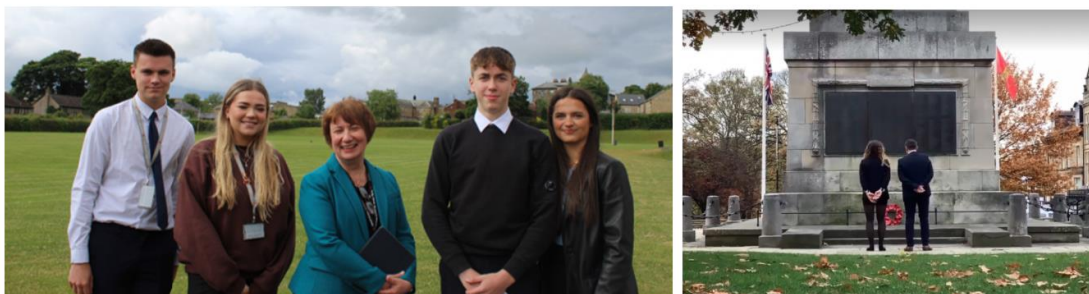


Proud to be **Rossett Sixth Form**

Rossett Sixth Form

Student Handbook

2022 - 2023



Success for **everyone**

Introduction

We offer a very warm welcome to returning Rossett students and those joining us from other schools. We aim to ensure that all Rossett Sixth Form students achieve their potential and ultimately progress to higher education, an apprenticeship, or directly into employment as confident and mature young adults.

Our approachable Sixth Form Team are always available to offer tailored and dedicated support to every student and encourages a mutually supportive relationship with parents and carers. For help, support or guidance please contact a member of the Sixth Form Team.

Following the receipt of your GCSE results and during the Year 12 sign up day, you will be selecting the A Levels and vocational qualifications that you will be completing during your time in Rossett Sixth Form. You will study either three or four A Levels/BTECs, alongside with Core Maths, Extended Project Qualification (EPQ) or resit your GCSE English Language or GCSE Maths where appropriate. You will also have on your timetable a daily form time, one Personal Development lesson per week and a number of study periods. You will also see on your timetable a number of non-contact periods. It is imperative that you use these periods wisely to complete your studies and become fully involved in life at Rosset Sixth Form.

We are a supportive, forward thinking and driven Sixth Form, that aims for success for everyone. Together, we are Proud to be Rossett Sixth Form.



Mr R Keyworth
Head of Sixth Form

Contact Information

Students will be expected to keep up to date with what is happening in school by checking notice boards, weekly notices during form times (Year 13 on Mondays and Year 12 on Wednesdays), the TV in the Study Room, reading emails and paying attention to the notices read out in assemblies (Year 12 on Mondays and Year 13 on Wednesdays).

The Sixth Form Team		
Mr R Keyworth	Head of Sixth Form	01423 564444 rkeyworth@rossettschool.co.uk
Mr R Durbin	Assistant Head of Sixth Form	01423 564444 DN@rossettschool.co.uk
Miss P Higgins	Sixth Form Student Support Officer	01423 564444 phiggins@rossettschool.co.uk

Academic structure

Students' timetables operate on a two-week cycle. Students should therefore pay close attention to the structure of their timetable as it may vary between 'week A' and 'week B.' The weeks are displayed at various points throughout the Sixth Form Centre.

The school day follows the same format, as detailed below. On occasions, some lessons may be timetabled to take place during period 6, these are referred to as 'twilight sessions'.

The Academic Day		
Time	Activity	Duration
08:50- 09:05	Form time	15 mins
09:05-10:05	P1	60 mins
10:05-11:05	P2	60 mins
11:05-11:25	Break	20 mins
11:25-12:25	P3	60 mins
12:25-13:25	P4	60 mins
13:25-14:10	Lunch	45 mins
14:10-15:10	P5	60 mins
15:10 – 16:10	P6 (Twilight)	60 mins

Personal Development

Students are required to attend scheduled Personal Development lessons as an integral part of their timetabled commitments. A variety of essential topics are covered including Next Steps: UCAS, apprenticeships and careers as well as vital study skills, review meetings, mentoring, enrichment and personal development opportunities. Personal Development also covers areas as wide reaching as driver safety, personal health and wellbeing, alcohol and drug awareness, sexual health and relationships.

