



ARTHUR MELLOWS VILLAGE COLLEGE
Helpston Road, Glinton, Peterborough, PE6 7JX



Information for Parents of New Students



2019 / 2020

Delivering Learning for Life within an Aspirational Culture

Arthur Mellows Village College is part of the
Four Cs Multi-Academy Trust



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Welcome from the Head of College

Dear Parent

I would like to extend a very warm welcome to you and your child to Arthur Mellows Village College.

We endeavour to ensure that transition between Year Groups and different educational establishments runs as smoothly as possible.

This booklet contains some essential information which I hope you will find helpful in the move to Arthur Mellows Village College. Should you require additional information please contact the College. The aim of this booklet is to reinforce College expectations and opportunities available for your child during their secondary education.

I hope your son/daughter settles into Arthur Mellows quickly and confidently, however, should you have any concerns or wish to discuss your child's progress or well-being please do not hesitate to contact your child's Form Tutor or Head of Year in the first instance.

I look forward to a long-standing and productive relationship with you in support of your child's education.

Yours sincerely

M. Sandeman

M SANDEMAN
Head of College



College Structure and Staffing

Although the Head of College is ultimately responsible for all that takes place on the College site, much of the day to day running of the College is delegated to other members of staff. Those taking additional responsibilities, apart from teaching, are as follows:

Senior Management Team

MR SANDEMAN
Head of College



MR OAKLEY
Deputy Headteacher



MRS SLUDDS
Assistant
Headteacher



MR CRADOCK
Assistant
Headteacher



MR WATSON
Assistant
Headteacher



MR LOW
Assistant
Headteacher



MR STEELE
Assistant
Headteacher



Heads of Year

MR JONES
Head of Year 7



MR PEPPER
Head of Year 8



MRS GILBERT
Head of Year 9



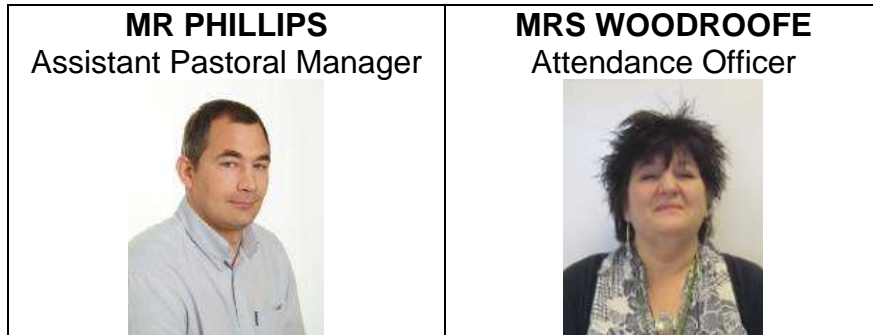
MRS WARRINGTON
Head of Year 10



MRS WARD
Head of Year 11



The Pastoral Team



Learning Support Department



Additional Key Staff you will have contact with

Heads of Subject Areas

English	Ms K Lewis	Physical Education	Mrs L McPartlin
Mathematics	Miss L Marshall	Design Technology	Mr S Dewdney
RE	Mrs G Ellis / Mr S Ahmed	Drama	Miss K Clennett
History	Mrs K Price	Music	Mrs T Hammond
Geography	Miss E Veale	IT and Computer Science	Mrs M Richards
Languages	Mrs S Yates	Art	Mrs S Crawford

Form Tutors

Most of the teaching staff also act as Form Tutors. They are responsible to the Head of Year for the well-being of children in their Tutor Group.

The College Day

	Start	End
Registration	8.45 am	9.00 am
Lesson 1	9.00 am	9.50 am
Lesson 2	9.50 am	10.40 am
Break	10.40 am	10.55 am
Lesson 3	10.55 am	11.45 am
Lesson 4	11.45 am	12.35 pm
Lunch	12.35 pm	1.25 pm
Lesson 5	1.25 pm	2.15 pm
Lesson 6	2.15 pm	3.05 pm

