



MAY 2018

STUDENT:

INDUCTION MEETING DATE:

CURRICULUM OFFER:

NOTES:

WELCOME

We are extremely proud and delighted in leading staff and students at Kettlebrook Short Stay School, as part of The East Staffordshire & Tamworth PRUs Federation. It is a privilege to work with such a highly qualified experienced and dedicated staff who, work all together with our parents/carers and other external professionals to support, guide and motivate all our students and their families to enable them to achieve the success that they deserve. We are able to achieve this social and academic success by working closely together in partnership with the full support (and challenge in continuous improvement for all) by a highly committed Management Committee of 16 people who strive for the best for our school.

We believe that every student has a fundamental right to education and must be given the opportunity to achieve and maintain their learning at the highest level possible. Every student has unique characteristics, interests, abilities and learning needs and through a holistic approach to learning, we endeavour to meet their needs.

As a school we continue to evolve and go from strength to strength, being recognised externally by OFSTED in November 2013 as a GOOD school with OUTSTANDING features; in July 2010 Kettlebrook was awarded Dyslexia Level 1 and Healthy Schools award; in June 2014 the school was awarded Inclusion Quality Mark as a fully inclusive school, we have been further recognised as an IQM FLAGSHIP school in Jun 2017 and a member of the IQM Cluster group from 2018. Our journey to celebrate our student's successes will continue on and on, helping as many of our learners as possible.

Mrs K Rogers

Mr J Brodie

Executive Headteacher

Chair of Federation Management Committee

Our school's ethos is embedded in the school 'logo' of
'Stepping Forward Together – Caring, Sharing & Aspiring'.

MISSION STATEMENT

Kettlebrook's Mission Statement is:

**All students to believe in themselves,
realise their potential and achieve a successful social and academic future,
which will sustain them throughout their lives.**

We strongly believe in and this is embedded in our culture of our school on a daily basis. These values are shared with our students and modelled by our staff and visitors which our students in turn believe in.

We VALUE everyone as INDIVIDUALS.

We want to give each student different OPPORTUNITIES

and

EMPOWER them to SUCCEED and ACHIEVE the success that THEY DESERVE.

We TRUST people and learn how to trust people, by building good positive RELATIONSHIPS.

The ethos of our school is also based on:

- Honesty, mutual respect and consideration;
- Responsibility by all for all;
- Working in close partnerships;
- Safe and secure environment and
- Firm, fair and consistent code of conduct.

INDUCTION PROCESS

Once Kettlebrook Short Stay School has been approached with a fully completed referral form and a place has been agreed by the Headteacher the following induction process is started.

- Each student and their family will usually have a home visit from a member of our Senior Leadership Team. This is to meet each other and start to establish a good positive working relationship.
- A pre-admissions meeting will be arranged between the student their family and the Interim Head of School. This is to meet and continue to establish the positive working relationship to ensure that each student achieves the success that they each deserve. It also establishes what the Individual Learning Plan and future plans are going to be.
- Each student will start Kettlebrook with a general induction programme which includes some key assessments and start to establish good positive working relationships with the staff. It is a time to settle in and start a new way of learning and wanting to learn.

Each student will then start their Individual Learning Plan and begin their new learning journey.

EXTERNAL RECOGNITION

Kettlebrook has been awarded various forms of external recognition for its good success working in partnership with our students, family and external professionals. We have been awarded Healthy Schools award in June 2010; Dyslexic Level 1 award in July 2010; Inclusion Quality Mark and Kettlebrook is a Centre of Excellence (June 2014; June 2015 and June 2016) and now a FLAGSHIP school since June 2017, being a part of an Inclusion Good Practice Cluster Group of schools in the East & West Midlands as well as a Good OFSTED Inspection in November 2013.

We are extremely proud and pleased that OFSTED has judged Kettlebrook as a

GOOD school with Outstanding features.

ABOUT THE SCHOOL

Kettlebrook Short Stay School is a Pupil Referral Unit that supports the learning of students who reside in the Tamworth area. It is a Staffordshire Local Authority school which works in close partnership with the schools and the various alternative providers in the town. It is currently a single site school based in the area of Kettlebrook in Tamworth. The school has been here at least 15 years and the Executive Headteacher and Deputy Headteacher have worked closely together since Sept 2009. Since 1st April 2018, Kettlebrook has become part of the newly established federation of Kettlebrook and Burton PRUs. We are now able to extend the opportunities for all the students in both PRUs. At Kettlebrook, we have very good facilities although on a small scale. The classes are small to enable each student to make quick and rapid learning progress in their social and academic studies. Since January 2017, there was an extensive refurbishment and building of additional classrooms, meeting room and offices.

We offer a broad, balanced and flexible academic and social curriculum, which is accessible to all our students and we ensure that they are fully included in all aspects of school life and onto their Post 16 plans. We believe that everyone has a right to equal opportunities. We have a positive culture and ethos that all students, adults and families should feel welcome and should have an equal chance to benefit from our school and everything that it provides – safeguarding for all. We are committed to giving all of our students every opportunity to achieve the highest of standards including those with diverse needs.

As a Local Authority school, all staff are trained through PROACT-SCIP-UK – if any physical intervention is necessary for the safety of your child or other children at Kettlebrook. All data is shared with the Local Authority and your child's school / academy to support their social and academic progress.

