

# Parent, Carer and Student Handbook

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## Principals' Welcome

I am very proud to be Principal of North East Futures UTC from its opening in September 2018. My aim for this academic year is to embed and build on all of the good practice we developed in our first year. I would like to see our positive reputation growing and widening and to ensure all families with teenage children in the North East know about us as a potential education offer for those with a love of Technology and/or Health Science.

We aim to offer something special on top of a normal great school offer. We continue to work hard to get the UTC ethos right – engagement of industry partners, meaningful projects, quality work experience and inspirational mentoring are a few examples.

It is important that all students are fully on board with the UTC vision. Studying at a great UTC is very challenging but also very rewarding. Students should enjoy the year and I am sure you will get a lot out of it.

## Mission

North East Futures UTC has been established to change the education, skills and employment paradigm in the North East's Digital and Health Science sectors

It will succeed in this ambitious mission by providing the opportunity for young people from all the communities in this region to benefit from its specialist provision and by creating a more effective model to 'grow our own' skilled, committed and 'work-ready' young people.

We will do these things via a strong collaboration with our university, employer sponsors and our other partner organisations.

## Key Student Expectations

1. Be safe and happy
  - a. Speak out if you have concerns
  - b. Follow the code of conduct
  - c. Be health and safety conscious
2. Be reliably reliable
  - a. Attend every day unless absolutely not able to
  - b. Arrive before 9:00AM and to all lessons and meetings on time
  - c. Meet all your deadlines through good time management
3. Act, dress and speak professionally
  - a. Follow the dress code
  - b. Show good manners with each other, staff and guests
  - c. Speak calmly and confidently

## Home-School Agreement

### The UTC is committed to providing young people with:

- A safe, professional and happy learning environment where students are treated with respect
- Unrivalled access to employers in the Health Science and Digital sectors in ways such as undertaking project-based learning, impactful work experience, mentoring and good career guidance
- Great quality teaching and learning, academic rigour, support and challenge so that students are encouraged and pushed to achieve their potential
- Supportive and timely intervention for students when they need it most
- Quality pastoral care and clear lines of communication between home and UTC
- Meaningful and engaging enrichment opportunities

### The UTC is committed to providing parents and carers with:

- The confidence in the quality of education your child is receiving at the UTC
- Regular updates on your child's academic progress, behaviour, attendance and development
- Regular updates on life at the UTC and the opportunities available to your child
- A clear line of communication with your child's personal tutor at the UTC for phone and email communication and with the Senior Team should you need it
- A face to face communication every academic year with all staff and the opportunity to request further meetings if required
- Financial support for trips, travel, food and equipment if needed

### The UTC expects parents and carers to:

- Engage with the UTC by reading emails, newsletters, social media content and attending events and parents evenings wherever possible
- Raise any concerns you may have with the UTC quickly so that matters can be addressed
- Support your child by regularly asking about what they have learnt at the UTC and challenging your child to do even better next time when you receive progress information
- Support your child with achieving excellent records of attendance and punctuality
- Support the UTC with behavioural consequences if issued
- Help the marketing of the UTC by sharing social media content and word of mouth

### The UTC expects students to:

- Follow the code of conduct, dress code and acceptable use agreement
- Be confident in yourself and be resilient to challenge
- Use your lesson and independent learning time well
- Focus on your employability and regularly consider your career options
- Let a member of staff know if you are struggling with learning or your wellbeing
- Put in maximum effort into your learning and strive to achieve your best
- Engage with industry partners whenever you can
- Regularly take up opportunities such as work placements, enrichment and competitions to get the most out of your UTC experience
- Help support your peers with their learning and wellbeing

