Welcome to Cockermouth School

A practical guide for parents

Contents

Please note, there is a separate booklet alongside this one entitled *Welcome to Cockermouth School: Data collection, parental consent & order forms*, which contains all the forms you and your child need to complete before admission; these should be returned to Cockermouth School before 30 June 2020 if possible and can be done in the following ways:

- Download the forms from our website, complete electronically or manually and return via email to dataoffice@cockermouthschool.org stating the name of your child clearly in the email. *Please note that, whilst the Cockermouth School email server is secure, we cannot be responsible for the security of your own email server when sending sensitive information to us.* If you use this method, you may wish to password-protect the document before sending; we recommend you use a combinate of your child's initials and date of birth (e.g. **ABC_00-00-0000**) as we already have this information on file.
- Download the forms, print a copy, complete by hand and post to:

    The Data Office
    Cockermouth School
    Castlegate Drive
    Cockermouth
    CA13 9HF

If you are unable to complete the forms using any of these methods, please contact us on dataoffice@cockermouthschool.org and we will arrange an alternative.

1 | Welcome and Introduction

A MESSAGE FROM THE HEAD OF YEAR 7

Welcome and congratulations on receiving a place at Cockermouth School. The transition from primary to secondary school is one of the most important steps during a young person's school experience. It can offer many challenges during which students will require additional guidance and support. These challenges could be anything from finding their way around the school building, to making new friends, to organising themselves to be prepared for the school day. I am very proud to be able to lead a dedicated and experienced Year 7 tutor team, who are determined to ease this transition for our new students and offer sound advice to overcome these worries.

Hopefully, this booklet will give you and your child a taste of what to expect at Cockermouth School, so that your child feels more knowledgeable when attending in September. We hope that the information provided will help your child in achieving independence, self-reliance and good organisational skills in the early days of the new term. If you have any questions in the meantime, then please do not hesitate to contact me on foxa@cockermouthschool.org.
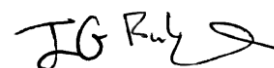
Mrs A Fox
Head of Year 7

A MESSAGE FROM THE DIRECTOR OF PASTORAL SUPPORT – YEAR 7 & PRIMARY LIAISON

We would like to take this opportunity to welcome both you and your child to Cockermouth School. Whether you have been through this process before, or if this is your first connection with the school, your support is both greatly appreciated and vital in helping your child both settle and develop in their time at the school.

We fully appreciate that this is an exciting but anxious time for everyone involved. Let me assure you that the Year 7 team, led by myself and Mrs Fox (Head of Year 7) and supported by a team of experienced form tutors, will be working hard to make the transition from primary to secondary school successful.

A key part of my role is also to set the standards and expectations that will allow your child to maximise their potential at Cockermouth School. We look forward to working with you, to ensure that your child has a positive start and understands what they need to do to achieve their very best in this next step in their educational journey.

Mr I Routledge
Director of Pastoral Support – Year 7 & Primary Liaison

2020/21 Term Dates: Cockermouth School			
Please note that due to the current uncertainty, the term dates below are for indicative purposes only. We will communicate separately to clarify the arrangements for Year 7 students from September 2020.			
Term	*Starts*	*Finishes*	*Half Term*
Autumn	Wednesday 2 September 2020	Friday 18 December 2020	26-30 October 2020
Spring	Tuesday 5 January 2021	Thursday 1 April 2021	15-19 February 2021
Summer	Monday 19 April 2021	Friday 16 July 2021	31 May to 4 June 2021
• Good Friday – 2 April, Easter Sunday – 4 April, Easter Monday – 5 April • Early May Bank Holiday – Monday 3 May			

ADDITIONAL MESSAGE FROM MR ROUTLEDGE:

Given the unprecedented situation that has been caused globally by the Coronavirus, this document has been collated at a time of great uncertainty. We hope that it provides some useful information, but we are aware that it may not answer all of the questions that you have.

It is likely that there will be some significant disruption to our usual intake processes and that we may not be able to offer our students or their parents the same level of face-to-face contact in the weeks ahead. However, as a school, we are fully committed to doing all that we can to support our students and their families through this challenging time.

Please continue to visit our school website, where we will provide regular updates and information in the Year 6 Intake Information section.

In the meantime, if you have any specific questions around the transition process, then please contact me directly by email on routledgei@cockermouthschool.org.

We look forward to welcoming you to Cockermouth School.

You can be sure that your child will be supported in the months ahead and that we will work together to ensure that all of our students have a smooth transition and a successful introduction to our school.

Mr I Routledge
Director of Pastoral Support – Year 7 & Primary Liaison

2 | Primary to Secondary Transition

DIFFERENCES:

- The number of staff working with your child will be considerable, in and out of the classroom.

- The size of the building is much bigger and the students will need to move independently around it between lessons.

- The day-to-day routine will be structured around a two-week timetable.

- Children will study new subjects such as Drama, Food & Nutrition, Technology, etc.

- Many students will need to travel further; for some this will involve the use of a school bus or public transport.

SIMILARITIES:

- The majority of lessons are classroom-based.

- Clear expectations are given to students with regard to behaviour, both inside and outside the classroom.

- Students are expected to work hard and to do their best at all times.

- Many of the same lessons will be included in the two-week timetable.

- There is a morning break and lunchtime, which will be supervised free time.

- Students are encouraged to organise themselves for each school day with the correct equipment and lunch money for revaluation units (until sQuid accounts are set up).

- There will be extra-curricular activities (both during the school day and after school) in which students will be encouraged to be involved.

3 | Helping Your Child to be Organised

TIMETABLE

We run a two-week timetable at Cockermouth School, and the school day consists of six 55-minute periods as follows:

8:40 am	Registration and Assembly
8:55 am	Period 1
9:50 am	Period 2
10:45 am	Morning Break
11:00 am	Period 3
11:55 am	Period 4
12:50 pm	Lunchtime
1:40 pm	Period 5
2:35 pm	Period 6
3:30 pm	End of School

It would be advisable to send your child with a healthy snack to eat during morning break as lunchtime is rather later than at primary school. For further information on lunch, please see section 10, Food in School, on page 31.

Each student is provided with a timetable at the beginning of the school year, similar to the sample below (your child's timetable is also available on our virtual learning environment [VLE], Firefly, more of which on page 10):

Timetable – Smith, Alex 07AB
As at 01/09/2018

	1	2	3	4	5	6
1Mon	English CQU S8	German DEL F7	Art NMC T5	PE JCH CHG	Design Technology EPA T4	Maths GMO N2
1Tue	Maths GMO N2	Spanish JPI F8	History SAS E7	Science RSM G8	English CQU S8	Music MUL N12
1Wed	Science RSM G8	German DEL F7	Food & Nutrition CBL T8	Maths GMO N2	Computer Science WBO G2	English CQU S8
1Thu	Geography JLY F4	Drama JMO G17	Science RSM G8	PE JCH CHG	English CQU S8	Computer Science WBO G2
1Fri	Personal Dev AME N15	Maths GMO N2	English CQU S8	Music MUL N12	Geography JLY F4	Science RSM G8
2Mon	PE JCH CHG	Drama JMO G17	Art NMC T5	History SAS E7	Maths GMO N2	Science RSM G8
2Tue	Design Technology EPA T4	Spanish JPI F8	Personal Dev AME N15	Science RSM G8	History SAS E7	Maths GMO N2
2Wed	English CQU S8	Personal Dev AME N15	Music MUL N12	Science RSM G8	Spanish JPI F8	Drama JMO G17
2Thu	Maths GMO N2	Science RSM G8	Computer Science WBO G2	English CQU S8	German DEL F7	Art NMC T5
2Fri	Maths GMO N2	PE JCH CHG	Food & Nutrition CBL T8	Geography JLY F4	English CQU S8	Science RSM G8

BASIC EQUIPMENT

Please ensure that your child brings the correct equipment to school. Here is a list of what they should have with them:

- **Pencil case** – pen, pencil, eraser, sharpener, coloured pens or pencils, ruler, maths equipment (protractor, compass, calculator – a calculator can be ordered from the Maths Department, see page 7). A glue stick may also be useful. The Design Technology would prefer coloured pencils rather than felt tips as they are more appropriate for the work they will be doing.
- **School bag** – with the correct books for that day and PE kit if needed. Preferably a waterproof rucksack with two shoulder straps to prevent possible back problems in the future. Although students are offered the chance to have use of a locker, in which equipment, books etc can be

stored temporarily, there is still the need to carry items around school and, at times, these could be quite heavy.

- A stock of lined/plain paper and plastic wallets can be kept at home.

