

**THE DERBY HIGH  
SCHOOL**  
**Science & Arts College**



**Code Of Conduct &  
Disciplinary Policy  
2022/2023**

# Mission Statement

## THE DERBY HIGH SCHOOL SCIENCE & ARTS COLLEGE

### INSPIRED TO MAKE A DIFFERENCE

At The Derby Our Vision is to **inspire** all who belong to our school community, so that our students leave us ready to make an impact on our world and lead successful, fulfilling and enjoyable lives.

Our school community is united in common values around the **7Rs**. We ensure our students are **Ready, Respectful, Resourceful, Reasonable, Responsible**, create the **Right Impression** and importantly are **Resilient**.

We are seeking to drive forward a '**Resilient School**' agenda that will impact across all members of the school community. We will provide rich experiences and opportunities that ensure that our students are fully prepared for the world of work, ready to lead the way, shape the future and **make a difference** to society. Ultimately, we want our students to enjoy learning and lead happy and fulfilling lives.

**R = REAL WORLD**

**E = ENGAGING & ENRICHING**

**S = SKILLS FOR LIFE**

**I = INCLUSIVE**

**L = LEADERSHIP**

**I = INDEPENDENCE**

**E = ENCOURAGES REFLECTION**

**N = NEXT STEPS**

**C = CHALLENGE**

**E = ETHICS & EMPATHY**

# Policy

School is a tightly-knit community of students, teachers, ancillary staff and various members of support agencies.

In order to continue to maintain a successful school it is important that everyone works together and tries to help create a happy working atmosphere and a safe environment where all students can prosper.

In order to do this, we have drawn up a code of conduct and discipline that will enable all students to see what is expected of them and how they can play their part in maintaining the high standards for which The Derby High School is known.

At The Derby High School students have an opportunity through the work of the school council to contribute ideas and suggestions about how things might be improved for everyone at our school. *Please bear this in mind during the next year.*

This policy relates to a number of LA policies that have been accepted by the school, including:

- Policy and Procedure relating to the prevention of violence/aggression towards employees in Educational establishments
- Racial Harassment Policy
- Code of Practice for Children with Special Educational Needs
- The Use of Force to Control or Restrain Students

The latter policy sets out the circumstances when it may be appropriate for teachers and others to physically restrain students, using such force as is reasonable when all the circumstances are taken into consideration.

Parents/carers should also be aware that the school may, on occasion, be obliged to contact social services about concerns relating to students' domestic circumstances, should relevant information come to light. On most occasions, we would inform parents/carers although there may be occasions where we do not.

Students who manifest significant behavioural problems may be required to attend alternative educational locations for at least part of each week in order to improve conduct.

Included in this booklet is a list of the policies that are available on request from the school. Pertinent extracts are reproduced in the body of this text. More information is available on the website <http://thederbyhighschool.co.uk/>

# Code of Conduct

The one rule for all of us in school is that everyone must act with courtesy and consideration to others at all times.

This means that:

1. You always try to understand other people's point of view. **RESPECTFUL**
2. In class, you make it as easy as possible for everyone to learn and for the teacher to teach. **READY-RESOURCEFUL** You do your best and set high standards by;
  - *arriving on time with everything you need for your lesson*
  - *beginning and ending the lesson in a courteous and orderly way*
  - *listening carefully and actively*
  - *following instructions*
  - *helping each other when appropriate and being sensible at all times.*
3. We must all move quietly and gently about the school buildings. **REASONABLE – RESPECTFUL** You do your best and set high standards by;
  - *never running, barging or shouting when moving around the school.*
  - *being ready to help by opening doors, standing back to let people pass and helping to carry things.*
  - *Respecting the 'keep left' system on corridors and stairs.*
4. You always speak politely to everyone and use a low voice (*even if you feel bad tempered*). Shouting is always discourteous. **RESILIENT-RIGHT IMPRESSION**
5. You are silent whenever you are required to be. **REASONABLE**
6. You keep the school clean and tidy so that it is a welcoming place we can all be proud of. **RESPECTFUL-RESPONSIBLE** You do your best and set high standards by;
  - *putting litter in bins*
  - *keeping walls and furniture clean and unmarked and taking great care of the displays, particularly of other people's work.*
7. Out of school, walking locally or with a school group, you should always remember that the school's reputation depends on the way you behave.

Travelling to and from school you must always be in full uniform. You will be told when uniform is not required for activities associated with school. Otherwise assume that you must wear our school uniform. **RIGHT IMPRESSION-RESPONSIBLE-REASONABLE**

8. The code of conduct for school buses is provided at the back of the booklet.
9. Prefects and student leaders are essential to the smooth and safe running of the school and you should respond positively towards them. **RESPECTFUL-RESPONSIBLE**
- 10 Remember that the Code applies to behaviour that is required during school visits and off-site activities. Students wishing to take part in such events must realise that participation depends upon maintaining a record of reasonable and trustworthy behaviour.

## The 7Rs

### **R**ESPECTFUL

Show respect, tolerance and understanding of each other, property, the school building. Respect the wishes of others.

### **R**EASONABLE

Be calm, listen to and understand the views and feelings of others.

### **R**ESPONSIBLE

Act with common sense. Have an awareness of how your actions and choices impact on others.

### **R**EADY

Be where you should be, when you should be there, with what you need to have with you. Be ready to learn, achieve and progress.

### **R**ESOURCEFUL

Be committed to make yourself the best you can be. Be ambitious.

### **R**ESILIENT

Enjoy a challenge and never give up even when situations get difficult. Keep trying. Think positive, be positive.

### **R**IGHT IMPRESSION

Give the right impression about yourself to others by how you dress. Be proud of yourself and our school.

# Classroom Conduct

Classrooms (*including labs, workshops, the hall, gyms, Excel ,Create, Include Inspire, ExclTe*) are your places of work. As in any place of work there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably. The school's Personal Discipline Policy will encourage you to behave in an appropriate manner.

## 1 Start of Lessons

Normally you will go straight into your room unless asked to wait outside. (The only exception are Science laboratories and practical rooms).

Enter rooms sensibly and go straight to your workplace.

The seating plan must be followed.

Take out books, your planner and equipment necessary for the lesson.

## 2 During Lessons

When your teacher talks to the whole class, you must remain silent and concentrate.

If the class is asked a question, put up your hand to answer: do not call out (*unless you are asked for quick ideas*).

You must have a school bag and the equipment needed for each lesson.

You are expected to work sensibly with your classmates; do not distract or annoy them.

Key learning points recorded in your planner.

Eating is not allowed. Water may be consumed.

- Mobile devices such as iPads and Mobile phones etc. must be kept in your bag/out of sight during the school day. If staff see a phone during these times they will immediately ask you to hand the item over. If a member of staff asks you to hand over your phone or device, then you must do this immediately. A 12-week phone ban will then be imposed. Refusal to hand over the phone will result in a longer ban. You will not be allowed to bring a phone to school during these ban periods.

Repeated irresponsible or inappropriate use of these devices will result in the loss of the privilege to have them in school. Phones/devices must never be used to record sound, pictures or videos or to 'live stream' on any app or social media site while on school premises.

### 3 **End of Lessons**

The end of the lesson is signalled by the teacher. When you are instructed to lead out of the room you should do so in an orderly manner.

