



Student

Induction Pack

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*Signatures are required on these documents



Home School Agreement Castle School

Welcome to our school.

Starting any new school is a daunting experience for any pupil but we hope to make this transition a positive one.

This document is a three-way agreement between the Castle School, parents and young people and explains what is reasonable to expect of one another. It is not a legally binding contract, but it does outline our expectations and offers a basis to working together. It should be signed by all three parties and a copy of it held by each other.

Mission Statement – Re-engage Young People

Our pupils are at the heart of everything we do; we have a culture of high and realistic expectations and aim to give our pupils, staff and families a sense of belonging to the school community.

We aim to provide personalised learning that meet the needs of all.

We show empathy to all; staff are compassionate and consistent in their approach, showing tolerance and respect to all.

The Castle School's guiding principle is RESPECT

Our vision: Castle School believes that every day is a new day and a fresh start.
Great today. Better tomorrow!

The Castle School is committed to the phrase 'We Never Give Up'. We believe that in all of our work students, staff and families deserve every opportunity to succeed.

Our Values:

- **Responsibility** – Working together to achieve success
- **Empowerment** – Building strength fostering confidence
- **Sense of Belonging** – Feel trusted and empowered
- **Personalised Learning** – Pupils are recognised as individuals
- **Empathy** – Caring for all and building relationships
- **Consistency** – Commitment to high expectations and making a difference
- **Tolerance** – Understanding that differences breed creativity

The Castle School will endeavour to:

- Support your child to achieve their full potential
- Provide a balanced and appropriate curriculum
- Keep you well informed about the progress of your child
- Give young people appropriate opportunities to make their views known
- Do our best to ensure young people are Safe, Healthy and Happy, make a positive contribution and enjoy their education.
- Communicate any concerns or issues quickly
- Reward the positives i.e. good attendance, good engagement in lesson and punctuality
- Listen and respond as quickly and effectively as possible to your views and concerns
- Respect and celebrate difference and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability

Signature _____ **Date** _____

Member of School Staff on behalf of The Head Teacher



Home School Agreement Parent

This document is a three-way agreement between the Castel School, parents and young people and explains what is reasonable to expect of one another. It is not a legally binding contract, but it does outline our expectations and offer a basis to working together. It should be signed by all three parties and a copy of it held by each other.

I will:

- Embrace the Castle Schools vision and values
- Treat all staff, young people and the school community with respect
- Ensure that my son/daughter attends school on time and for each session allocated. I will make school aware of any absences on the first day of absence
- Be aware that poor school attendance is not tolerated and will follow a legal process (as per Attendance Concern Process and Parent Agreement School Attendance documents)
- Take an interest in my child's progress at school and support them in their learning.
- Support the schools policies (see www.castle-respectschools.co.uk), especially with regard to the 'Behaviour Expectations' (you will be given a copy of this as part of the induction pack) and the school dress code.
- Attend parent' evenings and meetings concerning my child's progress and welfare
- Contact the Castle School when any concern arises and speak to school if you require further support.
- Inform Castle School of any changes in personal details or anything that may impact on your child's health and wellbeing
- Read all information that is sent home, including newsletters and information sent through the parent communication system or on the school website (www.castle-respectschools.co.uk)
- Respect and celebrate difference and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability

Signature _____
Parent/Carer signature.

Date _____

Parent Name _____

School _____



Home School Agreement Young Person

This document is a three-way agreement between the Castle School, parents and young people and explains what is reasonable to expect of one another. It is not a legally binding contract, but it does outline our expectations and offers a basis to working together. It should be signed by all three parties and a copy of it held by each other.

I will:

- Embrace the Castle Schools vision and values
- Treat all staff, young people and the school community with RESPECT
- Work hard to be a positive citizen and work towards making society a better place
- Attend school every day and be on time for each session shown on my timetable. I understand that my parents could be fined for my non-school attendance.
- Come to school ready to learn and with the correct equipment and/or safety clothing for each session shown on my timetable. Come to school ready to learn. I understand that if I bring energy drinks, vapes or a mobile phone into school they will be secured safely and returned at the end of the session.
- Do all the work set to the best of my ability.
- Demonstrate respect, care and concern for all other members of the school community.
- Follow the 'Behaviour Expectation' (you will have a copy of this given to you as part of the induction process)
- Keep the Castle School free from litter and graffiti
- Speak to a member of staff if I have any concerns or problems and expect to be listened to
- Respect and celebrate difference and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability

Signature _____

Young Persons signature.

Date _____

Student Name _____

School _____



Online Live Learning - Home School Agreement

In order to ensure that staff and pupils can be part of online/virtual learning and be safe, the school are asking that all pupils and parents/carers read this document carefully and sign to agree its terms.