Try to make sure that your child has access to a desk or table at home on which to work, and suitable storage space for books and equipment that are not needed in school every day. An A4 plastic folder can be useful for carrying homework to and from school.

We have previously offered stationery packs that could be purchased through Cockermouth School and we hope to resume this service in the new academic year. These include the following items:

- Clear plastic pencil case
- 2 x HB pencils
- 2 x 2B pencils
- 2 x black ballpoint pens
- 2 x blue ballpoint pens
- 2 x red ballpoint pens
- 1 x 15cm ruler
- 2 x erasers

- 1 x metal pencil sharpener
- 1 x 40g Pritt stick
- 1 x pack of soft Lakeland pencil crayons
- 1 x highlighter
- 1 x protractor
- 1 x compass
- 1 x black Sharpie pen for DT

This list is not exhaustive, nor do we suggest that all of these items are essential. It is simply intended to provide some guidance as to the kind of items that we would recommend are within our students' pencil cases.

A stationery shop is available every day in the library during school hours when all of these items, and more, are on sale to students.

MATHS CALCULATOR

The Maths Department also offers an ordering service for a suitable maths calculator. All staff in the Department use the CASIO FX83, and have a projector version that allows them to demonstrate the efficient and correct use of a calculator to students. Because we order in bulk, the cost is lower than is available in shops. Letters will be sent out early in the autumn term to all Year 7 students, which will allow them to place an order through the school. For further information, please contact Mr G Moore – Director of Maths, mooreg@cockermouthschool.org.

HOMEWORK

Homework is an important part of school routine; it enables better use to be made of teacher time in the classroom and encourages independent learning skills in students – skills that will become increasingly important as they go through their lives in the modern world. Parental support and co-operation is very important in establishing and sustaining good homework habits.

Homework is set via Firefly, our virtual learning environment (VLE), to which all students and their parents have access; for further information, see section 6, page 10. Homework should not take longer than an hour in total per night in Year 7 and may involve a range of tasks including revision for forthcoming tests, written assignments, reading, completion of classwork, consolidation of classwork and individual research. It is important that a child has a quiet place to study, and experience suggests that a regular routine on arriving home from school helps in promoting good homework habits.

Parental assistance with homework tasks can be helpful but remember, a main purpose of homework is to give a student the challenge to complete a task individually; if the homework set is regularly beyond the ability of a student, or is taking more than the recommended time, this should be brought to the school's attention so that homework can be adjusted accordingly.

4 | Positive Support

Positive support is extremely valuable during the intake process and in the early days of September.

REASSURANCE:

- Listen to your child's worries
- Try to understand their concerns and affirm your support along with the form tutor on a daily basis
- After a few days' map reading and being guided, they will soon find their own way around
- Discuss daily events – this is an exciting and somewhat anxious time for new students
- Encourage friends, old and new, to visit out of school to reinforce links.

PRAISE:

- Provide lots of verbal encouragement pre- and post-school
- When your child is discussing school, re-affirm your positivity
- Rewards can be most welcome at the end of a long day or week.

CONTACT WITH SCHOOL

Parents are welcome to contact the school at any time. Please let us know early if your child has a problem – once we know about an issue, we can take appropriate action. If you need to contact school about any concerns you may have, the following steps should be followed, moving onto the next step if the problem remains unresolved:

- email your child's form tutor – send an email for the attention of your child's form tutor to reception@cockermouthschool.org, who will forward the message to the relevant member of staff;
- telephone, leave a message or write a note for your child's form tutor;
- make an appointment at a mutually convenient time.

PARENTS' EVENINGS

Two parents' evenings for Year 7 will be held during the academic year, a settling-in meeting with your child's form tutor (provisionally Tuesday 20 October 2020) and a meeting with subject teachers (date will be confirmed in the Autumn Term). The settling-in meeting will provide you with the opportunity to discuss your child's transition into Cockermouth School. It will allow you to ask any questions that you may have and will provide some invaluable information on your child's progress in the first few weeks.

The parents' evening will give you the chance to have an appointment with a teacher for each subject that your child studies. The member of staff will be able to give you an update on the academic progress that your child has made and provide some guidance on the additional steps that they can take to progress further.

Parents can also expect to receive three progress reports during Year 7, one at the settling-in meeting and one each in the spring and summer terms.

YEAR 7 PASTORAL TEAM:

Mr I Routledge ....Director of Pastoral Support - Year 7 & Primary Liaison

Mrs A Fox ....Head of Year 7

Form Tutors:

07JCH	Mr J Charters	07JBI/HSA	Mrs J Bishop/ Mrs H Sale
07TCA	Mr T Carruthers	07MMU	Mrs M Murray
07SKI	Mrs S King	07JPI	Mrs J Pickavance
07REL	Mr R Ellis	07AML	Mrs A Millne

Please note that the tutor team is provisional and subject to change.

5 | Behaviour: Rewards & Sanctions

REWARDS

At Cockermouth School we are keen to reward our students when they do things well. We have introduced a system where the students can receive positive points when they get things right. At the end of each term we have praise assemblies where some students in each year group receive Gold, Silver and Bronze awards based on the number of points that they have received over the term. Parents will also be informed that their child has received an award in the following ways:

- Bronze Award – text message
- Silver Award – email
- Gold Award – letter

We also reward consistently good performance with recognition at our annual Awards' Evenings.

CONSEQUENCES

At Cockermouth School we ask all members of our school community to treat each other with respect and we share with our students clear expectations over the way that they should behave and respond to others.

We are determined to ensure that student behaviour is impeccable, both inside and outside of the classroom, and, as a result of this, students will receive consequences if they fall short of this expectation.

At social times, students will be challenged if their behaviour is deemed to be inappropriate. Initially they will have some of their social time removed and, if this behaviour continues, then the consequence will increase and contact with home will be made.

In lesson time, students will be warned if their behaviour is inappropriate by the class teacher. If their behaviour continues to be a concern, then they will receive a behaviour point and the teacher will speak to them about their behaviour. If this still does not result in an appropriate response, then the student will be placed in an after-school detention. Further poor behaviour will lead to increased consequences.

If students make poor decisions and respond inappropriately, then it is important that consequences are applied consistently.

As parents, we ask that you continue to remind your children about the importance of excellent behaviour. If you are contacted by the school with regard to a consequence for your child's poor behaviour, then your support is both appreciated and invaluable.

By working together we can achieve impeccable behaviour in Cockermouth School, which is of benefit to all members of our school community.

For more information on the school's Behaviour Policy, please contact:

- Mr I Routledge, Director of Pastoral Support – Year 7 & Primary Liaison, 01900 898888, routledgei@cockermouthschool.org

6 | Parental Engagement & Communication

FIREFLY

What is Firefly?

Firefly is Cockermouth School's virtual learning environment (VLE): a password-protected area where students can access a range of Teaching and Learning resources and homework tasks. It can be accessed on any device: PC; Mac; tablet (iPad and Android); and mobile phone (Windows, iOS and Android) via the address https://cockermouth.fireflycloud.net.

A 'student planner' App is also available via the app store/play store, and students can access their personal timetable, homework tasks and messages using this.

Parent Portal

Within Firefly, you can access the school's parent portal, where you will be able to see up-to-date information about your child(ren) and also be kept informed of relevant school information that we hope you will find useful. On the portal, you will be able to see:

- Your child's timetable
- Attendance
- Behaviour points awarded (rewards and sanctions)
- Homework and marks
- Progress Reports
- Important messages

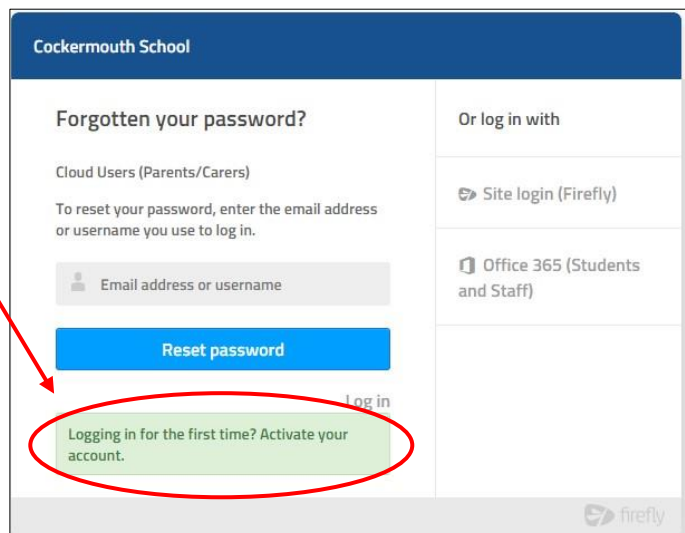Other school information is also available, including:

- School policies
- Term dates
- Letters home

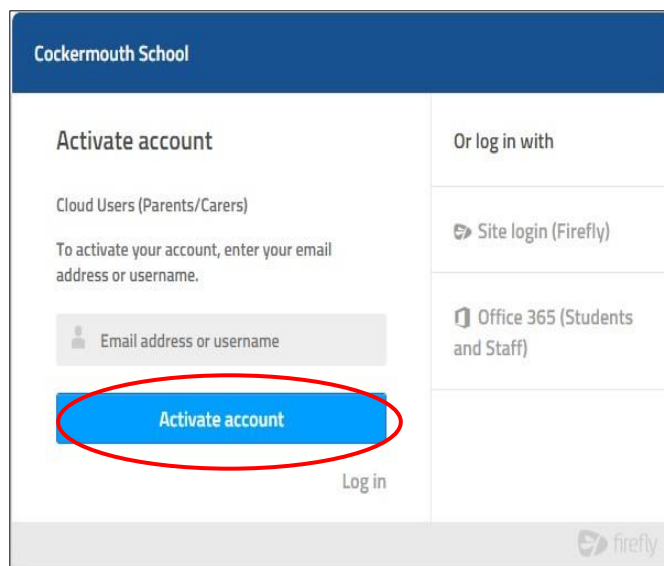## Setting up your Firefly Account

You can only activate an account if you have a child on roll at Cockermouth School (in the case of new Year 7 students, this will be in September), and if you have provided us with an email address.

Step 1: In your web browser go to: https://cockermouth.fireflycloud.net

Step 2: Select the **Logging in for the first time**… link at the bottom of the window. The Activate Account window will show

Step 3: On the **Activate Account** screen (below) enter the email address you have provided to school via the Data Collection Sheet (see section 9) then click *Activate Account*. This will send an email to the address you have entered with a link to allow you to set a Firefly password and complete the account setup.

Once setup and logged in, you will be able to access your child's profile, attendance, behaviour, tasks and timetable details.

Firefly Parents Mobile App

A Firefly Parents App is available for both Android and IOS devices. You can set up your Firefly account in a similar fashion to the web version, but you must enter the school code: **COCKERMOUTH** when accessing the app for the first time.

Firefly Help
Further help of the use of Firefly can be found via a link on the Dashboard, or go to: https://helpcentre.fireflylearning.com/parents

You can also contact our own IT Support by emailing:

- fireflyhelp@cockermouthschool.org

7 | Attendance

At Cockermouth School we are working to ensure that all of our students achieve excellent levels of attendance. Attendance above 95% is the norm in our school, and we encourage our students to be in school on every day where it is possible. If students achieve these levels of attendance, then they will be praised and, on occasions, rewarded. However, if a student's attendance drops below 90%, then it will be closely monitored and there will be communication with home about the reasons behind this absence. At this stage, it is vital that you engage with the school and work with us to ensure that the level of attendance increases as we move forward.

The reason that we monitor attendance so closely is that we believe that excellent levels of attendance are the cornerstone of high educational achievement, and parents are legally responsible for ensuring that their children attend and stay at school on a daily basis.

Every absence has to be classified by Cockermouth School as **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Types of absence that are likely to be authorised are illness or emergencies. Medical or dental appointments will be authorised, although these should be organised outside of school hours wherever possible. Medical evidence may also be required.

Other types of absence are likely to be unauthorised.

Cockermouth School can, if needed, change an authorised absence to an unauthorised absence and vice-versa if new information is presented. Any changes will be communicated to parents/carers.

Parents are expected to notify Cockermouth School on the first day if their child is unable to attend for any unavoidable reason, such as illness. Parents are requested to inform the school before 08:30 if their child is too unwell to attend school:

- telephone reception on 01900 898888 or our Student Welfare Manager, Mrs G Todhunter, on 01900 898877 and leave a message, giving your child's full name, form group and reason for absence (a telephone answering machine is in operation before 8am);
- send an explanatory note with your child on their return to school.

If the school does not receive notification, it will text/telephone on the first day of absence to try to ascertain the reason. First day contact will be carried out as early as possible in the school day in order to notify parents as quickly as possible that their child is not in school.

A record of attendance is kept for the whole of your child's school life and will be used by their Head of Year when references are requested by prospective employers, colleges and universities.

HOLIDAYS

All students are encouraged to attend school every day of the 190 days that school is open.

As a school, we prioritise teaching and learning, therefore, in accordance with national guidelines, Cockermouth School does not authorise holidays during term time. Permission, however, may be sought and may be granted in exceptional circumstances. A request for such absence should be made in writing to the Headteacher/Head of School.

PERSISTENT ABSENTEEISM AND THE LOCAL AUTHORITY

All students who have attendance below 90% (at any time throughout the school year) will be regarded as persistent absentees. As such, their attendance will be tracked and interventions will be made to try to ensure that their attendance returns to a level in excess of 90% as soon as is possible.

The school will work with parents/carers and will offer the necessary support; however, if the pattern continues then the student will move through a stepped process.

If attendance concerns persist then Cockermouth School will make a referral to the Local Authority.

For students whose attendance fails to improve, after a range of interventions and support measures have been tried by Cockermouth School, the ultimate consequences may be a penalty notice and fine issued by the Inclusion Officer for Attendance.

For Attendance issues, please contact:

- General enquiries – Mrs G Todhunter, Student Welfare Manager, 01900 898877, todhunterg@cockermouthschool.org
- Complex issues – Mr I Routledge, Director of Pastoral Support – Year 7 & Primary Liaison, 01900 898888, routledgei@cockermouthschool.org
- LA Inclusion Officer for Attendance – Mrs J Topping on 07901 515615.

- **Department for Education website:**
  www.education.gov.uk/schools/pupilsupport/behaviour/attendance

8 | Student Data Collection

Please Note: this section also relates to the booklet entitled *Welcome to Cockermouth School: Data collection, parental consent & order forms.* This accompanying booklet should be completed and returned to school using any of the methods mentioned on page 2 before Friday 10 July 2020.

DATA PROTECTION AND PRIVACY

The school is required to keep information about your child on its database and, under terms of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), we have a duty to ensure that this information is correct and up-to-date, and that we have a legal basis for processing the data. We take our responsibilities with regard to the protection of all personal data very seriously at Cockermouth School and, in order to comply with the new Act, we have amended all of our consent forms to be opt-in rather than opt-out. For further information on the school's Data Protection Policy (and all other school policies), please go to www.cockermouthschool.org/about-us/policies.

All information provided by you is held on a secure, password-protected computer system and can only be accessed by school staff with the relevant permissions. The school is required to share some data with the Department for Education (DfE), which, in turn, may be shared with the Local Authority. For details of other third parties with whom we share data, please see the Privacy Notice section on page 20.

STUDENT PERSONAL DETAILS

It is important that we have the correct student information and emergency contact details on our database so that you (or your delegated contact) can be contacted as quickly as possible should the need arise whilst your child is in school.

You will also receive the booklet mentioned above, which, amongst others, includes the following data collection and consent documents:
- Student Data Collection Sheet
- Student Medical Information
- Parental Consent to Carry/Administer Medication
- Parental & Student Declaration & Consent Form (Internet Acceptable Use, Biometric Data, Educational Visits, Youth Support Services Agreement, Images consent)

The **Student Data Collection Sheet** will contain some of the basic information we have received from your child's primary school or from the Local Authority admissions' department. Please check this information carefully and amend or add any missing details where necessary. All those with parental responsibility for the child should be listed as contacts (including parents, carers and social workers) regardless of home circumstances; we can only remove parental contacts if a court order has been issued that removes the parental rights of that contact. You can also add the details of any other persons who can be contacted during school hours in the event of an emergency, such as grandparents, other relatives, neighbours etc (a maximum of four contacts in total if possible). All contacts should be listed in the order in which you would like them to be contacted should an emergency occur. Consent should be sought from all contacts before you add their personal details to the data sheet.

The **Student Medical Information** form should be completed by you and includes doctor's surgery and telephone number, any medical conditions of which the school should be aware, and details of any prescribed medication carried by your child in school (such as epipens, inhalers or oral medicines). If your child intends to carry medication in school, you should also complete the Parental Consent to Carry/Administer Medication form. Depending on the nature of any medical conditions, you may be asked to complete an **Individual Health Care Plan** for your child; the Head of Year will contact you in due course if this is the case.