#### **Finally, but most importantly:**

Teachers are in the position of parents/carers while you are in school.

This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers.
- Any reasonable request from a teacher should be carried out at once and without argument.

Breaking either of these rules will be treated as a **VERY** serious matter.

## **Classroom Behaviour**

At The Derby High School students are expected to allow the teacher to teach and other students to learn.

### **EXPECTATIONS**

- Enter and leave the room in an orderly manner
- Sit in the place assigned by the seating plan
- Place your planner and equipment needed for the lesson on the desk
- Bring a positive attitude and the necessary material to every lesson
- Follow instructions and requests
- Listen carefully
- Never interfere with the learning or property of other students
- Respect each other, the learning environment and all resources
- Always treat others as you would wish to be treated
- Complete all work to the best of your ability
- Separate work from leisure

These expectations reflect good manners and the 7Rs, which we expect of all our students. They are imposed to maximise all students' learning and help create an environment within the classroom in which a teacher is able to teach efficiently without interruption.

The positive and negative consequences relating to these expectations are clearly stated and understood by all students. Therefore, students who disregard classroom expectations are liable to short-term detentions within/ at the end of the school day or to be placed in the Reflect Room.

A further addition to our literature, ***the Whole School Behaviour Expectations and Consequences booklet***, gives more detailed instructions and guidelines for staff, parents/carers and students. A copy will be sent home in September.

## **General Information**

**Attendance** You are expected to achieve full attendance at school.

If, for any reason you are absent, you must bring an explanatory note in from your parents/carers immediately on your return to school. This should be given to your form tutor.

In the event of your absence, you are asked to get your parents/carers to telephone the school by 8.45am to inform us. You must still bring in a note on your return to school unless your parent/carer has informed us. We now operate a first day home contacting system. A text is sent home in the event of your absence.

### **Appointments**

Students at The Derby High School are not permitted to leave the school premises unaccompanied. They must always be collected by a parent/carer.

Appointments should normally be made at times that still allows you to get an a.m and p.m. mark. If you need to leave school for any reason during the day (medical, dental appointments etc) then the request must be in writing stating the date and time you need to leave school and the reason. A copy of the medical appointment is also required.

**You must be collected by a parent/carer. When leaving school for an appointment you must be signed out at the attendance office before leaving school, showing either your appointment card or a letter from your parent/carer. On your return to school you must sign back in again at the attendance office.**

**Punctuality** You are expected to be punctual for school, in both the morning and afternoon, and also to be punctual for all lessons. You must be in the school for 8.35 each morning and ready for registration (A.M R time) by 8.40. You will be marked late if you are not in form by 8.40.

Students arriving late **during** A.M. R time must go straight to form.

Students arriving **after** A.M. R time **must** sign in at the relevant office and **before** going to lessons.



## **Morning Break**

The school has a morning breaktime during which time you are required to remain within the school grounds.

You should go outside the main buildings of the school unless otherwise instructed.

Food must be consumed in accordance with school rules.

Students must not buy or sell items from each other in school.

The front of school and the fields are not to be used during morning break.

**Lunch** You must, in the interest of safety, remain on the school premises at lunchtime.

School lunches, prepared on the premises, are purchased in the designated dining area. We operate a biometric finger print recognition system in which students pre-pay into their account monies for their purchases. Students must queue as directed. Students bringing a packed lunch can sit with their friends.

**Eating in School** You should not eat or drink on the corridors at any time.

Energy drinks are banned in school. They will be confiscated and will not be returned.

You should not eat or drink in classrooms unless you are in a club and the member of staff has given you permission.

Students in possession of large amounts of drinks or sweets/chocolate will have them confiscated. These will not be returned.

Food must never be ordered for delivery to the school by students or parents/carers.

Chewing gum is banned from school premises.

**Morning 'R Time'** A registration bell is sounded at the beginning of morning school. During A.M. 'R Time' you should remain seated in your place and remain silent during the taking of the register.

**Uniform** You are expected to comply precisely with the school uniform requirements at all times. This includes travelling to and from school.

Trainers are not to be worn except for games and PE lessons, or as a lunchtime privilege when you are involved in a sporting activity on the field or tennis courts.

Your uniform should always be kept in a clean and tidy condition. Shirts or blouses should never be worn outside trousers or skirts.

Persistent wearing of wrong items of clothing will mean that these items will be confiscated.

Repeated uniform related infringements can result in students not being allowed to wear their uniform of choice i.e. repeated issues relating to skirts could result in a loss of the right to wear a skirt. The student would then only be allowed to wear school trousers.

Jewellery - No jewellery at all may be worn apart from a wrist watch.

It is never acceptable to wear a 'clear piercing' /plasters etc. covering in an attempt to hide other forms of piercing/jewellery.

Make-up or nail varnish/gel nails should not be worn – you will be given wipes/nail varnish, make-up remover and expected to remove it.

Hairstyles must avoid extremes (see uniform guidance). Any artificial hair colours must be confined to natural shades. No lines, patterns or symbols should be cut into the hair.

**Litter** You will be expected to respect and contribute to the cleanliness of the environment and, in particular, to place all your litter into the bins provided.

**Homework** Homework of different types is given: written, reading, learning, research, etc and is recorded on 'Satchel'.

You are expected to do all the homework set on time.

**Care of books** All books and equipment that are issued to you should be kept in good condition.

You are not allowed to write or draw on the front of any of your text or exercise books. Books that have been significantly abused or lost will have to be replaced at your expense.

All books and equipment that are lent to you should be returned in the same condition.

**Smoking** The school is a non-smoking establishment. Students are not allowed to smoke or vape either in school or when journeying to and from school. Items associated with smoking must not be brought into school. This includes the use of or possession of e-cigarettes, vapes etc. Confiscated items related to smoking / vaping will not be returned but will be destroyed. The school reserves the right to inform relevant authorities if there is a concern regarding how a young person has managed to obtain these items.

**Library** All books and magazines etc. must be treated with respect. This room is for private reading and study. You may not eat or drink in the library and should act in a sensible manner at all times.

**In Case of Fire** In the event of fire, you are to follow the instructions given by the member of staff responsible for you. Instructions are also displayed in every room in school.

### BE AWARE OF THE RED NOTICES.

You should lead out of school quickly and quietly through the nearest exit (do not run or panic) and assemble in the area designated for your year group.

You should line up with your form group in alphabetical order. Your form tutor will register your class.

**In case of Lockdown** You will hear 5 short rings of the school bell repeated every five seconds. If you are in Inspire or the Sports Hall you will hear an "Air Raid" siren sound. Follow the instructions given by the member of staff. If you are on a corridor or at the toilets when this happens then you must go to the nearest classroom. Do not try to go back to your normal lesson unless it is the nearest classroom to you. Staff will give clear instructions regarding your phones and you must follow these instructions.

**The school practises a system of rewards** to encourage and acknowledge high standards of work and behaviour.

**Rewards** We have a series of badges which students can achieve throughout the year for ATL, award points and attendance/punctuality. Full details can be found in the student planner.

Your work may be displayed in classrooms or in a centralised area. You may be sent to Heads of Departments/your Head of Year, Assistant

Heads/Deputy Heads/the Headteacher to show them a good piece of work that you have done.

Your success in various areas may be recognised in assemblies.