If your child absconds from Kettlebrook you will be contacted immediately and a decision will be made as to the action that needs to be taken – this is done on an individual basis.

If your child smokes on school site or in-front of staff – this will result in an immediate 1 day exclusion. Your child may be excluded for other reasons – depending on the situation and circumstances – such decisions are made by the Interim Head of School and discussed with you. A reintegration meeting after an exclusion is expected to happen BEFORE your child's return to school – this will be with either the Interim Head of School or Interim Executive Headteacher, yourself and your child.

STAFF

All the staff at Kettlebrook are very experienced and professionally qualified in their own areas of expertise. We work very closely together as a team of highly dedicated staff who want the best for each of our students and their family unit. All staff are vetted by the Local Authority; DBS checked and have at least two good references. All staff undertake Child Protection Level 1 training, PREVENT, SCIP, SEND, etc and further professional development is undertaken throughout the year to enable the staff to remain up to date in key aspects of education.

MANAGEMENT COMMITTEE

The Federation has a very dedicated and committed group of governors who have a wide range of experience in education and industry. They support and challenge the Executive Headteacher and the team of staff to ensure that rapid sustainable progress is made at all levels to empower each of our students to achieve the social and academic success that each of them deserve over the two schools.

“Senior leaders and Management Committee have recruited a strong team of teachers and put into place a curriculum that meets very well the needs of students. Good use of alternative providers ensures no one leaves without recognised qualifications. This sets students up very well for the future.” OFSTED NOV 2013

Each member of the Management Committee have a key role as a specific link governors to our school. We meet once a term for a full Management Committee meeting and then at least once a term for each of our two sub committees: Teaching and Learning - Curriculum & student progress; Business – Finance; Staffing; Health & Safety

“Leaders, including the Management Committee and the Local Authority, are very clear as to the school’s strengths and areas for development.” OFSTED NOV 2013

LEARNING & TEACHING

“Teaching is good and an increasing proportion is outstanding.” OFSTED NOV 2013

“Teaching is good because teachers know their students very well and are skilful in holding their interest and managing their behaviour. Teaching assistants, too, make a good contribution to student’s learning, helping them to review and reflect on their work and encouraging them to develop it further.” OFSTED NOV 2013

Our teaching and learning policy is the most important of all of our policies. It focuses on the needs of students and reminds us of the reasons for our existence and the criteria for success.

At KSSS we believe that learning should be an enjoyable experience for all our students. Through our teaching we equip students with the skills, knowledge and understanding necessary to be able to make informed choices about important aspects of their lives. We believe that appropriate teaching and learning experiences help pupils to lead happy and rewarding lives. In order to support students’ learning, we recognise that children learn in different ways and we understand the need to develop strategies that allow all children to learn effectively.

Meeting pupils needs

Every pupil is entitled to a positive meaningful learning experience which will be personalised and inclusive.

Every pupil at KSSS has the right to receive the highest quality education. It is our collective responsibility to ensure that all their educational needs are met.

Ensuring inclusion involves:

- Setting and explaining suitable differentiated learning challenges
- Responding to pupils diverse learning needs
- Working to overcome potential barriers to learning

- Using personal learning plans to set parameters that ensure pupils feel safe and valued in their environment. This may be in a pastoral or academic sense, inside or outside of the classroom.
- In De briefing sessions and staff training sessions conversations are on-going to address the balance between keeping to our agreed structures and making individual reasonable adjustments.

Through our teaching we aim to:

- Meet the academic needs of our pupils.
- Focus upon the individual needs, talents and interests of our pupils.
- Equip children with the skills necessary to enable them to transfer back to school successfully.
- Enable children to become confident, resourceful, enquiring and independent learners.
- Foster children's self-esteem and help them build positive relationships with others.
- Develop children's self-respect and encourage children to respect the ideas, attitudes, values and feelings of others.
- Show respect for all cultures and in so doing, to promote positive attitudes towards other people.
- Enable children to understand their community and help them feel valued as part of the Kettlebrook community.
- Help children to grow into reliable, independent and positive citizens.
- Prepare our pupils for a mainstream learning environment – in order to facilitate reintegration.
- Prepare our pupils for appropriate choices at post 16 and become lifelong learners.

We plan to provide for pupils' individual educational, social, moral, spiritual and cultural needs as well as addressing their social, emotional and behavioural difficulties.

Our curriculum is broad and balanced and follows the National Curriculum as closely as possible. We recognise that whilst children need lots of routines and structured activities, they also need to refine their social and organisational skills – opportunities for this are planned for in the formal and the 'hidden curriculum'.

We recognise that due to past histories of extreme social, emotional and behavioural difficulties in school and learning difficulties that they might not have been adequately addressed; some children have a deficit of basic academic skills. This is addressed through careful assessment and planning. Staff recognise that certain key areas of literacy and numeracy need to be regularly revisited and reinforced.

ALTERNATIVE PROVIDERS

All the staff at Kettlebrook work hard to establish and maintain good working links with as many suitable alternative providers as possible. In this way, as many of our students can then have the opportunities to learn on and off site, broadening their horizons by having had the chance to do learn other life- long skills and diversify their future career aspirations. We Quality Assure the provision on a regular basis to ensure that all our students are safe at all times.

