

**BPRU IS PART OF THE EAST STAFFORDSHIRE TAMWORTH PRUs FEDERATION**

September 2021

# **STUDENT INDUCTION BOOKLET**

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# MISSION STATEMENT

Our school's ethos is embedded in our identity:

**Building Positivity, Resilience & Understanding**

## THE FEDERATION MISSION STATEMENT:

**To empower learners to become successful**

Our Mission Statement is:

*For all students to believe in themselves, realise their potential and achieve a successful social and academic future.*

Our AIMS are:

- To ensure that all students achieve the highest academic standards of which they are capable
- To provide a wide range of educational experience for every student
- To promote social responsibility and awareness among students so that they are able to become alert, critical citizens with a strong sense of justice and equality
- To ensure positive acceptance of ethnic diversity and opposition to all forms of racism
- To promote self-esteem among students with positive aspirations and confident of equal opportunities both in education and society

We VALUE everyone as INDIVIDUALS.

We want to give each student different OPPORTUNITIES

We EMPOWER them to SUCCEED and ACHIEVE the success that THEY DESERVE.

We TRUST people and learn how to trust people, by building positive RELATIONSHIPS.

# INDUCTION PROCESS

Once Burton PRU has been approached with a fully completed referral form and a place has been agreed by the Head of School the following induction process is started:

- A pre-admissions meeting will be arranged between the student, their family and the Head of School. This is to meet and establish the positive working relationship to ensure that each student achieves the success that they each deserve. It also establishes what the Personal Support Plan will be.
- Each student will start Burton PRU with a general induction programme which includes some key assessments and a graduated timetable to help to build positive working relationships with the staff and other students. It is a time to settle in and return to learning.

Each student will then start their Personal Support Plan and begin their new learning journey.

# ABOUT THE SCHOOL

Burton PRU is a Pupil Referral Unit that supports the learning of students who reside in the East Staffs district. It is a Staffordshire Local Authority school which works in close partnership with the schools and the various alternative providers in the town. The school has 3 separate sites – our main site in Winhill, Burton, with a smaller satellite site in Uttoxeter and a further satellite site in Curzon Street, Burton. As of September 2021, we also have a KS3 Inclusion Centre on Bond Street, Burton on Trent.

Since 1<sup>st</sup> April 2018, Burton PRU has federated with Kettlebrook Short Stay School in Tamworth. We are now able to extend the opportunities for all the students in both PRUs. At Burton PRU, we have very good facilities although on a small scale. The classes are small to enable each student to make quick and rapid learning progress in their social and academic studies.

We offer a broad, balanced, flexible academic and social curriculum, which is accessible to all our students and we ensure that they are fully included in all aspects of school life and moving onto their Post 16 plans. We believe that everyone has a right to equal opportunities. We have a positive culture and ethos that all students, adults and families should feel welcome and should have an equal chance to benefit from our school and everything that it provides – safeguarding for all. We are committed to giving all of our students every opportunity to achieve the highest of standards including those with diverse needs.

As a Local Authority school, all staff are trained through PROACT-SCIP-UK in case any physical intervention is necessary for the safety of your child or other children at Burton PRU. All data is shared with the Local Authority and your child's school / academy to support their social and academic progress.

# STAFF

All the staff at Burton PRU are very experienced and professionally qualified in their own areas of expertise. We work very closely together as a team of highly dedicated staff who want the best for each of our students and their family unit. All staff are vetted by the Local Authority; DBS checked and have at least two good references. All staff undertake Child Protection Level 1 training, PREVENT, SCIPr, SEND, etc and further professional development (INSET) are undertaken throughout the year to enable the staff to remain up to date in all aspects of education. Staff are also requested to deliver INSET to other organisations.

## MANAGEMENT COMMITTEE

The Federation has a very dedicated and committed group of governors who have a wide range of experience in education and industry. They support and challenge the Executive Headteacher, Head of School and the team of staff to ensure that rapid sustainable progress is made at all levels to empower each of our students to achieve the social and academic success that each of them deserve over the two schools

## LEARNING & TEACHING

Our teaching and learning policy is the most important of all of our policies. It focuses on the needs of students and reminds us of the reasons for our existence and the criteria for success.