Term Dates 2019/20

AUTUMN TERM 2019	
Training Day 1 and 2	Monday 2 September and Tuesday 3 September
Opens	Wednesday 4 September
Training Day 3	Friday 11 October
Half Term	Monday 21 October to Friday 25 October
Ends	Friday 20 December
SPRING TERM 2020	
Opens	Monday 6 January
Half Term	Monday 17 February to Friday 21 February
Ends	Friday 3 April
SUMMER TERM 2020	
Training Day 4	Monday 20 April
Opens	Tuesday 22 April
May Day	Friday 8 May
Half Term	Monday 25 May to Friday 29 May
Ends	Friday 17 July

How to contact the College

Telephone number: 01733 252235

Email: office@arthurmellows.org

Website: www.arthurmellows.org

If your enquiry is **lesson / subject based**, please ask for the appropriate **Head of Faculty / Department**.

If your enquiry is of a **pastoral nature**, please ask for the Pastoral Team in the first instance.

If they are not available a message will be taken and the appropriate member of staff will contact you as soon as they are able to do so.

Reporting a Student Absence

In the first instance parents should contact the College via the dedicated student absence email address:

- **absence@arthurmellows.org**

advising us of the following information:

- ✓ Date of absence
- ✓ Student name
- ✓ Tutor Group
- ✓ Your name
- ✓ Your relationship with the student
- ✓ Reason for absence



In all cases of absence, parents are required to notify the College daily. If the absence is likely to exceed one week, the College should be informed of the nature of the illness as soon as possible. Please visit our Attendance Policy on the College website.

Parental Holidays in Term Time

In accordance with Government guidelines, to support our attendance policy and student learning we will not be authorising holidays of any length taken during term time. Applications will be considered in exceptional circumstances by the Head of College.

This does not affect **leave of absence** for special events such as competing in a national sporting event or in a theatrical production.

Dental Appointments and Medical Treatment

Absence for dental appointments and medical treatment is permissible providing the Form Tutor is shown the appointment letter beforehand and there is an appropriate note from the parent inside the Student Planner / Diary.

Illness or Accident at the College

In cases of illness or accident during the College day, students will be taken to the First Aid Room. Accommodation is limited and if necessary parents may be asked to collect their children and take them home. In serious cases an ambulance will be called and parents informed as soon as possible.

It is vital that parents inform the College of emergency telephone numbers where they can be contacted during the College day. Please complete the Emergency Contact Details included in your Admissions Form. Parents should ensure that the College records are kept up to date by informing us of any changes to contact numbers and medical information.



Parents' Consultation Meetings



You will be invited to a formal parents' consultative meeting when it will be possible for you to meet your child's teachers and discuss progress and target setting.

Please remember: should you have any concerns please do not hesitate to contact us.

Stationery – minimum requirements

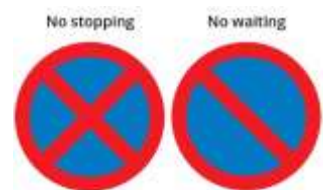


It is important that students should have their own pen, pencil, ruler, compass, protractor and eraser. Calculators are now becoming an essential piece of equipment required and parents will receive advice from the Maths department early in the Autumn term on a recommended type. These will then be offered for sale through the College. Advice on computers and software applications is available on request.



Relationships with our Community


We would like to always foster positive relationships with the local residents and the community as a whole. With this in mind, the College asks that parents abide by the traffic stopping restrictions around the school at all times and where parking is legal, please be aware that the blocking of residents' drives should be avoided. Consideration needs to be given to access for larger vehicles, eg emergency. Parental assistance in this respect is very much appreciated.





Extra Curricular Musical Activities

The following activities are in Music this year:

Lunchtime (12.45 pm – 1.15 pm)	After School (3.05 pm – 4.00 pm)
<p>GIFTED AND TALENTED MUSIC CLUB</p> <p>BRASS BAND (Mr Moore) All Brass players welcome</p> <p>JUNIOR BAND (Mrs Hammond)</p> <p>POP CHOIR (Mrs Hammond) All Years 7 – 13 students welcome</p> <p>JAZZ BAND (Mr Roberts)</p>	<p>SENIOR BAND (Led by Mr Roberts and Mrs Hammond)</p> 



College Uniform

The list below shows approved items of dress and those items which are not acceptable.