We also have the privilege to welcome guest speakers into Rossett Sixth Form to speak to the students. This includes individuals from university and apprenticeship providers to discuss different Post 18 progression routes, individuals from a range of careers including banking, finance, law, medicine and sport and organisations such as North Yorkshire Fire and Rescue and North Yorkshire Police.

Study Periods

As a minimum, Year 12 students are timetabled for a minimum of two Private Study Sessions in a designated study room. Failure to attend these sessions will result in an 'unauthorised' attendance mark. The number of sessions assigned may increase depending on the programme of learning. As a minimum, in Year 13, students are required to attend three timetabled private study sessions. In addition, for each hour of taught lessons, students are expected to consolidate their learning with additional, independent study.

Non-Timetabled Lessons

All students must attend form time registration daily, regardless of their timetable and will be expected to remain in school from 08:50 – 15:10 every day, or to 16:10 when timetabled with a P6 lesson.

Year 13 students may only leave the premises at lunch, if they do not have a lesson Period 5 or a twilight lesson. They must make sure that they sign-out electronically and in the Sixth Form fire register book. They are not permitted to return to the school site.

Year 12 students are not permitted to leave the premises during the school day. They must request permission from the Head of Sixth Form to leave the site during non-timetabled sessions. This will be reviewed at October Half Term of Year 12.



Pastoral Support

Within the Sixth Form there is an excellent structure in place to ensure that every student has immediate access to pastoral support. From having a chat about an issue of concern to referrals to external agencies, students can be assured of our continued support. Whatever the issue, we encourage all students to talk to a member of the Sixth Form team before anything gets 'too big' to manage. We are lucky enough to have a specialist 'Sixth Form Student Support Officer', Miss Higgins. If you have any pastoral concerns, Miss Higgins, and your form tutors, are your first people to contact. Miss Higgins can be contacted on 01423 564444 or phiggins@rossettschool.co.uk.

Form time

Form time is a vital and compulsory part of the school day at Rossett Sixth Form. Each day has a different focus, from focus activities on: VESPA, HSBC Financial Education, Health and Wellbeing sessions, life skills sessions and exam skills sessions, to weekly notices and world news, attendance checks and assemblies. You will also have a weekly focus on Mental Health and Wellbeing through our Feelgood Friday activities.

Day	Year 12	Year 13
Monday	Year 12 Assembly – Sixth Form Study Room	Notices and World News
Tuesday	Skills focus – including VESPA, HSBC Financial Education, Graduation, Life Skills	Skills focus – including VESPA, HSBC Financial Education, Graduation, Life Skills
Wednesday	Notices and World News	Year 13 Assembly – Sixth Form Study Room
Thursday	Attendance focus	Attendance focus
Friday	Feelgood Friday (Health and Wellbeing, form competitions, committee quizzes)	Feelgood Friday (Health and Wellbeing, form competitions, committee quizzes)

Praise and Recognition

Students will be recognised throughout the year for their effort, achievement, attendance and their attitude to learning. We are always keen to hear of students' successes in extra-curricular activities and welcome news of any such achievements. Each half term, Year 12 and Year 13 both have Celebration Assemblies. These assemblies celebrate the success of students over the course of the past half term. Students receive certificates, badges for their lanyards and recognition for areas including attendance, attainment, extra curricular, values and form awards.

Dress Code



Rossett Sixth Form Dress Code Expectations



Students are required to dress smartly. The Sixth Form Dress Code demonstrates our high expectations, professionalism and a reflection of what is required in most business environments. The smart, office dress code displays the corporate spirit of the Sixth Form and as ambassadors for the school, Sixth Former students should reinforce this spirit.

Students should respect public decency with their choice of clothing e.g. covering midriff/cleavage etc.

It is a student's responsibility to adhere to the dress code detailed below. Students who do not adhere to the code may be sent home to change. Missed work will then be caught up in non-contact lessons. Persistent refusal to conform to this guidance may jeopardise a student's position in the Sixth Form.