At BPRU we believe that learning should be an enjoyable experience for all our students. Through our teaching we equip students with the skills, knowledge and understanding necessary to be able to make informed choices about important aspects of their lives. We believe that appropriate teaching and learning experiences help pupils to lead happy and rewarding lives. In order to support students' learning, we recognise that children learn in different ways and we understand the need to develop strategies that allow all children to learn effectively.

### Meeting our students needs

Every pupil is entitled to a positive meaningful learning experience which will be personalised and inclusive.

Every pupil at BPRU has the right to receive the highest quality education. It is our collective responsibility to ensure that all their educational needs are met.

Ensuring inclusion involves:

- Setting and explaining suitable differentiated learning challenges
- Responding to pupils diverse learning needs
- Working to overcome potential barriers to learning
- Using personal learning plans to set parameters that ensure pupils feel safe and valued in their environment. This may be in a pastoral or academic sense, inside or outside of the classroom.
- In de briefing sessions and staff training sessions conversations are on-going to address the balance between keeping to our agreed structures and making individual reasonable adjustments.

### Through our teaching we aim to:

- Meet the academic needs of our pupils.
- Focus upon the individual needs, talents and interests of our pupils.
- Equip children with the skills necessary to enable them to transfer back to school successfully.
- Enable children to become confident, resourceful, enquiring and independent learners.
- Foster children's self-esteem and help them build positive relationships with others.
- Develop children's self-respect and encourage children to respect the ideas, attitudes, values and feelings of others.
- Show respect for all cultures and in so doing, to promote positive attitudes towards other people.
- Enable children to understand their community and help them feel valued as part of the Burton PRU community.
- Help children to grow into reliable, independent and positive citizens.
- Prepare our pupils for a mainstream learning environment – in order to facilitate reintegration.

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- Prepare our pupils for appropriate choices at post 16 and become lifelong learners.

We plan to provide for pupils' individual educational, social, moral, spiritual and cultural needs as well as addressing their social, emotional and behavioural difficulties.

Our curriculum is broad and balanced and follows the National Curriculum as closely as possible. We recognise that whilst children need lots of routines and structured activities, they also need to refine their social and organisational skills – opportunities for this are planned for in the formal and the 'hidden curriculum'.

We recognise that sometimes students may have missed vital school time or lack some of the basic skills required for success in school. We will address these through careful assessment and planning. Staff understand that certain key areas of literacy and numeracy need to be regularly revisited and reinforced.

## THE CURRICULUM

At Burton PRU we listen to our students and try to find good opportunities for them to gain first hand experiences in their chosen areas of interest – these interests change according to their age and their different personalities!

We offer a broad, balanced and flexible academic and social curriculum, which is accessible to all our learners and we try to ensure that they are fully included in all aspects of our school life. We have the highest expectations of all our students. We plan our curriculum and each lesson to extend our student's knowledge and experience of a variety of subjects, other cultures, languages and different celebrations. We ensure that our curriculum reflects the need for future economical outcomes for our learners and the diversity of our society - not just one group. We encourage our students to explore in a positive way the differences and diversity of people and we actively seek to combat all forms of discrimination.

Each student has an Personal Support Plan which will change at times to meet the individual's needs, their interests and future plans Post 16.

Burton PRU enters students in a range of qualifications with a variety of examination boards. We offer a range of qualifications from Entry Level, Level 1 and Level 2 of which all of these qualifications are fully recognised by employers and Further/Higher Education. **With a massive increase in numbers of our Year 11 students taking GCSE exams in the summer term, there is sometimes a disruption to other students learning – we try to keep this to a minimum.**

## CURRICULUM INTENT

Our staff are excellent in planning dynamic, progressive learning experiences for all students who want to learn to learn in a pleasant, non-judgemental or confrontational way. However, school can't work with your child in isolation – we must work with you and need to be involved in their Personal Support Plan– there may-be at times that we need to alter their PSP for their Well Being, Mental Health & Safety or that of others.

BPRU invests in students reaching their aspirations from returning to other Secondary Schools; undertaking work experience; participating in workshops/visits and applying for quality Post 16 placements – College/Apprenticeship/Employment. BPRU works closely with industry partners including Euro Car Parts. BPRU fully invests in Gatsby Benchmarks and has been awarded Quality in Careers Standard.