CHANGES TO STUDENT DETAILS

Once your child has started at Cockermouth School, it is important that any changes to details are passed on to us as quickly as possible, especially changes of address and contact telephone numbers, as incorrect

information may prevent us from being able to contact you in an emergency. There are several ways you can do this:

- Complete a contact form on Firefly (see page 10);
- Send in a letter with the amended details and your child's name and form group addressed to the Data Assistant, c/o Cockermouth School;
- Request a 'Change of Student Details' form from Reception, the Admin Office or the Data Office;
- Send an email to dataoffice@cockermouthschool.org;

If any changes to details are as a result of a family split (especially address changes) it would be helpful for us to be aware of this.

ELECTRONIC COMMUNICATION

As part of our commitment to the *Reduce, Reuse, Recycle* ethos, we send all whole-school information home to parents via email or Firefly where possible. This not only reduces paper usage (helping to protect the environment) but also significantly reduces printing costs. With this in mind, could you please enter an appropriate (i.e. parent or carer) email address in the space provided on the Student Data Collection Sheet that we can use as a primary email address (if parents share the same email address, enter this for one contact only). If you are unable to receive emails, please indicate on the sheet and we will continue to send paper copies of all relevant communications. We also ask that you supply a mobile telephone number in the relevant section so that text messaging can be used where appropriate (school closure, cancellation of fixtures/trips, attendance issues etc).

SCHOOL PHOTOGRAPHS

The school invites an official photographer (Tempest) to come into school once a year to take photographs of our students. This serves two purposes: we attach an electronic copy of the photo to the student's personal details on our school database; and photo packs are also available for parents to purchase. This year, the photographer will be in school to photograph our Year 7 students on the first day of term on Wednesday 2 September 2020. You will receive a letter giving instructions on how to order packs, together with the photo proofs, during the first week of the Autumn Term.

Use of Photographic Images: We may also take photos or videos of students during the course of a lesson as a teaching and learning tool, or during an event, educational visit or sporting activity to use in school displays or for marketing/school publicity purposes. Whilst we do not need consent to use student personal data (including images and video recordings) for educational purposes or for displays inside school, we do need consent to use personal data for marketing or promotional purposes in the wider community. More information on this can be found in our Privacy Notice on 24; the relevant consent form can be found in the accompanying booklet.

For all data collection issues and changes to student and contact details, please contact:

- Mrs A Moffat, Data Manager, 01900 898888
- Mrs L Neyliss, Admin Assistant, 01900 898888
- dataoffice@cockermouthschool.org

BIOMETRIC CASHLESS CATERING AND LIBRARY MANAGEMENT SYSTEM

Cockermouth School uses a voluntary biometric recognition system for administration functions for cashless catering and library management. We find this provides us with a number of very significant benefits including:

- Students do not have to remember a PIN or to bring a card;
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs;
- Reduction in the need for cash handling;
- Reduction in queuing time.

In order to comply with the provisions of the Protection of Freedoms Act 2012, we need written permission from a parent/carer in order for students to use the biometric system. Please complete the relevant slip in the accompanying booklet. Alternatively, consent can be emailed to dataoffice@cockermouthschool.org.

We will continue to offer an opportunity to opt-out for those students who would prefer to use alternative forms of identification.

Background to the use of Biometrics in School: For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a finger, *but not a fingerprint image*. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate. Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the GDPR and DPA. The school will not share this information with anyone else and will not unlawfully disclose it to any other person. The data that is held cannot be used by any other agency for any other purpose.

Current Legislation – The Protection of Freedoms Act 2012: This legislation requires schools to:
- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics;
- Receive written permission from one parent if the school is to continue processing biometrics for their child;
- Allow children to choose an alternative way of being identified if they wish.

Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system, or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allows them to access current and future services in the form of a PIN (Personal Identification Number).

Should you agree to your child using the biometric system, it is important that you return the signed consent form (in the accompanying booklet) as soon as possible. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be permanently deleted.

If you would like more information, please contact:

- Mrs A Moffat, Data Manager, 01900 898888, moffata@cockermouthschool.org

ACCEPTABLE USE POLICY (AUP): INTERNET, MOBILE DEVICES, ICT FOR STUDENTS
(This section should be read by both the student and parents)

As part of the school's IT programme, Cockermouth School offers students supervised access to the Internet during lessons and at the teacher's discretion. Before being allowed to use the Internet, all students must obtain parental permission, and both students and their parents must sign and return a declaration and permission form as evidence of parents' approval and the student's acceptance of the school rules on this matter.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The school employs its own internet monitoring and filtering system, Smoothwall, which helps us to provide a safer browsing experience for all students.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, staff will guide students towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Cockermouth School strongly believes in the educational value of electronic services and recognises their potential to support its curriculum and student learning by facilitating resource sharing, innovation and communication. Cockermouth School provides its students with the means of using personal smartphones, tablets or laptops at school to be used in selected classrooms under the direct supervision of their teacher. Cockermouth School reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of Cockermouth School's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

The guidance below should be read by both student and parents/carers before completing the declaration and permission form, which can be found in the accompanying booklet, before any devices can be connected to the school network.

For the purpose of this policy, the term ICT Acceptable Use Policy (AUP) will be used to reference the Acceptable Use Policy: Internet, Mobile Devices, ICT for students.

To whom does this policy apply? This policy applies to all students of Cockermouth School who may have access to a school-owned computer or network resources via a personal mobile device, regardless of whether or not they use it in their day-to-day school work routine.

Why is this document necessary? All organisations (including schools) where computers are in use are required to have a code of practice such as this. It is necessary to outline the principles underpinning appropriate computer use, make expectations clear and ensure users are fully aware of the consequences of not following the code of practice and computer misuse. This acceptable usage policy has been put together to provide guidance to all students (and parents or carers) on what is appropriate use of ICT within Cockermouth School.

How is this policy communicated and updated? The ICT Acceptable Use Policy (AUP) is published on the Cockermouth School website and a copy is given to each student when they join the school as part of the induction process. Each student and their parents are required to sign the ICT AUP Agreement form, which can be found in the accompanying booklet, and return this to the Data Office, signifying their acceptance of the policy, before they can be given an account with access to the network. In signing, they accept that they agree to all amendments, which will be published on the school's website, unless the Data Office is notified in writing by the individual.

When the ICT AUP is updated, a new version is provided to all students electronically and published on the website. Paper copies are also available from the Network Manager or the Data Office.

What are the consequences of improper conduct? Failure to abide by this AUP will be treated in the same way as any other misconduct issue.

General Computer Use:
- In general, use of ICT equipment (such as computers, printers and tablets), email and the Internet within the school should be primarily to enhance learning.
- Use for business purposes not related to school activities or personal gain is not permitted.

User Accounts:
- User accounts are the responsibility of the student.

- Passwords and lock codes must be kept secure.
- Passwords must not be written down or disclosed to anyone.
- Students must not allow anyone else to use their account, nor should they use anyone else's account.
- Students must log off their computer and lock their device when away from their machine. Accounts are not to be left logged in and unattended.

Hardware and Software:
- All students are responsible for the care and safe-keeping of any ICT equipment.
- Keep all liquids and food away from any ICT equipment and be aware of the health and safety hazards relating to electrical equipment.
- Students should report all computer faults to their class teacher as soon as they are identified.

Internet Usage:
- All use of the Internet within the school should be primarily to enhance learning.
- Use of the Internet within the school for the conducting of private business or personal gain is not permitted.
- Students are not permitted to use the Internet for any illegal activity; although not specifically against the law, this includes accessing sites meant for adults of 18 years or older such as pornographic and gambling websites.
- Students must not search for, or browse through, any sites that contain offensive, obscene, violent, dangerous or inflammatory material.
- The downloading of any *unlicensed* material such as music, video, TV programmes, games, PDF files is illegal and, therefore, not permitted.

Email:
- All students are provided with a **@cockermouthschool.org** email account. Its use must be limited to school-related work only, and not be used for personal correspondence or for signing up to non-school-related Internet services or accounts.
- This email is accessible from within Cockermouth School via the network using Outlook or Outlook Web Access and via the Internet using Outlook Web Access (OWA).
- Attachments on emails are limited to 30MB. If you wish to send anything over this size, please contact IT Support who can arrange to compress the file for you or find an alternative way of sending data.
- Students are responsible for the day-to-day management of their emails, being aware of the data storage limits and ensuring unwanted material is deleted on a regular basis.
- If email is being accessed using OWA from a personal or public use computer:
    - Do not store anything on the computer hard-drive.
    - Be careful who can see what you are doing if accessing in public place.
    - Make sure you log off completely.
- Email should be treated as inherently insecure.
- As with any form of correspondence, be aware of the language used.
- Do not open or forward any email or attachment from an unrecognised source or that you suspect may contain inappropriate material or viruses.
- Do not respond to emails that request personal details unless you are confident the source is genuine.
- Students must not send, forward, print or transmit in any form any offensive, obscene, violent, dangerous or inflammatory material via email.
- Students are not permitted to send or forward chain letter emails, jokes, spam etc.
- If you are concerned about any email that you may have received, contact IT Support, or tell any other member of staff.

