



# New Student Information Booklet 2019



## **New Student Information Booklet**

Welcome to Esher High School. This Information Booklet is designed to help you understand the information we need to gather on your child before they start school with us in September, and why we need it.

Please use this booklet when filling in the online form that you can find on our admissions pages on our website at [www.esherhighschool.surrey.sch.uk](http://www.esherhighschool.surrey.sch.uk). The questions below correspond with the questions listed on the online form.

### **Qu.2 Administration of Paracetamol**

Please indicate on the **New Student Information Form** whether you give permission for school staff to administer Paracetamol to your child.

### **Qu.3 Use of Photographs/Videos**

The School is committed to celebrating the successes and achievements of all our students. We like to use both photographs and video footage of students so that they can be identified within the school community. Our students gain a great sense of achievement when they feature in our promotional material around the School and are proud to have their photographs taken. We publicise students' talents and experiences via various channels including our website, social media accounts, our prospectus and open evening leaflets etc. We may also occasionally submit photographs to the local press for publication in the newspapers.

To comply with guidance on data protection issues, the School needs your permission to publish photographs/videos of students.

### **Qu.4 Internet Usage**

As part of the School's general curriculum, we offer students supervised access to the Internet. Before being allowed to use the Internet all students must obtain parental permission and you must sign and return the Summary of Consent as evidence of your approval and their acceptance of the School rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards that can support their learning across the curriculum. However, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people and we have robust filters to manage this.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their child should follow when using media and information sources. To that end, the School supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students toward appropriate materials. Outside school, families bear the same responsibility for such guidance with information sources such as television, telephones, movies, radio and other media.

Please find below excerpts from the Online Safety and Mobile Policy covering Internet use which your child will be expected to follow if you agree to their use of the Internet. You can find our full Online Safety and Mobile Policy on the policies pages of our website [www.esherhigh.surrey.sch.uk](http://www.esherhigh.surrey.sch.uk)

## **Internet Policy**

The School will provide managed Internet access to its staff and students in order to help students learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the Internet, and to bridge the gap between school IT systems and the more open systems outside school.

- The School will use a recognised Internet service provider or regional broadband consortium.
- The School will ensure that all Internet access has age appropriate filtering provided by a recognised filtering system, which is regularly checked to ensure that it is working, effective and reasonable.
- The School will ensure that its networks have virus and anti-spam protection.
- Access to school networks will be controlled by personal passwords.
- Systems will be in place to ensure that Internet use can be monitored and a log of any incidents will be kept to help identify patterns of behaviour and to inform the Online Safety Policy.
- The security of school IT systems will be reviewed regularly.
- All staff that manage filtering systems or monitor IT use will be supervised by senior management and have clear procedures for reporting issues.
- The School will ensure that access to the Internet via school equipment for anyone not employed by the school is filtered and monitored.

## **Internet Use**

- The School will provide an age-appropriate Online Safety curriculum that teaches students how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.
- All communication between staff and students or families will take place using school equipment and/or school accounts.
- **Students are advised not to give out personal details or information which may identify them or their location.**

## **E-mail**

- **Students and staff may only use approved e-mail accounts on the school IT systems.**
- Staff to student email communication must only take place via a school email address or from within the learning platform.

## **Use of social media including the School learning platform**

- The School will control access to social networking sites, and consider how to educate students in their safe use. This control may not mean blocking every site; it may mean monitoring and educating students in their use.
- Staff and students should ensure that their online activity, both in school and out, takes into account the feelings of others and is appropriate for their situation as a member of the school community.

## **Mobile Phone Usage**

The School recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely.

## **Responsibility**

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines.
- The decision to provide a mobile phone to their children should be made by parents or guardians. It is incumbent upon parents to understand the capabilities of the phone and the potential misuse of those capabilities.
- Parents/Guardians should be aware that if their child takes a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The School cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/Guardians are requested that in cases of emergency, they contact the School Office who can ensure their child is reached quickly and assisted in any relevant way.

## **Acceptable uses**

- Mobile phones will be switched off (not just put on silent mode) and will be kept out of sight during classroom lessons, school assemblies, whilst moving through corridors between lessons and when in the library.
- During break and lunch times only, and whilst in designated areas, students are permitted to use soundless features such as text messaging, answering services, call diversion and vibration alert to receive calls.
- Students should protect their phone numbers by giving them only to close friends and family and have a security code in place.

### **Theft or damage**

- The responsibility of keeping a student's mobile phone safe lies with the student; the School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The School accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

### **Inappropriate conduct**

- Using mobile phones to bully or threaten students or staff is unacceptable. Cyber bullying will not be tolerated. In some cases, it could constitute criminal behaviour. Using technology to humiliate, embarrass or cause offence will not be tolerated; regardless of whether 'consent' was given.
- It is forbidden for students to use their own or other students' mobile phones to take videos or pictures of acts to denigrate or humiliate others. This also includes using mobile phones to photograph or film any student or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- It is unacceptable to take a picture of a member of staff without their permission.
- Mobile phones are banned from all examinations.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery - is also a criminal offence.