Garment		
*Coat	Black	There are two versions of the AMVC coat, a heavy one and a lighter one. The school coats remain our preferred option, however, students are allowed to wear coats which are <u>plain</u> and <u>dark</u> . These coats can be worn outside but must not be worn anywhere inside the school buildings. (Hoodies and tracksuit style tops are not acceptable).
<u>Key Stage 3</u> *Polo Shirt *V-neck Jumper *Cardigan	White Bottle green Bottle green	All with school crest.
<u>Key Stage 4</u> *Polo Shirt *Fitted Blouse *V-neck Jumper *Cardigan	White White Black Black	All with school crest.
*Skirt	Black	With AMVC embroidery, girls can select from two styles of skirt (one pleated and one plain).
<p>*All of the above items must be purchased from:</p> <p>CHROMA LEISURE</p> <p>10 Wulfric Square, Bretton, Peterborough, (Tel. 01733 262526)</p> <p>Online ordering is available: www.chromasport.co.uk</p>		
Trousers	Black	Must be a traditional formal 'suit' style trouser and must be full length (non-jeans style). No casual or 'skinny-type' trousers acceptable.
Tights	Black or neutral	Plain, no patterns.
Footwear	Black or dark brown	Traditional/formal style in leather or leather-style – heels must not exceed 6 cm – No trainers/canvas style shoes will be acceptable. Shoes manufactured by trainer companies, with logos or badges will be viewed as trainers.
Socks	Black, grey or plain dark colour	
Jewellery		<ul style="list-style-type: none"> • One pair of sleepers or small stud earrings are allowed (to be worn one in each ear or a single earring). • A single discreet necklace, bracelet and ring are allowed. NOSE STUDS/RINGS OR ANY OTHER BODY PIERCING are NOT allowed. • We advise that no jewellery of value is worn in College. • The College accepts no responsibility for any personal property brought onto the College site.
Hair	Natural colour only	No 'extreme' styles are allowed. (Senior Management Team to decide)
Make-up		Must be 'discreet'. Nail varnish/polish is not allowed. (Senior Management Team to decide)

**Examples of
how your
uniform
should look**

KEY STAGE 3



KEY STAGE 4



ITEMS NOT ALLOWED



**Nothing made by a Sports
Manufacturer or in a sporty style eg
Vans Leather Trainers, Reebok,
Lonsdale etc**

No canvas

No skinny-type jeans

PERSONAL PROPERTY

The College accepts no responsibility for any personal property brought onto the College site; this includes mobile phones, tablets and any other electronic devices. All users should be discouraged from bringing valuable items into the College. If this is unavoidable, special arrangements should be made in advance for temporary safe keeping.

Students are able to have a locker for storage of personal property.

Should personal property go missing whilst on College premises, even whilst in a student locker, the College accepts no responsibility.

PE UNIFORM

Compulsory	Optional
Black shorts	Skorts or leggings for Girls
Black tracksuit bottoms	
AMVC green polo shirt	
AMVC black quarter zip training top	AMVC PE Black hoodie – not to be worn for Rugby
White/Green football socks	
Sports Trainers only – no pumps or fashion shoes allowed (Astroturf trainers would be a good option)	Studded Footwear – strongly recommended for Football/Rugby
Shin Pads (for Hockey and Football), Gum shield – must be worn for Hockey and Rugby	

BODY PIERCING STATEMENT

It is the College policy that students are smartly dressed in a 'uniform' fashion. We ask students not to make fashion statements about themselves, either in their clothing or in their jewellery.

This is why we stipulate that only one pair of small, plain ear studs or earrings (worn one in each ear or a single earring) and one plain, discreet bracelet and necklace may be worn.

We have a responsibility for the health and safety of students while we are 'in loco parentis' during College hours. Other body piercings decorated with studs/rings can constitute a potential danger to students, especially in practical lessons – like PE, Technology, Drama and Science – and in the hustle and bustle of moving around the College with large numbers of other students. For this reason, we do not allow other body pierced jewellery.

If a student wishes to have body pierced jewellery other than that allowed by the College, we stipulate that they have the piercing done at the beginning of the long summer holiday. This gives several weeks for the piercing to establish itself. The student is then able to take out the stud/ring safely to attend College but to replace it at home.



