictures or software.
 30. Take part in inappropriate behaviour using the IT facilities - always notify a member of the ICT Support Team if you identify a problem or witness unacceptable behaviour.
 31. Take part in any activity that threatens the integrity of the school computer systems, or that hacks, attacks or corrupts the network.

Using the Internet

All members of the school have access to the internet, for educational purposes. Internet content is filtered and your internet access is monitored and the websites you visit are logged. Online games are forbidden and some social networking sites may be blocked during the school day – others may be accessible for classroom work. Any use of any social network site, during lesson times, must be classwork related and with the agreement of supervising teacher.

Never:

32. Attempt to access inappropriate websites or material by trying to circumvent the school internet filtering system.
33. Create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc.
34. Engage in any commercial activities online.
35. Use the school computer systems for political purposes or advertising.
36. Promote or provide instructional information about illegal activities or promote physical harm to anything or anyone.
37. Use peer-to-peer services within school
38. Upload, download or attempt to spread any computer virus.
39. Use the school's facilities to attempt to gain unauthorised access to any other computer systems.
40. Use any technique which would disrupt network communication, security or integrity.

If you are unsure about the suitability of a web page, close the page and consult a member of staff immediately or report the website to the ICT department using the support@reading-school.co.uk email address. Give the URL of the website and a brief note about why you are reporting it.

You should be aware of the implications of copyright and the consequences of plagiarism – any passage of text, copied from a public source such as the internet should be acknowledged, giving the site URL and, where appropriate, the name of the author and date.

E-mail

E mail is a vital business and educational tool, but an informal means of communication. Give consideration to the appropriate use of language in your e mail messages. In general, try to write an email as professionally as you would a letter. In general you:

41. Should check your school email account regularly: at least once per day.
42. Should attempt to respond to or acknowledge e mail messages reasonably quickly.
43. Are responsible for the content of all emails you Send, Forward, Reply To or Reply All to and for any contacts you make.
44. Should NOT provide your address, telephone number, bank account number, credit card details or photograph as part of an email unless the recipient is known personally.
45. Should always remember to use the Bcc: field when you write an email with multiple recipients, to keep your recipient's email addresses private.

Never use email on a device connected in any way to the school facilities to:

46. Transmit obscene, hateful or threatening communications.
47. Communicate or publish defamatory or racially offensive materials
48. Communicate or publish defamatory or homophobic materials.
49. Transmit via email any unsolicited advertising, junk mail, spam, chain letters, or any other form of email solicitation.
50. Use the email system to commit crimes or to bully, harass or stalk others.
51. Use the school email system for personal financial gain, gambling, political purposes or advertising.

Cyber bullying & Whistleblowing

Behaviour that is of a bullying nature is never acceptable, either online or offline. Cyber bullying refers to the use of information and communications technologies to victimise, threaten, tease or harass others. Mobile phone text messages, e mail, phone calls, internet

chat rooms and instant messaging and social networking websites can all be misused for cyber bullying.

If you wish to report inappropriate behaviour you can speak to any teacher or other member of staff or, if you wish, you can email them. You can also find advice on the CEOPS website by clicking on the icon on your desktop.

Social networks, blogs and Twitter

The use of social networking websites in school time is discouraged and access to acceptable sites is limited to certain times of the school day. Most social networks and communication tools such as Twitter have age restrictions.

The school and some individual departments and teachers have blogs and Twitter accounts and these can be used in school. When interacting on a school blog or Twitter account always be careful what you post; it will be monitored and moderated if necessary.

Never:

52. Post anonymous messages, personal remarks or personal details about anyone else or impersonate someone else.
53. Use photographs of groups or individuals on a website or blog without their permission.
54. Post or respond to electronic communications or messages that are impolite, indecent, abusive, discriminatory, homophobic or racist or in any way intended to cause hurt to another person.
55. Post personal information about yourself, such as your age, hobbies, phone numbers or your address or post code.
56. Post anything that could be considered upsetting.
57. Be derogatory to any person or bring the school name into disrepute.
58. Use the internet or email to arrange to meet someone you do not know - not everyone is who they say they are

Internet Access for pupils in the Boarding Houses

Reading School has a special duty of care towards its boarding community to provide a safe, secure and healthy environment in which to live and work. Wireless Internet access is available in the boarding houses and all reasonable precautions have been taken to make sure that the Internet access provided is safe and secure, but the onus is on boarders to use it responsibly.

