

Osborne School

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Headteacher: Sonia White (O'Donnell)

14 September 2018

Dear Parents and Carers

A very warm welcome back to a new academic year, especially to all our new pupils and parents. I do hope that you had a relaxing summer and are ready for this new exciting year.

We have once again taken the opportunity over the summer holidays to carry out the usual maintenance of the school as well as make some further improvements. We have new flooring in the downstairs corridor and have refurbished and decorated the interventions room to create a peaceful relaxing space for your young people when they need it. Still being completed is the new relaxation area outside.

I do hope you will be able to attend the Open Evening on Monday 24 September when you will be able to see all the improvements. You will also have the opportunity to meet your young person's teachers, view their classrooms and take a look at the many different learning activities they take part in whilst with us here at Osborne.

This year's summer results were very pleasing with all Year 11s, and some students from Osborne College, achieving the accreditation they were entered for, including some pleasing GCSE results. The Open Evening will feature work from the Art & Design GCSE course.

This year we continue to wait for Ofsted to visit and continue to raise standards by always looking at ways to improve and develop teaching and learning standards. Specifically we will be broadening accreditation in Science; developing our links with other schools, allowing pupils to work alongside their mainstream peers; and enhancing the outside space to hopefully establish a Forest School.

I am sure you have seen in the news the financial difficulties facing schools. Osborne is no different so we are developing ways to generate income by letting our facilities outside of school times. Whilst writing I would also like to take this opportunity to thank you for your support over the last week with the new parking procedures.

I am pleased to enclose our 'start of year' set of forms and information sheets. The forms ensure that we have all the correct permissions for your child and that all contact information is up to date in case we need to get in touch with you. Some of the forms are available on the website if you prefer to complete them electronically.

Communication - in order to cut back on the cost of printing we will again be increasing the use of our Teachers2Parents text and email system this year. If you do not have an email account we will continue to send home hard copies of any paperwork or will direct you to the school website.

Data Collection Sheet – please check, sign and return having made any necessary changes. *Please ensure that your email address, if you have one, is shown on this sheet.*



If you require this information in an alternative format please contact us



Privacy Notice– this is for your information and is an updated version to cover the General Data Protection Regulations.

Home School Agreement – please sign and return this form. *(Not included for Year 7 pupils as already completed)*

Consent Form for Trips ‘Out and About in Winchester’– please complete, sign and return this form. *(Not included for Year 7 or Osborne College pupils as already completed)*
This will cover all short trips in the local area during the school day but class staff will advise you, via the home/school diary, of such outings. Separate consent will be sought for more extensive trips and visits.

Osborne School Value Targets – please find enclosed your child’s focus target sheet for this term. For those of you who are new to Osborne this will come home to you at the start of each term with a review at the end of each term. Please do not think that we are not working on all their other targets; it’s just that this is their focus target linked to the whole school values and ethos for this term.

The academic year has got off to a good start and I am very pleased to see that all pupils have settled extremely well. They have quickly and efficiently got down to work, embracing the timetable and curriculum on offer to them.

Please keep an eye on the website www.osborneschoolwinchester.com for all the latest school news and dates for the coming year.

As always, please do not hesitate in contacting the school at any time, we are always on hand to support and are more than happy for you to visit the school should you wish to do so. Please contact the office to make the necessary arrangements.

Thanking you for your co-operation and support.

Yours sincerely



Sonia White (O'Donnell)
Headteacher



Osborne School Privacy Notice (How we use personal information)

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate levels of pastoral care and safeguarding
- to assess the quality of our services and how well our school is doing
- for statistical forecasting and planning
- to comply with the law regarding data sharing
- to respond to the requirements set out in the EHCP

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Post 16 learning information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with Hampshire County Council's School Records Retention Schedule.

Who do we share pupil information with?

We routinely share pupil information with:

- Schools and Colleges that the pupils attend after leaving us
- Our Local Authority – Hampshire County Council
- The Department for Education (DfE)
- The School Nursing Service
- National Health Service
- Examination Boards
- Contracted suppliers of IT systems which support the school in its duty to educate and safeguard the pupils
- Contracted suppliers of IT systems which facilitate effective electronic communication with parents and carers

Any such contractors will be asked to provide the school with documentation to ensure their own compliance with the GDPR prior to the school entering into any agreement.

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

Why we share pupil information

We do not share personal information 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 share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 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

What is different about 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 / 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.

Our 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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 l.macgrain@osborne.hants.sch.uk

You also have the right, subject to some limitations 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
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

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

- Mrs Lucy MacGrain, who is the Data Protection Officer for the school, on 01962 854537 or l.macgrain@osborne.hants.sch.uk

**Osborne School
Offsite Activities**

Parent/Carer Consent Form

Name of Child Date of Birth

Address

Emergency contact number of parents/carers.....

Date of Activity: **Throughout the Academic Year 2018/2019**

Leaving school time: **Within school time**

Returning to school time: **Within school time**

Location/Activity:

'Winchester Out and About Trips' – trips into Winchester and the local surroundings, to enhance learning and promote living skills, which may include visits to:

- Shops and garden centres
- Leisure centres, public swimming pools
- Library and museums
- Country parks and gardens
- Local colleges and schools

Who will lead activity (including where responsibility will be handed over to other agencies):

Osborne School staff

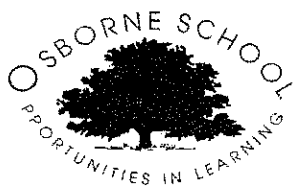
I give permission for school staff to exercise parental responsibility on my behalf during such activities, including permission for emergency medical treatment. I have seen and understood Hampshire County Councils Insurance arrangements.

Signed

Print Name:

Date:

This form must be signed by someone with parental responsibility, preferably the parent or carer with whom the pupil lives.



Osborne School

Home – School Agreement

Academic Year 2018-2019

We believe that the pupils at Osborne School are most likely to be successful where the school, parent/carer(s) and pupil work together. Therefore we each play a part, which is listed below:

I, as the pupil will aim to:

- o Work hard and always try to do my best;
- o Be kind to everyone;
- o Be helpful and look after my own and other people's belongings;
- o Be neat and tidy;
- o Look after our school and respect school property;
- o Attend school regularly.

Signed by Pupil

I/We, as Parent/Guardian/Carer(s) will aim to:

- o Ensure that my child attends school regularly, on time and with all the equipment he/she needs and will explain any absence;
- o Ensure that my child is suitably dressed in school uniform;
- o Support the school's Code of Conduct and its policy for Equality;
- o Support the school in its aim that all pupils work to the highest possible standards;
- o Support the school and encourage learning at home;
- o Attend parents' evenings, annual review meetings and school medical appointments;
- o Support, where possible, the school events and activities;
- o Inform the school of anything that may influence my child's work or behaviour at school.

Signed by Parent

We, as a school will aim to:

- o Provide a secure environment in which all pupils can feel safe and motivated to learn;
- o Provide a broad and balanced curriculum that meets the needs of all its pupils;
- o Help our pupils to develop a sense of responsibility and to be responsible members of society;
- o Ensure that parents/guardians/carers are kept informed of their child's progress;
- o Contact parents/guardians/carers if there are any concerns with their child;
- o Ensure that all members of the school community understand and apply the policy for Equality;
- o Give each pupil an opportunity to speak up and contribute and provide a mentor for pupils who cannot speak for themselves;
- o Ensure that all teaching and learning is of the highest quality.

Signed by Headteacher:

Sonia White (O'Donnell)
September 2018