



ST CYRES SCHOOL

Strive Together Challenge Yourself Realise Everyone can Succeed

Mr P Lewis, BSc (Hons)
Acting Headteacher/Prifathro

Ref: 1/2019-20

September 2019

Dear Parent/Guardian

I should like to extend a very warm welcome to parents of all children who are new to the school and welcome back parents of existing pupils. I am delighted to have been appointed as the Acting Headteacher for the academic year 2019-20 and, along with an outstanding team of teachers and support staff, I look forward to working with you this year.

Could I please draw your attention to Appendix A, Section F regarding vehicle access to the site. The new barrier system will be in place from Wednesday 3 September 2019 and this is to ensure that for pupil safety reasons, only authorised vehicles are allowed on site.

Letter Reference

A reminder that all general letters to parents contain a reference number so that you can ensure that you have received all information. This letter 1/2019-20 is therefore the first of the academic year 2019-20. If you find that you are missing any letters, please telephone Reception for a spare copy.

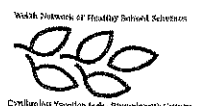
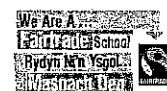
We use an IT system which allows us to send SMS text and email reminders to parents. The school recognises that for the majority of parents, receiving SMS text messages is a convenient, flexible and efficient way of receiving information. This functionality enables parents to receive reminders about parents' evenings, school events, attendance information as well as other important messages from your child's Head of Year.

We need to ensure we hold up-to-date contact phone numbers and email addresses for parents. A reminder that home/school communication is primarily via e-mail and the school website. Please could you keep your child's year office updated of any changes to your e-mail address and mobile telephone number in order for us to keep you updated throughout the school year.

Contents of this mailing: With this letter you should receive:

- Appendix 'A'** Health, Security & Safety Notice (September 2019)
- Appendix 'B'** A Full Staff List
- Appendix 'C'** Contacting St Cyres
- Appendix 'D'** School Fund Letter (Ref: 2/2019-20)
- Appendix 'E'** Privacy Notice
- Appendix 'F'** Free School Meals Letter (Ref: 3/2019-20)
- Appendix 'G'** A reply slip to confirm that you have received this letter. We would be grateful if you would return this straight away. If you have not already done so we also require the reply slip from school reports issued at the end of last term (years 8, 9, 10 and 11 to be returned.)

Email: contact@stcyres.org



We welcome the following staff to the school:

Assistant Headteacher	Ms U Hirani
Teacher of Welsh and Spanish	Mr D Evans
Teacher of Mathematics	Miss N Roberts
Teacher of Mathematics	Miss E Paulson
Teacher of ICT and Business	Mr R Schofield
Teacher of Science	Dr J Lowes
Teacher of Geography	Miss N Ambrose
Teacher of Food, Catering & Textiles	Miss S Thomas
Temporary Teacher of Welsh	Mr D Jenkins
Temporary Teacher of Mathematics	Ms J Howell
Temporary Teacher of Mathematics	Mr O Cometson
Temporary Teacher of English	Ms R Mahoney
Temporary LSA	Ms A Ahmed
Temporary LSA	Ms C Hardy
Temporary LSA	Mr W Osborne
Temporary LSA	Mrs R Mohamed
Temporary LSA	Miss M Wookey

Exam Results

ST CYRES ACHIEVES MORE RECORD-BREAKING RESULTS

Following our strong performance for A Level and Welsh Baccalaureate results, which saw St Cyres' students achieve the highest-ever results for the school, Year 11 GCSE students at St Cyres celebrated another record set of GCSE results.

We are particularly pleased with performance in the Capped 9 Performance measure, which was the highest in the school's history.

I should like to pass on my warmest congratulations to all of our pupils and to publicly thank our tremendously committed and skilled staff for all their hard work this year.

On behalf of the staff and governors I would like to congratulate students on these superb and well deserved achievements!

A full analysis of examination results will be published in the Annual Report to parents and the school prospectus.

We are proud to serve the local community in our superb building and grounds, and will be endeavouring to achieve even greater success in 2019.

