

## **6. PARENT-SCHOOL ISSUES** including absence, exeats, data protection (including photography), complaints

### General remarks

- 6.1 Every school policy is essentially for parents as well as for pupils and staff; this series of policies covers areas in which parents need to be sure of how the school views its relationship with them, so that communication between us as partners is clear.

### Absence in term time - illness

- 6.2 If a pupil is unable to be in school for medical reasons, parents are asked to telephone the King's absence line on 01244 689504 on each day of the pupil's absence. This is an automated line and parents should leave the name of their child, child's tutor group or class and the reason for absence. Alternatively, parents can email [absence@kingschester.co.uk](mailto:absence@kingschester.co.uk) with the same information. Parents are asked to contact the School as early as possible and not later than 9.30am.
- 6.3 On the first day back to school after such an absence a brief note of explanation addressed to the Tutor should be handed in by the pupil at registration or emailed to the Tutor.
- 6.4 If a pupil who has been unwell is to be 'off games', the Tutor or teacher in charge of the games session should be notified in writing or by email; reception can pass on such messages but it is helpful if they can be relayed directly.

### Absence in term time – other reasons

- 6.5 Only the Headmaster is authorised to grant leave of absence from school during term time. The school is obliged to ask if an absence requested in term time is absolutely and totally necessary (eg for medical appointments), or merely convenient. Permission must be sought in writing and in advance and only through the Headmaster.
- 6.6 It is a known, agreed and categorical condition of a pupil attending the school that unnecessary absences are not taken. When unnecessary absences are taken, the parent is in breach of a condition of entry, and repeated absences may place a pupil's continued presence in the school in jeopardy. When a pupil is removed from school in order to go on holiday this must be entered on the pupil's record as an unauthorised absence. Such absences and their consequences become the sole responsibility of parents. Where a student has taken unauthorised absence during term time, the School reserves the right to require the student to be in school on an alternative non-teaching day, usually the day before the following term.
- 6.7 The school's stance on absence is for sound educational reasons:
- 6.7.1 Absences from school during term time restrict and undermine the school in carrying out its responsibilities to pupils and parents in a professional manner. The teaching staff look to the Headmaster to ensure that pupils honour their obligations in terms of attendance.
- 6.7.2 It is not possible to duplicate a series of lessons; notes copied up without reference to the lesson where they were given and homework done without the necessary preparation are often of little use.
- 6.7.3 The teaching staff cannot take time away from the pupils who are present in order that those who were unnecessarily absent can catch up. It is wrong for staff to be asked to do extra work where pupils have chosen to contradict a clearly stated condition of their continuing as a pupil in the school.
- 6.7.4 The start of term is used for the setting of targets, for individuals and for groups. Numerous essential pieces of administration and meetings regarding lessons and other activities take place then.
- 6.7.5 At the end of term time is set aside for pupils to go through their reports with their form tutors. There are often many chores to be completed and crucial discussions about subject choices, university entry and school examination results often take place in the last few days of term. The school cannot afford for the pupils to miss either period.
- 6.7.6 For pupils on examination courses, the demands of modules, coursework and assessed practicals mean that no period in the course of a term can safely be missed in order to go on holiday.
- 6.8 The school is sympathetic to requests for absence where there are strong compassionate grounds, or for attendance at family weddings and other exceptional celebrations.
- 6.9 Sixth Form students may request absence for Open Days etc. Requests should be made well in advance by written communication (letter or email) to the relevant tutor.

## **Restrictions:**

- 6.9.1 Only 3 **university open days** may be attended in school time during the period prior to application (Sept in the L6 to October in the U6)
- 6.9.2 Leave will not be granted to miss taught periods for driving lessons

## Children missing from education

- 6.10 If the School suspects that a pupil is missing from education, following normal procedures of investigation, the Local Authority's guidance will be followed [see Appendix 3]

## Study leave

- 6.11 No study leave is given for January modules and candidates are expected to attend lessons after a morning exam and before an afternoon exam.
- 6.12 Study leave is granted in the Summer Term for L6 and U6 as per the published dates each year. During study leave students only need to attend school for their examinations.
- 6.13 In the Summer Term attendance of the U6 is optional on Wednesday afternoons unless selected to represent the school in sport.
- 6.14 In the Summer Term the L6 return to school once their examinations have finished as per the published dates each year. For a period of 2 weeks after the L6 return no Open Day visits or other absences from school are permitted.