## THE SCHOOL DAY: subject to COVID19

<b>8:45 am</b>	Arrival, register, hand in all phones, valuables, bags & coats
<b>8:45 am – 9.30am</b>	Lesson 1
<b>9.30am – 10.15am</b>	Lesson 2
<b>10.15am – 10.30am</b>	Break
<b>10.30am – 11.15am</b>	Lesson 3
<b>11.15am – 12pm</b>	Lesson 4
<b>12pm – 12.30pm</b>	Lunch
<b>12.30pm – 1.15pm</b>	Lesson 5
<b>1.15pm – 2pm</b>	Lesson 6 – Students finish for the day
<b>2pm – 3 pm</b>	Additional timetabled lessons where appropriate & staff de-brief

At breaktime we offer tea and toast.

All students are offered a free school lunch of sandwiches to be ordered at reception on arrival to school. If needed please complete the Free School Meal application online following the link below:

[www.staffordshire.gov.uk/freeschoolmeals](http://www.staffordshire.gov.uk/freeschoolmeals)

**STUDENTS must hand in all valuables e.g. cigarettes, lighters, mobile phones etc into their own drawer (provided by school).**

[The Head of School or Senior Staff will search and confiscate items that have been brought into school that are deemed inappropriate and contact you and other authorities if required.]

### **Burton PRU Sites**

We currently have four sites. We will offer students the most appropriate site for their needs. We encourage students to access our different site to engage with the variety of activities we can provide.

Burton PRU Main site – Church Hill Street, Winshill, Burton upon Trent, Staffs, DE15 0HT

Burton PRU Curzon Street site – Unit 2, Curzon Street Business Park, Curzon St, Burton upon Trent, DE14 2DH

Burton PRU Uttoxeter site – 11a Bradley Street, Uttoxeter, ST14 7QA

Please go through our main switchboard if you need to speak with any staff: 01283 247986

## TERM DATES

Term dates for students to be in Burton PRU with all holidays to be taken inside these school holidays to prevent possibly proceedings. Burton PRU follows Staffordshire County Council term dates. Please refer to <https://www.staffordshire.gov.uk/Education/termdates.aspx>

	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>
<b>START</b>	Monday 6 <sup>th</sup> Sep 2021	Tuesday 4 <sup>th</sup> January 2022	Monday 25 <sup>th</sup> April 2022
<b>HALF TERM</b>	Mon 25 <sup>th</sup> Oct – Fri 29 <sup>th</sup> Oct 2021	Mon 21 <sup>st</sup> Feb – Fri 25 <sup>th</sup> Feb 2022	Mon 30 <sup>th</sup> May – Fri 3 <sup>rd</sup> Jun 2022
<b>FINISH</b>	Friday 17 <sup>th</sup> December 2021	Friday 8 <sup>th</sup> April 2022	Wednesday 20 <sup>th</sup> July 2022

### OTHER KEY DATES:

**Professional development** dates when the school is closed to students

(INSET):

Friday October 1<sup>st</sup> 2021

Friday November 26<sup>th</sup> 2022

Monday 27<sup>th</sup> June 2022

Each term the school is closed for **Performance Review Days** when parents/carers AND their child, have a formal meeting to review their progress and ILP: dates to be confirmed each half term; appointments are made for during the day so that external agencies can continue to work in close partnership with Burton PRU and each family.

The school also has to close for parts of the day when we have students taking national exams in order for the students to be accommodated across the school with the appropriate support.

## ASSESSMENT & REPORTING TO PARENTS/CARERS

As part of our Induction process, students are assessed in each of our curriculum areas – some of these assessments are completed informally in lesson and others are more formal. Staff will re-assess each student on a regular basis to track their progress and their achievements are shared with each parent/carer 3 times a year, through individual meetings on Performance Review Days with a written report on progress. All meetings have action points for staff, students and parents/carers to help us move each student forward along their chosen pathway. We have these meetings during the day to include other agencies.

As a parent/carer, we want you to be involved in your child's education – you are always welcome to visit and discuss your child with us at anytime. Staff will be making regular contact with you to discuss your child's progress, as we need you to be actively involved in their education and development.

