



Information for Parents of New Students



2022 / 2023



Arthur Mellows Village College is part of the
Four Cs Multi-Academy Trust



CONTENTS

Welcome from the Head of College	Page 2
College Structure and Staffing	Pages 3, 4 and 5
The College Day and Term Dates	Page 6
How to Contact the College	Page 7
Reporting a Student Absence	Page 7
Parental Holidays in Term Time	Page 7
Dental Appointments and Medical Treatment	Page 7
Illness or Accident at the College	Page 8
Teacher Feedback Events	Page 8
Stationery – Minimum Requirements	Page 8
Relationships with our community	Page 8
Music and Sport	Page 9
Extra-curricular Activities	Page 10
College Uniform	Pages 11, 12 and 13
School Meals	Page 14
Behaviour and Discipline	Pages 15 and 16
Mobile Phone Protocol	Page 17
Homework	Page 17
School Transport	Pages 18,19 and 20
Notification of Intention to Process Students' Biometric Information	Pages 21 and 22
Privacy Notice – General Data Protection Regulations	Pages 23,24,25,26
Home - College Agreement	Page 27

Welcome from the Head of College



Dear Parent/Carer

I would like to extend a very warm welcome to you and your child to Arthur Mellows Village College.

We endeavour to ensure that transition between Year Groups and different educational establishments runs as smoothly as possible.

This booklet contains some essential information which I hope you will find helpful in the move to Arthur Mellows Village College. Should you require additional information please contact the College. The aim of this booklet is to reinforce College expectations and opportunities available for your child during their secondary education.

I hope and expect your child will settle into Arthur Mellows quickly and confidently, however, should you have any concerns or wish to discuss your child's progress or wellbeing, please do not hesitate to contact your child's Form Tutor or Head of Year in the first instance.

I look forward to a long-standing and productive relationship with you in support of your child's education.

Yours sincerely

A handwritten signature in black ink, appearing to read "J. Oakley".

J OAKLEY
Head of College

College Structure and Staffing

Although the Head of College is ultimately responsible for all that takes place on the College site, much of the day to day running of the College is delegated to other members of staff. Those taking additional responsibilities, apart from teaching, are as follows:

Senior Management Team



MR P CRADOCK Deputy Headteacher 	MS E KAVANAGH Deputy Headteacher Designated Safeguarding Lead 	MR R WATSON Deputy Headteacher
MRS K CLENNETT Assistant Headteacher Head of Sixth Form Designated Safeguarding Lead 	MRS B HARRISON Assistant Headteacher SENCO Designated Safeguarding Lead 	MRS M LORD Assistant Headteacher Teaching and Learning
MR H SAUNTON Assistant Headteacher Director Teach East/SCITT 	MR N STEELE Assistant Headteacher Pastoral Lead Designated Safeguarding Lead 	MRS E WARD Assistant Headteacher Pastoral Lead Designated Safeguarding Lead

Heads of Year

MISS E BAILEY Head of Year 7 	MR L ROBERTS Head of Year 8 	MR A PHILLIPS Head of Year 9 
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MR J PEPPER Head of Year 10 	MRS M WARRINGTON Head of Year 11 
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The Pastoral Team

MR C PHILLIPS Deputy Pastoral Manager Designated Safeguarding Lead 	MRS J WOODROFFE Attendance Officer 	MRS S KAMMINGA School Counsellor Designated Safeguarding Lead 		
MISS M WESTLEY Pastoral Year 7 	MRS N LEVY Pastoral Year 8 	MRS A JOHNSON Pastoral Year 9 	MR J WARE Pastoral Year 10 	MISS K McCAW Pastoral Year 11 

Learning Support Department

MRS B HARRISON Special Needs Co-ordinator Lead (SENCO) Designated Safeguarding Lead 	MRS L BAXTER Assistant SENCO 	MRS D WHYTE SENCO Support 
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Additional Key Staff you will have contact with

Heads of Subject Areas

English	Miss N Jeffs	Physical Education	Mr T Neaverson
Mathematics	Miss L Marshall	Design Technology	Mr S Dewdney
Science	Mrs D Debbage	Expressive Arts	Mrs T Hammond
RE	Mrs G Ellis / Mr S Ahmed	IT and Computer Science	Mrs M Richards
Geography	Mrs E Veale	Art	TBC
Languages	Mrs S Yates	History	Mrs K Price

Form Tutors

Most of the teaching staff also act as Form Tutors. They are responsible to the Head of Year for the well-being of children in their Tutor Group.



