



Sir William Ramsay School

EMPOWERING EVERYONE TO ACHIEVE



SIXTH FORM SCHOOL CONTRACT

Between students, parents and staff



The purpose of this Home-School Contract is to ensure that students:

- achieve the best possible examination results
- are effectively prepared for university entrance, training or for employment
- develop a growing sense of responsibility both to the school and the wider community
- develop a positive working ethos towards people within the school community.

Student Name: _____

I agree to the following terms for entry to the Sixth Form, and that I will follow the School's Code of Conduct.

I will:

- Attend all timetabled lessons, including enrichment, Tutor, Study lessons and registration with professional punctuality.
- Ensure all homework and assignments are completed and submitted on time.
- Work to my full potential in all lessons.
- Follow the Sixth Form dress code.
- Comply with all regulations applying to the Sixth Form.
- Act as a good role model for younger students and not bring the school into disrepute.
- Not disrupt the learning of others.
- Not verbally or physically abuse students or staff.
- Not to have any inappropriate contact with other students.
- Follow the Code of Conduct and Behaviour Policy.
- Follow the schools ICT policy and use of social media appropriately.
- Only sign out during break and lunchtime and I am aware that I must be in school at all other times.
- Use non-teaching study periods constructively to support my courses;
- Arrive promptly to school, each lesson or activity so as not to disturb the work of others;
- Take responsibility for my own learning, including catching up on work missed through absence;
- Meet all deadlines set, seeking permission in advance if this is not possible at any time;
- Listen to and respect the views of others;
- Act as a positive role model to younger students;
- Respect the school environment and play an active role in keeping the 6th Form area tidy;
- Take part in school community events as requested;
- Utilise the correct signing in/out procedure to record attendance;

I understand that failure to adhere to any of the above terms will result in the behaviour policy being implemented which could result in fixed term or permanent exclusion from school.

Signature of student _____ Date _____



As the parent/carer of a student in the Sixth Form I agree to:

- Take an active part and supportive interest in the education of my son/daughter;
- Attend, whenever possible, parent consultation evenings and other requested meetings related to the education of my son/daughter as organised by the school;
- Inform the school of any circumstances that might affect my son's/daughter's work in school;
- Remind my son/daughter of the importance of following the school code of conduct and behaviour policy, and adhering to the terms of their contract.

I, the parent/carer of _____, agree that my son/daughter will adhere to the above terms.

Parent/ Carer

Signature: _____ Date: _____

School Signature: _____ Date: _____



Sir William Ramsay School **Student ICT Code of Conduct**

Please read this document carefully. Once it has been signed and returned access to the Internet will be permitted. If any student violates these provisions, access to the Internet will be denied and the student may be subject to disciplinary action. In the event of serious violations the student may be subject to disciplinary action by the school and/or other outside agencies including the police.

Equipment

- I will not damage or unplug equipment or otherwise harm the operation of the school computers or network, or intentionally waste resources.
- I will not install, run or store unauthorised software/programs.
- I will not bring in removable media (such as USB flash drives, CDs, floppy disks, MP3 players etc.) unless advised by my teacher. If any messages pop up about viruses, I will immediately remove the media and take it to IT Support to get the issue resolved.
- I will not connect any personal equipment to the network or mains (such as a laptop, PDA, tablet, MP3 player etc.) without prior authorization and supervision.
- I will not eat or drink in computer rooms.

Email

- I will never respond to unpleasant, suggestive or bullying emails or bulletin boards and I will always report it to a teacher or parent.
- I know that the posting of anonymous messages and the forwarding of chain messages are not allowed.
- I will not use email to send or encourage material, which is pornographic, illegal, offensive or annoying or invades another person's privacy.
- I will be polite and appreciate that other users might have different views from my own. The use of strong language, swearing or aggressive behaviour is not allowed.
- I will not open attachments to emails unless they come from someone I know and trust.
- I will not use my email during a lesson unless specifically asked to by a teacher.

Internet

- I will only use the Internet when supervised by a teacher or adult and only for study or school authorised activities.
- I will never tell anyone I meet on the Internet my home address, my telephone number or my school's name, or send them my picture unless my teacher specifically gives me permission.
- I will never arrange to meet anyone in person without first agreeing it with my parents/teacher/guardian and asking them to come along to the first meeting.
- I understand that using Internet chat rooms is not allowed at any time.
- I will not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the Internet if I deliberately look at unsuitable material, this includes playing non-educational games. Such use may result in my Internet access being taken away.



- I know that information on the Internet may not always be reliable and sources may need checking, advertisers may sponsor web sites.
- I will not plagiarize work from **ANY** external sources, i.e. Internet, other peoples work.

Security & Privacy

- I will change my password to something not easy to guess but something memorable. I will keep my password secure (do not write it down or tell it to anyone).
- I will log off if the computer is being left for any length of time.
- I understand anything that happens using my account is my responsibility and I am aware I can change my own password (press Ctrl Alt and Delete).
- I know that IT Support will monitor all computer use including websites I visit, email communication and files I create and access.
- I understand that I will be stopped from using the school IT systems if I deliberately attempt to bypass any security measures in place.
- I may not download anything from the Internet unless instructed by my teacher.
- I will not use the computers in any way that harasses, harms, offends or insults others.

I have read the **Student ICT Code of Conduct** and I agree to abide by these rules.

Student Name..... Form.....

Date.....

Signature.....

Parent/Carer Name.....

Date.....

Signature.....



General Data Protection Regulation 2018– Images of students

Occasionally, we may take photographs of the students at our school for use in our school prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

To comply with the Data Protection Act 1998, we need your permission before we can photographs or make any recordings of your child.

Conditions of school use

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you wish to withdraw or change your agreement at any time. You can do this by emailing office@swr.school.
2. The school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

Please complete and return this form.

Student's First name:		Student's Surname:	
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	Yes	No
1. I am happy for the school to take photographs/ recordings of my child to be used on the school website.		
2. I am happy for the school to take photographs/ recordings of my child to be used in school publications. E.g. the school newsletter, prospectus, performance programmes. (Please be aware that school publications can be distributed to parents via email, in the form of a DVD or displayed on the school website).		
3. I am happy for the school to take photographs/ recordings of my child to be used on internal display boards.		
4. I am happy for the school to take photographs of my child to be used in the media. E.g. the local newspaper.		
5. I am happy for the school to take photographs/ recordings of my child to be used on the school's social media accounts. E.g. Twitter, Instagram.		
6. I am happy for the school to take photographs/ recordings of my child to be used by other agencies on their websites and publicity documents where they have done work within the school.		



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7. I agree to receive information and communications from the school, information may include: Newsletters, fundraising information, extra curricular information like clubs and school events, information about community events linked to the school, text messages and Parent Council communications.		
8. I understand that my child may leave the school premises for day visits and sporting fixtures and hereby give my consent for my son/ daughter to participate in such visits		

Parent /Carer signature: _____ Date: _____



Dear Parent/Carer

Notification of Intention to Process Pupils' Biometric Information

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of catering and printer access. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent/carers of a child and obtain the written consent of at least one parent/carers before being able to use a child's biometric information for an automated system.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint/iris/palm. The school would like to take and use information from your child's thumbprint and use this information for the purpose of providing your child with ability to buy food from Café Ramsay and printing. The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's thumbprint and convert these measurements into a template to be stored on the system. An image of your child's thumbprint is not stored. The template (i.e. measurements taking from your child's thumbprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

- (a) The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents/carers (i.e. as stated above);
- (b) The school must ensure that the information is stored securely;
- (c) The school must tell you what it intends to do with the information;
- (d) Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is NRS, the company who supply the cashless till system. This is necessary in order to allow the till system to recognise your child and link them to your ParentPay account.

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carers is required. However, consent given by one parent/carers will be overridden if the other parent/carers objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the



school cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access Café Ramsay and printers. In the case of Café Ramsay, this would involve us typing in your child's name into the till each time they want to purchase anything. For printers, your child would need to type in their username and password.

If you give consent to the processing of your child's biometric information, please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance can be found via the following links:

- Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff': <http://www.education.gov.uk/schools/adminandfinance/schooladmin> .
- ICO guide to data protection for organisations: <https://ico.org.uk/for-organisations/guide-to-data-protection-404/>
- ICO guidance on data protection for education establishments: <https://ico.org.uk/for-organisations/education/>

Your sincerely

Mrs H Dell

Business Manager