

**EAST STAFFORDSHIRE & TAMWORTH PRU FEDERATION****STUDENT INDUCTION BOOKLET****MISSION STATEMENT**

Our school's **ethos** is embedded in our identity:

**Building Positivity, Resilience & Understanding**

Our Federation mission statement is:

**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, homophobia and other protected characteristics

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.

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## **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 Bond Street, Burton on Trent.

Since 1<sup>st</sup> April 2018, Burton PRU has been part of a Federation 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 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 are equipped to move onto their chosen post 16 plans. We believe that everyone has a right to equal opportunities. We have a positive culture and ethos that all ensures students, adults and families feel welcome and have an equal chance to benefit from our school and everything that it provides. We are committed to giving all of our students every opportunity to achieve the highest of standards including those with diverse needs. Underpinning all of this is a strong culture of safeguarding as ensuring children are safe and learn how to stay safe is a crucial role.

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.

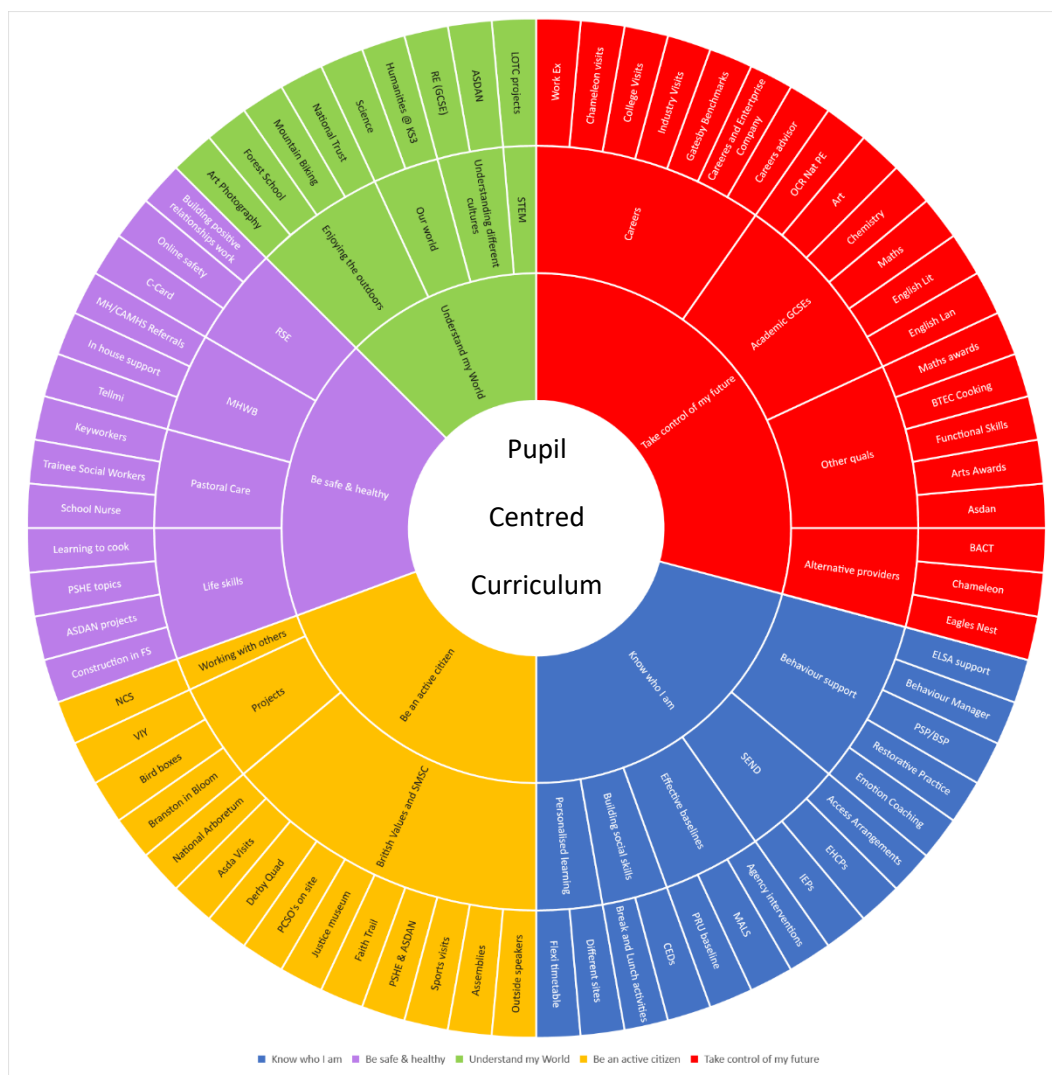
## **STAFF**

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; are DBS checked and have at least two good references. All staff undertake Child Protection Level 1, PREVENT, SCIPr, SEND training and further professional development (INSET) is undertaken throughout the year to enable the staff to remain up to date in all aspects of education.

## **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.

## THE CURRICULUM



What lessons will you have at Burton PRU?		
Subject	GCSEs/Technical Qualification	Vocational/Foundation
English	GCSE English Language GCSE English Literature	Functional Skills English
Maths	GCSE Maths	Functional Skills Maths L1 Number and Measure L1 Statistics
Science	GCSE Chemistry	Entry Level Science
Art	GCSE Art	Arts Awards—Bronze and Silver
PE	OCR National Sports Studies	
Cooking		BTEC Home Cooking L1/L2
PSHE		ASDAN PSE L1 & 2
Forest Schools		

## **CURRICULUM INTENT**

The very nature of being a PRU means there is a need for greater support around each individual. Students arrive with a variety of different needs and challenges — with SEND, MHWB, attachment and trauma, medical issues, safeguarding concerns or histories of poor attendance. As a result, we have built a curriculum which offers students opportunities for learning about themselves, while challenging them to make progress and understand their own place in society.