The College Day

	Start	End
Registration	8.40 am	9.00 am
Lesson 1	9.00 am	9.50 am
Lesson 2	9.50 am	10.40 am
Lesson 3	10.40 am	11.30 am
Key Stage 3 Lunch Key Stage 4/5 Break	11.30 am	12.05 pm
Lesson 4	12.05 pm	12.55 pm
Key Stage 3 Break Key Stage 4/5 Lunch	12.55 pm	1.30 pm
Lesson 5	1.30 pm	2.20 pm
Lesson 6	2.20 pm	3.10 pm

Term Dates 2022/2023

AUTUMN TERM 2022	
Training Days 1 and 2	Thursday 1 September and Friday 2 September 2022
School opens	Monday 5 September 2022
Training Day 3	Friday 14 October 2022
School ends	Friday 21 October 2022
Half Term	Monday 24 October to Friday 28 October 2022
School opens	Monday 31 October 2022
School ends	Wednesday 21 December 2022
SPRING TERM 2023	
Training Day 4	Wednesday 4 January 2023
School opens	Thursday 5 January 2023
School ends	Friday 10 February 2023
Half Term	Monday 13 February to Friday 17 February 2023
School opens	Monday 20 February 2023
School ends	Friday 31 March 2023
SUMMER TERM 2023	
Training Day 5	Monday 17 April 2023
School opens	Tuesday 18 April 2023
May Day	Monday 1 May 2023
School ends	Friday 26 May 2023
Half Term	Monday 29 May to Friday 2 June 2023
School opens	Monday 5 June 2023
School ends	Wednesday 19 July 2023

How to contact the College

Telephone number: 01733 252235
Email: office@arthurmellows.org

Website: www.arthurmellows.org

If your enquiry is **lesson/subject based**, please ask for the appropriate **Head of Faculty/Department**.

If your enquiry is of a **pastoral nature**, please ask for the Pastoral Team in the first instance.

If they are not available, a message will be taken, and the appropriate member of staff will contact you as soon as they are able to do so.

Reporting a Student Absence

In the first instance parents should contact the College via the dedicated student absence email address:

absence@arthurmellows.org

advising us of the following information:

- ✓ Date of absence
- ✓ Student name
- ✓ Tutor Group
- ✓ Your name
- ✓ Your relationship with the student
- ✓ Reason for absence



In all cases of absence, parents are required to notify the College daily. If the absence is likely to exceed one week, the College should be informed of the nature of the illness as soon as possible. Please visit our Attendance Policy on the College website.

Parental Holidays in Term Time

In accordance with Government guidelines, to support our attendance policy and student learning we will not be authorising holidays of any length taken during term time. Applications will be considered in exceptional circumstances by the Head of College.

This does not affect **leave of absence** for special events such as competing in a national sporting event or in a theatrical production.

Dental Appointments and Medical Treatment



Absence for dental appointments and medical treatment is permissible providing the Form Tutor is shown the appointment letter beforehand and there is an appropriate note from the parent inside the Student Planner / Diary.

Illness or Accident at the College

In cases of illness or accident during the College Day, students will be taken to the First Aid Room. Accommodation is limited and if necessary, parents may be asked to collect their children and take them home. In serious cases an ambulance will be called, and parents/carers informed as soon as possible.

It is vital that parents inform the College of emergency telephone numbers where they can be contacted during the College Day. Please complete the Emergency Contact Details included in your Admissions Form. Parents/Carers should ensure that the College records are kept up to date by informing us of any changes to contact numbers and medical information.



Teacher Feedback Meetings



You will be invited to a formal Teacher Feedback Meeting when it will be possible for you to meet your child's teachers and discuss progress and target setting.

Please remember, should you have any concerns please do not hesitate to contact us.

Stationery – minimum requirements



It is important that students should have their own pen, pencil, ruler, compass, protractor, and eraser. Calculators are now becoming an essential piece of equipment required and parents will receive advice from the Maths department early in the Autumn term on a recommended type. These will then be offered for sale through the College.



Advice on computers and software applications is available on request.