## ATTENDANCE

All students need to attend every part of their Individual Learning Plan unless they are ill, injured or have a medical appointment and can't make it into school. If this is the case then Burton PRU would like each Parent/Carer to phone into school (BEFORE 9:00am please) to authorise this absence and ensure that the student is safe. Work can be set and sent home for longer periods of absence. Burton PRU does operate a daily absence phoning process. Please contact the school and discuss your child's attendance if it becomes an issue so that we can try to support you and your child at this time. We have high expectations of all our students and that they can attend their ILP at least 95% of the time. At BPRU we want all our students to enjoy their learning and want them to come into our school so that they can achieve the success that they deserve.



### Penalty Notices Information for Parents/Carers

Parents/carers have a legal duty to make sure their children go to school regularly. The local authority can issue a range of Penalty Notices (fines and court action) etc, if a parent/carers fails to make sure that their children attend school.



## E-SAFETY

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support the learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to empower our students with the skills to access life-long learning and employment.

ICT covers a wide range of resources including web-based and mobile learning. It is vital to recognise the constant speed and constant change with which ICT evolves within our current society. Currently the internet technologies that our students use inside and outside the classroom include:

- Websites
- Email, instant messaging and chat rooms
- Social media including Facebook, Twitter etc
- Mobile/smart phones with text, video, web functions etc
- Gaming on line
- Learning platforms and virtual learning environments etc
- Blogs and Wikis
- Podcasting; Video broadcasting; music downloading etc.

Whilst exciting and beneficial both in and out of education, much ICT especially web-based resources are not consistently policed. **ALL USERS NEED TO BE AWARE OF THE RISKS ASSOCIATED WITH THE USE OF ABOVE ICT TOOLS.**

At Burton PRU, we understand the responsibility to educate our students about e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using these technologies. We work closely with the Police to ensure that all our students remain safe.



ICT systems in school are monitored through PCE and other monitoring systems to protect our staff and students, if, however, it reports unacceptable use of key words, phrases, electronic site access THE EXECUTIVE HEADTEACHER WILL TAKE ALL NECESSARY ACTION including reporting to the Police.

## BEHAVIOUR FOR LEARNING & REWARDS

At Burton PRU, we encourage and support each student to want to become the best learner that they can and be socially responsible for themselves and the outcomes of their behaviour.

All our students can be rewarded for positive things – academic work, helping others, being positive, pleasant and polite; turning things around etc.

There are various ways at Burton PRU that we reward our students:

- Verbal praise
- Written praise on their work
- Postcards, letters etc sent home
- Phone calls home from the teacher, the Keyworker, the Head of School etc
- Attendance and Punctuality rewards
- Half termly and end of year awards assembly

### Essential School Rules

- **All phones, valuables, bags and coats to be handed in at the start of the day**
- **NO FIZZY drinks, ENERGY drinks or CHEWING GUM are allowed on school site.**
- **Be respectful of one another**

Poor behaviour is logged on our system and is used to inform our timetabling, rewards and sanctions processes.

***If your child absconds from Burton PRU you will be contacted immediately and a decision will be made as to the action that needs to be taken – this is done on an individual basis.***

## STUDENT CODE OF CONDUCT

### The Basics

- Students will arrive on time for school.
- Students will wear appropriate clothing for school
- Students will hand in all valuables (including money/mobile phone(s)/cigarettes/lighters/vaping equipment/keys etc)
- Students will remove their outdoor coats /jackets on arrival to school and hand to a member of staff to be hung up safely.  
It is recommended that personal belongings of high value be left at home. If they are brought into school they do so at their own risk. Burton PRU does not accept responsibility for loss or damage to these items.

### Learning

Students created three classroom rules. These are displayed in every classroom.

1. **“Staff and students have the right to complete their work in a positive atmosphere”**

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This means:

- Arriving in class on time
- Staying in the room (not walking in and out of classrooms)
- No shouting or swearing
- No messing with random stuff
- Listening to staff instructions
- Following staff instructions
- Completing work set to as high a standard as they can

## **2. “Staff and students have the right to feel respected”**

This means:

- Using positive, polite language
- Waiting patiently in class for adult attention
- Keeping negative comments in their head
- Keeping their hands and feet to themselves
- Working at home/after school on homework assignments to improve their grades
- Accepting the consequences of their actions (remaining from 2:30pm to 2:45pm to review their actions).