THE CURRICULUM

At Kettlebrook we listen to our students and try to find good opportunities for them to gain first hand experiences in their chosen areas of interest – these interests change according to their age and their different personalities!

We offer a broad, balanced and flexible academic and social curriculum, which is accessible to all our learners and we try to ensure that they are fully included in all aspects of our school life. We have the highest expectations of all our students. We plan our curriculum and each lesson to extend our student's knowledge and experience of a variety of subjects, other cultures, languages and different celebrations. We ensure that our curriculum reflects the need for future economical outcomes for our learners and the diversity of our society - not just one group. We encourage our students to explore in a positive way the differences and diversity of people and we actively seek to combat all forms of discrimination.

Each student has an Individual Learning Plan which will change at times to meet the individual's needs, their interests and future plans Post 16.

"An increasing proportion of students achieve GCSE or equivalent qualifications in English and Mathematics and a range of other subjects. This is because their teachers tailor the learning very closely to their needs and interests." OFSTED NOV 2013

Kettlebrook enters students in a range of qualifications with a variety of examination boards. We offer a range of qualifications from Entry Level, Level 1 and Level 2 of which all of these qualifications are fully recognised by employers and Further/Higher Education. With a massive increase in numbers of our Year 11 students taking GCSE exams in the summer term, there is sometimes a disruption to other students learning – we try to keep this to a minimum.

Our staff are excellent in planning dynamic progressive, fun, learning experiences for all students who want to learn to learn in a pleasant, non-judgemental or confrontational way. However, school can't work with your child in isolation – we must work with you and need to be involved in their Individual Learning Plan (ILP)– there may-be at times that we need to alter their ILP for their Well Being, Mental Health & Safety or that of others.

THE SCHOOL DAY

8:30	Staff briefing
8:45 – 9:00	Arrival, register, breakfast
9:00-9:15	Tutor Time
9:15-10:45	Lesson 1&2
10:45-11:00	Break
11:00-12:30	Lesson 3&4
12:30-1pm	Lunch
1-2:30pm 2:30-2:45pm	Lesson 5&6 Students are required to stay behind to discuss any issues that staff require them to do.
2:30/ 2:45pm	Staff briefing
4pm onwards	Staff will contact you to up date – if necessary.

Snacks can be bought from the school office at break time.

Lunchtimes require students to bring in their own packed lunch (that can be placed in the kitchen fridge on entry) OR purchase the school lunch** of a pre-ordered sandwich, fruit, pudding and water. NO FIZZY drinks, ENGERY drinks or CHEWING GUM are allowed on school site.

STUDENTS must hand in all valubles eg. cigarettes, lighters, mobile phones etc into their own wallet (provided by school) or in their bag. [The Executive Headteacher or Senior Staff will if necessary search and confiscate items that have been brought into school that are deemed in appropriate and contact you and other authorities if required.]

** If need please complete the Free School Meal application at the end of this pack.

BEHAVIOUR FOR LEARNING & REWARDS

“Students behave well in lessons, often showing a remarkable transformation in their behaviour compared with their record from previous setting and placements. This is because they respond very well to the small group and individual attention they receive and the consistently high expectations that staff have of them.” OFSTED NOV 2013

At Kettlebrook, we encourage and support each student to want to become the best learner that they can and be socially responsible for themselves and the outcomes of their behaviour. In this way all our learners become ‘R learners’ – each lesson they discuss with the staff what type of R learner they have been and how to improve their R learning.

All our students can be rewarded for positive things – academic work, helping others, being positive, pleasant and polite; turning things around etc. Each student has to earn the right to go on a reward trip - they are planned usually once a term. Other activities such as The School Christmas Panto; Charity events; Sporting events; Art and Craft events are planned with the students taking a lead in organising and participating in them too.

There are various ways at Kettlebrook that we reward our students:

- Verbal praise,
- Written praise on their work,
- Postcards, letters etc sent home,
- The Good Stuff – all staff record per week per student and this is shared at Performance Review Days with Parents/Carers,
- Phone calls home from the teacher, the Keyworker, the Interim Head of School etc,
- Attendance and Punctuality,
- Earn a raffle ticket for being a responsible, reflective, resourceful and resilient learner – students then place them in the rewards box to be randomly picked out per week for a small prize,
- STEP points in lessons for Staying – remaining on Task – using Equipment safely – being Polite. These are awarded per lesson and at break / lunchtimes. They are collated per week for points to be rewarded through Pressey-box online Earn2Learn system.
- Weekly awards assembly and at the end of the year.

UNIFORM

During the Spring Term – Student Voice requested that there was no school uniform. We are currently trialling this request BUT we do expect that all students wear appropriate clothing that is suitable for being in a school/ office environment; outdoor clothes of coats, jackets, hoodies, hats/caps and gloves are handed in at the same time as their valuables. ‘Clothing should cover flesh except for arms, hands, head and neck.’

PE kit is encouraged to be worn especially during our PE/Sport lessons, but there are no formal changing facilities.

TERM DATES

2017 - 2018 dates for students to be in Kettlebrook with all holidays to be taken inside these school holidays to prevent possibly proceedings. Kettlebrook follows Staffordshire County Council Holiday dates.