Relationships with our Community

We would like to always foster positive relationships with the local residents and the community as a whole. With this in mind, the College asks that parents abide by the traffic stopping restrictions around the school at all times and where parking is legal, please be aware that the blocking of residents' drives should be avoided.

Consideration needs to be given to access for larger vehicles, eg emergency. Parental assistance in this respect is very much appreciated.



Extra-Curricular Musical Activities

The following activities will be available in the Music Department:

Lunchtimes

JUNIOR BAND

(Mrs Hammond)

All Year Groups welcome

See Mrs Hammond if interested in joining

POP CHOIR

(Mrs Hammond)

All Year Groups welcome

JAZZ BAND

(Mr Roberts)

All Year Groups welcome

See Mr Roberts if interested in joining



Extra-Curricular Sporting Activities

The following activities are an example of what clubs may be available in the PE Department:

Lunchtimes

BADMINTON
FITNESS SUITE


After School (3.15 pm – 4.15 pm)

GIRLS FOOTBALL
CROSS COUNTRY
FOOTBALL
DANCE
VOLLEYBALL
NETBALL
BASKETBALL
HANDBALL
HOCKEY

Extra-Curricular Activities

Maths Club

Orchestra

Choir

Electronics



Computing

Cookery

Photography

Craft and Design

Hockey

Basketball

Rounders

Athletics



Rugby

Cricket

Netball

Football



Art and Textiles

Reading



Science

Drama



College Uniform

The list below shows approved items of dress and those items which are not acceptable.

Garment	Colour(s)	Description
Coat	Black	Coats must be plain and dark in colour, preferably black. Coats can be worn outside but must not be worn anywhere inside the school buildings. Hoodies and tracksuit style tops are not acceptable and must not be worn in school at any time. This rule also applies to any additional external wear ie scarves, gloves etc.
<u>Key Stage 3</u> *Polo Shirt *V-neck Jumper *Cardigan	White Bottle green Bottle green	All with school crest.
<u>Key Stage 4</u> *Polo Shirt OR *Fitted Blouse *V-neck Jumper *Cardigan	White White Black Black	All with school crest.

*All of the above items must be purchased from:

CHROMA LEISURE

**10 Wulfric Square, Bretton, Peterborough, (Tel. 01733 262526)
Online ordering is available: www.chromasport.co.uk**

Henley Skirt	Black 	We offer one style of skirt which is a HENLEY pleated knee length skirt. (Henley is the style of skirt shown in the photograph, with a large box pleat on the centre front and black and knife pleats to the sides). This skirt is not embroidered. Can be purchased at Chroma Leisure, or other online uniform retailers, if it meets the requirements stated and it is Henley in style.
Trousers	Black	Must be a traditional formal 'suit' style trouser and must be full length (non-jeans style and no cropped style or ¾ length). No casual or 'skinny-type' trousers will be acceptable.
Tights	Black or neutral	Plain, no patterns.
Footwear	Black or dark brown	Traditional/formal style in leather or leather-style – heels must not exceed 6 cm – No trainers/canvas style shoes will be acceptable. Boots should be no higher than ankles.
Socks	Black, grey or plain dark colour	No white socks.
Jewellery		One pair of sleepers or small stud earrings are allowed (to be worn one in each ear or a single earring). A single discreet necklace, bracelet and ring are allowed. NOSE STUDS/RINGS OR ANY OTHER BODY PIERCING are NOT allowed. We advise that no jewellery of value is worn in College.
Hair	Natural colour only	No 'extreme' styles are allowed. (Senior Management Team to decide)
Make-up		Must be 'discreet'. Nail varnish/polish is not allowed. (Senior Management Team to decide)

Examples of how your uniform should look**KEY STAGE 3
(Years 7, 8 and 9)****KEY STAGE 4
(Years 10 and 11)****ITEMS NOT ALLOWED**

No leather sports trainers made by a sports manufacturer or in a sporty style eg Vans, Reebok, Nike, Lonsdale etc	No canvas shoes	No skinny-type casual jeans/trousers acceptable	No short straight pencil skirts. Henley style black skirt is acceptable only.

PERSONAL PROPERTY

The College accepts no responsibility for any personal property brought onto the College site; this includes mobile phones, tablets and any other electronic devices. All users should be discouraged from bringing valuable items into the College. If this is unavoidable, special arrangements should be made in advance for temporary safe keeping.

Students are able to have a locker for storage of personal property.