## **3. “Staff and students have the right to feel safe”**

This means:

- Walking sensibly around the building
- Not smoking in front of the school
- Not dropping litter anywhere in school or nearby
- No barging into places they shouldn't be
- No kicking doors, punching cupboards or walls
- Looking after school equipment

## **Uniform**

Currently students are not required to wear a school uniform, BUT we expect students to wear suitable and appropriate clothes.

- Clothing should cover flesh except for arms, hands, head and neck.

*PE kit is encouraged to be worn especially during our PE/Sport lessons, but there are no formal changing facilities.*

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## OTHER KEY INFORMATION

**Child protection:** The designated staff are: Sarah Bamber, Clarissa Norrington-Owen and Janette Bissell. All staff are trained at CP Level 1 and up to date; all staff are DBS checked.

If you need to report a child protection safety concern please contact the school or 08001313126.

'Keeping Children Safe in Education' document from DfE is available on request / school website.

**Health and Safety:** The main contact is Mrs J Barker or Sarah Bamber

**First Aiders:** Mr Adrian Malone

**Proact SCIP-UK:** All staff are trained and undertake annual refresher training in physical restraints – these are used in rare circumstances when a child or adult are at risk of injury to themselves, others or causing damage to school property.

**School Closure:** In an event that Burton PRU has to be closed to students, ie. For inclement weather and Health & Safety reasons; a decision is made by 7:15 am and you will be contacted by staff via phone/text/email. During the Exam season – it may be necessary to close the school to students while Year 11 students undertake their nationally recognised exams – we will inform you asap when this happens.

**Further Information:** Please visit our website on [www.burtonpru.staffs.sch.uk](http://www.burtonpru.staffs.sch.uk) for more information about Burton PRU. This includes a selection of key policies (if you wish to see other school policies – then please contact the Head of School); letters; events and news etc.

# PRIVACY NOTICE

## Privacy Notice (How we use pupil information)

Your child's data that we receive from their secondary school is used to:

- Identify them as individuals and plan their Individual Learning Plan, set academic targets and track social and academic progress.
- Contact you as their parents/carers to share their progress and if needed for H&S reasons.
- We use different Alternative Providers that have been vetted, monitored and regularly visited by the school. In this way your child can have access to new learning experiences and have better Yr 11 outcomes and achieve good POST 16 placements.

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

- **Personal Information – GENERAL:** (such as name, unique pupil number and address, telephone number, email address,) ARBOR
- **Personal Information – MEDICAL:** (such as care plan, records of taking medication, first aid given/refused, CAMHS) ARBOR, Individual Care Plan files, First Aid File
- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked After Children status,) ARBOR, ARR tracking, Yr11 exam entry overview & exams results, PP/PP+ reports to FMC
- **Personal Information – SAFEGUARDING:** (such as Safeguarding information / observations, PROACT SCIP-uk record, Violence & Aggressive log, Racism log, telephone log; EHA) My Concern, paper files, ARBOR
- **Personal Information – ATTENDANCE:** (such as sessions attended, number of absences and absence reasons, unauthorised absences, exclusions) ARBOR, Attendance tracking,
- **Personal Information – INFORMATION ADVICE & GUIDANCE:** (such as career aspirations, applications, references) ARBOR, ENTRUST, paper files
- **SEND Information – SEND:** (such as category of SEND, On Entry testing results, Educational Psychologist information / observations, assessment reports for & from CAMHS, MPS, ECH planning information & ECH assessment reports, ECHP) ARBOR, SENCO, paper personal files
- **ASSESSMENT Information – ACADEMIC:** (such as External formal national Key Stage test/exam result grades and scores; Internal professional progress grades/scores tracked over time, professional target/predicted grades, Curriculum test results, Exam Access Arrangements) ARBOR, ARR Tracking, curriculum records, Performance Review reports
- **ASSESSMENT Information – PASTORAL:** (such as Student Behaviour Plans, The Good Stuff, Postcards, Earn2Learn points / STEP points, PASS, ABC tracking, Serious Incidents, Exclusions) ARBOR, paper files, tracking

## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep students safe
- to share with other professional agencies and the referring school

## The lawful basis on which we use this information

We collect and use pupil information under:

As a public authority, Burton PRU and Burton Pupil Referral Unit process personal data under the basis of **public task** to carry out official functions.