Rossett Sixth Form Uniform = 'Professional Business Dress'

ID Lanyard to be worn at all times

Students should not wear:

Hoodies

Jogging Bottoms/Tracksuits

Jeans

Sports wear*

Leggings

Ripped or Torn Clothing

Offensive or Rude Slogans or Images

Vests, Spaghetti Straps or Strapless Tops



Trainers, Flipflops or Sliders

Students are expected to have an outfit suitable for a formal interview, as this may be requested for certain school events.

*** If you are studying A-Level PE, BTEC Sport or are taking part in extra curricular opportunities, you are permitted to wear sportswear in the necessary lessons, but you must be in professional business dress for the rest of the day.**

Expectations

At Rossett Sixth Form, we work hard to ensure that all students succeed academically and personally. As detailed below, please familiarise yourself with the Rossett Sixth Form expectations of students and that which students may expect from their Sixth Form experience. Acceptance of these expectations will be secured via the signing of a Learning Agreement. On occasions, where these expectations are not met, sanctions will be implemented.

 Rossett Sixth Form Expectations 	
Academic and pastoral support will be given to you throughout your Post-16 education. However, if it's thought that you are not working hard enough, or if there are concerns, a frank and honest dialogue will take place between staff, you and your parent/carer.	
It is expected that you will.... <ul style="list-style-type: none"> • be positive, interested and willing to learn • attend all timetabled lessons including Form Period, Personal Development, Private Study & Enrichment. • maintain attendance above 97%; if your attendance falls below 90%, this may jeopardise your exam entries. • complete all tasks set prior to your lesson. Be punctual and fully prepared for lessons, to include all preparation tasks and necessary equipment. • be prepared to contribute and engage in all activities • take responsibility for your own learning • produce quality work on time, all the time • have genuine reasons for absence that must be communicated to the Attendance Officer • immediately catch up on any work missed • be a role model to lower school students and set a good example 	You may expect us to.... <ul style="list-style-type: none"> • arrive at lessons on time • prepare your lessons thoroughly • make lessons stimulating and engaging • set realistic deadlines to enable you to plan and study efficiently • mark your work within a reasonable timescale • provide feedback so that you know how to improve and reach (or exceed) your target grade • cover all areas of your course in preparation for your assessments • value your ideas and contributions • have high expectations of you

Sanctions

For students whose behaviour and attitude does not meet the expected standard, Rossett School Behaviour Policy will be followed.

Students are reminded that the Rossett School Basics remain applicable throughout Sixth Form. Negative behaviors will result in an afterschool detention on Wednesday with Mr Keyworth.

Persistent negative behavior will result in students being placed on report and parents/carers being notified. Reports are issued for: attendance, attainment, behavior and vocational issues. If concerns continue, students are placed on a Sixth Form Leadership timetable. This is where students will be taken off their usual timetable and placed in lessons of the Sixth Form Team for a period of time, to complete their work away from their peers. If negative behavior continues, exit meetings will be arranged with the student, parents/carers and Sixth Form team.

Safeguarding

It is a safeguarding requirement for all Sixth Form students to visibly wear their student lanyard. This is essential as Sixth Form students are required to be identified by all staff and lower school students.

The school premises can only be accessed via a secure entry system. Sixth Form students are issued a lanyard and must ensure this is used to gain entry. Further details of our Safeguarding and Child Protection policy may be found on the school website.

If you have any concerns at all in relation to safeguarding, please contact a member of the Sixth Form Team (Mr Keyworth, Mr Durbin, Miss Higgins, form tutors) or any member of staff within Rossett School. The Designated Safeguarding Lead is Mr Royles, Deputy Headteacher, DRoyles@rossettschool.co.uk.

Punctuality

Students are expected to arrive at lessons on time. If students fail to arrive prior to the register closing, they will be marked as absent and as such be required to see the Sixth Form Student Support Officer, Miss Higgins. A compulsory after school detention with Mr Keyworth will be issued for every hour of lateness accrued.

