

# **Guide for Parents and Students**

Outstanding Boarding School Education

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# Introduction

Old Swinford Hospital (OSH) is a very lively and distinctive community. There is something of a challenge, for new and existing parents<sup>1</sup>, to keep on top of the information issued both during the early stages of a student's career and beyond.

Parents and students alike are encouraged to use this booklet as a guide and reference to what we do.

There is no need to read it from cover to cover, but do refer to it during the term, or at any time, as a first port of call. It may give you the information you are looking for or, if not, point you in the direction you need to go to find it.

As with any dynamic community we will change from time to time We will keep you in touch and let you know of any major changes. Bearing in mind that this is a guide and we are not a static community if you do not find what you are looking for, and think that we could add to the content, then please do let us know by dropping an email to our Bursar, Mrs Louise Green, on [lgreen@oshsch.com](mailto:lgreen@oshsch.com) and we will see what we can do to improve it.

Should you as a student ever feel a little uncertain, or that you would benefit from further information, then just ask your Housemaster, Head of Year, or your academic tutor.

Finally, should you as a parent ever feel a little uncertain, or that you would benefit from further information, please contact School Reception on 01384 817300 or [reception@oshsch.com](mailto:reception@oshsch.com).

**Paul Kilbride**  
Headmaster

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<sup>1</sup> The term 'Parents' is used throughout this guide and includes those who are the carers of our students.

# General Information

School type:	Voluntary Aided	
Address:	Old Swinford Hospital Heath Lane Stourbridge DY8 1QX	
Website:	<a href="http://oshsch.com">oshsch.com</a>	
Reception:	+44 (0)1384 817300 <a href="mailto:reception@oshsch.com">reception@oshsch.com</a>	
Reception opening times:	Monday to Thursday	08:00 to 17:00
	Friday	08:00 to 16:30
Admissions enquiries:	+44 (0)1384 817325 <a href="mailto:admissions@oshsch.com">admissions@oshsch.com</a>	
Admissions registration:	<a href="http://www.oshsch.com">www.oshsch.com</a> and use the relevant Admissions options on the main menu	
Headmaster's Office	+44 (0)1384 817300 <a href="mailto:headmaster@oshsch.com">headmaster@oshsch.com</a>	
School Office/Examinations:	+44 (0)1384 817326 <a href="mailto:hweston@oshsch.com">hweston@oshsch.com</a>	
Sixth Form Centre	+44 (0)1384 817331 <a href="mailto:robertorr@oshsch.com">robertorr@oshsch.com</a>  +44 (0)1384 817735 or +44 (0)1384 817445 <a href="mailto:lhunt@oshsch.com">lhunt@oshsch.com</a> (Year 12) or <a href="mailto:wapperley@oshsch.com">wapperley@oshsch.com</a> (Year 13)	
Financial enquiries:	+44 (0)1384 817315 <a href="mailto:sarahrobinson@oshsch.com">sarahrobinson@oshsch.com</a>	
Correspondence:	When addressing letters and parcels to a student, please include the name of the House in the School address.	

In the event of an emergency please contact the school in the following ways:-

1. During the teaching day, when school reception is staffed, telephone +44 (0)1384 817300 and you will be put through to the appropriate member of staff.
2. When school reception is not staffed please contact your Housemaster.  
By clicking [here](#) you will find House contact details

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# Aims of the School

At Old Swinford Hospital, we aim to provide an outstanding education, both within and beyond the classroom, which enables all of our students to realise and exceed their potential. Above all, we aim to provide a uniquely stimulating and supportive environment in which all individuals flourish, grow in understanding, self-confidence and self-esteem and are fully equipped to meet the challenges and demands of life beyond school.

Our vision for each and every student is one in which they can discover who they can be and where:

- ❖ **Children and young people come first**
- ❖ **We, and our students, have high aspirations and expectations**
- ❖ **Our community has strong and shared values**
- ❖ **Desired Qualities**
- ❖ **Our students are prepared for their lives for their future lives**

## **Children and young people come first**

- OSH aims to provide the best possible education
- We will ensure that our students are at the forefront of everything that we do
- We continually encourage them to discover who they can be
- We consider the wellbeing of students and staff and seek to provide a safe, secure, happy and healthy environment

## **High aspirations and expectations**

- We expect all of our students and staff to aspire to excellence, and to aim high
- We expect everyone to positively contribute and participate, both in School and beyond
- We aim to guide our students to have good manners, high standards of personal presentation, to be punctual, and to be hard working high achievers

## **Shared values**

- Christian witness lies at the heart of this School, and we welcome people of all faiths and none
- We value people from all backgrounds and aim to encourage understanding, trust and respect of others
- We expect students to show emotional maturity, so we aim to provide them with the skills, knowledge and spiritual and moral guidance that they will need throughout life
- We believe there is great dignity in difference and we set out to encourage students to celebrate the diversity that exists in our School community

## **Desired Qualities**

- We want our students to become moral, confident and rounded individuals, who are independent, emotionally resilient and self-disciplined
- We aim to develop in them an inquisitive and analytical mind-set which helps them meet the challenges of their academic work and prepares them for the challenges that exist beyond school

## **Preparation for the future**

- We expect our students to be able to engage with people, to problem solve, show initiative and to be able to lead or support others whenever the need arises
- We develop in them confidence as well as humility and the ability to express and defend their own values
- We encourage them to take pride in their achievements and know that they can make a difference in the world

## Alumni

The School encourages former students to stay in touch. This enables us to invite them to events and keep them informed of the School's news. Students may join in their final year or any time after they leave. Registration forms are available in School or you can register by clicking [here](#).

Students also have the option to join then [Old Foleyans Association \(OFA\)](#).

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## Assemblies

The weekly schedule for assemblies is:

Monday & Tuesday	Tutorials and Year Group Assemblies
Wednesday	Whole School Assembly
Thursday & Friday	Tutorials and House Assemblies

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## Attainment & Progress

Attainment and progress are the cornerstones of the OSH curriculum. We want all of our students to achieve their potential. We regularly track students' progress throughout the year giving 'Grades' for work, indicating both achievement and attitude to learning with attitude grades broken down into behaviour, classwork and prep. There are 3 grade periods per year each reporting grades for both attainment and attitude to learning.

The grading system for achievement varies according to the stage each student is at in their school career and this is summarised below.

The attitude to learning grades are: O, G, N, and U which stand for Outstanding, Good, Needs Improvement and Unsatisfactory.

	Year 7 – 9 For all subjects	Years 10 – 11 For GCSE subjects	Years 12 – 13 For A level subjects
For Achievement	Meeting age expectations	9-1	A* - E, U
For Attitude to Learning	O – U	O - U	O – U

We will tell you how your child is doing by way of the usual end of year reports but you don't have to wait until then. You can keep in touch with progress at any time during the year by signing into Edulink to see current information.

You can find out more about Edulink [here](#).

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# Attendance & Absence

## Attendance

All students must register with their tutor each morning and afternoon. Punctuality is very important. A student who is late must report to Reception as soon as they arrive.

	<b>Morning School</b>	<b>Afternoon School</b>
Registration	08:30	13:50
Registers close	08:50	14:10

Students are also registered in their lessons.

Students must be on time for registration and lessons. Issues surrounding attendance, punctuality and registration will be dealt with by the Head of Year and/or form tutor before being referred to the Senior Leadership Team. Poor attendance always affects academic progress and outcomes negatively.

Parents will be able to see their child's attendance, by lesson, via Edulink.

## Absence

For an unplanned absence (e.g. illness):

- Parents must notify the School of any unplanned absence, the reason for the absence and an expected date of return by 08:30 on the first morning of absence. This can be done by via Edulink.
- Where absence is for a prolonged period of more than three days, parents should note this on Edulink, together with the expected date of return. For a known absence (e.g. a pre-booked doctor's appointment/music examination/university interview parents must submit the details and attach evidence of the appointment on Edulink. We ask for at least 24 hours' notice. Approval of this request will be at the discretion of the Housemaster/Head of Year. Only the Headmaster can give leave of absence which involves missing lessons other than for routine medical reasons.

Requests for longer absence or for absence for any unusual reason must be made in writing to the Headmaster. A request for leave of absence must be an exception rather than a routine occurrence.

In accordance with the September 2013 amendment to The Education (Student Registration) (England) Regulations 2006 head teachers no longer have the discretion to authorise holidays during term time.

Parents wishing to withdraw students from the School must give one term's notice. If notice is not given, one term's fees are payable in lieu of notice.

Sixth Form students should refer to the additional information relating to absence in the section headed up [Sixth Form](#).

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## Boarding Aims & Principles

The 'Aims for the School' clearly sets out what we hope for all of our students whether they are boarders or not. Whilst these are our overriding aims we can expand on these to say more about what we look to provide for those in our boarding community.



## The School's Wider Aims for Boarding

Boarding is about 'learning how to live' in an environment which is safe and structured and which prepares boarders for their future lives in the UK and beyond.

We aim to maintain a boarding community that ensures the safety and welfare of all boarders in an environment where they can be both healthy and happy and which supports their learning. With an extensive and varied extra-curricular programme, peer mentoring and pastoral support structure every boarder should have the opportunity to thrive, be healthy in mind and body and achieve. Boarders will enjoy a gradual increase in independence within a supportive and caring environment to enable them to develop as individuals whilst growing up in a well-ordered community. The school environment should allow all students to develop a tolerance of others, a sense of personal and corporate responsibility and an ability to cope in a wide variety of social circumstances.