## Registration procedures

- 6.15 Registers are completed electronically at each registration session. Registers must be completed by a member of staff and should be kept completely up to date. Registers should be marked with the appropriate symbols, as per the electronic register.
- 6.15.1 At the time of the Department of Education audit of attendance in June registers should be completed in the detail required.
- 6.15.2 Staff Inset days do not count as school days for the purpose of accounting for absences to the Department of Education.

## Complaints

**(Sections 6.16 – 6.30 are also in Quick links)** *(Ref: ISI Handbook, part 7; ISSR 25)*

- 6.16 The King's School welcomes suggestions and comments from parents and takes seriously complaints and concerns that they might raise. A complaint will always be treated as an expression of genuine dissatisfaction which requires a response. We wish to ensure that:
  - a. parents wishing to make a complaint know how to do so
  - b. we are able to resolve concerns and complaints informally where at all possible
  - c. we respond to complaints quickly and in a courteous and efficient manner
  - d. parents realise that we take complaints seriously
  - e. we take action where appropriate
- 6.17 This procedure should not be invoked where complaint is against expulsion or removal of a pupil from the school when parents should request a review of the Headmaster's decision under the review procedure.

## Informal procedure for complaints

**(Sections 6.16 – 6.30 are also in Quick links)** *(Ref: ISI Handbook, part 7; ISSR 25)*

- 6.18 The first point of call for most complaints or comment is likely to be the pupil's Form Tutor (hereafter referred to as tutor). The tutor may report to the relevant Head of Year (Deputy Head or Head of Junior School or Head of Sixth Form). Depending on the seriousness of the complaint, parents may wish to copy it

- to the Head of Year who will in any event be informed by the tutor of any complaint. The Headmaster (or Head of Junior School) will normally only become involved if recourse to the tutor, Head of Year or Deputy Head Pastoral/Academic has failed to produce a result with which the person making the complaint is happy.
- 6.19 As a general point, staff will always try to be in a position to take and respond to telephone calls. However, most staff spend a majority of their day in the classroom and so it is usually preferable, if a complaint is not urgent, to make it in writing or by email.
- 6.20 Sometimes specific complaints need to be directed to specific people. The list below cannot be exhaustive and if in doubt please contact the school. At all times parents have the right to raise complaints with the Headmaster should they so wish.
- 6.20.1 Complaints regarding the academic, pastoral or social progress of a pupil should be made in the first instance to the tutor.
- 6.20.2 If a complaint relates to a member of staff, it is always helpful if the matter can be raised first with the member of staff concerned. Should that prove difficult or impossible the Headmaster should be contacted.
- 6.20.3 Any complaints or concerns regarding fees, or specifically financial matters, should be raised direct with the Bursar in the first instance, as should any complaints regarding health and safety matters or catering.
- 6.20.4 Worries, concerns and complaints relating to transport should be directed to the Deputy Head or Head of Junior School as appropriate.
- 6.20.5 Complaints about medical matters should be referred in the first instance to the school nurse.
- 6.21 All complaints should receive a response within five working days. In many cases the person contacted will need to discuss the matter with other people and consider it further before responding. The response will give the outcome of the complaint, the reasons for the conclusion and will state any action taken or proposed.
- 6.22 A written record is kept of all complaints and the date on which they were received; the record is kept centrally in the Headmaster's office.