**Know who I am:** This aim is focussed on students recognising the importance of understanding themselves in order to make progress. We ensure that all students are baselined on entry to ensure that we can offer the most appropriate curriculum for them while ensuring that any underlying issues, such as SEND, are identified. Our methods of behaviour management focus on emotion coaching and restorative practice, followed up through individual work with our behaviour support officer and other staff. This work allows students to explore issues such as anxiety, managing stress—encouraging students to take responsibility for their behaviour and work. Forest Schools and ELSA sessions offer students guided self-reflection time. We encourage social skills through use of social activities at break and lunch times, as well as team building, personal challenge and aspects of SMSC through our Curriculum Enrichment Days. Through the PSHE programme, students gain vital learning about themselves, their own values and beliefs.

**Be safe and healthy:** Student learn how to keep themselves safe both through lessons and opportunities. Our PSHE curriculum is supported by cross-curricular learning as well as offering the PSE ASDAN qualification examining topics from Online Safety to Personal Finances. On site students have access to MHWB support through our own staff and the Mental Health Support Team, supported by resources such as Tellmi and referrals to appropriate agencies. We are able to offer further support through trainee social workers on site. Students are taught RSE through our PSHE programme supported by the science curriculum and other agencies such as the school nurse and C-Card programme. Students gain life skills such as learning to cook through Cooking and Forest Skills; health and safety using tools in Forest Schools, Science and Cooking; and healthy lifestyles through Cooking and PE.

**Be an active citizen** - Students are challenged to be the best of themselves through character building activities. While British Values are discussed in PSHE, they are demonstrated through active participation in our CEDs, PE activities and volunteer work. Students have the opportunity to work on projects such as the VIY project working alongside members of the community. Assemblies and outside speakers are used to impart important messages and encourage students to see themselves as part of the community both at Burton PRU but also in their local and national areas.

**Understand my World** – The PRU encourages students to recognise their place in the wider world and see it as a place of opportunity. We aim to foster an interest in the world through engaging students in activities they may not have previously accessed, as well as exploring different places, cultures and faiths. Different cultures are celebrated through our ASDAN course, humanities and CED visits such as the Faith trail. Our links with the Careers Hub enables students to access STEM learning in a variety of ways.

