WOOTTON ACADEMY TRUST

Wootton Upper School & Arts College

NEW INTAKE 2021 - 2022

POLICY BOOKLET

Please read the documents in this booklet before signing the consent forms in the New Intake Pack

The pursuit of excellence

Wootton Academy Trust operates:
Wootton Upper School & Arts College & Kimberley College.
Registered in England & Wales, Company No. 7740758

PRIVACY NOTICE

How we use pupil information

Wootton Academy Trust (WAT) processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From the 25th May 2018 data will be processed under the European General Data Protection Regulation (GDPR).

For what purpose does WAT collect personal 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

On what basis do we collect and handle personal data?

WAT collects and uses pupil information under Article 6 and Article 9 of the European GDPR from 25th May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. WAT also collects and uses data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

The categories of pupil information that WAT collects, holds and shares includes:

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity (Special Category Data), language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information - including internal assessment, national curriculum assessments and external exam results.
- Medical information (Special Category Data)
- Special Needs Information
- Behaviour and exclusions information
- Post 16 Learning information
- Pupil photographs

Collecting pupil information

Whilst the majority of pupil information you provide to WAT is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, WAT will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. This includes the use of photographs for publicity.

Storing pupil data

WAT holds pupil data electronically for 20 years and paper files until the pupil is aged 25. WAT holds Statement/Education Health Care Plan (EHCP) documents until the pupil is aged 30.

Who does WAT share pupil information with?

WAT routinely shares pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)

Other categories of recipients of pupil information include:

- Health and Education professionals
- Communication providers
- Providers who support the tracking of pupil learning
- The multi-agency panel
- Payment and security systems

As well as processing personal data that we collect from you WAT also obtains information from other sources including:

- Previous Schools
- Health Professionals
- Local Authority
- Other educational providers

Aged 14+ qualifications:

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

The Department for Education's Data and Local Authority:

WAT shares pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. WAT is required to share information about its pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on WAT by the DfE (e.g. via the school census) go to:
https://www.gov.uk/education/data-collection-and-censuses-for-schools

For more information about the DfE's data sharing process including the National Pupil Database, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact the DfE: https://www.gov.uk/contact-dfe

Our Pupils Aged 13+:

Once our pupils reach the age of 13, WAT also passes pupil information to our local authority provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Youth Support Services
- Careers Advisers

A Parent/Carer can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+:
WAT will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth Support Services
- Careers Advisers

Sharing pupil information:
WAT does not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data:
Under data protection legislation, parent/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Controller.

You also have the right:

- To be informed of how we use personal data. *This is done though this privacy notice.*
- To have personal data rectified if it is inaccurate or incomplete.
- Of erasure. *This is also known as the right to be forgotten.*
- To data portability.
- To object to processing.

The Information Commissioner's Office [ICO] provides detailed guidelines on the rights of individuals. This can be found on the link below: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

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

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

Data Controller, email: dc@wootton.beds.sch.uk

Data Protection Officer, Mr C Beeden, email: contact@school-dpo.co.uk

Telephone: 01234 767123

Hall End Road
Wootton
Bedford
MK43 9HT

CONSENT FORM

Use of Photographic Images

We take photographs of pupils for identification purposes and to support teaching and learning. We use a third-party photographic company to take official school photographs.

We often take photographs and video footage (images) of pupils and use these images to celebrate the achievements of our pupils, sharing learning objectives across wider platforms and to publicise the wonderful work taking place in our schools and on the many trips, sporting fixtures and extracurricular opportunities available for our pupils.

The images may be used in school displays, in our printed prospectuses, newsletters, websites, social media platforms or included in an external media article.

On occasion, we will invite external media companies to take photographs and video footage of an event or activity which the school is involved with. Pupils who appear in these images will have those images used to publicise the event or activity on media websites, social media platforms or television reports. These images will be stored on media company archives. They may also syndicate the images to other media for possible future use and we will have no control on when, where, if or how they will be used.

To comply with the GDPR 2018, we need your permission before we may photograph or make video recordings of your child to use as stated above. No images of pupils will be used where the Parent/Carer consent has not been obtained. Please check the conditions below, then sign and date the form found in the New Intake booklet and return to the school.

Conditions of use:

- This form is valid indefinitely from the date signed.
- The images we take, or give permission to be taken, will be to show the school and pupils in a positive light.
- We will not reuse images a year after a pupil leaves our school. However, historic images will remain on our school website, in printed prospectuses and newsletters and on social media feeds.
- We will only use images of pupils who are suitably dressed for the activity they are undertaking.
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by external websites or publishers, or for any consequences arising from publication.
- It is understood that websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

ACCEPTABLE USE AGREEMENT
FOR PUPILS

Introduction and Points to Note:
As part of our pupils' learning experience and the development of ICT skills, WAT provides pupils with a computer network account and access to the internet. We believe that the use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world.