You may be given a Reward point for a particularly good piece of work, producing a consistently high standard of work over a period of time, or for your contribution to a special event or situation where a recognisable and good attitude resulted in a wider benefit for the school.

For certain activities you may be awarded a certificate, which you can include in your personal record of achievement.

You may be seen by your Head of Year to be congratulated on your effort in a particular subject.

If you are reported to your Head of Year as showing particularly good Attitude to Learning or Attitude to Homework in a number of subjects, a letter or postcard of commendation is sent home to your parents/carers.

Regular Rewards assemblies will also celebrate everyone's achievements as will the weekly 'Student of the Week' award which is also published on the school website.

**The school also practises a system of sanctions** to discourage bad behaviour, poor work etc.

**Sanctions** The school particularly disapproves of disrespectful, disruptive, dangerous or violent behaviour which may well involve the most serious sanctions mentioned later, as might other types of serious misbehaviour. In particular, bullying will not be tolerated nor will any kind of racist behaviour. The school's anti-drug policy is explained in Appendix II.

You may be asked to repeat a piece of work and/or do additional work. If you are absent from/late for school or lessons frequently you may be put on a Weekly Report. This means that you will be given a card which must be signed in every lesson by the member of staff responsible for you.

Under Positive Discipline, the Reflect Room is used as a place of detention for short or long periods within the school day. It may also be used for particular incidents of very poor behaviour.

Internal Exclusions are also used and represent a serious sanction for anyone involved.

Students can also be placed in Internal Exclusions at other Bury Schools.

If your Head of Year is particularly concerned about the standard of your work/behaviour you may be put on Report, which asks staff to make comments about your work, behaviour, punctuality etc.

You may have your break times/lunchtimes interrupted or after school detention for bad behaviour.

For certain offences you may receive a punishment that the school feel, is appropriate to your action e.g. cleaning off graffiti, picking up litter, clearing chewing gum etc. As with all of the code of conduct we would expect that parents/carers work with us and support any sanctions.

**Detentions** You may be put in detention by a member of staff, which will mean you remaining in school at the close of afternoon school. While schools no longer have to give 24 hours' notice for after school detentions we normally give this notice in order that your parents/carers are aware that you will be arriving home later than usual. (Please note - this does not apply to punctuality issues, these detentions will take place on the day of the lateness.) If you are absent on the day a detention is due to take place then it will come into effect, **without further notice**, when you next attend school. A note in a student planner to be shown to a parent/carer can serve as notice.

You may be sent to see Heads of Department/your Head of Year or senior member of staff about your work or behaviour.

Those students displaying a persistent poor Attitude to Learning or those gaining a high number of 'on calls' or behaviour points will attend the Headteacher's detention (usually on a Friday) with sanctions ranging from 90 minutes to 165 minutes. Detentions are awarded at the discretion of the school and are supported by law (Education Act 2002) – it should be noted that parental/carer consent is not required for detentions. The Headteacher detention may also be given to those involved in serious one off or repeated disruptive behaviour over a 5 day period or for failures to attend other detentions. The Headteacher reserves the right to use this sanction for other misdemeanours.

The 5 day measure is from Wednesday period 1 to Tuesday Period 5 each week.

**Serious** For serious offences you may be suspended from school by the Head teacher

**Offences** for a specific length of time. Students behaving badly during lunchtimes may be suspended from school during lunch breaks.

Please note that if students make malicious allegations towards staff this will also lead to serious sanctions being imposed.

For very serious offences or if your conduct or behaviour does not improve after all other sanctions have failed, it may be felt necessary by the Headteacher to exclude you from school permanently. Parents/carers will also be expected to attend a meeting

**Property** You must never bring dangerous items or objects into school. Among items that are banned from school are glass containers, laser pens, aerosols, explosive items (smoke bombs, fireworks, bangers etc) any type of knife, razor blades or anything associated with smoking, energy drinks, large amounts of confectionary/crisps etc. This is not an exhaustive list. Any property found on school premises must immediately be handed to a member of staff. Students cannot retain such items. (*Stealing by finding*).

You are responsible for your own property. You should report all property losses and the school will do its best to help find missing items but we cannot accept liability for lost or stolen property. For this reason, it is **unwise to bring items of great value onto the premises since their loss could not be compensated**. Large sums of cash should never be brought to school.

### **Cost of Breakages, Damage and Loss of Books, Materials, Equipment, School Fabric and Fittings arising from Students' Behaviour.**

The parents/carers of students occasioning such deliberate damage, loss etc, will be charged according to the value of the item or items concerned. This means that if you lose or damage school equipment and property it is likely that you will have to pay for its repair or replacement.

### **Medicines in School**

If you need to take medicines/drugs that have been prescribed for you by a doctor at any time during the school day, the school must be notified in writing by your parents/carers of the treatment that is necessary and a **Request for School to Administer Medicines form completed** and signed by parent/carer. Under no circumstances do you give medicines/drugs to other students.

Should a student require medication such as paracetamol then the office will contact home as per the procedure for administering non-prescribed medicines. You may not bring non-prescription drugs or medicines of any kind into school. Please contact the Main School Office for information.

### **Use of Outside Agencies**

The school may need to contact a number of outside agencies if there are significant behavioural problems. Parents/carers will normally be informed of these approaches unless it is felt that to do so may place a child at risk.

### **Students Transferring from other schools after September 1st of Year 7**

Students gaining admission to The Derby High after September of their Year 7, will be subject to some support measures, when there have been behavioural problems in their previous secondary school. These measures may involve: a key linked adult as a daily point of contact, a gradual introduction to a normal timetable; special arrangements for break; and/or other such strategies that may appear necessary to ensure an effective, successful, long-lasting transition.

The Derby High School Science & Arts College

POLICIES - STUDENTS

<b>POLICY (PROVISION AND STUDENT WELL-BEING)</b>
<b>Admissions</b>
<ul style="list-style-type: none"> <li>• 7.5.1 Admission to Schools</li> <li>• 7.5 Admission of Children from Overseas to maintained schools</li> </ul>
<b>Anti – Bullying Policy</b>
<b>Attendance Policy</b>
<b>Careers Education Information, Advice and Guidance (CEIAG)</b>
<b>Child Protection &amp; Safeguarding</b>
<b>Complaints</b>
<ul style="list-style-type: none"> <li>• Guidance</li> </ul>
<b>Promotion of Diversity, Equality and Community Cohesion</b>
<b>Discipline/Behaviour</b>
<ul style="list-style-type: none"> <li>• Expectations of Behaviour at DHS</li> <li>• Positive Handling Strategies</li> <li>• Use of Force to Control or Restrain</li> <li>• Professional Conduct</li> <li>• DHS documents</li> </ul>
<b>Drugs Policy</b>
<b>EAL – English as an Additional Language Policy</b>
<b>Induction of International New Arrivals</b>
<b>Educational Visits</b>
<ul style="list-style-type: none"> <li>• Guidelines for Good Practice</li> <li>• EV Checklist</li> </ul>
<b>Equal Opportunities &amp; Equal Rights</b>
<b>Home School Agreement</b>
<b>Pupil Acceptable Use Agreement</b>
<b>MEDICAL</b>
<ul style="list-style-type: none"> <li>• Asthma Policy</li> <li>• Medicines in School Policy</li> </ul>
<b>Racial Harassment Policy</b>
<b>Screening and Searching of Students for Weapons: Guidance for School Staff</b>
<b>Sex &amp; Relationships Policy</b>
<b>Special Educational Needs / Disability Policy</b>



## **PUBLIC TRANSPORT AND SCHOOL BUSES** **CODE OF BEHAVIOUR**

The buses that transport students to and from Radcliffe Road play a very important part in the life of the school. Without them many would find the morning and evening journeys much more difficult and dangerous than is presently the case. At the same time, the manner in which students conduct themselves during these journeys has a major influence on the way in which the general community of Bury perceives the school, creating an impression and reputation that is either favourable or unfavourable.