We will expect the following procedures to be followed strictly:

- You and your family will have been expected to have followed the guidance provided by school to ensure all are safe

Parents/carers

- will be aware that online learning is taking place and an appropriate adult should be in the home (unless formally agreed prior to the lesson by a senior leader)
- will ensure that student comply with the online agreement for learning
- will ensure they attend the lesson and support learning where required
- will provide a positive environment conducive for learning
- will maintain positive communication with school to resolve any issues that arise
- need to be aware that lessons will be recorded and saved for 30 days unless there is a specific concern in a lesson

Pupils

- will only use the School ICT systems, including Microsoft Teams and email for the purposes agreed by the school
- will only log onto the school network with my own username and password
- will keep their password secure and not share with anyone else
- will only communicate with staff online via my school email address
- will not search or add staff as friends or contact on any other social network site
- will be responsible for my behaviour when using Online learning portals e.g Microsoft Teams at School and outside of School. This includes communicating with trusted people I know (not someone I have met online) and ensuring my security settings are set to private
- will ensure that only online activity or use of Online learning portals (Microsoft Teams) both in school and outside school will not cause my school, the staff, pupils or others distress or bring the school into disrepute
- will respect privacy and ownership of others work online at all the times
- will not screen record or record online lesson delivered via Microsoft Teams
- will dress appropriately for learning and blur the background for learning
- will use appropriate language during these online lessons delivered
- will only use the chat function for the purpose of learning and topic related queries

By reading and signing as pupil I understand these rules are designed to keep me safe and that If they are not followed, school sanctions will be applied, and my parent/carer may be contacted.

Safeguarding Measures

These measures are some examples of how we keep all stakeholders safe during online learning, this is not exhaustive.

The school does not separate safeguarding within offline and online spaces. Students not adhering to the online agreement or the Castle Schools visions/values will be removed from the lesson.

- Lessons will be recorded by the teacher only
- Teachers will deliver lessons in school (unless in exceptional circumstances that are agreed and communicated by school leaders)
- All communications between students and teachers will be monitored
- All staff delivering online lessons receive additional school based training
- Staff keep registers and log incidents and rewards as they would in school
- Filtering and monitoring protocols will be active

School Agreement

Name (Print):

Signature:

Dated:

Student Agreement

Name (Print):

Signature:

Dated:

Parent/Carer Agreement

Name (Print):

Signature:

Date



Student Record Card

Key Worker/s Name: _____ **Date of Induction:** _____

Start Date: _____ **Year**

Group: _____

| | | | | |
|--|--|--------------------------------------|-------------------|-------------------------|
| Full Legal Name (including middle names): | D.O.B | Gender: | Ethnicity: | Language Spoken: |
| Preferred name in school: | Pupil Mobile Phone Number | | | |
| Parent/Carer (main carer) (1) Name: DOB: Nat Ins No: (For FSM purposes) | Relationship to YP Does this person have PR? | Contact Number Mobile: | | |
| | | Parent/Carer spoken Language: | | |
| Email: | Contact Number Work: | Contact Number Home: | | |
| Address : | | | | |
| Parents/Carer (2) Name: DOB: Nat Ins No: | Relationship to YP: Does this person have PR? | Contact Number Mobile: | | |
| | | Parent/Carer Spoken Language | | |
| Email: | Contact Number Work: | Contact Number Home: | | |
| Address (if different from above) (Does the YP stay at this address, if so when): | | | | |
| Emergency Contact Name: (3) Relationship to child: | | | | |

| | | | |
|---|------------------------|--|-------------------------------------|
| Address: | | | |
| Contact Number: | | | |
| Emergency Contact Name: (4) | | | |
| Relationship to child: | | | |
| Address: | | | |
| Contact Number: | | | |
| Special Educational Needs: | | Previous School: | |
| Do the family claim Disability Living Allowance for the Child? (give details) | | | Service Child – give details |
| Is there an Individual Health Care Plan (this is a document that outlines any medical issues and how to deal with them ie Epi-pen, medication etc. | | By Who: | Yes |
| | | | Been Requested |
| Previous School: | | Timetable at previous school. Full time – Part time and number of hours in school | |
| Agencies involved | | | |
| Agency | Namer of worker | | Contact details |
| | | | |
| | | | |
| | | | |
| | | | |



Consent Form

Name of Pupil in full:

Date of Birth:

This consent form applies to both activities within any of the Castle School sites and also when pupils attend any offsite alternative provision approved by Castle School

| Photographs, Video and Media | School Yes/No | Vocational Provision Yes/No |
|---|------------------|-----------------------------------|
| May we use your child's photograph in printed publications that we produce for promotional purposes such as a prospectus or on project display boards? | | |
| May we use your child's image on our website? | | |
| May we record your child's image on video or webcam? | | |
| Are you happy for your child to appear in the media? (for example in the local press, radio or TV) | | |
| Are you happy for your child to appear on Social Media sites? | | |
| Do you consent for your child's name to be released for publication such that they may be identified as an individual or as part of a small group? For example raising money for charity that is recognised in the local media. | | |
| I give consent for my child to be photographed for school group photos that may be bought by other families who have children in the photo. | | |

School Trips & Off Site Visits

When making arrangements for school trips it is necessary to share information about your child with the venue, accommodation and transport providers for legal and safeguarding reasons. If travelling overseas this will also include immigration control. Note: any trips outside of Derby City will require consent on an individual basis

Details about your child may be required by insurers.

