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INDUCTION

For parents and students joining Year 7: Tuesday 30 June 2009 at 1900
Year 7 students only: Tuesday 7 July 2009 – 0915 to 1515

TERM DATES FOR THE ACADEMIC YEAR 2009 – 2010

Autumn Term	Thurs 3 Sept 2009 – Fri 23 Oct 2009
<i>Half Term</i>	<i>Mon 26 Oct 2009 – Fri 30 Oct 2009</i>
	Mon 2 Nov 2009 – Fri 18 Dec 2009
Spring Term	Tues 5 Jan 2010 – Fri 12 Feb 2010
<i>Half Term</i>	<i>Mon 15 Feb 2010 – Fri 19 Feb 2010</i>
	Mon 22 Feb 2010 – Thurs 1 Apr 2010
Summer Term	Mon 19 Apr 2010 – Fri 28 May 2010
<i>Half Term</i>	<i>Mon 31 May 2010 – Fri 4 June 2010</i>
	Mon 7 June 2009 – Wed 21 July 2010

STAFF TRAINING DAYS:	Tues 1, Wed 2 Sept 2009; Mon 4 Jan 2010 + 2 days tba
Easter 2010:	2 – 5 April 2010
Early May Bank Holiday:	Monday 3 May 2010
Spring Bank Holiday:	Monday 31 May 2010

THE SCHOOL ETHOS

Each girl is uniquely important and our staff work very hard to find out about and meet her needs, and to ensure that she is happy and settled after the big move from primary school. We take our mission statement 'to discover and develop individual potential' seriously. The whole community - teachers, support staff, students, parents and governors - works together to create an enabling climate of mutual respect and understanding. A learning culture is at the heart of our ethos and this of course, means more than the study of curriculum subjects. It is also about taking advantage of opportunity and challenge, developing a wide range of skills, working in and for a community and being part of a team. Being caring, taking responsibility and showing initiative are also vitally important.

BHS is proud to be a "High Performing" Specialist College. Our specialisms have enhanced the learning and teaching in Design Technology, Mathematics, Science and Languages and in turn the whole school. We have been able to extend the range of opportunities available to our students which best meets their needs and interests and there is a particularly wide variety of option choices on offer at GCSE and A-Level as a result. Our third and most recently acquired specialism is as a National Leadership College and this will enable us to develop further leadership potential in our girls, equipping them to take advantage of every opportunity.

The Charter of Expectations lays out a common set of values, based on respect in four areas of school life. All students are expected to follow this Charter and each girl has a copy of it in her homework diary. The "Home School Agreement" summarises the commitment of school, parents and students to this common set of expectations; your signed copy will be kept in school in your daughter's record folder. Reproduced in this handbook is a shortened version of our Behaviour Management Policy describing both the "rewards" and the "sanctions" we use at the School.

THE CHARTER OF EXPECTATIONS

SELF RESPECT

We take responsibility for our actions, think for ourselves and take pride in all that we do

- We have high expectations of ourselves, in our learning and in our behaviour
- We are proud of our School and want to make a positive contribution to its community
- We expect to be treated with kindness and tolerance at all time

RESPECT FOR OTHERS

We show understanding, tolerance and courtesy towards other people

- We are quick to extend the hand of friendship
- We are aware of the feelings of others and take care that our actions do not cause offence
- We have respect for the views of others
- We appreciate members of staff and are respectful to them at all times

RESPECT FOR LEARNING

Be prepared to learn and help to create a positive learning environment

- We take full advantage of the learning opportunities provided for us
- We engage in class discussions and activities to the best of our ability
- We help to create a safe, supportive environment in lessons that allows everyone to learn
- We carry out classwork and homework to the highest standard possible
- We aim to become independent learners who take responsibility for our work

RESPECT FOR THE ENVIRONMENT

Respect other people's possessions, use equipment and resources with care and to endeavour to make the school a safe and pleasant place in which to work

- We do not interfere with anyone's belongings
- We clean up after ourselves at all times and do not leave litter anywhere except in the bin!
- We treat school equipment with great care

“HOME SCHOOL” AGREEMENT

Between Beaconsfield High School and Year Date

The distinctive ethos at Beaconsfield High School is based upon four basic principles: Respect for self, Respect for others, Respect for learning and Respect for the environment. The “4 Respects” are listed in the homework diary and it is important that every girl understands what they mean. Respect for self means we should take pride in what we say and do. Respect for others means we should show tolerance, understanding and courtesy to other people. Respect for learning means taking responsibility for our behaviour in creating the best atmosphere in the classroom so that everyone can learn effectively. Respect for the environment means taking responsibility for our actions around the site, such as ensuring we clear up our litter, so that school is a pleasant and safe place in which to work. If we all follow these principles, talk to each other whenever problems arise, and apply the terms of our agreement, then everyone should benefit from and enjoy their time in the school.

Our Commitment to Students and Parents

- To help develop the potential of every student
• To support, monitor and care for each girl to the best of our ability and to keep parents informed about progress (academic and social) within the school. This will be achieved by
o advising parents of assessment and reporting procedures
o regular contact with parents, through report, record card, parent evening/subject consultation (students are encouraged to attend); Personal Review Days (with parents) at least once a term;
o informing parents about particular issues of concern;
o ensuring that parents are fully informed about all aspects of school life through half-termly Newsletters and parents' information evenings
• To respond promptly to parental and student concerns
• To publish a homework timetable and ensure that guidelines for time spent on homework are clear
• To check homework diaries on a regular basis and liaise with parents regarding any concerns
• To provide a range of enrichment opportunities to help meet the needs of each individual student
• To arrange school visits, where appropriate, to help develop students' educational and social skills

Signed: Penny Castagnoli

Student Commitment

- To work to the best of my ability in lessons and activities
• To follow the 4 Respects
• To act as a responsible and committed member of the school community, by taking part in school activities and always considering the needs of other people
• To complete homework on time and to the best of my ability
• To let the staff know when I am experiencing problems or difficulties so that the school can help
• To follow school rules
• To be punctual and to wear correct school uniform
• To get involved as fully as possible in curricular enrichment activities
• To help create a pleasant, positive and caring atmosphere within the School

Signed:

Parent/Guardian Commitment to the School

- To support you positively in maintaining the ethos of the school and in your approach to discipline
• To encourage my daughter to take responsibility for herself, for example by organising herself to spend an effective day in school
• To keep the school informed about issues that may affect my daughter's education or enjoyment of school life
• To ensure that my daughter arrives punctually for each school session
• To ensure full attendance of my daughter at school; to avoid requesting holidays / visits in school time
• To support my daughter by ensuring she completes homework on time, assisting her in planning her weekly schedule and restricting excessive out of school commitments
• To attend parent evenings / subject consultations and information sessions relevant to my daughter
• To check and sign my daughter's Homework Diary each week
• To ensure my daughter wears correct school uniform

Signed:

REWARDS AND SANCTIONS – OUR POLICY

Encouraging Positive and Supportive Behaviour

We believe the best way to ensure behaviour is positive and beneficial is to encourage it through our expectations and reinforce it through a system of positive rewards and sensible sanctions. Success in this is achieved when all members of the school community: students, parents, teachers and governors, work together.

Rewards

Rewards have an important motivational role in helping students realise the value of personal and academic accomplishments and constructive behaviour. This recognition needs to be both formal and informal, for individuals and groups.

Rewards for achievement and supportive behaviour include:

Verbal or written praise by a subject teacher, Form Tutor or senior member of staff

Merits

Commendations for notable or outstanding academic or personal achievements

House points

Letters home

Prizes and awards at assemblies

Praise/comment published in Daily Bulletin/Newsletter

Sanctions

When behaviour falls below expected standards, we are committed to responding to it in a constructive and suitable manner by offering support and, where necessary, imposing sanctions. Members of staff work hard with students to help them get back on track.

Sanctions include the following:

- A verbal reprimand or warning
- Detention (break/lunch/after school)
- Withdrawal of privilege
- On report (daily or weekly)
- Community service over lunch-time or after school
- Internal exclusion from specific school activities
- Fixed Term exclusion (a number of days)

Behaviour in Year 7 is, as you would expect, usually excellent. In the unlikely event your daughter fails to meet our expectations a “cause for concern slip (CFC)” will be sent home so that you know what is going on. For a minor infringement, a warning only will be issued. A CFC will normally be issued after 2 warnings, or for more serious misdemeanours. In the case of after school detention, 24 hours’ notice will be given.

Bullying

We have a zero tolerance policy on bullying. Allegations of bullying are taken seriously; they are investigated sensitively and there is always a follow-up.

Bullying can be physical, eg hitting, damaging / hiding belongings, stealing; verbal / written eg name-calling, insulting, mimicking, writing unpleasant notes or emails; emotional eg isolation/ exclusion of a student by others, spreading rumours, comments on appearance or ability.

Involvement of outside agencies

The School works positively with external agencies. It seeks appropriate support from a range of services to ensure that the needs of all students are met.

CARING FOR OUR STUDENTS

Feeder School Visits

We aim to visit as many feeder schools as possible to make early contact with our new students. However, because our catchment area includes over 30 primary schools, we are unable to visit all of them. If your daughter is one of a number of girls from her school coming to us, a member of our staff will visit her primary school before she arrives.

Induction Evening (7pm Tuesday 30 June) and Induction Day (Tuesday 7 July)

On Induction Evening in June, both you and your daughter are invited to join us. Your daughter will spend the evening with her Form Tutor and her form mates, getting to know each other and getting to know more about school life. Girls will also attend an assembly where they will meet our Head Girl and many of the 6th Form Prefects, their Head of Learning and the Assistant Head, Students, as well as students from the current Year 7. During this time, parents will gather in the Main Hall to listen to introductions from the Headteacher and other key members of the Beaconsfield High community.

On Induction Day, your daughter will spend the whole day with us. This is a great opportunity for her to make friends, get to know her Form Tutor and learn more about the school. She will attend a "taster lesson" and take part in team building games and activities, helped by 6th Form Prefects.

Who's Who

Every girl will receive a list of names, addresses and telephone numbers of the members of her form (you have the opportunity to opt out of this on the Enrolment form). This enables parents and students to contact each other during the summer holiday, get to know others in their local area, organise transport, etc. This list is for your private use only; it must not be given to outside bodies or used for commercial purposes.

The Form Parents

Our Form Parents play a vital role in helping the girls to get to know each other. Volunteer parents from each form group organise social events for the forms, starting in the summer holidays. Events range from dinner at Pizza Express to picnics in Burnham Beeches. These kinds of activities have proved invaluable in developing happy and cohesive forms. On Induction Evening you will have the opportunity to find out more about being a Form Parent and to volunteer. If you would like more information about the scheme before then, please feel free to contact Fiona Curley on fiona@wincub.co.uk

The House System

All students and staff belong to one of the five Houses: Beech, Cedar, Maple, Rowan and Willow. There is a strong House spirit and students participate enthusiastically in House competitions and festivals throughout the year. These are wonderful opportunities for girls from all year groups to work together.

The Friends of Beaconsfield High

The Friends of Beaconsfield High School is the umbrella organisation encompassing all parents, governors, staff, form parents and other volunteers and aims to build a supportive school community. The Friends raise funds for the school through social activities such as quiz nights, dances and the Christmas Fair and provides volunteers to help at school events. You will receive information about the Friends, how to join and how to help in the next mailing. In the meantime, if you would like to know more or get involved please contact the Chair of the Friends of Beaconsfield High School, Caroline Kinsey: caroline.kinsey@circle.com

THE PASTORAL SYSTEM

The Form Tutor

Form Tutors, who meet with their forms each day, play a pivotal role in the lives of our girls. They endeavour to create a positive, safe environment in which all members of the form feel able to freely discuss any ideas or concerns they have. The Form Tutor is the first port of call for pastoral issues (see below). You can contact your daughter's Form Tutor through Reception (ext 200) or by email: enquiries@beaconsfieldhigh.bucks.sch.uk or you can contact Mrs Susie MacLean, Year 7 Administrator: maclea-s@beaconsfieldhigh.bucks.sch.uk

Head of Learning Year 7

The Head of Learning Year 7 has oversight of both the pastoral and academic development of the year group. She holds fortnightly focuses (assemblies) with the girls and liaises regularly with Form Tutors and parents.

COMMUNICATION

Clear, open channels of communication between parents and the school are essential. Please inform Ann Mann in the School Office immediately if you move house or if your contact number/s change (email: [mann-a@beaconsfieldhigh.bucks.sch.uk](mailto:manna@beaconsfieldhigh.bucks.sch.uk)). We may need to get in touch with you at short notice and it is essential our records are accurate.

Please do not hesitate to contact us if you have any queries or concerns. When you ring the school the receptionist will ask you for details about your concerns. Whenever possible, she will provide immediate answers to your queries; otherwise, she will direct your call to the appropriate member of staff, who will endeavour to contact you within 24 hours. In cases of emergency we aim to return calls as soon as possible. Appointments to see the Headteacher can be made through her PA, Jeannie Choo, email: choo-j@beaconsfieldhigh.bucks.sch.uk. You can also contact the Headteacher directly by e-mail: castag-p@beaconsfieldhigh.bucks.sch.uk. All staff are also contactable by email. To contact a member of staff please write to enquiries@beaconsfieldhigh.bucks.sch.uk in the first instance.

Pastoral Concerns

If you have a concern about any aspect of your daughter's life at school, the first port of call is her Form Tutor. It is very important to keep your daughter's Form Tutor informed about any issues that might be affecting her learning.

Academic Concerns

Academic concerns should be directed to either the subject teacher or Head of Department. You may, of course, request specifically to speak to the Head of Learning Year 7 or a senior staff member.

Assessment and Reporting

Regular assessment of students' work is vital for them to make progress. At the end of each term we will report on your daughter's progress using National Curriculum levels (summative assessment). Equally important is the assessment that happens on a day to day basis in lessons (formative assessment). Formative assessment helps students understand what they need to do next to improve their learning, in terms of both knowledge and skills. We aim to develop students' ability to become independent learners. A Personal Review Day is held during the Autumn and Spring Terms. During the day, students meet their Form Tutor who helps them to review learning across all subjects.

Parent Partnership Meetings

Once a term, the Headteacher and representatives from the governing body meet parents in order to answer concerns or just to talk about issues that are current. Dates of these meetings are published in advance on the school calendar. You don't need an appointment; just come along on the evening. Meetings are held in the Learning Resource Centre.

Y7 Welcome Reception

During the first weeks of the Autumn Term you will be invited to a reception at which you will meet key staff and the Form Tutors. The Friends host this event for us, which has two benefits: we use the opportunity to give you important information about key events for the coming year and it's also a chance for you as parents to get together informally over a glass of wine.

Newsletter

Newsletters are issued once every half term by email and are published on the VLE section of the school website. A hard copy is available if you are not able to access it electronically.

Messages for Students / Items left at home

Students need to learn as early as possible to take responsibility for themselves. This is a large and busy school. We do not relay messages or items left at home to students during the school day except in extreme emergencies. Please let your daughter suffer the consequences of forgetting something – she will soon learn! If she forgets her lunch money, the canteen will make an advance.

MP3 Players/ Mobile phones

High value items should not be brought into school. Most students these days have a mobile phone for reasons of safety. Please do not buy a top of the range model for your daughter and please note that all personal possessions are brought into school at your own risk.

The use of mobiles and/or MP3 players is not allowed in lessons; this rule is strictly enforced. Please do not text messages to your daughter during lessons since this could result in her getting into trouble. Mobiles and MP3 players can be kept in the bag or stored in the locker (which will need to have a secure padlock) and may be used at break or at lunch. Staff will confiscate items used inappropriately without a warning. The item will be labelled and stored in the school safe awaiting collection. An automatic detention will be given using the CFC slip. Mobiles may be collected at the end of the day, MP3 players may be collected at the end of the week. A second offence will incur a senior detention.

ATTENDANCE

Attendance and punctuality are monitored very closely; your support and co-operation in ensuring that your daughter arrives in school on time every day is essential.

All students who arrive in school after registration, except in the case of a delayed coach, must sign the late book in Reception. If lateness is a result of a delayed coach, students should sign in the late coach books at the bottom of the tower block.

Timing of the school day

We operate a five period day. School commences at 0845 and finishes at 1530.

ABSENCES

Please telephone the school on **every day** of your daughter's absence (this also applies to an absence for part of the day). There is a dedicated "absence hotline" (ext 234) where you can leave a message. If we have not received a message reporting reason for absence by 10:30/11.00 a.m. you will receive a text saying "Your daughter was not in registration" that morning. Please respond to this by ringing the absence hotline. Your daughter will be expected to catch up with missed work upon her return.

Music Lessons

If your daughter has a lesson which means she misses either a.m. or p.m. registration it is her responsibility to go to reception after her music lesson to sign in **before** going on to her next lesson. It is not acceptable to send a message to the Form Tutor with another student.

Medical Appointments

We ask that appointments made during the school day are kept to a minimum. Please sign a slip in the student planner for your daughter to show her Form Tutor in advance. This should give the time of the appointment, time of departure and time of return (where applicable). Students must

sign out at Reception when leaving school and will be required to hand in the slip to the Receptionist. They must also sign in upon their return to school. Students are responsible for catching up on work missed during an appointment. **Emergency appointments** e.g. orthodontist, if you have texted your daughter direct and have not notified us beforehand, we must ask that you come in to meet your daughter in reception as she leaves, as she will not have a note in the planner.

Long term absence

Where a student is ill for an extended period of time (a week or more), we encourage her to stay as up to date with her school work as possible. Please contact your daughter's Year Administrator to arrange for work to be collected for completion at home. We would appreciate it if you could keep us informed of your daughter's recovery process and anticipated date of return.

Returning to School

On her return to school, if you did not telephone the absence hotline for each day of her absence, your daughter must present an absence note in her homework diary, signed by you, to her Form Tutor, who will record it as an authorised absence. Any unexplained absence is recorded as unauthorised in your daughter's records until we receive your phone call or note. Where we have to "chase" reasons for absence, this costs money and takes us away from our core purpose – your daughter's education. Students who are fit to return to school are generally expected to take part in all activities including PE. On occasions where a student is unable to attend outdoor PE lessons, she will be required to sign in to the LRC to work.

Leave of Absence

We ask you only to apply for leave of absence if absolutely unavoidable. To maximise your daughter's opportunities to learn, it is important for her to attend school for every session and this is best achieved if both parents and the school make this a priority. It is a legal requirement that any leave of absence be approved and recorded by the school. Absences for the purpose of family holidays will not be approved other than in exceptional circumstances.

If the circumstances are exceptional, your daughter may collect a Leave of Absence form directly from Reception. You will need to complete the form, explaining **in detail** the reasons for the request. It must be completed and returned by your daughter to reception **at least two weeks in advance**. This will enable us to consider your request and give your daughter adequate time to organise work with her subject teachers for the period of her absence.

Performance Licences

As licence applications do not give detailed dates of absence, we ask you to telephone the school daily on the "absence hotline" (ext 234) to ensure our records are up-to-date and your daughter's absence is recorded as "authorised absence".

HOMEWORK

Many new Year 7 students find the homework allocation a big change from primary school and need support in making this adjustment. At the beginning of the year, students are given a homework timetable which indicates the days on which homework for each subject will be set and the approximate length of time it should take. Year 7 students are expected to spend 40 minutes a week on each of English, Maths and Science homework, and 20 minutes a week on homework for each of their other subjects (excluding PE). This equates to around one hour each evening, 5 days a week. While we expect a very high standard of work, students are strongly encouraged to stick to this schedule and work within the specified time. It is very useful for parents to monitor the amount of homework completed and to alert the subject teacher or Head of Department if it seems that too much or too little homework is being set.

Homework Diary

Students use a specially designed homework diary which will be issued on the first day of term. Your daughter will quickly learn how to use this diary effectively, writing down assigned tasks, the dates they are due and the length of time it takes to complete them. The diary is also a very

useful reference for both students and parents. Amongst other information, it contains the following:

- ✓ Uniform Policy
- ✓ Behaviour Policy
- ✓ Timetable of lessons
- ✓ Homework timetable
- ✓ Personal Review Day information and targets

The diary is also used to convey important information between the Form Tutor or subject teachers and you. For example, a teacher might indicate if homework has not been completed or handed in on time, while a Form Tutor can indicate if an absence note or reply slip is late. Similarly, you may want to notify the Form Tutor or a subject teacher of important information regarding your daughter's school work, uniform, etc. For this reason it is very important to check and sign your daughter's homework diary every week.

HEALTH AND SAFETY

Emergency Closure

In the event of a school closure, there will be an announcement on the school website www.beaconsfieldhigh.bucks.sch.uk by 0730 that morning. In the event of extreme weather conditions, it should be assumed that the school is open unless you see otherwise on the website. Please do not telephone the school, as the switchboard needs to be kept clear.

The School Drive

Please note there is a **one way system** in operation. Parents should not drive into school to drop off or pick up students at the start and finish of the school day since there is a danger to pedestrians at these busy times. If your daughter has an injury which affects her mobility, special permission to use the drive may be requested through the Form Tutor.

Injuries affecting mobility

If your daughter suffers an injury that affects her mobility around school please contact her Form Tutor to discuss arrangements for her return to school. She will need to be assessed on her mobility up and down stairs before she can return, to safeguard her own and other people's safety in the event of an emergency evacuation of the buildings. If a lengthy recovery period is expected, it is possible in some cases for venues of lessons to be altered to enable your daughter to attend. We will inform you if such arrangements can be made.

SCHOOL TRIPS, Theatre Visits, Concerts etc

You will find there are occasions when you will need to pay for events such as school trips. There are two methods of doing this. 'Parent Pay', enables you to pay via the internet using a highly secure website, with a unique user ID and password. Once your daughter has started school, you will receive a letter with your own personal details that will enable you to use this service.

You can also still pay by cheque, made payable to 'Beaconsfield High School'. Please write your daughter's name and form on the reverse. If you experience difficulty in meeting the cost of any activities that enrich the curriculum please do get in touch directly with the Headteacher.

INSURANCE

Students are covered for participation in all school activities, including sporting events taking place within the British Isles and generally elsewhere. Special arrangements may have to be made for more hazardous pursuits such as mountaineering, rock climbing, pot holing, diving, outside the British Isles. More detailed information about insurance is available from the Bursar who can also advise on opportunities for additional cover in individual cases if this is required.

Please note, however, the school's insurance does not cover loss or damage to students' personal property regardless of whether it is on or off school premises. Parents are therefore strongly advised to make their own arrangements for insurance, especially for the more expensive items such as musical instruments, sports equipment and mobile phones.

SCHOOL UNIFORM

School uniform is worn by all students from Years 7 to 11. We encourage girls to maintain the highest possible standard of appearance and to wear their uniform with pride. CFC slips will be given to girls who do not meet the required standard of uniform.

The full school uniform and items of sportswear are available from the on-site School Uniform Shop, run by Woodward & Stalder / Sportcrest, High Wycombe.

In early April, a list of school uniform will be sent to you together with the fitting dates. You will need to attend with your daughter to buy her uniform. If you have any queries regarding school uniform, please do not hesitate to contact Woodward & Stalder / Sportcrest on 01753 890800.

There is a very good second hand uniform shop operated by the Friends of Beaconsfield High and you can equip your daughter entirely from this source if necessary – the quality is excellent.

All uniform should be clearly marked with the owner's name. Bold identification labels should be attached in House colours (see below) on the front of the Science overall (not compulsory but we recommend that all students wear one; please note the school is not liable for any damage to uniform if it is not worn), polo shirt, games skirt, sweatshirt, PE bag, Art and Technology aprons.

House Colours: Willow-Blue; Maple- Green; Beech-Yellow; Rowan-Purple; Cedar- Red

UNIFORM Years 7 - 9

COMPULSORY ITEMS

- Regulation blue blazer
- Regulation checked blouse
- Regulation blue v-neck jumper
- Regulation grey box pleat skirt – to be worn no more than 4 inches above the knee – OR regulation grey trousers
- Opaque (min 70 Denier) plain, grey tights (**black tights are not allowed**) OR plain grey or white ankle or trainer socks

PE Kit

- Games skirt
- Athletic shorts (navy)
- Polo Shirt with logo
- Embroidered Sweatshirt
- Joggers
- Hockey Socks
- Hockey shin pads
- Jazz pants
- Dance T Shirt
- PE Kit Bag

Please note that the games skirt, polo shirt, sweatshirt and PE kit bag should be named with bold identification labels in house colours on the front. Labels are available from the school uniform shop.

Trainers: 2 pairs of predominantly white trainers with non-marking soles (one pair for outdoor sports use and one pair for sports hall and gym use). Trainers are not to be worn except for PE lessons or sporting activities.

OTHER ITEMS (*These items are available from the on-site school uniform shop)

***Coats:** Plain, dark and at least $\frac{3}{4}$ length. For Years 7 – 9 they must be long enough to cover the blazer. 'Hoodies' are not permitted.

***Shoes:** Plain black leather (NOT patent leather or suede), flat or with a sturdy heel of no more than 2 inches. **Court, flimsy fashion / ballet style shoes or those which are very pointed, with or without a stiletto heel are NOT suitable for school and are therefore unacceptable.** Trainers should be worn only for PE.

Hair: Should be a natural colour. If tied back, a plain black or blue scrunchie, hair band or a hair clip may be used. Colourful beading is not allowed.

Jewellery: One single, small, plain round gold or silver stud may be worn in each ear. A lightweight gold or silver religious symbol with a chain is permitted to be worn beneath the blouse. No other jewellery is permitted. All jewellery must be removed for PE/Dance/Drama lessons.

Make-up / Nail Varnish: Make-up and nail varnish are strictly not permitted. Students arriving at school with make-up or nail varnish will be sent to the Nurse to remove it and there will be a nominal charge for the removal wipes.

OPTIONAL ITEMS (also available from the on-site Uniform Shop)

Hockey stick, tennis racquet, regulation scarf (no other scarves are permitted for years 7 – 9).

EQUIPMENT

There are certain essential items that your daughter will need. Those items marked * are available through the school shop.

General Equipment

Rough book or note pad

Set of six coloured pencils

Plastic eraser

Pens, pencils and a pencil sharpener

Set of highlighter pens

A pocket dictionary

Dry wipe markers and cloth

Glue stick

Scissors (must be round-ended)

* Rucksack in a plain dark colour, **to be worn on both shoulders for health and safety reasons**, Padlock (substantial type – an example will be shown to the students on Induction Day).

Geography

The Longman Student Atlas published by Pearson (in association with the Geographical Association). This is a new, updated and improved edition – not to be confused with the Collins Student Atlas you might have purchased for older students.

Art

*Cream Apron (compulsory),

*A3 Transfile for transporting art work (compulsory)

Full range of drawing pencils: B, 2B, 4B, 6B & 8B ;

2 black fine line pens, 30 cm ruler and eraser.

The drawing pencils and fine line pens are available from local art material suppliers.

Mathematics/Science

30cm ruler; Protractor (180°);

Metal compasses

*Casio FX-83WA calculator (or equivalent scientific calculator)

*Science overall (not compulsory but please note that the school is not liable for any damage to uniform if not worn).

Music

Headset - Dynamode DH-660MV). This is a headphone + microphone incorporated, with mini jack. If you do opt for a different make/mode, we cannot guarantee that it will work with our system/network. This can also be used for Languages and ICT and is available for purchase for approximately £5.00 from the School Reception.

An A4 plastic wallet to hold classwork and homework.

Design & Technology

Set of colouring pencils

* Blue apron for Food Technology (compulsory)

Thin, lightweight, A4 plastic ring binder for storing all work completed in lessons and for homework

Divider cards to divide the folder into the specific subject areas.

In addition, you will be asked for a £5.00 contribution towards the cost of consumable materials in D&T. This is payable to the Design and Technology Department in September.

Foreign Languages

Headset - Dynamode DH-660MV (compulsory). This is a headphone + microphone incorporated, with mini jack. If you do opt for a different make/mode, we cannot guarantee that it will work with our system/network. This can also be used in Music and ICT and is available for purchase from the School for approximately £5.00.

A bilingual dictionary for each language. We advise that you buy the Collins plastic backed version, with verb tables. The cost of the dictionary is approximately £8.

An A4 plastic wallet for each language studied to hold exercise books & textbooks.

Set of highlighter pens.

ICT

Minimum 1Gb USB Memory stick, clearly identified with student's name on both the stick itself, and in a named document saved onto the stick. This item will also be useful for saving work in other subjects.

YEAR 7 COURSE OUTLINE

Below is a short description, written for your daughter, of the courses she will take in Year 7. We hope this will give her a feeling of excitement about what she will be doing next year. Please note that you will need to return a form with regard to her language choices.

From 2008, Mathematics, Languages and Design & Technology will be accelerating their courses aiming for students to complete Key Stage 3 in Year 7 & 8 and then begin the GCSE course in Year 9. This means that students will make option choices in Languages and Design and Technology during Year 8. Other options are taken during Year 9.

ENGLISH

In Year 7 you will enjoy reading a wide variety of poems, novels and drama. You will start to learn the fascinating history of the English language, enjoy a fun introduction to Shakespeare, and have the chance to write your autobiography. Your teacher will help you develop your reading, writing and speaking skills. We encourage our students to work well in groups as well as expressing their own point of view. You will also get the opportunity to study a media text such as a television programme or film. During the year you will experience a wide range of drama activities.

MATHEMATICS

Not only is Mathematics an interesting and stimulating subject in its own right, but it also supports other subjects. Our aim is to make Mathematics as accessible and enjoyable as possible. In Year 7 you will be taught in form groups and the topics covered include number, algebra, space shape and measure, and handling data. These topics are delivered using a mixture of learning activities including teacher led discussions and tasks, small group investigations and the use of ICT including Excel, Geometer's Sketchpad and Autograph.

SCIENCE

Do you want to find out about how your body works, and how the world and the universe work? Science is about gathering and using information, and working out how to solve problems. It is a 'hands-on' activity and you will carry out experiments using bunsen burners, microscopes, computer-linked sensors and all sorts of other exciting equipment. You will design and carry out your own experiments and decide what the results mean. You will work individually and as part of a team; science will be taken beyond the classroom and you will be encouraged to take part in competitions.

ART

In Year 7 we embark on an exciting programme of exploration and discovery to enable us to respond creatively to the visual world. In your first year at the school you will learn the basic foundation skills that you will be expected to use in Art and Design. These will include the appropriate use of equipment; how to use line, tone, form, shape, texture and colour; how to present your work and how to develop an idea from observational drawings into a final piece of artwork. You will work on a variety of themes throughout the year. Each theme will introduce you to different artists, designers and cultures and will allow you to experiment with different processes and a variety of media.

DESIGN AND TECHNOLOGY

In Year 7 you will design and make in various material areas. These modules focus on building confidence and developing skills taught at KS2. These modules will allow you to experience a range of disciplines in D&T including Food Technology, Textiles, Product Design and Graphics. You will gain a wide range of knowledge, confidence and skills that will allow progression into Year 8.

GEOGRAPHY

Geography is the subject that helps you understand both the natural and human world around you and how they link together. In Year 7 you will learn the OS map and atlas skills that you will need to use throughout your time in the school. We also cover units of work on weather and climate, settlement and tourism. You will be expected to think for yourself and be able to justify your ideas and opinions as well as sometimes collecting data and working outside the classroom!

HISTORY

Year 7 History lessons give you the opportunity to learn about the diversity of life in the Medieval period. From the conquest of England by William of Normandy to the battlefields of the Crusades, you will start by learning about warfare in the Middle Ages and then go on to study the nature of power – did power lie with the King, the Church or the people? Find out what a study of Thomas Beckett and his murder in a Cathedral tells us about that question. You will also be given the chance to consider what it means to be British based on a look at the movement and settlement of people in Britain through this period. Lastly, you will investigate the ordinary lives of Medieval folk – was it better to be rich or poor?

INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)

ICT is now an every day part of your life and plays a key part in all aspects of learning at school. In the first year you will build on the skills you learnt at primary school, becoming proficient in a wider range of applications. You will develop and refine your ideas using applications such as spreadsheets and desk-top publishing, and to decide which ICT applications are appropriate for a task. Organising information is an essential life-skill; you will learn how to organise your files on the school's computer network, how to find information on the internet quickly and safely and to use the school's Virtual Learning Environment (VLE).

MODERN FOREIGN LANGUAGES

You will choose two languages from French, German, Latin and Spanish which you will study throughout Key Stage 3. You may have studied these languages (especially French) before arriving at school. If this is the case, you will be placed within a group of girls with similar experience, so make sure that your reply slip confirming your 2 choices is accurate.

You will learn how to talk about yourself and your family, describe your interests and your town and learn how to ask for things when shopping and when staying with a family.

LATIN

Latin is dull, boring and for swots isn't it? Wrong! Knowledge of Latin is famous for giving you the grammatical tools which you can then use for grappling with any other language; it will enhance your powers of logic; it will give you greater precision in your English plus an extended English vocabulary. Its influence upon literature, law and scientific terms is enormous.

All this, and it's fun too! In Year 7 we study the popular Cambridge Latin Course, following the daily life of Lucius Caecilius and his family. The language is lively and serves as a springboard to discovering the history and culture of the Romans. They were a sophisticated lot, and making connections between their world and ours is an amazing part of an amazing subject.

Experienced Latin students are catered for, but no previous experience required. You will very quickly be able to translate from Latin into English. You will find out what life was like in the first century AD in Pompeii and compare it with how we live today. You will also discover how many English words come from Latin. The study of Latin will extend your vocabulary and develop your linguistic and research skills.

MUSIC

Music gives everyone a chance, regardless of previous opportunities, to develop performance, composing skills and listen to a wide variety of styles. In Year 7 you will look at 'ingredients' of music, how music can create mood, emotion and atmosphere. All students learn a certain level of keyboard skills and listen, compose and perform regularly in the classroom. Technology also plays an important role assisting you in creating music. There are also extensive resources available for the more able to develop their level of creativity to their full potential. There are many opportunities for all abilities to perform with others, eg 2nd Orchestra and 1st Orchestra, School Choir, Swing Band and other smaller ensembles. Students also enter local music competitions. All these groups perform at the Spring and Autumn Concerts, as well as various other events, including a bi-annual Music Tour, usually to a European destination. There is very much an ethos of 'music for all' and all students are encouraged to participate in music within the school.

RELIGIOUS STUDIES

Religious Studies is all about learning of other faiths and cultures, and what it might mean to religious believers as well as those who have no religious faith. The aim is to be both academic and personal in approach to help develop the whole person. There will be plenty of opportunities to discuss issues. Year 7 begins with a brief introduction to the six major world religions. We then look at what it means to be a member of the Buddhist and Christian faiths and how their faith affects believers. We will explore Beaconsfield Parish Church, and find out what an icon is.

PHYSICAL EDUCATION

In Physical Education you will have the opportunity to develop a wide range of skills and join in lots of different sports in your first year. We cater for all abilities and teach you how to improve your performance and train safely. You will study four areas of the National Curriculum and have lessons in Games, Athletics, Dance and Gymnastics. In Games sessions you will play Netball, Hockey, Badminton, Tennis, Cricket and Rounders. In Gymnastics you will be able to improve your existing skills and develop sequences on the floor and apparatus. You will also develop your Trampolining skills. In Dance, you will develop your choreography, performance and appreciation skills. In Athletics you will have the opportunity to develop both track and field events.

We offer an extensive extra curricular programme in many activities. Alongside those activities mentioned above, students can also participate in Swimming, Horse-riding, Cross-country, Rowing and Football. Extra curricular clubs meet at lunchtimes and after school. You can participate for fun or play more seriously and represent the school in tournaments and competitions. Everyone is encouraged to participate in sport and every student will have the opportunity to play in the inter-house competitions throughout the year. In addition, we also hold an annual Dance Show. This year over 50 students from Year 7 are participating.

TRANSPORT

Entitled transport: This is the responsibility of Buckinghamshire County Council. For information about criteria and eligibility you should write to the Transport Officer (Chiltern and South Bucks) at: Passenger Transport Officer, Bucks County Council, County Hall, Aylesbury, HP20 1YZ. Tel:01296 383738

Approximate timings for the current year are shown below and on the following page; for September 2009 check with Bucks County Council Passenger Transport office.

Private Transport: There is also a minibus service running from Cookham Dean – further details available from Reception.

COACH 863 – WOOTTENS

Stoke Poges, Bells Hill opp Rogers Lane	07.48
Beaconsfield Rd/ Linden Drive	07.55
Farnham Common, The Forresters	07.56
Templewood Lane (Beaconsfield Rd end)	07.58
Mayflower Way (junction One Pin Lane)	08.00
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

Cont

TRANSPORT (cont)

CONTRACT 805 – HARRIS COACHWAYS

Well End, Opposite Black Lion	08.12
Bourne End, Marlow Rd/Blind Lane	08.15
Cores End Road, opp Furlong Road	08.18
Cores End – Brookbank	08.22
Wooburn Green, The Green	08.26
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

CONTRACT 811 – ASHWOOD TRAVEL

Leisure Centre, Nicol Road	08.00
Chalfont St Giles, Green	08.06
Three Households, White Hart	08.08
Newbarn Lane, opp The Gables (Highclere Farm)	08.09
Seer Green, Hearn's Meadow	08.11
Seer Green, Seer Mead	08.14
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

COACH 813 – HARRIS COACHWAYS

Great Kingshill, Pipers Lane	07.40
Widmer End, bus stop opp. Royal Standard	07.45
Windmill Lane/Georges Hill	07.46
Holmer Green, Bat and Ball	07.50
Hazlemere Park Parade	07.54
Penn Road, Curzon Avenue	08.03
Penn, Slades Garage	08.07
Penn, The Crown	08.09
Knotty Green, Red Lion PH	08.13
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

COACH 801 – CAROUSEL

New Denham, McDonalds	07.45
Denham A40, opp Cheapside Lane	07.50
Denham Green, Tilehouse School	07.55
Denham Green, Station Parade	07.57
Mount Lane, Bakers Wood	08.04
Tatling End, Ugly Duckling	08.05
Gerrards Cross, French Horn	08.08
Gerrards Cross, The Packhorse	08.09
Gerrards Cross, The Bull	08.11
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

ARRIVA THE SHIRES 819

Terriers Crossroads	07.50
Amersham Rd/ Magnolia Dene	07.52
Hazlemere Crossroads	07.57
Hazlemere, Curzon Avenue/ Penn Road	08.00
Potters Cross, New Road/ Elm Road	08.03
Tylers Green, New Rd/Church Rd (Barnes Corner)	08.05
Penn, School Road, Old Post Office/ Pond	08.08
Beaconsfield High	08.35
Departs Beaconsfield High School	15.40

COACH 825 – ASHWOOD TRAVEL

Chalfont St Peter, Copthall Lane (Top)	07.55
Chalfont Common, Rickmansworth Lane	07.57
Gravel Hill, Waggon & Horses	08.00
Chalfont St Peter, Market Place	08.03
Chalfont St Peter, St Joseph's Church	08.06
Three Pigeons PH	08.07
Beaconsfield High	08.35
Departs Beaconsfield High School	15.40

COACH 831 – SIMMONDS

Flackwell Heath, Green Dragon	08.15
Flackwell Heath, Three Horseshoes	08.18
Loudwater, Station Rd	08.22
Loudwater, A40, White Blackbird / Paper Mill	08.24
A40, Watery Lane	08.26
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

COACH 837 – SIMMONDS

Gerrards Cross, Gaviots Green	08.00
Fulmer Road / Fulmer Drive	08.02
Fulmer Drive / Dukes Wood Drive	08.05
Windsor Road, Wayside Gdns/ Manor Lane	08.07
Windsor Road / Camp Road	08.08
Beaconsfield High	08.35
Departs Beaconsfield High School	14.40

COACH 803 – NEW PUNJAB

Wexham Street Plough Lane	07.45
Stoke Poges, Hollybush Hill/ Framewood Rd End	07.46
Stoke Poges, Gerrards Cross Rd, Six Bells	07.48
Stoke Poges, Gerrards Cross Rd, Vine Road	07.49
Stoke Poges, Fox & Pheasant	07.51
Stoke Wood, Collum Green Road	07.53
Hedgerley Village Bus Shelter	07.56
Beaconsfield High	08.35
Departs Beaconsfield High School	15.40

COACH 850 – ARRIVA THE SHIRES

Wycombe Marsh/ Post Office	08.06
Hammersley Lane	08.09
Loudwater Station Road	08.11
Flackwell Heath, Three Horseshoes PH	08.17
Flackwell Heath, Green Dragon	08.22
Wooburn Green, Red Lion PH	08.27
Holtspur A40	08.30
The Beaconsfield School	08.35
Departs The Beaconsfield School	15.35

COACH 829 – CAROUSEL

Langley Park Road/ Mansion Lane	07.35
Iver, West Square	07.40
Iver Heath, Bangors Rd Nth/ St David's Close	07.43
George Green, Uxbridge Road	07.51
Stoke Green Roundabout	07.54
Stoke Poges Park Rd/ Church Lane	07.57
Farnham Royal/ Home Meadow	08.00
Beaconsfield Road/ Linden Drive	08.02
Farnham Common/ The Forresters	08.04
Farnham Common/ Ingleglen	08.06
Beaconsfield High School	08.35
Departs Beaconsfield High School	15.40

COACH 580 (COUNTY RIDER) – CAROUSEL

Hazlemere, Rose Avenue (all stops)	08.07
Hazlemere, Curzon Avenue/ Penn Road	08.09
Tylers Green, New Rd/ Elm Rd (Potters Cross)	08.12
Tylers Green, New Rd/Church Rd (Barnes Corner)	08.13
Penn, School Rd, Old Post Office/ Pond	08.15
Knotty Green, Red Lion	08.20
Beaconsfield High School	08.30
Departs Beaconsfield High School	15.40

INTERNET AND EMAIL

As part of our ICT programme we offer students supervised access to the Internet. Before being allowed to use the Internet, all girls must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the Students' Computer System, VLE (Virtual Learning Environment), email and Internet Code of Practice.

Access to the Internet will enable students to explore thousands of libraries, databases, bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our Internet Service Provider Atomwide, via Bucks County Council and SEGfL, provide a filtering application which features a huge, constantly updated database that classifies all known websites, and allows policies to be defined that control access. Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their daughters should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

At school, staff will guide students toward appropriate materials. Independent use of the Internet in lesson time (and essential email in non-lesson time) will only be permitted upon submission of permission forms signed by parents of students and by students themselves. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

School Rules relating to Internet use

The school has developed a set of guidelines for Internet use by students called the Computer System, VLE, Email and Internet Code of Practice. The following sanctions will be followed should the rules be breached:

- 1 Temporary or permanent ban on Internet and email use.
- 2 Additional disciplinary action may be taken, in line with the Behaviour Policy on inappropriate language or behaviour.
- 3 When applicable, police or local authorities may be involved, i.e. the police can be asked to intervene in the case of received (obscene) email messages.

EASYLINK, VLE AND WEB ACCESS TO EMAILS

"Easylink"; is a system which will allow external access to the school network. This means that students will be able to work on documents in their work area, use shared documents and access the intranet from home, via the Internet, using RM Easylink. For this service to be available there is no need for installation of any extra software on the home computer, although it may be necessary to apply updates to the standard operating system. For this service to be activated it will be necessary to complete and return the Home School Computer Link Acceptance Form. Once the student has received her user name and password on the system and learnt about our email and Internet facilities this service will be activated and you will receive via email a copy of the user guide containing full details of the setup procedures. It should be noted that the software needed to open the files has to be available on the home computer and that this computer has virus software which is kept up to date. All costs associated with accessing this service are borne by the user. **Beaconsfield High School cannot take responsibility for the consequences of the use of Easylink on a personal computer.**

The VLE (Virtual Learning Environment) is a school based intranet which contains information of use to the students in the school. It is password protected, and is accessed via our website allowing 24 – 7 access. On the VLE there are materials on your courses, links to useful websites, interactive activities, the opportunity to work with other students, a place to show off your work and many other possibilities. The student email is web based, so it can be accessed by any computer, anywhere.

For the VLE, Easylink and web access to emails, it should be noted that all costs associated with accessing these services are borne by the user and that Beaconsfield High School cannot take responsibility for the consequences of the use of this service on a personal computer. The Students' Computer System, VLE, Email and Internet Code of Practice apply to this service.

STUDENTS' COMPUTER SYSTEM, VLE, EMAIL AND INTERNET CODE OF PRACTICE

STUDENT NAME: **YEAR:**

Student's signature: **DATE:**

Parent's signature: **DATE:**

The efficient working of the school's computer equipment depends on the good sense and co-operation of all users. In using the system, we agree to follow the Computer System, VLE, Email and Internet Code of Practice given below:

- I will never give my username or login password to anyone, even my best friend, and I will log off when I have finished using the computer.
- I will only use the Internet when supervised by a teacher or adult.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will never tell anyone I meet on the Internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will not post personal contact information about myself and other people on websites.
- I will never send anyone my picture without permission from my teacher/parents/carer.
- I will never arrange to meet anyone in person without express permission from my parent/guardian.
- I will never use Internet chat rooms, but can use VLE chat rooms.
- I will treat everyone with respect so I will never use offensive or abusive language in emails or the VLE chat rooms.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my email messages and My Documents may be monitored by the Network Manager.
- I will ensure that my contributions to the VLE chat rooms are in keeping with the type of discussion required.
- I will never respond to unpleasant, suggestive or bullying emails or bulletin boards and I will always report it to a teacher or parent.
- I will not look for bad language or distasteful images while online and I will report bad language or distasteful images to a teacher or parent if I come across them accidentally.
- I will also report to a teacher if I am denied access to a site I believe to be acceptable.
- I know that my teacher and the Internet service provider can check the sites I have visited.
- I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the Internet if I deliberately look at unsuitable material.
- I understand that I will not be able to use the Internet if I deliberately hack into the schools or other systems.
- I may not download software from the Internet (including screen savers, games, video clips, audio clips, music files*.exe files).
- I will not download and use copyright material illegally.
- I will not plagiarise works that I find on the Internet or from other sources.
- I know that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.
- I will not use email or the VLE to send or encourage material which discriminates others or is pornographic, illegal, offensive or annoying or invades another person's privacy.
- I will ensure that I use print preview and only print when I am satisfied that the piece of work is complete so that I do not waste paper or ink.

EASYLINK - HOME SCHOOL COMPUTER LINK ACCEPTANCE FORM (Student)

Student Name..... **Year Group**.....
(CAPITAL LETTERS)

Logon Username.....
(TO BE COMPLETED BY ADMINISTRATION)

I wish my daughter to have access to the school network via EasyLink. She understands that the Students' Computer System, VLE, Email and Internet Code of Practice applies. We understand that:

- A compatible version of the software as used on the school network is required on the home computer to open the files
- It is a requirement that the home computer has virus software
- The virus software is kept up to date
- It is not recommended to open files across the link and agree to copy them to the home computer before working on them
- All costs associated with accessing and using Easylink are borne by the user
- Inappropriate use of Easylink may result in the loss of user privileges
- **Beaconsfield High School cannot take responsibility for the consequences of the use of Easylink on a personal computer.**

Signed (Parent/Guardian)

PRINT (Parent/Guardian's Name)

PARENT/GUARDIAN EMAIL ADDRESS
(To be used to send the user guide)

As a student I wish to be granted Easylink access to my documents, shared documents and the intranet. I will not pass on my username and password to anyone or allow any unauthorised users to use my username or password to access the school network at anytime. The content of the intranet, shared documents and My Documents is to be used appropriately for schoolwork purposes only.

Signed (Student)

PRINT (Student Name) **DATE**

FAIR PROCESSING NOTICE – DATA PROTECTION ACT (Sept 2008)

Beaconsfield High School processes personal data about its students and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its students’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint (see below) and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint (ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support). This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Contact details can be found in an extended version of this Fair Processing Notice, which gives supplementary information about the processing of student data by the organisations mentioned above, and gives greater details of how the student data is processed and the rights of parents and students. This information can be found on the school website: www.beaconsfieldhigh.bucks.sch.uk - click on ‘About Us’ in the left hand panel and scroll down to Data Protection; or for those students/parents where this is not practical, a hard copy can be obtained from the School Office.

For students of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the student and parent, and any further information relevant to the Connexions services’ role. However parents, or the students themselves if aged 16 or over, can ask that no information beyond name and address (for student and parent) be passed on to Connexions. If as a parent, or as a student aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school in writing or email mann-a@beaconsfieldhigh.bucks.sch.uk.