Boarders will have every opportunity to make a positive contribution both in and beyond the school community and do so with a sense of enjoyment as a willing participant in the boarding community.

Within our boarding community we look to uphold and promote the following important principles:

- As an open and trusting community boarding is based upon mutual respect for all members so that:
  - Everyone is treated as a dignified individual and with respect by other students and by staff
  - There is equality of opportunity for all boarders. All are included and supported irrespective of protected characteristics their cultural or linguistic background, their special educational needs and/or disabilities or their academic or sporting ability and we make reasonable adjustment where possible and practicable to take account of these different needs.
  - All boarders can work, play and relax free from abuse, intimidation, harassment, teasing and bullying
  - Any boarder feels able to turn to and approach members of staff or the independent listener for advice and support when they have concerns or difficulties, secure in the knowledge that they will be treated and respected as an individual, that they will be listened to and that they will be supported in seeking an appropriate outcome
- Although living corporately, staff and boarders acknowledge the right of each other to privacy
- High standards of behaviour are the norm so each boarder will be able to:
  - Extend their intellectual growth in an atmosphere of positive encouragement
  - Develop the whole person with an honest respect for others and one's self
  - Develop strong and sustainable positive values which will allow and guide them to grow spiritually, culturally, morally and socially during their time in boarding
- Safeguarding and promoting the welfare of boarders will be ensured by providing:
  - An environment that is, as far as possible, free from physical hazards and dangers
  - Good health care for both the treatment and the prevention of illness
  - Good quality accommodation according to the age and maturity of boarders that is clean, comfortable, homely and welcoming.
  - Healthy, nutritional and balanced food choices
  - Online safety through the School's filters and a continuous dialogue about online behaviour in boarding houses
- House culture will promote and develop in boarders:
  - A sense of community, loyalty and belonging
  - Responsibility for self, others and the school environment

- The ability to work effectively as part of a team
- Leadership opportunities and qualities
- Aspirations and personal expectations and goals
- Proactivity and drive when participating in the co-curriculum
- There will be a range of extra-curricular activities, interest clubs and opportunities so that there is the choice of something suitable to for all ages
- Despite the often great distance separating boarders from their families, links with parents are an indispensable part of the support and development of boarders in the School

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## Boarding Houses

There are five boarding houses of which one (Prospect House) is specifically for Year 7 boys and another is a girls house (Dudley). The others, known as Foley, Foster, and Potter, are senior boys Houses. House contacts are listed below:

Foley House	Mr David Dean	<a href="mailto:foley@oshsch.com">foley@oshsch.com</a>	01384 817336
	Mrs Ellen Baldi-Turner		01384 817363
Foster House	Mr Chris Taylor	<a href="mailto:foster@oshsch.com">foster@oshsch.com</a>	01384 817359
	Miss Nora McGoldrick		
Potter House	Mr John Petfield Mrs	<a href="mailto:potter@oshsch.com">potter@oshsch.com</a>	01384 812367
	Julia Brockway		01384 811967
Prospect House	Mr Oliver Moreton	<a href="mailto:prospect@oshsch.com">prospect@oshsch.com</a>	01384 817334
	Mrs Nina Russell		01384 817351
Dudley House	Miss Laura Westlake	<a href="mailto:dudley@oshsch.com">dudley@oshsch.com</a>	01384 817342
	Mrs Jo Lowe		01384 817362

The Housemaster is the key and central figure in a "House oriented" boarding school. They are joined on the House Teams by Tutors and Matrons.

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## Calendars

Calendars for term dates, academic reports and parents' evenings are all available via Edulink. Parents will be able to access the calendar for further details pertaining to sporting fixtures relevant to their child via the 'SOCS' App and the link to this is also via Edulink.

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## Car Parking, Drop Off and Pick Up

Parents should use the main car park behind Dudley House for drop offs, pickups and on any other occasion. A one-way system operates with entry to the car parks from Heath Lane by Foster House, then a right turn before Foley House and dropping down to the car park behind Dudley House. The exit is via the automatic gate at the bottom end of the car park which takes cars onto Heath Lane.

Drivers on site always need to be aware of pedestrians, who are in the main students and staff. There is **5mph** speed limit.

Sixth Form students wishing to drive to school should refer to the notes in the section headed up [Sixth Form](#).

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## Careers Education & Guidance

Careers education and guidance is an integral part of the curriculum and is delivered through lessons and events such as the Careers & Higher Education Convention. There are also regular opportunities for consultation with representatives of the Prospects Careers Service, the Armed Forces and Industry and all students have the opportunity to go on work experience at appropriate times during their education.

The School uses Unifrog to efficiently and effectively manage the careers programme and enabling students to explore how interests lead to different education and training pathways, to see what steps they need to take to stand the best chance of application success, to refer to expert guides explaining how to navigate each step in the application process and to compare courses worldwide including every UK degree, apprenticeship and School Leaver Programme, and every Oxbridge college and FE college course.

The School's Careers Lead is Mr Robert Orr (Head of Sixth Form). He can be contacted by email on [robertorr@oshsch.com](mailto:robertorr@oshsch.com).

The School's CEIAG Co-ordinator is Mrs Ruth Ferguson (Subject Leader for Business Studies & Economics) who can be contacted by email on [rferguson@oshsch.com](mailto:rferguson@oshsch.com).

We tell our students that many of the jobs they will do in their lifetime have yet to be invented. For this reason, trying new things and applying logic to unfamiliar problems have never been more important. We approach this in our co-curriculum.

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## Child Protection/Safeguarding

The School is committed to safeguarding and promoting the welfare of all students both within the school environment and outside and where students feel secure, are encouraged to talk, and are listened to. Our staff act at all times in a manner which safeguards and promotes the physical, emotional and moral welfare of all students both during the school day and in boarding time too. The School does not tolerate any form of abuse or bullying, nor does it find any substance use or misuse acceptable and these, amongst other things, are made perfectly clear in the School's Behaviour Policy, a copy of which you can easily access on our website, and which **ALL** students and parents are expected to have read, understood and accepted.

Child protection and wider child safety issues will be addressed through the curriculum.

### Designated Safeguarding Lead

The School's Designated Safeguarding Lead (DSL) is Mr Clive Kay, Deputy Headmaster.

In the absence of the DSL you should contact the Headmaster, Mr Paul Kilbride, or Mr Jon Adey or Miss Laura Hunt or Mrs Zoe Mullen who are all also trained to undertake the role.

### Contacts

Designated Safeguarding Lead	<a href="mailto:ckay@oshsch.com">ckay@oshsch.com</a>	+44 (0)1384 815019
Deputy DSL's		
Mr Paul Kilbride	<a href="mailto:pkilbride@oshsch.com">pkilbride@oshsch.com</a>	+44 (0)1384 817375
Mr Jon Adey	<a href="mailto:jadey@oshsch.com">jadey@oshsch.com</a>	+44 (0)1384 817300
Miss Laura Hunt	<a href="mailto:lhunt@oshsch.com">lhunt@oshsch.com</a>	
Mrs Zoe Mullen	<a href="mailto:zmullen@oshsch.com">zmullen@oshsch.com</a>	

## Coping with Difficulties – Advice to Students

It is a guiding principle that students may turn to any adult or senior student of their choice for help with problems and difficulties. They may also turn to someone outside of school. Around the school and in every House, a notice is displayed reminding them of some of the people they might want to turn to if they do have a problem. It may change what it looks like from time to time but it will include:

### NEED HELP?

OR SOMETHING ON YOUR  
MIND?



WE ARE HERE FOR YOU



### WORRIES ABOUT BOARDING?

Why not talk to your Matron, Housemaster, Duty Tutor or Student Head of House?

### WORRIES IN THE CLASSROOM?



Why not talk to your Teacher, Academic Tutor, Head of Year or a Learning Support Assistant?



### BUT REMEMBER, FOR ANY ISSUE, ANY TIME...

You can always talk to:

- Any Member of the Safeguarding Team: Mr Kay, Mr Kilbride, Mr Adey, Miss Hunt or Mrs Mullen
- The Med Centre staff
- The School Counsellor, Mrs Lovering, who is contactable via the Med Centre
- Mrs Pattinson, Mental Health Lead
- ANY MEMBER OF STAFF


And don't forget you can always 'CALL IT OUT' ( [callitout@oshsch.com](mailto:callitout@oshsch.com) )

### FOR HELP OUTSIDE OF SCHOOL:

**Our Independent Listener** is Rev'd John Flitcroft, Rector of St Mary's, Old Swinford  
 01384 395410, or by email at [theoshlistener@gmail.com](mailto:theoshlistener@gmail.com)

**Kooth** - Free, safe and anonymous online counselling and support at [www.kooth.com](http://www.kooth.com)


**Here4Youth** - A young people's wellbeing service. A safe space to make positive changes around healthy lifestyles, emotional health & wellbeing and drugs & alcohol.

 01384 241440, [www.here4youth.org.uk](http://www.here4youth.org.uk) or email [here4YOUth@cranstoun.org.uk](mailto:here4YOUth@cranstoun.org.uk) and also available on Facebook (@Here4YOUthDudley) and twitter (@Here4YOUth)

**Help at Hand** - If you're in care, leaving care, living away from home or working with social services, Help at Hand can give you free, impartial help and advice.