Any student wearing a ring or stud other than those allowed in the uniform code, who will not remove it on request, will be thought of as being uncooperative with the rules of the College. Lack of cooperation is punishable by exclusion.

Please note This is general information. As you know "fashion trends" come and go so our list cannot be exhaustive. It is at the Head of College's discretion to take action regarding any fashion trend or hairstyle which we feel is unacceptable.

School Meals

A mid-day meal may be purchased in the Refectory. The College operates a Cashless Catering system therefore students will not have to carry money around the College. Students who bring packed lunches must eat them in the specified location, during the mid-day break. Families who claim Income Support and/or are on low income are eligible for free school meals. Apart from children who go home during the mid-day break, students are not allowed to leave the premises unless permission has been obtained from their Head of Year.

A sample menu from our catering contractor, Cucina, is shown below.

	Monday	Tuesday	Wednesday	Thursday	Friday
Soups £1.00	Chef's Soup of the Day with Homemade Bread	Chef's Soup of the Day with Homemade Croutons	Chef's Soup of the Day with Homemade Bread	Chef's Soup of the Day with Homemade Bread Sticks	Chef's Soup of the Day with Homemade Bread
Main £2.30	"Proper" Beef Lasagne, Roasted Garlic Bread with Rocket & Parmesan Salad	Chicken Tikka Masal, Spiced Dhal & Traditional Sangata	Slow Roasted Shoulder Pork, Yorkshire Pudding, Caramelised Apples & Roasted Root Vegetables	Authentic Chilli Con Carne, Sour Cream, Salsa, Cheese & Nachos	Ginger Beer Battered Fish, Skinny Fries, Minted Peas, Proper Tomato Ketchup
Vegetarian £2.30	Aubergine Parmigiana ✓	Wok Fried Vegetable Chow Mein with Soy Marinated Tofu ✓	British Beetroot, Goats Cheese & Caramelised Onion Tart ✓	Quorn & Vegetable Chilli Con Carne, Sour Cream, Salsa, Cheese & Nachos ✓	Carrot & Sesame Burger in a homemade Cheese Bun, "Cucina" Onion Relish, Skinny Fries ✓
Tubs to Go Medium £1.80 Large £2.20	Pot Pasta or Jacket Potato with either Cucina Tomato Sauce ✓ Spicy Sausage BBQ Beans ✓	Pot Pasta or Gnocchi with choice of either Arrabiata ✓ Matballs Red Pesto ✓ NUTS!	Pot Pasta or Wedges with either Cucina Tomato Sauce ✓ Chilli Beef Grated Cheese & Bacon Crumbles ✓	Pot Pasta or Rice with either Arrabiata ✓ Sweet and Sour Chicken Cheese & Salsa ✓	Pot Pasta or Noodles with either Cucina Tomato Sauce ✓ Chef's Special Chilli
Fresh Pizza Slices £1.30	Pepperoni Focaccia	Margherita ✓ Ham & Mozzarella	BBQ Chicken Focaccia	Margherita ✓ Pepperoni	Cheesy Garlic Focaccia ✓
Why not try with a splash of one of our homemade oils?					
Cucina Basics from £0.60	Bacon & Cheese Straws	BBQ Baguette	Iced Vanilla Finger	Pizza Baguette	Pizza Pinwheel ✓
Puds £1.20	Traditional Apple Crumble with Creamy Vanilla Custard Lemon Mousse with Shortbread Biscuits	Banana Gingerbread with Toffee Sauce Chocolate Brownie Torte with Red Fruit Coulis	Treacle Tart with Vanilla Ice Cream Raspberry & White Chocolate Sundae	Warm Pear and Almond Tart with Vanilla Sauce Berry Tiramisu	Lemon Drizzle Cake Chocolate & Raspberry Fool

Free School Meals

If you are currently claiming for Free School Meals, please note that entitlement does get transferred from your previous school. If you are a new claimant, parents must complete a new application form for your child to receive a Free School Meal. Please download from this from the Cucina* Catering page of the College website or request an application form.