FOR TRIPS OUTSIDE THE UK

Whilst pupils are outside the UK school staff and those supervising, travelling or arranging travel or accommodation may communicate with parents and carers using the contact information provided. At times this may be using mobile communications, social media or other methods that may require data to be stored or travel outside of the approved EU locations. We believe that keeping parents and carers informed about the wellbeing of their children must be the priority. Data sharing in such cases will be limited to what is necessary.

| External Trips and Visits | School Yes/No | Vocational Provision Yes/No |
|--|------------------|-----------------------------------|
| I give consent for my child to participate in curriculum based school trips. | | |
| I give consent for photographs of my child to be taken whilst attending a school trip. | | |
| I give consent for video and media footage of my child whilst attending a school trip. | | |

| Careers & Workplace Placements | School Yes/No | Vocational Provision Yes/No |
|--|--------------------------|--|
| I give consent for my child's details to be shared with potential work experience providers. | | N/A |
| I give consent for my child's details to be shared with careers advisers. | | N/A |

| School Work & Celebrating Successes | School Yes/No | Vocational Provision Yes/No |
|--|--------------------------|--|
| I give consent for details of my child's achievements to be shared on displays, certificates or other media that identifies them | | |
| I give consent to recognise information about my child's key events e.g birthdays. | | |
| I give consent to share details of my child's sporting activities for fixtures and achievements in publications | | |

As part of the school's and alternative providers IT provision we offer students access to the internet and email facilities. Castle School internet service provides a high level of protection and we audit student use. Students are required to give written agreement to be bound by the terms.

| Internet Use | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I give consent for my child to use electronic mail and the internet. I understand that pupils are held accountable for their own actions. | | |

As part of our ongoing family support we may approach external agencies to ensure that appropriate funding is being accessed.

| Childcare Costs, FSM and PP | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I give consent for school to use my details, including National Insurance number, to check eligibility for Child Care place funding, Free School Meals and/or Pupil Premium | | N/A |
| I consent to the school to retain this information on file to continue to monitor eligibility | | N/A |

| School News Updates | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I wish to be kept informed about school news and events and receive the newsletter and similar notifications. | | |
| I give consent to use my details for text messaging services using any of the information I have previously provided. | | N/A |
| I consent to being contacted by text message and email for the purpose of information and reminders. I will ensure that I keep my details and information up to date including my mobile number at all times. | | |

| External Agencies | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I agree for information about my child to be shared with other agencies (please be aware that Child Protection concerns and relevant legislation overrule any consent given). | | |
| I give consent for my child to access support offered by the Additional Support Services which could include counselling, creative arts therapy, school health. | | N/A |

Castle School may offer sexual health sessions delivered by School Nurses or other trained professionals to all students. Should your child request access to this service they may be given contraception and/or morning after pill if appropriate, gain sexual health advice and guidance if requested.

| Sexual Health | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I acknowledge that a confidential sexual counselling service is available through school. | | N/A |

Alternative Provision/Vocational courses will be timetabled as part of your child's curriculum. They are all approved and regulated by Castle School.

| Participating in Alternative provision/Vocational courses | School Yes/No | Vocational Provision Yes/No |
|---|--------------------------|--|
| I consent to my child accessing Castle Schools approved offsite, vocational provision as part of their school timetable | | N/A |
| I consent to my child using equipment and materials under supervision and after Health and Safety rules have been fully explained by the course leader. | | |
| I consent to my child taking part in activities led by fully competent and/or qualified staff, that may involve fire, edged tools or adventurous activities e.g canoeing, climbing and cycling. | | N/A |
| I consent for my child to be transported by a fully licenced and insured staff member. | | |

Signed by:
(Parent/Carer)

Name in CAPITALS:

Date:

Medical Consent

| | |
|--|---------------------------------------|
| Doctors Practice | |
| Doctors Name | |
| Telephone Number | |
| Does your child suffer from any health problems, if so please give details. (Please indicate any special treatment) | |
| Permission to contact Doctor | Yes/No (Please delete if appropriate) |
| Do you give consent for us to contact other professionals who are involved with your child? | Yes/No (Please delete if appropriate) |
| Names and contact numbers of any professionals involved with your child, for example health visitors, speech therapists. If you provide these details we will contact them, letting you know of any approach we make. | |
| Please give details of any other problems/concerns of which the school should be aware to enable us to support your child. If you provide these details we may contact other Health Care professionals and we will let you know of any approach we make. | |
| Please give details of any special requirements/medical conditions of parents/carers regarding access to the building or accessing information | |

Signed by:
(Parent/Carer)

Name in CAPITALS:

Date:



2023 - 24 Term Dates and INSET Days Information for parents

Autumn term

| Start of Term | End of Term |
|---|-------------------------|
| Monday 4 September 2023 | Friday 27 October 2023 |
| HALF TERM | |
| Monday 6 November 2023 | Friday 22 December 2023 |
| CHRISTMAS BREAK | |
| BANK HOLIDAYS & INSET DAYS Monday 4 September 2023 Friday 8 December 2023 Friday 22 December 2023 NO SCHOOL ON THESE DAYS | |

Spring Term


| Start of Term | End of Term |
|--|-------------------------|
| Monday 8 January 2024 | Friday 16 February 2024 |
| HALF TERM | |
| Monday 26 February 2024 | Thursday 28 March 2024 |
| EASTER BREAK | |
| BANK HOLIDAYS & INSET DAY Friday 26 January 2024 Friday 29 March 2024 NO SCHOOL ON THIS DAY | |

Summer Term

| Start of Term | End of Term |
|---|----------------------|
| Monday 15 April 2024 | Friday 24 May 2024 |
| HALF TERM | |
| Monday 3 June 2024 | Tuesday 23 July 2024 |
| BREAK UP FOR SUMMER | |
| BANK HOLIDAYS & INSET DAY Monday 6 May 2024 Tuesday 23 July 2024 NO SCHOOL ON THESE DAYS | |



Privacy Notice – Pupil Data

| | | | |
|------------------------|----------|--------------------|---|
| Date approved | May 2022 | Approved by | Executive Headteacher |
| Review cycle | 2 years | Signature |  |
| Date for review | May 2024 | Name | Helen Buckley |

Introduction

As a school we collect a significant amount of information about our pupils. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

Why do we collect data?

We collect and use pupil data to: -

- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Monitor our effectiveness
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Keep pupils, parents and carers informed about school events and school news

Our Legal Obligations

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts.

How we use the data

In school we also use various third party tools to make sure that pupils best interests are advanced. We also record details about progress, attainment and pupil development to support future planning and learning.

We use software to track progress and attainment.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

Data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about school events.

What type of data is collected?

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools effectiveness.

The categories of pupil information that the school collects, holds and shares include the following:

Personal information – e.g. names, pupil numbers and addresses

Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility

Attendance information – e.g. number of absences and absence reasons

Assessment information – e.g. national curriculum assessment results

Relevant medical information and social care

Information relating to SEND and health needs

Behavioural information – e.g. number of temporary exclusions

CCTV, photos and video recordings of you are also personal information.

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 the School Business Manager.

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/>

Year 11 and Post 16 Provision

Our commitment to support students in the next stage of their journey is assisted by sharing of relevant information with colleges, apprenticeship providers and other settings after students conclude their time with us at the end of Year 11.

To do this we will share data with the necessary organisations and individuals. The table below sets out how this will be done.

Processing, Personal Data and Data Subjects

| Description | Details |
|---------------------------------------|---|
| Subject matter of the processing | Transfer of student data from their Secondary School to their chosen Post 16 provider. |
| Duration of the processing | 2 years from the go live date in 2020. |
| Nature and purposes of the processing | <p>The personal data of the data subjects will be securely uploaded by the data subject's Secondary School. Upon confirmation of enrolment at the data subject's chosen Post 16 institution, the personal data will be made available. The purpose of processing the data is to ensure that the Post 16 institutions have knowledge of all relevant student information to further support students during the transition process.</p> <p>Further processing of the data by Derby City Council will be undertaken to establish which data subjects do not enroll in further education at a Post 16 Institution.</p> |
| Type of Personal Data | <p>The following types of student personal data will be processed:</p> <ul style="list-style-type: none"> Personal information (such as name, unique pupil number and address) Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility) Contact details, including parental contact details Attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons) Assessment information (such as, but not limited to, exam results and teacher assessment judgements) Relevant medical information Special Education Needs information Behavioural information (such as, but not limited, exclusions, attitudes to learning) Safeguarding information (such as, but not limited to, involvement of other agencies) Post-16 destination and enrolment information |

| | |
|---|--|
| | <p>The following Personal Data will be held for users of the Transition System:</p> <ul style="list-style-type: none"> • Personal information (such as name, job title, email address, employment, IP address, Session IDs) • Interactions between Transition Portal Users and School Transition Limited, such as support tickets raised or queries made with our support team |
| Categories of Data Subject | The data subjects include and are limited to: Year 11 students due to transition to Further Education; Staff members using the Transition Portal. |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | Data will only be retained for as long as is necessary for the purpose of transition. Following confirmation that the transition process is complete the data will be securely deleted. |

Contact:

If you would like to discuss anything in this privacy notice, please contact the Executive Head Teacher or the School Business Manager.

More information about Data Protection and Our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, and connected policies, which are also available on our website.

If you feel that data about your child is not accurate, or no longer needed please contact the schools office. Our complaints policy explains what to do if there is a dispute. Subject Access Requests are dealt with by the specific policy on the website.