	TERM 1	TERM 2	TERM 3
START	Tues 5/9/17	Wed 3/1/18	Thurs 12/4/18
HALF TERM	Mon 23/10/17 - Fri 27/10/17	Mon 19/2/18 – Fri 27/2/18	Mon 28/5/18 - Fri 1/6/18
FINISH	Fri 15/12/17	Thurs 29/3/18	Fri 20/7/18

OTHER KEY DATES:

Professional development dates, when the school is closed to students (INSET):
To be arranged.

Each half term the school is closed for **Performance Review Days** when parents/carers AND their child, have a formal meeting to review their progress and ILP: dates to be confirmed each half term; appointments are made for during the day so that external agencies can continue to work in close partnership with Kettlebrook and each family.

ASSESSMENT & REPORTING TO PARENTS/CARERS

“Students say they never expected to be able to take such qualifications and are now ambitious for the future either at college or of they return to their mainstream school.” OFSTED NOV 2013

As part of our Induction process, students are assessed for staff to know at what levels they are at in each of our curriculum areas – some of these assessments are done without them knowing! Others are more formal. Staff will re-assess each student on a regular basis to track their progress and their achievements are shared with each

parent/carer 5 times a year, through individual meetings on Performance Review Days. All meetings have action points for staff, students and parents/carers to help us move each student forward along their chosen pathway.

As a parent/carer, we want you to be involved in your child's education – you are always welcome to visit and discuss your child with us at anytime. Staff will be making regular contact with you to discuss your child's progress, as we need you to be actively involved in their education and development.

ATTENDANCE

All students need to attend every part of their Individual Learning Plan unless that they are ill, injured or have a medical appointment and can't make it into school. If this is the case then Kettlebrook would like each Parent/Carer to phone into school (BEFORE 9:00am please) to authorise this absence and ensure that the student is safe. Work can be set and sent home for longer periods of absence. Kettlebrook does operate a daily absence phoning process. Please contact the school and discuss your child's attendance if it becomes an issue so that we can try to support you and your child at this time. We have high expectations of all our students and that they can attend their ILP at least 95% of the time. At KSSS we want all our students to enjoy their learning and want them to come into our school so that they can achieve the success that they deserve.



Penalty Notices

Information for Parents/Carers

Parents/carers have a legal duty to make sure their children go to school regularly. The local authority can issue a range of Penalty Notices (fines and court action) etc, if a parent/carer fails to make sure that their children attends school.



E-SAFETY

ICT in the 21st Century is seen as an essential resource to support the learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to empower our students with the skills to access life-long learning and employment.

ICT covers a wide range of resources including web-based and mobile learning. It is vital to recognise the constant speed and constant change with which ICT evolves within our current society. Currently the internet technologies that our students use inside and outside the classroom include:

- Websites
- Email, instant messaging and chat rooms
- Social media including Facebook, Twitter etc
- Mobile/smart phones with text, video, web functions etc
- Gaming on line
- Learning platforms and virtual learning environments etc
- Blogs and Wikis
- Podcasting; Video broadcasting; music downloading etc.

Whilst exciting and beneficial both in and out of education, much ICT especially web-based resources are not consistently policed. ALL USERS NEED TO BE AWARE OF THE RISKS ASSOCIATED WITH THE USE OF ABOVE ICT TOOLS.

At Kettlebrook, we understand the responsibility to educate our students about eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using these technologies. We work closely with the Police to ensure that all our students remain safe.

ICT systems in school are monitored through PCE and other monitoring systems to protect our staff and students, if, however, it reports unacceptable use of key words, phrases, electronic site access THE HEADTEACHER WILL TAKE ALL NECESSARY ACTION including reporting to the Police.

STUDENT CODE OF CONDUCT

The Basics

- Students will arrive on time for school.
- Students will wear agreed school uniform.
- Students will hand in all valuables (including money/mobile phone(s)/cigarettes/lighters/vaping equipment/keys etc)
- Students will remove their outdoor coats /jackets on arrival to school and hand to a member of staff to be hung up safely.

It is recommended that personal belongings of high value be left at home. If they are brought into school they do so at their own risk. Kettlebrook does not accept responsibility for loss or damage to these items.

Learning

Students created three classroom rules. These are displayed in every classroom.

1. **“Staff and students have the right to complete their work in a positive atmosphere”**

This means:

- Arriving in class on time

- Staying in the room (not walking in and out of classrooms)
- No shouting or swearing
- No messing with random stuff
- Listening to staff instructions
- Following staff instructions
- Completing work set to as high a standard as they can

2. “Staff and students have the right to feel respected”

This means:

- Using positive, polite language
- Waiting patiently in class for adult attention
- Keeping negative comments in their head
- Keeping their hands and feet to themselves
- Working at home/after school on homework assignments to improve their grades
- Accepting the consequences of their actions (remaining from 2:30pm to 2:45pm to review their actions).

3. “Staff and students have the right to feel safe”

This means:

- Walking sensibly around the building
- Not smoking in front of the school
- Not dropping litter anywhere in school or nearby
- No barging into places they shouldn't be
- No kicking doors, punching cupboards or walls
- Looking after school equipment

Uniform

Currently students are not required to wear a school uniform, BUT we expect students to wear suitable and appropriate clothes.