Email and Internet Filtering and Monitoring:
- The school has in place a sophisticated filtering & monitoring system that:
    - Checks for viruses and traps suspicious emails.
    - Denies access to most undesirable and inappropriate sites on the Internet.
    - Maintains a list of banned sites, which is updated on a regular basis.

Whilst this provides a measure of reassurance it must be understood that the filter does not trap or block everything.

- Please be aware that:
    - Student emails to and from the school can and will be monitored for inappropriate use.
    - Internet access within the school can and will be monitored for inappropriate use.
    - All Internet sites accessed by students are logged with date and time of access.
- Misuse of the Internet and/or email will always result in an investigation and may lead to disciplinary action.
- The accessing and use of inappropriate and indecent materials from the Internet or via e-mail will result in disciplinary action being taken.

Social Networking Sites:
- Access to social networking sites is not allowed.

Bullying/Cyber-bullying/Online Bullying:
- The school will not tolerate any form of bullying, including electronic or online bullying.
- The misuse of email systems or the Internet for harassing people, such as by sending unpleasant or aggressive messages ('cyber bullying'), is on the increase. The school reserves the right to monitor all Internet and email activity within the bounds of current legislation in order to keep the Internet safe for all at Cockermouth School, and to protect from online bullies. It is a condition of this policy that all users of our network accept that Internet activity is monitored as well as filtered.
- Any instances of bullying will be taken very seriously. As with any other form, cyber or online bullying (involving the use of personal computers, mobile phones etc) will be investigated fully and will result in disciplinary action.

Pornography & other inappropriate material:
- Students are not permitted to access or save any form of pornography or offensive, obscene, violent, dangerous or inflammatory material onto computers.
- Students must not store personal data on the school network. This includes, but is not limited to, photographs, videos, music and documents.
- IT Support reserve the right to perform spot checks on students' accounts and computers at any time.
- If any inappropriate material is found, the account will be disabled immediately and disciplinary action will begin.

Bring your Own Mobile Devices (BYOD):
- Students are not allowed to use mobile devices in social time other than sixth formers in the sixth form study room.
- Students will keep devices turned off and only used when a teacher gives permission.
- Students will only use the devices to complete tasks and to directly contribute to the learning in the current lesson.
- The school defines acceptable use as activities that directly or indirectly support the activities of Cockermouth School.
- The school defines acceptable personal use on school time as reasonable and limited personal communication or recreation, such as reading or use of social media.
- The school reserves the right to disconnect devices or disable services without notification.
- The student is personally liable for all costs associated with his/her own device.
- The student assumes full liability for risks including, but not limited to, the partial or complete loss of school and personal data due to an operating system crash, errors, bugs, viruses, malware and/or other software or hardware failures, or programming errors that render the device unusable.
- The school will not provide battery charging facilities nor will it allow students to bring in their own battery chargers. It is the students' responsibility to ensure the device is fully charged.

Internet/Email access using student-owned mobile devices:
- Internet access via personal mobile devices is subject to the same filtering and monitoring as the school-owned devices.
- Internet access is provided for personal devices via the wireless network only. No personal devices shall be connected to the wired network.
- Devices may not be used at any time to:

- o   Store or transmit illicit materials.
- o   Store or transmit proprietary information belonging to another school.
- o   Harass others.
- o   Engage in business activities not related to school activities.
- Students may use their mobile device to access the following school-provided resources: Firefly VLE, email, calendars, contacts, documents via Home Access+, etc. The school does not provide full network access for personal devices.
- No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from Cockermouth School, except for approved projects with the express permission of a member of staff.
- Personal devices must be configured by the owner – IT Support Staff will NOT configure devices not belonging to the school. Instructions will be provided for a variety of devices.
- Connectivity issues will be supported by IT Support. Any other issues with non-school owned mobile devices are not the responsibility of IT Support.
- The student is expected to use his/her device in an ethical manner at all times.

Hacking:
- The Computer Misuse Act 1990 makes it illegal to:
  - o   Gain unauthorised access to a computer's software or data (hacking), including the illegal copying of programs.
  - o   Gain unauthorised access to a computer's data for blackmail purposes.
  - o   Gain unauthorised access to a computer's data with the intention of altering or deleting it, including planting viruses.
  - o   Copy programs illegally (software piracy).
- Any type of hacking (defined as attempt to gain access to folders, databases, or other material on the network to which one is not entitled) is considered to be an extremely serious offence.
- To comply with the Computer Misuse Act 1990 any user who indulges in hacking or is found with hacking software/paraphernalia on their computer or network account is liable to be subject to disciplinary action.
- Likewise, physical interference with another user's computer or school-owned computer will not be tolerated.

Appendix A: Legislation & Regulations
The Computer Misuse Act (1990) states that the following actions are illegal:
- Unauthorised access to computer material.
- Unauthorised access with intent to commit or facilitate commission of further offences.
- Unauthorised modification of computer material.

PRIVACY NOTICE: HOW WE USE STUDENT INFORMATION
(This section should be read by both the student and parents. The Privacy Notice is a working document and may be updated several times throughout the year as new guidance is received from the DfE. The latest version is published on the school website: www.cockermouthschool.org/about-us/policies/).

The categories of student information we collect, process, hold and share include:
- personal identifiers and emergency contacts (such as name, date of birth, unique pupil number, contact details for parents, other family members, social workers etc, and address);
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- safeguarding information (such as court orders, professional involvement and child protection plans);
- welfare information for children in care and young carers;
- Special Educational Needs information (such as Education & Health Care Plans [EHCPs], Individual Education Plans [IEPs] and notes from review meetings and professional assessments);
- medical and administration information (such as doctors, medication, allergies, medical conditions, Individual Health Care Plans, notes from meetings with GPs/other health care professionals and dietary requirements, first aid events);
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended);

- assessment and attainment information (such as Key Stage 2 results, reading & spelling ages, progress reports, feedback, test data and exam results);
- behavioural information (such as exclusions, any relevant alternative provision in place, behaviour and achievement points);
- post-16 learning information and destination data.

Why we collect and use student information
We use the student data to:
- support student learning;
- monitor and report on student progress and attainment;
- provide appropriate pastoral care;
- assess the quality of our services;
- safeguard and protect students (food allergies, emergency contact details, child protection);
- meet the statutory duties placed upon us for Department for Education (DfE) data collections;

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), the lawful bases on which Cockermouth School relies for processing student information are:

In compliance with Article 6 of the GDPR
- Consent of the individual has been obtained for one or more specific purposes (for example, use of biometric data, student images for marketing, school trips).
- Compliance with a legal obligation (for example, data passed to DfE via school census).
- Protection of the vital interests of an individual or another person (for example, safeguarding and child protection).
- Performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller.

In compliance with Article 9 of the GDPR (special categories or personal data)
- Explicit consent of the individual has been obtained, unless reliance on consent is prohibited by EU or Member State law.
- Reasons of substantial public interest on the basis of Union or Member State law, which is proportionate to the aim pursued and which contains appropriate safeguards.

Cockermouth School also has a statutory requirement to share some student information with the Department for Education (DfE) under the Education Act 1996.

Collecting student information
We collect student information via secure Common Transfer Files (CTF) from previous schools or the local authority, or from registration/admissions forms completed prior to enrolment at the school.

Student data is essential for the school's operational use. Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain student information to us or if you have a choice in this.

Storing Student data
We hold student data securely for the amount of time set out in our Data Retention Policy, which can be found on our school website: http://www.cockermouthschool.org/about-us/policies/. As a general rule, student data is retained until the student reaches the age of 25. Exceptions apply for Special Educational Needs and Child Protection data.

Who we share student information with
We routinely share student information with:

- schools that the students attend after leaving us;
- Cumbria County Council;
- youth support services/Inspira (students aged 13+);
- the Department for Education;

- other third parties (please see the table at the end of this notice).

Why we regularly share student information?
We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. Student data is shared because it is a legal requirement or in order for us to carry out our responsibilities with regard to the education of our students. Personal data shared with any third party is shared either by a secure portal, by email using encryption software or by Royal Mail using recorded delivery.

