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## Parent-School Issues Policy

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### 1. Scope

(including absence, exeats, complaints and data protection *[including photography]*)

This policy applies to parents of all pupils including those in Reception (EYFS) 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.

### 2. Absence in term time – illness

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.

On the first day back to school after such an absence a brief note of explanation should be handed or emailed to the class teacher or form tutor (hereafter collectively termed 'the tutor').

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.

### 3. Absence in term time – other reasons

Only the Headmaster and Head of Willow Lodge and the Junior School are authorised to grant leave of absence from school during school hours in term time, excepting medical/dental appointments and relevant external assessments (in which case the tutor should be notified for approval). Such leave of absence should be requested in writing and, where possible, at least seven working days before the absence.

Authorised leave of absence will only be granted where deemed absolutely necessary, for instance where there are strong compassionate reasons (e.g. to attend a funeral), exceptional events related to immediate family members or where a one-off event provides over-riding and explicit educational benefit for the pupil/s.

It is a known and mutually agreed condition of a pupil attending the school that unnecessary absences are not taken. If unauthorised absences are repeatedly taken, a pupil's continued place in the school will be under threat.

Absences for holiday are always recorded as unauthorised, unless there is a clear and compelling reason for not doing so. Such absences are 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.

Sixth Form students may attend up to three University Open Days in the course of their sixth form. Parents should request permission in writing to their tutor.

The school's firm stance on unauthorised absence is for sound educational reasons:

- a. Unauthorised absences from school during term time undermine the school in carrying out its educational responsibilities and create additional work for teaching staff.
- b. The learning experience of lessons and set work cannot be replicated by copying up notes so the progress of a pupil will be restricted. This is particularly pertinent for pupils on GCSE and A level courses and those approaching important examinations.
- c. The start and end of terms are particularly important times for reviewing academic progress, setting targets, signing up for co-curricular activities and the sharing of key information.

In the case of unauthorised absence, it will be the pupil's sole responsibility to catch up with work and teachers should not be asked for additional support.

#### **4. Children missing from education**

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]

#### **5. Study leave**

Appropriate study leave is granted in the Summer Term for 5<sup>th</sup> year and Upper 6<sup>th</sup> students as per the published dates each year. During study leave students only need to attend school for their examinations.

#### **6. Registration procedures**

Registers are completed electronically at each registration session (morning and afternoon). 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.

At the time of the Department of Education audit of attendance in June registers should be completed in the detail required.

Staff training days do not count as school days for the purpose of accounting for absences to the Department of Education.

#### **7. Complaints Policy**

This policy applies to parents of all current pupils including those in Reception (EYFS). The King's School always welcomes suggestions from parents and takes seriously complaints and concerns that are raised. We wish to ensure that:

- a. Parents wishing to make a complaint know how to do so and are aware of timescales for each stage of the procedure
- b. Parents understand that we take complaints seriously
- c. Most complaints can be informally resolved where possible
- d. We respond to complaints quickly and in a courteous and efficient manner
- e. We take appropriate action as a result of complaints

This policy does not apply where a complaint is made against the expulsion or removal of a pupil from the school (see the school's Behaviour Policy).

Any member of staff or governor wishing to make a complaint regarding their children should adhere to this procedure as any parent would and should expect to be treated as a parent.

There are additional requirements that apply to this policy with regard to the EYFS section of the school. Written complaints concerning the fulfilment of EYFS requirements will be investigated and the complainant notified of the outcome of the investigation within 28 days. The record of such complaints will be made available to ISI on request. Details of how to contact ISI will be made available to parents if the parent believe that the school has not met the EYFS requirements. If a parent wishes to contact Ofsted they may do so by emailing on [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

The manner in which the school deals with complaints falls into three stages (informal, formal and panel hearing/appeal).

A Complaints Register, with associated documentation, is kept in the Headmaster's office of all complaints from parents (including those with children in EYFS) that reached stage 2 or 3. A further register is kept in the Head of Willow Lodge and the Junior School's office that contains all complaints from parents of children in EYFS (including stage 1 informal complaints). The outcomes of all complaints, and appropriate action taken as a result of complaints, are noted in the registers. The Complaints Register will be made available to Ofsted on request.

