



HAMPSTEAD SCHOOL

Learning together Achieving together



Information Booklet



KS3

KS4

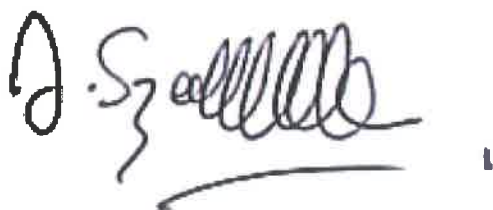
WELCOME TO HAMPSTEAD SCHOOL



We are delighted that you have chosen Hampstead School for your child. We are committed to working with you to make sure that your daughter/son is happy, safe and very successful here. To ensure this we need your undertaking to the school. We have found that without this, children do not succeed well. In addition to you being legally responsible for making sure your child attends school

regularly and punctually, your support in valuing education will make all the difference. Please ensure your child is in full school uniform every day.

We want you to come in, to phone us, and to talk to us on a regular basis about your child. We need your partnership in being fully involved with the life of the school, so please check that we have your up to date mobile phone number (for our text service) and e-mail address. We look forward to working in partnership with you as part of our school community.



Jacques Szemalikowski
Head

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STATEMENT OF INTENT



At Hampstead School everyone will strive to:

- enjoy the challenges and achievements of learning
- develop individual strengths
- experience academic, social and personal success
- manage setbacks
- develop consideration and co-operation

within a stimulating and supportive environment and with the support of family and the wider community.



Hampstead School is committed to the UN Convention of the Rights of the Child

Home School Agreement

Young people only spend 15% of their time in school. The rest of the time they are with their family or friends. If all students are going to be high achievers and good citizens, they, their families and their schools must work together to make sure this happens.

Hampstead School will work hard to fulfil the Statement of Intent and to:

- Have the highest expectations of every student in terms of achievement, behaviour, attendance and punctuality and uniform
- Make the school a safe, friendly and stimulating place where learning is paramount
- Deliver a broad, balanced programme of study which is well organised and well taught
- Inform students and their families regularly about progress, key milestones and aspirational targets
- Set and assess home learning to develop independent learner skills
- Provide counselling, mentoring and pastoral support for learning
- Keep in regular contact with families and be accessible if there are any problems
- Support the learning of parents and families and their local communities
- Make everyone proud of their achievements and being part of Hampstead School
- Inform parents when their child is absent from school

As a Hampstead School Student I will work hard to:

- Have the highest expectations of myself and do whatever it takes to learn
- Arrive at school by 08:35 every day in full school uniform and equipped with a planner, reading book, stationery and PE kit (when necessary)
- Behave impeccably, with consideration to others and in line with the School Behaviour Policy
- Take pride in achievement, act on advice from teachers and complete all class work, home learning and coursework on time
- Come prepared to learn and work towards aspirational targets
- Use the Independent Learning Centre regularly
- Take pride in Hampstead School, helping to keep the school free of litter, graffiti and damage
- Take a full and active part in school life

As Hampstead School Parents and Families we will work hard to make sure we:

- Have the highest expectations of our child/children and their learning and conduct
- Send our child/children to school on time every day in full school uniform and equipped with a planner, reading book, stationery and PE kit (when necessary)
- Contact the school immediately if our child/children are absent, by telephone (020 7472 5380), fax, note or email (attendance@hampsteadschool.org.uk)

- Do not take our child/children out of school during term time
- Take pride and help our child/children take pride in achievement, reading and all home learning and coursework
- Let the school know about any problems which might affect our child/children's work or behaviour
- Tell the school about previous difficulties experienced that will help the school plan the right support
- Attend all Parents' Consultation Evenings to support our child/children's development
- Take pride in Hampstead School and support its ethos and behaviour policy
- Take a full and active part in school life and encourage our child/children to do the same

1. THE SCHOOL DAY

For this academic year, due to building works, the school day is as follows. This will be reviewed for the academic year 2017/18.

