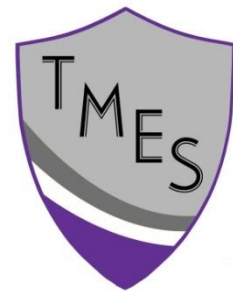




TRAFFORD HIGH SCHOOL
Engage Motivate Inspire



Trafford Alternative Education

*Incorporating Trafford High School and Trafford Medical Education
Service*

Parents/Carers' & Student Handbook
For new admissions and current pupils

2018-2019

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Trafford Alternative Education



TRAFFORD HIGH SCHOOL
Engage Motivate Inspire



Our Mission Statement

Trafford Alternative Education is committed to providing 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies Trafford Alternative Education provides students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

A handwritten signature in black ink, appearing to read 'LH Thompson'.

Ms Lynda. H. Thompson
Executive Headteacher

2. Staff Details

Name	Position
Lynda Thompson	Executive Headteacher
Emma Keen	Deputy Headteacher Trafford High School
Jasmin Boyes	Deputy Headteacher Trafford Medical Education Intervention Service and SENDCo
Hayley Blane	Teacher Assistant SENDCo & English
Kevin Smith	Teacher Mathematics, PE, Citizenship and Preparation for Working Life
Mike Scragg	Teacher Mathematics and ICT
Kerry Kirkham	Teacher
Pervin Nadim	Teacher Science and Preparation for Working Life
Joan Johnstone	Teacher English (Home Tuition)
Jill Mundy	Teacher Mathematics, Science and Music
Casey Bradbury	Trainee Teacher English
Gareth Shore	Teacher English and Religious Education
Carol Polhill	Senior Teaching Assistant
Karen Murray	Senior Teaching Assistant SEND/Examinations Officer
Kath Anderson	Senior Teaching Assistant
Deborah Smethurst	Pastoral Care and Attendance
Toni Grainge	Step Out Co-ordinator
Ashley Curtis	Teaching Assistant - Behaviour
John Fraiel	Teaching Assistant
Susan Carlton	Business Manager
Madeleine Reid	Business Support Officer
Jo Scanlon	Business Support Officer
Zoe Hynes	Administrative Assistant
Phil Hatch	Site Manager

3. School Contact Details

	Telephone:	THS 0161 912 1479 TMES 0161 912 4766
	Website:	http://traffordalternativeeducation.co.uk/tha
	Email:	tae@trafford.gov.uk

School Address:	Trafford High School Lydney Road Flixton Manchester M41 8RN	Trafford Medical Education Service 350 Flixton Road Flixton Manchester M41 5GW
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4. Pastoral Information

- Every pupil is allocated a teacher as their pastoral/form tutor.

Your form tutors are:	

Pastoral Care and Discipline

The School is a community in which behaviour is based on praise, mutual respect, care and consideration for others. The class teacher and learning support assistant who know each child well are responsible for the care of the students in their class. High level behaviour problems are referred to the Executive Headteacher or Deputy Headteacher, in consultation with the Form Tutor. Both Trafford High School and Trafford Medical Education Service has developed a School Code which is based on the behaviours we expect at Trafford High School and Trafford Medical Education Service. A consistent approach to behaviour management and misbehaving keeps problems to a minimum.

The values, standards and attitudes of the School community are made clear to the students by example and discussion so that they are absorbed by them. Responsibilities governing behaviour within the School, the games field are all based on care and consideration for people and their property. In the case that

a child displays persistent anti-social behaviour, consultation is arranged between the Executive Head teacher / Deputy Headteacher, Pastoral Officer and parents/ carers so that an attempt can be made to correct the matter. Fixed term exclusion may be imposed in rare cases of persistent and serious indiscipline

5. The School Day

Pupils should arrive for school by 8.45am for registration. Lessons begin at 9.00am. If your child arrives for school after this time they will be given a late mark.