Home/School communication

For attendance issues, please contact school on 01423 564444. For pastoral issues, please contact Sixth Form Student Support Officer, Miss Higgins at phiggins@rossettschool.co.uk. For issues in relation to progression please contact Assistant Head of Sixth Form, Mr Durbin at DN@rossettschool.co.uk. For general enquiries, please contact Head of Sixth Form, Mr Keyworth at rkeyworth@rossettschool.co.uk.

Each half term, a Rossett Sixth Form Newsletter is sent to all students, parents and carers. This highlights what has been happening during the previous half term and what we are looking forward to the following half term.

It is important that we have update contact details for all students and parents/carers. If your contact details change at any point during your time at Rossett Sixth Form, please inform a member of the Sixth Form team so your record can be amended according.

Attendance

Students are expected to maintain 100% attendance, a student's attendance record will be deemed unsatisfactory if it drops below 97%.

Post-16 courses are challenging; the high-level learning that goes on in lessons cannot be made up outside of lessons, therefore it is vital that all lessons are attended.

For all planned absences, students must see the Sixth Form Student Support Officer directly to complete a planned absence slip.

For sickness or unplanned absence, please follow these guidelines
<ul style="list-style-type: none">Parents/carers/students must phone school (01423 564444) on the first day of absence on the absence line or send a message to Miss Higgins. If possible, let Miss Higgins know how long you think you will be absent for.
<ul style="list-style-type: none">If you are absent for subsequent days you DO need to ring each morning and leave a message for Miss Higgins.
<ul style="list-style-type: none">If we have reasons to doubt the validity of the explanation for sickness, we are entitled to turn down the application for authorised sickness absence. A pattern of non-attendance due to sickness without explanation would not be acceptable.
<ul style="list-style-type: none">A Medical Certificate must be provided for absences of five or more consecutive days, or if absences are frequent, for example, five broken weeks.

Examination entries are only guaranteed for those students whose attendance is above 90%.

Attendance is defined as participation in the programme of educational activities arranged by school. These include:
<ul style="list-style-type: none">daily form time registrationweekly Personal Development sessions and any designated Personal Development dayssubject lessonstimetabled study sessionsenrichment sessionswork experience/research placements (Maximum of two weeks)educational visits (including foreign exchanges) organised or approved by schoolday and residential visits to outdoor centresschool/department study daysinterviews and visits relating to further and/or higher education (we do not authorise more than three University Open Day visits per academic year)debates, sports, musical or theatrical productions etc. arranged by, or in conjunction with school.

It is a student's responsibility to make sure ALL absences are explained.

If an absence is unexplained:
<ul style="list-style-type: none">in the first instance, Miss Higgins will make contact with the student via daily the 'form notices' and school email.

<ul style="list-style-type: none"> • and remains unexplained, contact will be made with the parent/carers via the school's text messaging service
<ul style="list-style-type: none"> • and after one week if no satisfactory explanation for the absence has been given the absence will be marked as unauthorised/truancy and a compulsory after school session will be issued.

Unauthorised absence will be recorded if:

- an absence is unexplained
- a student is absent from a session without obtaining authorisation for absence
- a holiday/social event is taken during term-time
- a driving lesson is arranged during a timetabled commitment
- a routine Doctors appointment is attended
- a routine Dentists appointment is attended
- an interview for casual/part-time employment is attended
- a period of part-time job training is attended
- missing lessons to complete coursework/homework
- babysitting younger siblings

**Rossett Sixth Form takes a four-stage approach for poor attendance.
For those students with less than 90% attendance the following will occur:**

Stage 1 Monitoring
The student will be notified that their attendance has dropped below an acceptable standard. The student's attendance will be monitored more closely to identify patterns and monitored for further deterioration or improvements.
Stage 2 Letters
A letter will be sent to parents/carers to notify them that attendance has dropped to a level that will potentially undermine future progress.
Stage 3 Meeting / Attendance Report
The student will be required to sign an agreement confirming that attendance will improve to a level agreed with the Head of Sixth Form over a set period and that the student understands that exam entry is guaranteed only to those with attendance of 90% or above.
Stage 4 Withdrawal
Withdrawal from courses will result in the student's need to enter for examinations and coursework as an external candidate and will be responsible for paying for all exam board fees.

Requests for absence during term time should be made in writing to Mr Keyworth, Head of Sixth Form.