Should personal property go missing whilst on College premises, even whilst in a student locker, the College accepts no responsibility.

PE UNIFORM

Compulsory	Optional
*Black shorts	*Black skirts or leggings are an alternative
*Black tracksuit bottoms	May be worn in severe weather
*AMVC PE green polo shirt	
*AMVC black quarter zip training top	
*White sports socks and green football socks	
Sports Trainers only – no pumps or fashion shoes allowed (Astroturf trainers would be a good option) – Non-marking	Studded footwear – strongly recommended for Football/Rugby
Shin Pads (for Hockey and Football), Gum shield – must be worn for Hockey and Rugby	

NO OTHER COLOURS ARE TO BE WORN.

We ask for parent / carers support in helping enforce this uniform policy. If parent / carers have any queries contact should be made with the College as soon as possible.

***All of the starred items must be purchased from:
Chroma Leisure, 10 Wulfric Square, Bretton,
Peterborough, (Tel. 01733 262526).
Online ordering is available (www.chromasport.co.uk)**



Where possible, the College will endeavour to arrange second-hand uniform sales three times a year.

BODY PIERCING STATEMENT

It is the College policy that students are smartly dressed in a 'uniform' fashion. We ask students not to make fashion statements about themselves, either in their clothing or in their jewellery.

This is why we stipulate that only one pair of small, plain ear studs or earrings (worn one in each ear or a single earring) and one plain, discreet bracelet and necklace may be worn.

We have a responsibility for the health and safety of students while we are 'in loco parentis' during College hours. Other body piercings decorated with studs/rings can constitute a potential danger to students, especially in practical lessons – like PE, Technology, Drama and Science – and in the hustle and bustle of moving around the College with large numbers of other students. For this reason, we do not allow other body pierced jewellery.

If a student wishes to have body pierced jewellery other than that allowed by the College, we stipulate that they have the piercing done at the beginning of the long summer holiday. This gives several weeks for the piercing to establish itself. The student is then able to take out the stud/ring safely to attend College but to replace it at home.

Any student wearing a ring or stud other than those allowed in the uniform code, who will not remove it on request, will be thought of as being uncooperative with the rules of the College. Lack of cooperation is punishable by exclusion.

Please note This is general information. As you know "fashion trends" come and go so our list cannot be exhaustive. It is at the Head of College's discretion to take action regarding any fashion trend or hairstyle which we feel is unacceptable.

School Meals

A lunchtime meal may be purchased in the Refectory. The College operates a Cashless Catering system therefore students will not have to carry money around the College. Students who bring packed lunches must eat them in the specified location, during the lunchtime allocated to their Year Group. Families who claim Income Support and/or are on low income are eligible for free school meals. Students are not allowed to leave the premises unless permission has been obtained from their Head of Year.

A sample menu from our catering contractor, Cucina, is shown below. Currently a Main Meal is £2.45, but this is subject to change.



Cucina

Sample Menu

WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
MAIN MEAL	BEEF BOLOGNAISE Garlic Bread	KUNG PAO CHICKEN 50/50 Egg Fried Rice	ROAST LOIN OF PORK Crackling, Roast Potatoes, Gravy	HOUSE RUBBED JERK CHICKEN Peas & Rice	FRESHLY BATTERED FISH/ SALMON FISHCAKES
VEGETARIAN MEAL	VEGAN BOLOGNAISE Garlic Bread	ASIAN VEGETABLE & NOODLE STIR FRY Soya Beans	BAKED MACARONI CHEESE WITH A CRUNCHY TOPPING	VEGAN JERK QUORN BURRITO Peas & Rice	SPICY BEAN ENCHILADA Tomato Sauce
VEGETABLES	PEAS GARDEN SALAD	SHREDDED GREENS CARROT & SESAME SALAD	SEASONAL VEGETABLES	SWEET CHILLI SLAW	PEAS CHIPS
TOMATO & BASIL					
PASTA POTS	PESTO PASTA	VEGAN BOLOGNAISE	CHEESE SAUCE	CARBONARA	ARRABIATA
JACKET POTATO	TOPPED WITH A CHOICE OF CHEESE, TUNA OR BEANS				
HOT PUD	MIXED BERRY & APPLE CRUMBLE Ice Cream	AMERICAN STYLE PANCAKES Fruit Toppings	SYRUP SPONGE Custard	ETON MESS	CHOCOLATE SPONGE Chocolate Sauce
FRUIT POT	SELECTION OF FRUIT POTS AVAILABLE DAILY				
JELLY POTS	SELECTION OF JELLY POTS AVAILABLE DAILY				
YOGHURT POTS	SELECTION OF YOGHURT POTS AVAILABLE DAILY				
TRY OUR HOME-MADE SOUP WITH FRESHLY BAKED BREAD	LOOK OUT FOR AMAZING BLUE DOT MEAL DEALS	PIZZAS, WRAPS & PANINIS FRESH OPTIONS EVERY DAY	TAKE HOME A TAKEAWAY	LUNCH MEAL DEAL Check out what's on offer today!	WATCH OUT FOR OUR POP UP & STREET FOOD PROMOTIONS All of Our Deli Range Sandwiches, Salads & Desserts are FRESHLY MADE HERE DAILY