For these reasons it is necessary for students travelling on buses to conduct themselves in a sensible and appropriate manner. Buses should be boarded in an orderly and polite fashion. Behaviour expected whilst on a bus is sitting quietly on a seat and talking in a reasonable way to neighbouring students. At no time should students behave in a manner that places the health and safety of other students or adults at risk - nor in a way that might damage the structure or fabric of the bus. Conduct that must be particularly avoided includes any form of:

- (i) Shouting or yelling
- (ii) Banging or making unnecessary noise
- (iii) Fighting or 'play fighting'
- (iv) Making or leaving litter
- (v) Vandalism
- (vi) Bullying or hostile behaviour
- (vii) Smoking
- (viii) Sharing of bus tickets/passes

At all times, adults associated with the bus service must be treated with respect and politeness and their reasonable instruction obeyed.

Students who frequently fail to follow these provisions or who are responsible for a major incident of bad behaviour are likely to be banned from using school buses.

The same standard of behaviour is expected from students who use ordinary service buses and other means of public transport when journeying to and from school.

# **DRUG POLICY**

Members of staff responsible:

Mr D White, Deputy Headteacher, Inclusion & Learning

## **The school ethos and the context for drug education**

The drug education programme within the school helps to equip pupils with the knowledge to accept personal responsibility for their behaviour whilst promoting self-confidence in order to develop responsible citizens who are prepared for life after school.

Drug education will be delivered as part of the wider Personal, Social and Health Education and Citizenship programme known as 'R Time' with well-defined links to the National Curriculum Science Orders. We will provide a range of opportunities and experiences for pupils to develop attitudes, values and skills and to gain knowledge to help them to:

- Improve their self-esteem;
- Make informed choices and decisions;
- Develop personal initiative and be able to take responsibility;
- Recognise personal skills and qualities in themselves and others;
- Maintain and develop relationships;
- Develop self-confidence;
- Develop assertiveness in appropriate situations;
- Develop the motivation to succeed;
- Develop knowledge on all types of substances, which is age appropriate, honest, accurate and not based on fear arousal techniques;
- Inclusion and meeting the needs of all pupils are key issues.

## **Substances covered by this policy are:**

- Volatile (sniffable) substances e.g. petrol, poppers (alkyl nitrites) butane gas & aerosols
- Over the counter medicines e.g. Paracetamol or cough medicines
- Prescription medicines e.g. tranquillisers, amphetamines, anabolic steroids
- Alcohol
- Tobacco
- Vapes.
- E-cigarettes
- Other legal drugs like caffeine, which may produce hyperactivity in some children
- Illegal drugs e.g. cannabis, ecstasy, heroin, cocaine, LSD, amphetamine sulphate and prepared magic mushrooms

## **Premises/School Boundaries**

The physical boundary of the school (i.e. the perimeter fence) defines the extent of the school premises during the school day and the school term. This includes outbuildings, changing rooms, car parks, playgrounds and playing fields.

However, school rules and expectations of behaviour extend further if students leave school at lunchtime or go on visits. School boundaries as they apply to conduct also extend to include school trips. This particularly applies during residential trips when staff may be on or off duty at different times.

It should be noted that school rules still apply when students leave the school during school time and will apply on a school trip, especially on trips abroad where drug laws may differ. Staff should be clear about any controls on their own drug use (e.g. of alcohol, tobacco and medicines) when on and off duty.

## **Policy Statements**

### Tobacco

This school is a non-smoking environment. This includes E-cigarettes and vapes.

### Alcohol

Alcohol is not allowed on school premises at any time during school hours, during term time. In the event of a social function being arranged e.g. for a fund raising activity, alcohol may be permitted with prior consent of the Senior Management Team and Governing Body.

### Medicines

The school follows Bury LA guidelines on the management of medicines in school.

### Illegal, Illicit Drugs and Solvents

This school will not condone the use, misuse, preparation or supply of any illegal, illicit or legal substance, which is likely to damage health, on any part of the school premises by any member of the school community.

## The Management of Drug Related Incidents

### Roles & Responsibilities

The school's Drug Coordinator is Mr D White. It is the responsibility of the school's Drugs Co-ordinator to investigate all illegal drug related incidents and after consultation make recommendations to the Headteacher about any actions to be taken.

### Responding to an incident

The school follows the LA guidance "Talking Drugs" on assessment, responses, sanctions and emergency procedures.

### **Contacting Parents/Carers**

In the event of a pupil being involved in a drug related incident, parents/carers will normally be contacted immediately. However, if the school considers a child to be "at risk" as a result of any disclosure, they reserve the right to involve another outside agency.

### Suspicion/evidence that a child or young person is intoxicated due to alcohol or substance misuses

In all cases of suspected substance misuse, the health & safety of the pupil will be paramount. If there is any doubt about a pupil's wellbeing, emergency procedures will be instigated immediately.

**A student in such a situation must always be supervised by sight until parents/carers/emergency services have taken over. There must not be any gap in supervision caused by changeover of staff.**

Once the pupil's immediate needs have been addressed the school's drug co-ordinator will make a full assessment of the situation and co-ordinate a response. The school will follow the Authority guidelines and advice in making the decision on the appropriate actions to take.

### Child suspected of possession or involvement with substances

If a child is suspected of, or is involved in an incident involving substances (including, alcohol, tobacco or illicit or illegal substances), the school, after a full assessment has taken place, will make a decision with regard to support and possible sanctions.

### Support

In cases where a pupil has been identified as having an involvement with drugs, a referral will be made to Early Break, the drug and alcohol service for young people.

## APPENDIX II

### Parental/Carer involvement in drug or alcohol misuse

The school will work with other agencies to support pupils and parents/carers and has a designated teacher who will deal with the problems that might arise with the children of problem drug users

### Staff conduct and drugs.

All staff are expected to recognise their position as role models and their duty of care to pupils entrusted to the school, including those on school trips. Staff should not pose a risk or potential risk to themselves or any part of our community through the use or misuse of any substances and /or drugs.

### Extract from School's Expectation Booklet

At the end of this booklet the school's position on extreme behaviour is made very clear.

This position is reiterated here for the purpose of clarity: -

Students should understand that certain forms of behaviour will not be tolerated and this includes:

- Possession of any illegal substance

This school prides itself on its positive ethos. Incidents of this type are very rare. It is important that all students understand that the consequences of such behaviour could be fixed term or permanent exclusion from the school.

### Self-review, monitoring and evaluation

The school is committed to providing effective drug education and recognises the importance of monitoring and evaluating the programme. The PSHCE co-ordinator and/or Drug co-ordinator monitor through lesson observations and pupil feedback.