Extra Curricular Activities



Maths Club
Orchestra
Choir
Electronics



Computing
Cookery
Art
Craft and Design

Hockey
Basketball
Roulers
Athletics



Rugby
Cricket
Netball
Football



Photography
Reading
Science
Drama



Behaviour and Discipline

Aims

Students, staff, parents and governors should work together to achieve the following:

- ✓ A caring, safe environment where effective teaching and learning takes place.
- ✓ Trust between students and staff.
- ✓ Ensuring that everyone and everything is treated with respect.
- ✓ Encourage and reward positive behaviour and achievement.

General Guidelines

It is essential to create a safe, happy and controlled atmosphere so the educational function of the College can be provided successfully. Students have an entitlement to be educated and also to spend their College years in a well-managed, secure and ordered environment.

Unacceptable Behaviour

In the view of the College there is no justification for any of the following behaviours. They are so serious that students displaying them may be excluded without prior use of any other sanction:

- Wilful and persistent refusal to obey reasonable instructions.
- Bullying: including serious verbal abuse and unprovoked physical attack on another person or their property.
- Deliberate and serious damage to College property.
- Racial abuse.
- Sexual abuse.
- Abuse and possession of drugs, tobacco, e-cigarettes or alcohol on the premises.
- Serious verbal abuse of staff.
- Any illegal act or behaviour that endangers the health and security of others such as bringing a weapon into the College.

Bullying

Every student at Arthur Mellows Village College has the right to enjoy learning, free from bullying and intimidation. We believe that bullying is not a part of College life, not an inevitable part of growing up, and it does not usually sort itself out.

Bullying arises from a wish to hurt, threaten or frighten someone else. It is a repeated behaviour, where there is an imbalance of power and the victim is deliberately made to feel vulnerable or intimidated.

Aims / Objective / Purpose

The aims of the anti-bullying policy are as follows:

- To state clearly the College position on unacceptable behaviour and in particular bullying and to provide a framework for parents, staff and students in dealing with bullying behaviour.
- To raise the awareness of the issue of bullying by promoting the implementation of the policy through classwork, staff development and communication with parents.
- To encourage students to develop positive attitudes towards self and others.
- To enable staff to maintain a consistent approach by clarifying the roles of individuals in the College and to introduce procedures for investigation and prevention.
- To enable students to identify sources of appropriate personal support.

The objectives of the anti-bullying policy are:

- To engender greater awareness amongst members of the College community of the issue of bullying.
- To promote greater concern for the welfare of victims.
- To seek a reduction in the incidents of bullying behaviour in the College.

The purpose of the policy is to complement the Code of Conduct and Policy concerning Equality of Opportunity

Students who attend Arthur Mellows Village College are entitled to expect that:

- The College will look after their welfare by providing a safe and secure environment for all individuals.
- The College will clearly communicate the position on behaviour, unacceptable behaviour and in particular bullying.
- The College will actively promote the implementation of the policy through classwork, staff development and communication with parents.
- The College will ensure that sources of personal support are available.
- Issues of concern raised by staff, students and parents will be investigated, monitored and an agreed course of action made known and recorded.
- Victims and perpetrators will be offered appropriate advice and counselling.

Mobile Phone Protocol

Students will inevitably have mobile phones in their possession whilst they are in College. The protocol for their use is detailed below.

Students are reminded that they are only allowed to bring their mobile phone into College in accordance with the following rules:

1. Mobile phones must be switched off and out of sight in all lessons unless at the specific direction of the teacher.
2. Phones can be used both inside and outside of the College, before school, during breaktimes and lunchtimes, but not between lessons.
3. Texting, making and receiving calls and listening to music are only acceptable before school and during breaktimes and lunchtimes.
4. The camera, video and voice recording facilities **cannot** be used in the College at any time.
5. Students bring their mobile phone to College at their own risk.
6. Students must not text or phone parents asking them to be collected from College during the day. The College will contact parents if students are required to be collected.
7. Students who break any of the above rules will have their phones removed, stored securely and the normal pastoral systems will take over.



Homework

Homework is an important part of College life, contributing to student progress and attainment. It plays a key role in extending the knowledge and skills that are developed in College and provides opportunities for students to enrich their own learning.