Free School Meals

Please complete an online application if you are claiming any of the following:

- Universal Credit (up to £7,400 net earned income)
- Income support
- Income Based Job Seeker's Allowance
- Income Related Employment and Support Allowance
- Working Tax Credit run-on (paid for 4 weeks after you stop working altogether or start to work less than 16 hours per week)
- Child Tax Credit but no element of Working Tax Credit and have an annual income that does not exceed £16,190

Please make an application through the link on the 'School Meals' page of the College website.

Behaviour and Discipline

Aims

Students, staff, parents/carers and governors should work together to achieve the following:

- ✓ A caring, safe environment where effective teaching and learning takes place.
- ✓ Trust between students and staff.
- ✓ Ensuring that everyone and everything is treated with respect.
- ✓ Encourage and reward positive behaviour and achievement.



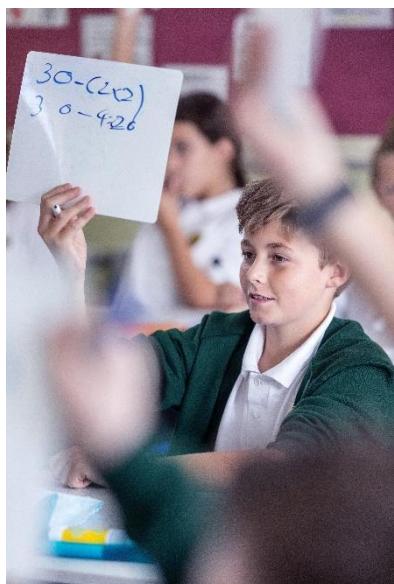
General Guidelines

It is essential to create a safe, happy and controlled atmosphere so the educational function of the College can be provided successfully. Students have an entitlement to be educated and also to spend their College years in a well-managed, secure and ordered environment.

Unacceptable Behaviour

In the view of the College there is no justification for any of the following behaviours. They are so serious that students displaying them may be excluded without prior use of any other sanction:

- Wilful and persistent refusal to obey reasonable instructions.
- Bullying: including serious verbal abuse and unprovoked physical attack on another person or their property.
- Deliberate and serious damage to College property.
- Racial abuse.
- Sexual abuse.
- Abuse and possession of drugs, tobacco, e-cigarettes or alcohol on the premises.
- Serious verbal abuse of staff.
- Any illegal act or behaviour that endangers the health and security of others such as bringing a weapon into the College.



Bullying

Every student at Arthur Mellows Village College has the right to enjoy learning, free from bullying and intimidation. We believe that bullying is not a part of College life, not an inevitable part of growing up, and it does not usually sort itself out.

Bullying arises from a wish to hurt, threaten, or frighten someone else. It is a repeated behaviour, where there is an imbalance of power, and the victim is deliberately made to feel vulnerable or intimidated.

Aims / Objective / Purpose

The aims of the anti-bullying policy are as follows:

- To state clearly, the College position on unacceptable behaviour and in particular bullying and to provide a framework for parents/carers, staff and students in dealing with bullying behaviour.
- To raise the awareness of the issue of bullying by promoting the implementation of the policy through classwork, staff development and communication with parents.
- To encourage students to develop positive attitudes towards self and others.
- To enable staff to maintain a consistent approach by clarifying the roles of individuals in the College and to introduce procedures for investigation and prevention.
- To enable students to identify sources of appropriate personal support.