TIMES	PERIOD
08.00	<i>Breakfast Club</i>
08.40	Registration/Assembly
09.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	<i>Morning Break</i>
11.20 - 12.20	Period 3
12.20 – 13.20	Period 4
13.20 – 13.50	<i>LUNCH</i>
13.50 – 14.50	Period 5
14.50	<i>Official End of Day</i>
14.50 – 16.00	<i>Enrichment</i>

2. SCHOOL UNIFORM



Uniform is compulsory for Years 7-11 at Hampstead School, promoting a sense of identity and pride in the School. We expect all students to be appropriately dressed for learning and to be neat and tidy. Our uniform supports the security and welfare of students within a caring environment where they are encouraged to become confident and responsible citizens. It is also our aim to discourage unnecessary and expensive competition in matters of

dress, thus avoiding pressure on extra expenses for parents and carers. We have learnt from experience that tolerance of minor variations are contrary to these aims and are harmful to the general appearance and image of Hampstead school. We ask all parents and carers to support the school by keeping to the prescribed uniform list. Any student not in uniform will be sent home to change.

Compulsory dress for learning	Compulsory PE dress for learning
<ul style="list-style-type: none"> Hampstead School Blazer Black, full length, straight leg, formal <u>school</u> trousers (i.e. not skinny, fashion, legging or jean style) or knee length, black <u>school</u> skirt (i.e. not mini, tight or fashion style). Both obtainable from high street retailers such as Primark, M & S, Asda, Tesco, Matalan, John Lewis) Completely plain black flat shoes including soles NOT trainers (this includes Vans, Converse and Dr Martens) with plain black laces and no logo Hampstead School jumper with embroidered school logo and red piping or Hampstead School cardigan with embroidered school logo and red piping White <u>school</u> shirt and school tie (with logo) and the knot done up to the top of the shirt 	<ul style="list-style-type: none"> Black shorts or tracksuit bottoms Hampstead School red PE polo shirt with logo Hampstead School red PE polo shirt may not be worn as a substitute uniform for non-PE classes.
Optional dress for learning	Optional additional items
<ul style="list-style-type: none"> Kameez top – black with school logo Hijab/Turban/Yarmulke – Red, White or Black Jilbab – black with school logo clearly visible Plain black or natural colour tights Plain black or white ankle length socks Belts should be plain black only 	<ul style="list-style-type: none"> In poor weather students should wear a suitable outdoor coat, zipped or buttoned over the school uniform, to be removed in the classroom. For safety reasons a high visibility outdoor coat or jacket is preferable Weather protective hats, scarves and gloves may be worn as part of outdoor wear

On-line Hampstead School Uniform Suppliers:

1. Price & Buckland – www.pbparentsonline.co.uk/hampstead (blazers, ties, jumpers, badges for Jilbab or Kameez only and red polo shirt for PE)
- 2.
3. John Lewis – www.johnlewis.com (blazers, ties, jumpers, badges for Jilbab or Kameez only, red polo shirt for PE and cardigans)

The school has a limited stock of new and second hand jumpers (*limited sizes available*).

Non-acceptable wear

- Trainers
- No visible tops may be worn underneath the school jumper, shirt or polo shirt (e.g. for PE).
- Baseball style caps / hats are not permitted.



- Jewellery, other than studded ear rings no bigger than the wearer's ear lobe, is not permitted.
- Hair dye which is not a natural colour is not permitted.
- Patterns shaved or cut into hair are not permitted.

Year 12 and 13

Sixth Form students must at all times be aware of their role as mentors to the main school. Accordingly, students are expected to dress in a dignified manner.

- Thin straps, low tops, low slung trousers, short skirts or dresses, cropped tops and very tight clothing are inappropriate for a learning environment.
- Coats, scarves and other outdoor wear must be removed in classrooms.
- Hoods and hats may only be worn outside. Baseball style caps and hats are not permitted on site.
- We reserve the right to issue guidance on matters such as jewellery, tattoos and piercing as necessary.



Responsibilities

It is the Head's responsibility to ensure that the governors' policy is implemented and maintained. The Head will determine any questions of day to day compliance and sanctions in accordance with the school's Behaviour for Learning Policy and levels of delegated authority. The Head may delegate particular responsibilities in relation to implementation. It is the duty of all staff to uphold the uniform standard and address non-compliance.

Complaints

The school's Complaints Policy will be followed. A copy can be obtained from the website or from the school on request.

Monitoring and review

The Head will report to the Governing Body at least once per year on the working of the policy, and will include in the report the number of cases of persistent non-compliance during the previous period, and the action taken.

It is recommended that parents mark all items of uniform with their child's name using an indelible pen which can be purchased from most major department stores.

3. YEAR GROUPS



Hampstead School has about 1300 students aged from 11 to 19 years, so that students do not feel lost in such a large school, students are divided up into Year Groups. There are 210 students in each year group, which are sub-divided into 7 Tutor Groups.

