



## **Welcome to West Kirby Grammar School**

We are delighted that you have chosen West Kirby Grammar School and hope that this is the start of a long and happy relationship with the School.

To ease the transition to West Kirby Grammar School we need to collect some background information to ensure we can meet all your child's/ward's educational needs and to enable the School to contact home efficiently. We also need to ask you to give consent for your child/ward to access facilities as explained in this booklet.

All information provided to the School will be kept confidential and stored securely in line with the General Data Protection Regulations. For further information on the data we store and how we use and share that information please refer to the Privacy Notice enclosed within this booklet.

### **How to use this booklet**

1. Please read this booklet carefully before completing the 'Admissions Data Pack'
2. Complete 'Acceptance of Place' and 'Attendance at Induction Evening', if applicable
3. Continue by completing the Student and Contact Details carefully; use this Technical Guide as reference
4. Confirm your Consent preferences on the back page
5. Finally, both student and parent/carer, please tick to authenticate the information provided.

**Please complete the online Data Pack (link below and on introductory email) as soon as possible and retain the Technical Guidance for future reference.**

[Data Pack for Year 7 Admissions September 2023](#)

## STUDENT DETAILS

Please provide as much information as possible, taking care to enter correct date of birth and give full medical information so that we may provide all the necessary provision and support your child/ward requires for their education.

## CONTACT DETAILS

Please provide a **minimum** of **TWO** emergency contacts, this must include persons with **parental responsibility**.

### How do you define Parental Responsibility?

Parental Responsibility (PR) is defined in [section 3\(1\)](#) of the [Children Act 1989](#) (CA 1989) as all the rights, duties, powers, responsibilities and authority which by law a parent/carer of a child has in relation to a child and her/his property. This means that those with PR:

- have the power to make important decisions that affect their child's/ward's upbringing, unless there is a court order in place specifying otherwise.
- are entitled to information about their child/ward, unless there is a court order in place preventing such disclosure.

### Points to note:

- Mothers and married fathers automatically have Parental Responsibility and will not lose it if divorced unless there is a court order in place
- Unmarried fathers do not automatically have Parental Responsibility but under new laws state that "if an unmarried father has a child *after* 1st December 2003 and he is registered on the birth certificate, he **WILL** have Parental Responsibility
- Step-fathers and Step-mothers **do not** automatically have Parental Responsibility but may have legally obtained Parental responsibility

Providing the School with 'occupation' and 'place of work' information assists the School, in the event of an emergency, e.g. night shift workers, persons travelling, who may not be easily accessible etc. The School only requests this information for contacts with parental responsibility.

## CONSENT: DATA SHARING – PRIVACY NOTICE

Under the Data Protection Act 1998 West Kirby Grammar School, as a Data Controller, is required to inform you of the data we collect, store and share in relation to your child/ward.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth (if provided) and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Contact details (address, email and telephone numbers)
- Exclusion and achievement/behaviour information
- Medical and special educational needs information
- National curriculum assessment results and qualifications, including Learning Records Service Unique Learner Number (ULN)
- Safeguarding information from agencies
- Destination after leaving the School

Data is provided by various sources including; parents/carers, previous schools, Learning Records Service, Safeguarding/Child Protection Agencies, Local Authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the laws regarding data sharing

WKGS collects and uses pupil information under Article 5 of the Data Protection Act 1998 to ensure data is:

- Fairly and lawfully processed
- Processed for specified and limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than is necessary
- Processed in line with the right of data subjects
- Kept secure
- Not transferred to other countries without adequate protection

Whilst the majority of pupil information you provided 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 information or if you have a choice.

We hold pupil data in line with the WKGS retention policy, we do not retain records longer than is necessary. We routinely share pupil information with:

- Schools which the pupil attends after leaving us
- Our Local Authority
- The Department for Education (DfE)
- Youth support services
- Careers advisers
- NHS

### CCTV Cameras

WKGS maintains a small network of security cameras for the detection and prevention of vandalism or in the event of a break in. These cameras record images which are stored securely on the School premises. Only authorised personnel have access to this system and images are not stored for any longer than is reasonably necessary. Cameras are clearly identified with signage as you enter the camera zone.

## Youth Support Services

Once our pupils reach the age of 13, we 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. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. This enables them to provide youth support services, post 16 education and training provider information and careers advice.