## **BULLYING**

At Derby High we want all of our students to enjoy their education and to be happy in school. We believe that it is every student's right to be able to attend school without being subject to psychological or physical intimidation. Bullying can take many forms including demands, threats, verbal abuse, racial abuse, physical violence and other types of unacceptable conduct. It can be carried out both by individuals and by groups; it can consist of a number of seemingly isolated incidents or persistently hostile forms of conduct. Frequently it involves the actions of the older or bigger or stronger or more numerous against those who are considered vulnerable. When a student believes or feels that he/she is being threatened, intimidated and made very unhappy by the conduct of other students, it is likely that bullying is taking place.

The majority of students do not experience significant bullying. This policy will help to reduce it further and to support individual students.

### **Dealing with Bullying:**

#### A Your Problem

It is vital that bullying is reported. If the school knows what is going on, it will be able to deal with the situation. It cannot solve problems that it doesn't know about.

You should report bullying incidents or behaviour either to your form tutor or Head of Year. In very urgent cases, report to the nearest responsible adult.

Usually, a student who makes a complaint about bullying will be told what has happened about their complaint. If such a student is very unhappy about the action taken, they should see a senior member of staff and explain the reason for their unhappiness.

Sometimes you will be given advice about what to do or how to avoid bullying situations. It is important that you follow this advice.

**REMEMBER:** Your problem can be solved, if we work together. Bullying can be stopped!

#### B Somebody Else's Problem

- (i) When you believe that somebody you know is being bullied, you should advise them to report the matter to an appropriate teacher. If a report is not made you should report the matter yourself. This applies particularly to instances of persistent bullying, where a problem is not improving.
- (ii)

(ii) You may become aware that a particular student or group of students frequently frighten other students. Your belief should be communicated to a member of the teaching staff.

(iii) If you observe incidents of bullying, it is your responsibility to tell the truth about what you have observed, even if the truth does not reflect credit upon your friends. Everyone has a duty to assist with the elimination of bullying. Anyone not co-operating truthfully with an investigation is really helping a bully or bullies to carry on with their unacceptable conduct.

Normally, information provided about such matters will be dealt with in confidence.

**REMEMBER: To report bullying is to do the right thing.** If people start to bully you, **they** are to blame. It is important for you and for them that the problem is dealt with, that they are not allowed to make you or anyone else unhappy. Bullies may try to destroy your self-confidence; do not allow them to succeed in this attempt. In the long run, they are the people who have the problem - not you.

***Again, the problem can be solved, if we work together. Bullying can be stopped!***

C Are you a bully? If so, REMEMBER:

- (i) You are responsible for your actions - you choose how you treat other people.
- (ii) From this, don't blame others for what you do. **If other people are acting in a bullying manner, it is not an excuse for you to join in.** Nobody forces you to bully other people. Numbers can be frightening. You should leave any scene of bullying immediately and report it. If you remain, you are part of the problem.
- (iii) You must not 'mess' with or touch other people with whom you are not very friendly - people are not there for your fun or amusement. **Bullying takes place when another person believes they are being bullied** - it does not depend on your view of the situation or what you intended.

### 3 The Treatment of Bullies:

The following measures will be adopted in dealing with bullies according to the circumstances of the situation and the judgement of the school. Several of these measures may well be employed at one time.

- (i) Their name will be recorded in the anti-bullying register.

- (ii) Bullies, or students believed to have bullied, will be counselled and warned about their conduct in an endeavour to ensure there is no repetition.
- (iii) Parents/carers may be contacted and informed of the situation.
- (iv) Parents/carers may be invited into school to discuss the situation. Professional psychological assistance might be advised.
- (v) Sanctions and punishments appropriate to the situation may be instituted. They could include extra work, detention, working in isolation and similar measures.
- (vi) For very serious acts of bullying or for persistent bullying, more serious sanctions will be employed including, as necessary, temporary or permanent exclusion from school.

### **Bullying Survey**

All students have the opportunity to report concerns at any time but they will also have the opportunity via our regular 'bullying surveys'. All information is followed up by the Heads of Year.



## THE DERBY HIGH SCHOOL RACIAL HARASSMENT POLICY

### RATIONALE FOR THE POLICY

**This policy should be read in the context of the following:**

- Race Relations Act (1976)
- The Human Rights Bill (1998)
- The Recommendations of the Stephen Lawrence Report (1999)
- Bury Council Policy and Procedures for Education Establishments Relating to Harassment at Work (County and Controlled Schools) (1996)
- Equality Act 2010
- Bury Council Equality Policy (2011)
- Bury Council Equality Strategy 2012-16
- Bury Council Dignity at Work policy (2010)
- Other relevant school policies (equality of opportunity, behaviour, bullying, etc)

**Harassment at work** is any behaviour, deliberate or otherwise, directed at an individual or groups of people, that is found to be offensive or objectionable to the recipient, and which might threaten an employee's job security or create an intimidating environment for an employee. In addition, any interaction between two or more people, which is acceptable to both parties, will nevertheless be considered to be harassment if they cause harassment or offence to others. [For employee also understand student]

**Racism** in general terms, consists of conduct or words or practices which advantage or disadvantage people because of their colour, culture, *faith* or ethnic origin.

**Institutionalised racism** involved the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture, *faith* or ethnic origin. It can be seen or detected in processes, attitudes and behaviour, which amounts to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantages minority ethnic people.

**An incident of racial harassment** for the purposes of this policy is defined as any incident, which is perceived to be racist by the victim, or any other person.

APPENDIX IV

**A policy is necessary because:**

- Racism and racial harassment exist and are issues for all schools
- Such behaviour prevents equality of opportunity and causes disadvantages
- Such behaviour leads to emotionally damaged individuals and ultimately an emotionally damaged society

- It is the responsibility of The Derby High School to prepare young people for living in a multi-ethnic society

### **The Derby High School:**

- Is committed to preventing racial harassment within the school community
- Is committed to opposing any form of racism and racial harassment
- Is committed to monitoring and reporting on all incidents of racial harassment
- Aims to support any victim of such incidents

## **CATEGORIES OF RACIST BEHAVIOUR**

Any ethnic group can be subject to racial harassment (including travellers and people of Irish heritage)

In order to identify behaviour in educational institutions the following categorisation lists types of incidents that may occur. It is not an exhaustive list.

- a) physical assault against a person or group because of colour and/or ethnicity;
- b) derogatory name-calling, insults and racist jokes, mimicry;
- c) provocative behaviour such as racist graffiti, wearing racist badges or insignia or bringing racist materials such as leaflets, comics or magazines into the schools or colleges;
- d) verbal abuse and threats;
- e) incitement of others to behave in a racist way;
- f) racist comments in the course of discussion in lessons;
- g) attempts to recruit other students and students to racist organisations and groups;
- h) ridicule of an individual for cultural difference, e.g. food, music, language, dress, etc;
- i) refusal to co-operate with other people because of their ethnic origins. For example, to sit next to or work with someone;
- j) stereotyping.

The Derby High operates the Bury L.A. procedure for identifying recording and dealing with racial incidents including harassment.

**All incidents of racial harassment will be recorded using the online system at <http://portal.irisadapt.com>**

**THE DERBY HIGH SCHOOL SCIENCE & ARTS COLLEGE POLICY**

**CARE AND CONTROL/RESTRAINT**

**USE OF REASONABLE FORCE**

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parent/carer wishing to view this policy may do so on request.