Please also remember that following external and mock examinations in June of Year 12, students return to school for several weeks of Year 13 lessons.

Sixth Form Leadership Opportunities

There are many opportunities for Sixth Form students to develop leadership skills and contribute to the school and local community. These positions of responsibility are continually developed by our current Student Leadership Team and the Head of Sixth Form to increase the range of opportunities available to both Year 12 and Year 13 students.

A rigorous selection process takes place in the spring term of Year 12 to elect a new Student Leadership team. Students are required to attend an interview and give a speech to their year group and staff. The Student Leadership Team is made up of our Senior Prefects, Committee, Sixth Form Ambassadors and Listeners.

Senior Prefects

Our Senior Prefects for 2022 – 2023 are: Adam Caswell (Head Boy), Amber Munns (Head Girl), Jamie Tucker (Deputy Head Boy) and Eliza Rodi (Deputy Head Girl). Our Senior Prefects represent the school at a range of both internal and external events throughout the academic year, work with students to ensure that Rossett Sixth Form is successful and forward thinking and ensure that the needs and views of all our students are heard. The Senior Prefects also support the organisation and planning of the year 13 Prom and run charity fundraising events throughout the year.



Committee

The Rossett Sixth Form Committee comprises of: Ellie Yates, Ivy Gromatzky, Anna Mitchell, Pati Budnicka, Freddy McLaughlin, Poppy Magill, Meghan Handley, Libby Shaikh and Natalie Gaffney-Smith. Each student is responsible for a different area, from Sports to Charity, Welfare to the Environment. More details can be seen on the notice board outside Mr Keyworth's office.



Sixth Form Ambassadors

Students have the opportunity to become a Sixth Form Ambassador in Year 12. A select group of students who support staff and peers and represent the Sixth Form Team at whole school events and parent/carers' evenings throughout the year. This is an opportunity to become involved in the wider running of Rossett Sixth Form and supports your career applications Post 18.



Listeners

A peer mentoring scheme designed to allow Sixth Form students to contribute to the wider school community, supporting the transition of students in Year 7 and Year 8 who may be finding certain issues challenging. This is an intense role, and as such, full training is provided over a period of sessions at the end of Year 12, which must be fully attended to qualify.



Financial Assistance – 16-19 Bursary

Prior to the start of the academic year, Sixth Form students will have the opportunity to apply for financial support from the Sixth Form Bursary Fund. The application is means tested based on household income and payments will be set depending on the number of applications to the fund each year. Students receive payments at the start of each term, dependent on academic progress and attendance in line with Department of Education guidelines. Details of the bursary and an application form may be found on the Sixth Form pages of the school website.

Student Vehicles

Students planning to travel to school by car or motorcycle may only park on the school premises once permission has been agreed by the Head of Sixth Form. A Vehicle Permission Form will need to be submitted. This form can be obtained from Miss Higgins and will require details of your vehicle, its insurance and must also include a signature from a parent/carer. Students may then park in the Sports Hall car park. Students are not permitted to park in the main school car park. This permission will be revoked if students do not follow car parking guidelines. Driving lessons are not to be booked during times that clash with timetabled lessons.

Part-Time Employment

Whilst students gain valuable skills and experience from part-time employment, a student's priority and focus must remain on their academic study. Therefore, hours of work should not exceed 10 per week. Should students exceed this, they are likely to put their academic performance in jeopardy. Consideration should also be given to part time work in the evenings and the potential negative impact this may have on academic studies during the school week. Students are not permitted to partake in part time employment during school hours.

Work Experience

At the end of Year 12, students have the opportunity to complete a period of work experience with external employers. This is a brilliant opportunity for students to develop their employability skills, to experience an industry first hand and to support their applications for Post 18 study or employment.



Computers and Printing

Students' have access to a number of reserved computers in school and their lanyards are registered for their individual use on the school's networked printers. Room H8 in the Sixth Form Centre is a dedicated Sixth Form computer room. This room is used for A Level Computer Science lessons, alongside a number of vocational courses. This room can be used by Sixth Form students when lessons are not in progress. There are also a number of computers within the Sixth Form study room that can be used at any time. Students will need access to Microsoft Teams. This is used by subjects to set assignments, collect in work and post information relevant to the course. Vocational subjects use Teams as the primary software for setting, completing and marking of coursework units.