Code of Conduct:

1. I **will not** share my passwords with anyone.

2. I **will** only use, move and share securely data/files that I own.

3. I **will** make sure all messages I send are respectful, using appropriate language.

4. I **will not** use my mobile device during lesson time unless I am given permission.

5. I **will** always keep my personal details private (my name, school name and address, home address, any contact numbers, family information, etc.).

6. I **will** only use e-mail accounts that have been approved by my school.

7. I **will not** buy or order goods online without a teacher's permission.

8. I **will** only use, create and share content that is legal.

9. I **understand** that any illegal activity that I conduct on WAT's network may be reported to external agencies.

10. I **will not** install any programs, or store any personal data (e.g. MP3/4, personal images) in my school user area.

11. I **will** respect copyright and the intellectual property rights of others.

12. I **will not** use internet facilities to advertise for personal gain.

13. I **understand** that any of my files may be viewed by ICT WAT staff, and that any files considered inappropriate may be deleted, and that this could lead to further disciplinary procedures.

14. I **will not** interfere with any ICT equipment (e.g. cables, mouse, etc.).

15. I **will** only print final copies of work, unless given permission to do otherwise by a member of staff.

16. I **understand** that WAT may monitor my use of its systems, devices and digital communications.

E-safety:

The following guidelines apply while using WAT equipment and ICT network:

1. I **will not** visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
    a) Any form of extremism
    b) Promoting racial or religious hatred
    c) Any form of pornography
    d) Promoting discrimination of any kind
    e) Promoting violence or bullying
    f) Promoting illegal acts
    g) Breaching any of my school's internet filters
    h) Anything which exposes others to danger
    i) Information that may be offensive to others
    j) Chain letters
    k) Breaches of copyright law
    l) Using personal technology for taking/transferring images of pupils or staff without permission

2. I **will** only visit sites which are appropriate and not blocked by WAT's filtering system, and adhere to the site's terms and conditions. Access to social media accounts (e.g. Facebook, Instagram), video streaming websites (e.g. Netflix) is strictly prohibited without permission from a teacher and a member of WAT's Network Team.

3. I **will** make sure I know where to find and how to use the CEOP [Child Exploitation Online Protection] report abuse button.

4. I **know** that anything I share online may be monitored.

5. I **know** that once I share anything online it is out of my control and can be used or changed by others.

6. I **will** report unsuitable or uncomfortable content, activities or e-mails to a member of staff

Advice:

Both at home and at school WAT advises:

1. You **do not** upload pictures or digital images of yourself or others without a responsible adult's permission.
2. You **only** communicate electronically with people you know or have been approved by school.
3. You **never** meet an online friend or contact without taking a responsible adult that you know with you.
4. You ensure that any social networking profiles you may have are set to private.

Sanctions:

Where the Acceptable Use Agreement has not been followed, the following sanctions will be implemented.

Stage 1

- Formal warning.
- Incident logged on Behaviour System.
- E-mail sent home to parents/carers.

Stage 2

- Internet usage is blocked.
- Consultation takes place between a member of the Network Team and parents/carers.
- Acceptable Use Agreement is re-issued and has to be re-signed.

Stage 3

- Pupil user account is locked.
- A meeting is held between a senior member of staff, year leader, parents/carers and pupil, planning the way forward.
- Further disciplinary procedures may need to be put in place if appropriate.

Note:

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

If applicable, police or local authorities may be involved.

USE OF BIOMETRIC INFORMATION

Wootton Academy Trust (WAT) wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is to enable pupils to use the library, the cashless catering facilities and to access individual pupil printing. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used by WAT:
Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, in WAT's case we use the information from a single fingerprint. WAT would like to take your child's fingerprint and use information from it for the purpose of providing your child with access to the school's library, our cashless catering facilities and personal pupil printing.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. **Please note that an image of your child's fingerprint is not stored** - instead it is the template (i.e. measurements taking from your child's fingerprint) which is used to permit your child to access the services identified.

You should note that the law places specific requirements on schools which use pupils' personal information, such as biometric information, for the purposes of an automated biometric recognition system.

For example:

(a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);

(b) the school must ensure that the information is stored securely;

(c) the school must tell you what it intends to do with the information;

(d) unless the law allows it, the school cannot disclose personal information to another person/ body.