## Times of Day

<u>Monday</u>		<u>Tuesday, Wednesday &amp; Thursday</u>		<u>Friday</u>	
<b>P1</b>	900-950	<b>P1</b>	900-950	<b>P1</b>	900-950
<b>P2</b>	950-1040	<b>P2</b>	950-1040	<b>P2</b>	950-1040
<b>Break</b>	1040-1100	<b>Break</b>	1040-1100	<b>Break</b>	1040-1100
<b>P3</b>	1100-1150	<b>P3</b>	1100-1150	<b>P3</b>	1100-1150
<b>Tutor</b>	1150-1210	<b>P4</b>	1150-1240	<b>P4</b>	1150-1240
<b>Lunch</b>	1210-1240	<b>P5</b>	1240-1330	<b>Lunch</b>	1240-1320
<b>Health And Fitness</b>	1240-1520	<b>Lunch</b>	1330-1410	<b>Tutor</b>	1320-1340
		<b>Tutor</b>	1410-1430	<b>Enrichment</b>	1340-1430
		<b>P6</b>	1430-1520		
		<b>P7</b>	1520-1610		
		<b>P8</b>	1610-1700		

## Term & INSET Dates 2019/20

<u>Term</u>	<u>Starts</u>	<u>Ends</u>
<b>Autumn Term 1</b>	4 Sep 2019	25 Oct 2019
<b>Autumn Half Term Break</b>	28 Oct 2019	1 Nov 2019
<b>Autumn Term 2</b>	4 Nov 2019	20 Dec 2019
<b>Winter Break</b>	23 Dec 2019	3 Jan 2020
<b>Spring Term 1</b>	7 Jan 2020	14 Feb 2020
<b>Spring Half Term Break</b>	17 Feb 2020	21 Feb 2020
<b>Spring Term 2</b>	24 Feb 2020	3 Apr 2020
<b>Spring Break</b>	6 Apr 2020	17 Apr 2020
<b>Summer Term 1</b>	21 Apr 2020	22 May 2020
<b>Summer Half Term Break</b>	25 May 2020	29 May 2020
<b>Summer Term 2</b>	1 Jun 2020	17 Jul 2020
<b>Summer Break</b>	20 Jul 2020	4 Sep 2020

### INSET DAYS

2 and 3 September 2019
22 October 2019
6 January 2020
20 April 2020

## Staff List

<u>Leadership Team</u>	<u>Teaching Staff</u>	<u>Support Staff</u>
<ul style="list-style-type: none"> <li>• <b>Dan Sydes</b> – Principal</li> <li>• <b>Jacqueline Carr</b> – Vice Principal</li> <li>• <b>John Pattison</b> – Director of Pastoral Care</li> <li>• <b>Liam Clark</b> - SENDCO</li> <li>• <b>Jo Harrison</b> – Director of English and Literacy</li> <li>• <b>Mark Woods</b> – Director of Science</li> <li>• <b>Sarah Hughes</b> – Business Liaison Manager</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Andrew Noakes</b> – Chemistry Teacher</li> <li>• <b>David Clarke</b> – Mathematics Teacher</li> <li>• <b>Dominic Hall</b> – Biology Teacher</li> <li>• <b>Gemma Demain</b> – Biology Teacher and EPQ Coordinator</li> <li>• <b>Jack Griffiths</b> – Chemistry and Physics Teacher</li> <li>• <b>Karen Nixon</b> – Computer Science Teacher</li> <li>• <b>Lauren Ball</b> – Computer Science Teacher</li> <li>• <b>Lee Willis</b> – Computer Science Teacher</li> <li>• <b>Pieter Vermaas</b> – Mathematics Teacher</li> <li>• <b>Sarah Richardson</b> – English Teacher</li> <li>• <b>Will Postlethwaite</b> – Physics Teacher and House Manager</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Charlotte Murray</b> – Admissions Manager</li> <li>• <b>Helen George</b> – Pastoral Support</li> <li>• <b>Helyn Bulman</b> – Learning Support</li> <li>• <b>Rebecca Oates</b> – Receptionist</li> <li>• <b>Lucy Arbon</b> - Receptionist</li> <li>• <b>Sarah Galvayne</b> – Science Technician and Health and Safety Manager</li> </ul>
<b>Guest Teachers</b> – Art, Further Maths, Languages, Psychology		