Mobile Phones

Students are permitted to bring their mobile phones into school for use in the Sixth Form Centre only. However, mobile phones must not be used in lessons, or in common areas in the main school buildings, without the teacher's permission. Mobile phones are often used in lessons for research and interactive electronic learning. If mobile phones are seen in main school, they will be confiscated and not returned to the student until the end of the school day.

Students can use tablets or laptops in their lessons. All students will be issued with exercise books for each subject and directed towards any additional textbooks or revision books that may be required for the course. Increasingly, these are available electronically and for a number of subjects, are provided by the subject teachers via Teams.

Extra curricular opportunities

Students have the opportunity to take part in a wide range of extra curricular opportunities whilst at Rossett Form. These vary from musical opportunities, Duke of Edinburgh Award Scheme, sporting opportunities, working with students in other year groups in the school, support different departments around the school, being involved in Youth Parliament, charity fundraising, English club, LGBTQ+ group and an Aim Higher group.



Aim Higher

At Rossett Sixth Form we aim to challenge all of our students. For students who are taking four A Levels, looking to apply for Medicine, Dentistry, Veterinary Medicine or looking to attend Oxford or Cambridge Universities, we have a specialist Sixth Form Academically More Able (AMA) Coordinator, Mrs Bulmer. These students will have access to a specialist Microsoft Team with up to date progression information, you will work with Mrs Bulmer each half term in small groups, you will be able to join debating society and attend local and national competitions and also to work alongside students from other schools in the area to prepare for universities interviews.

Graduation

Throughout the academic year, students work on a series of life skills sessions to prepare them for life after Post 16 studies. These sessions are varied and cover areas such as applying for employment, CV writing, networking, opening bank accounts, interest payments, cost of living, insurance and budgeting. This culminates in a formal Graduation event which allows students, parents and staff members to celebrate your time with us at Rossett Sixth Form. The Awards are given out for each faculty area, alongside the coveted Sixth Form Achievement Award and Sixth Form Community Award, with students having their names added to the shields for future year groups to see.



Prom

At the end of Year 13, following the completion of the A Level examination period, students attend their Prom. This is a fantastic event to celebrate student's time at Rossett Sixth Form and to look forward to their next steps. The prom is planned and organised by our student leadership team and prom committee.



Charity Fundraising

At Rossett Sixth Form, we are proud of our charity fundraising events. At the beginning of the academic year, Rossett Sixth Form students take part in the £10 Challenge. Each form group is given £10 with the challenge of turning this into as much money as possible within the time available. These funds go to a local and national charity chosen each year by our Senior Prefects. Funds are also raised for Children in Needs and Comic Relief and an annual collect for the Harrogate Food Bank.





Progression

At Rossett Sixth Form, we offer a comprehensive programme of progression work. Mr Durbin, Assistant head of Sixth Form, leads our progression programme. Assemblies, form times and Personal Development lessons are planned to support progression delivery. Guest speakers are invited in to work with students in areas of university, apprenticeships and employment. All Year 12 students attend a UCAS exhibition at Leeds Beckett University in the Summer term and there is a Progression Information Evening led by Mr Durbin during the Summer term also. A weekly progression bulletin is sent to all students, highlighting areas such as opportunities in the local area, key dates for the diary and training courses.

Sixth Form Learning Agreement

Upon entry to the Sixth Form, all students will be required to complete a Learning Agreement, as detailed below. Students will be issued with a separate paper copy of the Sixth Form Learning Agreement. This needs to be signed and returned to your form tutor or Miss Higgins by the end of the first week of term.