A parent/carer can request that **only** their child's name, address and date of birth is passed to the provider of Youth Support Services in this area by informing the School Office in writing. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [www.wirral.gov.uk](http://www.wirral.gov.uk)

## National Pupil Database (NPD)

The National Pupil Database (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. Some of this information is then stored in the NPD. The law which 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
- 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 the information we hold about them. To make a request for your personal information, or be given access to your child's/ward's educational records, contact The Headteacher, West Kirby Grammar School, Graham Road, West Kirby CH48 5DP or email the office at [office@wkgs.net](mailto:office@wkgs.net).

### 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
- take action regards 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/>

If you would like to discuss anything in this privacy notice, please contact: The Headteacher, West Kirby Grammar School, Graham Road, West Kirby CH48 5DP or email office at [office@wkgs.net](mailto:office@wkgs.net).

## CONSENT: USE OF IMAGES AND MEDIA

The School is involved in many activities throughout the year which are recorded by photograph, film or reported in the press. Images may be used in the following ways:

- a. Official School purposes of promoting or publicising the School and events. Whereby images are used for formal publications such as the press or brochures they may include a students' full name. If a students' full name is shown, specific consent will be obtained prior to publication.
- b. On the School website and School social media channels. These images/recordings may include a students' first name only and would be for celebrating success or promoting educational events.
- c. Recordings may be made for examination evidence and sent securely to examination boards in order to obtain coursework grades.
- d. Recordings of internal events e.g. drama/music performances may be shared internally with students and staff. Students and staff agree that they will not be used inappropriately or shared publicly without suitable consent from any others involved.
- e. Images and recordings may be retained after a student has left the School, these may be kept for archiving purposes and will be stored securely in line with GDPR. These may be displayed at archival events e.g. Centenary Celebration and such like.
- f. Images may be taken by other parents/carers who wish to photograph or record School events for their own personal use. You may take images at School events and agree that they will not be used inappropriately or shared publicly without suitable consent from any others involved.
- g. Images or use of any images that others have taken is not permitted without suitable consent.

## CONSENT: HOME SCHOOL AGREEMENT (Years 7 to 11)

The Governors recognise that the success of the School in providing for, and promoting, the development and achievement of its students is dependent upon all concerned working in partnership towards common goals. They recognise that their partners in this process are the staff, the students and their parents/carers. The School aims to provide an environment where students are safe and healthy; a stimulating working environment in which students thrive and develop to their full potential. The School will endeavour to fulfil its aims, to keep parents/carers informed and to provide a range of opportunities for comment, consultation and discussion.

### **Within a caring ethos the School will:**

- promote high standards of academic, personal and social life
- encourage students to explore and develop their talents through a broad and balanced curriculum which is enhanced by clubs, conferences, residential opportunities and other activities
- develop effective collaborative ventures with business and industry
- foster close involvement with the local, wider and international community
- provide guidance and support as needed

### **The School will communicate with parents/carers through:**

- the Parent App, letters, weekly newsletters via School Comms, leaflets, email, text and an annual School calendar on wkgs.org
- regular reports which provide information on progress
- Parents' Evening each academic year which will allow opportunities for consultation with subject teachers
- direct contact, usually by the Head of Year, if the School has any serious or ongoing concerns to discuss
- arranging opportunities for individual discussion in response to any concerns expressed by parents/carers

The School will aim to respond to parent/carer communication within 48 hours of receipt. The School will also provide mechanisms/opportunities for students to express any concerns on academic, personal and social matters and maintain systems which signpost and/or deliver the required support.

### **Parents/carers will:**

- ensure maximum attendance and if this is not possible, follow the School procedures concerning notification of absence through illness and requests for authorised absence
- ensure adherence to the dress code (i.e. appropriate uniform)
- provide the opportunity and appropriate facilities for the completion of homework and encourage good working habits
- encourage and support the participation of students in the opportunities provided
- promote a high level of personal conduct at all times and, should it be necessary, support the implementation of any sanctions
- as far as is possible, attend meetings arranged for consultation and events for celebrating students' successes
- contact the School if there are any queries about procedures or any concerns about academic, personal and social well-being. In the first instance, this should be by telephone or via 'Contact Us' on the School website
- Adhere to the visitors' code of conduct which includes expectations of appropriate communication when raising concerns

### **Students will:**

- make the best possible use of the opportunities provided by the School
- aim for full attendance and punctuality
- hand in all homework tasks on time and in full
- maintain high personal standards of behaviour and care in relation to others, their property and the property of the School
- deliver all issued reports, letters, newsletters and requests etc. to their parents/carers as soon as possible after issue
- wear the correct School uniform
- adhere to the School's code of conduct
- contribute actively to the School and wider community

### Introduction

West Kirby Grammar School (WKGS) recognises the importance of IT in schools and the need to access the computing facilities available within the School in a safe and secure way. WKGS provides staff with access to a wide range of resources via a carefully monitored and maintained network. This type of environment requires users to demonstrate a responsible approach to the use of these resources and necessitates regulations to govern how equipment is used and what type of information is accessed.