### **7.1 Informal complaints – Stage 1**

The first point of call for most complaints or concerns ought to be the pupil's class teacher or form tutor (hereafter collectively termed 'the tutor') and it is expected that many issues can be dealt with by tutors, possibly in conjunction with the relevant Head of House in the Senior School if the tutor needs further advice and support. Low level concerns can also be referred directly to subject teachers and Heads of Department in the Senior School. Depending on the seriousness of the matter, Heads of Faculty and senior leaders may also be involved in resolving complaints and concerns at this stage.

In Willow Lodge and the Junior School, a relevant member of the leadership team, including the Head of Willow Lodge and the Junior School, may also be involved in addressing concerns at this stage.

The Headmaster will normally only become involved at stage 2 of the complaints procedure if the matter has not been resolved at the informal stage to the parents' satisfaction.

Whilst staff will always try to make themselves available during the working day to take telephone calls, most staff spend the majority of their working day in the classroom so it is usually preferable, if a complaint is not urgent, to communicate complaints or concerns by email.

Whilst most complaints and concerns should be directed to the pupil's tutor in the first instance, please note the following:

- a. Any complaints or concerns regarding fees, or specifically financial matters, should be raised directly with the Bursar in the first instance, as should any complaints regarding health and safety matters and catering.
- b. Concerns and complaints relating to transport to and from school should be directed to the Deputy Head Operations (Senior School) or Head of Junior School as appropriate.
- c. Concerns and complaints about medical matters should be referred in the first instance to the School Nurse.

All informal 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.

### **7.2 Formal complaints – Stage 2**

If you are not satisfied with the outcome of your complaint at stage 1, or if you feel that your complaint has not been fully and fairly considered, you should write to the Headmaster stating that you wish to make a formal complaint. You should provide all relevant details of your complaint and, where relevant, clarify what you are seeking by way of an outcome.

The Headmaster will undertake a full investigation into the matter and report back to you within seven days of receiving the complaint. The response will give the outcome of the complaint, the reasons for the conclusion and will state any action taken or proposed. The investigation may involve a meeting with you to discuss the matter and ensure that all relevant information has been received. If the complaint requires further investigation after such a meeting the response will be received within seven days of the meeting.

The Deputy Head Operations will deal with concerns and complaints at this stage in the absence of the Headmaster or if there are two concurrent matters to be dealt with.

The Headmaster will keep written records of all meetings and interviews held in relation to the complaint.

### **7.3 Panel Hearings/Appeals – Stage 3**

If you remain dissatisfied, or if your complaint is against the Headmaster, you should write to the Chairman of the Governors who will refer the complaint to a conciliation committee. You should provide all relevant details of your complaint and, where relevant, clarify what you are seeking by way of an outcome. 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 the 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.

The committee convenor will invite you to a panel hearing. This will be attended by the Headmaster and, where relevant and possible, members of staff involved in the complaint that may help its resolution. You will be asked if there are any documents you would like to have circulated beforehand. You are permitted to be accompanied at the panel hearing if you wish, though legal representation is not appropriate. The convenor will attempt to reach a resolution of the complaint with the committee and will notify you of the outcome in writing within fourteen days of the meeting.

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.

The Alternative Dispute Resolution for Consumer Disputes (Competent Authorities and Information) Regulation 2015 require the School to provide you on the conclusion of the final stage of the School's Complaints Procedure with the name and address of an alternative dispute resolution provider who has been certified by the Chartered Trading Standards Institute as competent to resolve consumer disputes. These details are set out below. However, please note that the School is not obliged to enter into alternative dispute resolution.

Mediata  
8-9 Grosvenor Court  
137 Foregate Street  
Chester  
CH1 1HG  
0330 002 6262

Formal complaints during the Academic Year 2020 – 2021: two

### **7.4 Confidentiality of complaints**

Your complaint will be treated in a confidential manner and with due respect. Knowledge of it will be limited to those directly involved. It is school policy that complaints made by parents should not lead to any adverse impact on their children.

Correspondence, statements and records relating to individual complaints are kept confidential except where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them.

We reserve the right not to pursue anonymous complaints.

## **8. Data Protection**

### **8.1 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.

### **8.2 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.

### **8.3 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.

### **8.4 Personal data**

This 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.

### **8.5 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.

### **8.6 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.

### **8.7 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.

### **8.8 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.]

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.

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.

### **8.9 Whose rights?**

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.

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.

Pupils agree that the School may disclose their personal data to their parents or guardian.

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.