Youth Support Services, students aged 13+
Once our students reach the age of 13, we also pass student information to our provider of youth support services (Inspira) 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.

The information shared is limited to the student's name, address and date of birth. However, where a parent or carer provides consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age of 16 (see Appendix 2 for consent form).

Youth Support Services, students aged 16+
We will also share certain information about students aged 16+ with our 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.

All data is transferred to the youth support service (Inspira) via internal post or by Royal Mail recorded delivery. For information on how data is stored by Inspira, please read the privacy notice on their website at: https://www.inspira.org.uk/privacy-policy

For more information about services for young people, please visit:

- https://www.inspira.org.uk *or*
- https://nationalcareersservice.direct.gov.uk/about-us/home

Department for Education
The DfE collects personal data from educational settings and local authorities via various data collections. We are required to share information about our students with the DfE either directly or via our local authority for the purpose of those data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

Requesting access to your personal data
Under data protection legislation, parents and students 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 Manager on moffata@cockermouthschool.org

You also have the right to:

- ask us for access to information about you that we hold;
- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint
Where we are processing your personal data with your consent (e.g. image consent, biometric consent), you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting the school's Data Office on 01900 898888, or by emailing dataoffice@cockermouthschool.org

Last updated
We may need to update this privacy notice periodically, so we recommend that you visit this information from time-to-time. This version was last updated in February 2020.

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

- Mrs A Moffat, 01900 898888, or email moffata@cockemouthschool.org

How Government uses your data
The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or student progress measures);
- supports 'longer term' research and monitoring of educational policy (for example, how certain subject choices go on to affect education or earnings beyond school).

Data collection requirements
To find out more about the data collection requirements placed on us by the DfE (for example, via the school census) go to:

- https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)
Much of the data about students in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to:

- https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing by the Department
The law allows the DfE to share students' personal data with certain third parties, including:

- schools and local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies;
- organisations fighting or identifying crime.

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly one per year to the Police.

For information about which organisations the DfE has provided with student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit: https://www.gov.uk/government/publications/dfe-external-data-shares

How to find out what personal information the DfE holds about you
Under the terms of the Data Protection Act 2018, you are entitled to ask the DfE:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they are holding it and any recipient it may be disclosed to ;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the DfE, you should make a 'subject access request'. Further information on how to do this can be found within the DfE's personal information charter that is published at the address below:

- https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the DfE go to:

- https://www.gov.uk/contact-dfe

The use of your child's name, image and voice
We don't need parental consent to use personal data, including image or voice recordings when we use it for education purposes. Using the names, images and voices of students in their work and in displays inside school is a fundamental part of their education, personal development and how we celebrate them. This does not affect your or your child's statutory rights (described above). Anyone can raise any concern with any member of staff about our use of their or their child's data at any time and we must ensure the rights of the individual are upheld if we have no good reason to refuse.

We *do* need parental consent to use personal data for other reasons such as marketing or self-promotion in publications and on websites or social media platforms directly managed by us or, with our permission, by others associated with us, and this may include pictures that have been drawn by students. Images that might cause embarrassment or distress will not be used nor will image or voice recordings of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography, audio recording or filming will only take place with the permission of the Headteacher/Head of School or other senior manager, and under appropriate supervision.

Regardless of who is doing the publishing, our policy is that students will only be named if there is a reason to do so (e.g. they have won a prize), and no other personal details will be published or given out. If names will or might be published, e.g. in a newspaper article, we will check that you have given the appropriate consent at the time and before the publishing happens. It is important to understand that if you do consent,

the images and your child's name will appear in local or national newspapers and worldwide online.

If you attend Cockermouth School functions and wish to take images of your child, please be sensitive to other people and try not to disrupt concerts, performances and events. Please also bear in mind that you may capture other people's children so make sure images are appropriate. **If you, or your child, intend to share images, you can only share them publicly (i.e. post them to social media) with the express permission of the parents of everyone in the images.**

Please also note that we ask all parents and students to support our approach to online safety and not upload or post to the Internet any pictures, audio, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute. If these rules are not respected, governors reserve the right to stop everyone from recording school events.

Consent for the use of images for the marketing and promotion of the school is sought via the Parental Consent form, which can be found in the accompanying booklet This form also includes consent for Educational Visits, Emergency Pain Relief, Youth Support Services and Biometric Data. Consent, once given, can be withdrawn at any time by contacting the school Data Office on dataoffice@cockermouthschool.org.

Sharing Data with other Third Parties
It may be necessary to share data with some third parties outside of the DfE who, for example, provide educational software that helps with the day-to-day running of the school. This is not an exhaustive list and will be updated periodically. Examples and context include:

Third Party	Context
Access-IT Software Ltd	Library Management System.
Alchemy Gold Ltd	ALPS - analytical tool for Key Stage 4 & 5 progress monitoring.
The British Sports Trust	Sports Leaders UK - student name, date of birth and school email for those taking part.
Capita Business Services Ltd	School Information Management System including: SIMS.net (student database), Lesson Monitor (attendance), Nova T6 (Timetable), InTouch/PageOne (parent communication), Assessment, Curriculum Management.
The Careers & Enterprise Company	Compass + Education Supply Services.
Cater Link Ltd	School catering: student allergy information (consent sought). Cashless Catering.
Classoos UK Ltd	Online virtual textbooks.
CRB Cunningham's	Impact Cashless Catering biometric data.
Cumbria Collaborative Outreach Programme	(CCOP) University of Cumbria – Hello Future, supporting students who are disadvantaged based on postcode to improve access to higher education.
Cumbria County Council	SEND & sixth form transport information. Switch Access System – child protection data sharing.
Cumbria Work Experience	Work Experience website/database in partnership with CEBP.
Duke of Edinburgh Awards	Personal data of students taking part in the D of E Award Scheme.
Edukey Education Ltd	Class Charts: seating plans, behaviour & attendance; Provision Map Writer.
Edukit Solutions Ltd	Edukit: Interventions and Pupil Premium logging.
Evolve	Educational visits online.
Exam Boards	AQA, OCR, EdExcel, TLM, WJEC. Student personal data required for exam entries and certificates.
Facebook Inc	Department pages – locked accounts for invited staff & students.
Firefly Learning Ltd	Virtual Learning Environment: parent and student access to timetables, homework, contact details. Resource sharing for staff.
GL Assessment	Cognitive Ability Testing for students.
Google LLC	Google Suite: Google document storage and sharing.
Independent Appeals Panel	Helen Hinvest: student data provided in support of admissions' appeals.
Inspira	Youth support services and careers advice.
Inventry Ltd	InVentry: sign-in solutions (visitors, staff, students).
Kym Allen Associates	Health & Safety consultant. Student data for educational visits (Evolve).

Meritec Ltd (CPOMS)	Safeguarding monitoring: includes sensitive and child protection information.	
Microsoft UK	Microsoft Office 365/One Drive.	
National Centre for Social Research	Englishmastery.natcen.ac.uk – Year 7 student details (unless opted out) for English research trial.	
NHS (England)	School Nurse: names, dates of birth, addresses, medical information.	
Renaissance Learning UK	Accelerated Reader.	
Sage UK Ltd	Finance Software (student details for bursaries).	
SISRA Ltd	Student progress data analysis.	
sQuidcard Ltd	Online payment service: cashless catering and school trips.	
Start (U-explore Ltd)	Careers guidance website	
Subject Software and Online Learning Tools	**ArcGIS (ESRI):**	Geography
	Bebras:	Computer Science
	Code Combat	Computer Science
	Craig 'n' Dave	IT revision/classroom resources
	Creative Learning Solutions:	Food & Nutrition
	Doublestruck Ltd:	Exampro & Testbase – exam preparation tools
	Dr Frost Maths	Maths Assessment
	Duolingo:	Languages
	Educake Ltd:	Science Assessment
	Eedi Ltd:	Maths Assessment/Quizzes
	Fast Tomato:	Personal Development
	Headstart (annafreud.org)	Personal Development
	H & A Learning Ltd:	HegartyMaths / Wonde – online learning tool
	History homework.com:	History resource cupboard
	iDEA	Computing
	isaacphysics.org:	Exam resources (DfE project with Cambridge University)
	Kahoot! AS:	Psychology
	Memrise Ltd:	Computer Science, Geography, Languages
	mrfrazer:	Computer Science
	Open University	OpenLean - Music
	Oxford University Press	
	Kerboodle:	Computer Science, Languages, Psychology
	MyMaths:	Mathematics
	Pearson Education Ltd:	ActiveLearn – History, Mathematics
	Quizlet:	Computer Science, Psychology
	Seneca Learning Ltd:	Revision & homework (English & History)
	Seesaw Learning Inc	Food Technology
	TED-ed:	Geography
	Virtual College:	Food & Nutrition
Tempest Photography	School photographs. No personal data collected. Photos encrypted.	
Twitter Inc	Department accounts for sharing student success	
UCAS	University and college applications.	
Unifrog Education Ltd	University and college applications/enrichment activities.	
Weduc UK Ltd	Parental Engagement app: email & text communication	
Young Enterprise	young-enterprise.org.uk	

PUPIL PREMIUM FUNDING

The Pupil Premium is funding that the Department for Education provides to schools to allow them to invest in specific support measures to address any issues that may prevent students from achieving their full potential. Additional funding is provided for students in the following categories:

- Students in Years 7-11 recorded as Ever 6 FSM – that is those students who are entitled to (or have been entitled in the last six years to) free school meals;
- Children Looked After (CLA) – that is students who are in the care of an English local authority;
- Students who have ceased to be looked-after by a local authority in England and Wales because of adoption, a special guardianship order, a child arrangements order or a residence order;
- Students in Years 7-11 recorded as having a parent in the Armed Forces (or have been in the last

six years since 2011) or are in receipt of a child pension from the Ministry of Defence.