The aim of this policy is to outline what is acceptable use of the School's IT equipment, network and the Internet, social media sites and email. It is the intention of the policy to protect network users as well as the School against malicious and unintentional threats to the IT systems. An Acceptable Use Policy seeks to ensure that you are not knowingly subject to identity theft and therefore fraud, and that you avoid cyber-bullying and just as importantly, you do not become a victim of abuse.

### Scope

This policy applies specifically to students (users) and use of the IT equipment at WKGS. It also includes accessing the School network from outside of the School premises via platforms such as iPupil and Remote Desktop Connection. Our full Acceptable IT Use Policy is available on our website at [www.wkgs.org](http://www.wkgs.org)

### Use of Hardware/Equipment

- Users are not permitted to install hardware components onto School equipment or make any unauthorised configuration changes without prior consultation with IT Services.
- Fixed IT computing equipment should not be moved to another location without prior consultation with IT Services.
- Users must not cause any deliberate damage to any equipment or data that is part of the School's IT facilities such as monitors, base units, printers, keyboards, mice or other hardware.
- If you are aware of a fault/malfunction when using IT equipment you should report it immediately to the IT Services Team.

Such actions reduce the availability and reliability of computer equipment and puts at risk other users' data. In addition, these actions lead to an increase in repairs of IT facilities, which impacts upon everyone's ability to access the facilities. Result of vandalism is that it incurs costs, which reduce funds available to improve the IT facilities in the School. Parents/carers may be billed for any vandalism to equipment.

### Use of Software

- Only software which is legally owned by the School may be installed on computer equipment owned by the School. This includes games, screen savers and any other executable programs.
- Only IT Services staff should install software on computer equipment and/or the network.
- The unlawful copying of any copyrighted software and/or its use on School equipment is prohibited.
- Deliberate deletion or modification of software without prior approval from IT Services is prohibited.
- Deliberate introduction of a virus or any other malicious software to a computer/school network is prohibited.
- No user shall modify a computer's software, settings or other stored information; or attempt to access, copy, modify or disseminate information which is not intended for their use or bypass any security systems that are in place for the users' safety.

### Use of the Network and Internet

Students are given a unique username and password for the School network. Users are responsible for their own password security and should ensure their personal credentials are safe and secure at all times by making sure that they have a strong password making use of numbers and letters.

- Internet access is made available to students on the understanding that it may only be used for purposes related to the student's programme of study and not for profit, entertainment or other unrelated purposes.
- Students may use the internet in accordance with the following guidelines:

- a. Only access suitable material, the Internet is not to be used to download, send, print, display or transmit material that would cause offence or break the law.
  - b. Do not access Internet chat sites. Remember you could be placing yourself at risk.
  - c. Do not access online gaming sites. Use of the Internet is for educational purposes only.
  - d. Do not order goods or services from online, e-commerce or auction sites or subscribe to any newsletters, catalogue or other form of correspondence via the Internet.
- The School Internet is protected by filtering software to block access to websites which have been reviewed and evaluated to display unsuitable content. However, it is impossible to guarantee that all controversial material is filtered. If users come across any inappropriate website or content whilst using the IT equipment/network, they must report it to a member of the IT Services Team immediately.
  - The viewing, downloading, copying or transmission of any offensive, obscene, harassing, pornographic or extremist material on any item of equipment owned by the School or connected to the School network is strictly prohibited and where applicable, the local authority and/or police may be informed should this occur. If there is any doubt as to whether particular materials are acceptable then users should query this with the IT Services Team who will make a decision on it.
  - All users are expected to behave in a legal, moral and ethical fashion that supports the School's aims and objectives.
  - The School reserves the right to examine or delete any files that may be held on its network and to monitor any Internet sites visited and emails sent or received.
  - Plagiarism is unacceptable. Any material accessed on the computers should be used in an appropriate manner in assignments and its source suitably noted.