- Clothing should cover flesh except for arms, hands, head and neck.
- Outdoor wear to be handed in (including hats/caps, gloves, coats/jackets/hoodies etc)

PE kit is encouraged to be worn especially during our PE/Sport lessons, but there are no formal changing facilities.

STEP

Students are monitored in four simple expectations each lesson.

S – Stay in the room (Home tuition: Sat at the table ready to work)

T – Complete the task set

E – Be respectful of equipment

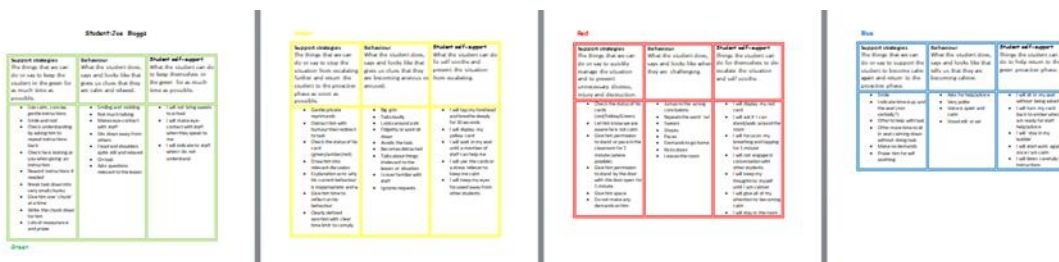
P – Be polite

These four attributes are the minimum they will need to continue with a successful life after Kettlebrook. For this reason STEP underpins everything we do on and off site, including trips and work experience.

They are awarded up to a maximum of 4 points for each part of STEP.

POSITIVE BEHAVIOUR SUPPORT PLANS

A Positive Behaviour Support Plan is formulated for each student by their Key Worker together with the parent/carer and the student. This forms the basis for student reflection, classroom management and individual behaviour targets. It is a working document that is reviewed regularly and discussed at Parent Review Days each half term.



There are reward pyramids and consequence pyramids that will be discussed with your child as part of the induction process.

PRIVACY NOTICE (this draft Privacy Notice can be found also on the website)

Privacy Notice (How we use pupil information)

Your child’s data that we receive from their secondary school is used to:

- Identify them as individuals and plan their Individual Learning Plan, set academic targets and track social and academic progress.
- Contact you as their parents/carers to share their progress and if needed for H&S reasons.
- We use different Alternative Providers that have been vetted, monitored and regularly visited by the school. In this way your child can have access to new learning experiences and have better Yr 11 outcomes and achieve good POST 16 placements.

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

- **Personal Information – GENERAL:** (such as name, unique pupil number and address, telephone number, email address,) SIMS
- **Personal Information – MEDICAL:** (such as care plan, records of taking medication, first aid given/refused, CAMHS,) SIMS, Individual Care Plan files, First Aid File

- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked After Children status,) SIMS, ARR tracking, Yr11 exam entry overview & exams results, PP/PP+ reports to FMC
- **Personal Information – SAFEGUARDING:** (such as Safeguarding information / observations, PROACT SCIP-uk record, Violence & Aggressive log, Rascisim log, telephone log; EHA) My Concern, paper files, SIMS,
- **Personal Information – ATTENDANCE:** (such as sessions attended, number of absences and absence reasons, unauthorised absences, exclusions,) SIMS, Attendance tracking,
- **Personal Information – INFORMATION ADVICE & GUIDANCE:** (such as career aspirations, applications, references,) SIMS, ENTRUST, paper files
- **SEND Information – SEND:** (such as category of SEND, On Entry testing results, Educational Psychologist information / observations, assessment reports for & from CAMHS, MPS, ECH planning information & ECH assessment reports, ECHP) SIMS, SENCO, paper personal files
- **ASSESSMENT Information – ACADEMIC:** (such as External formal national Key Stage test/exam result grades and scores; Internal professional progress grades/scores tracked over time, professional target/predicted grades, Curriculum test results, Exam Access Arrangements,) SIMS, ARR Tracking, curriculum records, Performance Review reports,
- **ASSESSMENT Information – PASTORAL:** (such as Student Behaviour Plans, The Good Stuff, Postcards, Earn2Learn points / STEP points, PASS, ABC tracking, Serious Incidents, Exclusions,) SIMS, paper files, tracking,

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep students safe
- to share with other professional agencies & the referring school

The lawful basis on which we use this information

We collect and use pupil information under:

As a public authority, Kettlebrook Short Stay School and Burton Pupil Referral Unit process personal data under the basis of **public task** to carry out official functions.

As a public authority Kettlebrook Short Stay School and Burton Pupil Referral Unit process special categories of personal data (such as medical, safeguarding data) and share with other organisations under the basis of **vital interests**.

However, where consent is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- Photographs
- social media / use of emails
- medical emergency treatment

Kettlebrook Short Stay School and Burton Pupil Referral Unit share information with the Department of Education such as termly census* - this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

*Department of Education censuses are the Education Act 1996.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for:

All electronic data that is transferred via CTF (Common Transfer File) is stored electronically as required by SCC & DfE.