### **Bring Your Own Device Policy**

Bring Your Own Device (BYOD) is an addition to the curriculum and is not a compulsory element of a student's education. The School recognises that as technology has changed, more students have access to Internet capable devices. This should be seen as a resource and provide an opportunity to enable quick and easy access to the Internet to enhance learning.

Students are expected to use personal ICT devices in accordance with the policy and by using any such device in school, students agree to be bound by the additional school rules and requirements set out in this policy.

### **Rules for Acceptable Use of Personal ICT**

- Unless the teacher has authorised their use, all devices must be switched off and clearly out of sight during lessons.
- Students must not record, store or transmit (by sharing on social networking sites, for example) any type of image, sound or video, even of friends, created whilst in school except for approved projects with the teacher's permission.
- Students must not bring in, download or circulate any inappropriate material.
- Students must check their personal ICT device for basic Health and Safety compliance to ensure it is free from defects. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.
- Students agree that their school network use may be monitored. They will not try to bypass the School's network security and/or filtering policies nor infect the network with viruses or malicious software. This includes setting up proxies and downloading programs to bypass security.
- As there will be no guaranteed opportunity for students to charge their device at school, students should ensure that their device is fully charged before bringing it in.
- Students bring in devices at their own risk and agree to look after them carefully.
- The School is not responsible for the security or insurance of students' devices and will not be liable for any loss or damage to devices in school or in transit to and from school. Nor will it provide technical support for privately owned devices.

### **Consequences for Misuse/Disruption**

- Access to the wireless network may be denied temporarily or permanently.
- The student's device may be confiscated and held securely for a certain amount of time as decided by the class teacher, head of department or senior member of staff.
- Usual school sanctions will apply.

## School Liability Statement

Students bring their personal ICT devices to use at Esher High School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up-to-date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Esher High School is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities or in transit.
- Any data lost on personal devices.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- The School's insurance does not cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Please indicate on the **New Student Information Form** that you give permission for your child to use the Internet, social media, mobile phone and electronic mail, according to the School's guidelines, and that your child agrees to follow the school Bring Your Own device policy.

## Qu.5 Sex Education

During their time at Esher High School your child will take part in a variety of sex education lessons including:

- Personal hygiene
- Relationships & feelings
- Pregnancy
- Responsibility
- Sexually transmitted infections
- Abortion
- Puberty
- Contraception
- Sexuality
- The law and sex
- Testicle and breast awareness

A full overview of which Sex Education topics are covered in each year group is available from school if you would like more information. **If you do not wish your child to participate in Sex Education lessons, please write to Miss P Lockhart ([plockhart@esherhigh.surrey.sch.uk](mailto:plockhart@esherhigh.surrey.sch.uk)) outlining your reasons.**

## Qu.6 PE Fixtures

Students who opt to play for the School sports teams will regularly be required to travel from Esher High School away to fixtures throughout the year. It is necessary for insurance purposes that we obtain parental consent in advance for these visits.

We would also like to stress that students are responsible for ensuring that they have the appropriate equipment (gum shields, shin pads, relevant footwear, etc.) to minimise the risk of injury whilst playing their sport. They should also remind staff of any relevant medical conditions and ensure they have any necessary medication with them, i.e. inhalers, tablets.

The PE department will ensure that all fixture team sheets are provided to each student prior to the fixture date and the lists are clearly displayed on the PE Fixtures Board in the department. It is the responsibility of the students to check the Fixture team sheet, Fixture Board and to speak to a member of the PE department staff for departure and return times.

## Qu.7 School Trips & Activities

Throughout their time in school, students will undertake a variety of school trips and activities – either locally or overseas, one-day or residential. A one-off consent is requested from parents for their child to take part in non-hazardous school trips and off-site activities that take place during the normal school day. Full details of the trips and activities will still be sent out in advance, together with a request for payment. Payment for a trip will also be used as consent for that trip unless it is an out of hours, residential or overseas trip, where further consent will be sought. Please be assured that all trips' procedures will be followed and the necessary risk assessments will be carried out as usual.

## **Qu.8 Biometrics**

The catering here at Esher High School is provided on site by Cucina Ltd. Cucina – pronounced “Cuchina” (the Italian word for kitchen or a place where food is prepared) is a contract catering company specialising in providing fresh, healthy food in state and private education.

Payment for catering is via biometric information (fingerprint scans) to ensure that only the individual student’s account is accessed. Further information on Biometrics and its use can be found on our website.