 0800 528 0731 or by email at [help.team@childrenscommissioner.gov.uk](mailto:help.team@childrenscommissioner.gov.uk)

**CHILDLINE** – is open 24/7

 0800 1111 will get you through to a counsellor. Alternatively you can have a 1-2-1 counsellor chat online or email them via [www.childline.org.uk](http://www.childline.org.uk)

For details of other help available in your area visit [www.hubofhope.co.uk](http://www.hubofhope.co.uk)

**Want to start the conversation?**

**Email [safeguarding@oshsch.com](mailto:safeguarding@oshsch.com)**

## Parental Contact

Parental contact is important for the welfare of students. Many students have their own mobile devices that they can use to contact their parents. However, provision is made in each House for instances where a student does not have their own device to use for contacting their parents.

## Online-Safety

Internet access is very much part of our everyday lives. It is a facilitator of access to information, a means of communication and very much a part of many people's social interaction. Whilst it can bring a wealth of advantages it can also pose threats.

Access to internet facilities in School is monitored and controlled by ICT Support and they have the right, on the School network, to change any user's password or access rights if they deem it necessary and to report to the Deputy Headmaster any inappropriate access they may discover.

The School's Behaviour Policy sets out not only the rules and regulations for students' use but also guidance to help them use internet resources both safely and responsibly and this includes the use of any of their own personal devices which provide them with online or electronically transmitted information so REMEMBER - the rules and regulations in the Behaviour Policy apply equally when a student is using their own internet provider and social media accounts as they do for school provision.

As a very minimum all students must:

- Use ICT responsibly in accordance with the School's Acceptable Use Policy
- Not post, send or share anything they wouldn't want their parents, teachers or future employers to see
- Keep private information private – do not share personal details online like birthdays or addresses (unless required for a UCAS application for example) especially on social media
- Not share their username and password, not to leave accounts logged in when they are not there and not use other people's accounts.
- Change their passwords regularly and choose them wisely – they should be memorable but not predictable
- Report if they are being bullied or have any issues with online safety and tell a member of staff immediately if I feel uncomfortable or threatened by anything that they see on the internet or receive in an e-mail

## Health & Safety

In order to help us maintain a safe and healthy environment. All students will be responsible for:

- Complying with School's Behaviour, Safeguarding and Health and Safety rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Taking notice of posters around school reminding them of guidelines and practices and obeying any reasonable staff instruction.
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Not misusing anything provided for the purpose of safety or fire requirements
- Not accessing restricted or unauthorised areas.

- Understanding the importance of personal hygiene and the cleanliness of work and living spaces for the safety of themselves and of others.
- Keep the workplace and living spaces tidy and hazard free
- Reporting anything they believe to be harmful or dangerous

Please report any maintenance issues when you see them.

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## Co-Curricular Programme

The Director for the Co-curriculum Programme is Mr Andrew Coalter and he can be contacted on [accoalter@oshsch.com](mailto:accoalter@oshsch.com). Co-Curricular Clubs and Societies include the following but these may change from time to time for example with the season, or when events such as the Model United Nations is happening or a drama production is in rehearsal, or simply when other opportunities come along.

In addition to this programme there is a wide and varied programme of adventurous and cultural weekend activities.

Archery	Combined Cadet Force (CCF)	Public Speaking
Art Club	Concert Orchestra	Rugby
Badminton	Dungeons and Dragons	Running Club
Basketball	D&T Design Club	Saxophone Ensemble
Big Band	Duke of Edinburgh Award Scheme	School Choir
Biology Club	Fencing	Short Tennis
Boxing	Guitar Ensemble	STEM Club
Brass Ensemble	Interact (Young Rotarian)	Table Tennis
Chamber Choir	Mandarin	Volleyball
Chefs Club	Netball	

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## Combined Cadet Force (CCF)

The CCF is a voluntary extra-curricular activity with training on Thursdays between 16:00 and 17:15. It is open to students in Year 9 and above, although pupils in Year 8 are eligible to have taster sessions. In addition to Thursdays there are weekend activities, exercises, adventure training and various brigade visits and events.

A 'one off' charge is made upon joining.

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## Complaints

Questions and concerns may arise from time to time and the School will endeavour to act promptly, sensitively and appropriately to resolve matters. However, there may be times when individuals consider that their concerns have not been dealt with as properly as they may wish and they may choose to make a complaint.

The School has a Complaints Policy & Procedure which is published on our website under the section on Policies. We will always look to try to resolve problems by informal means in the first instance however if this cannot be done then the Policy sets out how complaints can be made and

how the person making the complaint can expect it to be dealt with so that parents, students, and members of the wider community might feel that there are clear and open lines of communication and that concerns or complaints are dealt with effectively, efficiently and impartially.

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## Contact Points

### Academic Tutor

Tutors deal with many of the routine issues affecting students and are a good first point of call if parents have concerns. They meet with tutees every day and hold weekly tutorial sessions with students to provide support, encouragement and information. Tutors can be contacted via Edulink.

### Housemaster

Housemasters have the overall day to day responsibility for the welfare and progress of boarding and flexi-boarding students. As they may also be teachers they may not be available during the school day, but messages can be left on the House voice mail, messaged via Edulink or emailed to them. House Matrons in boarding houses are usually available during the day and are an important source of information and advice. Contact details are listed on page 10 but can also be reached by clicking [here](#).

### Heads of Year

Heads of Year have oversight of behaviour and progress in lesson time.

- Mr Oliver Morton is Head of Year 7 ([omorton@oshsch.com](mailto:omorton@oshsch.com))
- Mr Richard Hodgson is Head of Year 8 ([rhodgson@oshsch.com](mailto:rhodgson@oshsch.com))
- Mrs Verity Ablett is Head of Year 9 ([vablett@oshsch.com](mailto:vablett@oshsch.com))
- Mr James Parker is Head of Year 10 ([jwparker@oshsch.com](mailto:jwparker@oshsch.com))
- Mr Jon Adey is Head of Year 11 ([jadey@oshsch.com](mailto:jadey@oshsch.com))

Mr Robert Orr ([robertorr@oshsch.com](mailto:robertorr@oshsch.com)) is responsible for the Sixth Form. He is supported by two Assistant Directors, Miss Laura Hunt for Year 12 ([lhunt@oshsch.com](mailto:lhunt@oshsch.com)) and Mrs Wendy Apperley for Year 13 ([wapperley@oshsch.com](mailto:wapperley@oshsch.com)).

### Assistant Heads

Mr Andrew Coalter is Head of the Co-curriculum and Director of Sport with responsibility for coordinating behaviour management in school. He can be contacted on 01384 817312 or by email on [accoalter@oshsch.com](mailto:accoalter@oshsch.com).

Mr Adam Sidaway is responsible for the quality of teaching and learning in school. He can be contacted on 01384 817311 or by email on [asidaway@oshsch.com](mailto:asidaway@oshsch.com)

### Deputy Headmaster

Mr Clive Kay is the Deputy Head (Pastoral) and is in charge of the School's boarding and welfare. He is also the Designated Safeguarding Lead. Designated Teacher for Looked After and Previously Looked After children. He can be contacted on 01384 815019 or by email on [ckay@oshsch.com](mailto:ckay@oshsch.com).

### Headmaster

Parents are welcome to contact the Headmaster, Mr Paul Kilbride, to discuss any matters that concern them about the School or a student's welfare and progress. The Headmaster is also the Designated Teacher for Looked After and Previously Looked After children. Her can be contacted through Reception on 01384 817300 or by email on [headmaster@oshsch.com](mailto:headmaster@oshsch.com).

### Chairman of Governors

The Chairman of Governors, Mr Malcolm Wilcox, can be contacted via the Clerk to the Governors, Mrs Beverley Hiron, on 01384 817314 or by email on [bhirons@oshsch.com](mailto:bhirons@oshsch.com).

## The Feoffees

The Feoffees are the trustees of the educational foundation that supports the School. In addition to their contributions towards a whole range of specific projects, the Feoffees grant bursaries to assist with the boarding fees of some students whose families would otherwise not be able to support them in the School. The Chairman of Feoffees is Mr Malcolm Wilcox, who is also our Chairman of Governors. He can be contacted via the Steward to the Feoffees, Mrs Beverley Hirons, on 01384 817314 or by email on [feoffees@btconnect.com](mailto:feoffees@btconnect.com).

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## Curriculum

The purpose of the Curriculum Policy is to ensure entitlement of all students to all areas of the curriculum, and to enable each student to have the opportunity to realise their full potential. The National Curriculum prescribes much of the content of the curriculum in Key Stages 3 and 4. The basic curriculum, cross-curricular themes and core skills dimensions aim to provide the basis of a broad, balanced, relevant and differentiated curriculum for all. The current curriculum is:

**Year 7 & 8** Art, Beliefs and Issues, Computing, English, French and Mandarin, Geography, History, Mathematics, Music, PE and Games, Science, Technology.

**Year 9** Art, Beliefs and Issues, Biology, Chemistry, Computing, English, French or Mandarin, Geography, History, Mathematics, Music, PE and Games, Physics, Technology.

**Years 10 and 11** Beliefs and Issues, English Language, English Literature, Mathematics, Biology, Chemistry, Physics, PE and Games, and a choice of options which include:  
Art, Business Studies, Computing, Design & Technology, Economics, French, Geography, History, Mandarin, Music, PE, and Religion, Philosophy & Ethics.

### Sixth Form Options

Art and Design	Design and Technology	Geography	Philosophy & Ethics
Biology	Economics	German	Physics
BTEC Sports	English Language & Literature	History	Politics
Business	English Literature	ICT - OCR Cambridge Technical	Psychology
Chemistry	French	Maths	
Computer Science	Further Maths	Music	

Students have the opportunity to follow an enrichment programme to complement their A level studies e.g. Extended Project Qualification (EPQ).