### **Use of Email**

Students are given a School email address with the expectation that they will use this for legitimate educational and research activity. Users are expected to use email in a responsible manner. The sending or receiving of messages containing material that is of a sexist, racist, unethical, illegal nature or likely to cause offence should not take place.

- Email in the School is regarded as public and can be monitored. There is no expectation of privacy.
- Users are responsible for all emails sent.
- Do not download or open file attachments unless you are certain of both their content and origin. File attachments may contain viruses that may cause loss of data or damage to the School Network.
- Do not reveal any personal information about yourself or anyone else e.g. home addresses, personal telephone numbers. *(Please refer to the School's Data Protection Policy for further information)*

### **Bringing Your Own Device (BYOD)**

Students may wish to connect their personal laptops or devices to the School network. Users are granted access to School IT network and resources only on the terms of this policy and the condition that they observe these regulations. Users must understand that the decision to bring a personal device into the School rests with the individual and/or parent/carer as does the liability for any loss and/or damage that may occur as a result of using the personal device in School, during School visits and other outside activities. You may wish to consider adequate insurance cover to cover the cost of replacement or repair in the event of loss or damage that occurs on School premises.

- Before a device is connected to the network, the user must ensure that it has appropriate virus checker, firewall software and an automatically updating version of the operating system to avoid the risk of damage to the School network. If unsure of how to complete this process – seek guidance from the IT Services Team.
- The School takes all reasonable steps to protect the network from harmful software and other threats, however the School cannot accept responsibility for any damage which occurs to a device or software as a result of connecting to the network or of transferring any data from the network.
- Personal devices in School must only be used for the purposes of learning and supporting learning, and failure to comply with the terms of this policy may result in sanctions including revoking of access to the School network and accompanying privileges, confiscation of the device or banning of bringing own device to School.
- There is no expectation of privacy on computers connected to the School systems. Both technical and teaching staff may examine a student's laptop for educational, technical or disciplinary reasons at any time.



## Cyberbullying

The School's definition of cyberbullying is "the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them".

It can take a number of different forms: threats and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages), sexting (e.g. sending and receiving sexually explicit messages, primarily between mobile phones) vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private information/images and 'trolling' (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

*(Please refer to the School's Anti Bullying Policy for further guidance)*

## Social Media and Networking Sites

Social Media (e.g. Facebook, Twitter, and LinkedIn) is a broad term for any kind of online platform which enables people to directly interact with each other. However some games, for example Minecraft or World of Warcraft and video sharing platforms such as You Tube have social media elements to them. WKGS recognises the numerous benefits and opportunities which a social media presence offers.

However, there are some risks associated with social media use, especially around the issues of safeguarding, bullying and personal reputation. We respect the privacy and understand that staff, parents/carers and students may use social media forums in their private lives, however, personal communication likely to have a negative impact on professional standards and/or the School's reputation are within the scope of this policy.

Care should be taken to set privacy settings on sites appropriately and to avoid publishing material that could cause embarrassment or result in actions for defamation or discrimination to individuals and the School. This could include comments or images about the School, pupils or personal activities. Publishing of inappropriate material may result in sanctions under the Schools Behaviour Policy.

Students should not invite, accept or engage with a member of staff via a social networking site. Where there are links with staff via family or friends, users should seek advice from the Headteacher.

## Remote Access

Remote access enables students to access the School software which is available on the School network, when away from School site. WKGS recognises that there are risks associated with users accessing and handling information remotely and consequently applies strict rules to the level of access available to stakeholders.

**Students:** VLE, Email, own desktop software and personal school network drive.

It is the user's responsibility to ensure the following points are adhered to at all times:

- Mobile devices must be locked with a password/PIN number.
- Users should be aware of the physical security dangers and risks associated with working within any remote office or mobile working location.
- All portable computer devices should be switched off, logged off, or the keyboards locked when left unattended, even if only for a few minutes. Unauthorised or unlawful access to the School network may leave the School's network vulnerable to attack through hacking or virus software.
- Remote users' access to School systems (if connecting in a public place, such as Internet Cafe) will need to be via a secure route.