**Take control of my future**—At Burton PRU we aspire to enable our students to become the best they can be. There is a strong focus on the academic curriculum, offering our students the opportunity to engage in positive post-16 destinations. All students have the chance to take five GCSEs, with a potential to achieve thirteen qualifications overall. We recognise that some students are more suited to vocational subjects and as such our students can access further qualifications through our Alternative Providers. We commit to giving the students every opportunity we can. Our onsite careers advisor works with students to identify routes to further education, employment or training. Our CEDs support this in Year 11 with visits to further education establishments as well as offering opportunities to explore their own interests.

## STARTING AT THE PRU

### Induction Process:

Once Burton PRU has been approached by a mainstream school, 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 a positive working relationship to ensure that each student achieves the success that they each deserve. It also establishes what their Personal Support Plan will be.
- Each student starts at Burton PRU with a general induction programme including baseline tests and an individualised 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. This is a phased timetable for the first week, possibly two, with students attending either mornings or afternoons only.

### The School day:

<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
<b>FRIDAYS:</b> On a Friday student finish at 12.30pm on all sites.	

### Personal Belongings:

Students **must** hand in **all** valuables including mobile phones into their own drawer (provided by school). Bags, coats, cigarettes, lighters, money and all other personal items should be handed in. These are locked away for the day and students collect them at the end of the day.

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 including the Police if required.

### Clothing:

We do not have a uniform at Burton PRU. However, we do expect that students dress appropriately

- No **short skirts or cycling shorts, crop-tops or vests tops** to be worn.
- No **sliders** as these are not suitable for PE, Cooking or Forest Schools lessons

If we feel that a students' clothing is inappropriate we will inform parents and provide the student with appropriate clothing to wear while in school (e.g. jumper). Students may have PE or Forest Schools each day so should always wear trainers and weather appropriate clothing. In colder weather students should

ensure that they are wearing warm clothing they are not allowed to keep their coats with them throughout the day in classrooms.

### **Food and drink:**

Break: Toast and drinks available for all students.

Lunch: All students receive free school meals –sandwiches should be ordered at reception on arrival to school. Alternatively, students can bring in their own lunches. Students are **not allowed** to leave site to buy their own lunch from a shop.

*Please complete the Free School Meal application online following the link below, to see if you are eligible for FSM: [www.staffordshire.gov.uk/freeschoolmeals](http://www.staffordshire.gov.uk/freeschoolmeals)*

The following food and drink are not allowed in school:

- Energy drinks
- Soft, fizzy, sugary drinks

Students are discouraged from bringing in large amounts of chocolates and sweets to consume onsite due to the negative impact these can have on behaviour and concentration. Students will be asked to leave drinks and sweets in their drawers until the end of the school day.

### **ATTENDANCE**

All students need to attend every part of their provision unless they are ill, injured or have a medical appointment and can't make it into school. If this is the case please ensure that you 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 – all students should have 95% attendance as a minimum.

### **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/carer fails to make sure that their children attend school.



## **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. We use a system based around Restorative Practice to enable students to learn from mistakes and take responsibility for their actions. All staff are trained in emotion coaching and use these techniques to help students work through any difficulties together.

All our students will be rewarded for positive aspects of school life – academic success, good classroom effort, 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

Our expectations

- Show respect and kindness to all
- Take responsibility for your actions
  - Work hard
  - Be honest
  - Follow staff instructions
- Make sure all of your actions are safe

These expectations are focussed on enabling every student the best opportunity to learn and make progress.

### **The Basics**

- All phones, valuables, bags and coats to be handed in at the start of the day.
- NO FIZZY drinks or ENERGY drinks are allowed on school site.
- 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 - these are kept in a locked room unless needed for a lesson.

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.

### **Detentions**

If your child has refused to complete work in a lesson or has refused to attend a lesson they may be kept behind by that member of staff to catch up on the work. You will be notified of this by text. This detention can be up to 30 minutes after school.

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## **Physical Intervention and Restraint**

Please be aware that staff at Burton PRU are trained so that - if necessary – they can use physical interventions to ensure that all students and staff are kept safe.

