



King James's School Key Notices

September 2017



Dear Parents

Welcome back to a new academic year to all of the King James's students, staff and parents. I hope that there has been some quality family time for everyone over the summer and that students are refreshed and ready for the challenges ahead.

We have implemented a lot of changes over the summer and we also welcome quite a few new staff to King James's. We will also be sending out a separate letter to parents about our pastoral support, key contact names of staff and our expectations of how we will work with you. There's also a new parent portal, and for staff, a new management information system. This is called Bromcom and we are grateful for your patience whilst we all get to grips with our replacement ICT system. We are convinced that the new system will bring considerable benefits in tracking information about students' attendance, learning and behaviour, and communicating with you.

The summer saw great success for our A Level students. For ten years now Knaresborough has a Sixth Form which has performed in the top 10% to 25% in the country. Although there are some larger Sixth Forms in our area we continue to uphold the highest academic standards and we have an enviable success rate with university destinations, employment and apprenticeships.

The GCSE results are harder to determine as there is no clear comparison with previous years. The new exams have been challenging and it's not clear yet, nationally, how schools compare. What we do know is that at the new top grades, and on 'pass rates' King James's has performed above the national average.

The most important element of the results is that students get what they need to progress successfully to the next stage of their education, and this was the case for the vast majority of our students. For those students coming on behind them, the current Year 10 and 11 taking the new qualifications, they will sit about eight hours more of exams than under the old system. I've been very proud of the way that staff and students have worked hard to adapt to the new exams system and I'm looking forward to another busy academic year.

Carl Sugden
Headteacher

Key Notices

Photographs of Students for Publicity Purposes

Throughout the school year we regularly take photographs of students participating in lessons, trips and other activities, e.g. sport, music, art and drama. Largely these photographs are used internally but on occasion we publish photographs on the school website or Twitter feed and use them for other purposes. We would never name a student on a photograph without the express permission of parents and only in very limited situations, e.g. articles in the Knaresborough Post.

If you do not wish your child to be in any photographs or articles, please inform your child's Head of Year/Learning Manager, in writing, by the end of this half term.

Mobile Phones

One of the difficult school rules is in relation to mobile phones. They cannot be allowed to disrupt lessons so must be switched off, and socially we don't want students wandering around the corridors constantly using their mobiles. It is for this reason that we have strict rules on mobile phones in school.

Our aim is to make sure students use phones at the right time for the right things but overall our policy of ensuring phones are used only for specific lesson activities seems to be working, i.e. under the direction of a teacher in lessons, where we encourage the use of mobile technology for learning (e.g. lesson podcasts).

If you wish your son/daughter to carry a mobile phone it must be switched off and kept in a secure place such as a locker or bag.

Any misuse of a mobile phone by a student will result in the phone being confiscated and parents will be asked to come in to collect it.

Extra-Curricular Activities

Extra-curricular activities are vitally important at King James's School and students have the opportunity to take part in a wide range of trips, creative and sporting activities both at lunchtime and after school.

To view the Booklet and for more information about the full range of extra-curricular activities available for 2017/18 please see the Extra-Curricular section on our website.

We will also be writing to request some financial support through voluntary donations to our school fund to maintain our extra-curricular programme. You can donate through ParentPay.

Reporting Student Absence

If your child is unfortunate enough to be ill, please ensure that you call the school absence line (01423 798728) by 8.45am on the day of the absence clearly stating your child's name, form and reason for absence. Please authorise the absence in your child's planner on their return. If your child has a medical appointment during school time, please make the school aware as soon as possible.

Open Evening

A warm invitation is extended to you and your family to this year's Open Evening which is to be held on *Thursday 5th October from 6.00 p.m.—9.00 p.m.*

It is always an enjoyable, busy event for prospective and current parents and students, with an opportunity to see departmental displays, participate in hands-on activities, and explore all aspects of the school. Although it is aimed at prospective parents everyone is welcome.