## CONSENT: EDUCATIONAL TRIPS AND VISITS OUTSIDE OF THE CLASSROOM

The School regularly runs trips and visits throughout the year which are considered “low risk” and enhance the learning experience. Historically, West Kirby Grammar School (WKGS) has asked parents/carers to complete a medical consent form for each individual event. Under H&S Government Guidelines, parents/carers need only complete a one-off consent for low risk activities, thus reducing the burden on parents/carers and staff alike.

WKGS considers it good practice to confirm your consent for more hazardous, residential or adventurous visits and as such you will receive specific consent forms relating to those activities at the time of planning.

Your consent will last for the time that your child is with us at this School and covers a range of “low risk” activities which form part of his/her normal education.

Suggested trips and activities included in this consent would be:

- group visits to local amenities
- visits to other schools and universities
- local sporting fixtures during and outside of the School day
- visits to museums and non-adventurous activities during and outside of the School day.

This is not an exhaustive list of activities but outlines the type of activity we consider reasonable to be covered by this consent.

You have the right to withdraw your child/ward from educational trips and visits and will be notified in advance of the activity taking place.

### Consent

In giving consent for your child/ward to take part in school trips and other activities which take place on-site and off-site it is understood that:

- The School will provide information about each trip or activity before it takes place
- You can opt out of a particular trip/activity and should let the School know in reasonable time and do so in writing
- You **must** ensure that all parties understand and agree to abide by any trip code of conduct
- You **must** keep the School informed if any medical information becomes out-of-date
- You must keep the School informed whereby religious beliefs impact on any medical treatment your child/ward may receive
- You **must** keep the School informed if any emergency contact information has become out of date or does not apply to a particular trip and provide alternatives as necessary

All School activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).

## CONSENT: ELECTRONIC COMMUNICATION SYSTEMS

West Kirby Grammar School seeks to make communications between parents/carers and School as smooth as possible. We use electronic online systems which enable parents/carers to receive information relating to their child/ward by email or text message and access to information relating to attendance, assessment, reports etc.

### Parents' App:

The Parents' App is an online or smart phone App which allows parents/carers or those with parental responsibility to view information relating to students' attendance, assessment, behaviour, achievement and academic progress. Interim grade reports will be published on this system in line with our Assessment and Reporting Calendar with the Annual Full Report being made available in print once a year. In addition you will be able to manage your personal data to ensure we hold the correct emergency contact information. You will receive an email shortly after your child/ward joins the School containing instructions on how to access the App. All contacts with parental responsibility will be offered an account, however there is an expectation that at least one account is activated per family in order to access academic progress reports.

WKGS has a communication system used to inform you should your child/ward be absent from School without authorisation and also enables the School to contact you by email or text message. You will also receive the School weekly newsletter which keeps you informed about events such as Parents' Evenings, charitable events arranged by students, performances, important dates for your diary and much more.

### Internet Payment Service:

The School provides an online payment system to pay for items such as school meals, trips etc. This provides a more convenient method of paying for School items rather than having to use cash. The scheme offers you the freedom to make payments whenever and wherever you like, safe in the knowledge that the technology used has the highest internet security available. You will be given a secure online account, which will be accessed with a unique user ID and password. The payment service enables you to view all items available to each of your children/wards, along with relevant costs and details and holds an electronic record of your purchases to view at a later date should you wish. No card details are stored in any part of the system.

### Cashless Catering (Biometric Ringer Recognition System):

At West Kirby Grammar School we operate a cashless catering system which provides a more efficient and ultimately better quality of service. The system incorporates the latest biometric technology and eliminates the need to carry cash or cards throughout the day, thus reducing the risk of loss.

### How does this work?

An image of your child's finger print is scanned into the software, this image is then converted to a unique, encrypted, biometric key or pattern.

**No image of a fingerprint is ever saved**, only a series of numbers. This code cannot be reconverted to an image, so no one can duplicate the print and all codes are stored directly to the School's server and is not shared with any other companies. It is this code which identifies your child/ward when making purchases. The funds for meals are paid to their account using the Internet Payment Service.

### Parents' Evening System:

Appointments to see teachers at Parents' Evening are booked using an electronic booking system. This enables parents/carers to be able to select which teachers they wish to see at a time that is convenient to them. Log in details for this website will be sent out prior to the Parents' Evening.

### Where can I access other Policies?

Some policies are available on our website: [www.wkgs.org](http://www.wkgs.org). Should you require any further documentation which is not published please contact the School via email: [office@wkgs.net](mailto:office@wkgs.net).