The objectives of the anti-bullying policy are:

- To engender greater awareness amongst members of the College community of the issue of bullying.
- To promote greater concern for the welfare of victims.
- To seek a reduction in the incidents of bullying behaviour in the College.

The purpose of the policy is to complement the Code of Conduct and Policy concerning Equality of Opportunity

Students who attend Arthur Mellows Village College are entitled to expect that:

- The College will look after their welfare by providing a safe and secure environment for all individuals.
- The College will clearly communicate the position on behaviour, unacceptable behaviour and in particular bullying.
- The College will actively promote the implementation of the policy through classwork, staff development and communication with parents.
- The College will ensure that sources of personal support are available.
- Issues of concern raised by staff, students and parents will be investigated, monitored and an agreed course of action made known and recorded.
- Victims and perpetrators will be offered appropriate advice and counselling

Homework

Homework is an important part of College life, contributing to student progress and attainment. It plays a key role in extending the knowledge and skills that are developed in College and provides opportunities for students to enrich their own learning.

Teachers will set homework that meets the needs of students of all abilities. In Year 7 homework will be set by the majority of subjects. Homework from some subjects such as Music, Drama and PE may be less frequent.

It is the responsibility of the student to complete homework on time and hand it in. When homework is not handed in on time, appropriate sanctions may be applied, most likely in the form of a detention. Parents can help their child by regularly monitoring their homework, discussing the homework and suggesting improvements and ensuring their child has somewhere suitable to work.

Parents should contact the Class Teacher in the first instance if they are concerned about homework.

Mobile Phone Protocol

'You use it, and you lose it!'



- Before you arrive in the school gate, your mobile phone must be switched off and placed in your bag (not in a pocket). They will not be allowed out at any point during the day.
- This includes all headphones and earphones/Air Pods.
- Smart watches can only be worn if the linked phone is switched off, or it is on airplane mode.
- These are to remain in the bag until end of Period 6 (3:10 pm), where you will be allowed to check for messages and have access for the journey home.
- Do not look at your mobile phone to access your timetable. Please use your planner.
- If you are asked for a code to log on to Microsoft 365, you will be allowed to get your phone out of your bag (under the supervision of the teacher) to retrieve the code. However, setting up your Multi-Factor Authentication (MFA) as well as a phone number will greatly reduce the number of times you are asked for a code.
- You will not be able to use your mobile phone to access Microsoft TEAMS.



Mobile Phone Protocol Explained

- Too many students use mobile phones for social purposes in between lessons and at the end of breaktimes. This makes you late for your next lesson and creates a conflict with staff.
- The need to check messages on mobile phones is a continual distraction during and between lesson time and disrupts learning as you are constantly thinking about your phone.
- Using mobile phones during social times instead of having a conversation and developing friendships with other students. We want you to make friends and learn how to have a conversation.
- Mobile phones can have a damaging effect on a student's mental health and wellbeing.
- Using mobile phones inappropriately is a frequent reason a student may get into trouble at school.
- Mobile phones are frequently used during school time for incidents related to cyberbullying.

School Transport (from September 2022)

If you live over three miles away and Arthur Mellows Village College is your nearest or designated school you will be eligible for transport assistance through Peterborough City Council.

In most cases students will be provided with a bus pass for one of our dedicated buses. The contracts are arranged by Peterborough City Council for the benefit of students and parents/carers, and routes are revised regularly to ensure the most cost effective and convenient transport is available.

As a guide the following villages are within catchment for Arthur Mellows Village College and have dedicated school buses provided by Peterborough City Council:

Ailsworth	Eye	Maxey	Thornhaugh
Bainton	Eye Green	Newborough	Sutton
Barnack	Newborough	Sutton / Upton	Wansford (North of river)
Castor	Marholm	Thorney	Wittering

How to apply

Further information regarding school transport and the online application form to apply can be found at: <https://www.peterborough.gov.uk/residents/schools-and-education/school-transport>

Please apply by 31 July 2022 to ensure that your child receives their bus pass in time for the start of school in September. Bus passes and timetable details will be sent during the summer holidays. The Passenger Transport Team will always try and allocate your child to the nearest bus stop or pick up point however this is not always possible due to capacity. Upon receiving your child's bus pass, if you think a mistake has been made, please email educationtransport@peterborough.gov.uk to advise.