In order to ensure that our records are correct, and that we are claiming this funding for all eligible students, please advise us if your child fits into any of the above categories (contact details below), particularly if they have been adopted from care, as this information is not passed on to us by their previous school.

We appreciate that this is extremely sensitive information, and care is taken to ensure that any information you provide is confidential and can only be accessed by those members of staff with the relevant permissions.

Children no Longer in Care (adopted, SGO etc)
If your child ceased to be looked after by a local authority in England or Wales because of adoption, a special guardianship order (SGO), a child arrangements order or a residence order, please let us know by contacting the Data Manager directly (details below). Supporting evidence will need to be provided, such as a photocopy of the adoption order or SGO, for us to be able to claim the additional funding.

To notify us that your child is eligible for Pupil Premium funding, please:

- Email moffata@cockermouthschool.org or
- Send a letter to   Mrs A Moffat
  Data Manager
  Cockermouth School
  Castlegate Drive
  Cockermouth
  CA13 9HF

For more information on Pupil Premium Funding, please contact:

- Mr H Carter, Assistant Headteacher, 01900 898888, carterh@cockermouthschool.org

9 | Uniform & Equipment

GENERAL

For students in years 7 to 11, uniform consists of the following items, each of which should be clearly marked with the owner's name:

- Plain long or short-sleeved, mid-blue cotton blouse or shirt. This should be worn tucked in at all times with the top button fastened.
- The school tie, which is navy blue with red diagonal stripes.
- Plain navy-blue knitted jumper with the school logo.
- Plain, dark-grey or black, plain-weave, loose-fitting trousers made of terylene or wool mixture with no prominent zips or studs (no tight-fitting, lycra-type stretch fabric, cords or denim).
- Black skirt in a plain style (this does not include 'skater' style skirts) of a length no more than 5cm (2") above or below the knee, made of terylene or wool mixture. Short skirts in tight-fitting, lycra-type stretch fabric, cord or denim must *not* be worn.
- Belts and socks should be black only.
- Sensible black leather shoes only, unless there is medical evidence provided that the student cannot wear this type of shoe; they should have no visible logo or coloured edging. Canvas and suede shoes, ballet pump-style shoes and shoes with high heels are not appropriate. Secondary schooling involves much walking, stair climbing and time spent in laboratories and workshops. Students require well-made, strong, comfortable shoes in a plain style. Boots and high tops are not part of school uniform, and trousers should never be tucked inside boots in school.
- Trainers should be brought for PE lessons only.
- An anorak or coat in colder weather to maintain the overall smart and co-ordinated appearance of students on journeys to and from school, and on school outings. Outdoor coats, hoodies or jackets must not be worn inside the building at any time. All coats should be kept either in lockers or in bags.

No jewellery should be worn, except for a watch and one pair of ear studs if desired. No facial piercings of any kind (e.g. eyebrow, nose, mouth or tongue) are allowed.

Hair should be kept to a simple style with no artificial colours. No tramlines or similar designs to be cut into hair. Parents are advised to consult school before students choose to have fashion styles. Hair accessories should be dark in colour (black or blue) and simple in design. No artificial flowers should be worn.

Make-up and nail varnish are not permitted.

PE KIT

- Plain white polo shirt with school logo
- Red and navy rugby shirt
- Navy shorts with school logo
- Plain navy skort (cross between a skirt and shorts) or plain, non-branded, navy sports leggings (available from The Toy Shop – see details on page 29).
- White sports socks
- Navy and red hooped socks
- Football boots (girls - only if they wish to join girls' football teams)
- Training shoes (non-marking soles)*

*Students are expected to have clean-soled training shoes for indoor work.

Optional items of navy jogging bottoms and navy hoody with school logo may be worn for outdoor PE in winter. Red, white or navy base layers are also an optional item – no other colours are acceptable.

Following advice from Cumbria County Council's Health and Safety department, we recommend that students at Cockermouth School do not use bladed boots for football and/or rugby for their own safety.

Students will not be stopped from using bladed boots for lessons or inter-school fixtures, but parents need to be aware that they will be going against health and safety recommendations if they purchase these for their children.

We recommend that shin pads and gum-shields are used. Students who choose not to wear these will be going against health and safety recommendations.

ADDITIONAL ITEMS

- Calculator (which can be purchased through the Maths Department – see page 7)
- Large, waterproof school bag
- Pencil case items (see pages 6 & 7).

N.B. Correcting fluid, which bears the words *'keep out of the reach of children'*, is discouraged.

We are aiming to provide re-cycled bib-fronted aprons for practical subjects such as Design & Technology. However, if you would prefer to buy your own, they are available from The Toy Shop (contact details below), along with other items of uniform (including PE kit).

UNIFORM ORDERS

Items of uniform, including PE kit, with the school logo are a specific design and the supplier for these items is now The Toy Shop, 72 Main Street, Cockermouth CA13 9LU. Contact: 01900 825855, thetoyshop@btinternet.com.

Order forms are available from The Toy Shop or can be downloaded from the school's website: http://cockermouthschool.org/admissions/year-6-intake-programme/. All completed forms should be returned to The Toy Shop; please do not return order forms to school as they may be missed and you risk not having the correct uniform for your child in September.

At this time, for all new starters, The Toy Shop will be enforcing strict COVID-19 measures. In order to maintain social distancing, and to avoid The Toy Shop being overwhelmed by customers in the shop, they will contact you to arrange an appointment time for collection of your ordered items. Changing facilities will be available during this appointment if your child needs to try items on. A savings club will be available to help spread the cost, but all items must be paid for before they leave the shop.

Non-branded items of uniform, such as trousers, skirts and shirts, can also be purchased from other retailers as long they are the correct colour and style.

Second-hand items of uniform are available from the Cerebral Palsy charity shop on Station Street, Cockermouth.

Parents need to be aware that students are responsible for their own possessions brought into school. We do not have insurance policies that cover the cost of replacing lost or stolen items. We recommend that valuable items such as mobile phones are not brought into school, and that all uniform and sports kit is labelled with the child's name and form group. Lockers are available, and students should lock their equipment away when not in use.

Maintaining high expectations in respect of the wearing of school uniform is an important aspect of preserving Cockermouth School standards. It is the responsibility of the whole school community to ensure a high level of consistency.

The school requires parents to show planning, foresight and support when choosing clothing and shoes for their children. The above uniform policy is clear and unequivocal. When children come to school with uniform that goes against school policy, it disrupts teaching and learning. The school sees uniform as an explicit way of preparing young people for the world of work and the expectations of the wider world.

For any queries regarding uniform, please contact:

- Mr I Routledge, Director of Pastoral Support – Year 7 & Primary Liaison, 01900 898888, routledgei@cockermouthschool.org

ELECTRICAL ITEMS/MOBILE DEVICES

iPods and mobile phones must not be used in school and will be confiscated if students are found using them unless they are being used with the authorisation of the class teacher as part of a lesson, and in accordance with the *Acceptable Use Policy: Internet, Mobile Devices, ICT for Students* outlined on page 16.

10 | Food in School

Cockermouth School has a 'Healthy School' ethos and we strongly believe in encouraging all young people to eat a balanced diet. Through our Food & Nutrition and PSHEE (PD) lessons, students are taught about the benefits to health of eating a wider range of foods containing less sugar and fat, and more proteins and starchy foods to provide energy and stamina. The school works closely with our catering company, Caterlink, to meet the standards set by the Department for Education.