Teachers will set homework that meets the needs of students of all abilities. In Year 7 homework will be set by the majority of subjects. Homework from some subjects such as Music, Drama and PE may be less frequent. It is the responsibility of the student to complete homework on time and hand it in. When homework is not handed in on time, appropriate sanctions may be applied, most likely in the form of a detention. Parents can help their child by regularly monitoring their homework, discussing the homework and suggesting improvements and ensuring their child has somewhere suitable to work. Parents should contact the class teacher in the first instance if they are concerned about homework.

School Transport (Draft details and timings applicable from September 2019)

This information may be of use to parents living in the following areas:

THESE ROUTES AND TIMES ARE TO BE USED AS A GUIDE ONLY. Parents will be notified in writing by Peterborough City Council of their child's allocated route, Peterborough City Council will send out bus passes and timetables to parents.

BUS NUMBER	OPERATOR DETAILS	FROM	TIMES	
			AM	PM
AM60	NEWBOROUGH COACHES	NEWBOROUGH Guntons Road, adjacent to The Bull PH	08.13	15.30
AM61	NATIONWIDE COACHES	NEWBOROUGH Newborough, Guntons Road, Church Newborough, Guntons Road, Village Hall Milking Nook, Werrington Bridge Road nr Glington Road Milking Nook, Werrington Bridge Road nr Laws Close Old Decoy PH, Bus Stop, corner Werrington Bridge Road Thorney Road, Milking Nook Bus Stop	08.00 08.03 08.10 08.11 08.13 08.15	16.00 15.50 15.47 15.45 15.42 15.38
AM62	NATIONWIDE COACHES	THORNEY Thorney, French Drove, Re Drove rural addresses Thorney, New Cut at junction with Wallaces Drove Thorney, Duke of Bedford School Thorney, Opposite Gas Lane	07.45 to 07.55 08.03 08.10 08.13	16.22 to 16:11 16:00 15:53 15:50
AM63	GRETTONS COACHES	THORNEY Thorney, Duke of Bedford School Thorney, Opp Gas Lane Thorney, Riverside layby, The Layby	08.05 08.08 08.10	15.53 15.50 15.48
AM64	NATIONWIDE COACHES	EYE Eye, Pioneer Caravan Park Eye, Fountains Place Eye, High Street, adj Church	08.08 08.11 08.15	15.50 15.53 15.57
AM65	GRETTONS COACHES	EYE Eye, Peterborough Rd, Mattonis (was Riva)	08.00	15.35
AM66	NENEWAY	EYE / EYE GREEN Eyebury Road before junction with Little Close Eye Green, Crowland Rd, old Greyhound Inn Eye Green, Crowland Rd, Northam Close	08.00 08.03 08.06	15.50 15.47 15.44
AM67	NEWBOROUGH COACHES	BARNACK BANTON /UFFORD MAXEY Barnack, Walcot Road Bainton, Barnack Road adj Church Ufford, Walcot Road adj Southorpe Terrace Ufford, Bus Shelter by Newport Way Maxey, Tuckers Nook Corner Maxey, High Street, Bus Shelter	07.49 07:55 07.47 07.44 08.11 08.14	15:48 15:53 15:46 15:43 15:28 15:25

Continued...

BUS NUMBER	OPERATOR DETAILS	FROM	TIMES	
			AM	PM
AM68	NEWBOROUGH COACHES	AILSWORTH/ SUTTON /UPTON /HELPSTON, WILLOWBROOKE FARM/ MARHOLM Ailsworth, Bus Shelter Upton, Bus Shelter Helpston, Stamford opp/adj Willowbrooke Farm Marholm Crossroads nr Castor Road	07.55 08.00 08.05 08.10	15.53 15.45 15.35 15.37
AM35	AMEY	AILSWORTH /CASTOR Ailsworth, Bus Shelter, Peterborough Rd Castor, Royal Oak, Peterborough Rd	08.00 08.05	15.50 15.40
AM37	AMEY	WITTERING /BARNACK/ Wittering, Burghley Avenue, Bus Stop Wothorpe. London Road Junction First Drift Pilsgate, Stamford Road Junction Barnack, Barnack Jack Haws Lane & PM Jack Haws Lane opp flags	07.50 08.00 08.10 08.15	16.00 15.40 15.35. 15.30
AM43	AMEY	EYE Eye, Fountains Place Eye, High Street Church Eye, Cartmel Way Eye, Peterborough Road, Opp Mattonis (was Riva)	08.10 08.12 08.15 08.18	15.30 15.32 15.35 15.38
AM44	AMEY	WITTERING Wittering, St Georges Rd, Opp Spar Shop Wittering, Parker Road Wittering, Legg Road Bus Stop Wittering, Church Road Bus Stop	07.50 07.52 07.54 07.55	15.40 15.42 15.44 15.45
AM45	AMEY	WANSFORD / WITTERING Wansford, Old Leicester Rd, Robinswood Wansford, Old Great North Rd, Bus Shelter Wittering, Townsend Rd, Post Office	07.45 07.50 07.55	15.45 15.50 16.00.

