



# Ysgol Maesydderwen

School & Sixth Form Centre | Ysgol a Chanolfan Chweched Dosbarth

Working Together, Achieving More | Cydweithio a Chyflawni

# Agreement & Guidance Booklet

FOR PARENTS AND PUPILS

# Llyfryn Cytundeb a Chanllawiau

AR GYFER RHIENI A DISGYBLION





# Ysgol Maesydderwen

## Agreement and Guidance Booklet Llyfryn Cytundeb a Chanllawiau

For your child to have a positive experience in school we have produced the following guidance pack for you to read with your child.

- Uniform Agreement
- Anti-Bullying Guide
- Home School Agreement
- Medical Consent for Activities Agreement
- Pupil Acceptable Use Agreement / eSafety Rules
- Mobile Phone Agreement
- Travel Behaviour Agreement
- Privacy Notice
- Photographic Consent Agreement
- Swimming Goggles Agreement

**Enrolling your child at Ysgol Maesydderwen indicates an understanding of, and agreement to, the policies and procedures set out in this guidance booklet.**

**If you want to withhold permission for photographic consent or for the use of goggles in swimming lessons, you can do so by completing and returning either or both forms on the back page. Please note that these forms only need to be returned if you are withholding permission.**

**Once read, you and your child need to tick and sign the Parental Consent Form within the Pupil Information Form.**



# Ysgol Maesydderwen

## Uniform Agreement Cytundeb Gwisg Ysgol

### SCHOOL POLICY

Ysgol Maesydderwen policy on school uniform is very clear:

- Pupils of Ysgol Maesydderwen are required to wear school uniform. The wearing of school uniform at Maesydderwen is a compulsory school rule.
- Parents are required to ensure their child attends Maesydderwen in full uniform.
- We believe school uniform contributes towards the tone of the school and the way school uniform is worn is important.
- Parents, pupils and staff have a shared involvement in the designation of uniform.
- The school will adopt a sensible short term approach where there are financial difficulties, but the school expects pupils to be in uniform.
- The view of the Headteacher and the Governors about a child's appearance at Ysgol Maesydderwen is final.

## The School Uniform

**School Polo shirt, Sweatshirt, and PE Tops can be purchased from  
Pethau Plant, 16 Station Road, Ystradgynlais. SA9 1NT  
01639 849 111**

### GIRLS

- Badged Royal Blue Crew Neck Sweatshirt
    - Badged Royal Blue Polo Shirt
  - Straight or Pleated Black Skirt
  - Plain Black Trousers
  - Plain Black Coat
- (jeans/jeans-like trousers or leggings are not acceptable)
- Above items are available from Pethau Plant**
- 
- Black Socks/Black Tights
    - Black Shoes – sensible & plain
  - Sturdy bag for school plus a separate kit bag
  - VI Form – Black jumper or cardigan, white shirt and 6<sup>th</sup> Form Tie

### BOYS

- Badged Royal Blue Crew Neck Sweatshirt
  - Badged Royal Blue Polo Shirt
  - Plain Black Trousers
  - Plain Black Coat
- (jeans/jeans-like trousers or leggings are not acceptable)
- Above items are available from Pethau Plant**
- 
- Black Socks
    - Black Shoes – sensible & plain
  - Sturdy bag for school plus a separate kit bag
  - VI Form – Black jumper or cardigan, white shirt and 6<sup>th</sup> Form Tie

▪ **Jewellery – one ring and one pair of ear studs ONLY**

- No make-up; No facial piercings
- No artificial hair colours red/blue/green/pink etc. No Mohican hairstyles.
- No trainers
- No hoodies

## PE KIT

All of the school PE polo shirt and rugby jerseys can be purchased from  
**Pethau Plant 16 Station Road, Ystradgynlais SA9 1NT - 01639 849111**

ACTIVITY	GIRLS	BOYS
<p><b>OUTDOOR AND INDOOR ACTIVITIES</b></p> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 10px auto; display: flex; align-items: center; justify-content: center; text-align: center;"> <p style="font-size: 8px; margin: 0;">No jewellery &amp; no makeup</p> </div> <p><b>SWIMMING</b></p> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 10px auto; display: flex; align-items: center; justify-content: center; text-align: center;"> <p style="font-size: 8px; margin: 0;">No jewellery &amp; no makeup</p> </div>	<p style="text-align: center;"><u>Compulsory items</u></p> <ul style="list-style-type: none"> <li>• <b>White</b> polo shirt with badge or <u>plain</u> white polo shirt</li> <li>• <b>Black</b> training top (badged ones available from Pethau Plant)</li>   <li>• <b>Black</b> shorts or <b>black</b> sports leggings</li> <li>• <b>Black</b> hockey/football socks (outdoor)</li> <li>• <b>White</b> socks (inside)</li> <li>• Trainers (cross-trainers only)</li>   <p>Non Essentials</p> <ul style="list-style-type: none"> <li>• Black track suit bottoms</li> <li>• Gum shield</li> <li>• Shin pads</li> </ul>   <p><u>Compulsory items</u></p> <ul style="list-style-type: none"> <li>• <b>Black</b> swimming suit all in one. (no bikinis)</li> <li>• Goggles</li> </ul> </ul>	<p style="text-align: center;"><u>Compulsory items</u></p> <ul style="list-style-type: none"> <li>• <b>School rugby jersey</b></li> <li>• <b>White</b> polo shirt with badge or <u>plain</u> white polo shirt</li> <li>• <b>Black</b> training top (badged ones available from Top Sports)</li>   <li>• <b>Black</b> rugby shorts (outdoor)</li> <li>• <b>Black</b> rugby socks (outdoor)</li> <li>• Boots (togs) (outdoor)</li> <li>• <b>Black</b> shorts (indoor)</li> <li>• <b>White</b> socks (indoor)</li> <li>• Trainers (cross trainers only)</li>   <p>Non Essentials</p> <ul style="list-style-type: none"> <li>• Black track suit bottoms</li> <li>• Gum shield</li> <li>• Shin pads</li> </ul>   <p><u>Compulsory items</u></p> <ul style="list-style-type: none"> <li>• <b>Black</b> swimming trunks (no long shorts)</li> <li style="padding-left: 100px;">• Goggles</li> </ul> </ul>
<p><b>During inclement weather pupils should wear additional layers of suitable clothing underneath the compulsory items.</b></p>		

## **Some Important Issues**

### **Rhai Materion Pwysig.**

#### **1. Footwear**

Trainers are not allowed as part of the school uniform. This is because they detract from a pupil's appearance and can be very expensive. Often they are not very sturdy. It is much more advisable to buy sensible plain shoes. Apart from anything else they are much cheaper and last a lot longer.

#### **2. Jumpers and Sweatshirts**

The most common variation from school uniform here includes designer sweatshirts and hoodies. They are considered fashionable by certain age groups. Parents are requested to resist the temptation to buy something other than the uniform.

"If you buy me a Levi top Mum I can wear it to school as well as outside so you are saving money. My friend wears one to school."

#### **3. Coats**

In our climate it is the outer garment that gives the overall impression to the community since it is worn most of the time. A suitable coat is available for purchase through the school. Casual designer labelled tops should not be worn as a substitute for a top coat. Similarly denim and leather jackets are not allowed.

It is very difficult these days to buy a single coloured dark anorak/coat. More commonly there will be some bright colour on the coat even if it predominantly dark. However top-coats that are clearly multi-coloured are not acceptable. This includes logo-style track suit tops, bright checked or striped coats or brightly coloured tops in non-school colours e.g. red, white or yellow tops. Parents are urged to support the school in this important aspect of their child's appearance.

#### **4. Safety and Expense**

Jewellery may be attractive and certainly many adults wear it. However, if lost or stolen regaining it can be very time consuming. The school cannot be held responsible for replacing lost or stolen jewellery when it is banned.

Jewellery can also prove dangerous in certain situations. Large earrings can be caught accidentally by passing pupils and rings maybe caught in machinery or injury another pupil during a PE lesson.

As well as proving to be a risk on health and safety grounds, body piercing, pierced noses, pierced eyebrows and multi-studded ears are not permitted. Parents are asked for their support by ensuring their children do not come to school in this way.

Make-up is also unnecessary. Hairsprays and lipstick can present similar problems and may stain other pupils' clothing if misused.

#### **5. Cost**

Expense is a consideration to all families these days. If eligible, clothing grants and free school meal grants are offered by the Authority. For further details please see Powys County Council website or use this link. <https://en.powys.gov.uk/article/3758/Free-school-meals-and-help-with-school-clothing>

Parents, pupils and staff have all expressed a desire for school uniform. We must all make sure it works.



## Ysgol Maesydderwen

# Anti – Bullying Guide for Parents and Pupils

## Canllaw Gwrth-Fwlio i Rieni a Disgyblion

Ysgol Maesydderwen values every child as an individual. The school will do everything in its power to protect a child's individual and unquestionable right to fulfil their potential.

This means it is every child's right to attend school in safety and to be taught without interference and without the fear of threat from others.

### **WHAT IS BULLYING? BETH YW BULLYING?**

Bullying is the wilful desire to hurt another person and put them under stress. There are several types of bullying:

- Physical – hitting someone or using physical violence
- Verbal – teasing, taunting or vicious name calling
- Gesture – threatening to use physical violence
- Extortion – demanding some form of payment
- Exclusion – deliberately leaving someone out

Prevention is always better than cure and at Maesydderwen pupils and students are taught responsibility and respect for themselves and others. This provides them with firm, clear and consistent standards of behaviour so that a predictable and regular routine is maintained for everyday life.

Here at Maesydderwen a programme exists to defeat the bully – and yes bullying can be beaten! It is important that all victims of bullying understand that. No matter how bad it might seem, facing up to beat a bully is better than being a victim.

Bullying exists in any large institution: at work, in an office, in a school or wherever people are together. Where isolated incidents of bullying occur there are some important questions to be answered.



Question	Answer
Can bullying be stopped?	Yes! But first you must tell someone you can trust.
But when they find out they'll get me again worse won't they? I'm frightened.	That's why you need a plan to beat the bully.
Who gets help?	The victim receives immediate support and reassurance. The bully receives counselling as well as punishment.
Why does the bully get help?	Because nearly all bullies have been bullied themselves at some time. They also need help to deal with situations and relationships.
Why don't I just get one of my friends to give him a good hiding from me? He deserves it doesn't he?	Never take the law into your own hands to solve a problem. You will be punished as well. It also makes you as bad as the bully. Rise above it. You are worth more than that.

Some golden rules:-

- Bullying in any form is unacceptable
- Early intervention is important
- Individuals must take responsibility for their own actions
- Failure to deal with a bully will only encourage further aggression.

### A Typical Situation

Someone is being bullied and finally tells a friend or a teacher but then says: "Please don't do anything because if the bully finds out it will only make matters worse."

Bullies operate by using fear and fear can be overcome by trusting someone. The simple act of telling someone indicates that the victim wants something to be done. It is only a matter of time before it happens.

Bullies must be confronted about their actions, usually by a senior member of staff. Sometimes it is enough they are told in very clear terms that their behaviour is unacceptable. The threat of parental involvement and/or exclusion has a sobering effect on a bully's behaviour.

But what happens afterwards?

The victim is given strategies to deal with the situation, so they can proceed with normal school life in safety. Any repetition of bullying will result in the most severe punishment. It is important that all pupils know this.

Staying away from school and avoiding the problem is not a solution. It only makes the obstacle harder to overcome. Everyone must remember that once you have told a teacher or a parent.....

**BULLYING CAN BE BEATEN –  
SO TELL SOMEONE YOU CAN TRUST!**

## Parents

What are the signs parents should look out for? Your child may:

- be frightened of walking to and from school
- make continual excuses to avoid going to school
- begin doing poorly in their school work
- regularly have clothes, books or work torn or destroyed, or go missing
- become withdrawn and refuse to say what's wrong
- start to behave badly or hit other children
- stop eating or become obsessively clean (as a reaction to being called "fatty" or "dirty")
- develop stomach problems or headaches due to stress
- begin wetting the bed or having nightmares

However, please be aware of being manipulated. "I've been truanting school because I'm being bullied at school, but I can't say who, when or where" is a very convenient excuse for refusing to come to school.

Make sure your child understands that what can be a joke to one person is often not funny to a victim, whether it is with words or deeds. Ensure that your child has the skills to deal with everyday situations. What is normal play to one child may be interpreted as bullying by an over-sensitive child.

Talk to your child about the "stirrer"- the person who deliberately inflames or provokes a situation. They are typified by the "Somebody said...." Remark e.g. "Somebody said you're a slag" or "Somebody said he wants a fight". Tell them not to believe the stirrer. More often than not the story simply is not true.

On any matter of concern please do not hesitate to contact the school by telephoning 01639 842115.

## Pupils

- I agree to work with the school and my family to ensure that I am as successful as possible.
- I will attend school regularly and arrive punctually at lessons.
- I will work hard to meet the school's expectations. In particular, I will do my best to complete all work set, and bring necessary books and equipment to all lessons.
- I will behave responsibly at all times and follow the School Code of Conduct.
- I will treat others with courtesy and consideration and respect property.
- I will co-operate with staff and my fellow pupils.
- When using my phone I accept that I must act responsibly when using Social Media in line with the Acceptable Use & E-Safety Agreement.
- I will wear correct school uniform.
- When travelling on school buses or particular in school activities, trips and visits, I will continue to follow school rules.
- After arrival at school I agree to stay within the physical boundaries of the school and not to leave site without the authorisation/knowledge of my Form Tutor or my Progress Leader.
- I understand that if I do not follow these rules I will be disciplined accordingly.

## The School

- Ysgol Maesydderwen will endeavour to fulfil its aims in relation to all pupils as stated in the prospectus. The ethos of Ysgol Maesydderwen reflects the UN convention of the Rights of the Child.
- The school endeavours to provide a well ordered, caring and safe environment.
- The school considers all pupils to be of equal value and will provide access to an appropriate curriculum and encourage extra-curricular activities, working with pupils and parents to ensure success.
- The school agrees to set homework regularly, monitor progress, share this information with pupils and report regularly to parents according to the school calendar.
- The school agrees to keep parents informed of school activities through regular newsletters and/or the school website and to consult pupils and parents when significant changes are proposed.
- The school agrees to respond promptly when help is requested from parents or pupils and to contact parent's at an early stage if pupils are encountering problems.
- The school encourages pupils to report bullying, as pupils have the right to attend school without fear of threatening or bullying behaviour from others.
- The school will provide access to careers guidance and help pupils to acquire life skills.
- The school expects all pupils to adhere to our agreed School Code of Conduct.

## **MEDICAL CONSENT FOR ACTIVITIES AGREEMENT**

Pupils during their years in Ysgol Maesydderwen from Year 7 to Year 13 may be asked to participate in after school games/activities e.g. rugby, soccer, basketball, hockey, netball, cricket etc.

Information of activities will always be available from Ysgol Maesydderwen. Pupils will always be notified of games/activities at the earliest possible date.

I consider that my child is physically capable of undertaking the activities described and I hereby agree to them taking part.

I hereby consent to any medical, dental or surgical treatment, including the administration of an anaesthetic, which may be considered necessary for the above named.

**Please enter any medical details and emergency contact details on to the Pupil Information Form provided.**

# Pupil Acceptable Use Agreement / eSafety Rules



Cytundeb Defnydd Derbyniol Disgyblion / Rheolau eDdiogelwch

**ICT including the internet, learning platforms/websites, email and mobile technologies has become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.**

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mr Lashley, the school eSafety coordinator.

## **Pupil Responsibility:**

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies and the like for school purposes.
- I will not download media files or install software on school equipment.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address for school work and for contacting staff.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I 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 my teacher and on the **report@maesydderwen-hs.powys.sch.uk email.**
- I will not give out my or anyone's personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken with their permission and stored & used for school purposes in line with school policy and not be distributed outside of the school network without the permission of the people involved.
- I will not access social networking sites during lesson times on the school network or on personal devices (see Mobile Phone Agreement).
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school into disrepute.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
  - I will not deliberately open any suspicious attachments or create/forward SPAM emails.
  - I will respect the privacy and ownership of others' work on-line at all times and will record the source of any information I use in my work.
  - I will not attempt to bypass the internet filtering system.
- 
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
  - If I am the victim or suspect that another pupil is the victim of cyber bullying, I will report it to a teacher or using the **reportbullying@maesydderwen-hs.powys.sch.uk** email or text **07860017089**.

#### Consequences:

- I 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 may be contacted.
- I understand that my account may be suspended if I am suspected of breaking the agreement above.
- I understand that bullying of any kind is viewed extremely seriously and that affecting the security and safety of the school community could lead to exclusion from the school.



# ACCEPTABLE USE POLICY FOR MOBILE PHONES

## POLISI DEFNYDD CYFRIFOL FFŴNAU SYMUDOL

### Rules Governing the use of Mobile Phones

Pupils **MUST NOT** use mobile phones:

- during lesson times for social use (including lesson changeovers)
- to text and intimidate or threaten other pupils
- to photograph or video staff or other pupils
- pupils must not use mobile phones to upload items on to social media sites
- to contact home without a teacher's permission
- without a fully signed Parental consent (found in pupil information form)

Pupils can use mobile phones:

- on the school site during break, lunchtimes, before and after school.

The School's acceptable use policy relating to eSafety will apply when mobile phones are used to access the Internet.

Mobile phones cannot be taken into any examination (internal or external).

**Inappropriate use of the mobile phone will result in immediate confiscation and the subsequent loss of its use in school. The length of any ban will be determined by the school. At the school's discretion parents may be asked to collect their child's phone from the school.**

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### Parental Responsibility

- I understand that the school is not responsible for the loss, damage or theft of my child's mobile phone.
- I understand that the unacceptable use of mobile phones will be treated in the same manner as any breach of school rules.
- I give my permission for a teacher to examine the content of my child's phone if there is reasonable concern that the Acceptable Use Policy has been breached.
- I give my permission for my child to use a mobile phone at the school in compliance with the School's policy document which I have read and agree to support.

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### Pupil Responsibility

I agree to comply with the school rules on the use of mobile phones. I will use a mobile phone in a responsible way and observe all the restrictions explained to me by the school.



# THE MOBILE PHONE CODE

**MOBILE PHONES MUST BE SWITCHED OFF  
AND IN YOUR BAG DURING LEARNING TIME!**



**MOBILE PHONES CAN ONLY BE USED AT BREAK  
AND LUNCH OR FOR APPROVED EDUCATIONAL  
USE.**

**BEWARE!! IF YOU DO NOT FOLLOW THE MOBILE  
PHONE CODE, YOUR PHONE WILL BE CONFISCATED**



## ATTENDANCE PRESENOLDEB

Going to school regularly is important to your child's future. For example, children who miss school frequently can fall behind with their work and do less well in exams.

Government research shows:

**17 days absence  
from school**

=

**A drop of one grade in  
ALL subjects studied**

<b>Lateness = Lost Learning</b> (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

**The minimum target for pupil attendance is 95%. Any pupil who has poor attendance may be not be allowed on school trips.**

Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

Once your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted.

You can help prevent your child skipping school by:

- making sure they understand the importance of good attendance and punctuality
- taking an interest in their education - ask about school work and encourage them to get involved in school activities

- discussing any problems they may have at school - inform their form tutor or the headteacher about anything serious
- not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work

We have a duty of care to all of our children and we need to ensure that they are leaving school with your consent and that we manage their absence. If your child needs to leave school for an appointment, please write a note in their planner with **date and time of the appointment and sign it.**

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.

**Please be aware that the new school timetable starts in June each year.**

Only the school can legally authorise an absence. If an emergency medical appointment is needed during school hours, we need to see evidence of this on the child's return to school e.g. an appointment card. We will not authorise more than one absence per term without documentary evidence. All instances of unauthorised absence will be referred to the Educational Welfare Officer for further investigation. Please contact the school for all instances of absence and we will provide further guidance if needed.

**If your child becomes ill during the school day, your child should follow the following procedure:**

- pupil to go to the main office for an authorisation slip
- this slip is to be taken to the Progress Leader for Lower/Middle/Upper School – who will (if necessary) sign the slip giving permission for the office staff to phone home
- pupil to take slip back to main office where staff will contact home

**PUPILS SHOULD NOT CONTACT PARENTS DIRECTLY TO TAKE THEM HOME IF THEY ARE ILL. THEY WILL NEED TO FOLLOW THE PROCEDURE AS STATED ABOVE.**

# Appendix B

## Travel Behaviour Code

Your safety is very important. You must behave responsibly and safely when travelling to and from school or college, whether you go there by bus, train, taxi, bicycle, walking or any other way. If you get a bus to school or college, you must also follow the rules in the School Bus Travel Behaviour Code.

If you do not follow this Code, for your own safety, and other people's, local authorities, schools and colleges can take action against you. This might involve taking away your right to school transport and even excluding you from school.

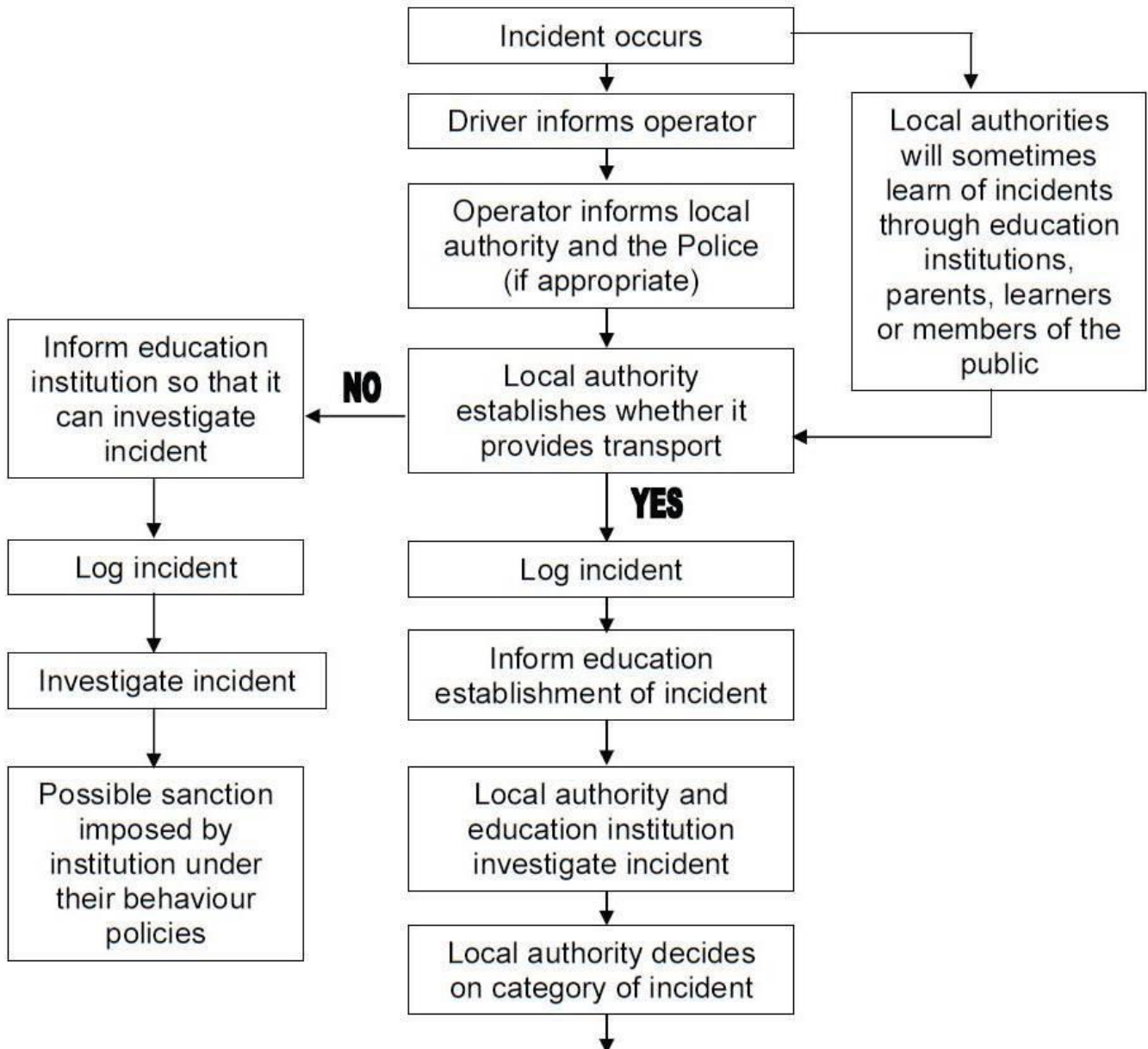
<b><i>Your Responsibility</i></b>	<b><i>Your Safety</i></b>	<b><i>Your Rights</i></b>
<ul style="list-style-type: none"><li>• Always respect others, including other pupils, drivers and the public.</li><li>• Always respect vehicles and property.</li><li>• Always be polite.</li><li>• Never drop litter.</li><li>• Always obey the law.</li></ul>	<ul style="list-style-type: none"><li>• Always behave well when travelling.</li><li>• Always follow the driver's instructions when travelling.</li><li>• You must not distract drivers.</li><li>• Always cross the road safely and sensibly.</li><li>• Always travel by a safe route.</li></ul>	<ul style="list-style-type: none"><li>• To be safe when travelling.</li><li>• To be treated fairly and with respect.</li><li>• To tell someone if somebody or something is causing you problems.</li><li>• Not to be bullied or picked on.</li></ul>

*Please tell a teacher, parent or driver about any bad behaviour or bullying you see.*

## School Bus Travel Behaviour Code

- When at the bus stop, always wait sensibly, off the road.
- Make an agreement with your parents what to do if the bus does not arrive or if you miss it.
- When the bus arrives, wait for it to stop. Never push or rush for the door.
- Show your bus pass (if you have been given one) when you get on the bus.
- On a school bus stay in your seat for the whole journey.
- On a public bus find a seat if one is available.
- Never block the aisle with your bag or other belongings.
- Always wear a seatbelt if one is provided.
- You must not distract the driver when he or she is driving.
- Never eat or drink on the bus.
- Never throw anything in or from the bus.
- Never damage or vandalise any part of the bus.
- Never operate the bus doors or exits, except in an emergency.
- Always follow the instructions of the driver or passenger assistant at all times.
- If there is an accident, stay on the bus until you are told to leave. If it is unsafe to stay on the bus then leave by the safest exit.
- Never try and get on or off the bus until it has stopped.
- Always get off the bus sensibly, taking all your belongings with you.
- Never cross the road in front of or close behind the bus.

## Appendix C - Procedure if an Incident Occurs



	Category 3	Category 2	Category 1
First Incident	Verbal warning from the education institution	As a minimum, local authority writes a letter to the learner's parents	Local authority withdraws transport (see 4.27-4.41)
Second Incident	Local authority writes a letter to the learner's parents	Local authority considers the withdrawal of transport (see 4.27-4.41)	
Third Incident or more	Local authority considers the withdrawal of transport (see 4.27-4.41)		



## Staff and Responsibilities

### Staff a Chyfrifoldebau

Head Teacher	Mr P Grimes
Deputy Headteacher	Mr M Jones
Assistant Headteacher	Mr J Taffurelli
Assistant Headteacher (Inclusion)	Miss V Jenkins
<b>Heads of School</b>	
Progress Leader Upper School (Years 12 and 13)	Mr J Taffurelli
Progress Leader Upper School (Years 11)	Mr J Lewis
Progress Leader Middle School (Years 9 and 10)	Mrs C M Jones
Progress Leader Lower School (Years 7 and 8)	Mrs K Johns
<b>Learning Leaders</b>	
Art & DT	Miss K Gullam
English /Music/Performing Arts	Mrs A Thomas
Humanities	Mrs J Davies
Languages	Mrs R Williams
Maths & ICT	Mrs C Jones
P.E. & Welsh Baccalaureate	Mrs J Davies
Science	Mrs F Brodrick

# **Privacy Notice**

## **Hysbysiad Preifatrwydd**

### **What the School, Powys Local Authority and Welsh Government does with the Educational Information they hold on Children and Young People**

#### ***Subject***

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice to children and young people and/or parents and guardians summarising the information held on record about children and young people, why it is held, and the third parties to whom it may be passed.

This Privacy Notice provides information about the collection and processing of children's or young people's personal and performance information by the Welsh Government, Powys Local Authority (LA) and Ysgol Maesydderwen.

#### ***The collection of personal information***

The school collects information about children and young people and their parents or legal guardians when children and young people enrol at the school. The school also collects information at other key times during the school year and may receive information from other schools/Early Years providers when children and young people transfer.

The **School** processes the information it collects to administer the education it provides to children and young people. For example:

- the provision of educational services to individuals;
- monitoring and reporting on pupils'/children's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to children and young people, their parents and legal guardians;
- the organisation of educational events and trips;
- the planning and management of the school.

#### ***Welsh Government and Local Authority (LA)***

The Welsh Government receives information on school pupils normally as part of the Pupil Level Annual Schools Census (PLASC). The Welsh Government may receive information on children who attend LA funded early years provision in non-maintained settings. The Welsh Government uses this personal information for research (carried out in a way that ensures individual children and young people cannot be identified) and 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](http://www.wales.gov.uk/statistics)

The LA also uses the personal information collected 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 a way that ensures individual children and young people cannot be identified.

In addition the Welsh Government and LAs receive information regarding National Curriculum assessment and public examination results and attendance data at individual pupil level.

### ***Personal information held***

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, child/young person identifiers and contact details for parents and guardians;
- information on any special educational needs;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of children and young people (this is used only to prepare summary statistical analyses);
- details about children's and young people's immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep children and young people safe while in the care of the school/Early Years provider;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual children and young people where this is needed for the care of the child/young person.

### ***Organisations which may share personal information***

Information held by the school, Early Years providers, LA and the Welsh Government on children and young people, their parents or legal guardians may also be shared with other organisations when the law allows and providing all appropriate steps are taken to keep the information secure, for example:

- other education and training bodies, including schools, when children and young people are applying for courses or training, transferring schools or seeking guidance on opportunities;
- bodies doing research for the Welsh Government, LA and schools/Early Years providers as long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;



- social services and other health and welfare organisations where there is a need to share information to protect and support individual children and young people;
- Management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
- The Council's approved suppliers of the schools 'cashless' system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate;
- The South West and Mid-Wales Education Consortium (ERW) to support regional statistical analysis as required by Welsh Government;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;
- the Office of National Statistics (ONS) in order to improve the quality of migration and population statistics

Children and young people have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any "data controller." The presumption is that, by the age of 12, children and young people have sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of this organisation can be found on the school website [www.ysgolmaesydderwen.co.uk](http://www.ysgolmaesydderwen.co.uk). For those children and young people or parents where this is not practical, a hard copy can be obtained from the school by writing to The Headteacher, Ysgol Maesydderwen, Ystradgynlais, SA9 1AP.

### ***Young people aged 14 or over***

The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

[www.gov.uk/government/publications/lrs-privacy-notice](http://www.gov.uk/government/publications/lrs-privacy-notice)

### ***Other information***

The Welsh Government, LA and school place a high value on the importance of information security and have a number of procedures in place to minimise the possibility of a compromise in data security.

The Welsh Government, LA and school will endeavour to ensure that information is kept accurate at all times. Personal information will not be sent outside the United Kingdom.

### ***Your rights under the Data Protection Act 1998***

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include:

- the right to ask for and receive copies of the personal information held on **yourself**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances, the parent or legal guardian of a child or young person *may* have a right to receive a copy of personal data held about a child/young person in their legal care. Such cases will be considered on an individual basis where the individual concerned is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

### ***Seeking further information***

For further information about the personal information collected and its use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact:

- Ysgol Maesydderwen School on 01639 842 115;
  - your LA on 01597-827666;
  - ***the Welsh Government's data protection officer at the Welsh Government, Cathays Park, Cardiff, CF10 3NQ;***
  - the Information Commissioner's office help line on 01625 545 745 or **0303 123 1113**;
  - information is also available from [www.ico.gov.uk](http://www.ico.gov.uk).
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- **This Notice will be updated as required by the GDPR.**

**PLEASE RETURN THIS PAGE IF YOU DO NOT WANT YOUR CHILD TO BE PHOTOGRAPHED OR FILMED.**



**Ysgol Maesydderwen**

**Photograph consent form**

Ysgol Maesydderwen would like to take photographs/film of your child for display/assessment /promotional and/or publicity purposes. These images may appear in any promotional or publicity material, including the school's website.

To comply with the Data Protection Act 1998 we need your permission before we take any photograph/video.

I do not give my permission for images of my child to be used.

Signed: .....

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**PLEASE RETURN THIS PAGE IF YOU DO NOT WANT YOUR CHILD TO WEAR GOGGLES.**



**Ysgol Maesydderwen**

**Swimming Goggles Agreement**

I confirm that I have shown my child the correct way to put on and remove the goggles. I also confirm that the goggles are in good condition, are not made of glass or breakable plastic and conform to current safety standards. I am aware that there have been a number of accidents nationally as a result of swimmers wearing goggles where eye injury has resulted.

I do not give my child permission to wear goggles for swimming lessons

Signed: .....





## Ysgol Maesydderwen

### HOME SCHOOL AGREEMENT

(Please sign and keep this copy for your records)

### CYTUNDEB YSGOLION CARTREF

(Arwyddwch a chadw'r copi hwn ar gyfer eich cofnodion)

Good Education relies on a partnership between parents, pupils and the school.

This Home School Agreement defines some of these relationships and responsibilities

#### Mission Statement

Working Together, Achieving More  
Cydweithio a Chyflawni

Signed

Headteacher

Signed

Student

Signed

Parent/Guardian

Date

Before signing this agreement, please discuss it fully as a family; and make sure that you understand each point. If you require further information, please contact the school.