All physical interventions will be carried out in accordance with the Local Authority Policy and Guidelines. Physical intervention will be recorded on the appropriate proforma and in the incident book in accordance with Local Authority Guidelines.

Parents will be informed when a physical intervention has been used.

All PRU staff have received SCIPr training to ensure correct procedures are followed for the use of force to control or restrain students in order to exit students from situations or to ensure situations are diffused. Staff received yearly refresher training to ensure knowledge is kept up to date, as well as a reminder of holds and techniques used.

## **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 lessons and others are more formal. Staff will re-assess each student on a regular basis to track their progress. Their achievements are shared with each parent/carer three 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 make regular contact with you to discuss your child's progress, as we need you to be actively involved in their education and development.

## **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 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.



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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 whatever action is required, including reporting incidents to the Police.

### **SAFEGUARDING**

Designated Safeguarding Lead: Sarah Bamber

Deputy Designated Safeguarding Leads: Clarissa Norrington-Owen  
Kim Brookes  
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 Staffordshire Childrens Advice and Support Service (SCASS) 03001118007

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

### **OTHER INFORMATION**

**Health and Safety:** Mrs J Barker/Kirsty Rogers

**First Aiders:** Adrian Malone, Kim Brookes, Will Smith

**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 e.g. 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.

#### **Exam closures**

The school 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.

**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.

## **BURTON PRU SITES**

We currently have three 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, Winhill, Burton upon Trent, Staffs, DE15 0HT

**Burton PRU Bond Street site** – Advanced Manufacturing Building, Bond St, Burton upon Trent, Staffs, DE14 3RZ

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

Main switchboard telephone number for all sites:  
01283 247986

Email: [office@burtonpru.staffs.sch.uk](mailto:office@burtonpru.staffs.sch.uk)

## **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>

## **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)

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

If you would like to discuss anything in this privacy notice, please 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 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).**

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

**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

## **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/carer WILL be contacted.

## **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

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## 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.

## LOCAL TRIPS

I give permission for my child to travel in staff cars (who have Business Class Insurance) or the school Minibus 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 understand that my child must wear a seat belt at all times. 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. Students who will not follow the simple rules of wearing seat belts, and following the instructions of staff will not be able to take part in off-site activities.

In the rare event that a students' behaviour is too poor or believed to be dangerous, preventing staff from transporting them back to school, parents may be asked to collect them from their activity.

**On occasion we may need to move students between sites in Burton – this would be done by staff using their own cars and so the same expectations would apply.**

## 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.



**STUDENT NAME:**

**Year:**

## Medical Information

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

Please outline here any medical conditions your child has with specific details regarding medication and symptoms where appropriate

**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.**

I have read the information above and consent to the following:	CONSENT (please tick)
Data Collection and Storage Agreement	
ICT usage agreement	
Photographs agreement	
Relationships and Sex Education agreement	
Local trips agreement	
Code of Conduct and Uniform expectations	

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:

## **SEND and Inclusion District Consent Form**

*(Please note that a referral cannot be accepted without written or verbal consent from the parent / carer)*

### **Consent to refer to the SEND & Inclusion District Hub**

The aim of the SEND and Inclusion District model is to work collaboratively with schools and other agencies to resolve some of the issues currently faced in **(name of District)** and Staffordshire in relation to children and young people with SEND and / or at risk of exclusion. It promotes a culture of inclusion and will not give up on any child or young person. It provides a consistent and shared approach so that children and young people's needs are met locally, and they are supported to improve their outcomes. There is a focus on ensuring that the *right* support is provided at the *right* time.

The desired outcome is that all children and young people with SEND and / or at risk of exclusion can reach their full potential and lead fulfilling lives in their local schools and communities.

### **Using your personal information**

Staffordshire County Council or its partners will not process your personal data unless you have provided consent to receive this service. If you provide consent to receive this service your personal data will be processed for this service to be delivered to you.