# ATTENDANCE POLICY

## OUTLINE

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. We regularly share with students and their parents or carers the importance of regular and punctual attendance. It is the responsibility of parents/carers to ensure that their children attend school and are punctual.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

## PROMOTING GOOD ATTENDANCE AND PUNCTUALITY

In recognition of the importance of good attendance and punctuality records for all students, high standards are rewarded at regular points during the academic year as well as during our end of year celebration week. These include reward assemblies celebrating high standards of attendance and punctuality, as well as improvements made by pupils over time. There is an attendance lottery held every 2 weeks in which any student who has had 100% attendance over the previous two weeks gets the opportunity to win a cash reward.

Studies show that good standards of attendance can be directly linked to the amount of progress, and ultimately the final GCSE results of the individual student. For instance, statistics show that students with no absence are more likely to achieve 5 good GCSE grades including English and Mathematics than pupils who are regularly absent from school.

## ATTENDANCE TARGETS

We set whole school attendance targets each year. Additional targets are set for each year group using prior attendance data to ensure they are realistic and challenging.

Our whole school attendance target is 96% for 2022 to 2023.

The target for year 7 is 97%

Pupils are required to keep a weekly log of their attendance and punctuality; they record this in their school planner on a weekly basis. Their attendance and punctuality data is supplied by the child's form tutor. Parents/carers can monitor

their child's attendance and punctuality by using the records in the school planner and the parent/carer apps we have available.

## SCHOOL PROCEDURES

Any child who is absent from school at the morning or afternoon registration session can have their absence recorded as authorised, unauthorised or as an approved educational activity [attendance out of school].

## FIRST DAY ABSENCE

Mrs A. Brooks is the school's Attendance Officer. Parents/carers are expected to contact the school before 10:00am if their son/daughter is absent from school on that day. Please note that we will still send a text even if a voice message has been left. This is an important safeguarding measure because it should ensure that someone claiming to be a parent /carer cannot mislead us by leaving a voicemail for a student.

Parents/carers are expected to contact the school on a daily basis when their son/daughter is absent and a note should then be sent into school on the day of return explaining the absence. Students who are absent from school for more than 5 consecutive days will be requested to supply medical evidence confirming the reason for absence. <sup>1</sup>

## CONTINUING ABSENCE

Any student who is absent without an explanation for 5 consecutive days will be reported to the Children's Services School Attendance Team at the Local Authority ,they will then carry out a home visit to assess the absence.

Any student who is absent without an explanation for 10 consecutive days will be notified to the Children's Services School Attendance Officer at the Local Authority **(This is a legal requirement)**. The school will include details of the action that they have taken.

## FREQUENT ABSENCE

Form tutors as well as senior leaders will monitor attendance of pupils. In cases where a student begins to develop a pattern of absences, the school will try to resolve the problem with the parent/carers. If this is unsuccessful the school will refer to the Children's Services School Attendance Officer.

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<sup>1</sup> The School will accept an NHS Self Certification form for self-limiting illnesses for a maximum of 3 days in line with Local Authority guidelines.

## PERSISTENT ABSENCE (DEFINED IN LEGISLATION AS 10%)

Students whose attendance drops to 95% (either authorised or unauthorised) will be closely monitored by both the form tutor and the Head of Year.

Students whose attendance falls to 90% or below for 2022-2023 will be referred to the Children's Services School Attendance Officer for further investigation.<sup>2</sup>

## LATENESS

Being punctual is something that colleges and employers find exceedingly important and valuable. We strive to ensure that pupils recognize the importance of being punctual to develop positive habitual behavior to adequately prepare them for their post-16 journeys.

Registration starts *at 8:40am*. If a student has not registered by *8:41 am* he/she is classed as being late to school and will be expected to complete a detention on the same day.

Sometimes our students arrive on time at the top of the drive and then wait to meet their friends. This can make them late. We now insist that students must not wait /congregate at the top of the drive after 8.30 but must make their way down the drive to be on time.

There is no reason for any student to be late after lunch so those arriving late to period 4 after lunch will also be given an L mark and too many lates to p4 lessons will also result in the issuing of an afterschool detention as per a.m lates. The precise length of the detention and the time of the detention will be communicated to parents/carers in advance of the day of the detention.

Students with persistent lateness will face school sanctions including after school detentions and other appropriate sanctions in an attempt to remedy the concern and ensure that pupils see the value in being punctual for their own futures.<sup>3</sup>

Where persistent lateness gives cause for concern, a meeting with the school and parents/carers/guardians will be arranged to discuss what support can be offered.

## APPOINTMENTS DURING SCHOOL HOURS

**Pupils are not permitted to leave school unaccompanied.**

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<sup>2</sup> You will find an example of our school attendance systems attached to this document.

<sup>3</sup> Please see the full school attendance policy for further details.

If a student needs to leave during school hours for a medical appointment then the request must be in writing stating the date and time the student needs to leave school and the reason. A copy of the medical appointment card is also required.

Please ensure that all appointments are made before or after school hours. If during the day appointments where possible should be made to ensure that students are present for both their AM and PM marks.<sup>4</sup>

**All students must be collected by a parent/carer if they are leaving school for an appointment.**

## REQUESTS FOR ABSENCES IN TERM TIME

The Headteacher **cannot** grant leave for holidays in term time. The law gives **no** entitlement to parents/carers to take their child on holiday during term time. Parents/carers are likely be fined by the Local Authority for taking their child on holiday during term time.