	Morning	Lunch	Afternoon
Monday	8:45 – 12.15	12.15 – 12.45	12.45 – 2.45
Tuesday	8:45 – 12.15	12.15 – 12.45	12.45 – 2.45
Wednesday	8:45 – 12:15	12.15 – 12.45	12.45 – 1.45
Thursday	8:45 – 12.15	12.15 – 12.45	12.45 – 2.45
Friday	8:45 – 12.15	12.15 – 12.45	12.45 – 2.30

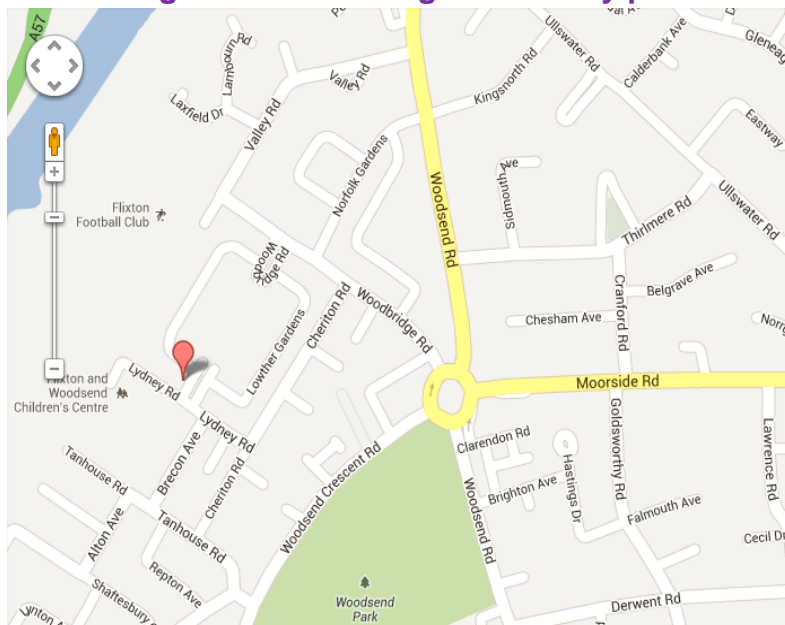
6. School Lunch

We are committed to encouraging pupils to follow healthy lifestyles. Pupils can either bring in their own packed lunch or place their lunch order with the School Office.

We have an outside lunchtime provider who requires the weekly food order and **payment in advance**. Lunch costs £2.30 per day (£11.50 for the whole week). There is a choice of hot meals, a meat option and a vegetarian one. Pupils are asked to choose their lunch a week in advance. Please can you send your child with their lunch money **every Wednesday**. If your child receives free school meals no payment is required.

Please be aware that fizzy/energy drinks are not permitted in school.

7. How to get to Trafford High School by public transport:



Trafford High School

From	Bus or Metro	How often
Altrincham	245	30 mins approx...
Broomwood	11 / 245	60 mins. / 30 mins. approx.
Old Trafford	256	10 mins. approx.
Partington	255 / 247*	30 mins / 30 mins. approx...
Stretford	15	30 mins. approx...
Woodsend Circle to:		
Altrincham	245	30 mins approx.
Broomwood	245 / 11	60 mins / 30 mins. approx.
Old Trafford	256	10 mins. approx.
Partington	247	30 mins / 30 mins. Approx.
Stretford	15	30 mins .approx.

How to get to Trafford Medical Education Service by public transport:



From	Bus
Altrincham Interchange	247
Partington	247
Stretford	255 or 276
Old Trafford	255
Urmston	255

8. School Calendar 2018-2019

Autumn

Open	Close
Wednesday 5th September 2018	Friday 19 th October 2018 (33 days)
Autumn Half Term	
Monday 29th October 2018	Friday 21st December 2018 (40 days)

Spring

Open	Close
Monday 7th January 2019	Friday 8 th February 2019 (25 days)
Spring Half Term	
Monday 18th February 2019	Friday 29th March 2019 (30 days)

Summer

Open	Close
Monday 15 th April 2019	Friday 24th May 2019 (27 days)
Summer Half Term	
Monday 3 rd June 2019	Friday 19th July 2019 (35 days)