The information provided by you on this form will be processed by Staffordshire County Council in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

The information you provide the SEND & Inclusion District Hub may be used by Staffordshire County Council to provide and offer support required and for evaluation purposes. We may provide access to the data we hold about you to other professionals working on behalf of Staffordshire County Council to provide a service to you. It may also be shared with other agencies in Government or providing services to children where there is a legal basis to do so.

The sharing of information with our partners as part of the SEND District Hub Model ensures that we:

- Provide a joined-up approach and comprehensive support, guidance, advice and direct services to families as early as possible
- Assess and monitor the effectiveness of the service and how they have benefitted you and your family
- Provide the best service possible to you

Partners that we work with can include:

- District and Borough councils
- Health organisations
- Schools
- Voluntary sector organisations
- Police
- Fire and Rescue services

We will disclose your information to any authorised partner who could actively contribute to ensure the best possible outcome for your child / young person.

Information will be shared with the relevant authorities without consent:

- If a child or adult is at risk of harm
- For the purpose of prevention and detection of crime

### **Recording SEND and Inclusion Hub Meetings**

SEND and inclusion hub meetings are recorded for administrative purposes only. The recordings are stored in a secured, password protected file for 4 working weeks only and will not be shared with any other third party external to Staffordshire County Council administrative staff. The recordings are used to ensure that minutes and action plans written for children and young people are as accurate as possible and minutes are noted verbatim. After the 4 week period, recording will be permanently deleted. If you require a written transcript of the discussion about your child, you should inform the person completing this referral on your behalf as soon as possible. Please note: a written transcript of the entire meeting will not be possible as many children are discussed within this forum. Any requests of this kind will be politely refused. This is to ensure that we are compliant with General Data Protection Regulations (GDPR).

For more information about the digital recording of Microsoft Teams Meetings, please visit: [Record a meeting in Teams \(microsoft.com\)](https://www.microsoft.com/en-gb/teams/recordings)

### **Keeping your data secure**

The sharing of your own and your family's personal data is governed by information sharing and confidentiality agreements which are in place between partners to help protect your data. All partners are subject to the requirements of data protection legislation.

If you have any concerns about the planned use of your information, please speak to your School SENCo or the SEND and Inclusion Co-ordinator for your District.

For further information on how your personal data is used and how to exercise your information rights please see our privacy notice:

<https://www.staffordshire.gov.uk/Your-council-and-democracy/Privacy-notice/Privacy-notice.aspx>

## Providing Consent

### Written Consent

I / We have had the SEND and Inclusion District Model explained to me / us and I / we agree to the child/ren named on this referral form being referred to SEND and Inclusion **(name of District)**.

I / We give consent to the Officers of The SEND & Inclusion District Hub to contact other agencies for further information in relation to this referral.

Information held by The SEND & Inclusion District Hub and obtained through the referral and assessment process may be shared with relevant agencies or organisations for the purpose of developing and implementing a support plan. Information may also be shared with outside agencies for the purpose of evaluating the effectiveness of the SEND and Inclusion District Model. The sharing of information will be carried out in accordance with the terms and procedures of the Information Sharing Agreement and Confidentiality Statement.

I / We understand that I / we do not have to give consent and it will not affect other services that are received.

Parent / Carer Print Name:.....  
(Person with parental responsibility)

Signature:.....

Date: .....

### Verbal Consent

(Where recording verbal consent, the referrer confirms that the parent/carer understands their information will be processed by Staffordshire County Council and appropriate partners, if they want further information it can be found at: [www.staffordshire.gov.uk/privacy](http://www.staffordshire.gov.uk/privacy) ).

As an alternative to a written consent, verbal consent may be obtained at the point of referral.

Date of verbal consent: .....

Name and position of person who gained verbal consent: .....

.....

Name of person who gave verbal consent: .....

Relationship to (insert name of child/ren) .....

### What if I / we change my / our mind(s) about consent for my / our child to participate in The SEND & Inclusion District Hub?

If you change your mind about your child participation in The SEND & Inclusion District Hub and the sharing of information between partners, you have the right to withdraw consent and this can be done at any time. You can do so by contacting the person who completed this referral on behalf of (insert Child's name) or the SEND and Inclusion Co-ordinator for your District.