#### Formal procedure for complaints

**(Sections 6.16 – 6.30 are also in Quick links)** *(Ref: ISI Handbook, part 7; ISSR 25)*

- 6.23 If you are not satisfied with the outcome of your complaint, or if you feel that your concerns have not been fully and fairly considered, you should write to the Headmaster who will undertake a full investigation into the matter and report back to you.
- 6.24 The Headmaster will meet you within seven days of receiving the complaint to discuss the matter. If possible a resolution will be reached at this stage.
- 6.25 The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.
- 6.26 If you remain dissatisfied, or if your complaint was against the Headmaster and has not in your opinion been dealt with satisfactorily, you should write to the chairman of the governors who will refer the complaint to the school's conciliation committee. The committee will be convened and will meet within three weeks of the Chairman being informed. The convenor of this committee is always a member of the governing body who is not chairman, assisted by another member of the governing body and a third person who shall be independent of the management and running of the school. The members of the committee will not have been directly involved in the matters detailed in the complaint. It is their task to look at issues in an impartial and confidential manner.
- 6.27 The committee convenor will invite you to a meeting. This will be attended by the Headmaster and, where relevant and possible, those against whom the complaint has been made. You will be asked if there are any papers you would like to have circulated beforehand. You will be invited to bring a friend along with you. Legal representation would not be appropriate. The convenor will attempt to reach a resolution of the complaint and will notify you of the outcome in writing within fourteen days of the meeting.
- 6.28 The committee will make a group decision and agree findings and recommendations, a copy of which will be provided to the complainant and, where relevant, the person complained about. A copy of the decision will be available for inspection on the school premises by the governors and the Headmaster. A record of action taken by the school as a result of the complaint (regardless of whether it is upheld) will be kept.
- 6.29 Formal complaints during the Academic Year 2013 – 2014: none.  
Formal complaints during the Academic Year 2014 – 2015: two.

## Confidentiality of complaints

**(Sections 6.16 – 6.30 are also in Quick links)** *(Ref: ISI Handbook, part 7; ISSR 25)*

- 6.30.1 Your complaint will be treated in a confidential manner and with respect. Knowledge of it will be limited to those directly involved. It is school policy that complaints made by parents should not rebound adversely on their children. We cannot entirely rule out the need to make third parties outside the school aware of the complaint and possibly also the identity of those involved. This would only be likely to occur where a pupil's safety was at risk or it became necessary to refer matters to the police, or as otherwise required by paragraph 6(2)(j) of the Education (Independent School Standards) (England) Regulations 2014 or by the Secretary of State for Children, Schools and Families. You would at all times be kept fully informed.
- 6.30.2 An exception to the confidentiality of complaints will be made where the Secretary of State or a body conducting an inspection under section 108 of the 2008 Act requests access to them.
- 6.30.3 We reserve the right not to pursue anonymous complaints.

## Data Protection

**(Sections 6.31 – 6.48 are also in Quick links)** *(Ref: Data Protection Act 1998)*

- 6.31 General statement of the School's duties. The School is required to process relevant personal and sensitive data regarding pupils and their parents and guardians as part of its operation and shall take all reasonable steps to do so in accordance with this Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data. In this Policy any reference to pupils includes current past or prospective pupils. The school may also be required to process data relevant to external entities, either individual or company, in relation to trips and other activities and shall take all reasonable steps to protect such data.
- 6.32 Data Protection Controller (DPC): The School has appointed the Bursar as the DPC who will endeavour to ensure that all personal data is processed in compliance with this Policy and the Principles of the Data Protection Act 1998. Any enquiries regarding data should be addressed in writing to the DPC.
- 6.33 The Principles. The School shall so far as is reasonably practicable comply with the Data Protection Principles ("the Principles") contained in the Data Protection Act to ensure all data is:-
- Fairly and lawfully processed;
  - Obtained and processed for a lawful purpose;
  - Adequate, relevant and not excessive;
  - Accurate and up to date;
  - Not kept for longer than necessary;
  - Processed in accordance with the data subject's rights;
  - Secure;
  - Not transferred to other countries without adequate protection.
- 6.34 Personal data covers both facts and opinions about an individual. The School may process a wide range of personal data of pupils, their parents /guardians and other entities as part of its operation. This personal data may include (but is not limited to); names and addresses, bank details, academic, disciplinary, admissions and attendance records, references, examination scripts and marks.
- 6.35 Processing of personal data. Consent may be required for the processing of personal data unless the processing is necessary for the School to undertake its obligations to pupils and their parents or guardians. By agreeing to the School's Terms and Conditions such consent has been given. Any information which falls under the definition of personal data, and is not otherwise exempt, will remain confidential and will only be disclosed to third parties with the consent of the appropriate individual or under the terms of this Policy.
- 6.36 Data adequacy and time. Data held about individuals will be adequate, relevant and not excessive in relation to the purposes for which data is being processed. Data held about pupils will not be retained for longer than the pupil's 25<sup>th</sup> birthday and will then be destroyed in a confidential manner. Data held about unsuccessful applicants for admission to the School will be retained for no more than 12 months from the date of rejection. Data held about pupil siblings will be retained no longer than a sibling's 16<sup>th</sup> birthday.