School is closed on the following Bank Holidays			
Friday	19th	April 2019	Good Friday
Monday	22nd	April 2019	Easter Monday
Monday	6th	May 2019	May Bank Holiday

Total Days: 190

School is closed on the following days for staff training				
1	Monday	3rd	September	2018
2	Tuesday	4th	September	2018

Twilight Inset Training for staff				
1	Wednesday	3rd	October	2018
2	Wednesday	14th	November	2018
3	Wednesday	23th	January	2019
4	Wednesday	13th	March	2019
5	Wednesday	TBC	TBC	TBC
6	Wednesday	TBC	TBC	TBC

9. Dress code/school uniform

Pupils can either wear the school uniform of the school they are on roll at or wear as appropriate either the Trafford High School / Trafford Medical Education Service uniform, which is:

- Black school skirt or trousers (leggings and jeans are not permitted)
- White shirt
- School tie
- Grey (THS) / black (TMES) school jumper
- Plain black shoes, suitable for school. Please note: canvas pumps or trainers are not suitable

School jumpers and ties can be purchased from the School Office at a cost of £23. Please note that pupils in receipt of pupil premium will not be charged for uniforms.

School allows students to wear a small amount of make-up. Students who are considered to have an excessive amount of make-up will be told to remove it.

THE FOLLOWING ITEMS ARE NOT PERMITTED

- **Items of jewellery and personal valuables other than a watch.**
- **Coloured nail varnish.**
- **Visible body piercings.**
- **'Fashion' cuts including tram lines.**

10. Security of Personal Belongings

Personal belongings are the responsibility of the owner. Please do not bring expensive items or large amounts of money to the school. If anything is lost or stolen during a lesson; it is the responsibility of the owner. School staff members

accept no responsibility for lost or stolen items/money. If a pupil has to bring a valuable item into the school, e.g. mobile phone, it should be handed to a member of staff for safekeeping. Items will be placed in a container and stored in a secure cabinet until the end of the school day, when the item will be returned.

11. Personal audio equipment (CD and MP3 players) and Mobile Phones

If students bring a personal stereo/MP3 to the school, they will be expected to hand it to staff to store in the secure cabinet until the end of the school day. They are not to be taken into lessons. A pupil will not be allowed to enter a lesson if they have not handed the item to a member of staff for safe keeping first.

12. Use of Mobile Phones

Pupils are not allowed to have their mobile phones with them in the class and lessons under any circumstance. A pupil will not be allowed to enter a lesson if they have not handed the item to a member of staff for safe keeping first. Urgent calls to parents/carers will be made on behalf of a pupil by school staff. Please note that staff members are not permitted to allow students to use school phones for personal calls.

13. PE Kit

All pupils are required to wear suitable PE clothing for sessions.

- T-shirt
- Track suit bottoms
- Trainers
- Sports jacket

For Outdoor Education students must wear appropriate clothing. Upon returning to school, pupils will get changed back into their school uniform.

14. Attendance and Punctuality

Making sure your son/daughter goes to school every day is essential for them to achieve both academic and personal success.

- **Authorised Absence**

Only school can authorise a child's absence. If your child is too ill to attend lessons, please contact school on (THS) 0161 912 1479 or (TMES) 0161 912 4766 before 8.45am and contact the school for every day of absence. Failure to

attend without notification or a valid reason is recorded as an unauthorised absence. If the school believes that non-attendance has become an issue the school will liaise with Michelle Renshaw, Education Welfare Officer who will undertake the appropriate action.

Any appointment e.g. dentist, should be made outside of lesson times. However, if there is a need to attend an appointment during lesson time, this will count as an authorised absence provided confirmation is received from a parent/carer.

- **Holidays during Half Term**

Parents have no lawful right to take their children on holiday during school term-time. It interrupts the flow of learning for the child. The school will only allow it in exceptional circumstances. An application in writing must be made at least four weeks prior to the proposed holiday for the school to consider. Failure to submit an application will result in a Penalty Notice.