## Code of Conduct

### Students must:

- Always dress as per the Dress Code
- Safely use technology as per the Acceptable Use Agreement and ensure my mobile phone and headphones are out of site unless in the Mobile Safe zone
- Always come to the UTC with the correct equipment for learning
- Always arrive at North East Futures UTC before 9:00 unless prior agreement has been obtained or normal operating hours are changed due to a special event
- Attend every day unless genuinely not well enough to do so, or previous agreement obtained from the Principal
- Meet deadlines unless a previously agreed extension from a member of staff has been granted
- Attend all scheduled meetings, lessons and activities on time
- Speak to others in a calm and professional manner and respect requests from members of staff
- Conduct myself in a calm and professional manner and ensure I keep myself and others around me safe
- Be an excellent ambassador when representing the UTC when working with industry partners on or off site
- Never bring alcohol, drugs or illegal substances on site. Everyone under 18 should never bring cigarettes (including e-cigarettes and vaping equipment) on site and those 18 or over who choose to smoke should never have their cigarettes visible on site and should not smoke within visible distance of the UTC.
- Never attend North East Futures UTC under the influence of any of the above
- Never bring on site blades, firearms or other items that could be classed as weaponry
- Never engage in physical violence or bullying of any type
- Report to a member of staff if I am aware of another student not meeting the expectations above

**The code of conduct is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.**

## Student Dress Code

We expect all students to dress work-ready every day

<u>Top Options</u>	<u>Bottom Options</u>	<u>Optional Extras</u>
<ul style="list-style-type: none"> <li>• Suit jacket or blazer</li> <li>• Smart shirt with collar</li> <li>• Smart blouse or work top</li> <li>• Smart jumper, top or cardigan</li> </ul>	<ul style="list-style-type: none"> <li>• Formal trousers</li> <li>• Business appropriate skirt or dress</li> <li>• Smart plain shoes <i>(mid-heel acceptable)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Tie</li> <li>• Smart jewellery</li> </ul>
<b><u>No:</u></b>		
<ul style="list-style-type: none"> <li>• Trainers</li> <li>• Polo shirts</li> <li>• Jeans, leggings, shorts or tracksuits</li> <li>• Hoodies</li> <li>• Crop tops or logo tops</li> <li>• Outside coats worn inside (lockers are provided)</li> <li>• Headphones worn inside building or hanging down</li> <li>• High heels or open footwear in science labs for Health and Safety</li> <li>• Loose jewellery (e.g. hoop earrings) for Health and Safety</li> </ul>		
<b><u>Sports Dress Code</u></b>		
<ul style="list-style-type: none"> <li>• Sport T shirt or Polo Shirt</li> <li>• Shorts, leggings or jogging bottoms</li> <li>• Trainers</li> </ul>		

**Notes:** The Principal will occasionally approve a dress-down day to raise money for charity. These will be clearly communicated to stakeholders.

**The dress code is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.**

## Acceptable Use Agreement

### Students must:

- Have access to a WiFi enabled device, such as a Windows 10 laptop, every day to support learning (laptops and desktops are available at the UTC)
- Only use official @NEFuturesutc.co.uk email to communicate with stakeholders regarding UTC matters
- Always use professional language in emails and online communications
- Play games, or use social media, only at break and lunch times unless part of a learning activity and approved by a member of staff
- Keep mobile phones out of sight and on silent in class and in independent learning time unless permission from staff granted
- Be mindful of their digital tattoo when posting on any public platform such as social media
- Be mindful of safe use of technology and report concerns straight away to a member of staff  
Students will learn about safe use of technology as part of their programme of study
- Never engage in any activity that could be classed as cyber-bullying even if intended as a joke.  
This includes:
  - Never posting personal comments about someone else
  - Never sharing images or videos of someone else
- Never share private or explicit material of yourself or others. This includes both in and outside of the UTC
- Never illegally download or distribute copyrighted material such as software or media via the North East Futures UTC network
- Report to a member of staff if they are aware of another student or member of staff not meeting the expectations above

**The acceptable use agreement is signed by both Parent/Carer and Student before joining the UTC to show understanding of expectations as a student studying at the UTC.**



## Expectations

This section contains key information from selected UTC policies. Please follow up by reading the full policy document where needed that can be found on the North East Futures website.