Subject options may be offered conditional on demand and class size.

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# Daily Routine

	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Breakfast	07:20 – 08:00	09:00 and including House registration	10:00 Brunch
Registration	08:25 – 8.30 (registers close 08:50)	09:30 House & Weekend Activities, Prep and Fixtures	11:00 Weekend Activities
Assemblies & Tutorials	08.30 – 08.55		
Lesson 1	08:55 – 09:50		
Lesson 2	09:50 – 10.45		
Break	10.45 – 11:05		
Lesson 3	11:05 – 12:00		
Lesson 4	12:00 – 12:55		
Lunch	12:55 – 13:50	13:00	14:30
Registration	13.50 – 13.55 (registers close 14:10)	14:00 House & Weekend Activities, Prep and Fixtures	15:30 Weekend Activities
Lesson 5	13:55 – 14:50		
Lesson 6	14:50 – 15:45		
Tea	15:45 – 16:00		
Extra-Curricular Activities	16:00 – 17:15		
Prep	17:30 – 21:00 Times vary by year group		
Supper	18:30 – 19:20 On a rota basis	18:00	18:30
Roll Call	19:25		
Bedtimes	21:15 - 23:00 Times vary by year group		

Weekend meal times vary over out-weekend.

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## Data Protection & Access to Information

### Data Protection

Old Swinford Hospital is registered under, and will process personal data in accordance with, data protection legislation. Please see [Appendix B](#) for further details. Parents have a right to withhold permission to use images of and information about students in any publicity, promotional or other material. Parents should inform the Headmaster in writing if they do not wish their child to feature in any such material.

## Access to Information

Under the Freedom of Information Act 2000 the School has a responsibility to make certain information available to parents and members of the public. We have published a scheme setting out the classes of information that we publish and how it is available. If you do have a request, then please contact the Bursar at:

Address: Old Swinford Hospital, Heath Lane, Stourbridge, West Midlands, DY8 1QX  
Email: [lgreen@oshsch.com](mailto:lgreen@oshsch.com)  
Tel: 01384 817302

To help us process your request please clearly mark any correspondence PUBLICATION SCHEME REQUEST.

If the information that you are looking for is not available via the scheme and is not on our website, you can contact the School to ask if we have it. Some information which we hold may not be made public, for example personal or commercially sensitive information.

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## EduLink

The EduLink platform is an operational tool both in school and for parents. Parents will be given a login when their child joins the School. We as a School will record all of our day to day needs on there such as registration, absence, timetables, tutor groups, seating plans, behaviour reports, learners progress and setting prep to name but a part of what we use the platform for. What it means for you as a parent is that this type of information is accessible to you for your child and can be used by you to report absences for example, to see their timetable and exam entries, what prep they have been set, to communicate with your child's tutor or simply to keep us up to date with medical issues or change of contact details..

The platform also has links to our sporting fixtures and programmes via Socs, the Uni frog careers platform, and the Evolve portal for booking and paying for activities for example.

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## Environment

The School's environment is the place in which you will both learn and, for many, live. We aim to protect and care for our environment so that it is a safe and healthy place to be and so that we can promote awareness and understanding about environmental issues and sustainability both in and out of school. Please respect the School's environment at all times.

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## EVOLVE

EVOLVE is the online portal used for booking and paying for activities, events and trips. Parents of students will be given login details and they can access the Platform via their EduLink account. If parents have any issues logging in or using EVOLVE please email [sarahrobinson@oshsch.com](mailto:sarahrobinson@oshsch.com).

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## Exeats

Please see the section on attendance and absence above and which can be reached from [here](#).

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## Inter-house Competitions

All students are assigned to a House for competitive purposes. Students may be invited to show off their talents whether sporting, musical, theatrical (or something else) in the many inter-house competitions that take place. Some of these may take place after school. All points gained count towards the annual 'battle' for the School's Foley Trophy.

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## Keeping Us Updated

It is really important that parents keep us updated about anything that might affect their child, their child's education or their time in boarding so that we can do the best we can to support them whilst they are at school. This includes for example letting us know of any medical conditions they may have or get, any dietary requirements, or any particular concerns they find. Just as importantly please let us know of any change in the information already supplied to us.

Keep us up to date with your contact details too – your telephone numbers (work, home and mobile), and mail and email addresses.

Parents can do this via their Edulink account.

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## Lessons

Lessons are 55 minutes in length and there are six periods per day, with a morning break and lunch.

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## Library

The Library is housed in the Long Room on the Ground Floor of Founders. It is well stocked with a variety of fiction, non-fiction and reference books and is generally open for quiet study between 08:00 0850 and 1600 Monday to Friday.

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## Mealtime Arrangements

Breakfast for boarders (boarders and flexi-boarders) is served in the Dining Hall from 07:20 (09:00 on Saturday and Sunday unless 10:30 brunch).

The current lunchtime arrangements are that:

- The Dining Hall is used for taking meals provided by the school.
- Day students who opt to bring a packed lunch eat in their day base.

Lunch is served on a rota basis and the notice board in the dining hall gives sitting details and identifies duty staff. Arrangements for the times of 'sittings' will be communicated to students as required.

Supper is served from 18:30 and early/late supper is served when the need arises.

Sixth Form students:

- Who have a private study period before lunch may, if they wish, go to their respective dining room/base early at 12:40
- Can go off site during lunchtime in order to purchase food however they must follow the procedures for signing out and back in.

Students who wish to have school lunches will need to book and make payment at the start of each term and this can be done by logging into the EVOLVE system via your Edulink account.

PLEASE DO KEEP US INFORMED OF FOOD ALLERGIES AND/OR Food INTOLERANCE.

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## Medical Centre

The Medical Centre is staffed throughout the term with additional support provided by the local GP practice (Lion Health). All new boarders have a medical in their first term.

Boarders who are taken ill can return home if parents prefer. They are encouraged to be registered with the Lion Health practice and one of the local NHS dental practices.

Boarders are accompanied to local medical and dental appointments by a member of staff, unless parents arrange to do this themselves.

With the exception of emergencies, minor ailments and the services provided for all students by the Area Health Authority, the health care of day students and flexi-boarders remains the responsibility of parents and their own GP.

**It is of the utmost importance that the Medical Centre is kept fully informed of any medical conditions which affect a student, irrespective of whether the student is a boarder or day student.**

**All students must take any medication that they require whilst at School (except asthma inhalers) to the Medical Centre so that its administration may be supervised.**

Times for regular surgeries are posted on notice boards. Outside of these hours Duty Staff can be contacted by the Housemaster if necessary.

The Medical Centre can be contacted on 01384 817309.

If boarders are unwell whilst at home we ask that parents care for them until they recover so as to minimise the spread of infection within the School.

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## Music

Music within the School is rich and varied with plenty of opportunities for students to play and perform either to enhance their study of Music as an academic subject, towards grades or purely for pleasure. There is a busy programme of concerts and events, both in school and out in the local community, including concerts for large and small ensembles, workshops, competitions and school services. Our groups have also toured abroad and destinations have included Barcelona, Berlin, Paris and Venice. For our programme of events, please see the School's calendar.

### Extra-curricular groups

Details of all our musical groups are available from the Music Department which is located in Hanbury House and these, together with rehearsal times, will be advertised to the school community at the start of term. Please note that there is a small cost to participate in groups run by instrumental teachers, such as the Saxophone and Guitar Ensembles.

Membership of the School Choir is open to all students. Anyone interested in joining should attend the first open rehearsal and details will be advertised in school. Membership of all other groups is through the conductor of each group, who will usually invite new musicians to apply or invite them later when they have reached a suitable standard in their instrumental lessons. Students who wish to join a particular group are also welcome to speak to the conductor directly about their interest at any times, particularly if they do not have lessons in school.

## Extra-curricular Instrumental/Vocal Lessons

Tuition on orchestral instruments is available, as well as keyboard, piano, voice, guitar, saxophone and drum kit. The lessons are individual weekly sessions with one of a highly qualified team of instrumental teachers. They are paid for each term by parents. To begin instrumental or vocal lessons through school, please apply through the EVOLVE booking and payment system.

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## News

The [news section](#) of the School website is regularly updated with student success stories and details of upcoming events and you can follow the School on twitter [@osh\\_sch.com](#).

The School also produces a digital newsletter at the end of each term which can be Also viewed in the [news section](#) of the website.

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## Old Foleyans' Association (OFA)

The OFA is an ever growing association of former members of the School who organise a programme of activities, facilitate communication between members and support a great many School activities both practically and financially.

The Life Membership Subscription to the OFA costs £100. All students may join at any time before or after they leave the School and membership is available equally to boys and girls. The President of the Old Foleyans' Association is Professor David Walker who can be contacted via the School Office.

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## Out-Weekend

The dates for out-weekends are published in the School Calendar. Students not based overseas are encouraged to go home for out-weekend. For those needing accommodation permission must be gained from the Deputy Head by the prior Wednesday at the latest.

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## Overseas Students

Every year we welcome a number of students to the School who are normally resident overseas but who are UK citizens or who have residential status in the UK.

### Guardians

**Parents of overseas students must appoint a UK based guardian.** The appointment and support of a guardian is essential and we must have all details before the student arrives at the School. The guardian needs to have clearly defined responsibilities as the parent's representative in the UK. They are essential in times of crisis or need for support and advice and are available not only to the student but also to the School as a proxy for the parents who cannot be contacted. In addition to this, the guardian is a person with whom the student can stay during the school holiday periods when it is not practicable for the student to return home. This would be for out-weekends (although the student can stay in school if necessary), half-terms or at the beginning or end of holiday periods when travel arrangements conflict with departure and arrival times at school.