- **Tips for Good Attendance**

You must make sure you child attends school **on time every day**. It is their right and **your responsibility**. The following advice will help:

- Make sure that your child understands the benefits of regular attendance and set them a goal.
- If your child is too ill to go to school, tell the school as soon as possible on the first day of absence and contact the school every day of absence.
- Make all appointments for the doctor, dentist, optician etc. after school hours or during the school holiday where possible.

- **Punctuality**

All pupils must arrive in school for 8.45am for registration. Pupils who arrived after 9.00am will be given a late mark.

15. Dealing with Bullying

We want everyone at Trafford Alternative Education to feel safe and secure. No one should feel threatened or unsafe in any way. Bullying can take the form of verbal abuse, physical abuse or abuse using social media.

As a parent we ask that you:

- Look for unusual behaviour. For example your child may suddenly not wish to attend school or not complete work to their normal standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc.

- If you feel that your child may be a victim of bullying behaviour inform school immediately. Your complaint will be taken seriously and appropriate action will follow.
- Make sure that your child knows that there is a school policy concerning bullying and that they need not be afraid of talking to a member of staff regarding the issue.

16. Rewarding Good Behaviour, Progress and Personal Achievement

We strongly believe that progress is based on students taking pride in their personal achievement in a calm and orderly environment built on mutual respect and co-operation. Our aim is to encourage pupils to be motivated to achieve their full potential for success.

We have the following systems in place for rewarding pupils who consistently demonstrate good behaviour, progress and personal achievement:

- Every pupil has a Reward Booklet
- Pupil of the week
- Reward Breakfasts
- Invitations to day trips
- Certificates of achievement

17. School Nurse

The School Nurse – Linda Cunningham makes frequent and regular visits to the school to undertake for example routine sight and hearing tests. The nurse will notify you if she is in any way anxious/concerned about your child's health and is always willing to discuss any issues you may have regarding your child's health.

You can contact the School Nurse via: 0161 911 8231 or 0771 751 3701.

18. Medication

All medicines must be handed into the School Office where they will be stored safely. Medication should be clearly labelled with the pupil's name and dosage instructions. Administration remains the pupil's sole responsibility, reminders will not be given by staff.

All medicine will be disposed of after their 'best before date'. It is your responsibility to collect medicines when your child leaves the school. Any medicines not collected will be safely disposed.

Should your son/daughter be diagnosed with either an allergy for which they have been prescribed an epi-pen or diagnosed with asthma for which they have been prescribed an inhaler, this condition must be clearly noted on the data

sheet provided for completion by parents at the pupil's induction to the school. In this scenario, we require parents to provide a spare epi-pen or inhaler as applicable for use in school; your GP will issue this on request. Epi-pens and inhalers will be clearly marked with the pupil name and stored in an appropriate secure setting for use in the event that they are required. Where applicable you will receive written notification of the above requirements in this respect.

School should be made aware if there is a health care plan in place for your child.

Parents should be aware that the school is not responsible for any incidents involving medicine on the way to/from School.

19. Damage to property – wilful damage

Trafford Alternative Education will charge the full financial cost of any repair or replacement work required to remedy any physical or technical damage caused directly by any acts committed by your child within the buildings and grounds of Trafford Alternative Education. Such reimbursement shall be fully made to Trafford Borough Metropolitan Council within 28 days of receipt of a reasonable invoice(s) to which shall be attached documentary evidence of the details of the invoiced repair or replacement cost.

20. Fire Drill

If a pupil notices a fire or smoke during their lesson they are asked to tell a member of staff immediately.

In the event of a fire, everyone must evacuate the school immediately and congregate in the designated area as indicated by school staff. Procedures in the event of a fire are displayed in all areas of the school and fire drills are scheduled to take place during each half term.

21. Accidents

Accidents, however minor, must be reported to a member of staff, who will attend to the situation accordingly and complete a Trafford Borough Council Accident or Dangerous Occurrence Report Form. Trafford High School and Trafford Medical Education Service each currently has three trained First Aiders who will be called upon if necessary.