- 6.37 Sensitive personal data. The School may, from time to time, be required to process sensitive personal data regarding a pupil, their parents or guardians. Sensitive personal data includes medical information and data relating to religion, race, or criminal records and proceedings. Where sensitive personal data is processed by the School, the explicit consent of the appropriate individual will generally be required in writing. In providing consent the School will bring the contents of this policy to the individual's attention.
- 6.38 Rights of access. Individuals have a right of access to information held by the School. Any individual wishing to access their personal data should complete a data subject access form available from the School office and send it to the DPC. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event, within 40 days for access to records and 21 days to provide a reply to an access to information request. Should more information be required to establish either the identity of the individual or the type of data requested, the time for the School's response will not start to run until such information has been provided.  
[Please note that the School may charge an administration fee of up to £10.00 for providing this information.]
- 6.39 You should be aware that certain data is exempt from the right of access under the Data Protection Act and is therefore not disclosable to the individual. This may include information which identifies other individuals, information which the School reasonably believes is likely to cause damage or distress, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts.
- 6.40 The School will also treat as confidential any reference given by the School for the purpose of the education, training or employment, or prospective education, training or employment of any pupil. The School acknowledges that an individual may have the right to access a reference relating to them received by the School. However such a reference will only be disclosed if such disclosure will not identify the source of the reference or where, notwithstanding this, the referee has given their consent or if disclosure is reasonable in all the circumstances.
- 6.41 Whose rights?
- 6.41.1 The rights under the Data Protection Act are the individual's to whom the data relates. The School will however in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding, it is unreasonable in all the circumstances to rely on the parent's consent. Parents should be aware that in such situations they may not be consulted.
- 6.41.2 The School will only grant the pupil direct access to their personal data if in the School's reasonable belief the pupil understands the nature of the request.
- 6.41.3 Pupils agree that the School may disclose their personal data to their parents or guardian.
- 6.41.4 Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents or guardian, the School will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the School believes disclosure will be in the best interests of the pupil or other pupils.
- 6.42 Disclosure of Information  
The School may receive requests from third parties to disclose personal data it holds about pupils, their parents or guardians. The School confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions (see below) under the Data Protection Act applies. However the School does intend to disclose such data as is necessary to third parties for some purposes, some of which are:
- To give a confidential reference relating to a pupil to any educational institution which it is proposed that the pupil may attend. Such reference will, as relevant, give any information relating to the child's special needs or medical condition.
  - To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
  - To publish the results of public examinations or other achievements of pupils of the School.
  - To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.
- Where the School receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure.
- 6.43 Exemptions. Certain data is exempted from the provisions of the Data Protection Act which includes the following:
- The prevention or detection of crime;

- The assessment of any tax or duty;
- Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon the School.

The above are examples only of some of the exemptions under the Act. In these circumstances the School will disclose the data to third parties without reference to the individual, parents or guardians. Any further information on exemptions should be sought from the DPC.

6.44 Use of Personal Information by the School.

- The School will, from time to time, make use of personal data relating to pupils, their siblings, their parents or guardians by publishing photographic images of pupils in School publications, on the School website and in external press/advertising publications when the School is of the view that it is necessary or appropriate in the context of the use of the image. Should you wish to limit or object to any such use please notify the DPC in writing. See also Policy on Use of Pupils' Photographs and Images in Appendix 1.
- On leaving the school, pupils' contact information is passed to the Alumni office for the purpose of maintaining relationships.

6.45 Website Privacy Policy and the Use of Cookies. The use of cookies on the School website is covered in Appendix 2.

6.46 Accuracy. The School will endeavour to ensure that all personal data held in relation to an individual is accurate. Individuals must notify the DPC of any changes to information held about them. An individual has the right to request that inaccurate information about them is erased or corrected.

Where an individual challenges the accuracy of their data, the School will as soon as is reasonably practicable mark the record as potentially inaccurate or 'challenged'. In the case of a dispute, the DPC shall try to resolve the issue informally, but if this proves impossible, the individual should refer to the School's complaints procedure. Until resolved the 'challenged' marker will remain and all disclosures of the affected information will contain both versions of the information.

6.47 Security. The School will take reasonable steps to ensure that members of staff will only have access to personal data relating to pupils, their parents or guardians where it is necessary for them to do so. All staff will be made aware of this policy and their duties under the Data Protection Act. The School will ensure that all personal information is held securely and is not accessible to unauthorised persons.