4. TUTOR GROUPS

The person they will probably get to know best is their **TUTOR**. They will see their Tutor once a day when the register is taken and the Tutor will always check to make sure they are getting on well. If you or the student have any questions or problems, the Tutor should be informed straight away.

Remember, their Tutor acts as their parent/carer in school. They are responsible for the students and the students are responsible to them.

5. LUNCHES



Hampstead School's new building due to open in October 2016 will have a brand new cafeteria. A cashless system will be in operation and biometrics in place for both students and staff. When the system goes live parents/carers will pay for lunches on-line or in any shop that accepts 'Pay Point'.

Students also have the opportunity to bring their own packed lunch.

If they qualify for Free School Meals, parents/carers **MUST COMPLETE** the relevant application on admission or apply on line at www.camden.gov.uk/fsm. The Midday Supervisors will have a list of all students entitled to receive Free School Meals.

During the lunch break students in Years 7 to 11 are not allowed to leave the school premises unless a note is given by the Head of Year.

6. ILLNESS

If students are ill or have injured themselves in any way, they must tell their Teacher, Tutor or Head of Year who will alert a First Aider or their parent/carer, if necessary.

In the case of a serious accident Reception would be alerted and a First Aider will be contacted.

7. EXPECTATIONS

Every person has the RIGHT to:

- Feel safe and secure
- Be treated with courtesy
- Have equal opportunities, regardless of gender, race, religion, sexuality or ability
- Be able to work
- Be valued as a member of the school community

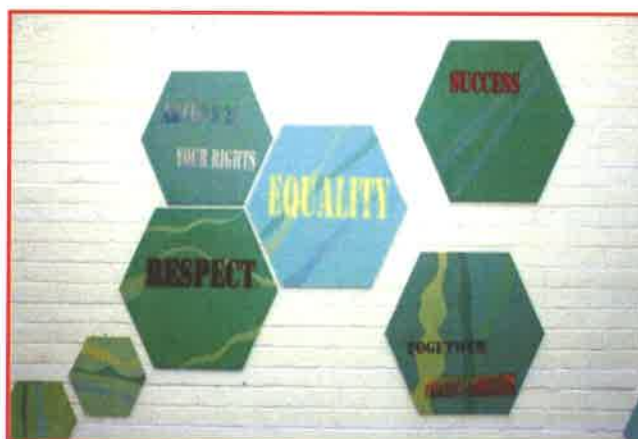
7.1 Whole School Rules

1. Arrive on time in full school uniform to registration and to every lesson with the required equipment for learning

2. Electronic devices must be switched off and kept out of sight during the school day and whilst on site
3. No baseball hats or hoods to be worn on the site
4. No dangerous objects or substances are allowed in school
5. Skates or skateboards are not allowed to be used on the site unless as part of a school activity
6. Smoking is forbidden as is chewing gum
7. No spitting
8. Any fighting – including play fighting – is forbidden
9. Students must give their name to members of staff when requested
10. No cycling on the school site, unless as part of a school activity

7.2 Classroom Rules

1. Remove all hats/coats /bags
2. Follow your teacher's instructions
3. Use respectful language
4. Do not eat/drink/chew
5. Do not call out



7.3 Corridor Rules

1. No running
2. No shouting
3. Use respectful language
4. Keep to the left

7.4 Environment

We all value our school environment and any damage or graffiti to school surfaces costs a significant amount of money to put right. Students will be expected to make good the damage in both effort and costs.

7.5 Equipment for Learning

Students should **always** bring a school bag to school with them. In their bag they should have their Student Planner and pens, pencils, ruler and rubber. They will need all of these every day. They will also have to bring the special things they need for each particular day, e.g. PE kit, exercise books, folders, calculator and home learning. It is a good idea for them to pack their bag the night before. It is their responsibility to look after their belongings at school and they should not leave things around. If they do lose something, they should report it to their Head of Year.



NEVER BRING ANYTHING VALUABLE TO SCHOOL

All items such as MP3's, iPods, mobile phones etc. are not allowed to be used on the school site and must be out of sight at all times. If such a device is seen or heard, it will be confiscated and handed to reception for safekeeping. The student will need to return to

reception at the end of the school day to have it returned to them. The school **cannot** be held responsible if these items go missing or get lost.