22. Alcohol, Drugs and Smoking

If any member of the Trafford Alternative Education staff suspects that a pupil is under the influence of drugs or alcohol, the parent/carer will be asked to collect the pupil from the school as they could be considered a hazard in the work place and could cause problems to them or others. The parent/carer will be informed immediately and consideration given to informing the Police. A pupil

would be expected to make up the time missed at a later date, in line with the school's time-out policy. No young person is permitted to smoke on or near the school. In accordance with government legislation the school is a smoke free environment.

23. Equal Opportunities

Trafford Alternative Education works in complete compliance with Trafford Borough Council 'Equal Opportunities Policy' and has its own Equal Opportunities and Racial Equality Policy.

24. Participation in External Activities/Trips

Before a pupil participates in any external activities, other than those covered in the Home School Agreement, a consent form detailing any medical problems, medication or relevant medical history must be completed and signed by a parent/carer. Prior notification detailing such activities will be sent to parents/carers.

25. Confidentiality and Child Protection

The school aims to support young people in every way possible. Pupils are made aware that 'confidential information' may be shared with other staff if that is seen to be beneficial to their wellbeing...

26. Compliments, Comments and Complaints

If you have a compliment, comment or complaint, please contact your child's designated Pastoral/Form Tutors in the first instance. If you have a complaint and contact with the Pastoral/Form Tutor has not resolved the issue please contact the Deputy Headteacher, Emma Keen – Trafford High School or Jasmin Boyes, Deputy Headteacher – Trafford Medical Education Service.

27. Positive Handling Strategies

Trafford Alternative Education complies with Trafford Council's Physical and Positive Handling Policy. This means that only in situations involving risk of harm to a person or in the event of criminal damage would staff be prepared to physically intervene. All staff are trained in de-escalation and aversion techniques.

28. Data Protection (GDPR) and data sharing

The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) is a Regulation by which the European Commission intends to strengthen and unify data protection laws for individuals within the European Union (EU). It also addresses export of personal data outside the EU. The Commission's primary objectives of the GDPR are to give citizens back the control of their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. When the GDPR takes effect it will replace the data protection directive (officially Directive 95/46/EC) [2] from 1995. The regulation was adopted on 27 April 2016 and will take effect from 25 May 2018 after a two-year transition period.

Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored or disposed of it must be done within the terms of the Data Protection Act (DPA).

The DPA and other information rights laws set out your rights regarding your personal information, how organisations should carry out direct marketing and how you can access information from public authorities

Trafford Alternative Education operates a data protection policy. Please note that data is shared with the local authority in respect of the following:

- identify where pupils have transferred onto a school roll
- identify where pupils have transferred from a school roll
- identify those pupils that have been excluded
- identify the attendance of pupils
- ensure that pupils are receiving suitable education
- ascertain the person details of pupils in order to carry out duties in relation to the above.

Privacy notices for your information are included at the end of this handbook

Encompass

- School has opted in to Trafford's Operation Encompass; A scheme that provides a method of sharing information regarding domestic abuse between Greater Manchester Police, Trafford Council and Schools, and enables the designated safeguarding lead within the school or academy to be provided with information, explaining that a child was present in a household at the time that an incident of domestic abuse was recorded as having taken place

29. School closures

In the event that the school has to close due to weather conditions or other unavoidable / emergency situation please view Trafford .gov.uk website for information:

<http://www.trafford.gov.uk/residents/schools/school-closures.aspx>

or

Key 103

Online:

The online list will be updated as soon as possible between 6.00am and 10am at www.key103.co.uk/schools. Schools will either be listed with full or partial closure information (if supplied). At the end of the day the list will be reset to avoid confusion.

On-Air:

The presenters will mention a selection of the most recently closed schools every 20 minutes between 6.00am and 10am plus also explain that the entire list is at www.key103.co.uk/schools.