	<h2 style="margin: 0;">SIXTH FORM LEARNING AGREEMENT</h2> <h3 style="margin: 0;">CONFIDENTIAL</h3>		
Section 1 – Student details – please complete in block capitals			
Surname _____ Forename _____ Known as _____			
Student Mobile _____ Gender _____ Date of Birth _____			
Home Address _____ _____			
Post Code _____ Time at current Address ____ Years ____ Months			
<input type="checkbox"/> Please tick this box to confirm you have been a UK/BI Resident for the last three years. If you're unable to confirm, please set out your residency and entitlement to funded education in a separate letter and return with this completed agreement.			
Section 2 – Special Educational Needs & Disabilities (SEND) and medical information			
Please record details of any medical conditions and/or additional learning needs. Include additional details on a separate sheet if required.			
Section 3 – Trips and Visits			
Subject to appropriate risk assessments, students may have the opportunity to take part in low risk educational trips and visits, either in fully insured staff vehicles, the school mini bus or on coaches. In the case of emergency, health information and parent/carer details on the students' record will be referred to. By signing below, parents/carers agree to their child's participation in such trips and visits and also agree to keep school updated with students' medical information and contact details. For trips ranked of higher risk, additional parental permission will be sought.			
Section 4 – Educational Learning Aim			
All students are expected to follow a two year Academic Programme of Study from September 2019, comprising of up to 4 x A Level/BTEC subjects in Year 12 as discussed and agreed during the pre-entry consultation. Students will normally continue with the same subjects in to Year 13. An individual timetable will confirm planned study periods amounting to a minimum of 540 hours per annum which will include the following:			
Educational Activity	Periods per Week	Y12 hrs per Annum	Y13 hrs per Annum
Form Time & Guidance	2/25	88	79
Y12 – 3 x A Levels + (EPQ + Study) or VEC or Core Maths or 4 x A Levels	4.5 per subject	702	
Y13 – 3 x A Levels/BTEC	4.5 per subject		473
Private Study Yr12-2hrs / Yr13-2hrs	2/3	78	105
Total		868	657
SIXTH FORM ATTENDANCE & EXPECTATIONS			
I have read the Sixth Form Handbook and agree to the expectations and policies detailed as such and those set out in this document, including but not limited to those regarding Attendance, Behaviour and Dress Code and that I will be subject to sanctions if I do not comply with these expectations. If I am applying for a Bursary, I understand that this form provides evidence for my application. I confirm that I have read the school's Privacy Notice (www.rossettschool.co.uk/students/privacy-notice) and understand that the school will process personal data in accordance with GDPR requirements. I understand that the school may share some details with my parents, to support my progression, and for funding, training, employment and research purposes. I understand that if I am new to the school, I will be obliged to provide evidence of my identity.			
_____ Signature of Student	_____ Signature of Parent/Carer	_____ Date	

Privacy Notice

Privacy Notice – General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform parents and pupils of Rossett School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

Who are we?

Rossett School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
schoolsDPO@veritau.co.uk
01609 53 2526



What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of students and their family members e.g. name, student number, DOB and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our students including:

- Relevant medical information – please note that where the student has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room and other key areas of the school to ensure that all staff are aware of the issues should an emergency situation arise.

www.rossettschool.co.uk

Rossett School, Green Lane, Harrogate HG2 9JP T: 01423 564444 F: 01423 502301 E: office@rossettschool.co.uk

Rossett School is an Independent Academy Trust and Company Limited by Guarantee
Company No 7664288 Registered in England and Wales

- Special Educational Needs and Disabilities information
- Race, ethnicity and religion
- Biometric data e.g. thumbprints

Why do we collect your personal data?

We use the information we collect:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our students and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our students' interests, include:

- School trips
- Extra curricular activities

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (students and parents).

We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (North Yorkshire)
- Previous schools attended

Who do we share your personal data with?

We routinely share student information with:

- schools that students attend after leaving us
- our Local Education Authority (North Yorkshire)
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

Once our students reach the age of 13, we also pass information to our Local Authority and/or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of student/parents, and any other information necessary for the provision of the service including gender or ethnicity.

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.

For more information regarding services for young people please visit our Local Authority's website: <https://www.northyorks.gov.uk/>

How long do we keep your personal data for?

Rossett School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 231113

Proud to be **Rossett Sixth Form**



Contact Details

Head of Sixth Form: Mr R Keyworth

Address: Rossett School

Green Lane

Harrogate

HG2 9JP

Email: Rkeyworth@rossettschool.co.uk

Tel: 01423 564444



Success for **everyone**