A large number of students are planning to join the Sixth Form at St Cyres School to study a wide range of AS and A Levels, plus the Welsh Baccalaureate. Students wishing to transfer to St Cyres from other schools should speak to the Sixth Form Office about entrance requirements. Tel: 02920 352487. Ms L Jones, Director of Sixth Form and other senior staff will be available to offer help and advice to A Level students with the concluding stage of your applications to Higher Education. If you have any queries please email Ms L Jones on ljones@stcyres.org

Other Information

Free School Meals

You may be aware that numerous families who are eligible for free school meals are not aware of this benefit and therefore do not apply. Basically, if you are in receipt of other benefits you may well be eligible. If you would like further details please telephone our office on 02920 352484 for a confidential discussion. Please see Appendix 'F' attached.

Good Discipline

The quality of behaviour and relationships in the classroom are a key to our success as a school. Our school discipline policy is designed to ensure that anyone disrupting the learning of other pupils is removed from classrooms without delay and their parents invited into school to help us to solve the problem. This has been explained to all year groups and I would urge you to give us your full support over this important matter.

School Uniform

We appreciate your continuing support in ensuring that all members of the school wear the correct uniform. I would like to emphasise that trainers are not allowed. Any pupil wearing them to school will be loaned replacement black plimsolls to wear whilst in school without proper school shoes. We would also ask for your support over our rules about hairstyles and jewellery. If in doubt, please refer to my last letter to you all.

Mobile Phones should not be brought to school.

Equipment

It is equally important that all pupils come to school with the correct equipment for their lessons including PE kit, pens, books and a fully charged iPad. Basic equipment is sold in the Learning Resources Centre at cost price. All pupils should have a suitable, waterproof bag which is large enough to hold school books, equipment and an A4 folder. It should be packed with the next day's equipment in the evening. **Where pupils arrive in school without the correct equipment we will contact you so that this can be rectified before they are allowed into lessons.**

Attendance

We encourage excellent attendance in School. There is a very strong link between excellent attendance and excellence in education performance. **Please remember to report all absences to your child's year office:**

Year 7 - Tel: 029 20 352485

Year 8 - Tel: 029 20 352483

Year 9 - Tel: 029 20 352482

Year 10 - Tel: 029 20 352486

Year 11 - Tel: 029 20 352484

Sixth Form - Tel: 029 20 352487

All lines have (24 hour voicemail) or email contact@stcyres.org we follow up all unexplained absences.

Punctuality

This is one of the first things employers ask us about for references. Please ensure that your child has a good record. All pupils must be on site by 8.25 a.m. in order to be in classrooms by 8.30 a.m. when registers are taken. Persistent latecomers will be given detentions.

Privacy Notice

To meet the requirements of the GDPR May 2018, schools are required to issue a Privacy Notice summarising the information held on record about pupils, why it is held and the third parties to whom it may be passed. Please see Appendix 'E' attached.

School Photograph Day

School portraits will be taking place on **Thursday 19 September 2019**. Each student from Year 7 – 10 and Y12 will have their portrait taken. The proof order form will be given out to pupils with information on how to order. Y11 and Y13 Photograph Day will take place in March 2020.

Finally

We look forward to working with you to ensure that your child enjoys a happy and successful education at St Cyres. Please do not wait for small problems to grow into bigger ones - we would prefer to hear from you straight away so that we can assist. May I also remind you as usual that we always welcome your comments and suggestions either in writing to me directly or by telephone to the main school phone number or school e-mail.

I look forward to meeting you at the parents' meetings, concerts and school productions and other events detailed in our calendar and wish your child a successful year at St Cyres School.

Yours sincerely



Mr P Lewis
Acting Headteacher

Appendix 'A'

Health, Security and Safety Notice (September 2019)

The following important information relates to the welfare of your child. We ask for your full support:

a) **Duty of Care**

We take our responsibility for duty of care very seriously. It is the responsibility of all members of the school community to be vigilant about health and safety at all times. All pupils are expected to act in a responsible manner in a way which does not pose any form of threat to the welfare of others. Although we always ensure that there is adequate staff supervision pupils of secondary school age should be able to act in a responsible way even without close supervision. **Where we believe that a pupil's behaviour poses a threat to the welfare of others an exclusion will be applied.**

b) **Illness and Injury**

If your child is taken ill or injured on the school site our first-aider will call an ambulance if necessary and telephone you. Please ensure that we have a current emergency contact number. We have no facilities to take care of sick children who must be collected without delay - **nor do we have qualified medical staff.**

c) **Leaving the Site**

Any pupil below the Sixth Form leaving the school site during the school day with a valid note from home must sign out at reception so that we have accurate records in case of emergency. Pupils are not allowed to go to local shops.