All electronic data is held on School Server; paper copies in student files are held by school or forwarded onto their next school. [25 years from Date of Birth]

All paper based data that is transferred is stored in student individual school file in locked cabinets until the files need to be transferred to another educational setting OR archived in locked cabinets in locked offices. [25 years from Date of Birth]

Student data is stored electronically by third parties: SAFEGUARDING via My Concern, EVOLVE (trips); INFORMATION ADVICE & GUIDANCE via ENTRUST; My Maths; 0365;

Who we share pupil information with

We routinely share pupil information with:

- The school the pupil has been referred from
- Schools / POST 16 providers that the pupil's attend after leaving us
- local authority – Staffordshire County Council; other Local Authority if requested
- the Department for Education (DfE)
- Exams Boards
- In consultation with Parent/Carer: Alternative Providers; Work Experience placements, CAMHS, MPS, other external professional agencies
- NHS, T3, School Nurse, Police, Fire & Rescue, Ambulance, Prevent, etc
- The East Staffordshire & Tamworth PRUs Federation.

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to pass information about our pupils to the Local Authority and the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

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

This enables them to provide services as follows:

- youth support services
- careers advisers

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

Pupils aged 16+

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

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

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

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

KSSS: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher datarequest@kettlebrook.staffs.sch.uk

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher datarequest@kettlebrook.staffs.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Lodge a complaint and / or claim compensation for damages caused by a breach of the Data Protection legislation.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, if you are not satisfied with our response, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The Role of the Data Protection Officer (DPO)

The DPO is a legal requirement. The DPO will:

- Raise awareness of the Data Protection laws with the named Data Controller.
- Monitor compliance with the Data Protection laws.
- Advise the Data Controller on Privacy Impact Assessments.
- Give staff training.
- Complete internal audits with the Data Controller.
- Be a point of contact.
- Will report to the Executive Headteacher/Federation Management Committee.

Contact

If you would like to discuss anything in this privacy notice, please contact:

KSSS: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher datarequest@kettlebrook.staffs.sch.uk

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher datarequest@kettlebrook.staffs.sch.uk

You can also contact our Data Protection Officer using the below contact details

Email: dpo@staffordshire.gov.uk

Post to:

***Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH***

If you are not satisfied with our response or believe we are not processing you personal data in accordance with the law you can contact the Information Commissioner's Office (ICO).

OTHER KEY INFORMATION

Child protection: The designated staff are: Mrs K Rogers & Mrs L Georgiou. All staff are trained at CP Level 1 and up to date; all staff are DBS checked.

If you need to report a child protection safety concern please contact the school or 08001313126.

'Keeping Children Safe in Education' document from DfE is available on request / school website.

Health and Safety: The main contact is Mrs J Barker

First Aiders: Mrs M Scheven; Mr Hall; Mr A Barnes

Proact SCIP-UK: All staff are trained and undertake annual refresher training in physical restraints – these are used in rare circumstances when a child or adult are at risk of injury to themselves, others or causing damage to school property.

School Closure: In an event that Kettlebrook has to be closed to students, ie. For inclement weather and Health & Safety reasons; a decision is made by 7:15 am and you will be contacted by staff via phone/text/email. During the Exam season – it may be necessary to close the school to students while Year 11 students undertake their nationally recognised exams – we will inform you asap when this happens.

Further Information: Please visit our website on

www.kettlebrook.staffs.sch.uk

for more information about Kettlebrook Short Stay School. This includes a selection of key policies (if you wish to see other school policies – then please contact the Interim Head of School); letters; events and news etc.

THE KETTLEBROOK CHARTER: During your placement at Kettlebrook Short Stay School, you will be given the opportunity to take part in a number of different activities and experiences, so that you can fulfil your potential, understand how to be a positive player in our diverse British society. This will be achieved because all the staff at KSSS want:

**All students to believe in themselves,
realise their potential & achieve a successful social
and academic future, which will sustain them throughout their lives.**

This will be achieved because all staff at KSSS believe that:

We VALUE everyone as INDIVIDUALS.

We want to give each student different OPPORTUNITIES &

EMPOWER them to SUCCEED and ACHIEVE the success that THEY DESERVE.

We TRUST people and learn how to trust people, by building good positive RELATIONSHIPS.