7.6 *Student Planner*

All students will receive a Student Planner on their first day and they should carry it with them at all times.

The student will need to use their Student Planner to:

- Carefully write down their home learning
- Write down when their home learning must be handed in
- Record their weekly attendance and punctuality
- Write down any equipment they will need
- Keep a diary of each day's events
- Record their achievements and responsibilities in and out of school
- Record their commendations
- Help them to plan their time
- Communicate with home
- Obtain the useful resources contained within it for their lessons



The Head of Year, Tutor and Subject Teachers can also use it to contact home.

7.7 *Home Learning*

Home Learning is an essential part of the curriculum at Hampstead School. It improves students' thinking and memory and helps students develop positive study skills and habits that will serve them well throughout life. Research shows that regular home learning encourages students' to use their time wisely, and teaches students to work independently whilst taking responsibility for their own learning.

In addition, home learning allows students to review and practice what has been covered in class and helps students to get ready for the next day's lessons. In some subjects, home learning helps students learn to use resources, such as libraries, reference materials, and computer web sites to find information and so it encourages them to explore subjects more fully than classroom time permits. It also allows parents to understand more about what students are learning in school.

At Hampstead School home learning is set in accordance to the scheduled timetable as follows:

Key Stage 3 (Years 7, 8 and 9)

English, Mathematics and Science – one home learning activity or task once a week.
All other subjects – once a fortnight.

Key Stage 4 (Years 10 and 11)

All subjects are set one home learning activity or task once a week. This is vital for GCSE preparation.

8. CURRICULUM

The decisions we make about our curriculum dictate rather than reflect the nature of our institution and its communicated ethos. It influences both opportunities that students have within the Year 9 options process and the subsequent pathways, progression routes and life chances when they leave. Whilst it is crucial that we are clear about the guiding principles behind our curriculum and the messages and opportunities implied therein, we cannot naively operate in a bubble and morally must be necessarily responsive to maximising longitudinal success for all our students.

Any considerations regarding curriculum must be congruent with our core values and school aims. These are to ensure that all students can reach the highest possible educational standards, progress through, and leave school as a successful young person able to deal confidently with the challenges and opportunities of both Further and Higher Education and indeed, adult life. Central to this continues to be careful pathway guidance underpinned by equality of opportunity measured by outcome and systematically tracked through rigorous use of Hampstead Target Grades and associated Progress Scores.

As a consequence of these overarching values and principles, at Hampstead School we seek to offer:

- a curriculum that promotes British Values recognising the importance of democracy, rule of law, individual liberty, mutual respect and tolerance
- a challenging, supportive curriculum which is structurally differentiated to meet individual needs ensuring that students' achievements reflect capabilities
- a focussed curriculum that allows students to experience success and empowers them to succeed in the appropriate educational pathway
- an inclusive curriculum which equips students with skills, knowledge, awareness and understanding that will enable them to contribute to the local and wider community and to function in the world of work
- a curriculum in which assessment for learning is intrinsically linked to the learning process, involving students in monitoring their own progress towards accreditation and progression
- a curriculum which engenders responsible active citizens in a pluralist society an exciting, stimulating curriculum from which students can gain pleasure in learning and develop interests and attitudes which will continue throughout life

8.1 Grouping

Year 7

When students are admitted into the school they are divided into two mixed ability bands, and further divided into mixed ability tutor groups. They are taught in these tutor groups for



the vast majority of their lessons in Year 7 with the exception of mathematics who set students in ability groups, initially based on data received from primary schools. Students who are identified with a comprehension reading age of below 10 years are withdrawn from mainstream geography, history and English and taught in small literacy classes. There is fluidity of

movement back and forth from these groups where necessary.

The Design Faculty teach a rotation of subjects with students following modules in textiles, art, resistant materials and food technology - each of half a term in duration. PE includes a swimming component and is taught in single sex classes.

Years 8 and 9

The Year 8 and 9 curriculum builds on what students have learned in Year 7. Ability setting continues in mathematics, and is also introduced in English, science and languages. Design rotations continue for all students. PE is taught in single sex classes, and in Year 9 all students begin a GCSE in either PE or Dance. All other subjects are taught in mixed ability tutor groups.

Years 10 and 11

Students undertake the GCSE options process in the spring term of Year 9, where they are guided into a pathway appropriate for their needs.