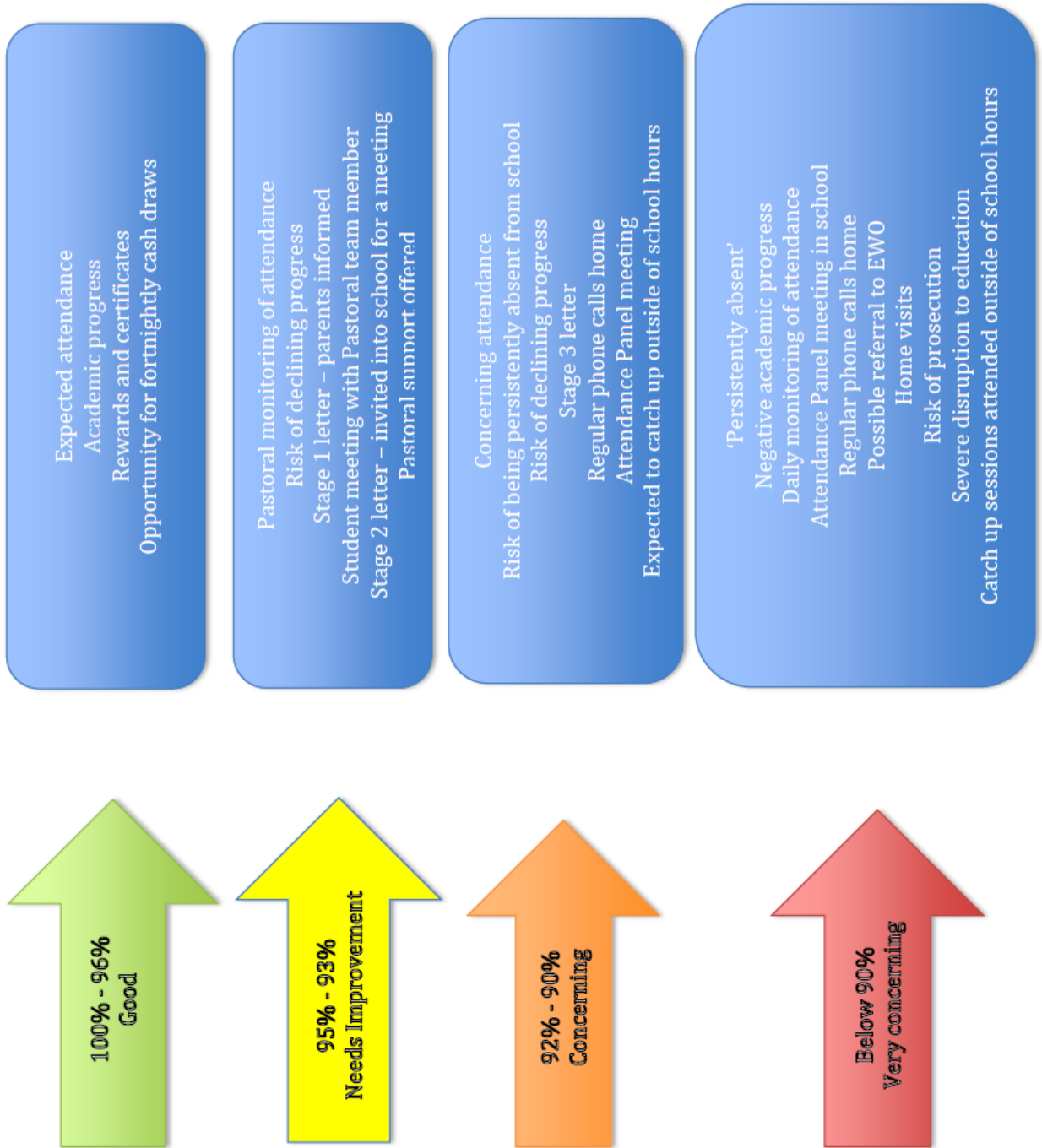
Any application for any other leave must be put in writing for the attention of the Headteacher but might only be granted in exceptional circumstances and even then a Headteacher is limited in the number of days allowed.

The full Attendance Policy is available upon written request to the school.

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<sup>4</sup> Please see the full school attendance policy for further details.

# Attendance systems





## **Sex & Relationship Policy**

We believe that children have an entitlement to learn about sex and relationships as part of the wider PSCHEE provision. We acknowledge the vital role of parents/carers and seek to support them through on-going consultation and ensuring that the policy reflects their views.

Our school aims and values underpin the ways in which we ensure a whole school approach to provide an effective taught curriculum for all students and a sensitive response to pastoral issues.

We aim to meet the needs of all our students and respond to the range of cultures and sexual diversity.

*Our aim is to:*

Provide an effective SRE programme which meets the needs of all our students.

Provide opportunities for all children to understand themselves within the wider context of physical and emotional changes and to equip them with the skills and understanding to be confident with their own sexuality.

[The full policy is available upon written request to the school]

## Pupil Acceptable Use Agreement - Pupils

*These rules will keep me safe, keep my information private, and help me to be fair to others.*

- ✓ I will only use the school's computers for schoolwork and homework.
- ✓ My password will be at least 8 characters long with a mix of at least three of the capital letter, lower case letter, number or special character.
- ✓ I will not attempt to read any personal information on paper or in a computer file unless that information is meant for me.
- ✓ I will only edit or delete my own files and not look at, or change, other people's files without their permission
- ✓ I will not use personal technology systems at any time during lessons
- ✓ I will keep my logins and passwords secret.
- ✓ I will not attempt to learn logins and passwords that belong to other people
- ✓ I will not bring files into school without permission or upload inappropriate material to my workspace.
- ✓ I am aware that some websites and social networks have age restrictions and I will respect this.
- ✓ I will not attempt to visit Internet sites that I know the school has banned.
- ✓ I will only e-mail the people I know, or those a responsible adult has approved.
- ✓ The messages I send, or information I upload, will always be polite and sensible.
- ✓ I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- ✓ Support the school approach to E-safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- ✓ Prevent any personal information such as name, phone number or address from being revealed.
- ✓ I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- ✓ I will maintain my data and personal security: I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- ✓ I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- ✓ If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- ✓ If I bring a mobile phone into school I will only use it at breaks or lunchtimes in an area supervised by School staff.

# THE DERBY HIGH SCHOOL UNIFORM POLICY 2022-2023

## **POLICY RATIONALE**

We take our responsibility of preparing our students for their later lives very seriously. It is our responsibility as a school to prepare our students for the wider world where rules and expectations are to be followed, and members of a community work within the rules for the benefit and harmony of all. As a workplace, having a uniform plays a large part in this. Most employers have a dress code and other rules regarding the appearance of their employees. We firmly believe that high standards of uniform are inextricably linked to high standards of behaviour and excellent academic standards.

Establishing and ensuring exceptional standards of uniform makes a significant contribution to the ethos of our school.

Uniform can give a sense of belonging, purpose or community. Wearing a uniform instils a sense of pride and belonging in our students. Our reputation as a school at the heart of our local community has always been of crucial importance to us. We continually strive to ensure that our standards of uniform and behaviour are exceptional. We ask that parents/carers consult our uniform policy and exercise common sense when buying items of uniform.

We ask that parents/carers ensure that their child leaves home in full school uniform. Having a sensible uniform code can in some cases reduce the cost of preparing your child for school. Items of uniform invariably cost far less than items of leisurewear.

If you are considering uniform or appearance changes that may conflict with our policy, please contact a member of the school's inclusion team in the first instance. We thank parents/carers for their support in continuing to help us maintaining the highest possible standards of uniform here at the Derby High School.

**WHERE TO PURCHASE** The majority of our uniform can be purchased from high street shops, supermarkets or department stores. The blazer, tie and badge can be purchased from Monkhouse School wear or Pretty Things, both located in Bury Town Centre. We advise that all items of school uniform have your child's name. Those yr 7 joining us from September 2021 do not have to buy a school tie.

## **SANCTIONS**

Full school uniform must be worn to and from school. Students who arrive to school in incorrect uniform are subject to our behaviour policy. We will always endeavour to remedy uniform infringements as soon as possible. This may mean contacting parents/carers to request that they bring missing or incorrect items of uniform in.

Students who are unable or unwilling to change aspects of their uniform which do not comply with our policy will be detained during break and lunchtimes until such a time as the issue is remedied. In extreme cases, students will be placed out of circulation until the issue is successfully remedied.

We reserve the right to make a professional judgement of what constitutes an extreme, and what constitutes subtle and natural make-up. For us to ensure we are consistent in our application of all policies, we ask that you support us with any action we deem necessary to ensure the highest standard of uniform and its consistent application across the school.

We thank parents/carers for their support in continuing to help us in maintaining the highest possible standards of uniform here at the Derby High School.