A CURRICULUM THAT IS CREATIVE & WILL ENABLE YOU TO MOVE INTO POST 16

THE OFFER	THE EXPECTED OUTCOME	ACHIEVED
Have a personalised learning programme.	Have a timetable of learning opportunities that will help you follow your dream career.	
Make Outstanding academic progress.	Enjoy learning and achieving, gaining qualifications to move onto the next step in your learning journey.	
Be in a safe, caring, supportive and aspiring environment.	WELCOME TO OUR SCHOOL: Stepping Forward Together – Caring, Sharing & Aspiring	
Be rewarded for being a successful learner.	Positive praise; Certificates of achievement; phone calls home; presentation awards....	
Improve your school attendance.	Want to be in our school and learn new things; refine existing skills; explore – investigate – review.	
Be apart of an audience to watch live drama.	Go to the Theatre to watch a play; watch the school performances – panto or plays!	
Improve your personal safety by learning about e-safety; drugs; alcohol; child sexual exploitation; extremism etc.	Through PSHE; daily assemblies; PSCO & Police visits; T3 workers; tutor group discussions..... Trying to make you know how to be safe and not take unnecessary risks during your life.	
Help to raise funds for different charities & learn about the impact the money will have.	NSPCC; Water aid; Cancer awareness; Macmillan Nurses; Headway; St Giles.....	
Take part in extra-curricular activities and varied enrichment activities.	Book club; Film club; Drama club; Craft & design; Art & design; Sports; Board games; Build a bike; speed walking; Zoo lab; visiting areas of culture & interest;	
Take part in Outdoor Adventurous Activities.	Road running; Orienteering; Mountain biking; Canoeing; Rock Climbing & Abseiling; Archery; Hill walking.....	
YR 10 & 11 Students only: to have a Work Experience Placement.	Experience the world of work in your chosen area of industry and learn life-long skills. Have a reference to get into College / University / a job.	

THE FOLLOWING AGREEMENTS MUST BE COMPLETED & RETURNED**TO THE SCHOOL OFFICE – MRS CLARKE****STUDENT NAME:****YEAR GROUP:**

Student & Parent / Carer: We acknowledge that there are various pieces of information about me that are stored in various forms and that Kettlebrook Short Stay School adhere to Staffordshire County Council and Government requirements. (all data is stored safely and securely on site or electronically (SIMS, Cloud etc). KSSS share your information with other professionals as required to support the pastoral and academic progress of you. You have the right to request copies of the information that we hold about you; to rectify any personal data that is incorrect or incomplete; restrict the use of your data; remove your personal data from your current school records. If you have a concern about the way that KSSS is collecting or using your personal data, KSSS request that you raise your concern with Mrs K Rogers first.

Information that we collect, generate and store will include:

- **Personal Information – GENERAL:** (such as name, unique pupil number and address, telephone number, email address,) SIMS
- **Personal Information – MEDICAL:** (such as care plan, records of taking medication, first aid given/refused, CAMHS,) SIMS, Individual Care Plan files, First Aid File
- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked After Children status,) SIMS, ARR tracking, Yr11 exam entry overview & exams results, PP/PP+ reports to FMC
- **Personal Information – SAFEGUARDING:** (such as Safeguarding information / observations, PROACT SCIP-uk record, Violence & Aggressive log, Rascisim log, telephone log; EHA) My Concern, paper files, SIMS,
- **Personal Information – ATTENDANCE:** (such as sessions attended, number of absences and absence reasons, unauthorised absences, exclusions,) SIMS, Attendance tracking,
- **Personal Information – INFORMATION ADVICE & GUIDANCE:** (such as career aspirations, applications, references,) SIMS, ENTRUST, paper files
- **SEND Information – SEND:** (such as category of SEND, On Entry testing results, Educational Psychologist information / observations, assessment reports for & from CAMHS, MPS, ECH planning information & ECH assessment reports, ECHP) SIMS, SENCO, paper personal files
- **ASSESSMENT Information – ACADEMIC:** (such as External formal national Key Stage test/exam result grades and scores; Internal professional progress grades/scores tracked over time, professional target/predicted grades, Curriculum test results, Exam Access Arrangements,) SIMS, ARR Tracking, curriculum records, Performance Review reports,
- **ASSESSMENT Information – PASTORAL:** (such as Student Behaviour Plans, The Good Stuff, Postcards, Earn2Learn points / STEP points, PASS, ABC tracking, Serious Incidents, Exclusions,) SIMS, paper files, tracking,

Signed parent/carers:**Signed student:**

ICT USER AGREEMENT

AS a Student at Kettlebrook Short Stay School, I agree in full to:

- ONLY use ICT systems in school, including the internet, email, digital recordings and mobile technologies for school purposes.
- NOT download or install any software on school technologies.
- ONLY log onto the school network, other systems and resources with my own user name and password.
- ONLY follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- ONLY use my school email address.
- MAKE SURE that all ICT communications with students and others are responsible, sensible and legal.
- BE RESPONSIBLE for my behaviour when using the internet. This includes resources I access and the language I use. I WILL be legal at all times.
- WILL NOT deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- WILL NOT give out any personal information such as name, phone number or address. I WILL NOT arrange to meet someone that I have found on the internet.
- IMAGES of students and or staff; staff will only be taken, stored and used for school purposes inline with school policy and NOT distributed in and outside school network.
- WILL ENSURE that my online activity both in school and outside school WILL NOT CAUSE the school, staff, students or others distress or bring into disrepute.
- WILL SUPPORT the school approach to online safety and not deliberately upload or add any images, videos, sounds or text that could upset any member of the school community.
- WILL RESPECT the privacy and ownership of others' work on line at all times.
- WILL NOT attempt to bypass the internet and server filtering systems.
- UNDERSTAND that all my use of the internet and other related technologies ARE MONITORED and logged and can be available to my classroom staff.
- UNDERSTAND that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer WILL be contacted.