Behaviour Principles

In order to achieve our respective vision of 'RESPECT' it is essential that the school environment promotes a feeling of inclusion, safety and support by adhering to the school behaviour policy.

As a school, we believe all of our learners can do well. We encourage success by supporting them to meet the following expectations

| Rights | Responsibilities |
|--|--|
| <ul style="list-style-type: none">▪ To be treated with respect.▪ To feel safe (emotionally and physically).▪ To make mistakes.▪ To be treated courteously by ALL members of the school community.▪ To be listened to without being judged. | <ul style="list-style-type: none">▪ To respect others and the school environment▪ To behave in a way that does not cause risk or alarm to others▪ To reflect on mistakes and allow others to make mistakes.▪ To treat everyone courteously.▪ To model courteous behaviour.▪ To listen to others without prejudging. |

Expectations

The school's vision and values are clearly displayed at all sites with an expectation that these will be explained and taught so that everyone understands their meaning. Reasonable adjustments, for understanding these rules will be made as appropriate and consistent with individual needs.

Many pupils arrive at school having experienced considerable disruption and trauma. Allowances are made for pupils during this phase as they adjust to their new setting and building positive relations with staff based on mutual trust and respect.

We expect all pupils to be 'great today and better tomorrow'.

For those pupils who have consistently challenging behaviour it is expected that 'we never give up' – all pupils have a right to access learning and colleagues at all levels will explore all options on the route to finding strategies and initiatives that work best for individuals.



Castle Respect Agreement

At Castle School we expect all members of our school community to treat each other with respect and to contribute to a positive school environment. Below are the rights and responsibilities we expect from our pupils, staff and parents.

We ask that we all take the time to familiarise ourselves with these and to ensure they are discussed at home and in school.

Pupils

| Rights | Responsibilities |
|---|--|
| <ul style="list-style-type: none"> • Be treated fairly and with respect by all members of the school community. • Be valued as individuals. • Access a varied curriculum that meets their individual needs. • Have a safe, secure environment that is free from intimidation, bullying and harassment. • To be supported with their individual needs in school with bespoke strategies used where appropriate to aid learning. | <ul style="list-style-type: none"> • Respect the rights of fellow students, staff and members of the school. • Interact positively with pupils and staff and never be physically or verbally abusive towards them. • Behave in a positive and appropriate manner that does not disrupt the learning of others. • Take responsibility for their own learning and actions. • Respect the school buildings and wider community. • Uphold the vision and values of the school • Comply and cooperate with school rules including handing in items such as phones at the beginning of session/day without argument. |

Staff

| Rights | Responsibilities |
|---|--|
| <ul style="list-style-type: none"> • Be treated with respect by pupils, parents and other staff. • Expect pupils to follow reasonable instructions given by teachers. | <ul style="list-style-type: none"> • Create and maintain safe, positive and challenging learning environments. • Treat all pupils and colleagues with respect. • Build positive relationships with students and other staff |

| | |
|--|---|
| <ul style="list-style-type: none"> • Expect that they will be able to teach in an orderly and cooperative environment. • Work in a safe, secure environment that is free from intimidation, bullying and harassment. • Expect students to be punctual and regular in attendance to school. • Be supported by the school's leadership team when needed. | <ul style="list-style-type: none"> • Know how pupils learn and how to teach them and meet their education and welfare needs effectively. • Uphold the vision and values of the school • Keep parents regularly informed of pupils' progress, behaviour and attendance. |
|--|---|

Parents/Carers

| Rights | Responsibilities |
|---|--|
| <ul style="list-style-type: none"> • Expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged. • Expect communication and participation in their child's education and learning. • Expect a positive and supportive approach to their child's learning. | <ul style="list-style-type: none"> • Engage in regular and constructive communication with school staff regarding their child's learning. • Support the school in maintaining a safe and respectful learning environment for all pupils. • Build positive relationships with members of the school community. • Promote respectful relationships and discuss with their child the importance of these. |

To ensure we have a positive school environment in line with our school's vision and values we expect that these rights and responsibilities be adhered to at all times by pupils, staff and parents. It is important we all work together to make these happen.

Please can you sign below to confirm you have read and agree with the Castle Respect Agreement and that you will ensure it is adhered to at all times. Any stakeholder not following the guidelines in this agreement will be asked to attend a meeting with the school leadership team and consequences applied if appropriate.

Name of pupil:

Signed (Parent/carer):

Signed (Child):

Signed by member of staff:

Date:



Parent Agreement School Attendance

Pupil: _____ Date of birth: _____

Year Group _____ Date of meeting: _____

Parent/Carers name(s): _____ Date of birth: _____

_____ Date of birth: _____

The Castle School has a clear policy and protocol in place to address school attendance. Any attendance below 100% is taken very seriously. It is important to us that your child attends school regularly and on time to ensure they meet their potential and achieve their proposed outcomes.