d) **School Rules and Uniform Requirements** apply on the way to and from school as well as during the day. Anyone wearing the St Cyres uniform is an ambassador to the school and is expected to behave in a way which sets a good example to the community and pays due attention to road safety.

e) **Healthy Diet**

We continue with our healthy eating policy and continue to improve the healthy options on offer in the school canteens. Please would you support us over this matter and help us to make your child aware of what constitutes a healthy diet.

f) **Access to the School**

Please note that if you drive your child to school please do not drive onto the school site. Pupils are to access the school via the St Cyres Road entrance, not via our Sully Road entrance – this is for visitors and staff only. **A new automatic barrier system is in place to ensure only authorised vehicles enter the site.**

g) **Car Parking**

Parents are requested not to bring cars on to the school premises except in an emergency as this can cause danger to pupils. If you drive your child to school please drop them off in Redlands Rd. Please emphasise the importance of road safety to your children who should always use zebra crossings when crossing the busy roads near St Cyres.

h) **The Fire Alarm Systems** exist for our safety. Evacuation procedures will be rehearsed early this term. Any abuse of this system will be treated as a very serious breach of the school's discipline code.

i) **Valuables**

Please do not allow your child to bring valuables into school as we cannot take any responsibility for them. This includes mobile phones and MP3 players, which will be confiscated if seen in school. We have phones for the use of pupils and will always allow them to call home from our office in case of emergency. The examination boards have a number of extremely strict regulations which mean that any candidate in possession of a mobile phone in an examination is disqualified. Where it is necessary for a pupil to bring cash for payment of a visit etc. this should be paid in to the finance office or member of staff responsible at the beginning of the school day.

We thank you for your support which is important to us! If you become aware of any health and safety issues please report them to us without delay so that we can take appropriate action.

LEADERSHIP TEAM

LEADERSHIP TEAM

Mr P Lewis, Acting Headteacher
Mr R Bruton, Acting Deputy Headteacher
Ms E Laidlaw, Assistant Headteacher
Mr S McDonald, Assistant Headteacher
Ms U Hirani, Assistant Headteacher
Mrs K Berry, Acting Assistant Headteacher

TEACHING AND LEARNING DIVISION

Head of Division – Deputy Headteacher
Teaching and Learning Standards – Assistant Headteacher
E-Learning & Teaching – Assistant Headteacher

FACULTY OF ENGLISH, LITERACY AND MEDIA STUDIES

Mr A Lillford (Director of Faculty)
Mrs B Thomas (Deputy Director)
Mr S McDonald (Assistant Head)
Ms L Jones (Director of Post 16 Education & WBQ)
Mrs R Hassan (Curriculum Co-ordinator)
Miss S Hosgood
Miss R White
Mr R Taylor
Mr A Stephenson
Ms G Doherty
Ms R Mahoney **

FACULTY OF MATHEMATICS AND NUMERACY

Mr G Davies (Acting Director of Faculty)
Mr R Jones (Acting Deputy Director)
Miss R Hennessey (Acting Curriculum Co-ordinator)
Mr D Flynn (Head of Year)
Ms E Torres (Director of Learning Support)
Ms N Roberts
Ms E Paulson
Ms J Howell **
Mr O Cometson**

FACULTY OF SCIENCE

Mrs J Rowlands (Director of Faculty)
Mr N Alford (Deputy Director)
Mr J Odum (Head of Science with faculty wide responsibilities)
Miss C McNamara (Curriculum Co-ordinator for Psychology)
Mrs C Flew (Head of Year)
Dr P Lewis
Mr C Morgan
Mr H Thomas (Acting Director of PSE)
Mrs E Collier
Mr D McCarthy
Mr D Evans
Ms U Hirani (Assistant Headteacher)
Dr J Lowes

Technicians

Mrs B Steer (Lead Technician)

Mrs H Paterson

FACULTY OF ART, DESIGN AND TECHNOLOGY

Mr D Parker (Director of Faculty)

Ms S Walker (Deputy Director 0.6FTE)

Miss E Davies (Head of Art with Faculty Wide Responsibilities)

Art & Photography

Mrs L Hilltout (Deputy Director 0.4FTE)

Design & Technology

Mr J Erickson

Mr M Hyde

Mr B Partridge

Mrs K Davies

Food/Textiles

Mrs S Davies

Miss S Thomas

Technicians

Miss B Davies

Mr P Davies

FACULTY OF HUMANITIES

Mr D Farrow (Director of Faculty) (History)