**Cash will not be accepted for school meals;** therefore, it is important that students have money on their Cucina account in order to pay for food in the canteen. Students in receipt of free school meals are unaffected by this. Payments can be made via our online payment system, which is the School’s favoured payment method. FAQs on Biometrics can be found on our website at [www.esherhigh.surrey.sch.uk](http://www.esherhigh.surrey.sch.uk) on the Parent Pages.

## **Qu.9 School Communication**

Correspondence from the School is sent via email and at times via text message. There is a fortnightly Parental Bulletin that gives all the key dates and forthcoming events and deadlines for payment for trips and visits.

Please complete the **New Student Information Form** giving the School your consent to send correspondence to you by electronic communication (Internet access required). This will include inviting your child back for GCSE presentation evening once they have left the school and possibly other relevant events.

## **Qu.10 Emergency School Closure**

In the unlikely event that there was an emergency such as a fire, the Headteacher will decide whether to close the School. This decision will be posted on the website, sent to parents by email and students will be permitted to text a dictated message to parents.

If it is possible, we will arrange for the School buses to come early. Students that are normally collected will be instructed to contact parents for advice on what to do. Students walking home will be advised to walk in groups. School will be kept open and appropriately staffed until the last student has left the building. Please note that staff are not permitted to give lifts to students.

## **Qu.11 Privacy Notice for Students**

We, at Esher High School, are 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:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The GDPR (General Data Protection Regulations) came into force on 25 May 2018. Our updated full Privacy Notice for Students is available on our school website at [www.esherhigh.surrey.sch.uk](http://www.esherhigh.surrey.sch.uk). If you require a hard copy of this, please contact the School Office.

### **Youth Support Services**

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Youth Support Services
- Careers Advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Post-16 education and training providers
- Youth Support Services
- Careers Advisers

For more information about services for young people, please visit our local authority website.

**Parents/Guardians - please complete the New Student Information Form giving your consent for your child's information to be passed to Youth Support Services.**

## **Section 3      Parent/Guardian Information**

### **Definition of Parental Responsibility**

Please give details of all persons who have legal parental responsibility (see definition below). This includes **non-resident parents**, who have the right to receive certain information from us, e.g. academic reports, residential trip letters, invitations to parents evening.

### **Definition of "parental responsibility" (Children Act 1989)**

*The law states that the following people have parental responsibility:*

- **Mothers**

- **Fathers, if:**

*They are, or have been, married to the mother at any time since the birth of the child.*

*If unmarried –*

*they are registered jointly with the child's mother on the birth certificate (applies to children born on or after 01 December 2003 only)*

*or*

*they have acquired parental responsibility by formal legal agreement with the mother or by court order*

- **Step-parents**, if they have acquired parental responsibility by formal agreement with both parents with parental responsibility (s.4A Children Act 1989) - email notification will be needed by the school from both parents

- *Anyone else who has been granted parental responsibility under a court order (such as a residence order, a special guardianship order or interim care order).*

- *Guardians who have been formally appointed in accordance with s.5 Children Act 1989.*

### **Qu.63 Pre-Existing Medical Conditions**

It is important that the School is informed of any medical condition(s) suffered by your child which may affect your child whilst at school, or may require the administration of medication during school time. Please note that in accordance with The Equality Act 2010, a person is disabled if they have a physical or mental impairment that has a substantial and long term negative effect on their ability to engage in normal daily activities.

**Substantial** is more than minor or trivial e.g. it takes much longer than it usually would to complete a daily task like getting dressed.

**Long Term** means 12 months or more, e.g. a breathing condition which develops as a result of a lung infection. For example, asthma that can be controlled through an inhaler would not necessarily be seen as a disability, whereas chronic asthma requiring intensive medication and therapy would be classified as a disability.

We are unable to provide a definitive list of what would actually constitute a disability but some of the examples below meet the criteria of being conditions which are both substantial and long term.

ADHD	Autistic Spectrum Condition
Diabetes (Type 1)	Chronic Asthma
Hearing Impairment	Visual Impairment
Epilepsy	Incontinence due to a long term condition
Significant Dyslexia	Significant co-ordination difficulties
Attachment Disorder	Significant learning difficulties
Long Term Mobility Difficulties	Eating disorder such as bulimia/anorexia
Mental Health issues	Obsessive Compulsive Disorder

Where possible, Parents/Guardians should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside school hours.

Where it is unavoidable, the School is willing in principle to supervise the taking of prescribed medication by students. Parents must complete a request form before the medication can be administered, with details of the dosage and frequency. For certain medical conditions it may be necessary for the School to seek the advice of the appropriate medical professional before agreeing to this. The School reserves the right to refuse to administer medication.