30. School Policies

School Policies are available to view on the school website:

<http://www.traffordalternativeeducation.co.uk/>

31. Pupils Attending TMES/THS Centre:

Trafford Alternative Education will:

- Provide the student with quality education in a caring environment.
- Value the student as an individual.
- Encourage and develop a sense of self-esteem.
- Keep you informed about the student's attainment, achievement, effort, behaviour and attendance and suggest ways in which you can support the student to achieve his/her best possible standard in all these areas.
- Listen to you and the student and respond to your suggestions, thoughts, ideas and concerns about any aspect of the student's education.

Signed:

Date:

As a parent/carer I will:

- Ensure that the student attends school on time at 8.45am.
- Keep any absence to a minimum.
- Contact school 0161 912 1479 (THS) or 0161 912 4766 (TMES) before 8:45am if the student will not be attending for any reason.
- Share with school any information which may affect the student's work, progress or behaviour.
- Attend any meetings to which I am invited to discuss the student's work, progress or behaviour and fully support suggestions made available to me by staff.
- Update school with the latest information on the student's health.
- I agree that the student will hand in his/her mobile phone on arrival at school.

Signed:

Date:

As a student I will:

- Come to school regularly and on time;
- Do all class work and homework to the best of my ability
- Show care, courtesy and consideration to all staff and students.
- Show a sense of responsibility for my own work, actions and behaviour.
- Hand in my mobile phone upon arrival at school.
- Agree to follow the instructions of staff and ensure my behaviour is appropriate during all school activities.
- Work hard and listen carefully to instructions;
- Follow the school and class rules;
- Behave well at all times to maintain the safety of myself and others;
- Be polite, friendly and helpful to other children and all adults;
- Tell somebody if there is something I am not happy about;
- Take good care of the school environment and living things.

Signed:

Date:

Pupils Attending TMES/THS Centre:

By accepting the placement of your child in the School, you agree to the following expectations:

Trafford Alternative Education

The school will do its best to:

1. Support your child through the delivery of a personal, social, health education and citizenship curriculum.
2. Provide a safe, secure and caring learning environment.
3. Teach and encourage the children to do their best and achieve their full potential as a valued member of the school community.
4. Develop in each child positive values and a caring attitude towards the school community and the environment.
5. Provide a balanced curriculum of the highest quality and meet the individual needs of every child.
6. Be welcoming and offer opportunities for parents/carers to become involved in the daily life of the school.
7. Contact parents/carers as soon as concerns are raised about your child's work, behaviour, attendance or punctuality.
8. Have a clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy.
9. Invite you to participate in all reviews and the preparation of Integration Plans in respect of your child.
10. Respect the right of your child to have a safe, secure and fulfilling educational placement.
11. Send you a copy of all reports relevant to your child.

Parents

To help my child at school, I will do my best to:

1. Encourage and support your child in completing any project work or homework set by school staff.
2. Attend and fully participate in all scheduled reviews appertaining to your child.
3. Communicate any concerns you have about your child's frame of mind to the school staff before your child arrives at the school.

4. Inform School staff by telephone of any sickness absence and contact the allocated taxi firm as soon as possible and confirm in writing.
5. Ensure your child attends the school dressed in his/her mainstream school uniform or TMES uniform and is prepared to conform to the published school rules
6. Make available a contact number and emergency contact number where you can be contacted if necessary. Inform the school immediately of any changes to parents/carer and emergency contacts details.
7. Be prepared to respond to requests from School staff for urgent backup when extreme difficulties arise.
8. Support all staff in their efforts to create a caring community which values children and their rights