Lunch and break-time food and drinks fully comply with the aims to remove sugary and fizzy drinks, and foods high in fat and sugar. Therefore, confectionery products, including chocolate, are no longer sold in school. A wide choice of meals is available for students from sandwiches and salads to pastas, curries, traditional roast of the day and vegetarian options. We provide a breakfast service from 8:00 to 8:30am for students leaving home early or those who prefer to eat a little later in the morning.

At break time, only students in Years 9 to 13 have access to the canteen service and students in Years 7 and 8 are advised to bring a snack of fruit or a sandwich to help them through the morning up to lunch at 12:50pm.

Students in each year group go into lunch on a weekly rota throughout the school year. If students wish to bring their own packed lunch, we ask parents to support our balanced eating policy by encouraging your child(ren) to eat more fruit and to omit crisps, chocolate products and fizzy drinks. Water dispensers are installed around the school building for students to fill water bottles (free of charge) throughout the day. Bottled water is also available for sale in the canteen. We encourage all students to drink water (only) in lessons when appropriate; it would be appreciated if students have a reusable, clear water bottle in their bag.

FOOD ALLERGIES

In order for our catering staff to provide the best possible service for our students, we are now required to collect information on food allergies. If your child does have a medically diagnosed allergy to any foodstuff, please complete the relevant section on the Data Collection Sheet and/or Medical Information Sheet in the accompanying booklet and our catering manager will contact you in due course. Consent is sought from parents so that catering staff can display a Food Allergy Record and photo on the kitchen servery wall if applicable – every care will be taken to ensure that personal and sensitive data will not be displayed in public areas. Please see page 8 of the *Welcome to Cockermouth School: Data collection, parental consent and order forms* booklet.

sQuid ACCOUNT

The school operates a cashless till system for purchasing food. sQuid is an online payment system, allowing parents/carers to top up their children's accounts with a simple credit/debit card payment. This negates the need for students to bring cash into the school. The sQuid system also allows tracking of balances and offers reports on food purchases.

Details on setting up a sQuid account will be sent to parents/carers as soon as possible after the start of the new school year. Students will be asked to bring cash into school for the first few days to top up their accounts using revaluation machines, which are located around the building.

LUNCHTIME

Students who choose to have either a school lunch or a packed lunch can expect to go into lunch by form, going on a rota basis any time between 12:50 and 1:20pm. Students having a school lunch should have money on their account in order to pay for the food and/or drink they have selected. This money can be loaded onto their account either by using the revaluation units in school or online. Most students will spend approximately £2.70 each day.

If your child currently receives free school meals, then you will receive a letter explaining how this can continue into secondary school. If you feel your child is entitled to free school meals, you should contact:

- Free School Meals Service, Cumbria Advice and Support Team, Local Welfare Assistance, Kraemer Building, The Courts, Carlisle CA3 8NA
- Telephone 01228 226105/221548
- www.cumbria.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp

11 | Transport

HOW TO APPLY FOR HOME TO SCHOOL TRANSPORT

Cumbria County Council provides free home to school transport for children when they qualify. Information (including whether you child qualifies) can be found on the county council website at:

https://www.cumbria.gov.uk/childrensservices/schoolsandlearning/schooltransport.asp

There are also other useful links on this page including the booklet *How to apply for School Transport 2020/2021* (https://www.cumbria.gov.uk/elibrary/Content/Internet/537/6381/6394/43962141045.pdf) and online applications.

Applications can be received throughout the year but there may be a delay if you miss the deadline, which is **31 May 2020** for the September 2020 start date.

The provision of school transport is the responsibility of the Local Education Authority, and your concerns will be dealt with directly if you contact them. If you have missed the deadline, you may still be able to apply using the following contact details:

- telephone Cumbria County Council School Transport Team on 01228 226428
- email school.transport@cumbria.gov.uk

BUSES

Many children travel to and from school on school buses. Your child, if entitled, will receive a bus pass which is an important item that must be carefully looked after.

Bus passes must be carried at all times, and must be shown to the driver, if required. There will be occasional spot checks. If a student forgets or loses a pass, he or she cannot be guaranteed a place on the bus. A high standard of behaviour is expected at all times when travelling to and from school, and we ask that you support us in reinforcing that message to your child. Students travelling on buses must wear seatbelts at all times.

ROAD SAFETY

Our students travel to school along busy roads, many by bus, some by car or bicycle, and a large number on foot. We place a great emphasis on road safety and rely on parents' co-operation for sensible parking and safe road use, particularly at the end of the school day when all buses arrive and leave within a very short time. We urge parents who collect students by car to park well away from the front of the school premises. Parents should not use the school grounds for turning purposes as this adds to the volume of traffic at the school entrance and increases the risk of accidents. Year 7 students may cycle to school, but if you choose to allow your child to use this method of transport to school, then we would ask that you check the following:

i. the bicycle is legally roadworthy
ii. your child is equipped with an approved safety helmet
iii. your child has undergone some form of cycling proficiency training
iv. the bicycle is not ridden within the boundaries of the school grounds
v. the bicycle is securely fastened to the bicycle rack on the school grounds.

N.B. As with other personal belongings, the school cannot be held responsible for theft or damage to the bicycle whilst on school property.

12 | Financial Assistance

HARDSHIP FUND

The school has a small hardship fund, which is available to provide financial assistance for students to access school trips. The eligibility for the assistance is income-based and can provide up to 50 per cent towards the total cost of the trip.

To apply you need to request support in writing, to the Finance Manager accompanied by evidence of your income to demonstrate the income level in the year. This can be in the form of payslips, P60, benefits statements, etc. to award up to half the cost of the trip.

Unfortunately, we cannot use the pupil premium funding to support a student-specific trip. The Pupil Premium Grant is given to schools with the clear mandate to close the attainment gap that exists between disadvantaged students and their peers. Pupil Premium funding is only attached to individual students when they are looked after or adopted from care: in these cases, all of the Pupil Premium allocation is spent directly on individual students.

For further information on financial assistance, please contact:

- Mrs H Rennie, Finance Manager, 01900 898888, rennieh@cockermouthschool.org

13 | Cockermouth School & Community Association

The Cockermouth School & Community Association (CSCA) welcomes you to Cockermouth School, and also invites you to get involved with a most enjoyable variety of activities that seek to benefit the students and to engage with our school and local community. If you have enjoyed taking part in the life of your child's primary school you will be able to carry on here at Cockermouth School.

Each year, with the help of parents, staff and students, the CSCA seeks to raise money towards projects, equipment and grants for the school. The funds are raised from our 100-club monthly draw, the sale of refreshments at school events, a stall at the Cockermouth Lights Switch On, our annual Tiger Boat Race and our Spring Raffle. In the past we have been able to purchase items that are not funded from mainstream school budgets such as software licences, mini whiteboards, digital recorders and weighing scales. Over the past couple of years however, we have had larger tasks in hand by seeking to raise enough money for a school minibus, site security and our latest project, which is the refurbishment of the Sixth Form common room. One of our latest fundraising events was to put a team of 10 into a Tiger Boat Race, which was a brilliant day out for all the family. Does this sound like something you could get involved with?

The CSCA was registered as a charity with the Charity Commission in 1988. All parents are automatically members of the CSCA and membership of the association also includes students, staff and governors.

You can get involved in a variety of ways. You can come along to meetings where we hear from members of staff, local community, school leadership team and students about life in school, and discuss ideas and projects. You can also be part of a team of helpers for supporting school events such as parents' evenings and school performances. You can also join the 100 Club for only £1 a month (£12 per year) with a chance to win a prize each month. To join the 100 Club simply complete the form in the accompanying booklet or email reception@cockermouthschool.org.

The CSCA is also very much a community association and, as such, has close ties to our surrounding area. We very much appreciate the support from the local business community, so if you feel that we can work together in a way that is mutually beneficial, we would welcome your suggestions.

The date of our first meeting in the new school year is **Monday 14 September 2020 at 7pm in the Eco Centre Seminar room** and I very much look forward to seeing you there. We will send out an email in early September to confirm this meeting. In the meantime, I hope you stay safe and I wish your child well on their move up to secondary school.

Do contact me for any further information via reception@cockermouthschool.org.

Lynn Graham
Chair CSCA

Head of Year 7:
Mrs A Fox BA

Director of Pastoral Support – Year 7 & Primary Liaison:
Mr I Routledge BSc

Headteacher:
Dr R P Petrie BSc PhD

Chair of Governors:
Mrs S Moses

Cockermouth School · Castlegate Drive
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

www.cockermouthschool.org
reception@cockermouthschool.org

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