As a public authority Burton PRU and Burton Pupil Referral Unit process special categories of personal data (such as medical, safeguarding data) and share with other organisations under the basis of **vital interests**.

However, where consent is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- Photographs
- social media / use of emails
- medical emergency treatment

Burton PRU and Burton Pupil Referral Unit share information with the Department of Education such as termly census\* - this information can be found in the census guide documents on the following website

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

\*Department of Education censuses are the Education Act 1996.

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### Storing pupil data

We hold pupil data for:

- All electronic data that is transferred via CTF (Common Transfer File) is stored electronically as required by SCC & DfE.
- All electronic data is held on School Server; paper copies in student files are held by school or forwarded onto their next school. [25 years from Date of Birth]
- All paper-based data that is transferred is stored in student individual school file in locked cabinets until the files need to be transferred to another educational setting OR archived in locked cabinets in locked offices. [25 years from Date of Birth]
- Student data is stored electronically by third parties: SAFEGUARDING via My Concern, EVOLVE (trips); INFORMATION ADVICE & GUIDANCE via ENTRUST; My Maths; 365; Achieve 3000 – English, Century Intelligence – core subject learning platform

### Who we share pupil information with

We routinely share pupil information with:

- The school the pupil has been referred from
- Schools / POST 16 providers that the pupil's attend after leaving us
- local authority – Staffordshire County Council; other Local Authority if requested
- the Department for Education (DfE)
- Exams Boards
- In consultation with Parent/Carer: Alternative Providers; Work Experience placements, CAMHS, MPS, other external professional agencies
- NHS, T3, School Nurse, Police, Fire & Rescue, Ambulance, Prevent, etc
- The East Staffordshire & Tamworth PRUs Federation.

### Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to pass information about our pupils to the Local Authority and the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

### Pupils aged 13+

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

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

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

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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

Under data protection legislation, parents 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:

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher [datarequest@BurtonPRU.staffs.sch.uk](mailto:datarequest@BurtonPRU.staffs.sch.uk)

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher [datarequest@BurtonPRU.staffs.sch.uk](mailto:datarequest@BurtonPRU.staffs.sch.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Lodge a complaint and / or claim compensation for damages caused by a breach of the Data Protection legislation.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, if you are not satisfied with our response, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **The Role of the Data Protection Officer (DPO)**

The DPO is a legal requirement. The DPO will:

- Raise awareness of the Data Protection laws with the named Data Controller.
- Monitor compliance with the Data Protection laws.
- Advise the Data Controller on Privacy Impact Assessments.
- Give staff training.
- Complete internal audits with the Data Controller.
- Be a point of contact.
- Will report to the Executive Headteacher/Federation Management Committee.

### **Contact**

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

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher [datarequest@Burton PRU.staffs.sch.uk](mailto:datarequest@Burton PRU.staffs.sch.uk)

BPRU: DATA CONTROLLER – Mrs K Rogers – Executive Headteacher [datarequest@Burton PRU.staffs.sch.uk](mailto:datarequest@Burton PRU.staffs.sch.uk)

**You can also contact our Data Protection Officer using the below contact details**

**Email:** [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)

**Post to:**

***Data Protection Officer  
Information Governance Unit  
Staffordshire County Council  
2 Staffordshire Place  
Stafford  
ST16 2DH***

**If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the Information Commissioner's Office (ICO).**



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**THE FOLLOWING AGREEMENTS MUST BE COMPLETED & RETURNED  
TO THE SCHOOL OFFICE**

**STUDENT NAME:**

**YEAR GROUP:**

**Student & Parent / Carer:** We acknowledge that there are various pieces of information about me that are stored in various forms and that Burton PRU adhere to Staffordshire County Council and Government requirements. (all data is stored safely and securely on site or electronically (ARBOR, Cloud etc). BPRU share your information with other professionals as required to support the pastoral and academic progress of you. You have the right to request copies of the information that we hold about you; to rectify any personal data that is incorrect or incomplete; restrict the use of your data; remove your personal data from your current school records. If you have a concern about the way that BPRU is collecting or using your personal data, BPRU request that you raise your concern with Mrs K Rogers/Miss S Bamber first.