Students in Key Stage 4 follow one of three pathways: One pathway allows the majority of students to follow traditional GCSE subjects leading to the EBacc. A separate pathway allows students to opt for a Humanities subject together with more vocational subjects such as Health & Social Care or Leisure and Tourism. Some students follow a pathway that provides an additional five hours of mathematics and English in order for them to maximise their potential in these crucial subjects.

In consultation with parents, a minority of students at Key Stage 4 may be directed to suitable alternative provision off site in order to meet their needs. Although these students follow a separate curriculum with a different provider, they remain part of Hampstead School.

8.2 Key Stage 3

- | | |
|----------------|---|
| • Art & Design | • Mathematics |
| • Technology | • Music |
| • Drama | • Science |
| • English | • Information Technology |
| • Geography | • Modern Foreign Languages – French or Spanish |
| • History | • Physical Education |
| | • PSHE, including Citizenship and RE. |

8.3 Key Stage 4

The Core Curriculum: <ul style="list-style-type: none"> • English • Mathematics • Science • PE or Dance • PSHCE 	Progression Pathways Subjects are offered: <ul style="list-style-type: none"> • Art • Business Studies • Business and Enterprise • Computing • Dance • Drama • Economics • Financial Education • French • Food Technology/ Catering • Geography • Health and Social Care • History • Hospitality • ICT • Leisure and Tourism • Media Studies • Music • Music Technology • Performing Arts • Photography • 3D Product Design • Religious Studies • Spanish • Textiles
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8.4 Key Stage 5

Level 3 <ul style="list-style-type: none"> • Art, Photography and Product Design • Biology • Chemistry • Computing • Textiles • Economics • English Language & Literature • English Literature • Financial Studies • French • Further Maths • Geography • History • Health & Social Care • Mathematics • Media Studies • Music • Performing Arts • Physics • Psychology • Government & Politics • Sociology • Spanish • Theatre Studies 	
Level 2 Courses <ul style="list-style-type: none"> • Health & Social Care • ICT • Media Studies • Religious Studies • English • Mathematics 	Additional Courses <ul style="list-style-type: none"> • Extended Project

8.5 Music

In addition to the Music taught as part of the curriculum, students have the opportunity to have individual or shared lessons on an instrument with a specialist tutor. These lessons take place throughout the school week.

Parents/carers are charged for lessons through the Camden Music Service. You will be notified of the cost of individual/shared lessons. Instruments offered are:



Flute, Clarinet, Oboe, Bassoon, Saxophone, Trumpet, Trombone, French Horn, Violin, Viola, Cello, Double Bass, Classical Guitar, Electric Guitar, Bass Guitar, Piano, Jazz Piano Voice, Drum Kit, Music Technology and DJ-ing.

We are keen to encourage students to continue to play, or start to play musical instruments and there are subsidies

available to students who are eligible for Free School Meals and those learning a second instrument. We support the learning of instruments with a range of extended activities, including Jazz Bands, Choirs, Orchestras, a variety of smaller Ensembles and Rock Bands.

9. EXTENDED ACTIVITIES

We value the learning that comes from every aspect of the life of Hampstead School and see extended activities as a vital part of each student's success. Opportunities for participation in after school activities change throughout the year and we try to keep an up to date list available on the website.

Students may also gain additional accreditation through their extended activities, including sports awards and the Duke of Edinburgh Award.

10. INDEPENDENT LEARNING CENTRE (ILC)

In the ILC we aim to provide a challenging, yet supportive environment to stimulate and develop lively enquiring minds and foster a curiosity, interest and enjoyment in reading. We encourage all students to reach their true potential and to become independent learners, with a positive attitude to life long learning.

Our Library services provide a collection of fiction and non-fiction titles including a selection of newspapers and magazines alongside Internet-enabled workstations as well as space for student discussions and debate.

11. YOUR CHILD AND ATTENDANCE AT SCHOOL

11.1 Attendance & Punctuality

Students are expected to **attend school every day**. Parents/carers must telephone the **attendance line** on **020 7472 5380** or email: attendance@hampsteadschool.org.uk if their child is absent from school **FOR ANY REASON** by **09.00** on each day of absence and leave a message stating the student's first name, last name, year and tutor group, the date and the reason for absence.

Students are expected to be on time in the morning, arriving at school by **8.35am** at the latest, and be punctual to all lessons. If they are late, this will be recorded and they will be given a late detention.

11.2 Every Lesson Counts

As a parent/carer, you have the legal responsibility to ensure your child is in school on time, every day. We employ an Attendance Officer and Education Welfare Officer to support 100% attendance.