## Independent Learning Time

Your child has a number of ILT sessions in their weekly timetable. This slot is for self-directed learning and study

The UTC aims for students to develop their independence over the course of their studies at the UTC. They may need some parent/carers support as they learn to prioritise

Please ask your child what they have used their ILT for and contact the tutor if you are concerned they are not yet using this time as effectively as they can

Independence is a great work-ready skill to develop ready for your child's career.

## Anti-Bullying

At the UTC, action will be taken to prevent bullying in the following ways:

- by promoting and maintaining an ethos that encourages consideration and respect for others and which is firmly based on the values of UTC;
- by educating students about the boundaries of appropriate behaviour towards others and addressing bullying and related issues through PSHCE, Citizenship, peer mentoring and assembly programmes;
- by ensuring effective supervision of locations within the UTC where bullying is likely to occur and highlighting to students, with the support of parents / guardians, the importance of appropriate behaviour when travelling to and from the UTC;
- by liaising with other support agencies as appropriate, some of whom are on site;
- by encouraging a strong sense of belonging to the UTC through participation in enrichment activities;
- by having clear procedures for responding to bullying, which are kept under regular review.

## Assessment

Classroom assessment should include:

- Rich and deep questioning
- Feedback to support learners progress almost every lesson
- Peer and self-assessment

## Assessment Types

### *Effort Grades:*

- A – Student almost Always demonstrates outstanding effort
- M – Student Mostly demonstrates outstanding effort
- S – Student Sometimes demonstrates good effort
- N – Student demonstrates Not enough effort

### ***Predicted Grades:***

These are based on what Teachers estimated grade for the end of the course – e.g. 1-9 grades for GCSE courses, A\*-E grades for A Level and Distinction/Merit/Pass grades for BTEC and vocational courses. It is normal for teacher predictions to go up and down throughout the year.

## **Attendance**

Students are expected to attend every day unless it is absolutely not possible.

Parents are expected to contact the school by phone on 0191 9179888 to report an absence before 9:00am and every day of absence thereafter.

Parents/carers are asked to plan medical appointments outside of UTC hours wherever possible

Advance notice for expected absences should be sent to [office@nefuturesutc.co.uk](mailto:office@nefuturesutc.co.uk) and reasons for a planned absence (such as sporting fixture or university visit) should be provided. The UTC will approve absences as per the Attendance Policy.

### **Attendance Below 90%**

Parents/carers are advised that if your child's attendance is below 90%, it puts you – the parent/carers – at risk of Legal Monitoring from the Local Authority which can lead to an interview under caution, fines and a possible court summons.

### **Parent Contracts**

If we are concerned about unexplained or unauthorised absences, we may offer parents/carers a Parent Contract in order to agree together how you and the UTC can help improve your child's attendance; acceptance of a Parent Contract is voluntary, but advised.

## **Lateness**

Lateness is unacceptable. Students who arrive after 9:00am should report to Reception where they will be signed in. Persistent lateness will be dealt with using the Behaviour Policy. Students and parents/carers should seek support from the tutor in the first instance if punctuality is a genuine issue.

## **Behaviour**

The following should underpin behaviour at the UTC:

- Respect each other
- Listen to each other
- Treat everyone as an individual
- De-escalate incidents and seek to reconcile

The UTC uses a range of rewards and positive reinforcement strategies for students. Examples of these include:

- Praise and positive behaviour points on the UTC Management Information System (MIS)
- Feedback on work
- Certificates and prizes for individuals, teams, groups and houses at celebration events
- Phone calls/letters/postcards/emails home

The UTC uses disciplinary methods for students in line with the range of sanctions as detailed in the Behaviour Policy. The UTC uses disciplinary methods and sanctions only to support consistency of good behaviour and improvement of behaviour.