Housemasters are conscious of their duty of care towards the boys with regard to adequate sleep and development of social skills. The excessive use of laptops or hand held devices can be a cause for concern and Housemasters will exercise their duty of care when necessary in this regard.

In addition to all previous rules that apply at all times throughout the school the following specific rules apply to the use of personal computer equipment (BYOD) in the boarding houses:

59. With consent from parents and housemasters, boarders in Years 10 and above may bring their personal computers, tablets or mobile devices into the boarding house (this does not apply to mobile phones which any boarder may bring).
60. Boarders in Years 10 and above who have the consent of their parents, housemaster and permission from the network manager, may use the wireless network.
61. Your laptop or device must never be connected into the main school network.
62. You are permitted to use the guest wireless network, following discussion with your House Master.
63. Your laptop or device must have up-to-date antivirus software installed

64. You are wholly responsible for your actions, or the actions of any other user you permit to use your laptop or device.
65. You are responsible for ensuring that your laptop or device is stored securely when it is not being used.
66. You are responsible for maintaining your own computer equipment.
67. No direct technical support, software or maintenance should be expected from the school's ICT department.
68. Do not leave equipment switched on when unattended for any period of time.
69. You are responsible for ensuring that any important work is backed up regularly.
70. The school must be given permission to carry out physical inspections of equipment, including electrical safety testing, and, when breach of this user agreement is believed to have occurred, examination of the contents your equipment, including any storage devices.
71. Boarders are expected to stop using all forms of electronic equipment at lights out.

Content filtering is relaxed after school, except during prep time, to allow some recreational use of the internet and access to approved sites. Requests for particular sites and sources to be unblocked should be made to the ICT department and will be considered, as long as they do not affect the safety and security of our school systems. All recreational use of the internet at all times, and in all instances, must be legal and must not be liable to bring the school into disrepute in any way.

Monitoring & Tracking ICT Use

The school, through the ICT support team, has the right to openly monitor the use of computer equipment and internet and email systems to prevent them being used inappropriately, for unlawful purposes or to distribute offensive material, balanced against an individual users right to privacy. Administrators reserve the right to examine, use and disclose any data found on the school's networks for the purposes of ensuring the health, safety, discipline or security of any student or staff member or to protect property. This information may, if necessary, be used in disciplinary actions.

Printing facilities

The school has excellent printing and photocopying facilities but printing, especially colour printing, can be very costly and wasteful. You can save time & money and reduce waste easily:

72. Print more than one page per sheet of paper or print double sided.
73. Use more of the page by changing your document margins and remove blank pages.
74. Print straight to a photocopier instead or print one copy and photocopy it.
75. Email it, or share your work using SharePoint or some other appropriate shared storage system.

Data protection

The Data Protection Act, (1998), states that organisations which store personal information must register and state the purpose for which they need the information. Reading School is registered as a 'data controller' under the data protection act to store reasonable information about its pupils and staff.

Sanctions

Depending on the severity of the offence and at the discretion of the Teacher, Housemaster or Headmaster (or whoever is dealing with the case), one of the following will apply:

76. Temporary ban on internet or network use.
77. Permanent ban on internet use.
78. Permanent network ban.

- 79. Normal school disciplinary action.
- 80. Police involvement, where appropriate.

- **SchoolComms (or equivalent third party communications provider) – messages sent home**

Reading School operates a service called SchoolComms, which is used by a large number of schools across the UK to communicate with parents by email and text message. SchoolComms will be beneficial to you because:

- Messages will get to you reliably,
- We can send messages independently to a mother and father at the same time,
- You will quickly know about important or urgent messages,
- We can tell you more about what is going on at the school. A weekly message from the Headmaster is sent to parents using this system of communication.

