

Admissions Information

Year 12 Poynton High School Sixth Form September 2020



Dear Parent/Carer

We are really looking forward to welcoming your son/daughter to our Sixth Form in September.

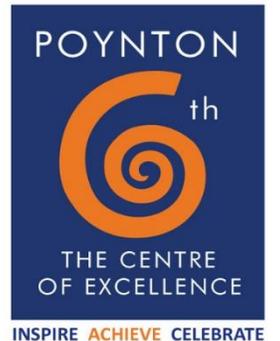
Admissions Document - I would be grateful if you could read this admission document and complete the registration document (link sent by email) **by no later than Friday 28th August**. It is vital that we keep accurate, detailed information about our students and their admission to our Sixth Form cannot be completed until we receive this information.

Parental Information Booklet – I would suggest you take a moment to look through this booklet which can be accessed at <https://www.phs.cheshire.sch.uk/sixthform/parental-resources> which answers many of the questions frequently asked by parents when their sons/daughters join the Sixth Form. There will also be a Parental Information Welcome video in place of the information evening we would normally host at the start of Year 12. The link to this will be sent out early in the term.

Can I highlight the school website as a very useful source of information (www.phs.cheshire.sch.uk). For example you will be able to access the school calendar of events, holiday dates and important whole school reminders on the main site and a great deal of Sixth Form specific information on the Sixth Form pages. I would also encourage you to follow us on Twitter for useful updates and reminders. @PHS_SixthForm

We look forward to seeing your son/daughter on **Thursday 3rd September 2020 at 8.45am**.

Yours faithfully
Mr R Hardman
Director of Sixth Form



Digital Images

The school's policy in relation to the use of digital images of student's at Poynton High School for educational and promotional purposes, and to enlist your support in the carefully controlled and monitored use of such images.

There are significant benefits in using digital images in schools. Digital video and photography is an exciting medium that can motivate and inspire students. Research has shown that using digital images in education can encourage creativity, improve communication and team working skills and enthuse students. In addition, the use of digital images provides a good opportunity to promote the work of Poynton High School and Performing Arts College.

We would therefore like to assure you that Poynton High School takes the issue of child safety very seriously. The school's Website Policy and the Data Protection Act 2018, General Data Protection Regulation GDPR (EU) 2016/679 underpins any use of student images.

The above includes images appearing in any of the following formats:

- | | |
|--|--|
| <ul style="list-style-type: none">• Video• Webcam• Television• The Internet including social media* | <ul style="list-style-type: none">• Photograph• Printed publications• Multi-media message services• Optical Disk - CD ROM and DVD |
|--|--|

* Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

We would therefore like to request your permission to use images of your son/daughter in any one of the formats, where appropriate, for educational or promotional services including the year book. Please indicate Yes/No on the registration form.

Internet Usage – Parental Agreement

As the parent/carer of the student, I give permission for my child to access networked computer services such as e-mail and the internet. I understand that students will be held accountable for their own actions. I also understand that although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or the Local Authority responsible for inappropriate material that my child may obtain. I understand the school reserves the right to apply monitoring arrangements to any student in relation to network, e-mail and internet use as a safeguarding measure. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

Please indicate on the registration form that you have read and understood the agreement.

In September all students will need to agree to the following:

As a school user of the internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I agree to report any misuse of the network to a member of staff. I also agree to report any websites that are available on the school internet that contain inappropriate material to a member of staff. If I do not follow the rules, I understand that this may result in loss of access to the internet as well as other disciplinary action.

Parent Pay & Cashless Catering

The school uses Parent Pay as an online facility to enable you to pay for trips and resources. It can also be used to provide students with funds to purchase food and drink in the Sixth Form coffee bar and main school restaurant. Sixth Form students are issued with an ID card which links to their lunch money accounts and so enables them to purchase items cashless. The Sixth Form Coffee Bar also has a contactless card machine and can also accept cash. The Main School restaurant does not provide a bank card or cash facility.

You will be issued with a Parent Pay log in unique to Poynton High School which you will need to activate, particularly if you have utilised Parent Pay at a previous school. We suggest students bring cash/bank card with them for the first few days until this account has been activated.