Teachers plan lessons carefully, and in sequence, so that even one missed lesson can impact on your child's progress.

Education is a partnership. Parents/carers must play their role by contacting the school whenever their child is absent. In return, you have the right to expect the school to keep you informed about attendance and any other issues of concern. The bottom line, however, is that persistent lateness or punctuality is referred to

Camden Educational Welfare Service and that Fixed Penalty Notices may be issued.

11.3 What is Authorised Absence?

Authorised absence means time out of school for approved reasons, for example: taking part in activities such as sports, field trips, visits to museums etc.

Illness and urgent medical treatment are also authorised absences, but the school will need verification (*appointment card or note from doctor*). Routine dentist and GP appointments should be made outside school hours. **Hampstead School does not authorise absence for any other reasons.**

11.4 What Is Unauthorised Absence?

Unauthorised absence is an absence from school without any explanation from parents/carers, or where the reason for being away is one that the school cannot sanction, such as taking a holiday in term time. All school absences are followed up and may result in a fine or court action.

11.5 Exceptional Circumstances



The following guidelines must be followed when parents/carers are considering taking their child away from school for exceptional circumstances. By establishing clear and consistent procedures, disruption to the work of the school will be kept to a minimum, and parents/carers will be made familiar with their statutory duties regarding regular attendance.

- In accordance with Government Regulations, parents/carers who wish their child to be away from school for the purpose of exceptional circumstances, must apply to the Head in advance of the proposed period of absence, giving the precise dates.
- The Head will need to be satisfied that the reason constitutes the 'exceptional circumstances' which, under the Regulations, enables approval of the extended leave. Whenever possible, a contact address during the period of absence should be provided.
- If the Head approves leave for exceptional circumstances, your child's absence will be 'authorised' as provided under Education Regulations and the school register will be marked accordingly. If the student fails to return on the agreed date, continued absence will be recorded as 'unauthorised'.

A letter will be sent to the contact address overseas (if known) and to the home address to enquire why the student has failed to return on the agreed date. In appropriate cases, where the school's enquiries yield no satisfactory information the school is entitled to remove the student's name from the school roll. A final warning letter will be sent to this effect.

11.6 Taking Your Child Off Roll

If your child needs to change school, it is important that you contact the Head of Year before taking any action and confirm in writing. It is also important that all textbooks and library books are returned should you take your child off-roll.

12. DETENTIONS

Students are made aware of any sanction given by a teacher by making a note or placing a sticker in their planner. Being late for school after 8:35am will result in a 20 minute lunchtime detention. Faculties and Year Groups also operate detentions for failure to attend subject detentions and late detentions or for serious lack of work or poor behaviour in lessons. Failing to attend a detention is a serious matter, and students who fail to attend detention are issued with detention points. Accumulating 40 points means parents are informed, 80 points means parents are invited to attend a meeting to discuss their child's conduct and any student who accumulates 100 points will be excluded for one day from school by the Headteacher for persistent defiance and misconduct.

It is the students' responsibility to show their planners/note/sticker to their parents so that they are kept informed of any detentions.

13. COMMUNICATIONS



The School communicates with parents/carers by text and e-mail and it is important that you keep the school informed of changes to your contact details immediately.

How Should Parents/Carers Communicate with the school?

If you have a general enquiry and have access to the Internet you will find all the up-to-date information listed by logging on to the school's website: www.hampsteadschool.org.uk. If you do not have access to the Internet, the Reception Staff will be able to answer your query or refer you to someone who can.

You can also send an e-mail to: enquiries@hampsteadschool.org.uk.

Changes to the School Calendar will be recorded on the website.

Make good use of the student planner as a direct means of communication with your child's Tutor.

The first point of contact for parents/carers, depending on the nature of the concern, is with the Tutor or Head of Year (make sure you make a note of the names of these people). They will be able to direct you to the right person to contact if they are unable to help.

The best times to try and contact members of the teaching staff by telephone are between:

08.00 – 08.40
11.00 – 11.20
13.20 – 13.50
after 14.50

Although the times noted are the times when the majority of staff are available, it is not always possible to indicate other commitments such as meetings or training sessions that staff may be involved in at these times.

Please do not be disappointed if you have not been able to make contact the first time – remember teachers do have heavy teaching commitments and it is not always possible for them to take or make calls.