As your appointed guardian is acting on your behalf it is important that all parties are clear on areas of responsibility and what has or has not been delegated by you the parent to the guardian. These areas could cover medical emergencies, permission to take part in school activities, approving exeats for the student to stay at friend's homes or to go on outings with friend's families. They should also be your

representative at parent/teacher meetings or in the case of consultation needed for academic or behavioural problems at school.

This is not intended to negate our contact with you as parents and the School would ensure that all information is passed on (indeed we would expect that the guardian would be in regular contact with you also). All students must leave the School premises during the School holidays and are then the responsibility of parents and UK guardians.

### **Airport Transfer Arrangements**

The School can arrange transfers to and from Birmingham International, Heathrow, Gatwick, Luton and Manchester Airports for students living overseas. We recommend that where possible parents choose Birmingham International Airport where possible as the journey time is only 45 minutes. These transfers are operated by licensed and approved private hire vehicles. The School does not undertake to provide transfers for all flights. Parents must enquire in good time in advance to ensure that a transfer can be provided for a particular flight.

The School does not permit students in Years 7 - 11 to travel unaccompanied within the UK.

### **Booking Transfers**

All flight details are to be emailed to the Housemaster and should include the following details:

- Designated airport of departure and destination airport e.g. Heathrow to Hong Kong
- Time of departure outward journey
- Time of arrival return journey
- Flight number
- Terminal number

**If departures or arrivals are outside of the school term dates then arrangements for transfers must be made with your UK based Guardian and the school notified of these arrangements. A student should not be leaving school before term ends and should not be late returning from holiday.**

For current charges and to book arrangements for airport transfers please contact Reception at least four weeks in advance.

**Discounts are offered for multiple users. Charges will be subject to review from time to time.**

### **Cancellations**

Any cancellations must be notified to Reception giving at least five working days' notice otherwise the full charge will be levied.

### **EAL (English as an Additional Language)**

EAL sessions for students in Years 7 - 11 which take place during the school day are provided free of charge if they are deemed necessary to enable the student to access the ordinary curriculum.

All other sessions, including those provided for students in the Sixth Form, will attract a charge per term for one hourly session per week.

Overseas students whose first language is not English are normally expected to attend additional English as an Additional Language (EAL) lessons and, where appropriate, are prepared for EAL examinations.

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## **Parents' Association (PA)**

The PA is an active and successful group of parents who organise a variety of events each year to support School activities and to foster a sense of community amongst the parents of OSH students. The Chairman of the PA may be contacted via the School Office.

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## Parents' Forum

The Parents' Forum is a periodic drop-in where parents are able to discuss, as a group, general school matters with the Headmaster.

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## Personal Possessions, Mobiles Phones & Money

All personal possessions are brought to school at the risk of the owner and the parents and should be insured by them. All possessions should be named appropriately.

### Electrical Testing

Any electrical item must comply with the School's regulations for electrical safety and must be tested to prove this compliance. A charge may be made for safety testing students' personal electrical items. Any item that fails the safety test will be put beyond use until it can be removed from the School.

### Telephones

Students may bring mobile telephones to School on condition that they are used in accordance with the School's policy on the Use of Electronic Equipment. They must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used in the Dining Hall or the Library or at any time when forbidden by a member of staff. Students must not use mobile phones belonging to other students.

### Pocket Money

Pocket money should be given directly to the Housemaster for safekeeping or sent via the Finance Office. Parents are discouraged from providing more than about £3 - £10 per week depending on the age of the student. Older students may have their own bank or building society account but it is advisable to discuss any such arrangements with the Housemaster.

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## Prefects

The School has a prefectural system and as part of this each House has its own Head of House as well as senior students who become school prefects. Other members of the school will also have opportunities to take on responsibilities, such as being appointed to the school council or captaining a sports team.

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## Prep

"Prep" is the term used at OSH for what is often called "homework" elsewhere. Depending on the year group, students spend from 1¼ hours up to 2½ hours each evening, Monday to Friday on prep, students in the Sixth Form should expect upwards of 15 hours prep each week. Teaching staff set work for these sessions according to a timetable. Prep timetables and details of what is set will be posted on Edulink.

For boarders there are usually two prep sessions per evening, one beginning at 17:30 and the second after Supper. These sessions are supervised in the boarding house by house prefects and a member of staff. While assistance is often available in prep, the expectation is that students will work in silence for the full duration. If students complete the set work within the allotted time then they are expected to complete the time with other work such as wider reading.

For their first term, the bulk of Year 7 prep will have a strong emphasis on numeracy and literacy. Thereafter a prep timetable will be used.

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## Public Examinations

Public Examinations are taken at various points in students' school careers:

There are no charges for the first sitting of public examinations, but the parents of re-sit candidates are required to pay the entry and admin fee. Fees are also payable in respect of remarking requests and appeals against results.

Requests for special consideration by the Examination Boards because of Specific Learning Difficulties or for other reasons must be supported by the appropriate evidence and it is usually the responsibility of parents to provide such evidence to the School.

In the case of specific learning difficulties, requests for access arrangements must be accompanied by a statement by a qualified Educational Psychologist dated not earlier than two years before the date of the examination. This statement must reach the school by the beginning of the Lent term before the first summer examinations to which it refers. Please contact the Examinations Officer if you require further information.

Public Examination Results are available as follows:

GCSE	Usually published late in August
A level	Usually published mid-August

Examination certificates for those who have left the School are sent to the candidate's last notified address by recorded delivery as soon as possible after receipt by the School.

Our Examinations Officer and senior staff are available to discuss results on results day and the days thereafter.

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## Relationships & Sex Education (RSE)

RSE is compulsory from age 11 onwards. It is lifelong learning about physical, moral and emotional development. It is about the understanding of the importance of marriage for family life, stable and loving relationships, respect, love and care. It is also about the teaching of sex, sexuality and sexual health. It is not about the promotion of sexual orientation or sexual activity. Effective RSE is essential if young people are to make responsible and well informed decisions about their lives. It is not delivered in isolation but is firmly rooted within the Beliefs & Issues development programme.

The Schools policy broadly aims to:

- Complement and support the role of parents
- Encourage students to appreciate the benefits of family life and the responsibilities of parenthood
- Help the students make positive choices, whereby they develop self-awareness, self-esteem and a sense of responsibility
- Impart the necessary information whereby students can resist negative peer group pressure
- Help students to understand the functioning of their bodies and emotions
- Enable students to gather and receive accurate and up-to-date factual information
- Enable students to know what is legal and what is not
- Enable students to discuss personal development openly, and with sensitivity
- Deliver sex education with due consideration for individual differences in morality caused by different cultural, religious and family backgrounds



Sex education will be an integral part of the learning process, for all students. It will be cross-curricular through the School's Beliefs & Issues programme (which includes Religious Education, Health Education and Fundamental British Values) and through Careers and Science.

Where input is outside the National Curriculum parents will be informed and may choose to ask to withdraw their children from these sessions.

Any questions regarding Relationships and Sex Education in the School should be addressed to the Assistant Head; Quality of Teaching & Learning, Mr Adam Sidaway. You can email him on [asidaway@oshsch.com](mailto:asidaway@oshsch.com).

Whilst parents have a right to withdraw students from sex education lessons, the School values the support of parents in allowing all students to benefit from this programme. Sex education within science is limited to sexual reproduction and parents cannot withdraw their children from these lessons.

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## Religious & Spiritual Life of the School

The Founder in his words of intent, written on his portrait (which hangs in the Oak Room, at the end of the Library), requires that the students be brought up 'in the fear of God'. Until the twentieth century, most candidates for the School had to be chosen through the local parish church by the Churchwardens. From the earliest days of the School, the students attended St Mary's, Oldswinford, twice on Sundays. Prayers were read in school, morning and evening. When the students left, they had to be apprenticed only to trade masters who belonged to the established church.

It was only in the twentieth century that the School began to accept students whose parents belonged to other denominations of the Christian Church, or to other faiths. Now the School welcomes students from a wide range of cultural backgrounds, and from any faith or none. The School's positive outlook and optimism about each and every student having the potential to become the best versions of themselves is directly rooted in our Christian heritage.

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## Reports & Parent Consultation Meetings

At certain times in the year a report will be written about a student's progress both in academic matters and involvement and achievements out of the classroom. Reports can be accessed via Edulink.

Information about dates for parent consultation meetings can also be found via your Edulink account and bookings can be made via the same platform.

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## Rewards & Sanctions

The School's Behaviour Policy, which can be found on our website, sets out a range of both rewards and sanctions covering both school time and boarding time. We give considerable emphasis to praise and rewards, recognising students for a positive contribution to school life as well as for sound academic work and effort, good behaviour and adherence to the School Rules and Code of Conduct for Students.

On the other hand, we also have a range of sanctions for those who do not live and work within our rules, when a student misbehaves or when they do not put sufficient effort in to their school work.

Rewards and sanctions count in awarding – or deducting – points in the fiercely fought over Foley Trophy which is awarded annually to the highest scoring House so the effort a student makes reflects not only upon themselves but also upon their House.

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# School Policies & Documents

Reference is made in this guide to the School's Policies. There are a number housed on the School website but if you would prefer a paper copy to be sent to you then please email the Clerk to the Governors, Mrs B Hirons: [bhirons@oshsch.com](mailto:bhirons@oshsch.com).