Providing your Consent/Objecting:

In order to be able to use your child's biometric information, the written consent of at least one Parent/Carer is required. However, please note that any consent given by one Parent/Carer will be overridden if the other Parent/Carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you may withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child may object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access school library, the onsite cashless catering facilities or personal pupil printing requirements.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, then his/her biometric data will be securely deleted.

If you give consent to the processing of your child's biometric information, please sign, date and return the consent form and return it to the school.

Further Information and Guidance:

This can be found via the following links:

- Department for Education's 'Protection of Biometric Information of Children in Schools - Advice for proprietors, governing bodies, head teachers, principals and school staff':
  http://www.education.gov.uk/schools/adminandfinance/schooladmin

- ICO guide to data protection for organisations:
  https://ico.org.uk/for-organisations/

- ICO guidance on data protection for education establishments:
  https://ico.org.uk/for-organisations/education/

HOME SCHOOL PUPIL AGREEMENT

Aspiration for all, Belief in ourselves, Opportunity for all

The Pursuit of Excellence – the school commits to the following:

We believe every pupil at Wootton Upper School is capable of excellence and that we are an integral part of supporting and motivating pupils to strive to achieve their talents…….

Learning

- We will always come to lessons prepared to engage pupils in learning and be committed to supporting the progress of all pupils
- We will recognise and praise our pupils' efforts in class and in their homework
- We will seek to engage learners in extra-curricular opportunities that support and motivate
- We commit to our own personal professional development

Aspiration & Opportunity

- Pupils will be encouraged join our Student Leadership Programme
- Pupils will have access to a high-quality Careers Education, Information, Advice and Guidance package throughout their three years at the school

Pastoral Care, Rewards & Consequences

- We will consistently look to reinforce the school values and to encourage pupils to be "ready, respectful and safe"
- We will seek to protect all our pupils from the impact of poor behaviours by insisting on high standards and holding pupils to account for their actions
- We will ensure our Tutors and Year Leaders monitor progress and that teachers aim to ensure all individual needs are met
- We will care about our pupils and their wellbeing
- We will look to recognise and reward excellent attendance, positive Attitude to Learning (ATL) grades, academic progress and participation in school life on a regular basis
- Wherever possible, we will undertake a "restorative conversation" with a pupil as part of any detention that may be issued

Communication

- We believe that through regular communication, a relationship of trust can be created between all three parties in this agreement
- We will hold consultation and information evenings at key points within each academic year
- We will use "Class Charts" to communicate with parents regarding day to day and lesson by lesson achievements or concerns
- We will ask for pupil feedback on how we can best support their needs and improve their learning experiences

The Pursuit of Excellence – parents/carers commit to the following:

I/we believe my/our child is capable of making great personal and academic progress and I/we can play a significant part of this through supporting them in key areas…….

Learning

- I/we will encourage my/our child to participate in extra-curricular activities, trips and Pupil Leadership opportunities
- I understand that homework will be set regularly and will encourage engagement and monitor progress. I understand that this will largely be set on Show my Homework and that I am able to access the Show my Homework "app" in order to support my/our child
- I understand that if homework is regularly not attempted or submitted this is likely to result in an appropriate consequence, often in the form of a detention held within the department

Communication

- I/we will download the "Class Charts" app in order to be able to monitor day to day and lesson by lesson achievements or concerns

Pastoral Care, Attendance, Rewards & Consequences

- I/we will ensure my/our child arrives in school before 8.35 when the school gates are locked. In addition, I/we will not plan family holidays or extended absences during term time
- If my/our child is absent I/we will notify the school before 8.35am on <u>each</u> day of absence and send a letter to explain absence when my/our child returns to school
- I/we will ensure my/our child arrives at school each day in full school uniform. If there is any reason why my/our child is not in full school uniform I will either give them a note to explain or email the appropriate email address
- I/we will ensure my/our child arrives at school fully equipped and prepared each day. If there is any reason why my/our child is not fully equipped I will either give them a note to explain or email the appropriate email address
- I/we will praise my/our child on a daily basis where they have engaged positively and achieved excellent ATL grades. ATL grades that cause concern will also be discussed in an attempt to gain improvements in the future
- I/we understand the school's expectation that all pupils should demonstrate positive behaviour and a good attitude to learning at all times and understand that appropriate sanctions may sometimes need to be applied
- I/we understand I/we will <u>always</u> be given at least 24 hours notice if my/our child receives an after school detention and that this will be communicated via Class Charts. I/we also understand that my/our child <u>cannot</u> be excused from a detention
- I/we will endeavour to attend every Parents Consultation Evening