Do leave a message on the voicemail, giving your name, the member of staff you wish to speak to, the date and time of your call, your child's name, a contact telephone number and a time when you might be available.

Please do not turn up at the school to see a member of staff without an appointment, as you are likely to have had a wasted journey.

If you feel that the matter has not been sufficiently dealt with you can put your concerns in writing to the Head. If it is an urgent or delicate matter you can arrange an appointment to see the Head through his Personal Assistant (PA). The Head's PA will ensure that you have



followed the lines of communication outlined above before offering you an appointment. All matters addressed to the Head will be logged.

The Complaints Policy & Procedure is available on the website or from Reception on request.

Copies of the Complaints Policy & Procedure are available on the website or from Reception upon request.

The school also use a text messaging service to communicate with parents/carers. The school will make sure that the information we hold on our database is sent to parent/carers each year for checking. It is very **important** that parent/carers check this information carefully, make any necessary changes, sign and return it to the Data Manager without delay.

14. PARENT/CARER CONSULTATION EVENINGS

Parent Consultation Evenings are held once each year.

Appointments can always be made to see any teacher by mutual agreement. Please arrange an appointment if you are unable to meet with someone on the evening.

It is encouraged that your child attends the evening with you.

15. SCHOOL POLICIES

All School Policies are available on the School's website www.hampsteadschool.org.uk or are available upon request from Reception. These include:

<ul style="list-style-type: none">• Admissions• Anti-Bullying• Attendance• Behaviour• Charging• Children with Medical Needs• Collective Worship• Data Protection• Environment	<ul style="list-style-type: none">• Grouping for Learning• Home Learning• Parent School Communications• Religious Observance• Safeguarding and Child Protection• SEND• Sex & Relationship• Uniform
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16. PRIVACY NOTICE

We are a Data Controller for the purposes of the Data Protection Act. We collect information from students and may receive information about students from their previous school and the Learning Records Service. We hold this personal data and use it to:

- Support pupils teaching and learning;
- Monitor and report on students' progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information, personal characteristics such as ethnic group, any special educational needs and relevant medical information. If pupils are enrolling for post 14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about students to anyone outside the school without the appropriate consent unless the law and our rules allow us to.

We are however required by law to pass some information about pupils to the Local Authority and the Department for Education (DfE).

The information supplied to the Local Authority may be used for research purposes to allow the effective targeting, planning and monitoring of services or provision. The Local Authority will strive to ensure that any personal data in its care is kept safe and that individuals will not be identified in the analyses produced.

Sharing with health services via the local authority

The Health and Social Care Act 2012 placed a new duty on Local Authorities to promote the health and wellbeing of their population, reduce health inequalities and gave them new statutory responsibilities for public health with effect from April 2013.

The London Borough of Camden agreed to deliver their public health responsibilities through a shared service known as 'Camden & Islington Public Health' and on occasion they may also commission NHS functions to help deliver their statutory duties.

The Local Authority may therefore be obliged to disclose student names and addresses they have collated from our school directly to the health services they have commissioned in order that they may in turn contact families directly to seek consensual participation (such as the national height and weight measurement exercise). Where such sharing occurs the Local Authority will take steps to ensure information is shared securely and is proportionate.

CCTV

The school uses Closed Circuit Television and complies with the Information Commissioner's CCTV Code of Practice. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may need to disclose CCTV images for legal reasons (for example to the police for crime detection or at the behest of a court order).

Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 and over 15 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

Camden Music Service

The London Borough of Camden's Music Service, needs to compile and provide anonymous statistical information of those students who may use the service to the Department for Education. In addition to the information gathered as part of the routine school census, the child's Looked After status is also required. This is to demonstrate the range of services it provides to children, parents and schools and to secure continued music service funding as the music hub for the London Borough of Camden.

Please write to the Head if you wish to opt out of this arrangement. Further information about Camden's Music Service is available on the Camden website

<http://www.camden.gov.uk/ccm/navigation/education/services-for-children--parents-and-schools/music-service>

Connexions

This is the London Borough of Camden's local authority support service for young people aged 13 to 19 in England. Central London Connexions (CLC) is a partnership of the local authorities in Camden, Hackney, Islington, Kensington and Chelsea, Lambeth, Southwark, Wandsworth and Westminster. Established in 2002, the aim of CLC is to provide a quality assured service to support these central London local authorities to deliver early intervention services for young people and meet the Raising the Participation Age (RPA) requirements.