Information that we collect, generate and store will include:

- **Personal Information – GENERAL:** (such as name, unique pupil number and address, telephone number, email address) ARBOR
- **Personal Information – MEDICAL:** (such as care plan, records of taking medication, first aid given/refused, CAMHS) ARBOR, Individual Care Plan files, First Aid File
- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, country of birth, free school meal eligibility, Looked After Children status,) ARBOR, ARR tracking, Yr11 exam entry overview & exams results, PP/PP+ reports to FMC
- **Personal Information – SAFEGUARDING:** (such as Safeguarding information / observations, PROACT SCIP-uk record, Violence & Aggressive log, Racism log, telephone log; EHA) My Concern, paper files, ARBOR
- **Personal Information – ATTENDANCE:** (such as sessions attended, number of absences and absence reasons, unauthorised absences, exclusions) ARBOR, Attendance tracking
- **Personal Information – INFORMATION ADVICE & GUIDANCE:** (such as career aspirations, applications, references) ARBOR, ENTRUST, paper files
- **SEND Information – SEND:** (such as category of SEND, On Entry testing results, Educational Psychologist information / observations, assessment reports for & from CAMHS, MPS, ECH planning information & ECH assessment reports, ECHP) ARBOR, SENCO, paper personal files
- **ASSESSMENT Information – ACADEMIC:** (such as External formal national Key Stage test/exam result grades and scores; Internal professional progress grades/scores tracked over time, professional target/predicted grades, Curriculum test results, Exam Access Arrangements) ARBOR, ARR Tracking, curriculum records, Performance Review reports
- **ASSESSMENT Information – PASTORAL:** (such as Student Behaviour Plans, Postcards, PASS, ABC tracking, Serious Incidents, Exclusions): ARBOR, paper files, tracking

**Signed parent/carers:**

**Signed student:**

**Date:**

# ICT USER AGREEMENT

**AS a Student at Burton PRU, I agree in full to:**

- ONLY use ICT systems in school, including the internet, email, digital recordings and mobile technologies for school purposes.
- NOT download or install any software on school technologies.
- ONLY log onto the school network, other systems and resources with my own user name and password.
- ONLY follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- ONLY use my school email address.
- MAKE SURE that all ICT communications with students and others are responsible, sensible and legal.
- BE RESPONSIBLE for my behaviour when using the internet. This includes resources I access and the language I use. I WILL be legal at all times.
- WILL NOT deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- WILL NOT give out any personal information such as name, phone number or address. I WILL NOT arrange to meet someone that I have found on the internet.
- IMAGES of students and or staff; staff will only be taken, stored and used for school purposes in line with school policy and NOT distributed in and outside school network.
- WILL ENSURE that my online activity both in school and outside school WILL NOT CAUSE the school, staff, students or others distress or bring into disrepute.
- WILL SUPPORT the school approach to online safety and not deliberately upload or add any images, videos, sounds or text that could upset any member of the school community.
- WILL RESPECT the privacy and ownership of others' work on line at all times.
- WILL NOT attempt to bypass the internet and server filtering systems.
- UNDERSTAND that all my use of the internet and other related technologies ARE MONITORED and logged and can be available to my classroom staff.
- UNDERSTAND that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers WILL be contacted.

**Signed parent/carers:**

**Signed student:**

**Date:**

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## FOOD / MEDICAL ALLERGIES:

a) My child has no known allergies:

Signed parent/carer:

Signed student:

b) My child has the following known allergies:

SUBSTANCES / SITUATION KNOWN TO CAUSE ALLERGIES	SYMPTOMS OF ALLERGIC REACTION
ACTION TO BE TAKEN BY CHILD	ACTION TO BE TAKEN BY SCHOOL STAFF

Signed parent/carer:

Signed student:

Date:

## RSE – Relationships and Sex Education

Dear Parent/Carer,

Burton PRU delivers a whole school Personal and Social Health Education programme (PSHE) which includes components that relate to educating young people about Relationships and Sexuality (RSE).

The RSE programme provides students with factual and age appropriate information. The programme uses a pro-active approach to teaching young people about relationships and sexuality so that they may grow into young adults empowered to make safe and healthy choices. As educators our main aim is to help support our students to ensure their safety both during their school years and beyond.