This is an agreement that highlights our expectations around school attendance and shows us your understanding of the process that may be followed should your child not attend school regularly and the consequences of not doing so.

We work to support young people and families in the best way we can. We hope that should there be any issues or concerns that prevent your child coming to school, that these are highlighted to enable us to help support you with this matter.

I am aware that the Attendance Policy is on The Castle School Website <http://castle-respectschools.co.uk> :

 Yes No

I understand the attendance procedure

 Yes No

I have been given the opportunity to discuss any concerns regarding school attendance.

 Yes No

I understand my responsibility in ensuring my child attends school regularly and on time

 Yes No

I will contact school on the first day of any absence

 Yes No

I understand that my child should not be taken out of school For holidays and by doing so, I may incur a penalty notice.

 Yes No

Other Notes:


By signing below I am confirming I have parental responsibility for the above named child and that I fully understand the Castle School expectations around school attendance.

Name of Parent/Carer: _____ (Please Print)

Signature of Parent/Carer: _____ Date: _____



School IT Device and Network Acceptable Use Policy for Students

| | | | |
|------------------------|----------------|--------------------|---|
| Date approved | September 2023 | Approved by | Executive Headteacher |
| Review cycle | 2 years | Signature |  |
| Date for review | July 2025 | Author | Director of Operations |

Introduction

This acceptable use policy applies to all Castle School students. It covers the use of all laptops, iPads or any other IT handheld device used in school and access to the IT Network including emails. Teachers and other school staff may also set additional requirements for use within their classroom.

The use of IT devices, the School Network and email system email by students of Castle School is permitted and encouraged where such use supports the goals and objectives of the school.

All students must follow the conditions described in this policy when using school ICT networked resources including: the network and Internet access. All network activity is closely monitored by staff and ICT contract managers.

Breaking these conditions may lead to:

1. Withdrawal of the students access,
2. Investigation of the students past network activity,
3. In some cases, criminal prosecution.

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

All pupils must comply with the terms and conditions of the General Data Protection Act 2018.

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 also accept personal responsibility for reporting any misuse of the network to their teacher.

Acceptable Use

Students are expected to use the network systems and equipment in a responsible manner. The following rules must be followed in addition to any rules that the classroom teacher may request..

1. I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's username and password.
2. I will ensure that if I think someone has learned my password then I will immediately contact my Teacher/Key Worker
3. I will ensure that I log off after my network session has finished.
4. As a student I represent Castle School and will use appropriate language in all settings.
5. I will ensure that I log off after my network session has finished.
6. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
7. I understand what Cyber Bullying is and I will not be involved.
8. I will not distribute, access or store images, text or materials that might be considered indecent, inappropriate, pornographic, obscene or illegal
9. 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 (or Derby City Council) into disrepute.
10. I will not use language that could stir up hatred against any ethnic, religious or other minority group.
11. I will not trespass into other users' files or folders.
12. I understand that files held on the school network will be regularly checked by the IT manager or other members of staff.
13. If I find an unattended machine logged on under other users username I will not continue using the machine – I will log it off immediately.
14. I understand that I am not allowed access to social media or chat rooms and should not attempt to gain access to them unless instructed to do so as part of a lesson by a member of staff.
15. I am aware that e-mail is not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous / unnamed messages are not permitted.
16. I will not transmit unsolicited commercial or advertising material (SPAM)
17. I will not access copyrighted information in a way that violates the copyright.
18. I will not use the network in any way that would disrupt use of the network by others.
19. I will not introduce "USB drives" or other portable devices into the network.
20. 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.
21. I will not attempt to download and/or install any unapproved software, system utilities or resources from the Internet.
22. I understand 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. This includes the use of webcams
23. 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.

Users Responsibilities

Lap tops and iPads are vulnerable to misuse. Students must also agree to the following rules of use.

1. I will not drop or place anything heavy on top of the device.

2. I will not attempt to dismantle or deface any equipment I am using
3. I will not photograph or record any other person, without that persons' consent.
4. I will not subject any IT device to extreme heat or cold.
5. I will make sure that the device is kept safe when I am using it.
6. I will not share my device with others unless I am directed to do so by my Teacher.

Monitoring

Castle School accepts that the use of IT and emails is a valuable school tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the school.

In addition, all of the school's resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems. E-mails will be periodically deleted to create space upon the network.

In order to ensure compliance with this policy, the school will use monitoring software in order to check upon the use and content of emails periodically. Such monitoring is for legitimate purposes only.

Mobile Phones

1. Mobile phones will not be allowed to interrupt students' learning in the classroom.
2. All students will be expected to hand in mobile phones so that learning is not interrupted.
3. We believe this is a very reasonable policy and students will not be allowed to take part in the lesson until they adhere to this expectation.
- 4.

Sanctions

If a student is found to have breached the policy they will face the withdrawal of the email account, access to equipment and or network usage. The actual penalty applied will depend on the seriousness of the breach and the student's disciplinary record. In addition to this contact will be made with parents/carers to notify them of our concerns.