**THE DERBY HIGH SCHOOL UNIFORM – BOYS 2022-2023**

- ❖ **Navy Blue Blazer with Derby High School badge**
- ❖ **White shirt**
- ❖ **School Tie**
- ❖ **Black trousers.** Not skin tight or cropped. Not denim material.
- ❖ **V-neck Navy plain pullover** (optional for winter months with no logo or print)
- ❖ **Practical outdoor coat or anorak**
  - No fashion outer wear including leather, denim or sweatshirts/hooded tops, bandanas or baseball caps. Outdoor clothing should not be worn when inside the school building.
- ❖ **Shoes** – Plain black practical leather (not canvas shoes or pumps, trainers/material sports shoes). Students wear their footwear five days a week. It is important that they are suitable and sturdy. No logos or brightly coloured laces.
- ❖ **Socks** - Dark coloured.
- ❖ **Jewellery** – No jewellery with the exception of a wrist watch if worn
- ❖ **Hairstyles** - Extreme hairstyles or unnatural colours are not permitted. Fully shaven heads or parts of heads, or shaved patterns or lines in hair or eyebrows are not permitted. If religious headwear is worn, it should be plain black or navy blue.

**THE DERBY HIGH SCHOOL UNIFORM – GIRLS 2021-2022**

- ❖ **Navy Blue Blazer with Derby High School badge**
- ❖ **White shirt**
- ❖ **School Tie**
- ❖ **Black trousers.** These should not be skin tight. They should not be made of lycra or denim material and should be full length and not above the ankle. **No leggings. Alternatively, black skirt of knee length-DHS logo skirt.** If worn, skirts should not be skin tight and have no splits. They should not be of lycra, jersey or denim material.
- ❖ **V-neck Navy plain pullover** (optional for winter months with no logo or print)
- ❖ **Practical outdoor coat or anorak** No fashion outer wear including leather, denim, sweatshirts/hooded tops, bandanas or baseball caps. Outdoor clothing should not be worn when inside the school building.
- ❖ **Shoes** – Plain black practical leather (not canvas shoes or pumps, trainers/material sports shoes). No logos, oversized buckles or metal detailing or brightly coloured laces. Fashion shoes e.g. high heels, open toes, canvas pumps or canvas material slip on shoes are not suitable. Boots or shoes above the ankle should not be worn if wearing a skirt. Students wear their footwear five days a week. It is important that they are suitable and sturdy.
- ❖ **Tights/socks** – Plain black tights or plain white or black socks between ankle and knee length -No patterned tights.
- ❖ **Jewellery** – No jewellery with the exception of a wrist watch if worn
- ❖ **Make-up** –No make-up or nail varnish/gel or false nails
- ❖ **Hairstyles** – Extreme hairstyles or unnatural colours are not permitted. Fully shaven heads or fully shaven parts of heads, or shaved patterns or lines in hair or eyebrows are

not permitted. If religious headwear is worn, it must be plain black or navy blue. Hair accessories if worn should be subtle and black or navy blue.

### **Physical Education and Sports:**

**The items of The Derby High School PE Kit are unisex, and therefore suitable for both boys and girls.**

- ❖ Macron navy blue t-shirt with The Derby High School logo
- ❖ Navy blue football socks or plain white socks
- ❖ Macron navy blue shorts with The Derby High School logo or Macron navy blue tracksuit bottoms with The Derby High School logo
- ❖ Footwear suitable for sporting activities
- ❖ Long hair should be tied back for health and safety reasons
- ❖ Optional = Macron navy blue tracksuit jacket with The Derby High School logo

## **General Data Protection Regulation GDPR Privacy Notice for Families**

### **Introduction**

Everybody has a right to have their personal information kept confidential, this includes the students who attend **The Derby High School** and their families. The school is committed to protecting students' and families' privacy. These rights are also part of the law, the General Data Protection Regulation which is a European Union regulation that the UK government has decided to keep into the future.

### **Why does the school have to issue this Privacy Statement?**

The school is classed as a Data Processor because the school processes data, for example it shares some attainment data with the Department for Education. Because the school also decides to have some internal systems, such as having systems to make sure the school treats everybody equally, then the school is also a Data Controller. The law requires that we must therefore keep data (personal information) confidential and secure. We must also tell families about what data we keep, why and how we intend to keep it secure.

### **Why do we keep data?**

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well students are attaining and to predict how they might attain in the future
- To help keep students safe and healthy (protecting students' welfare)
- To make sure that we give equal treatment to all students
- To support the social life of the school community

The school receives most data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for families for *consent* to our using other data, such as photographs.

### **Keeping your information private**

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent any data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

Our laptop computers and other portable devices are protected with passwords and encryption. Any desktop computers that have sensitive information on are also protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. The members of staff do not share passwords or leave equipment or paper

records in vulnerable places. The school has a robust policy on the use of mobile phones and cameras.

The school receives confirmation from other parties who have access to pupil data (for example a company may help the school to analyse pupil attainment) that they comply with the General Data Protection Regulation.

To help keep students safe it is important that the adults looking after students know if there are any health issues that they have. Although we will share this information, we will only share it with people who need to know it to keep your students safe and healthy.

The school has asked the Office Manager to look after students' information. We have also appointed a *Data Protection Officer* who advises and visits the school. She is Ms Lockyer who works for a company called Safeguarding Monitor.

The Governing Body has a governor who also looks after students' information.

### **Families' Data**

The sort of data that is personal or sensitive and which should be kept private includes:

- Your family's full name, address and other contact details
- Anything to do with health and welfare
- Anything to do with your religion (if you follow a religion) and your ethnicity
- How your students are getting on in school

The school will ask every family to play their part in protecting other people's personal information (or data) which is why we ask all the students to sign an Acceptable Use Policy. The students and their families have the *right* to have their data kept confidential and we ask you to share the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

## **General Data Protection Regulation GDPR Privacy Notice for Pupils**

### **Introduction**

Everybody has a right to have their personal information kept confidential, this includes the students who attend The Derby High School and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation.

### **Why do we keep data?**

The School uses data (personal information) for the following main reasons:

- To record who is on the school roll (our admissions)
- To record school attendance
- To assess how well pupils are attaining and to predict how they might attain in the future
- To help keep students safe and healthy (protecting pupils' welfare).
- To make sure that we give equal treatment to all students
- To arrange activities beyond the school day (after school clubs, for example)

The school receives this data, works with it, stores it and shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will ask for students/families for consent to our using other data, such your photograph.

### **Keeping your information private**

The school will make every effort to keep your information private. We will lock away paper records and make sure that the computer systems are secure. We will work hard to:

- Prevent any data being lost
- Prevent any data being stolen
- Prevent data from being deleted inappropriately
- Prevent data being seen by people who have no right to see it
- Prevent data being altered inappropriately

To help keep students safe it is important that the adults looking after you know if there are any health issues that you might have. Although we will share this information, we will only share it with people who need to know it to keep you safe and healthy.

The school has asked the Office Manager to look after pupils' information. We have also appointed a Data Protection Officer who advises and visits the school. She is Ms Lockyer who works for a company called Safeguarding Monitor.

The Governing Body has a governor who also looks after pupils' information.

### **Students' Data**

The sort of data that is personal and which should be kept private includes:

- Your full name and address and your family details
- Anything to do with your health and your welfare



- Anything to do with your religion (if you follow a religion) and your ethnicity
- How you are getting on in school

The school will expect every student to play their part in protecting other people's personal information (or data) which is why we ask all the students to sign an Acceptable Use Policy. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people's confidentiality.

The school might have to change this notice if there are changes to the law or if the school decides policy changes are needed.

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