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## Sixth Form

We aim to give Sixth Form students the much needed space and the opportunities to grow so that they can realise the fullness of their own potential and make the kind of impact that our community and society needs. This is what we mean by *'discover who you can be.'*

Whilst students are encouraged to become resourceful and self-resilient, the school community creates a caring and supportive environment where there is always someone to turn to for help, support and encouragement.

### Attendance, Behaviour and Examinations

Attendance is important. We anticipate that students will strive for 100% attendance, although we know this is sometimes not possible. Where absences do occur all students must follow the reporting procedure set out under [Attendance and Absence](#). However, Sixth Form students should note that where their attendance falls below 96% they must discuss with their tutors ways to improve their attendance. Where no improvement is made within a fortnight, parents will be invited to come to school and discuss ways of improving attendance with the appropriate Head of Year. If attendance does not improve during the subsequent fortnight then a further meeting will be held with the Head of Sixth Form. At this meeting feedback from teachers will be available in order to judge whether the student is on track to be entered for exams. Thereafter, attendance will be monitored weekly.

If lesson attendance falls below 90%, the School may withdraw the student from exams on the grounds that the student has not covered enough of the Sixth Form course to attempt the final exams.

### Subject Changes

Students may only change their subjects with the permission of the Head of Sixth Form, Mr Robert Orr, and providing there is space in that class and there being no clash on the timetable with the students' other subjects. A subject change form can be collected from the Sixth Form Centre and must be completed and returned to Mr Orr before the end of September. Remember that many courses fill up quickly and so it may not always be possible to make the change.

### Study Periods

Students can expect to have a number of study periods built into their timetable which provide invaluable opportunities for consolidating what has been taught in lessons, organising study notes and conducting further independent research and learning. There are excellent facilities within School for this e.g. Learning Resource Centre, Library, ICT and subject departments.

### UCAS

Both the Sixth Form and Tutor teams support and guide students through the UCAS and other Higher Education process. This begins in Year 12 with research into the thousands of courses available. Advice and guidance continues through Year 13 with completion of the UCAS application and how to construct the Personal Statement.

### Driving Privilege

If students wish to drive to school (in/on any form of motorised vehicle) their parents must have first written to gain the permission of the Deputy Headmaster. Students are not allowed to use their vehicle during the school day without the permission of the Head of Sixth Form or their Housemaster as

appropriate. Students may not drive other students to or from School unless the parents of all the students concerned have given their consent in writing to the Deputy Headmaster.

Subject to space being available students may apply to the Finance Department to use the Sixth Form Car Park. Students are not allowed to park in other parts of the school, and should be mindful of where they park in adjacent roads.

All vehicles are kept at school at the owner's risk. They must be in fully roadworthy condition and safety helmets and reflective clothing must be worn where appropriate. Students must have a valid licence to use the vehicle and they must be fully insured.

The Headmaster and Head of Sixth Form have the right to remove this privilege in the case of poor behaviour.

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## Special Educational Needs (SEN)

The School's policy and Statement on SEN are posted on our website under the Policies section. They outline our aim to give all students the best possible opportunity to fulfil their potential and how we seek to do this.

We do not have any specialist educational facilities for students with special educational needs but we welcome all students and do our best as far as we reasonably can to ensure that appropriate provision is made, both on the academic and boarding side to meet particular needs.

Wherever possible inclusion within the classroom is our goal and we adapt the curriculum to meet the needs of students with SEN by employing a range of differentiated strategies and resources within the classroom and by deploying our learning support assistants to provide support particularly in the core subjects of Maths, English and Science.

Some students who encounter greater difficulty in accessing the curriculum may have a more personalised curriculum to meet their specific needs.

The SEN provision is co-ordinated by Mrs A Pattinson. She can be contacted via the School Office.

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## Sporting Programme

A wide range of sporting activities are on offer at the School including:

Athletics	Hockey	Soccer
Badminton	Netball	Squash
Basketball	Rock Climbing	Table Tennis
Cricket	Rugby Football	Tennis
Cross Country	Sailing	Weight Training
Golf		

The Director of Sport and Physical Education is Mr Andrew Coalter who can be contacted on +44 (0)1384 817312 or by email: [accoalter@oshsch.com](mailto:accoalter@oshsch.com).

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## Staff List

[Appendix A](#) contains a list of current staff, as at the time of publication..

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## Student Conduct

Student conduct is about more than behaviour. It is about how they act in class and in boarding time whether they are on or off of the school site. It is about how they present themselves, how they represent the School and how they interact with the school community.

The School's Behaviour Policy encompasses all of this and more. Do take the time to read this Policy, it is extremely important as it sets out the Code and the Rules by which the School community live both in the school day and in relaxation time. Not knowing the rules and regulations will not be an acceptable excuse if a student oversteps the mark.

**It will be assumed that ALL students and their parents have read and understood the School's Behaviour Policy.** There is an easily accessible copy on the School's website in the Policies section.

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## Student Status

Admission arrangements for the School are governed by the School's Admissions Policy which is determined under a statutory procedure. This prescribes the numbers of students who can be taken into the School as boarders or day students and the criteria for their admission. The Headmaster has no discretion to alter this policy in individual cases.

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## Student Voice

Student involvement and feedback is very important to us and we have set a number of ways for them to do this. There are a variety of committees either made up of students or on which they are represented and we use student surveys to draw comment and responses from across the student community. Students are encouraged to participate and to help guide the community in which they live and learn.

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## Tutors

All students are assigned an academic tutor who will guide and monitor the progress of students in their tutor group and support them through the tutorial programme. Tutor groups will meet at set times in the week and are an excellent point of contact if there are any worries, concerns or questions as the year progresses.

Boarding Tutors are attached to boarding houses and work as part of the House team.

Your child's tutor group and contact details can be found on Edulink.

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## Uniform

The Regulations for School Uniform, including the dress code for Sixth Form, are contained in the [School's Behaviour Policy](#) which is available on the School's website under the section on Policies.

Kit lists will be sent to the parents of new students.

- Dancers in Halesowen supply school uniform - (+44 (0) 121 550 1237).
- Ron Flowers Sports, Wolverhampton supply PE/ Games clothing – (+44 (0) 1902 429 490)

Items may also be purchased from the School Nearly New Shop which is run by parents on a voluntary basis.

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# Visiting Stourbridge & Oldswinford

Under certain circumstances, at specific times and under strict rules, students in Year 10 and above may be permitted to leave the school site to visit permitted areas of Stourbridge or Oldswinford. Younger years may only visit by special permission of the Housemaster. Year 7 students are accompanied by a member of staff.

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## Visitors

### During the School Day

All visitors should report to Reception. They must sign the visitor's book on arrival and sign out on departure from the School.

A visitor badge will be issued and must be worn and be clearly visible throughout the duration of their time at the School.

### Outside of the School Day

There are many occasions when visitors are welcome to visit the school campus outside of the school day and these may include, for example, visiting for specific social events or sporting fixtures or for drama and musical productions. These visitors, which include parents, must go directly to the event or venue on arrival and must leave the school site by the time specified by the member of staff responsible.

Parents may also simply be visiting their children. On these occasions we would ask that the following guidelines be observed:

- Entry into boarding houses is forbidden, unless authorised by the Housemaster or Duty Staff and even with permission boarding houses visitor must only enter specified public areas within the house unless they have express permission to do otherwise from the duty member of staff
- Students should not allow visitors into the building without staff being aware
- Visitors must not be allowed to be in dormitory areas at times when the students are likely to be changing
- Visits should avoid interrupting prep time

Access to the school site is controlled by a keypad/card system and monitored by CCTV and electronic records of the use of keycards.

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## Weekend Activities

These occur every weekend throughout the year, except out weekends. They are open to all boarders and include activities such as paintballing, narrow boating, go-karting, skiing and off road driving for example. A meeting for students usually takes place on Thursday lunchtime in the Dining Hall prior to the weekend.

All of the details can be found on [EVOLVE](#). Please read the information and booking conditions carefully.

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## Weekend Arrangements

Lessons finish at 15:45 on Friday and weekly/tailored boarders may leave to return home thereafter. They also have the option to return home on Saturday morning unless they are involved in any school commitments.

They must return no later than 08:25 on Monday morning. Alternatively, they may stay in School throughout the weekend if the Housemaster is informed by Thursday prior to the weekend in question.

Attendance may be required on Saturday morning in the case of poor work or behaviour.

The School expects boarders who go home at weekends to return to their own home and not elsewhere, unless this is specifically arranged between parents and Housemasters. Students are deemed to be the responsibility of their parents once they have left the school campus.

### Years 7 - 11

The parents of full boarders may apply to the Housemaster for a weekend exeat for students before Thursday prior to the weekend in question.

### Sixth Form

Full boarders may, with the prior knowledge and consent of their Housemasters and parents, take a weekend exeat. Unless they are returning to their own homes, full boarders must provide Housemasters with detailed information as to their whereabouts and obtain the consent of their hosts as well as of their own parents.

The assistance of Sixth Formers in organising events during the weekend is greatly appreciated, however, termly and weekly boarders are encouraged to contribute in this way from time to time.

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## Work Experience

During the final week of the Summer Term students in Year 10 students and some in Year 12 can choose to undertake work experience placements. Additionally, work related learning programmes and other work related events may be scheduled throughout the year and will be offered as an option at the end of the Summer Term. For more information, contact our Careers Education, Information, Advice and Guidance Co-ordinator, Mrs Ruth Ferguson, on [rferguson@oshsch.com](mailto:rferguson@oshsch.com).