### **8.10 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.

### **8.11 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.

### **8.12 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. Pupils' names and or photos may be featured in magazines, theatre programmes, Sixth Form leavers' books and hoodies and other such publications. 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. Publications, programmes photos and other such items are kept in the archive for historical record and use.

### **8.13 Website Privacy Policy and the Use of Cookies**

The use of cookies on the School website is covered in Appendix 2.

### **8.14 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.

### **8.15 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.

### **8.16 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.

## **9. Guidance on transport**

It is inevitable that much pupil travel to and from school will be unsupervised by any adult with direct authority over the pupils in question. Pupils are therefore expected to behave responsibly, courteously and with common sense at all times. Any pupil who misbehaves when travelling to and from school or any school event will have brought the school into disrepute and is likely to be sanctioned.

The Deputy Head Operations (Senior School) or Deputy Head Pastoral of the Junior School should be informed of any key relating to transport to and from school or school events.

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, in addition to any sanction imposed.

Prefects travelling on buses or other modes of transport have delegated authority to ensure good behaviour and conduct amongst King's pupils.

Sixth form pupils may use their own cars during the school week but must not drive onto the school site unless given specific permission to do so by the Head of Sixth Form. Drivers must be considerate and understanding of local residents in terms of their driving and particularly where they park. The Head of Sixth Form has a limited number of vouchers for parking on the school site that he issues, based on need, at his sole discretion. The Head of Sixth Form also has the authority to ban students from driving to and from school if they have brought the school into disrepute and/or not followed correct procedures.

## **10. Code of conduct for travel to and from school on buses**

Pupils are expected to adhere to the following code of conduct on both school and public buses 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. This applies to travel to and from any school activity regardless of whether uniform is being worn or not:

- Pupils should conduct themselves on buses as they would in school, in particular avoiding any verbal abuse to others, threatening, intimidating or impolite behaviour and any theft/damage to property. Smoking and the possession of alcohol/drugs are strictly forbidden.

- Pupils should at all times treat the driver and other passengers with respect and should adhere to any reasonable request the driver makes.
- Wherever possible pupils should remain seated during journeys and wear seat-belts.
- Most public buses now have security cameras to protect drivers and property. The school reserves the right to use camera footage to investigate incidents of poor behaviour.
- Any pupil who breaks this code of conduct should expect to be sanctioned by the school. The King's School will support the bus operator in banning persistent or serious offenders from using buses, following consultation with a parent.

#### **11. Bus companies' code of practice**

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.

Bus companies operating school services will provide training for their drivers and staff in dealing and working with school pupils.

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 of driver is placed at risk.

All buses will be maintained to an agreed safety standard.

Drivers will be supplied with the means (radio or mobile telephone) to contact their base or the police.

## Appendix 1: 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, Twitter and Instagram. We also regularly record events such as school drama productions and share these with parents and wider audiences via our school YouTube channel and website. Video footage of pupils taking part in activities including, but not limited to, sport, music, art and co-curricular clubs is also used.

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/ Parent Portal
- In emails
- On the School's social media platforms (Facebook, You Tube, Twitter and Instagram)

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

- Marketing office
- Teachers
- Parents/ Guardians
- Pupils
- External photographer (accompanied at all times)
- Press photographer (accompanied at all times)

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 also asked to confirm this consent when their child starts school and annually thereafter through the mandatory Annual Information Update.

If you have given permission for your child's image to be used, we will not ask express permission from pupils every time we take a photo or video. However, we do tell pupils what the image is being used for and we will consider the child's opinions over the age of 13 and they can opt out.

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 Child Protection and Safeguarding 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**

The Kings School has a comprehensive closed-circuit television (CCTV) surveillance system for the purpose of the prevention and detection of crime and the promotion of safety and welfare of staff, students and visitors. The system is owned by the School and images from the system are strictly controlled and monitored by authorised personnel.

## **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. No photos can be taken in the swimming pool, changing rooms or backstage.

On occasions, such as a play or concert, parents may be directed not to take photos or video. 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.

The school reserves the right to refuse or withdraw permission to film or take photos (at a specific event or more generally) if any parent who does not follow these guidelines.

## **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.

## Appendix 2: 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.

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### 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 From Education, Statutory Guidance for Local Authorities (April 2021)*, the school will notify the local authority CME Pupil Tracking Officer, 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), subparagraphs (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 is 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.*