Ms K Tomley (Deputy Director) (Geography)

Ms N Howells (Subject Leader) (Religious Education)

Mr C Edwards

Geography

Mr R Bruton (Acting Deputy Headteacher)

Ms K Tomley (Deputy Director)

Mrs S Clarke*

Mr O Burrows

Miss C Toozer (Acting Deputy Director of Personal, Social and Work Related Education)

Mr A Baker **

Miss N Ambrose

History

Mr R Bruton (Acting Deputy Headteacher)

Mr D Farrow (Director of Faculty)

Ms L Buttle*

Mr S Morris (Head of Year)

Mrs H Tomlins (KS3 Curriculum Development Lead Practitioner)

Religious Education/Sociology

Miss R Khan*

Ms N Howells (Subject Leader)

Miss S Jones (Head of Year)

FACULTY OF WELSH BACCALAUREATE

Post 16 WBQ

Ms L Jones - Director of Post 16 Education & WBQ Co-ordinator)

Mrs L Shearer (Deputy Director of Post 16 Education and Curriculum Leader for Post 16 Key Skills)

Mr H Withers (Lead Learning Coach Sixth Form)

WBQ Administrator

Mrs A Cook

Key Stage 4 WBQ

Mr H Thomas (Acting Director of Personal, Social and Work Related Education)

Miss C Toozer (Acting Deputy Director of Personal, Social and Work Related Education)

FACULTY OF BUSINESS AND ICT

Mr D Morgan (Director of Faculty) (ICT)

Mrs T Viner (Deputy Director) (Business Studies)

ICT

Mr P Lewis (Acting Headteacher)

Mr T Garner

Mr R Schofield

Mrs B Lewis **

IT Support

Mr I Stark (ICT Manager)

Mr M Fallas (Assistant ICT Manager)

Mr M Cook (ICT Technician)

FACULTY OF LANGUAGES - Modern Foreign Languages

Mr F Grasset (Director of Faculty)

Mrs L Owens (Deputy Director)

Welsh

Miss J Stephenson (Subject Leader)

Mr D Evans

Mr D Jenkins **

FACULTY OF SPORTS AND PERFORMING ARTS

Mrs R Fowler Thomas (Director of Faculty) (Music)

Mr M Bolton (Deputy Director)

Drama

Mr H Withers (Lead Learning Coach Sixth Form)

Music

Mr R Hopkin (Lead Practitioner of Teaching & Learning)

Physical Education

Mr M Bolton (Deputy Director) (Curriculum co-ordinator PE)

Miss C McNamara (Curriculum co-ordinator Psychology)

Miss J Sullivan (Curriculum co-ordinator PE)

Mrs M Meddins

Mr C Hall

Cover Supervisor

Mrs E Oldfield *

STUDENT SUPPORT DIVISION

Head of Division – Assistant Headteacher

Heads of Year

Year 7 – Mr O Burrows

Ms D Carr (Administrative Assistant to Head of Year)

Year 8 – Mrs C Flew

Mrs K Wookey (Administration Assistant to Head of Year)

Year 9 – Mr D Flynn

Mrs A Bagshaw (Administrative Assistant to Head of Year)

Year 10 – Miss S Jones

Mrs J Creaven (Administrative Assistant to Head of Year)

Year 11 - Mr S Morris

Mrs W Hicks (Lead Administrative Assistant to Head of Year)

Directorate of Learning Support

Ms E Torres (Director of Learning Support)

Mrs M Smith* (Vale Specialist Teaching for Physically Disabled Pupils)

Hearing Impaired Resource Base

Ms J Morgan (Specialist Teacher for Hearing Impaired Pupils)

Learning Support Assistants (LSA)

Mr A Blake

Ms K Lintern

Mrs S Dixon*

Ms M Corria

Ms J Barry

Mrs S Enticknap

Mrs S Williams

Miss M Pickett

Mrs I Bladen

Mrs C Davies

Mrs J Morgan

Miss M Wookey**

Ms A Ahmed**

Mr W Osborne**

Miss C Hardy**

Mrs R Mohamed**

Lead Learning Support Assistant

Mrs S de Claire

Personal Development

Mr H Thomas (Acting Director of Personal, Social and Work Related Education)

Miss C Toozer (Acting Deputy Director of Personal, Social and Work Related Education)

Examinations Office

Mr J Patten, Examinations Officer

Mrs C Rees (Assistant Examinations Officer)

Invigilators – Casually employed

BUSINESS AND ADMINISTRATION DIVISION

Head of Division – Headteacher

Administrative Team

Mrs M Whitfield (Head of School Administration)

Mrs P Lewis* (Administrative Assistant - Reception)

Mrs K George* (Administrative Assistant – Reception)

Mrs A Smee * (Administrative Assistant – Reception)

Mrs J Ware* (Administrative Assistant – Reception)

Finance Team

Mrs N Rees (Director of School Resources)

Mrs J Dobson (Finance Assistant)

Mrs L Atkinson* (Finance Assistant)

Mid-Day Supervisors

Miss M Hyslop,

Mrs M Stansfield

Premises Team

Mr S Boshier (Site Team Supervisor)

Mr S Merrett (Premises Assistant)

Mr S Watts (Premises Assistant, Residential)

Mr R Angove, Premises Assistant/Groundsperson)

Mr G Rivers, (Premises Assistant)

Pupil Support Staff

Mrs S Pugh (Teacher in Charge of Pupil Support Centre)

Ms T Gimblett, Pupil Support Assistant

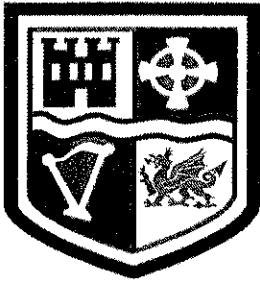
Mrs R Hayman, Pupil Support Assistant

Learning Resource Centre Manager

Mrs T Thomas

Key * - Part Time

** -Temporary



CONTACTING ST CYRES

A Quick Reference Guide for Parents

CONTACTING ST CYRES

A Quick Reference Guide for Parents

St Cyres is a large organisation with almost 1170 students and 130 staff. We attach a great deal of importance to close partnership with parents, want to be approachable and easily accessible. If you need to talk to us or have any concerns it is best to see the person who can answer your specific question straight away. Often a quick telephone call can nip a problem in the bud. We hope that this information sheet will help you to contact the right person quickly.

You can telephone the school on 029 20 708708. We have a direct dial system which allows you to call some specific extensions. Key numbers are given below, e-mail the school on contact@stcyres.org or send a note with your child.

If we need to get back to you, please leave a contact number - preferably not a mobile, as this increases our telephone bills and takes away resources which we would prefer to spend in the classroom.

When is the best time to telephone?

The main switchboard is manned Monday from 8.00 a.m. – 4.00 p.m. and Tuesday to Thursday 8.00 a.m. – 3.30 p.m. and Friday 8.00 a.m. – 3.00 p.m. The receptionists can see whether a teacher is teaching or not, arrange an appointment with a specific member of staff or call you back if the person you need to speak to is not available. The receptionist can also advise you who would be the best person to help. If you require assistance after 2.30 p.m. please telephone your child's Year Office direct.

You are more likely to be able to reach teachers between:-

08.00 a.m. - 8.30 a.m.
12.00 a.m. - 12.40 p.m.
1.00 p.m. - 1.40 p.m.
2.40 p.m. - 3.00 p.m.

They obviously cannot come to a telephone or see parents when they are teaching.

Outside school hours we have a voicemail system which is checked regularly. We are also able to offer a limited service during holiday periods.

If you have an urgent problem which cannot wait for an appointment

If you have an urgent problem, the appropriate Head of Year will see you as soon as they are available without an appointment. They will take whatever urgent action is necessary or investigate the matter and come back to you. Please go to reception on arrival at school. We will try to keep your waiting time to a minimum. However, please bear in mind that Heads of Year are also teachers and cannot leave lessons.

I want to see the Headteacher

Sometimes parents telephone the school requesting an interview with the Headteacher. He is always willing to see parents but may have to refer specific questions to other staff. Please telephone for an appointment on 029 20 708708.

I have a question about a specific subject

Contact the Head of Subject. Please telephone Reception.

I wish to discuss a matter regarding my child's general welfare or progress at school

Contact the Head of Year:

Head of Year 7 - Tel: 029 20 352485
Head of Year 8 - Tel: 029 20 352483
Head of Year 9 - Tel: 029 20 352482
Head of Year 10 - Tel: 029 20 352486
Head of Year 11 - Tel: 029 20 352484
Head of Sixth Form -Tel: 029 20 352487

The following members of staff act as Administrative Assistants to Heads of Year and can be contacted in the absence of a Head of Year.

Ms D Carr – Year 7 – Tel: 029 20 352485

(e-mail: dcarr@stcyres.org)

Ms K Wookey – Year 8 – Tel: 029 20 352483

(e-mail: kwookey@stcyres.org)

Mrs A Bagshaw – Year 9 – Tel: 029 20 352482

(e-mail; abagshaw@stcyres.org)

Mrs J Creaven – Year 10 – Tel 029 20 352486

(e-mail: - jcreaven@stcyres.org)

Mrs W Hicks – Year 11 – Tel 029 20 352484

(e-mail: whicks@stcyres.org)

Mrs A Cook - Sixth Form – Tel: 029 20 352487

(e-mail: acook@stcyres.org)

I wish to discuss a health related matter

Please telephone your child's Head of Year Office. **Please note that St Cyres does not employ a School Nurse** but we can put you in contact with the School Medical Services.

My child has forgotten his/her lunch/PE kit

Bring it in to reception

My child is absent from school due to illness

Please telephone your child's Head of Year Office

I want to buy school uniform

Available from:

A Class Apart
9 The Parade
Castle Drive
Dinas Powys

Tel: 02920 515722

Ruckleys
45 Holton Road
Barry
Vale of Glam

Tel: 01446 700006

YC Sport
156 Cowbridge Road East
Canton
CARDIFF

Tel: 029 20 220246

I have a question about external examination entries/results/organisation of examinations

Please telephone Mr J Patten in the Examinations Office on 029 20 352492

I have a question about the curriculum

Contact Mr P Lewis, Acting Headteacher

I have a question about my child's options

Contact your child's Head of Year in the first instance. If necessary, he/she will refer the question to the relevant person.

I have a complaint about something that has happened in school

If this relates to a specific lesson, please speak to the Head of Faculty. If it relates to a pupil (e.g. bullying) please speak to your child's Head of Year. We will always try to deal with complaints promptly and professionally. However, if you feel that a problem has not been solved please ask to speak to one of the Assistant Headteachers, Deputy Headteachers or the Headteacher. The school has detailed complaints procedures which are available from Mrs M Whitfield, Head of School Administration. Tel: 029 20 708708

Change of personal details (address/telephone number etc.)

Reception

I don't know who to contact

Ask Reception for advice.

Website Address

www.stcyres.org - will provide you with up to date information about the school.

Privacy Notice – St Cyres School

(How we use pupil information?)

General Data Protection Regulations (GDPR)

Who processes your information?

St Cyres School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Mr S McDonald, Assistant Headteacher is the **data protection officer** for St Cyres School. Their role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The data protection officer can be contacted on 029 20 708708.

Why do we collect and use your information?

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested is on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect and use pupil information under section 6(1)(e) of the GDPR which states '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'

The School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students (e.g allergy or child protection information)
- As part of our admissions process

- To support pupils to decide what they do after they leave school
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/ photographs).

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

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

How we collect pupil information?

We collect pupil information via paper and electronic registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

How long is your information stored?

The School will keep information about you on computer systems and also in paper form. Personal data relating to students and their families is stored in line with the school's Data Protection Policy. We hold pupil data securely for the set amount of time. For more information on our data retention schedule and how we keep your data safe, please contact the Data Protection Officer on 029 20 708708. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Welsh Government receives information on students normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at www.wales.gov.uk/statistics .

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and LA's receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The School routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Welsh Government (WG)
- Estyn
- The NHS
- Exam Authorities
- Police and courts
- Social Services and support agencies
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

What are your rights?

Parents and Pupils have the following rights

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your data, please visit the school website (<http://www.stcyres.org>) to view our Data Protection Policy or alternatively contact the school on 02920 708708.

Concerns or Complaints

If you have a concern or complaint 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.

Contact details

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

St Cyres School
Sully Road
Penarth
Vale of Glamorgan
CF64 2XP

Tel: 02920 708708
Email: contact@stcyres.org

Contact details of the Information Commissioner's Office.

These are:

Information Commissioner's Office, 2Nd floor, Churchill House, Churchill Way,
Cardiff, CF10 2HH

Tel: 029 2067 8400 Fax: 029 2067 8399

Email: wales@ico.org.uk



ST CYRES SCHOOL

REPLY SLIP

Name of Pupil: Form

I acknowledge receipt of the above letter Reference 1/2019-20

Signed: Date