Updated March 2019

Please note that the above details are correct at the time of printing but may be subject to change. Updated timetable information will be sent with bus passes issued by Peterborough City Council for those students who are deemed eligible for school transport.

If you have any queries regarding the above please call 01733 317455 and ask to speak to the Passenger Transport Operations Team, Peterborough City Council.

Continued...

Some students use service buses for transport which are run on a commercial basis and are not under the jurisdiction of the College or the Local Authority. These companies' services are subject to change, however, listed below is some information which may be helpful to you. Please contact the companies direct for details of timetables and fares.

Stagecoach (01733 207 860)	Services which pass between Deeping and Peterborough. Information can be obtained from Queensgate Bus Station
Delaine Bus Company (01778 422866)	Service between Deeping and Peterborough throughout the day

The companies which own the buses have an obligation to convey students within the terms of their contract of service. This usually means being responsible for ensuring the welfare and safety of passengers, including the control of behaviour. Parents, however, do have ultimate responsibility for their children outside the College premises including on the buses. Children travelling on buses are expected to behave (at all times) in a sensible and responsible manner.

Problems with service buses should be conveyed direct to the company concerned. Naturally the College is also concerned to know of problems and will endeavour to assist.

Students should follow the instruction of staff on duty for bus departures at 3.05 pm. If they miss their bus at 3.05 pm they **must** report to the member of staff on duty who will assist them to contact parents to collect them.

Notification of Intention to Process Students' Biometric Information

Arthur Mellows Village College wishes to use information about your child as part of an automated (ie electronically-operated) recognition system. This is for the purposes of accessing cashless catering facilities, books from the Library and Music Department. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The College would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to our cashless catering service, Library and Music facilities.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (ie measurements taken from your child's fingerprint) is what will be used to permit your child to access services.



You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- a) the school/college cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (ie as stated above);
- b) the school/college must ensure that the information is stored securely;
- c) the school/college must tell you what it intends to do with the information;
- d) unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only person/body that the school/college wishes to share the information with is the provider of our biometric system. This is necessary for operational reasons.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the College cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. The child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The College is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the College, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access catering, Library and Music facilities.

If you give consent to the processing of your child's biometric information, please indicate this on the consent form on the enclosed Admission paperwork.

Please note that when your child leaves the College, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

- Department for Education's *'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff'*: <http://www.education.gov.uk/schools/adminandfinance/schooladmin>.
- ICO guide to data protection for organisations: [Guide to data protection | ICO](#)
- ICO guidance on data protection for education establishments: [Education | ICO](#).



Four Cs Multi-Academy Trust

PRIVACY NOTICE – LEARNERS (How we use learner information)

The Four Cs Multi-Academy Trust (MAT) is the data controller for the purposes of the General Data Protection Regulations. The Trust and its schools collect information from you and may receive information about you from your previous school and the Learning Records Service.

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Assessment information
- Special Needs information
- Behaviour and Exclusion information
- Post 16 Learning information

If students are enrolled for post 14 qualifications, the Trust and its schools will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Why we collect and use this information

We use the student data:

- to get in touch with you and parents/carers when we need to
- to support pupil learning (which could include the use of appropriate websites and applications)
- to monitor and report on pupil progress
- to provide appropriate pastoral care and wellbeing
- to assess the quality of our services
- assess how well the Trust and its schools are doing
- to comply with the law regarding data sharing

The lawful basis on which we use this information

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

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

Sometimes, we may also use your personal information where:

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

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

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

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 General Data Protection Regulation, 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 no longer than is necessary for the purpose or purposes it was collected. Reasonable steps will be taken to destroy, or erase from the systems, all data which is no longer required.