32. Copy of Check List

	To be completed by parent/carer	✓ or X
A.	I have been given a copy of the Home School agreements and agree to abide with its principles and objectives	
B.	I have had the rules of the School explained to me and agree that they are a reasonable expectation of pupil behaviour.	
C.	I give my permission for my child to be seen by any member of the multi-disciplinary team as required e.g. Educational Psychologist, Health Visitor etc. and to provide spare epi-pen and inhaler where applicable.	
D.	I give my permission for my child to take part in planned educational activities and outings as outlined.	
E.	I have had the School's positive handling procedures explained to me.	
F.	I give my permission for a referral to Education Welfare to be made when there are issues concerning attendance.	
G.	I give my permission for my child to take part in Collective Worship and the study of R.E. unless I notify the School staff in writing that I wish to withdraw them.	
H.	I give my permission for my child to take part in sex education lessons as part of Science/P.S.H.E./ Art Therapy programmes unless I notify the school staff in writing that I wish to withdraw them.	
I.	I give my permission for my child to take part in Collective Worship and the study of R.E. unless I notify the School staff in writing that I wish to withdraw them.	
J.	I give my consent for artwork to be photographed for recording purposes.	

K. I hereby give my permission for my child to be referred to and receive tuition from Trafford Alternative Education and for them to contact other agencies to seek professional advice/ data exchange regarding my child, including Data Protection and data sharing. Youth Support Services incorporating Connexions.	
L. I give my permission for my child to take part in reward trips where applicable.	
M. I give permission for my child to access the internet as part of planned curricular based activities.	
I give my permission for my child's photograph/image to be used for display, media / film footage / promotional purposes whilst attending Trafford Alternative Education. Please see Use of images section for full details.	
We, the undersigned do hereby undertake to reimburse Trafford Alternative Education Provision for the full financial cost of any repair or replacement work required to remedy any physical or technical damage caused directly by any acts committed by (name and DOB of student*) within the buildings and grounds of Trafford Alternative Education Service. Such reimbursement shall be fully made to Trafford Metropolitan Borough Council within 28 days of receipt of a reasonable invoice(s) to which shall be attached documentary evidence of the details of the invoiced repair or replacement cost.	
Signed Parent/Carer 1	Date
Signed Parent/Carer 2	Date

33. Pupils Accessing Home Tuition:

Trafford Alternative Education will:

- Provide the student with quality education in a caring environment.
- Value the student as an individual.
- Encourage and develop a sense of self-esteem.
- Keep you informed about the student's attainment, achievement, effort, behaviour and attendance and suggest ways in which you can support the student to achieve his/her best possible standard in all these areas.
- Listen to you and the student and respond to your suggestions, thoughts, ideas and concerns about any aspect of the student's education.

Signed:

Date:

As a parent/carer I will:

- By making sure that a responsible adult is at home during lessons.
- Providing an appropriate place for lessons (with a table and chairs and no distractions such as television or younger children).
- Ensuring that my child is washed, dressed and ready to start his/her lessons promptly.
- Collecting and returning work to and from school.
- Helping whenever possible with reintegration arrangements, especially transport to and from school.
- Contacting the Centre as soon as possible on 0161 912 4766 if a lesson needs to be cancelled for any reason.
- Attend Review Meetings every 6 weeks to discuss my child's work, progress and reintegration. (These meetings will be organised by and held at the school at which your child is on roll).
- Share with school any information which may affect the student's work, progress or behaviour.
- Update school with the latest information on the student's health.

Signed:

Date:

As a student I will:

- Do all class work and homework to the best of my ability
- Show care, courtesy and consideration to all my tutors.
- Show a sense of responsibility for my own work, actions and behaviour.
- Agree to follow the instructions of staff and ensure my behaviour is appropriate.
- Work hard and listen carefully to instructions
- Behave well at all times to maintain the safety of myself and others
- Tell somebody if there is something I am not happy about;

Signed:

Date:

34. GDPR Privacy Notice – Parents/Carers



Trafford Alternative Education Provision

GDPR Privacy Notice - Parents/Carers

Re: changes to data protection law

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Trafford Alternative Education, incorporating Trafford High School and Trafford Medical Education Service are the 'data controller' for the purposes of data protection law.

Our data protection officer is Susan Carlton (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care

- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We hold data for no longer than necessary. We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about pupils. *To request a copy of the record retention schedule/records management policy please contact the data protection officer.*

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators and examining bodies*
- *Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]*

- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities including the school nurse.*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations where appropriate*
- *Police forces, courts, tribunals*
- *Professional bodies*
- *Third party software suppliers (e.g. BSKB,*

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Trafford local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to [Trafford local authority or youth support services provider].