To use SchoolComms we need to collect your email addresses and mobile numbers and we would ask you to complete and return the section in the Admission Form giving your consent for your details to be registered with SchoolComms.

Please be assured that SchoolComms is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – when you sign up to SchoolComms, email messages will be sent from SC8705401a@schoolcomms.com. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

- **Scopay.com**

Reading School operates a service called Scopay which is the school's cash office. The School uses the information it gathers to communicate with parents regarding School Trips.

Please be assured that Scopay.com is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

- **Other Third Party Software**

The school sometimes registers with a range of web based service providers including but not limited to Boardingware and Patient Tracker. Registering with these providers requires that some personal information about your son is provided. This may include his name, date of birth, year group and email address. We do not share your son's details with any company that has not been verified under the Privacy Act 1988.

- **Permission for Biometric System**

Government guidance says parental permission must be obtained to use students' biometric data. Biometric data can be used in a number of different ways, but in Reading School we use data extracted from your son's fingerprint to allow him to pay for food in the Refectory.

We have been using this method of payment since April 2011 and have recognised substantial benefits:

- Faster payment reduces queuing time
- Boys do not need to bring cash into school
- Boys can't 'lose' their fingerprint!
- free school meals allowances added automatically

We have also had a lot of positive feedback from parents who tell us that they like the convenience of adding funds on line and being able to see what their sons are purchasing.

We would like to reassure boys and parents that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint, only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Biometric registration is purely voluntary and those not wishing to sign up are still able to use the system by way of a card. However, if the card is lost there is a charge of £5 for a replacement. A card system is less secure as a lost card can be used by the finder until such time as the loss is reported and the card cancelled. If you would prefer your son to have a card then please contact Miss Snow, Business Manager by e-mail on asnow@reading-school.co.uk and this can be arranged.

- **Using Images of Children**

Occasionally, we may take photographs of pupils at Reading School. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 on the Admission Form. They are:

1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?
2. May we use your child's image on our website?
3. May we record your child's image on video or webcam?
4. Are you happy for your child to appear in the media?
5. Are you happy for your child to appear on internal display boards in school?

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

- **Home School Agreement**

Please sign this section to agree to the following Home School Agreement:

The School is entitled to expect that you as a student:

- Are punctual and attend regularly
- Adhere to the school dress code
- Work to the best of your ability
- Complete your homework on time and meet deadlines
- Take responsibility for your own learning, organisation and discipline
- Are honest, polite and exhibit good behaviour at all times
- Show respect for others and their possessions
- Participate to the best of your ability in school/house activities
- Raise quickly any concerns or problems that you have, with us and your parents.

As a parent:

- Support the School's ethos and policy as set out in the School Prospectus.
- Ensure regular and punctual attendance by your son and avoid holidays in term time wherever possible.
- Ensure your son comes to school with the appropriate uniform and equipment.
- Do your best to provide an appropriate environment and time at home to enable your son to complete homework
- Monitor your son's homework, using the Student Handbook
- Have positive but realistic expectations of your son's ability
- Endeavour as far as possible to support the school's activities (parents' evenings, concerts, events) and encourage your son to do so.
- Advise the school of problems/achievements/issues concerning your son
- Reply to school communications and supply absence notes promptly.

Students and Parents are entitled to expect that we as a school:

- Provide a happy, caring and safe environment for learning
- Provide effective teaching
- Provide good, moral guidance and role models for your son
- Effectively monitor and report regularly on your son's progress
- Praise your son for achievement where appropriate
- Set appropriate homework for your son and monitor work through the Student Handbook
- Advise you about equipment, books and materials that are required for school
- Provide up to date and timely information about school events
- Communicate our concerns and problems regarding your son promptly
- Deal with problems in a professional, fair and consistent manner
- Allow access to raise concerns with staff when the need arises.

- **Code of Conduct for all students on school visits**

As you are aware in today's climate, there are certain precautions we must take before taking your son on a school visit. In respect of Health & Safety regulations and insurance, we require the assurance of yourself and your son that the following rules of behaviour will be adhered to both before and during the visit.