The Pursuit of Excellence – pupils commit to the following:

Communication

- I will download the Class Charts "app" in order that I can monitor my ATL grades and to make sure I am aware of important messages
- I will speak to my teachers if I need help or if I do not understand something
- If I have lost or forgotten any login or password details for Office 365 (Teams, email etc) or Show my Homework I will ask my tutor to request new login details using the addresses at the bottom of the page

Learning

- I will arrive **ready** to learn i.e. I will be on time, I will be fully equipped
- I will be **respectful** of my fellow pupils/ right to learn and my teachers' right in a respectful workplace i.e. I will not shout out, talk across teachers or peers, waste my teacher's time or behave in any manner which disrupts the learning of my fellow pupils
- **I cannot refuse to attend a lesson or leave a lesson without permission**. Permission may be granted for a brief "time out" outside the classroom but this is always with the intention that I should be able to return to my learning
- I will complete my homework on time and to the best of my ability. If I am unable to complete it, I will contact my teacher to let them know the reason because I understand this is respectful
- I will strive to achieve ATL grades of 3 or higher in every lesson

Pastoral Care, Attendance, Rewards & Consequences

- If I have concerns for me or any other member of the school community, I understand I can use the school's confidential method of reporting concerns that happen either in or outside of lessons
- I will aim for 100% attendance and 100% punctuality and will wear full school uniform every day
- I will abide by the school's behaviour policy and the expected standards of behaviour of any school
- If I am required to complete a break or after-school detention, I understand I cannot be excused and that I will complete work during this detention. I also understand that, wherever possible, I will be asked to engage in a "restorative conversation" with the teacher
- If I receive an ATL1 I will be removed from a lesson. If I get a second ATL1 on the same day I will be withdrawn from lessons and my parents will be contacted to discuss the issue

Ownership, Standards

- I understand that I am responsible for my own behaviour. I will "own" my successes but on occasion might need to "own" and learn from my mistakes
- I will conduct myself in line with the expectations of the school, and within the school behaviour policy at all times. I understand that my conduct reflects on the school at all times
- I will take care of the school environment and equipment in order that other pupils continue to benefit
- I will always act in a **safe** and **respectful** manner and consider how my words and actions might impact on others

WISEPAY ACCOUNTS

Wootton Upper School operates ‘cashless’ catering facilities and, in order for pupils to use the on-site catering, each pupil will have an account through the ‘Wisepay’ system, which allows parents/carers to make on-line payments. Since cash is not accepted, pupils may only purchase items from our on-site catering facilities by using the Wisepay system. Pupils will be able to access funds held in their Wisepay accounts either by using the biometric recognition system or, alternatively, by using their individual PIN number.

Parents/Carers are able to set up accounts for their children by using the Wisepay icon on the School Website. We will email parents/carers of Year 8 pupils later in the summer term to let them know when this facility is available to them.

Once you have set up your account, you will be sent a username and password to gain access to your account. Your child's catering account can be topped up on-line through Wisepay. The account can be topped up weekly, monthly or termly by an amount determined by yourself and you will be able to view what has been spent, and on what items, as well as your remaining balance. We would prefer all payments to be made on-line, which reduces the necessity for handling cash. However, as an alternative, we can process cash payments in the school office. We ask that cash is deposited in a named envelope in the Wisepay box at reception, first thing in the morning, otherwise we cannot guarantee the funds will be available on the same day for use by your child.

Pupils will be able to purchase food with cash for the induction days.

You can also use your Wisepay account to pay for other purchases such as school trips and music lessons. Should you require any further information, please contact Mrs Sampson, WAT Finance Officer.

UNIFORM POLICY

Uniform and Appearance Regulations

At Wootton Upper School we have high expectations of all, in everything we do. This includes personal appearance. Uniform plays an important role in establishing the ethos of a school and at Wootton Upper School we believe that our uniform policy benefits the school in a number of ways:

- It encourages identity with the school and nurtures the notion of community
- It protects pupils from social pressures to dress in a particular way
- It supports discipline and good behaviour and ensures the health and safety of pupils
- It instils a sense of pride in the school
- It promotes more effective teaching and learning

Full co-operation with our dress code enables staff to concentrate their time and effort on teaching and learning. Anyone arriving at school in non-uniform clothing may be sent home to get changed or have the item confiscated. At Wootton Upper School the pupils wear uniform in Years 9 - 11.

In Years 12 and 13 pupils are not required to wear uniform however, there is a dress code which requires the students to dress smartly and appropriately for a professional working environment.