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# APPENDIX A: Staff List

\* Indicates Member of the School Leadership Team

## Headmaster

Mr P T Kilbride M.A. (Oxon) NPQH FRSA(History)\*

## Deputy Headmaster

Mr C J Kay B.Sc. (Chichester College) (Sports Studies, Games, History and DSL)\*

## Assistant Heads

Mr A C Coalter B.A. (University of Ulster) (Director of Sport, Physical Education & Co-curricular)\*

Mr A Sidaway B.A. MPhil (University of Birmingham) (Assistant Head: Quality of Teaching and Learning, English)\*

## Head of Sixth Form

Mr R W Orr B.A. (University of Nottingham) (History)\*

## Teaching Staff

Mrs V Ablett BMedSci. (University of Birmingham) (Biology, Science and Head of Year 9)

Mr J Adey B.Sc. (University of Birmingham) (Subject Leader for ICT & Computing, Head of Year 11 and DDSL)

Mr L Allin-Carey B.Sc. (University of Birmingham) (Science, Chemistry & Music)

Miss L Allport B.Sc. (University of York) (Mathematics)

Mr D Bassett B.Sc. (University of Worcester) (Subject Leader for PE and Head of Competitive Games)

Mrs J Chorlton B.A. (Loyola Marymount University) M.A (University of Pennsylvania) (Mandarin)

Miss N Davies B.Sc. (University of Worcester) (Chemistry, Science & Physics)

Mr R Drew B.Sc. (University of Durham) (Mathematics)

Mr C Eastwood B.A. (University of Wolverhampton) (English)

Mrs R Ferguson B.Ed. (University of Wolverhampton) (Subject Leader for Business Studies & Economics and IAG Co-ordinator)

Miss L Hackett B.Mus. (University of Sheffield) (Head of Music, Head of Competitive Games and Girls' Lead)

Mr A Hannah B.A. (Lancaster University) (History and Subject Leader for Government & Politics)

Mr C Harris B.A. (University of Wales, Aberystwyth) (Drama and Subject Leader for History)

Mr D Harris B.A. (University of Central England) (Business Studies)

Mr J Higgins B.A. (University of Chester) (RE, History and Subject Leader for Beliefs & Issues)

Mr R Hodgson M.A. (Open University) B.Eng. (Leeds University) (Subject Leader for Physics and Head of Year 8)

Miss K Holmes M.Sc. (University of Birmingham) (Physics & Science)

Miss L Hunt B.A. (University of Southampton) (English, Assistant Director of Sixth Form for Year 12 and DDSL)

Mr G Jeffries B.A. (Newman University) (English)

Miss H Johnson B.Sc. (University of Gloucestershire) (Girls PE and Games)

Mr L Kabel M.A. (University of Freiburg, Germany) (French, Mandarin and Subject Leader for Languages)

Mrs J Kainth B.A. (University of Wolverhampton) M.A. (Open University) (Subject Leader for English)

Mr T Kerr B.Sc. (University of Birmingham) (Physics and Subject Leader for Chemistry)

Mrs E Lawrence B.A. M.A. (University of Cambridge) (Geography)

Mr D Macken M.A. (University of Aberystwyth) (MFL)

Dr J McGee Ph.D. (University of Worcester) M.Sc.(University of Warwick) B.A.(University of Wolverhampton) (Subject Leader for Psychology)

Mr A Minors B.Sc. (Aston University) (Head of Mathematics)

Mr O Morton B.Sc. (Aberystwyth University) (Science, Biology, Housemaster for Prospect House and Head of Year 7)

Mrs Z Mullen M.A. (University of Edinburgh) (English, Geography and DDSL)

Mr A Nardella B.Sc. (University of Wales, Bangor) (Mathematics)

Mr A Nartey B.Ed. (Cape Coast University) (Mathematics)

Ms L Noble B.Sc. (Leeds University) (Biology and Science)

Mr J Parker B.Sc. (University of Wales, Aberystwyth) (Subject Leader for Geography and Academic Head of Year for Year 10)

Mrs A Pattinson G.MUS. (Liverpool Technical College) (SENCo)

Miss E Perkins B.A. (Nottingham Trent University) (Business Studies & Computing)

Mrs E Pincher-Bradley B.A. (University of Central England) (Subject Leader for Art)

Mr S Quigley B.Sc. (University of Wolverhampton) (Mathematics)

Mr L Reed B.A. (University of Wolverhampton) (Subject Leader for Design & Technology)

Mr C Taylor B.Sc. (University of the West of England) (PE, Games and Housemaster of Foster House)

Mr M Thompson B.Sc. (Open University) (Mathematics and Games)

Mrs A Wakefield B.Sc. M.A. (University of Birmingham) (Science and Subject Leader for Biology)

Mrs C Wheeler B.Sc. (University of Brighton) ( Design& Technology)

Mrs V Williams B.A. (Birmingham University) (Geography and Games)

Mrs A Winston B.A. (University of Sheffield) (English and Drama)

### **Sixth Form**

Head of Sixth Form	Mr R Orr*
Assistant Director of Sixth Form – Year 12	Miss L Hunt
Assistant Director of Sixth Form – Year 13	Mrs W Apperley
Day Student Pastoral & Learning Mentor	Dr I Bouchakour

### **Student Support**

Special Educational Needs & Inclusion Co-ordinator	Mrs A Pattinson
Learning Support Assistants	Ms G Blake, Mrs S Cleeton, Mrs E Sharp, Mrs L Taylor, Mrs L Wedderburn
Cover Supervisors	Mrs W Apperley, Dr I Bouchakour

### **Sports Coaching Staff**

Head of Rugby & ADP Lead Coach	Mr S Perry
Sports Coaches	Mr N Gittens, Mr N Hemmings, Mr P Jenkins, Mr N Nikolov, Mr J Petfield,, Mr D Rudge, Miss L Westlake
<b>Head of Competitive House</b>	Mr D Bassett, Miss L Hackett, Miss L Westlake



**Housemasters**

Foley	Mr D Dean
Foster	Mr C Taylor
Potter	Mr J Petfield
Prospect	Mr O Morton
Dudley	Miss L Westlake

**Matrons**

Mrs E Baldi-Turner
Miss N McGoldrick
Mrs J Brockway
Mrs N Russell
Mrs J Lowe

**Boarding Tutors**

Residential	Mrs J Brockway, Mrs F Danjou, Mr C Hilliard, Mr R Sargeant Mr J Adey, Mr L Allin Carey, Mrs W Apperley, Mr R Drew, Mrs A Fiess, Mrs D Hill, Mr M Jarrett, Mrs J McGoldrick, Miss N McGoldrick, Mrs V Matthews, Mr S Miller, Mr A Nartey, Mr N Nikolov, Mr R Orr*, Mrs J Parsons, Mr D Rudge, Mrs N Russell, Ms T Snell, Mr E Tidman, Mrs N Timbrell, Mrs K Warren, Mrs C Wheeler
Non-Residential	

**Other Appointments**

Senior Duty on Call Team Member	Mr M Graham
Contingent Commander, CCF	Mr M Thompson
SSI, CCF	Mr K Evans
Director of Co-Curriculum Programmes & Duke Of Edinburgh Award Manager	Mr A Coalter*
Art Coach	Mr T Jarvis
Art Club Supervisor	Miss L Russell
Chefs Club Supervisor	Mrs J Endres, Mrs C Harding

**School Office**

Receptionist	Mrs C Cartwright
School Administrator	Mrs S Morris
Examination Officer	Mrs H Weston
Data Manager	Mrs C Wood
Director of Boarding Recruitment	Miss G Surman

**Finance Office**

Bursar	Mrs L Green*
Finance Assistants	Mrs A Cotterill, Mrs S Robinson
Admin Assistant	Mrs A Davey
School Administrator	Mrs S Hines

**Information Technology Support**

ICT Support Manager	Mr S Miller
ICT Assistant	Mr J Butler

**Facilities Department**

Site Manager	Mr L Meneer
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Maintenance Operatives	Mr R Ditchfield, Mr N Sunderland
Painter & Decorator	TBC
Groundsman	Mr A Hewitt
Maintenance Assistant	Mr T Davis
Site Labourer	Mr M Jarrett, Mr P Gimmett-Bate

### **Medical Centre**

School First Aider & Administrator	Mrs D Hill, Mrs V Matthews
School Counsellor	Mrs I Lovering

### **Technicians**

Senior Science Technician	Mr D Dean
Science Technician	Mr C Simmonds
Art Technician & Instructor	Miss R Billington
BT & Art Technician	Mr T Moyle

### **Hanbury House Music Centre**

Music Administrator	Mrs S Hines
Music Accompanist	Mr M Davies
Musician in Residence	TBC

### **Housekeeping & Catering**

Housekeeping Supervisor	Mr E Kasemi
Laundry Staff	Mrs P James, Mrs A Meneer, Mrs A Nicklin
Cleaning Staff	Mrs G Baker, Mrs M Bayliss, Ms J Bright, Miss J Clarke, Miss S Downes, Mrs W Downing Mrs T Hadlington, Mrs J Meaden, Miss J Newton, Mrs B Rogers, Mrs F Sage, Miss J Shilvock, Miss J Taylor, Mrs M Wakelam, Miss S Williams
Catering Manager	Mr P Teale
Head Chef	Mr P Long
Chefs	Miss C Harding, Miss R Maynard, Mr R Orchard, Mr G Yerolemou
Catering Staff	Miss N Arshad, Miss C Bradbury, Miss Terri Edwards, Miss Toni Edwards, Mrs S Elwell, Mr S Morgan, Miss L Power, Mrs C Shepherd, Mrs L Stephenson, Mrs G Taylor, Miss S Watson