CLC provides the local authorities with shared services for data management and analysis, information on pathways and opportunities for young people, workforce development and cross borough sharing of best practice and externally funded participation projects.

www.centrallondonconnexions.org.uk

If a pupil is over 13 we are legally required to pass on certain information to the Connexions services if it is requested. This information includes the student's name and address, their

parent or guardian's name and address and any other information relevant to the Connexions services' role.

Until students are aged 16 or older, their parent(s) can ask that no information beyond their children's name, address and date of birth (and their own name and address) be passed to the youth support services provider. However, this right transfers to the student on their 16th birthday

Please write to the Head if you wish to opt out of this arrangement. Further information about young peoples' services is available on the Gov.uk website www.gov.uk

Can I see a copy of the information held about me?

Yes, students have certain rights under the Data Protection Act, including the right to be given access to personal information held about them by their school and other organisations.

Whilst there may be exceptions, a parent would normally be expected to make a request on behalf of a child if that child is younger than 12 years old; If a child is over 12 they are generally deemed old enough to understand their rights and to make an access request themselves (or give consent to their parents to act on their behalf).

If you want to see a copy of the information about you that we hold and/or share, please contact the Head. You can find out more about how the Local Authority and/or the Department for Education store and use information at their respective websites:

London Borough of Camden

www.camden.gov.uk/ccm/content/education/schools/How-is-school-information-used-by-the-local-authority

Department for Education

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access the above websites or have any queries about these websites, please contact either the Local Authority or Department for Education directly as follows:

Department for Education (DfE)
Piccadilly Gate
Store Street Manchester
M1 2WD
Web: www.gov.uk/dfe
Tel: 0370 000 2288

Information & Records Management
Town Hall
Judd Street
London
WC1H 9JE
web: www.camden.gov.uk
email: csf.records@camden.gov.uk

17. ICT STUDENT ACCEPTABLE USE AND E-SAFETY POLICY

All students must follow the conditions described in this policy when using school ICT networked resources. The school will not be responsible for any loss of data as a result of the system or student mistakes in using the system. Use of any information obtained via the network is at the student's own risk.

Conditions of Use

Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided. It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy. Students must be mindful of e-safety and engage

with also accept personal responsibility for reporting any misuse of the network to a member of SLT.

Acceptable Use

Students are expected to use the network systems in a responsible manner and to report any incidents of misuse to a member of SLT.

- 1 I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
- 2 I will use appropriate language. I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- 3 I will not use language or images that could stir up hatred against any groups or individuals. This includes cyber bullying and any actions likely to harass, cause offence, inconvenience or cause needless anxiety to any other person.
- 4 I realise that files held on the school network will be regularly checked by the IT Network Team and SLT.
- 5 I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
- 6 I will not trespass into other users' files or folders.
- 7 I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
- 8 I will ensure that if I think someone has learned my password then I will change it immediately and/or contact Mr Carruthers, Head of IT Network.
- 9 I will ensure that I log off after my network session has finished.
- 10 If I find an unattended machine logged on under other user's username I will **not** continue using the machine – I will log it off immediately and report it to a member of staff.
- 11 I understand that I am not allowed access to unsupervised and/or unauthorised chat rooms and should not attempt to gain access to them.
- 12 I am aware that e-mail is not guaranteed to be private. Messages supporting illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
- 13 I will not use the network in any way that would disrupt use of the network by others.
- 14 I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a member of SLT.
- 15 I will not introduce portable devices into the network without having them checked for viruses.
- 16 I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
- 17 I will not download and/or install any unapproved software, system utilities or resources from the Internet.
- 18 I realise that students under reasonable suspicion of misuse in terms of time, activity or content may have their usage closely monitored or have their past use investigated.
- 19 I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.
- 20 I will not attempt to harm or destroy any equipment, work of another user on the school network, or even another website or network connected to the school system.
- 21 I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to e-mails.
- 22 I agree to comply with the acceptable use policy of any other networks that I access.

Student User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules on the use of the school network resources. I agree to report any misuse of the network to a member of SLT.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that students under reasonable suspicion of misuse in terms of time or content may have their usage monitored or their past use investigated.



Article 17: United Nations Convention on the Rights of the Child **Access to information from mass media**

Every child has the right to reliable information from the mass media. Television, radio, newspapers and other media should provide information that children can understand. Governments must help protect children from materials that could harm them.

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