Students should be available to attend for activities if requested by teaching staff. Students who are not required for activities are invited to attend with parents - students are not to attend unaccompanied unless involved in an activity.

All students, whether participating, or attending with parents are expected to wear uniform.

Considerable preparation is necessary for such an event and therefore students will finish at 12.35 p.m.

E-Safety

All King James's students are regularly made aware of e-safety issues. Below is a copy of an agreement which is contained in the student planners which all students will be asked to sign during the Autumn Term.

ICT User Policy for Students

The statements in this agreement are designed to help you to be responsible and to stay safe when using the Internet and other ICT technologies such as cameras, laptops, mobile phones.

When I am using the ICT system or school based technology, I will:

- Only use ICT systems or other school based technology (e.g. cameras) when directed by a member of staff.
- Not misuse or vandalise any school based technology.
- Log onto the school system via a username and password which I will not share. If my password needs changing, I will go to the IT office.
- Not download and install any software on the school ICT system.
- Ensure that I respect the work of others by not violating any rules on copyright.
- Not bypass the school filtering system.
- Will not attempt to bypass or disable any security features imposed by the school
- Be aware that my use of the Internet and school based technologies is monitored and if any inappropriate behaviour is flagged, then this will be brought to the attention of the headteacher and will lead to sanctions being enforced.

When accessing the Internet or using email on the school ICT system, I will:

- Only use my school based email address for school related work.
- Not access or download any material that would be considered inappropriate or illegal. If I come across any such material or I am aware that another student has accessed such material, I will inform a member of staff immediately.
- Communicate with others in a positive way. I will ensure that I behave in a responsible manner and I will not use any hurtful, racist, sexist or homophobic language.
- Not share any personal information with others online. This includes my name, address and telephone number.
- Maintain a positive online identity, both in and outside school and I will not abuse any member of staff or pupil via any comments, video, text or sound that would cause offence. I will not make comments about the school which would bring it into disrepute.
- Not record or take or publish images of any other pupil/member of staff without their prior permission.

Mobile phones and devices

- I will ensure that my mobile phone and any other personally-owned device is switched off on the school site unless a member of staff gives me permission to use it.
- I understand that if I don't follow this rule my mobile phone/device could be confiscated and my parents will have to come to school to collect it.

Social media

- If I see any hurtful comments relating to me, another pupil, the school, or a member of staff, I will report it to my Learning Manager or Pastoral Officer. I will also report abuse directly to the social media site. I will keep evidence of the comment by taking a screenshot.

Agreement

I have read and understand all of the above listed points relating to my use of technology within the school.

I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Privacy Notice - Data Protection Act 1998

The following is a statutory notice which we are required by law to issue annually to students. Please discuss this notice with your son/daughter and help them to understand the information.

King James's School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- ◆ Support your teaching and learning;
- ◆ Monitor and report on your progress;
- ◆ Provide appropriate pastoral care, and
- ◆ Assess how well your school is doing.

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to do so.

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you want to see a copy of the information we hold and share about you then please contact Mr. Stuart Giles, Assistant Head.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.northyorks.gov.uk/schoolrecords

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

If you are unable to access these websites, please contact the LA or DfE as follows:

Data Management Officer
North Yorkshire County Council,
Financial Services,
County Hall,
NORTHALLERTON,
North Yorkshire,
DL7 8AL
website: www.northyorks.gov.uk
email: datamanagement.officer@northyorks.gov.uk
Telephone: 01609 533219

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Post 14 Qualifications: If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. Further information regarding the Learning Records Service can be provided by Mr. Stuart Giles, Assistant Head, or found on the Internet at www.learningrecordsservice.org.uk.

Youth Support Services

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services for young people aged 13 to 19 in this area, North Yorkshire County Council. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth support services provider. This right transfers to you on your 16th birthday. **Please inform the Mr Stuart Giles, Assistant Head, if this is what you or your parents wish.**

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.