Agreement

All students who have been granted the right to use the school's email services are required to sign the agreement confirming their understanding and acceptance of this policy.


I, (student name) agree to comply with the terms of this policy and understand that if I do not then my e-mail account and/or network access will be withdrawn.

..... (student signature)(date)

The signed copy of this policy is to be kept in the student file.



The Castle Uniform Policy

| | | | |
|------------------------|----------------|--------------------|---|
| Date approved | September 2023 | Approved by | Executive Headteacher |
| Review Cycle | 2 years | Signature |  |
| Date for review | July 2025 | Author | Director of Operations |

All schools and education provisions within Castle sites have a compulsory uniform for all pupils in Years 7-11.

School uniform is designed to:

- Promote equal opportunities for all pupils
- Narrow socio-economic gaps
- Promote self-esteem amongst our pupils
- Promote a sense of community and belonging
- Prepare pupils for their post Castle journey and the world of work
- Provide our wider communities with a positive image of our school.

Castle School expects all pupils to be in school uniform for all on and off site activities unless special arrangements have been made.

Uniform consists of:

- Black/dark shoes/trainers with no visible marks or logos
- Black/dark grey trousers/bottoms or skirt (of an appropriate length i.e. not revealing)
- Black Polo shirt with/or without school logo
- Black Jumper **with** school logo (if a jumper is worn it must have the school logo).

Further guidance:

- Where pupils' clothing does not meet the guidelines issued by school, the pupil will be provided with clean clothing by the school to change in to
- If a pupil refuses to accept uniform provided by the School, then a phone call home will be made, and the parent/carers will be requested to either bring suitable uniform to school or ensure that the correct items of school dress code are worn the following day
- In cases of hardship, the School will support parents/carers on a case by case basis
- Where we have students with sensory or additional needs, we will work closely with parents/carers and students to be as accommodating and flexible as possible with regards to following the dress code

- If there are any issues with your child adhering to the School dress code, please do not hesitate to contact the school for further assistance
- In cases of non-compliance, our first response will be to educate and encourage pupils to comply. Where pupils are persistently non-compliant, sanctions may be applied by the school leadership and pastoral teams.

Where to Purchase

- Castle branded polo shirts can be purchased directly from Castle. This will be discussed as part of each pupil's induction
- Most major supermarkets in Derby such as Asda, Tesco, Morrisons and Sainsbury's have a large selection of affordable school wear that meets Castle School uniform requirements.

Castle School Pupil Uniform Policy Guidance 2023-2024

| Examples Items | Items | Colour/Style Requirements |
|---|---------------------------|--|
|  | Jumper/Cardigan | <p>Black</p> <p>Plain black jumper/cardigan with the school logo.</p> <p>No hoodies/tracksuit jackets</p> <p>Outdoor coats/jackets not to be worn in lesson/s</p> |
|  | Polo Shirt | <p>Black Polo shirt with or without the school logo.</p> <p>This does not have to be Castle branded but must be free from other brand/logos.</p> |
|  | Trousers, skirt or shorts | <p>Black/Dark Grey</p> <p>Plain black or dark grey, trousers, skirt or shorts (during summer term)</p> <p>Not denim and must be free from large logos</p> |
|    | Shoes | <p>Black/Dark Grey/Navy</p> <p>Shoes should be flat soled and dark in colour (black/navy/dark grey) and free from large logos.</p> <p>Shoes can be “trainer” type but must be black/dark colour.</p> |
| Jewellery | | <p>Jewellery should be discrete.</p> <p>Preferably ear studs only. Excessive jewellery should be avoided unless it has religious significance.</p> |
| Makeup | | <p>Makeup is allowed but should be discrete.</p> <p>The leadership team will decide if makeup is excessive and needs to be addressed.</p> |

How to apply for transport to School

Any student who wishes to apply for travel assistance in the form of a free bus pass or ticket needs to make an annual application as per our policy. This needs to be made online using this link www.derby.gov.uk/education-and-learning/derbys-send-local-offer/home-to-school-travel/ please note: the closing date for applications is 31st May 2023. If applications are received after this date, they will still be processed but we cannot guarantee travel assistance will be in place for September 2023.

For more information contact:

Telephone: 01332 642716

Email: schooltravel@derby.gov.uk

5 – Declaration

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments (see notes below).
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/children continues to receive free meals I will have to repay the cost of any meals taken.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/children I am claiming for.

I certify that the above statement and information given by me on this form is complete and true and I authorise the City Council to take such steps, as they consider necessary to verify the same. I understand that this may involve Derby Benefits contacting the HMRC or the Department for Work and Pensions for confirmation of my/our entitlement.

A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|

Notes

1 – Free School Meals are only available to pupils whose parents/guardians are receiving one of the following

Support Payments for the child/children named:

- Income Support
- Income Based Job Seekers Allowance (JSA - IB)
- Income Related Employment and Support Allowance (ESA - IR)
- Child Tax Credits (but NOT Working Tax Credit), and your annual income is no more than £16,190.
- Pension Credit (Guarantee Credit element only)
- Support under Part VI of the Immigration and Asylum Act 1999

2 - This form must be completed by the person who claims the Support Payment in the household.