## House Staff - Academic Year 2021/22

		<b>Dudley</b>	<b>Foley</b>	<b>Foster</b>	<b>Potter</b>	<b>Prospect</b>	<b>Co-curricular</b>
<b>House Master</b>		Laura Westlake	David Dean	Chris Taylor	John Petfield	Oliver Morton	
<b>Residential Boarding Tutors</b>			Charles Hilliard	Rob Sargeant	Julia Brockway	Fabienne Danjou	
<b>Non Residential Boarding Tutors</b>	Monday	Astrid Fiess Rob Orr	Charles Hilliard	Chris Taylor	John Petfield Katy Warren	Natalie Timbrell Oliver Morton	
	Tuesday	Laura Westlake Joanne Parsons	David Dean	Nora McGoldrick	John Petfield Rob Sargeant	Tamsin Snell Oliver Morton	Peter Jenkins
	Wednesday	Jon Adey Elliot Tidman	Louis Allin-Carey	Chris Taylor	Clare Wheeler Mike Jarrett	Fabienne Danjou Oliver Morton	Dale Rudge
	Thursday	Vicki Matthews Rob Drew	Nina Russell	Wendy Apperley	Alex Nartey Simon Miller	Julia Brockway Oliver Morton	
	Friday	Laura Westlake	David Dean	Jo McGoldrick	Nilolay Nickolov	Donna Hill	
<b>Matron</b>		Jo Lowe	Ellen Baldi-Turner	Nora McGoldrick	Julia Brockway	Nina Russell	

## Academic Tutors - Academic Year 2020/21

		<b>H</b>	<b>O</b>	<b>S</b>	<b>P</b>	<b>T</b>
<b>Sixth Form</b>	Year 12	David Harris	Emily Pincher-Bradley Rachel Billington	Jonah Higgins	Andrew Hannah Michael Thompson	Robert Drew
	Year 13	Jane McGee	Ruth Ferguson	Laura Allport	Zoe Mullen	Aimee Wakefield

	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Academic Tutors KS3 &amp; 4</b>	Emily Pincher Rachel Billington (7H)	Louis Allen-Carey (8H)	Alex Nardella (9H)	Tyrone Kerr (10H)	Clare Wheeler Vanessa Williams (11H)
	Kat Holmes (7O)	Lars Kabel (8O)	Leigh Reed (9O)	Carl Eastwood (10O)	George Jeffries (11O)
	Craig Harris (7S)	Natalie Davies (8S)	Amy Winston (9S)	Jaz Kainth (10S)	Joanna Chorlton (11S)
	Emma Lawrence (7P)	Elley Perkins (8P)	Laura Noble (9P)		
	Stuart Quigley (7T)	Hannah Johnson (8T)	Daniel Macken (9T)		

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# APPENDIX B: Privacy Notice

## How we use pupil and parent<sup>2</sup> information

Old Swinford Hospital is the Data Controller for the use of personal data in this privacy notice

### The categories of pupil and parent information that we process include

#### Pupil data

- Personal information such as name, address and date of birth
- Characteristics such as gender, ethnicity, country of birth and language
- Identifiers such as unique pupil number and, where necessary, passport details
- Contact details such as telephone numbers and email addresses
- Eligibility for free school meals, pupil premium, forces premium or other entitlement
- Safeguarding information such as court orders and professional involvement
- Any relevant medical information such as doctors information, child health, dental health, allergies, medication and dietary requirements
- Welfare information such as referrals to counsellors
- Special educational needs and any relevant education and health care plans
- Personal education plans where relevant
- Previous schools' references, where necessary
- Suitability for boarding assessments
- Attendance information such as sessions attended, number of absences, absence reasons and any previous schools attended
- Curricular and subject choices
- Educational assessment and attainment information such as key stage outcomes, classwork marking, intervention strategies, assessment/examination or test results and destination data
- Behavioural information such as detentions, suspensions, exclusions and any relevant alternative provision put in place
- Attitude to learning assessments
- Extra and co-curricular information including trips, visits and team selections
- Photographic and video images
- Vehicle details for those who use the School's car parking facilities
- CCTV images
- Site/building access information
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE)

#### Parent data

- Personal information such as name, address and relationship to pupil
- Proof of address
- Bank details or payment card information where fee payments or school services/clubs are paid for electronically.
- Contact details such as telephone numbers and email addresses including those to be contacted in case of emergency
- CCTV images

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<sup>2</sup> Any reference to parent includes carers and guardians

- Site/Building access information

We may collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

### **Why we collect and use this information**

We collect and use this data to:

- Respond to requests for information about joining the School
- Inform the school admissions process
- Support pupil learning
- Monitor and report on pupil progress and attainment
- Enter pupils for examinations
- Provide appropriate pastoral care
- Establish a boarding contract
- Process payments for school services and clubs
- Assess the quality of our services
- Keep children safe
- Support vulnerable children and any other key groups
- Establish funding streams for children with needs
- Comply with requirements to share information with a local authority
- Meet the statutory duties placed upon us for DfE data collections
- Communicate with you
- Keep you informed about the school community and let you know of events
- Support site and personal security

### **The lawful basis on which we collect and process this information under UK GDPR**

In order to meet legal requirements or carry out its duties and its functions the School may process a range of personal data about individuals.

Information is required in the first instance to establish a place in the school for each child and the School will therefore have a legitimate interest for collecting and processing basic personal data and sensitive personal data.

Thereafter information it collects and processes will be in order to:

- Fulfil its duties or obligations to provide education and support and monitor pupils' learning (lawful basis: public task)
- Care and cater for the needs of its pupils, their welfare, wellbeing, pastoral care and their safety and this may include sensitive personal data for health and social care purposes (lawful basis: vital interest)
- Process legal claims or to protect your vital interests and where you are unable to provide your consent
- Inform and support the boarding contract (lawful basis: contract)

- Meet statutory requirements to provide information to local authorities and the DfE including pupil data for the school census under the Education Act 1996. (lawful basis: legal obligation)

We can also use any information where you have provided your consent (lawful basis: consent).

### **Collecting information**

We collect information via the registration and admissions process and thereafter by our working with pupils each day in school and in boarding time.

The personal data collected is essential for a schools' operational use and whilst the majority of information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing information**

We hold data securely for the set amount of time required by law or regulation or as otherwise advised in guidance provided by the Information and Records Management Society. For more information on data retention and how we keep your data safe, please read our data protection policy on the School's website.

Records generated solely for legitimate reasons will be disposed of when the pupil leaves school (or after the end of the admissions cycle if the pupil does not attend the school) unless we assess, at that time, that they are required for longer by law or regulation or for other reasons. Where this is for other reasons you will be notified. In respect of any matters of safeguarding information will be kept as long as we require.

### **Who we share this information with**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Local authorities
- Youth support services (pupils aged 13+ and 16+)
- The DfE & Ofsted
- The School's doctor (where appropriate)
- Examination boards
- The Combined Cadet Force where applicable
- Duke of Edinburgh and other trip/visit co-ordinators as applicable
- Work experience co-coordinators and assessors
- Suppliers, service providers and professional advisors – to enable them to provide the service we have contracted them for such as, but not limited to, caterers, educational psychologist, SEN assessor etc.
- Services such as the NHS or Police where appropriate
- Colleges and UCAS where references are requested
- The pupil's family and representatives where authorised
- Our School Information Systems provider
- Insurance providers (where necessary)

We may be required to share collective information via a Freedom of Information request but we will do this only as long as individuals cannot be identified.

## Why we share this information

We do not share information with anyone without consent unless the law and our policies allow us to do so. We will share information where we are required to do so by law or by order of the court or to prosecuting authorities for the sole purpose of investigations and/or proceedings.

We will share safeguarding information where necessary and we will do this in an appropriate way.

Where we share information we do so only to the extent that it is required for that purpose.

### **Youth support services – pupils aged 13+**

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

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent can object to any information additional to their child's name, address and date of birth being passed to a local authority or provider of youth support services by informing us. This right is transferred to the pupil once they reach the age 16.

### **Youth support services – pupils aged 16+**

We will also share certain information about pupils aged 16+ with a 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

Once a pupil reaches the age of 16 they can object to any information beyond their name, address and date of birth, being passed to a local authority or provider of youth support services by informing us.

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

### **Local Authorities**

We may be required to share information about our pupils with a local authority to ensure that they can conduct their statutory duties including but not necessarily limited to:

- Duties under the Schools Admission and Appeal Codes, including conducting Fair Access Panels
- Reporting children missing in education
- Reporting and managing suspensions and exclusions
- Working with the Virtual Head of School in relation to the education and care of looked after children and, where necessary, previously looked after children
- Reporting and managing safeguarding concerns

### **Department for Education**

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section below.



## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the DfE 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.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

### How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they're holding it and any recipient it may be disclosed to

- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

### **Requesting access to your personal data**

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

You also have the right to:

- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you Have your personal data rectified, if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict our processing of your personal data (i.e. permitting its storage but no further processing)

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

For further information on how to request access to personal information held centrally by the DfE, please refer back to the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data on the basis of consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with the use of your personal data, please let us know by contacting the Bursar.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Bursar at the School's address.

*We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated December 2022.*

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