The decision about what is and is not acceptable will always remain with the school.

Pupil Responsibility:

- We expect pupils at Wootton Upper School to adhere to the school uniform policy
- To recognize that it is the public face of Wootton Upper School and that it should be worn correctly and with pride
- To appreciate that uniform infringements will result in a verbal reminder and continued non-compliance will result in a sanction
- Items of clothing that do not follow the uniform policy may be confiscated

Parental/Carer Responsibility:

- We welcome parental support in the purchase of items of clothing that follow the uniform guidelines
- To ensure all items of clothing are clearly marked with your son/daughter's name
- That a note is written in the planner if there is a problem concerning uniform
- To remind pupils as they leave home of the uniform code and encourage their cooperation

Tutor Responsibility:

- To ensure that all pupils leave tutor bases appropriately dressed
- To remind pupils that their top buttons must be fastened and ties worn correctly
- Pupils must be wearing their jumpers and if appropriate blazers
- Pupils must be wearing the correct footwear
- Continued non-compliance with uniform policy is reported to the Student Centre

Class/Subject Teacher responsibilities:

- To ensure pupils arrive and enter your classroom appropriately dressed
- To ensure that pupils leave your classroom appropriately dressed

All Staff Responsibilities:

- To regularly speak to pupils when their uniform is not as it should be around school
- To remind and encourage pupils to wear the school uniform correctly.

Pastoral Leader Responsibilities:

- To speak to pupils in their Year group about the expectations for standards of dress. This may be done through assembly
- To challenge pupils who dress inappropriately
- To contact parents/carers if there is non-compliance about uniform
- To send the pupil home to find/collect the correct item of uniform
- To support the pupil if there is financial hardship that prevents the pupil from following the uniform policy
- To issue sanctions for non-compliance
- To support the form tutor in the enforcement of the uniform policy

Leadership Responsibilities:

- To support staff in the implementation of the school's uniform policy
- To challenge pupils who dress inappropriately and issue an appropriate sanction for non-compliance

Wootton Upper School will carefully consider any request that is made to vary the policy to meet the needs of an individual pupil. This may be to accommodate their religious belief or any temporary or permanent medical conditions, in order to avoid breaches of disability discrimination legislation.

The Head of School, or person authorised by the Executive Principal, has the right to send a pupil home, briefly, to put on the correct uniform or otherwise adjust their appearance in line with the school's uniform policy. The school must first inform the pupil's parents/carers and consider factors such as the pupil's age, vulnerability, availability of the parent and how easily the breach can be remedied. When this is done it will constitute an authorised absence.

The school has the right to exclude a pupil for uniform offences, even where they do not otherwise display poor behaviour. This will happen where the breaches of the school's uniform policy are persistent and defiant. However, every consideration will be given to the particular circumstances of individual cases.

GENERAL

Make up:

Make up may be worn for school but it must be discrete and in keeping with a working environment. Nails should not be of a length that prohibits writing and other school activities such as practical work.

Jewellery:

Pupils may wear a watch and one small pair of stud earrings. In addition, one necklace, one ring and one bracelet are allowed. Pupils are expected to remove earrings which hang below the ear or when they are inappropriate. Other items of jewellery are not permitted when in school. This includes stretchers and other facial piercings.

Tattoos are not permitted. Pupils will be asked to remove jewellery that breaks this rule. If they continue to wear them they will be confiscated and returned to the pupil at the end of the day.

Hairstyles:

Pupils' hairstyles should be neat and practical for school and should be a natural hair colour. Extremes of style, patterns and tracks will not be permitted. This includes complete shaving of one side of hair and dip dyeing the hair.

Bags/Briefcases:

All pupils will need a bag of a suitable size to carry A4 books or folders and must be equipped with basic items such as pens, pencils, a ruler, an eraser and either coloured pencils or felt tip pens, calculator, protractor and a pair of compasses.

Protective Clothing:

Protective clothing for Engineering and Design and Technology and Food Technology will be provided in school. Goggles will be provided in Science lessons for practical experiments. Protective clothing for Art and Creative Design should be provided by the pupil.

All items of clothing and personal property should be marked clearly with the owner's name and pupils must take responsibility for their own possessions.

The school has no insurance cover for loss or damage to personal property.

Staff Dress Code:

We set the example for the pupils. We must remember that school is a place of work and we are preparing students for the workplace.

The expectation is that staff wear smart, professional clothing for teaching and parental meetings.

If there are any queries relating to transition, please email: y9transition@wootton.beds.sch.uk