Bus Information

- There are a number of public buses that travel to and from our school in addition to the dedicated transport provided by Cheshire East, through Transport Service Solutions (TSS).
- **Public Buses**
The 833 and the 891 services travel between Hazel Grove and Stockport, and Poynton High School. Timetables and details of how to purchase tickets are available on a link through our school website: <https://www.phs.cheshire.sch.uk/parents/transform-information>
- **Cheshire East Buses**
A number of routes are currently in operation to transport students between Disley, Marple, Macclesfield, Handforth and Cheadle, and Poynton High School. A full list of routes, cost and how to obtain a pass, are available on our school website: <https://www.phs.cheshire.sch.uk/parents/transform-information>
- **More information**
Transport for Greater Manchester:
0161 244 1000
www.tfgm.com
- **Transport Service Solutions**
0300 123 5015 – Ask for Poynton High School Transport
schooltransport@transport-servicesolutions.co.uk
<http://www.cheshireeast.gov.uk/schooltransport/PHS>

Collection of data relating to HM Service children in Education

In accordance with The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2007, school is now required to indicate whether any pupil with a parent, step-parent, parent's civil partner or a person with parental responsibility, is a current member of the 'regular' armed forces and has been assigned Personal Status Category 1 or 2 by the Secretary of State for Defence or one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme or pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children.

If this applies to your household, please could you complete the information on the registration form. We are then required to pass this information onto Cheshire East Local Authority.

Privacy Notice

Schools are required to inform students and their families about how their personal data may be collected and used. This requirement is specified in General Data Protection Regulation ((EU) 2016/679) ("GDPR") which comes into effect on 25 May 2018. More information regarding the use of data by the school can be found in the GDPR Data Protection Policy, available on the school website.

Who processes your information?

Poynton High School, Yew Tree Lane, Poynton, SK12 1PU is the "data controller" for the purposes of data protection law. This means that we determine why and how, any personal data relating to students and their families is to be processed.

Mrs Jill Ingram is the Data Protection Officer for the school. That means she acts as a representative for the school with regard to our responsibilities and also makes sure that the school is compliant with the GDPR. Mrs Ingram can be contacted on 01625 871811 or info@phs.cheshire.sch.uk

• What data is collected?

- The school collects, stores and holds information about students to support teaching and learning, to provide pastoral care and to assess how the school is performing. This information includes:
- Personal information – e.g. names, student numbers and addresses, contact details, identification documents and photographs
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility; information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Further Education destination data
- Safeguarding information

Why do we collect and use your information?

- We use this data to help run the school, including to:
- Support your learning
- Get in touch with you and your parents when we need to
- To monitor and report on your progress including checking how you are doing in exams to see whether you or your teachers need any extra help
- To provide appropriate pastoral care and look after your wellbeing
- To check how well the school is performing

We will only collect and use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to comply with a legal obligation
- Where the information is needed in order to perform a task carried out in the public interest

Less commonly, we may also use your personal information in the following situations:

- Where you have told us we can use your personal information in a certain way
- Where we need to protect your interests (or someone else's interest)
- Where it is needed in the public interest

Privacy Notice

In particular we collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013
- Whilst the majority of the information we collect from you is mandatory, there is some information that you can choose whether to provide us. We will always tell you if it is optional

How long is your data stored for?

- Personal data relating to you and your family is stored in line with the school's GDPR Data Protection Policy. A copy of which is available on request
- We will not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally. We will keep your personal information whilst you are a student. We will even keep your personal information when you have left school where this is necessary for us to comply with a legal or professional obligation
- It is the law that we have to pass certain information about you to organisations like the local authority and the government, so they can meet their legal obligations too
- The National Student Database (NPD) is managed by the Department for Education ("DfE") and contains information about students in schools in England. Poynton High School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD

Will my information be shared?

We will not share your information with anyone without asking you first, unless it is something we need to share by law, or in order to meet our obligations as a school

The organisations we may share your personal information with also include:

- Your family, associates and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- School boards
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals and
- Professional bodies

Privacy Notice

Once you reach the age of 13, we are required by law to pass on certain information to our LA, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data for students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

If you are under the age of 16 then your parents are able to request that only your name, address and date of birth are passed to the LA, by informing info@phs.cheshire.sch.uk

Once you reach 16 years of age, this right is transferred to you, rather than your parents. For more information regarding services for young people, please visit our LA's website: www.cheshireeast.gov.uk

We are also required to pass certain personal information to careers services once you reach the age of 16. The information accessible by careers services includes mock exam results and subjects studied; SEND information; and student contact details.

What are your rights?

You can find out what personal information we hold about you by making a "subject access request" under data protection law. If we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it has been disclosed to and
- Let you have a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to make a request, please contact our Data Protection Officer Mrs Ingram.

You and your parents also have the following rights over how your data is used and kept safe including the right to:

- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed if it would cause damage or distress
- Prevent it being used to send you direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person) and
- Claim compensation for damages caused by a breach of the data protection rules.

If you are worried about the way we are using your personal data, please talk to a member of staff. Or, contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

Where can you find out more information?

- If you would like to discuss anything in this notice, please contact Mrs Ingram, the Data Protection Officer at info@phs.cheshire.sch.uk
- Alternatively, please look at our GDPR Data Protection Policy which can be downloaded from our website <https://www.phs.cheshire.sch.uk/> or alternatively a copy is available from the school office upon request