The UTC seeks the support of parents and carers in managing students’ behaviour and will work with families to make appropriate decisions on sanctions/discipline wherever feasible.

## Curriculum

### Industry Support

Example of how Industry partners support the UTC curriculum include:

- Meaningful work experience placements including longer summer placements
- Planning and delivering whole-UTC projects through half days and full days. These can be one off or ongoing projects
- Planning and delivering projects to be delivered through the curriculum
- Guest Lectures and career talks
- Industry mentoring

### Subject list

Students in Years 10 and 11 have some degree of flexibility but all students will start off studying for GCSEs in:

<b>Years 10 &amp; 11</b>		
<b><u>Core Subjects:</u></b>	<b><u>Technical Option:</u></b>	<b><u>Further free option GCSE:</u></b>
<ul style="list-style-type: none"> <li>• English Literature and English Language</li> <li>• Mathematics</li> <li>• Computer Science</li> <li>• Biology</li> <li>• Physics</li> <li>• Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>• Technical IT</li> <li>• Technical Science</li> </ul>	<ul style="list-style-type: none"> <li>• History</li> <li>• Geography</li> <li>• Language</li> <li>• Art</li> </ul>
<b><u>Students will also study core non-GCSE:</u></b>		
<ul style="list-style-type: none"> <li>• Health and Fitness</li> <li>• Personal Development (Citizenship, Religious Education, Personal, Social, Health Education, Careers)</li> <li>• Enrichment</li> </ul>		

Students in Post 16 have 3 pathways to choose for their core curriculum:

<b>Post 16</b>		
<b><u>Pathway 1:</u></b>	<b><u>Pathway 2:</u></b>	<b><u>Pathway 3:</u></b>
<p><b>3 or 4 A levels from:</b> Physics, Chemistry, Biology, Mathematics, Further Mathematics, Computer Science and Psychology.</p>	<p>A Pearson National Extended Diploma in either Computer Science or Biomedical Science</p>	<p>A Pearson National Extended Certificate in either Computer Science or Applied Science plus two A Levels from pathway 1</p>

## Literacy

“Fluency in the English language is an essential foundation for success in all subjects.”

Without strong literacy skills, a young person’s life chances are severely diminished; their employability, health, confidence and happiness are all compromised. All teachers are teachers of literacy. As such, the UTC is committed to developing the literacy skills of all students in the belief that it will support their learning and raise standards across the curriculum.

Literacy will be developed through:

- Extending students’ vocabulary across the UTC
- Developing an appreciation of reading through a range of texts, both fiction and non-fiction
- Promoting fluent written communication

## Equality

- The UTC believes in equality and equal opportunities for all
- The UTC will not accept discrimination
- The UTC will teach inclusion

## Pastoral

### Parent Partnerships

The UTC believes strongly in the power of working in close co-operation with parents, carers and guardians. The UTC will, therefore, seek to involve parents or carers actively in all we are trying to achieve. Approaches will include

- phone calls, emails, letters
- meetings
- development of working relationships between UTC staff and parents/carers

### Personal Development

The Pastoral programme at the UTC includes a discrete 20-minute daily tutor time and, for Key Stage 4 students, a weekly discrete Personal Development period.

The wider Pastoral and duty of care is implemented throughout the UTC day.

The discrete programme has been developed to deliver at least all statutory elements of:

- Religious Education
- Spiritual, Social, Moral and Cultural Education
- Citizenship and Personal, Social and Health Education
- Life in Modern Britain
- Quality careers Education
- Financial Education

## British Values

The UTC will uphold and promote the following British Values:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs and for those without a religious faith

## Special Educational Needs and Disabilities (SEND)

### North East Futures UTC will:

- work closely with families to identify all students who have additional needs
- work closely with families to find strategies to give support to students with additional needs
- Implement the strategies needed within the classroom
- Review the progress of students with additional needs and adjust the provision where needed