When parents and teachers work together we are able to encourage our students to adopt healthy and respectful attitudes about themselves, their peers and members of their family and together minimize the chance of harm. Our RSE programme provides our young people with multiple opportunities to ask questions and discuss topics that matter to them with safe and familiar members of staff.

Key goals of any Relationships and Sexuality programme include supporting students to develop:

- Skills to ensure their personal safety is maintained
- Knowledge around the physical, social and emotional changes that occur during puberty
- Ways to develop and foster relationships and friendships
- Ability to manage their own health and hygiene
- Develop a healthy appreciation for themselves and others
- Bullying and online safety including sexting

If you require any further information or would like to further discuss the RSE programme please don't hesitate to contact us.

I give permission for my child to participate in the RSE programme at Burton PRU as part of their PSHE learning. I understand that I may request information on the topics covered from school. There will be times that various external speakers will be invited into school to ensure our students get to work with professional, qualified, trained & experienced professionals. BPRU would encourage all our students to attend and participate – there is

**Signed parent/carers:**

**Signed student:**

**Date:**

## PHOTOGRAPHS

I/We give my permission to allow my child to have their photograph taken and used at Burton PRU. This might be a part of their learning portfolios; displays; BPRU's website; exams / qualifications etc. Sometimes photographs will be used for publicity purposes i.e. local newspapers/media – where additional consent will be sort.

**Signed parent/carers:**

**Signed student:**

**Date:**

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## LOCAL TRIPS

I give permission for my child to travel in staff cars (who have Business Class Insurance) to local areas of interest (10-mile radius approximately), for PE and other activities related to the curriculum and Curriculum Enrichment Days.

I give permission for my child to leave school site to undertake a short field trip – either in a car or by foot - in and around Burton or Uttoxeter e.g. To the park to play sport; to Alrewas Arboretum to celebrate November 11<sup>th</sup> etc, Careers trips.

As a student I will behave appropriately as one is expected to behave in public places and safely in a travelling car. I will follow all instructions by staff first time otherwise my parent/carer will have to collect me and put future trips/visits in jeopardy.

**Signed parent/carer:**

**Signed student:**

**Date:**

## GENERAL CODE OF CONDUCT

AS A STUDENT:

- I WILL RESPECT myself and others in/out of school, as I expect from others, including respect for property as I would want from others.
- I WILL keep all the areas of school clean, tidy and safe for all of us to work in. I will help in keeping the school neat and tidy.
- I WILL to have a positive, pleasant, polite attitude and approach to all that I do at school; completing all my work to the best of my ability so that I can achieve the success that I deserve.
- I WILL ALWAYS look well presented in my school uniform and give a good first impression to visitors.
- I WILL walk safely around school to prevent any accidents and be punctual to school and each of my lessons.
- I WILL REMEMBER that I am not the only person in my class and that my teaching staff may have to talk to other members of my class before me. I WILL wait patiently and not interrupt other people from talking; I WILL not be rude or selfish.

I have read and understood the Student Code of Conduct, accept that rewards are better than sanctions and want to work well with all the staff at BPRU.

**Signed parent/carer:**

**Signed student:**

**Date:**

**I UNDERSTAND THAT THIS INFORMATION WILL BE STORED ON COMPUTER, (*LOCAL AUTHORITY DATABASE & WHEN NECESSARY SHARED WITH OTHER AGENCIES*) AND THE PARENTS/CARERS ARE RESPONSIBLE FOR ADVISING THE SCHOOL OF ANY CHANGES.**

**THIS FORM HAS BEEN COMPLETED BY:**

**PARENT NAME:**

**By signing this – you are consenting to this data to be stored securely at BPRU and used appropriately by BPRU staff to ensure the safety and education of your child, eg to contact you by phone/mobile; email; letter etc.**

**SIGNED BY PARENT:**

**DATE:**

**STUDENT NAME:**

**By signing this – you are giving consent that your data will be stored by BPRU and used appropriately by BPRU staff to ensure your safety and education and that your Parent/Carer above has already consented that your data is to be securely stored and used by BPRU staff.**

**SIGNED BY STUDENT:**

**DATE:**