Behaviour

We ask that that you speak with your child prior to them travelling on school transport about the importance of keeping safe and the expectation of appropriate behaviour whilst travelling.

On the way to the stop and whilst waiting for the bus

- Students should walk to the bus stop sensibly, take care when crossing the road.
- Students should behave appropriately whilst walking to the stop and whilst waiting at the stop, should not cause a nuisance to local residents.
- As the bus arrives, students should wait at least 1 metre from the kerb, and not push forward.
- Students should have their bus pass ready to show the driver as this is their permission to travel.

Whilst on the bus

- Seat belts must be worn at all times. It is the responsibility of the students to wear their seatbelts, and a legal requirement to do so.
- Students must follow any instructions from drivers, or warning signs on the bus and follow these as required.
- Students must remain seated for the duration of the journey.

- Noise should be kept to a reasonable level throughout the journey. No use of Bluetooth or loudspeakers is permitted.
- Students must always respect each other and the driver, ensuring that they do not behave in a manner that may cause the driver to become distracted from driving.

When leaving the bus

- Students are not to stand up until the vehicle has reached the bus stop and has come to a complete stand still.
- Students should check that they have all their belongings.
- When disembarking the vehicle students are to be patient and not push.
- Students should stand clear of the vehicle once they have disembarked to let other students off and to be clear of the doors.
- Students should wait until the vehicle has left the stop before attempting to cross the road.

Where student's behaviour is deemed unacceptable, dangerous or causes damage to the vehicles, action will be taken in line with the Behaviour Guidelines (which will be sent with your child's bus pass).

Peterborough City Council reserves the right to withdraw transport provision for short periods of time (suspensions), or permanently. During a suspension or exclusion, parents/carers remain responsible for ensuring their child's attendance at school, at their own cost and convenience. Peterborough City Council will not make alternative arrangements.

Lost bus passes

Should your child lose their bus pass during the academic year, a new one can be purchased by telephoning the call centre on 01733 317455 and making a payment of £10.00.

If you have any queries regarding the above, please call 01733 317455 and ask to speak to the Passenger Transport Operations Team, Peterborough City Council.

Continued...

Some students use service buses for transport which are run on a commercial basis and are not under the jurisdiction of the College or the Local Authority. These companies' services are subject to change, however, listed below is some information which may be helpful to you. Please contact the companies direct for details of timetables and fares.

Stagecoach (01733 207860)	Services which pass between Deeping and Peterborough. Information can be obtained from Queensgate Bus Station
Delaine Bus Company (01778 422866)	Service between Bourne, Deeping and Peterborough throughout the day

The companies which own the buses have an obligation to convey students within the terms of their contract of service. This usually means being responsible for ensuring the welfare and safety of passengers, including the control of behaviour. Parents, however, do have ultimate responsibility for their children outside the College premises including on the buses. Children travelling on buses are expected to behave (at all times) in a sensible and responsible manner.

Problems with service buses should be conveyed direct to the company concerned. Naturally the College is also concerned to know of problems and will endeavour to assist.

Students should follow the instruction of staff on duty for bus departures at 3.10 pm. If they miss their bus at 3.10 pm, they **must** report to the member of staff on duty who will assist them to contact parents/carers to collect them.



Notification of Intention to Process Students' Biometric Information

Arthur Mellows Village College wishes to use information about your child as part of an automated (ie electronically-operated) recognition system. This is for the purposes of accessing cashless catering facilities, books from the Library and Music Department. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The College would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to our cashless catering service, Library and Music facilities.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (ie measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

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



For example:

- a) the school/college cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (ie as stated above);
- b) the school/college must ensure that the information is stored securely;
- c) the school/college must tell you what it intends to do with the information;
- d) unless the law allows it, the school/college cannot disclose personal information to another person/body – you should note that the only person/body that the school/college wishes to share the information with is the provider of our biometric system. This is necessary for operational reasons.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the College cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. The child's objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The College is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the College, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements

for children who are not going to use the automated system to access catering, Library and Music facilities.

If you give consent to the processing of your child's biometric information, please indicate this on the consent form on the enclosed Admission paperwork.

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

Further information and guidance

This can be found via the following links:

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





Four Cs Multi-Academy Trust

PRIVACY NOTICE – LEARNERS (How we use learner information)

The Four Cs Multi-Academy Trust (MAT) is the data controller for the purposes of the General Data Protection Regulations. The Trust and its schools collects information from you and may receive information about you from your previous school and the Learning Records Service.