6.48 Enforcement. If an individual believes that the School has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act, they should utilise the School complaints procedure and should also notify the DPC. The DPC is the Bursar and can be contacted via the school.

## Aims of the PSHE programme

6.49 The aims and objectives will be met through the programme of PSHE lessons during each of years 7-11. In the junior school sex education is introduced to year 6 pupils by senior members of staff. These lessons will:

- provide information about the biological facts of human growth and development, including reproduction, contraception and sexually transmitted diseases.
- give opportunities for pupils to explore a range of values and moral issues, including the value of family life in its many different contexts.
- give opportunities for pupils to explore moral and religious values, gender roles and stereotyping.
- provide opportunities for pupils to examine their own and others' attitudes to sexual activity and related issues.
- make pupils aware of the pressures on them to behave in certain ways. The programme should foster a range of personal skills and qualities such as communication, decision-making, negotiation, self-esteem, assertiveness and confidence to enable them to deal with such pressures.
- enable pupils to identify and use the sources of help and advice available to them within the family, school and local community.
- provide information about the legal framework relating to sexual activity.
- No-one should be expected to ask or answer any personal questions.

6.50 PSHE teaching

- In the main PSHE teachers will be asked to contribute to the programme, but only as responsible adults rather than as specialists in this field.

- b. Every attempt will be made to provide additional training and guidance for those who seek it, and the Head of PSHE will make resources available.
- c. Outside specialists will be used when the occasion arises.

### Sex and Relationship Education and PSHE

The following policy is based on Sex and Relationship Education Guidance (DFE July 2000)

- 6.51 The school's ethos and values mean that we attach importance to discussion of moral and social issues. Sex and relationship education is part of that value system. We act on the premises that:
- a. sexual relationships are mutual. They involve commitment and trust and are non-exploitative.
  - b. we are seeking to promote the positive values of stable family life, marriage and the shared responsibilities of parenthood.
  - c. central to a proper understanding of the issues involved in personal relationships is an acknowledgement of the importance of self-restraint, self-respect and respect for others, sensitivity towards the needs and views of others, loyalty, fidelity and the need to behave responsibly in sexual matters.
  - d. parents are key figures in helping children cope with the emotional and physical experience of growing up. Sex education is therefore complementary to and supportive of the parents' role.
- 6.52 Sex and relationship education should:
- a. equip pupils to understand the nature of sexuality and the processes of human reproduction.
  - b. help pupils to come to terms with and handle the feelings and emotions they experience and to make informed decisions about their sexual behaviour.
  - c. enable pupils to recognise and understand the physical and emotional consequences, and the moral implications, of certain types of behaviour.
  - d. help develop self-esteem and self-confidence as the foundation for responsible and caring relationships.
  - e. lead to the acquisition of such attitudes and understanding as will help pupils to establish responsible and healthy relationships of their own and to understand the sexual attitudes and behaviour of others.
  - f. help pupils to be supportive of and understanding towards those of different sexual and gender orientation from themselves.
  - g. promote safety within sexual relationships.

### Sex and Relationship education guidelines

- 6.53.1 Sex education should be tailored to the age and understanding of pupils.
- 6.53.2 The facts should be presented in an objective, balanced and sensitive manner.
- 6.53.3 The context of the facts should be a framework of values and an awareness of the law on sexual behaviour.
- 6.53.4 Account should be taken of possible strong moral, religious and cultural aspects of pupils' backgrounds. There is considerable diversity of values regarding sexual activity and family life in matters concerning religion, culture and sexual orientation.
- 6.53.5 Teachers should be aware that some pupils will not have a conventional two-parent background.
- 6.53.6 Teachers should be aware that pupils of different sexual orientation might be present in a class, although this may not be apparent.
- 6.53.7 Parental views, where expressed, should be given due regard. Parents have a statutory right to withdraw their children from any programme of sex education.
- 6.53.8 Teachers should avoid emphasising their own personal opinions.
- 6.53.9 Issues may be raised in class which it will be more appropriate to deal with outside the classroom. Teachers are advised to discuss their approach to dealing with such issues with the Head of PSHE, the school nurse or the Deputy Head Pastoral before tackling such questions.
- 6.53.10 Personal confidences should not be accepted from pupils without it being made clear that confidentiality cannot be guaranteed. Pupils should be made aware that personal and confidential advice is available to them from their parents and from medical practitioners, including the school nurse.