## Safeguarding

### Contacts

<u>Role</u>	<u>Name</u>	<u>Contact details</u>
Designated Safeguarding Lead	<b>John Pattison</b>	<a href="mailto:john.pattison@nefuturesutc.co.uk">john.pattison@nefuturesutc.co.uk</a> 0191 9179888
Deputy Designated Safeguarding Lead	<b>Dan Sydes</b>	<a href="mailto:dan.sydes@nefuturesutc.co.uk">dan.sydes@nefuturesutc.co.uk</a> 0191 9179888
Deputy Designated Safeguarding Lead	<b>Liam Clark</b>	<a href="mailto:liam.clark@nefuturesutc.co.uk">liam.clark@nefuturesutc.co.uk</a> 0191 9179888
Nominated Local Governor for and safeguarding and child protection	<b>Michael Whitaker</b>	<a href="mailto:michael.whitaker@nefuturesutc.co.uk">michael.whitaker@nefuturesutc.co.uk</a> 07775795573
Children’s Social Care – for reporting concerns – Single Point of Contact	<b>Normal Hours</b>	<a href="mailto:IRSADMIN@newcastle.gov.uk">IRSADMIN@newcastle.gov.uk</a>   0191 277 2500
	<b>Out of Hours</b>	<a href="mailto:edt@newcastle.gov.uk">edt@newcastle.gov.uk</a>   0191 278 78 78
16+ care	<b>Normal hours</b>	0191 278 2700
Children with Disabilities	<b>Normal hours</b>	0191 277 4700

**Key publication - [Working Together to Safeguard Children](#)**

**If you have any safeguarding concerns please contact the Designated Safeguarding Lead. The UTC aims to help parents and carers understand and recognise safeguarding and child protection issues.**

## Health and Safety

North East Futures UTC makes an unequivocal commitment to high standards of health and safety. Although the Principal has ultimate responsibility for implementing the policy everyone on site has an important part to play in its successful implementation.

Students are expected to:

- exercise personal responsibility for safety of themselves and others;
- observe the safety rules of the UTC and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with any item provided for safety;
- develop a positive health and safety attitude so that they are safe and prepared for work
- encourage other students to operate in a safe manner

## Fire Management and Emergency Evacuation

As part of the induction process all students at North East Futures UTC will be given a fire safety awareness session which will include:

- The action to take on discovering a fire
- How to raise the alarm and what happens then
- The action to take on hearing the fire alarm
- The importance of following evacuation instructions from their teacher or supervisor
- The evacuation procedure and arrangements
- The location of the escape routes
- How to open escape doors and the importance of keeping fire doors closed
- The reason for not using lifts
- The importance of general fire safety and good housekeeping
- An awareness of which staff are specifically trained in Fire Safety (listed in Appendix 6 of the Fire Safety Management and Evacuation Policy)

## Data Protection

North East Futures UTC is required to keep and process certain information about its students and their family members in accordance with its legal obligations under the General Data Protection Regulation (“GDPR”).

The School may, from time to time, be required to share personal information about its pupils with other organisations, mainly Local Authorities and the Department for Education (DfE), and potentially social services.

### Applicable data

Personal data refers to information which is in the School’s possession that relates to an identifiable, living individual, including information such as an online identifier, e.g. an IP address. Information is also personal data if, when combined with other data in the School’s possession, a living individual can be identified e.g. a set of student ID numbers. The GDPR applies to both the personal data that is stored on computer systems and other digital technologies, on manual filing systems where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data, e.g. key-coded data.

Sensitive personal data is referred to in the GDPR as ‘special categories of personal data’. These categories are broadly the same as those in the Data Protection Act (DPA) 1998, and include data relating to an individual’s racial or ethnic origins, political opinions, religious beliefs, criminal convictions, trade union membership or health-related information. The GDPR has added the processing of genetic data and biometric data, in order to take account of their increased use.

### Principles

In accordance with the requirements outlined in the GDPR, personal data will be:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up-to-date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Students and their families can find out more about how the school processes and manages personal data by reading the GDPR privacy notice for students and their families which can be found on the website.