Signed parent/carer:

Signed student:

FOOD / MEDICAL ALLERGIES:

a) My child has no known allergies:

Signed parent/carer:

student:

b) My child has the following known allergies:

SUBSTANCES / SITUATION KNOWN TO CAUSE ALLERGIES	SYMPTOMS OF ALLERGIC REACTION
ACTION TO BE TAKEN BY CHILD	ACTION TO BE TAKEN BY SCHOOL STAFF

Signed parent/carer:

Signed student:

PHOTOGRAPHS

I give my permission to allow my child to have their photograph taken and used at Kettlebrook Short Stay School. This might be a part of their learning portfolios; displays; website; exams / qualifications etc. Sometimes photographs will be used for publicity purposes ie. Local newspapers/media – where additional consent will be sort.

Signed parent/carer:

Signed student:

LOCAL TRIPS

I give permission for my child to travel in staff cars (who have Business Class Insurance) to local areas of interest (10 mile radius approx.)

I give permission for my child to leave school site to undertake a short field trip in and around Tamworth eg. To the park to play sport; to Alrewas Arboretum to celebrate November 11th etc.

As a student I will behave appropriately as one is expected to behave in public places and safely in a travelling car. I will follow all instructions by staff first time otherwise my parent/carer will have to collect me and put future trips/visits in jeopardy.

Signed parent/carer:

Signed student:

GENERAL CODE OF CONDUCT

AS A STUDENT:

- I WILL RESPECT myself and others in/out of school, as I expect from others, including respect for property as I would want from others.
- I WILL keep all the areas of school clean, tidy and safe for all of us to work in. I will help in keeping the school neat and tidy.
- I WILL to have a positive, pleasant, polite attitude and approach to all that I do at school; completing all my work to the best of my ability so that I can achieve the success that I deserve.
- I WILL ALWAYS look well presented in my school uniform and give a good first impression to visitors.
- I WILL walk safely around school to prevent any accidents and be punctual to school and each of my lessons.

- I WILL REMEMBER that I am not the only person in my class and that my teaching staff may have to talk to other members of my class before me. I WILL wait patiently and not interrupt other people from talking; I WILL not be rude or selfish.

I have read and understood the Student Code of Conduct, accept that rewards are better than sanctions and want to work well with all the staff at KSSS.

Signed parent/carer:

Signed student:

ADMISSION FORM (this data is transferred electronically and stored safely with secure access.)

FIRST & MIDDLE NAMES	
SURNAME	
LEGAL SURNAME (if different from above)	
PREFERED TO BE KNOWN AS	
DATE OF BIRTH	<p style="text-align: center;">KSSS NEEDS A COPY OF BIRTH CERTIFICATE (please bring this to the Pre-Admission meeting)</p>
COUNTRY OF BIRTH	
NATIONALITY	
GENDER	MALE / FEMALE
ADDRESS	POSTCODE:
TEL NUMBER	01827
MOBILE	

EMAIL	
MOTHER'S FULL NAME	MOTHER HAS PR Yes / No
FATHER'S FULL NAME	FATHER HAS PR Yes / No <small>(If the father is named on the birth certificate, he legally has PR)</small>
OTHER PEOPLE WHO HAVE PARENTAL RESPONSIBILITY	NAMES: ADDRESS: POSTCODE: TEL. NUMBER: MOBILE: EMAIL:
OTHER NOTES REGARDS CUSTODY OF CHILD	Eg. Residency Orders / Special Guardianship / Adopted etc.
MEDICAL INFORMATION	DOCTOR NAME: ADDRESS OF MEDICAL PRACTICE: TEL. NUMBER:
DETAILS OF MEDICAL CONDITIONS/ILLNESSES/ ALLERGIES etc	

<p>EMERGENCY CONTACT DETAILS</p>	<p>IN PRIORITY ORDER:</p> <table border="1"> <thead> <tr> <th data-bbox="451 555 507 584"></th> <th data-bbox="555 555 711 584">FULL NAME</th> <th data-bbox="874 555 999 584">NUMBER</th> <th data-bbox="1209 555 1485 584">RELATIONSHIP TO CHILD</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 595 483 624">1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="451 748 483 777">2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="451 900 483 929">3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="451 1052 483 1081">4.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		FULL NAME	NUMBER	RELATIONSHIP TO CHILD	1.				2.				3.				4.			
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1.																					
2.																					
3.																					
4.																					
<p>SPECIAL EDUCATIONAL NEEDS</p>	<p>PLEASE GIVE DETAILS OF SEN PROVISION / REQUIREMENTS</p>																				

I UNDERSTAND THAT THIS INFORMATION WILL BE STORED ON COMPUTER, (LOCAL AUTHORITY DATA BASE & WHEN NECESSARY SHARED WITH OTHER AGENCIES) AND THE PARENTS/CARERS ARE RESPONSIBLE FOR ADVISING THE SCHOOL OF ANY CHANGES.

THIS FORM HAS BEEN COMPLETED BY:

PARENT NAME:

By signing this – you are consenting to this data to be stored securely at KSSS and used appropriately by KSSS staff to ensure the safety and education of your child. Eg. to contact you by phone/mobile; email; letter etc.

SIGNED BY PARENT:

DATE:

STUDENT NAME:

By signing this – you are giving consent that your data will be stored by KSSS and used appropriately by KSSS staff to ensure your safety and education and that your Parent/Carer above has already consented that your data is to be securely stored and used by KSSS staff.

SIGNED BY STUDENT:

DATE: