



THE VINE CHRISTIAN SCHOOL AND NURSERY ADMISSIONS PACK





ADMISSIONS POLICY

INTRODUCTION

At The Vine Christian School (TVCS) we consider the moral and spiritual development of all our students as being of great worth. Alongside this we aim to provide an excellent Christian education for children from Christian families, who believe and are committed to the school's Christian ethos. To that end it is of the utmost importance that families show unequivocal commitment to the school's Christian faith and principle of Christian education to aid the ongoing success and harmony of the school.

ADMISSION

The Vine Christian School does not discriminate based on race, colour, nationality or ethnic origin in any area of the school programme, therefore admission is open to students of any race, colour, nationality or ethnic origin.

The school welcomes applications from students of varied academic abilities, including students with learning difficulties or special needs. However, the Governors reserve the right to decline applications from students with behavioural, psychological or learning difficulties where the impact of accepting such an application is deemed to have a detrimental impact on the broader school student's populace, or where staffing levels are inadequate and/or suitably experienced staff are not in post to support the needs of such a student.

Admission requirements:

Admissions will be limited to:

- Where both parents/guardians are supportive and fully committed to the principles of Christian education for their children and,
- Where students above the age of 12 are willing to sign the student commitment form.
- All parents must commit to attend Parent Teacher Fellowships and the End of Year Awards Ceremony (each July).
- All parents commit to assist at parent work parties as and when necessary (1- 2 times per year) to improve and develop the school environment and facility.
- All parents are asked to make known at interview what skills they have and what they would like to offer to support the school.
- The school's involvement in International Christian Certificate of Education, Student Convention, its uniform policy, general ethos and requirement of parental involvement are made clear at interview before a student is accepted.
- Parents must ensure that school staff can contact them in an emergency. *The school holds a 'parents list' with addresses etc to help communication (this requires the school to register as a holder of information-because of the Data Protection Act)*
- Parents must give one term's notice should they decide to withdraw their children from the school or pay one term's fees in lieu of notice. For the avoidance of doubt this means giving notice to the end of the term following the term in which notice is given.

APPLICATION FOR ENROLMENT



An application is considered properly submitted once the application forms are completed and returned, together with the appropriate non-refundable application fee. No child will be assigned a position on the enrolment lists until the application is complete.

PARENT/STUDENT INTERVIEWS

An interview of the applicant's parents/guardian and the applicant (above the age of 11) will be conducted by the Head Teacher alongside members of the board of Governors.

The purpose of the interview is to:

- Establish the parents/guardian's commitment and belief in the school's Biblical ethos and scriptural principles.
- Confirm a genuine desire on the parent/guardian's behalf for a Christian education for their child.
- Ensure the parents/guardians have a clear understanding of Christian education, and the ACE programme. That their expectations are compatible with what the school can provide.
- Ensure the family beliefs and practices are consistent with the standards and values of TVCS.
- Ascertain if, where the child is over the age of 11, the child has a desire to attend the TVCS and agrees to uphold the school's ethos and standards.
- Review academic records of previous schoolwork, health records and references to ensure they are acceptable under the standards set by TVCS.
- Discuss the school, church and family history of potential applicants, including any behavioural, social and character problems.
- Gain a good understanding of the child's spiritual position.
- Discuss parental commitment and relevant forms needing to be returned and signed.
- Answer any questions parents/guardians/students may have.

DIAGNOSTIC TESTING

All students are required to undertake a diagnostic test before enrolment can be granted.

ADMISSION DECISIONS

Admission is offered to those students who meet all requirements for enrolment at TVCS, however some decisions will be based on individual circumstances where necessary. All students will be offered 1 terms probation period where their progress will be monitored throughout the probation period, with full evaluation being made at the end of the agreed period, to reach the final decision whether to allow the placement to continue permanently. The Trustees/Governing Body and Head Teacher reserve the right to have the student permanently excluded where it's been concluded that the student is consistently undermining the wellbeing of their Learning Centre or the school environment.



SCHOOL AGE

TVCS accepts students between the ages of 3 to 14. Students above the age of 14 will be considered on an individual basis.

SCHOOL FEES PAYMENT

A deposit of £450 is payable with application and will be refunded once the student leaves the school, having given a full term's notice of leaving, ie. to the end of the following term. All school fees are payable in full and in advance by the week prior to the start of each term. Payment by instalment is not offered.

Policy Adopted by Governors/Trustees: 11 January 2019

Reviewed: 6 October 2019

Policy Due for Review: September 2020



BEHAVIOUR POLICY

“Train up a child in the way that he should go and when he is old, he will not depart from it” Proverbs 22:6

INTRODUCTION

As a Christian school we believe that the Bible is our standard and these standards will permeate throughout the whole of school life. To that end The Vine Christian School seeks to create an atmosphere in which effective teaching and learning can take place. Adults and students flourish best in an ordered environment therefore we work to maintain fair discipline throughout the school with a clear code of conduct that all staff and parents uphold.

The Vine Christian School considers the moral and spiritual development of all its students as being of great worth. All associates of the school community need to have a strong sense of the standards we wish to encourage and an understanding of right and wrong. All our students must accept that they are accountable for their actions, and that actions always have consequences. Of course, the school is only one part of each pupil's life: parents, siblings, extended family, society at large and, in most cases, a Christian faith will contribute to their moral and spiritual development.

There are firm boundaries and expectations regarding behaviour and positive encouragement and rewards for those who follow them. When students behave in an unacceptable manner physical punishment will never be used or threatened. Although staff may feel the need to raise their voices the students will not be shouted at in an aggressive way.

When a student displays unsatisfactory behaviour, it will be discussed to see how it can be improved in future. It will always be made clear that although the behaviour is wrong the student is still accepted and loved. The individual student's level of maturity and understanding will be considered when dealing with any behavioural problems.

We teach the students to respect authority as given by God to parents, teachers and others in the school and Church communities, therefore, the principles underlying this Behaviour Policy are based on respect for self, for others and for the environment:

Respect for self:

Everybody should:
Behave in a sensible and appropriate manner.

Respect for others:

Everybody should:

- Allow others to learn and teachers to teach.
- Treat everybody with consideration and good manners.
- Respect the right of others to hold their opinions.
- Keep to and enforce the school dress code.
- Help to prevent all forms of bullying.
- Behave with the health and safety of others in mind.



- Behave helpfully and responsibly.

Respect for the environment:

Everybody should:

- Treat their own property and the property of others with care.
- Treat the school buildings, contents and grounds with care.

In doing so we will:

- work to maintain fair discipline with a clear code of conduct that all staff and parents uphold.
- teach the students to respect authority.
- have firm boundaries and expectations regarding behaviour.
- give positive encouragement and rewards for those who follow them.
- operate a merit/demerit system as detailed below.

REWARDS, CORRECTIVE MEASURES AND SANCTIONS

Praising students will raise their self-esteem, help them to learn to accept praise with good grace, enable them to appreciate their strengths, and recognise the success of others and help them to become positive members of society.

Praise can be linked to work, effort, willingness, contribution, co-operation, teamwork, thoughtful actions towards and for others and personal achievement; and should be given when:

- it is above the standard for that class
- it is above the standard for that student
- it is of a consistently good standard

A merit/demerit system is operated within the school where the students are rewarded for good behaviour but corrected for the unacceptable. Corrective measures (withdrawal of privileges and demerits) or Sanctions (detentions, exclusions and expulsion) are used within the school for misdemeanours or bad behaviour, depending on the nature and seriousness of the misconduct.

REWARDS

We should avoid giving rewards:

- as bribes e.g. for classroom control.
- on demand.
- in a way which causes embarrassment.
- in a way in which devalues their worth to others (e.g., overuse).

The Merit System:

Merits are given as Rewards for helpfulness, diligence, particularly neat work, extra effort, good attitude etc. as well as for learning scripture and passing PACE tests. A merit shop is held every half term, where the students may spend their merits.

Other ways to reward/praise students:

- Blessing Slips
- Congratulations Slips
- 1000's Club
- ACE Privilege System



- Honour Roll
- Positive comments in class and/or reinforcement at end of lesson.
- Use the homework diary effectively – this is a way of letting both Supervisors and parents know.
- The use of the homework diary needs to be discussed regularly with staff and parents.
- A letter home to parents.
- Parents' Evenings/Whole School Assemblies/Awards Ceremony – use these as a means of praising where appropriate.

CORRECTIVE MEASURES

Corrective measures or sanctions can be linked to work, effort, behaviour and personal conduct and should be given when behaviour, work or effort is:

- below the standard expected by the school
- below the standard of that student
- of a consistently poor standard

We should try to avoid:

- Negative comments – especially about the person
- Punishing a whole group
- Inconsistency
- Threatening and not carrying through those threats
- Put downs and sarcasm
- Ridicule or humiliation
- Causing intentional embarrassment
- Labelling the student instead of confronting their action and behaviour

We should never:

- Impose excessive Corrective Measures or Sanctions
- Shout aggressively
- Punish a student for a decision made by the parent

The Demerit system:

Demerits are given as corrective measures for:

- inappropriate language (1st offence);
- distracting others from their work.
- Inattention.
- unhelpful attitude in devotions.
- running, pushing, shoving and shouting.
- talking out of turn in lesson time.
- wasting time.
- not preparing for a test.
- Impoliteness.
- procedures or scoring violation.
- Laziness.
- bad attitude.
- disrespect towards other students.



- Foolishness.
- care not taken of another person's property.
- bad time keeping

If a student receives 3 – 6 demerits in one day, they will be given a **detention** of between 15 and 60 minutes during the following lunch hour/fruit break. Juniors younger than 8 years of age, will serve their detentions at home. Juniors over the age of 8, intermediates and seniors will serve their detentions at school by missing breaks up to the value of the detention earned.

Parents will be informed of poor behaviour which is repeated but not overly serious, 'Minor Incidents' and be asked to deal with the matter. This will include when a student has been given six demerits in one day, which have been issued for minor offences such as repeatedly not scoring properly, wasting time asking permission when

previously refused by another adult, careless attitude to property, disrespect towards adults, or, being given more than 2 demerits in one day for bad attitude or disrespect towards other students, swearing, blasphemy or inappropriate language (2nd offence), cheating, lying, disobedience, repeated offence after warning being given, etc.

SANCTIONS

Parents will be informed of 'Significant Incidents' with a detention slip and a telephone call or request for a meeting and asked to deal with the situation appropriately and inform the school that action has been taken. This will be filed detailing the reason for disciplinary action being taken and the actual action taken. If the school believes that further sanctions are needed the parents will be asked to come in to school for an interview to discuss what needs to be done. Repeated offences of this nature may result in the pupil being excluded or expelled.

Extreme offences such as racial, sexual or physical abuse, sexualised language, or violent or bullying behaviour will result in the parents being asked to come in to school for a meeting to discuss what needs to be done. Offences of this nature may result in the pupil being excluded or expelled. In the case of an offence of a sexual nature advice may be sought from Churches Protection Advisory Service, (CCPAS) or students, Schools and Families.

Recording Sanctions:

The school will keep records of all sanctions in the school office. Copies of all 'Significant Incident' forms and 'Major Incident' forms will be made before sending them home to the parents. These will be kept on file.

Parents are expected to sign and return the forms to the school office the following day, checks will be made to ensure that this takes place. If they are not returned the school will call the parents to enquire as to whether the forms were received and to request their return, duly signed. All staff will be made aware of the forms and the process of sending them home.

All sanctions that are issued such as exclusion or expulsion will also be recorded by the school and kept in their personal files.

Other ways to correct a student:



- Make your disapproval clear – by talking to the student, by showing your disapproval in front of others (without humiliating them).
- Insist that work is repeated / completed or that extra work is done. Always give a deadline and check.
- Students should be moved in class if their present position is affecting their ability to learn or influencing the learning of others.
- Use the Homework Diary to record information which you wish to pass on to parents/guardians.
- Meet with student and Supervisor to discuss future conduct.
- Student referred to Head Teacher or School Pastor.
- Contact with home if approved with Head Teacher.

There are higher levels of sanctions, which may be imposed after consultation with appropriate staff and parents:

- Withdrawal of privileges.
- Internal exclusion.
- Ask parents/guardians to come in.
- After-school detention.
- Permanent exclusion.
- Fixed term exclusion from school.

STRATEGIES

Procedures – Strategies for promoting good behaviour:

We firmly believe in an active partnership between parents and school.

- Praising students for good behaviour (e.g., letters home, notes in homework diaries)
- Broadcasting information about successful events via Student newsletter
- Daily Opening Exercises and Devotions which help to promote good behaviour
- Staff being visible around the school, being seen to be interested in the students and in good self-discipline
- Learning the names of students to let them know they belong
- Displaying examples of good student work
- Rewarding good behaviour as appropriate
- Employing a flexible approach to the curriculum to attempt to meet the needs of all students
- Pleasant school environment
- Adults' role as role models
- Creating calm and orderly movement around the school
- Use of professional and positive language when dealing with students
- Aim for self-discipline. Help students by providing a checklist relating to positive expectations.

Procedures – Strategies for discouraging poor behaviour:

There is a range of strategies used for discouraging poor behaviour.

- Using Corrective Measures and Sanctions as appropriate
- Staff being visible around the school, being seen to be interested in the students and in good self-discipline
- Learning the names of students to let them know they belong.
- Counselling/punishing poor behaviour, not the student but their action



- Pleasant school environment and suitable organisational strategies
- Seeking information and support from students
- Involvement of parents
- Adults as role models (e.g., punctuality, standard of dress etc.)
- Creating calm and orderly movement
- Providing students opportunities to identify undesirable behaviours
- ALL staff will be provided with an opportunity to identify undesirable behaviours through the evaluation and monitoring of this policy
- Daily truancy/late checks and action

In the case of extreme misconduct one or more of the above strategies may be omitted and escalated to the suspension or expulsion stage. In the case of an offence of a sexual nature staff should follow the statutory procedures laid out in the school's Safeguarding and Child Protection Policy.

BEHAVIOURAL EXPECTATIONS OF STUDENTS AT THE VINE CHRISTIAN SCHOOL

“RULE”:

R – RESPECT

U – UNIFORM

L – LOCATION

E – EQUIPMENT

Respect for each other:

- Talk politely and calmly to ALL STAFF.
- Listen to ALL STAFF. Do not interrupt.
- Put your hand up if you want to say something in class.
- Use the words “PLEASE” and “THANK YOU”.
- Talk politely to other students.
- Stand up when visitors enter the room.

Uniform:

The Vine Christian School expects its students to abide by the uniform guidelines set out in the Admissions Pack and to arrive on school premises correctly and smartly presented each day.

Location:

- Enter and leave school carefully - be on the lookout for cars when crossing the car park at the beginning and end of the day and at break time.
- Only use the car park when arriving or leaving the school.
- Walk around the site. Do not run.
- Hold doors open for others.



Equipment:

- Look after your own office and any equipment entrusted to you.
- Respect the school buildings and the school equipment.

MONITORING OF BEHAVIOUR

Monitoring is carried out in formal and informal ways by staff where needed:

- Record of exclusions – Head Teacher and Supervisors
- Comments in homework diaries – Supervisors
- Referral to outside agencies – Head Teacher
- Students' academic projections /progress reports / reviews – Supervisors
- Incident sheets / Logs - Supervisors/Monitors
- Demerits / Corrective Measures - Head Teacher/Supervisors/Monitors
- Sanctions - Head Teacher/Supervisors (depending on the seriousness of the incident)
- Individual Needs Register –Supervisors
- Annual Reports – Head Teacher/School Pastor
- Personal Development Plans - Head Teacher/ Supervisors
- Interviews/'phone calls/letters to parents – Head Teacher/School Pastor/Supervisors
- Registration/'Lates' – Senior Administrator
- Medical information - Senior Administrator
- Direct observation of student behaviour in/out of lessons - Supervisors
- Detention records/ CRs - Supervisors
- Weekly meetings of the Head Teacher/School Pastor and Supervisors will consider behaviour-related issues.

SUPPORT AMONGST STAFF

- Members of staff will work collectively to ensure and maintain the highest standards of behaviour.
- Several staffs will have dealings with a given student or group of students and there will be information available that could prove useful in assisting classroom management.
- A senior member of staff may be invited to visit and observe behaviour management in the classroom, to provide advice and suggestions.
- Management of behaviour requires all staff to have an open attitude and a willingness to take advice. Our collective responsibility to promote good behaviour helps to ensure a consistent approach across the school.



Name of student/students in the school:

I have read and agree with the above document:

Name.....

Signed
Parent/Guardian

Name.....

Signed
Parent/Guardian

Date



ADMINISTRATION OF COMMON MEDICINES TO CHILDREN DURING SCHOOL TIME

Administration of Sun Cream / Paracetamol / Piriton Consent Form

Dear Parent/Carer,

Paracetamol/Calpol and Piriton are the only medicine that the school keeps on hand for general use. We also keep sun cream on hand for surprisingly sunny days, but request that parents please apply sun cream to their own children before bringing them to school on days when sun is forecasted.

For a child to be given the medicine or sun cream, written permission is needed in advance to be held on file at school. All doses will be recorded and a slip sent home notifying you of the dose and time of administration.

Should your child be unwell at school and you would wish an authorised member of staff to be able to administer paracetamol/calpol or piriton to your child (or sun cream on a sunny day) , please fill in this form and return to the school office. Please tick all that apply:

I consent to my child being given Paracetamol/Calpol if considered necessary during the school day. I confirm my child has no known allergies to Paracetamol and/or Calpol.

I consent to my child being given Piriton (for allergy relief) if considered necessary during the school day. I confirm my child has no known allergies to Piriton.

I consent to my child being given sun cream if considered necessary during the school day. I confirm my child has no known allergies to sun cream.

Name of child: _____

Signed: (Parent/Guardian) _____

Name of Parent/Guardian: _____
(block letters please)

Date: _____

This form must be completed and signed by the Parent/Guardian before medicines can be administered.



COMPLAINTS PROCEDURE

INTRODUCTION

The Vine Christian School takes all complaints seriously, with the purpose of reassuring parents and others with an interest in the school that:

- Any complaint against the school will be dealt with in a fair, open and responsive way, with the aim of achieving a speedy and satisfactory resolution.
- The school recognises that a willingness to listen to questions and criticism and to respond positively, can lead to improvements in school practices and provision for pupils.

This procedure has been drawn up using the The Education (Independent School Standards) Regulations, 2014, to ensure that the school deals with the handling of complaints from parents of pupils effectively.

This policy is available to all parents of pupils on our website or from the office.

SCOPE OF THE PROCEDURE

A complaint is defined as a clear statement of dissatisfaction about any specified aspect of the school's work. This procedure deals with specified day-to-day complaints against the management and/or operation of the school which fall outside the scope of the following procedures:

- Complaints which have an alternative statutory avenue of appeal or complaint, i.e. admissions, exclusions, SEN assessments, Section 409 Curriculum Complaints and those covered by the Education (School Records) Regulations 1989.
- Serious complaints which must be dealt with by specific employment procedures e.g. allegations of professional abuse, criminal offences or those that are potentially staff disciplinary issues.

Complainants may be anyone e.g. parents, guardians, grandparents, neighbours of the school or anyone with an interest in the work of the school. However, it is expected that it will be mainly parents or guardians who will make use of this procedure. The term 'parent' is therefore used throughout the procedure as a generic term, but the procedure also applies in relation to any other type of complainant. Informal complaints may be made by telephone, e-mail, in person or be written. Formal complaints should be made in writing, either by e-mail or letter.

Records of all conversations and meetings with parents to resolve formal complaints will be kept.

If necessary, the Governors/Trustees will meet to discuss the complaints, minutes will be taken. To help prevent recurring complaints, copies of correspondence and notes will be kept on file in the school's records, separately from individual pupil records.

If at any stage in the procedure it becomes apparent that the complaint falls outside of this general complaint's procedure, parents will be informed.

There may be rare occasions when, despite all the stages of the procedure having been followed, a parent remains dissatisfied. If the parent seeks to re-open the same issue, the school reserves the right to inform him/her in writing that the procedure has been exhausted and the matter is closed.

All correspondence, statements and records relating to individual complaints will be



kept confidential except where the Secretary of State or a body conducting an inspection under '**section 109, of the 2008 Act**' requests access to them.

STAGE 1: INFORMAL STAGE

- The Complaints Standards state that a Complaints Procedure should "allow for a complaint to be made and considered initially on an informal basis."
- On occasions, a parent may raise a concern directly with school staff without any formality. At this stage, it may be unclear whether the parent is making a complaint, seeking information or has misunderstood a situation. In any event, the school aims to resolve the concern at this point in a speedy and effective way. Records will still be kept of these concerns. (See Appendix 1)
- However, if the concern is not resolved immediately and a complaint is confirmed by the parent, the opportunity to discuss the matter with an appropriate member of staff will be given.
- The member of staff will discuss the issue with the parent and those involved in school, with the aim of resolving the complaint as soon as possible. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take. The matter should be dealt with within 7 school days of the verbal complaint.
- If the informal process has been exhausted and no satisfactory solution has been found, the parent will be asked by the member of staff dealing with the complaint whether he/she wishes the complaint to be considered formally at stage two of this procedure.
- If wishing to proceed with the complaint, the parent will be invited to put the complaint in writing to the Head Teacher. The letter should be sent to the Head Teacher within 7 school days.

STAGE 2: REFERRAL TO THE GOVERNORS/TRUSTEES OR HEAD TEACHER FOR FURTHER INVESTIGATION

- Where the complaint has been addressed by the Head Teacher at stage one, this stage will be heard by the Governors or Trustees. Where another staff member has addressed the complaint at stage one, this stage will be heard by the Head Teacher. (See Appendix 2)
- The Governors or Trustees, Head Teacher will acknowledge the written complaint within 7 school days of receipt and provide an opportunity to meet the parent to discuss the complaint.
- The Governors or Trustees, Head Teacher will investigate the complaint and a written response will normally be made within 14 school days of receipt of the complaint. If this is not possible, a letter will be sent explaining the reason for the delay and providing a revised target date.
- The written response will include full reasons for the conclusions reached by the Governors or Trustees, Head Teacher and what action, if any, the school proposes to take to resolve the matter.
- If the parent remains dissatisfied, he/she will be advised that, to progress the complaint further at Stage 3, he/she must notify the Governors or Trustees in writing within 7 school days, copying the original complaint form.
- The Governors or Trustees will then ensure that the parent is offered the opportunity of taking the complaint to a Complaints Panel at Stage 3 of this Procedure.



STAGE 3: REVIEW BY THE TRUSTEES COMPLAINTS PANEL

- Complaints only rarely reach this level. However, when the need arises, the Complaints Panel (established according to the suggested composition detailed in Appendix 3 attached) will consider complaints at this stage. If the complaint is still not successfully resolved after step one and step two a panel will be set up by the Trustees of at least three persons, one of whom is independent of the management and running of the school, to discuss the complaint.
- A written acknowledgement of the complaint and the request for it to be heard at Stage 3 of the Procedure will be sent to the parent by the Complaints Panel within 5 school days. The letter will inform the parent that the complaint will be heard by the Complaints Panel within 10 school days of receiving the complaint. It will also inform the parent of the right to submit any further documents other than the complaint form and that these must be made available to the Complaints Panel within 5 school days of receipt of the acknowledgement letter. The right to call witnesses to the meeting, subject to the approval of the Complaints Panel and the right of the parent to be accompanied by a companion of her/his choice will also be explained in the letter. The parent has the right to attend and be accompanied at a panel hearing if they wish.
- The Complaints Panel will send a copy of the letter of acknowledgement of the complaint to all the members of the Complaints Panel, the Head Teacher and the School Administrator and request a written report in response to the complaint to the Complaints Panel within 14 days of receipt of the letter. The right to call witnesses, subject to the approval of the Chair, will also be explained.
- The Complaints Panel is free to make its own findings and recommendations prior to the meeting.
- The Complaints Panel will then convene a meeting, having consulted with all parties on convenient times. The date, time and venue for the meeting will then be confirmed at least 14 days in advance.
- The names of all parties and witnesses (if any) to attend the meeting and all relevant documents to be referred to at the meeting will also be provided by the Complaints Panel to: the parent; the Chair of the Trustees, the Head Teacher; and each panel member. This will be provided as soon as possible and, in any event, at least number school days prior to the meeting.

The meeting will be held following the procedures for hearing a complaint detailed in Appendix 4.

A written decision will be sent to the parent and the Complaints Panel, and the Head Teacher within 7 days of the hearing. The letter will explain that the decision of the Complaints Panel is final but that complaints can be taken to the Secretary of State for Education and Skills under the Education Act 1996, claiming:

- A Governing Body is acting or proposing to act unreasonably; or
- The Governing Body has failed to discharge its duties under the Act.

All outcomes and copies of those findings and recommendations are confirmed in writing to both parties in accordance with the Complaints Procedure. This may be via electronic mail or otherwise given to the complainant and, where relevant, the person complained about; and made available for inspection on the school premises by the Chair of Trustees.

Records will be kept on file from the date of the resolution of the complaint plus 6 years, and of whether they are resolved at the preliminary stage or proceed to a panel hearing



in the 'Complaints' folder at the school. All correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act requests access to them.

Policy Adopted by Governors: 7 September 2018 Policy
Reviewed: 6 October 2019
Policy Due for Review: September 2020



APPENDIX 1

Information regarding Informal School Complaint Stage 1:

To be filled in by school staff member who received the informal complaint: Name of person completing form:

Child's Name (to whom issue relates):

Class Supervisor:

Parent/Guardian:

Contact details (including mobile telephone no. if appropriate):

Details of Complaint:

(Please be as specific as possible for example dates, who was involved etc.) Please attach any emails, text messages, etc that you have received:

What was done to resolve the complaint and bring the matter to an acceptable closure for the parents and the school?

Signed: _____

Date: _____

(Staff member)

Please file in the 'Complaints' folder at the school.



APPENDIX 2

Form to notify School of Formal Complaint Stage 2 and/or Stage 3)

Child's Name (to whom issue relates)

Class Supervisor:

Parent/Guardian:

Contact details (including mobile telephone no. if appropriate)

Details of Complaint:

(Please be as specific as possible for example dates, who was involved etc.) Please attach continuation sheet/additional information if you wish:

What would you like to see done to resolve your complaint and bring the matter to an acceptable closure for yourself and the school?

Signed (Parent/Guardian): _____

Date: _____

Please return the completed form to the Head Teacher at the school. Records will be kept on file in the 'Complaints' folder at the school.

APPENDIX 3

Composition of the Governors/Trustees Complaints Panel:

The Governors/Trustees Complaints Panel should consist of two members of the Governors/Trustees and one other member who is independent of the management and running of the school, to discuss the complaint. A Chair of the Complaints Panel should also be appointed. The Governors/Trustees may decide to appoint the three



members annually, together with three reserves, designated in the order in which they would be called upon to stand to ensure that three members will be available to meet within the timescales.

The Governors/Trustees may wish to consider the advantages of having a parent as a member of the panel.

No member of the Complaints Panel should have had prior involvement with the complaint. As the Chair of the Governors/Trustees may be involved at an earlier stage in the procedure (particularly where the complaint is about the Principal/Head Teacher) it may be wise not to include the Chair as a member of the Complaints Panel to avoid any possible reference to the Chair being "tainted".

It is not considered appropriate for the Head Teacher to be a member of the Complaints Panel. The role of the Head Teacher would be to attend the panel hearing to give evidence and s/he may choose to invite staff directly involved in matters raised by the complainant (subject to the approval of the Chair of the Complaints Panel).

APPENDIX 4

Governors/Trustees Complaints Panel Procedures for Hearing the Complaint

Introduction

The aim of the meeting is to resolve the complaint and achieve reconciliation between the school and the parent. The Chair of the Complaints Panel will ensure that the meeting is properly minuted.

Although the meeting will follow the structured order below, given potential sensitivities and anxieties, the Chair will endeavour to ensure that the proceedings are as informal as possible and that all parties are put at their ease. The introduction of new information or witnesses, previously not notified to all parties, would be reason to adjourn the meeting so that everyone has time to consider and respond to the new information.

Order of Meeting:

- The Chair welcomes the parent and his/her companion and introduces the Complaints Panel.
- The Chair explains the purpose of the meeting, the procedure, and that all written evidence has been made available to all parties.
- The parent/companion explains the complaint, calling in witnesses if appropriate.
- The Complaints Panel may question the parent/companion and witnesses.
- The parent and companion retire from the meeting.
- The Chair welcomes the Principal/Head Teacher, or other staff members (where the complaint has been addressed by the any of these persons at stage 2).
- The Chair explains the purpose of the meeting, the procedure, and that all written evidence has been made available to all parties.
- The Head Teacher, or other staff members presents a response to the complaint, including action taken to address the complaint at stage 1 and 2 of the procedure and calling witnesses, if appropriate.
- The Complaints Panel may question the Principal/Head Teacher, or other staff members.
- The Head Teacher, or other staff members retire from the meeting.
- The parent, together with his/her companion, is invited back into the room to make a final statement, and then retires.



- The Head Teacher, or other staff members where applicable, are invited back into the room to make a final statement, and then retire.
- The Complaints Panel considers the complaint, using its own findings and recommendations if appropriate, and reaches a unanimous or majority decision.
- The Complaints Panel also decides what action (if any) to take to resolve the complaint and, if appropriate, recommends changes to ensure similar complaints are not made in future.
- When a decision has been made, the Chair recalls the parent, Head Teacher, or other staff members and each is informed of the outcome and any action to be taken.
- All outcomes and copies copy of those findings and recommendations are confirmed in writing to both parties in accordance with the Complaints Procedure.
- This may be via electronic mail or otherwise given to the complainant and, where relevant, the person complained about; and made available for inspection on the school premises by the proprietor and the Principal/Head Teacher.
- Records Will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing in the 'Complaints' folder at the school.
- All correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act requests access to them.

APPENDIX 5

The following summary of the Complaints Procedure could be included in the Parent Handbook.

SUMMARY OF THE COMPLAINTS PROCEDURE

- Informal - All informal complaints should be made by telephone, e-mail, in person or written to either the Head Teacher via the office.
- The matter should be dealt with within 7 school days of the verbal complaint.
- Formal - If the complaint is not successfully resolved after step one, the complaint should be written or e-mailed to the Head Teacher, again via the office.
- The written complaint will be acknowledged within 7 school days
- The matter should be dealt with within 14 school days of the Head Teacher or the receiving the written complaint.
- Panel - If the complaint is still not successfully resolved after step one and step two, the Governors/trustees must be contacted in writing within 14 school days, copying the original complaint form.
- A panel will be set up by the Chair of Governors/Trustees of at least two persons, one of whom is not a school manager, to discuss the complaint.
- The complaint will be heard by the Complaints Panel within 14 school days of receiving the complaint
- Parents will be allowed to attend the panel. A friend may accompany them.
- The matter should be dealt with within 7 school days of the panel meeting.
- The panel will put its findings and recommendations in writing.
- All parties will get a copy.
- Records will be kept on file and the final level needed to sort the matter, from the date of the resolution of the complaint plus 6 years.
- Confidentiality will be provided for all the above.



CONSENT FORM

PLEASE NOTE: FAILURE TO RETURN THIS FORM WILL MEAN YOUR CHILD WILL NOT BE ABLE TO TAKE PART IN ANY PHOTO SHOOTS OR TRIPS OUT.

Name of Child/ren:

Date: _____

If you agree to the image of your child contained in any photography produced being used in connection with any publicity relating to the school and you agree to allowing your child to participate in all off-site activities, **please tick the boxes below.**

- Permission to go on all school outings that my child/children are eligible to take part in.
- Permission to travel in school bus/staff cars.
- School Photography – individual photos for parental purchase.
- School Photography – class photos for parental purchase.
- Photographs for display around the school.
- The school's official website – photos of events, productions in school, etc.
- The School Prospectus, Admissions Pack, etc.
- The council's newspaper for residents of Wokingham, local and national newspapers or any outside companies that request photographic permission.

We understand that by agreeing to this I/we agree to the child's name being used in any caption or article with the photograph as appropriate.

I/we understand that if and to the extent that any resultant photograph constitutes personal data within the meaning of the current Data Protection legislation my/our consent, operates as consent, on behalf of the child, required by the act but only for the purpose indicated above.

Signed:

—

Date: _____

You may change your preference at any time by completing a new form, available from the school office.

Permission form in line with GDPR.



DRESS CODE

As a Christian school, our aim is to glorify the Lord and we have therefore established a dress code which sets a standard of modesty and smart appearance. We rely on parents to support their children, and school staff, in upholding the standard of the dress code and uniform at all times.

Skirt Length

- In order to maintain standards of modesty, girls' skirts, pinafores or summer dresses should be **knee length** or below.

Shoes

- For all students' shoes should be of a conservative nature, either **plain navy or black**. No platforms, sling backs, or open toes. **ICCE students only** – Optional heel height at back of shoe not to exceed 1.5".

Jewellery / Make-up

- The wearing of jewellery and make-up is strictly forbidden throughout primary and secondary ages for both genders.

Hair

- All long hair should be tied back at all times, **using navy blue, black or white hair ties. Extreme hair styles and colours are strictly forbidden.** Girls who are in the Senior Learning Centre can wear their hair down, however, it is required to be off the face. **All hair is required to be tied back for P.E.**

P.E. Kit

- All students should have the correct P.E. kit which should be carried in a school P.E. bag with logo, or a plain navy or black sports bag.

Ties

- Ties should be tied in a small knot and pulled tightly to the neck with top buttons on shirts done up at all times. **ABC's and Juniors** – Elasticated ties



The Vine Christian School Student Acceptable Use Agreement / E-Safety Rules

You should:

Only access the internet under the direct supervision of a member of staff, and never access the internet when a member of staff is not present in the same room.

- Only access sites which are appropriate for use in school. Personal websites (e.g. Facebook, Instagram, Tumblr) are not appropriate for use in school.
- Be aware that your actions on the Internet can be seen by others.
- Treat others as they would expect to be treated, e.g. show respect and be polite.
- Be aware that information on an Internet website may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Respect copyright and trademarks. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet.
- Always check with a supervisor before taking the following actions:
 - downloading files
 - completing questionnaires or subscription forms
 - opening e-mail attachments

You must not:

- Access chat rooms/personal websites.
- Use or send bad, threatening or annoying language.
- Post anonymous messages or forward chain letters.
- Use school computers for gambling, political purposes or advertising.
- Interfere with another student's work.
- Intentionally waste resources.
- Access or send inappropriate materials such as pornographic, racist or offensive material.
- Access games.

Please note:

- You should always log out when your session has finished.
- All computers will be closely monitored, and staff may review your files and communications to maintain system integrity.
- All Internet activity should be appropriate to your education.
- Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.



The Vine Christian School Senior Student Acceptable Use Agreement / e-Safety Rules

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password.
- I will make sure that all ICT communications with students, 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 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.
- I will not give out any 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.
- I am aware that when I take images of students and/ or staff that I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will always respect the privacy and ownership of others' work on-line.
- 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.
- 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 will not bring a Smart Watch to school because I am not permitted to wear one during the school day.
- I will not sign up to online services until I am old enough to do so.

Signature Date

Full Name (Printed)



The Vine Christian School Parent/Carer Acceptable Use Agreement / Code of Conduct

New technologies have become integral to the lives of children and young people today, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people regarding their on- line behaviour.

The Vine Christian School will do their best to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school’s work.

Permission Form:

Parent / Carers Name:

Student Name:

As the parent / carer of the above student, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

We have discussed this document with..... (Child’s name) know that my son / daughter has signed an Acceptable Use Agreement and we agree to follow the e-Safety rules and to support the safe use of ICT at The Vine Christian School. Where our child is in the Junior school we understand and accept that we have discussed and signed on their behalf to use the internet where applicable.

We know he/she has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they



use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

- I/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community or bring the school name into disrepute.
- I/we will ensure that my/our online activity will not cause the school, staff, students or others distress or bring the school community into disrepute.
- I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube etc., whilst they are underage (13+ years in most cases).
- I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.

I/we agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name (Printed)

Child's Name

Relationship to child

Signature Date

Full Name (Printed)

Child's Name

Relationship to child

Please return this agreement to the school.

Mitford Close
Off Basingstoke Road
Three Mile Cross
Reading RG7 1HF
9th Oct 2019

Re. General Data Protection Regulations
Dear Parents,

Please read the attached Privacy Notice which details how we store and manage your



information; the categories of pupil information that we collect, hold and share; how we use pupil data; our legal grounds for using your information; and other relevant details relating to the GDPR.

If your child is under 12 please read the students' version with them.

What rights you have:

You have rights around the data we keep about you and your children. Such as:

- The right to have a copy of your personal data that we hold
- The right to ask that data is corrected if inaccurate
- The right to ask that data is deleted in certain circumstances, such as when you leave the school
- The right to ask we do not use your data in a certain way
- The right to have a copy of your data in an accessible electronic format so that it can be given to someone else, such as if you move to another school
- The right to complain about any of our use of your data
- The right to have explained if there will be any decision-making, including profiling, using your data and for the reasons behind this to be explained to you.

Please sign and return the notice. A copy will be made and returned to you.

If you have any questions regarding this information, please contact the School office.

Yours sincerely
René Esterhuizen,
Head Teacher



SCHOOL PRIVACY NOTICE – PARENTS/CARERS

Privacy Notice - Data Protection Act 2018

How We Use Pupil Information

We at The Vine Christian School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well our school is doing.

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

- Personal information (such as name, address, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any relevant medical information.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Consent

Your consent to hold this data must be freely given and must be a positive indication of your agreement to your personal data being processed. It will be assumed that you consent.

Our Legal Grounds for Using Your Information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate Interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing educational services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the School. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school fees are due;
- Facilitating the efficient operation of the School; and
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your personal information may be processed for the legitimate interests of others.



For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to René Esterhuizen or Mary Anne Edwards.

Necessary for a Contract

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal Obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital Interests

For example, to prevent someone from being seriously harmed or killed.

Public Interest

The School considers that it is acting in the public interest when providing education.

Special Categories

The School must also comply with an additional condition where it processes special categories of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial Public Interest

The processing is necessary for reasons of substantial public interest.

Vital Interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal Claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical Purposes

This includes medical treatment and the management of healthcare services.

Consent

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to René Esterhuizen, Mary Anne Edwards if you would like to withdraw any consent given.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority Children's



Services and the Department for Education (DfE).

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How Long We Keep Your Information For

We keep your information for as long as we need to, in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

What Decisions Can You Make About Your Information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
- you have a right to complain to the ICO if you think there is a problem with the way the school is handling your data.

Subject Access Requests

In most cases the school will not charge for complying with a request and we will normally respond within one month to comply. Grounds for refusing to comply with a subject access request are manifestly unfounded or excessive requests, which may be charged for or refused, if deemed groundless, extreme, or disproportionate.

Contact

If you would like to discuss anything in this privacy notice, or if you would like to see a copy of the information we hold and share about you then please contact: René Esterhuizen or Mary Anne Edwards.

If you require more information about how the DfE store and use this data, please contact them via: <https://www.gov.uk/contact-dfe>

If your enquiry/complaint relates to Data Protection Act 1998, you can contact the Information Commissioner at:

The Information Commissioner
Wycliffe House
Wilmslow
Cheshire SK9 5AF



Phone: 0303 123 1113

I understand the above information and consent to personal data being used according to the reasons given.

Name of Student: _____

Date: _____

Signed: _____ **(Parent/Carer)**

Please return this notice to the school, a copy will be made for the you to keep



CHILD PROTECTION POLICY

The Governors and Trustees recognise that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse, including extremism and radicalisation. Accordingly, the Governors and Trustees have adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed guidelines relating to the following areas:

- The Prevent Duty
- Definitions of abuse
- Responding to allegations of abuse, including those made against teachers in the school.
- Appointing teachers/assistants
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders
- Safer Recruitment including the level of DBS checks that will be undertaken for volunteers and Trustees

1.THE PREVENT DUTY

From Wednesday 1 July 2015, all schools and childcare providers must have due regard to the need to prevent people being drawn into terrorism.

The Governmental definition of extremism is:

‘Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas’.

Schools and EYFS providers have a critical part to play. In England, the Early Years Foundation Stage (EYFS) accordingly places clear duties on providers to keep children safe and promote their welfare. To protect children in our care, we must be alert to any safeguarding and child protection issues in the child’s life at home or elsewhere.

As a school and EYFS provider, we are expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism.
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements consider the policies and procedures of the local authority, the police and the health service.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist



ideas which can be used to legitimise terrorism.

- Expected to ensure children are safe from terrorist and extremist material when accessing the internet.

The school holds a separate Preventing Extremism and Radicalisation Policy about this.

The full Government Prevent Strategy can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/p_revent-strategy-review.pdf

The full Government Prevent Duty (2015) can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

THE ROLE OF THE CURRICULUM

We will work to ensure that our pupils will be skilled and equipped to be resilient and resist involvement in extreme or radical activities. Therefore, we recognise the need to build resilience in our pupils to make them less vulnerable.

We will therefore provide a broad and balanced curriculum within which we aim to support pupils, Spiritual, Moral, Social and Cultural development (SMSC). SMSC development is promoted through all our subjects, including the ethos of our school where development of positive attitudes and values is central to everything we do.

Values underpinning public life in the UK have been summarised as democracy, the rule of law, individual liberty, mutual respect, and the tolerance of those with different faiths and beliefs. It is important that our pupils understand this through different approaches using a balanced and broad curriculum. This supports our pupils to be responsible citizens and prepares for an adult life living and working in Britain which is diverse and changing.

Our goal is to build mutual respect and understanding and to promote the use of dialogue not violence as a form of conflict resolution.

We will achieve this by using a curriculum that includes:

- Citizenship programmes.
- Open discussion and debate.
- Work on anti-violence and a restorative approach addressed throughout curriculum Focussed educational programmes.

We will also work with local partners, families and communities in our efforts to ensure our school understands and embraces our local context and values in challenging extremist views and to assist in the broadening of our pupil's experiences and horizons. We will help support students who may be vulnerable to such



influences as part of our wider safeguarding responsibilities and where we believe a pupil is being directly affected by extremist materials or influences, we will ensure that that pupil is offered mentoring.



SCHOOL PRIVACY NOTICE – FOR STUDENTS

Privacy Notice - Data Protection Act 2018 How We Use Your Information

We at The Vine Christian School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. **We hold this personal data and use it to:**

support your teaching and learning

monitor and report on your progress

provide appropriate pastoral care

assess how well our school is doing

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

Personal information (such as name, address, and contact details)

Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)

Attendance information (such as sessions attended, number of absences and absence reasons)

Any relevant medical information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing



Consent



Your consent to hold this data must be freely given and must be a positive indication of your agreement to your personal data being processed. It will be assumed that you consent.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to Mrs René Esterhuizen or Mrs Edwards if you would like to withdraw any consent given.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority Children's Services and the Department for Education (DfE).

How Long We Keep Your Information For

We keep your information for as long as we need to, in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.



What Decisions Can You Make About Your Information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.

Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
- you have a right to complain to the ICO if you think there is a problem with the way the school is handling your data.



What rights you have:

You have rights around the data we keep about you. Such as:

- The right to have a copy of your personal data that we hold
- The right to ask that data is corrected if inaccurate
- The right to ask that data is deleted in certain circumstances, such as when you leave the school
- The right to ask we do not use your data in a certain way
- The right to have a copy of your data in an accessible electronic format so that it can be given to someone else, such as if you move to another school
- The right to complain about any of our use of your data
- The right to have explained if there will be any decision-making, including profiling, using your data and for the reasons behind this to be explained to you.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.



SCHOOL PRIVACY & CONSENT NOTICE

PART 1

This privacy notice and consent applies to pupil, parent and staff data held by this school in relation to data held for:

PARENTS/CARER parents' data	<i>tick</i>	PARENTS//CARER pupil data (for under 13-year-old pupils)	<i>tick</i>
PUPIL data (over 13's only old pupils)	<i>tick</i>	STAFF staff data	<i>tick</i>

WHY IS THIS NOTICE BEING SENT?
The General Data Protection Regulations (GDPR) replaced the Data Protection Act 1998 on 25 May 2018. The school is now required to tell all data subjects about the data that is collected about them. This form may also be used to collect certain data. Schools must tell parents, pupils and staff:

- what data is being collected
- what purpose data is used for
- how long we will keep your data
- whom the data is shared with the lawful basis your individual rights under GDPR
- for holding your data

PURPOSE FOR HOLDING DATA
please see Part 2 for a full list of **data the school holds/collects/shares**

WHAT ARE YOU REQUIRED TO DO?
please read this **school privacy & consent notice** carefully
in all cases you will be asked to sign **BOX A** to confirm that you have received this information.
If your consent is required, then **you must** also sign **BOX B** to demonstrate your consent to certain data being held or used.
all signed copies of **Part 1** should be returned to the school administrator as soon as possible.

YOUR CHOICES
You have the right to see the information that we have about you and to get any mistakes corrected. See section **requesting access to your personal data (See Part 3)**.

I, the undersigned, have received this school privacy and consent notice template.

PRINT NAME	SIGNATURE
ON BEHALF OF PUPIL'S NAME (IF UNDER 13)	DATE

I, the undersigned, give permission to the collection and processing of my personal information to the third parties listed in this document

PRINT NAME	SIGNATURE
ON BEHALF OF PUPIL'S NAME (IF UNDER 13)	DATE



DATA THE SCHOOL HOLDS/ COLLECTS /SHARES		PART 2
CATEGORY OF DATA:	Pupil information	
Personal Information (name and address) characteristics (such as ethnicity, language, nationality, country of birth and mode of travel to school). GL Assessment results and A.C.E test results and qualifications. attendance information (such as sessions attended, number of absences and absence reasons). exclusion / behavioural information. special educational needs; and any relevant medical information. any accident/incident of data regarding pupils.		
PURPOSE FOR HOLDING DATA:		
to support pupil learning to monitor and report on pupil progress to provide appropriate pastoral care to assess the quality of our services to comply with the law regarding data sharing to safeguard pupils to comply with the law regarding monitoring and reporting on any accidents/incidents to pupils arising out of or in connection with any school activity		
LAWFUL BASIS ON WHICH THIS DATA IS USED:		
We collect and use personal information in order to meet our legal obligations and legitimate interests set out in GDPR and UK law, including those in relation to the following: <ul style="list-style-type: none">• Article 6 and Article 9 of the GDPR• Education Act 1996• The Education (Information About Individual Pupils) (England) Regulations 2013.		
WHO THIS DATA IS SHARED WITH?		
We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with: Wokingham Council. The Department for Education. Ofsted. The National Pupil Database (managed by the DfE). Robust processes are in place to ensure confidentiality of data is maintained (further information is available via https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information .) Schools that the pupil's attend after leaving us. Health & Safety Executive (HSE) Christian Education Europe		
PERIOD DATA STORED		
Data collected and stored concerning accidents/incidents arising out of or in connection with any school activity is kept until the pupil is aged 21 as the pupil affected by the incident has the legal right to make a claim relating to that incident 3 years after their 18th birthday.		



REQUESTING ACCESS TO YOUR PERSONAL DATA

PART 3

Under GDPR parents/carers, pupils and staff have the right to request access to information about them that the school holds. This is called a **Subject Access Request**. To make a request for your personal information or be given access to your child educational record contact **Mrs René Esterhuizen**.

YOU ALSO HAVE THE RIGHT TO:

enable correction to data for accuracy.
request the deletion or removal of personal data where there is no compelling reason for its continued processing.
object to processing of personal data that is likely to cause, or is causing damage or distress
to obtain and reuse your personal data for your own purposes across different services
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 breach of the Data Protection Regulations

If you have a concern about the way the school are collecting or using your personal data, please raise the concern with the school in the first instance. Alternatively, you can contact the commissioner's officer at <https://ico.org.uk/conerns/>.

If you would like to discuss anything in this privacy and consent notice, please contact *Mrs René Esterhuizen*.



STUDENT OFFICE SUPPLIES

ABC'S, JUNIOR & SENIOR STUDENTS

- 1 blue biro
- 3 HB pencils / or 1 clutch (propelling) pencil and leads
- Pencil sharpener
- Good quality eraser
- 1 long ruler
- 1 short ruler
- Coloured Pencils
- Desk tidy
- Packet of tissues
- Bible (King James or New King James)
- School book bag or rucksack with logo

IN ADDITION:

NURSERY STUDENTS

- spare change of underwear

JUNIOR & SENIOR STUDENTS

- glue stick
- 3 blank notebooks (Rough, English rules, WB words),
- English dictionary.

FOR SENIOR STUDENTS FOLLOWING MATHS PACE 1075 AND ABOVE

- Calculator
- Compass
- Protractor
- Set square

Please note: All pupils are allowed to keep a bottle of drinking water (to be replaced each day) with a sports cap in their office.



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