It is usual for Reading School students to behave in a responsible and co-operative manner during school visits. However, to avoid any misunderstanding, we think it is vital for both parents and students to be aware of the behaviour we expect. We encourage parents to discuss this code of conduct with your son so that he fully understands the implications before signing the agreement.

For all visits:

1. Students remain under the jurisdiction of the School during the visit and must follow the instructions of the Party Leader and all staff with responsibility during the visit.
2. Punctuality and politeness from students will be insisted upon at all times during the visit.
3. There will always be at least one member of staff on duty during a visit. Students must know where and how staff can be easily contacted. This will apply to all parts of the visit including the journey, free time and during the night. During Exchange Visits it is particularly important that students know how to contact a member of staff and that they do so as soon as possible if a problem arises.
4. Students remain responsible for their belongings and valuables whilst on visits. Staff will usually make arrangements for the safe keeping of passports and may make arrangements to help students safeguard other valuables.
5. Students will not be allowed to smoke, or to purchase cigarettes during any part of the visit.
6. On the visit, students must never possess, use or purchase drugs defined as illegal under English law.
7. Students will not be allowed to drink, or to purchase alcohol, during any part of the visit, except in the home of a host family, during a language exchange, when this is local custom and parents have given their approval.
8. Students should never deliberately put themselves at risk, however, they must also know what to do in the event of an emergency. They should know how to contact staff during any periods of time when they are indirectly supervised and must follow the given instructions for emergency procedures.

For residential visits:

9. At all residential venues students must always be considerate of all guests/staff and should not do anything to inconvenience them. Students will be expected to maintain their room in a reasonable state and leave it in an acceptable condition.
10. Whatever the age of the students, a clearly stated curfew will be given, and a time to be in the student's own bedroom will be given. Lights out and silence will be insisted on at a given time. It must be understood that staff must be able to trust students in their own rooms when instructed to do so. Students will not be allowed into rooms of other guests (and vice versa).

11. No student will be allowed out of the residential venue on his own. If free time is allowed during the day, students must be in groups of at least four, to ensure student safety.
12. Please note that further rules of conduct may apply on specific trips and any supervising member of staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.
13. Any damage incurred by students will be the financial responsibility of parents. In an extreme case of misbehaviour, parents will be contacted. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request a return, extra financial liability will also arise.
14. Any student who breaches the code of conduct not only risks his own place on school visits but also threatens the future organisation of visits in the School.

It is in the interest of your son's health and safety that the above code of conduct is respected. In signing the section in the Admission Form you are agreeing that your child fully understands and respects the conditions and expectations stated above.

- **Privacy Notice**

Why do we collect and use pupil information?

We collect and use pupil information relating to our pupils and may also receive information about them from their previous school, Local Authority and/or the Department for Education (DfE) in line with the Education Act 1996 (Departmental Censuses). We use this personal data to:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic Progress/Assessment Information
- Relevant Medical and Special Educational Needs Information
- Exclusions/Behavioural information
- Post 16 learning information

Collecting pupil information

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

Storing pupil data

We hold pupil data using the guidelines set out in the Information and Records Management Society Retention Guidelines for Schools document: [Retention Guidelines](#)

For example, pupil files will be retained under the Limitation Act 1980 for the period DOB of the pupil + 25 years

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurse/NHS

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

What is different about pupils aged 13+?

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

This enables them to provide services as follows:

- youth support services
- careers advisers

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

Our pupils aged 16+

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

This enables them to provide services as follows:

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

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

The National Pupil Database (NPD)

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

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

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

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

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

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

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

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Miss A Snow, School Business Manager, Reading School, Erleigh Road, Reading, RG1 5LW or email: asnow@reading-school.co.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Miss A Snow, School Business Manager, Reading School, Erleigh Road, Reading, Berkshire, RG1 5LW or email: asnow@reading-school.co.uk

In addition for Secondary Schools

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's support service for all young people aged 13 to 19 in England. We must provide both you and your parents(s) name and address, and any further information relevant to the Connexions services' role. However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Mrs Jo Lidbetter, Office Manager if you wish to opt-out of this arrangement. For more information about Connexions please go to the LA website shown above.