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Mrs. Susan Carlton , Data Protection Officer on 0161912 1479

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **Susan Carlton on 0161 912 1479.**

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.

35. GDPR Privacy Notice – Parents/Carers Own Data



Trafford Alternative Education Provision

GDPR Privacy Notice - Parents/Carers Own Data

Re: changes to data protection law

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Trafford Alternative Education, incorporating Trafford High School and Trafford Medical Education Service are the 'data controller' for the purposes of data protection law.

Our data protection officer is Susan Carlton (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances

- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations
- **Use of your personal data for marketing purposes**
- Where you have given us consent to do so, Trafford Alternative Education, incorporating Trafford High School and Trafford Medical Education may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data
- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We hold data for no longer than necessary. We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about parents and carers.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions*
- *Government departments or agencies*
- *Our regulator, [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Third party software suppliers (e.g. BSKB)*

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information that we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **Susan Carlton on 0161 912 1479.**

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and carers and to reflect the way we use data in this school.

36. GDPR Privacy Notice – Students



Trafford Alternative Education Provision

GDPR Privacy Notice - Students

Re: changes to data protection law

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Trafford Alternative Education incorporating Trafford High School and Trafford Medical Education Service are the 'data controller' for the purposes of data protection law.

Our data protection officer is Lynda Thompson (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule/records management policy which sets out how long we must keep information about students.

You may wish to refer instead to the [Information and Records Management Society's toolkit for schools](#).

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulator (the organisation or "watchdog" that supervises us), ([specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate])*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations*
- *Central and local government*

- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Trafford local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Trafford local authority or youth support services provider.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- **Lynda Thompson**

This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in this school

37. Letter from Education Welfare Officer



**TRAFFORD
COUNCIL**

Michelle Renshaw
Education Welfare Officer

Trafford Council
2nd Floor, Waterside House, Waterside,
Sale, Manchester, M33 7ZF
Email michelle.renshaw@trafford.gov.uk
Telephone 0161 912 2916
07776 234592
www.trafford.gov.uk

Date September 2017

Dear Parent/Carer

I would like to take this opportunity to introduce myself. I am the Education Welfare Officer for the Service, and I deal with attendance, punctuality and pupil welfare issues.

Trafford Alternative Education Service is a welcoming environment for learning to take place, where children are happy and feel safe. The school recognises the clear links between regular attendance and educational outcomes for students and that attendance is a responsibility shared by parents/carers and all school staff. The school prides itself on ensuring regular school attendance and being a place where parents and students are supported by caring staff.

A key part of the school's expectations for all students is that your child will achieve high levels of attendance and always be punctual for school. The school expects that your child's attendance is above 96% and these high standards will be reflected through your child's attainment and overall success at school.

Engage...Motivate...Inspire...

If, at any point, it is essential for your child to have time off school, it will be expected that a note be provided to your child's form tutor ideally before the event. If this is not possible, then your child's absence should be reported to the School Office 0161 912 1479 or 0161 912 4766 on a daily basis before 8.45am.

As parents/carers you need to be aware that new DFE guidance states that you do not have the right to take your child out of school during term time. Should you wish to apply for leave of absence for your child in exceptional circumstances then please complete the Application for Leave of Absence during term-time form available from school no later than 28 days before the absence is proposed. The school will consider a request for leave of absence in relation to the exceptional circumstances of the application together with the pupil's attendance and educational attainment.

The local authority works with the school to reduce the number of children missing school because of absence taken in term time and the school may not approve your written request to take your child out of school.

If you wish to contact me regarding any issues, please do not hesitate to do so. I can be contacted on 07776 234 592. I wish your child every success and happiness at Trafford Alternative Education.

Yours sincerely

M. Renshaw

Michelle Renshaw
Education Welfare Officer