3 - Where pupils attend different schools within the city of Derby, you should complete one form for each household.

Some Academy / Foundation Schools deal with their own Free School Meals so a separate form is required.

Please contact the individual school directly.

4 - All claims are checked on an online checking system provided by the Department of Education.

This only

confirms or denies your eligibility to claim Free School Meals: it does not give us any other information. When

your eligibility has been confirmed and your application processed, you

will be sent a confirmation letter and we will contact the school directly regarding your child's eligibility.

5 - You must inform Derby Benefits if you change your address to ensure that renewal forms and correspondence are sent to the correct address.

Please return completed form to: Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS Tel.: 01332 255122 Email: freeschoolmeals@derby.gcsx.gov.uk

All information provided will be treated in accordance with the Data Protection Act 1998. The Council may wish to share the information you supply with other departments within the council. If you do not wish the Council to use the information you have supplied in this way please

tick the box:



Catharsis - Creative Arts Therapy Consent Form for Therapy

What are Arts Therapies?

- Arts therapists may use Art, Drama and Music or other creative ways to help young people express what they are feeling.
- Art Therapy, Dramatherapy and Music Therapy are not a lesson and pupils do not need to be good at any of these.
- Arts therapy sessions will be with a therapist who is registered with the Health, Care and Professions Council (HCPC).
- Integrative Psychotherapy sessions are with a therapist who is registered with BACP
- Exploring difficult feelings is an important part of therapy but the therapist will be there to support the young person throughout their sessions.

Confidentiality & Privacy

- Therapy sessions are private. If however the therapist thinks, or is told the young person has, or is, at risk of serious harm, it is the therapist's job to pass on the concerns to the safeguarding officer and/or social care.
- All arts therapists are required to have Supervision with a qualified therapist to make sure they are working safely. Personal details will not be shared.
- Therapists will make a note of each session to say whether it took place and general themes of the session. Therapists' notes remain confidential unless they are requested by a court of law. Therapists are required to keep hold of their notes for 7 years after the end of therapy (or 7 years after a young person turns 18 years). After this, the notes will be shredded or deleted.
- Sometimes therapists are asked to attend meetings and feedback how therapy is going. If this happens, the therapist may ask for your view.
- Sometimes therapists are asked to write Reports; you may request to see these Reports if you want to.
- Catharsis will keep copies (paper or digital) of reports and referrals for up to 2 years after the Young person has finished in therapy. You have the right to ask for your child's data (including these records) to be deleted at an earlier date.
- All personal data will be stored safely in line with the GDPR requirements, with any electronic data held on a password-protected device.

Consent for Therapy with Catharsis

I understand the written and verbal information given and I give consent for.....to access therapy sessions if referred to Catharsis.

Parent name:

Parent signature:

Date:

Optional Consent 1 (*This does not affect the above therapy consent*)

Some Young People may be referred to a trainee therapist from the University of Derby.

In order to finish the course trainees have to complete certain pieces of work. One of these is a written case study, which involves writing about client backgrounds, their Therapy sessions and possibly taking and

presenting photographs of artwork made. All information will be fully anonymised; no names or school details will be included. The study will be used as part of an assessment process and submissions will be confidentially kept for a maximum of two years by the University of Derby and then destroyed.

I give consent for, to be seen by a trainee therapist

YES

NO

Parent name:

Parent signature:

Date:

Optional Consent 2 (*This does not affect the above therapy consent*)

Sometimes therapists may deliver a presentation, talk or lecture for educational purposes or to other professionals; this may include material from client sessions but would be fully anonymised.

I give consent for a Catharsis therapist to anonymously use material from therapy sessions for the above purposes.

YES

NO

Parent name:

Parent signature:

Date:

Optional Consent 3 (*This does not affect the above therapy contract*)

Sometimes therapists may publish professional articles about client work for educational purposes. All client content is fully anonymised, however, it is important to be aware that professional articles can be published online and once this has happened it cannot be retrieved. Consent can be withdrawn at any time before publication.

I give consent for a Catharsis therapist to anonymously use material from therapy sessions for the above purpose.

YES

NO

Parent name:

Parent signature:

Date:

Safeguarding and Welfare Team

Contact information

The Respect Collaboration of Schools safeguarding policy can be found on the schools website <https://respectschools.co.uk/> under the safeguarding tab.

Director of Safeguarding and Attendance

Jemma Tague

j.tague@respectschools.co.uk

01332 973834

Welfare Coordinator and Designated Safeguarding Lead for Castle School

Kelly Fisher

k.fisher@castleschoolderby.co.uk

01332 973845

Director of Special Education Needs

Liz Rogers

l.rogers@respectschools.co.uk

01332 943264