Who we share pupil information with

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

- our Local Authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (a government department)
- your family and representatives
- educators and examining bodies
- our regulator (the organisation or 'watchdog' that supervises us), eg Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations
- central and local government
- our auditors
- health authorities
- health and social welfare organisations
- police forces, courts, tribunals

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 share information about our pupils with the (DfE) under regulation 5 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 servicesPupils 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
- NHS and health agencies

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/carers 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 the Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.

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
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

The Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.

Mission Statement / Home-College Agreement

NAME OF STUDENT: **TUTOR GROUP:**

Delivering learning for life within an aspirational culture. Objectives: To be the College of choice by promoting and providing access to relevant, broad, balanced and quality learning. Be a safe, effective and friendly environment. Value, encourage and help develop the potential of all within our community. Strive to improve our performance and measure achievement against challenging standards. Recognise and celebrate achievement.

	As parent(s) we/I will do our/my best to ...	As a student I will do my best to ...	As a College we will do our best to ...
Being ready for College	<ul style="list-style-type: none"> Send our/my child to College in full College uniform. Make sure our/my child has the right equipment for College. 	<ul style="list-style-type: none"> Always wear full College uniform. Bring the right equipment to College. 	<ul style="list-style-type: none"> Insist that the correct College uniform is worn at all times. Tell students what they need for lessons.
Attendance/punctuality	<ul style="list-style-type: none"> Make sure our/my child attends College on time every day. 	<ul style="list-style-type: none"> Attend College every day on time. Attend all lessons on time. 	<ul style="list-style-type: none"> Encourage good attendance and punctuality and to reward these.
Class and homework	<ul style="list-style-type: none"> Take an interest in the work of our/my child. Encourage our/my child to always do their best. Make sure our/my child does their homework. 	<ul style="list-style-type: none"> Listen to my teachers, follow their instructions and work to the best of my ability. Work together positively with others. Write all homework in my planner, do my homework and hand it in on time. 	<ul style="list-style-type: none"> Teach good lessons. Prepare students in a range of subjects that will encourage them to succeed and to enable learners to achieve their best. Provide a homework timetable and planner and to set homework according to College Policy. Set appropriate work which will be marked regularly.
Behaviour	<ul style="list-style-type: none"> Encourage our/my child to have high standards of behaviour at all times. 	<ul style="list-style-type: none"> Behave well in and outside of College and follow the <u>Code of Conduct</u> and respect others. 	<ul style="list-style-type: none"> Encourage high standards of behaviour and respect of all individuals.
Pastoral support	<ul style="list-style-type: none"> Let the College know if there are any problems likely to affect our/my child's learning. 	<ul style="list-style-type: none"> Let my teacher know if I have any worries. 	<ul style="list-style-type: none"> Listen and respond quickly to any concerns.
Links with College	<ul style="list-style-type: none"> Attend Parents' Evenings. Read letters from College and reply if necessary. Read and sign the planner. Support the College if sanctions, for example, detentions become necessary. Refrain from posting negative comments about the College (staff and students) on Social Media 	<ul style="list-style-type: none"> Take all written communications home to parent(s). Show planner at home each week. Complete any sanctions, if necessary. Refrain from posting negative comments about the College (staff and students) on Social Media 	<ul style="list-style-type: none"> Hold regular Parents' Meetings. Report regularly on progress, attendance and punctuality. Inform parents and students of any worries or concerns where necessary.
Extra-curricular life of the College	<ul style="list-style-type: none"> Support events that the College is involved in. 	<ul style="list-style-type: none"> Find out what events are happening in College that I can take part in. 	<ul style="list-style-type: none"> Inform parents and students of events that the College is involved in.

Parent's signature		Date:
Student's signature		Date:
Signed on behalf of the College	<i>M. Sandeman</i> M SANDEMAN, Head of College	Date: September 2019