### Confidentiality within Sex and Relationship education/PSHE



- 6.54.1 For full guidance on the school's confidentiality policies, please refer to the section on Confidentiality/Data Protection (6.31 – 6.48 above)
- 6.54.2 In the context of PSHE/sex education, teachers cannot offer absolute confidentiality but are expected to act in the pupils' best interests.
- 6.54.3 Pupils may make disclosures at an inappropriate place or time. If this happens the teacher should talk again with the pupil before the end of the school day.
- 6.54.4 Teachers should be able to discuss the issue with an appropriate colleague (usually the Head of Year or the school nurse) whilst retaining the anonymity of the pupil.
- 6.54.5 Teachers are not legally bound to inform the Headmaster of any disclosure made by a pupil unless this information has been specifically requested.
- 6.54.6 Confidentiality should be broken if it is believed that a pupil is at risk of physical or sexual abuse. In this case the designated person should be contacted and the school's procedure followed.
- 6.54.7 There is no legal obligation on a teacher or the Headmaster to inform parents of matters that a pupil has confided to them individually.
- 6.54.8 The classroom is a public place within which there can be no right to complete confidentiality.

#### Content of Sex and Relationship education within PSHE: contraception and homosexuality

- 6.55.1 Every pupil is entitled to receive factually correct information regarding the processes of human reproduction.
- 6.55.2 The sex and relationship education programme seeks to promote the value of stable family life, marriage and the responsibilities of parenthood.
- 6.55.3 Teachers can provide information about types of contraception and where they can be obtained to all pupils receiving sex education. Teachers should not give contraceptive advice to individual pupils.
- 6.55.4 Teachers can maintain confidentiality if they become aware of underage sexual activity unless it is believed that the child is at risk.
- 6.55.5 Pupils may be referred to the school nurse or to child help lines
- 6.55.6 Section 28 of the Local Government Act 1988 does not apply to schools. 'It (Section 28) will not prevent the objective discussion of homosexuality in the classroom, nor the counselling of pupils concerned about their sexuality.' [DoE circular 12/88]

#### Guidance on transport

- 6.56 It is inevitable and unavoidable that travel to and from The King's School will in the majority of cases be unsupervised by any adult with direct authority over the pupils in question. Pupils are expected to behave responsibly and with common sense. Any pupil who misbehaves when travelling to and from school or any school event may be deemed to have brought the school into disrepute in addition to any other offence he or she may have committed.
- 6.57 The Deputy Head/Deputy Head of Junior School should be informed of any worries or specific incidents relating to transport to and from school or school events.
- 6.58 If a pupil is found guilty of causing damage to a bus or other mode of transport he or she must expect to pay for any such damage. This will be in addition to any other sanction the school may see fit to impose
- 6.59 Prefects travelling on buses or other modes of transport have delegated to them full authority to enforce school rules where applicable.
- 6.60 Sixth form pupils who have passed their driving test may drive to and from school by car, but are not permitted to drive into the school grounds, to drive within the school grounds or to park on school grounds without permission from the head of sixth form.

#### Code of conduct for travel to and from school

- 6.61 Pupils are expected to adhere to the following code of conduct in order to ensure the safety, security and comfort of themselves, fellow students and the general public and to maintain the good reputation of their school.
- 6.62 The King's School will support the bus operator in banning persistent or serious offenders from using the bus, following discussion between the bus operator and the school or a parent.



- 6.63 Pupils should at all times treat the driver and other passengers with respect.
- 6.64 Wherever possible pupils should remain seated unless disembarking.
- 6.65 Pupils should create a bully-free environment, avoiding any of the following behaviour:
  - a. verbal abuse,
  - b. threatening, intimidating or impolite behaviour,
  - c. abusive text-messaging,
  - d. physical assault,
  - e. theft or damage to property.
- 6.66 If these are reported to school appropriate disciplinary action will be taken.
- 6.67 Smoking and the possession or use of alcohol or illegal substances is strictly forbidden.
- 6.68 Pupils must report incidents which breach this Code of Conduct to the appropriate teacher or to a parent.

#### Transport to and from school

- 6.69 When pupils are travelling to and from school or any school event:
  - a. every pupil is entitled to travel without fear of danger or of harassment of any form,
  - b. pupils are expected to behave responsibly and with common sense,
  - c. school rules apply regardless of whether or not the pupil is wearing school uniform,
  - d. pupils are also required to obey any applicable laws; this includes the wearing of seat belts where these are provided.

#### Bus companies' code of practice

- 6.70 The bus companies providing services to and from our school are committed to providing the safest possible environment for young people travelling to and from their place of education.
- 6.71 Bus companies operating school services will provide training for their drivers and staff in dealing and working with school pupils.
- 6.72 Drivers on school services are required not to smoke.
- 6.73 Bus companies will issue clear procedures for action in the case of emergency. Such emergency procedures will cover not only road traffic incidents but also any incident of criminal behaviour or incident where the physical or mental well-being of the passengers or driver is placed at risk.
- 6.74 All buses will be maintained to an agreed safety standard.
- 6.75 Drivers will be supplied with the means (radio or mobile telephone) to contact their base or the police.

## **Use of Pupils' Photographs and Images**

### **Introduction**

At King's we are an open and inclusive community which is very proud of all the achievements of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.

We particularly welcome parents to concerts, plays, sporting events as well as to more formal occasions during the school year. The school walls are decorated with examples of pupils' work, team photographs and photos of trips and expeditions in which our pupils have participated. We make use of electronic notice boards inside school to enhance our displays. Our website is updated regularly, and all parents are sent our termly magazine in order to keep them fully abreast of news of our active community.

In more recent times, the School has added social media channels to our communications with parents and the wider community such as Facebook, You Tube and Twitter.

We take great care to ensure photographs of pupils are appropriate for their use and follow the data protection guidance for storage and use of photographs. The policy below explains how King's holds and uses images of pupils.

### **1. Parental Agreement**

Parents who accept a place for their child at The King's School are invited to agree to the school using photographs/ moving images of their child and information relating to his/her achievements for promotional purposes, which may be published:

- In a prospectus
- In advertising
- In information booklets
- On school notice boards
- In publicity in local/ national press and magazines
- On the website
- In emails
- On the School's social media platforms

The photographs/ moving images we use as a school may have been taken by:

- Marketing office
- Teachers
- Parents/ Guardians
- Pupils
- External photographer
- Press photographer

For all purposes the photograph may be linked with information about the pupil:

- Their name
- Details of their achievement
- Their age
- The area in which they live e.g Chester, Mold etc

Names will only be used when the School is of the view that it is necessary or appropriate in the context of the use of the image e.g. Outstanding achievement.

Parents consent to the use of their child's photograph in the School's Terms and Conditions signed on entering the school and they will be reminded of this procedure in the New Parents' Handbook, given to Parents when their child enters the school. Parents are asked to confirm this agreement annually through the mandatory Annual Information Update.

Should you wish your child's photo not to be used at any time, please make your request in writing to the Bursar. Further information about the security measures in place at King's can be found in the Pupil Care Policy: [www.kingschester.co.uk/school-policies](http://www.kingschester.co.uk/school-policies)

## **2. Use of photographs by external organisations**

Any photograph being used by an external organisation will have been approved by the Marketing Office. Pupils will be advised when a photograph is being taken and its intended purpose when in school and parents will be advised by letter if photographs are being taken on trips etc.

## **3. Use of photographs for internal identification**

All pupils are photographed on entering the School and thereafter at two yearly intervals, for the purpose of identification. These photographs are held on the database together with the pupil's contact and School information. This information is securely password protected and access is restricted to academic, pastoral and administration staff. These photographs are offered for sale to parents.

The Junior School use photos of examination candidates for identification purposes. These are destroyed after the selection process is complete.

## **4. Use of pupils' images in learning materials**

Teachers sometimes share pupils' work with other pupils. This can sometimes be videos or named work. This work is kept on a shared pupil computer file which is password protected and only open to King's pupils.

## **5. CCTV**

King's uses CCTV for the sole purpose of surveillance for security reasons to improve protection for staff and pupils. It is located in the grounds, entrances and corridors and is not located in classrooms, changing rooms or toilets. The management of the CCTV is regulated by the Bursar, who is the School's nominated Data Protection Officer. The School does not stream images collected by CCTV to any third parties or outside agencies but may be legally obliged to provide CCTV footage to the Police or other law enforcement agencies, if requested.

## **6. The use of photographs from parents**

The school encourages parents to send to school photographs they may have taken of an event. These will only be used by the School after approval from the Marketing office. If photographs involve pupils from other schools, approval will be sought from that school before the photograph is used.

Parents are free to take photographs/moving images at any event as long as this is for **personal use** and is not used in a public arena, such as social media channels, websites, publications etc. Parents are not permitted to take photographs of other pupils without the prior agreement of that pupil or the pupil's parents and no photos can be taken in the swimming pool or changing rooms.

Copyright issues may prevent parents recording or taking photographs of some plays or concerts. Parents will be made aware of this before any performance starts.

## **7. Storage and Review of images**

Photographic images are held securely on the School's database. Once the pupils have left the School, images may still be used and will eventually be moved and stored in the Archives for historical reference.

## **8. Use of photographs by pupils and other associated organisations**

Images of pupils used in The King's School publications, social media sites and websites are controlled by The King's School. Images used by pupils elsewhere cannot be controlled by the School and any concerns about their use should be reported to the School in the usual manner.

## King's Website Privacy Policy and Use of Cookies

### Introduction

The King's website uses Google Analytics to help analyse how visitors use this site. Google Analytics uses "cookies" to collect standard internet log information and visitor behaviour information in an **anonymous** form. No personally identifiable information is collected about you unless you explicitly submit that information via a fill-in form on this website. So if we need personal info from you - for example your email address to register for events, or to add a blog comment - we will ask for it and you will have the option to provide it or not.

The anonymous information generated by Google Analytics cookies about your use of this website (including your IP address) is transmitted to Google. This information is then processed to compile statistical reports on website activity for kingschester.co.uk only. We use these reports to evaluate aggregate visitor usage so that we can optimise the content, and its marketing, to better meet your needs.

We will not link, or seek to link, an IP address with the identity of a computer user. In fact, we will not associate any data gathered from this site with any personally identifiable information from any source, unless you explicitly submit that information via a fill-in form. Google will not associate your IP address with any other data held by Google. In summary, your anonymity is safe.

### When Personal Information is submitted

If you have registered for events, submitted a blog comment or used the contact form, your name and email address and potentially other non-specific demographic information is requested (for example, your language preference, gender and location). We do this firstly to ensure you are not a robot or spammer, and secondly because the more information we have on actual people (as opposed to cookies), the better we can understand what content is of interest to readers. If at any time you wish your personal information to be removed from this site, simply use the contact form and email the Bursar; we will carry out your request at the earliest opportunity. Note that in removing your personal details all your associated content is deleted - such as any blog comments you may have made.

### 3<sup>rd</sup> Party Tracking cookies

Third party cookies are used on our articles when you press any of the share icons underneath the item. Once shared, the cookies belong to the third-party of the sharing location (e.g. Twitter, Google +1, Facebook etc). These cookies are no longer controlled by The King's School. If you wish to use these social tools to share articles, our advice is to set your browser always to block 3rd-party cookies. The sharing icons will still work, but no visitor data is sent to the third parties.

### Further Information

For further information about how Google Analytics uses cookies and IP address data, see: <http://www.google.com/intl/en/analytics/privacyoverview.html>.

### *Appendix 3*

## **Children Missing from Education**

In line with **Children missing education, Statutory guidance for local authorities (September 2016)**

The school will notify the local authority

**CME Pupil Tracking Officer, [Sue.Humphreys@cheshirewestandchester.gov.uk](mailto:Sue.Humphreys@cheshirewestandchester.gov.uk)**

when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the new regulations (Annex A of the guidance). This will not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority will include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register in line with Annex A.

The School will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii).

The school will also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification will include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When adding a pupil's name, the notification to the local authority will include all the details contained in the admission register for the new pupil.

It is noted that the local authority are now considering any additional safeguarding protocols including data sharing that may need to be implemented following the revised guidance.

Note:

Definition of child: A child reaches compulsory school age on or after their fifth birthday. If they turn 5 between 1 January and 31 March, then they are of compulsory school age on 31 March; if they turn 5 between 1 April and 31 August, then they are of compulsory school age on 31 August. If they turn 5 between 1 September and 31 December, then they are of compulsory school age on 31 December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.