Privacy Notice (How we use pupil information)

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information
- Assessment information
- Special Needs information
- Behaviour and Exclusion information
- Post 16 Learning information

If students are enrolled for post 14 qualifications, the Trust and its schools will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Why we collect and use this information

We use the student data:

- to support pupil learning (which could include the use of appropriate websites and applications)
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to assess how well the Trust and its schools are doing
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under the lawful basis of ‘Public Task’: the processing is necessary for the Trust to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.

Where the lawful basis is not considered to be ‘Public Task’, we will consider obtaining consent where appropriate or acting in the vital interests of the individual.

Collecting pupil information

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

Storing pupil data

We hold pupil data for no longer than is necessary for the purpose or purposes it was collected. Reasonable steps will be taken to destroy, or erase from the systems, all data which is no longer required.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS
- Four Cs Multi-Academy Trust and Governors
- Other organisations that are GDPR compliant and it is deemed necessary

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our Local Authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers
- NHS and health agencies

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

Pupils aged 16+

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

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.

You also have the right to:

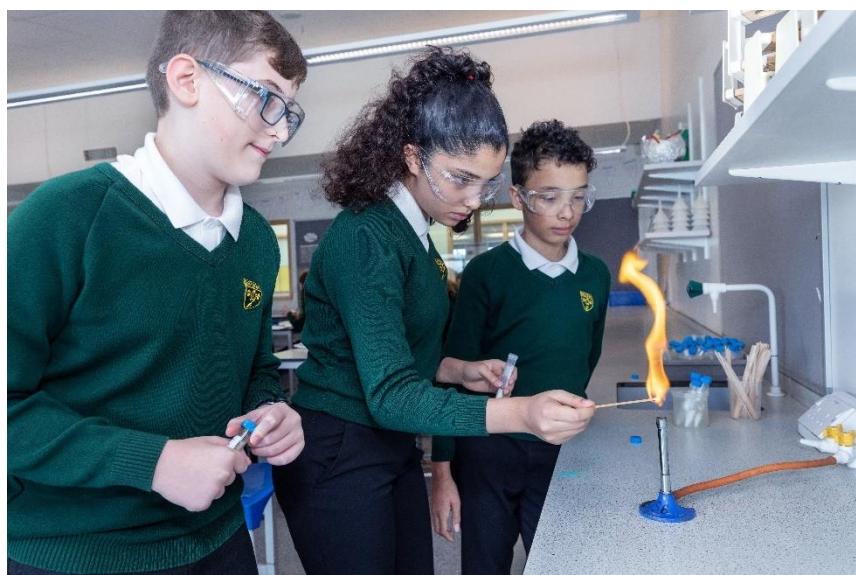
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

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

The Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.



Mission Statement / Home-College Agreement

Delivering learning for life within an aspirational culture. **Objectives:** To be the College of choice by promoting and providing access to relevant, broad, balanced and quality learning. Be a safe, effective and friendly environment. Value, encourage and help develop the potential of all within our community. Strive to improve our performance and measure achievement against challenging standards. Recognise and celebrate achievement.

Please ensure the front page's section of your child's Admission Booklet is signed by parent/carer and student to agree to the Home/College Agreement below:

	As parent(s) we/I will do our/my best to ...	As a student I will do my best to ...	As a College we will do our best to ...
Being ready for College	<ul style="list-style-type: none"> Send our/my child to College in full College uniform. Make sure our/my child has the right equipment for College. 	<ul style="list-style-type: none"> Always wear full College uniform. Bring the right equipment to College. 	<ul style="list-style-type: none"> Insist that the correct College uniform is worn at all times. Tell students what they need for lessons.
Attendance/ punctuality	<ul style="list-style-type: none"> Make sure our/my child attends College on time every day. 	<ul style="list-style-type: none"> Attend College every day on time. Attend all lessons on time. 	<ul style="list-style-type: none"> Encourage good attendance and punctuality and to reward these.
Class and homework	<ul style="list-style-type: none"> Take an interest in the work of our/my child. Encourage our/my child to always do their best. Make sure our/my child does their homework. 	<ul style="list-style-type: none"> Listen to my teachers, follow their instructions and work to the best of my ability. Work together positively with others. Write all homework in my planner, do my homework and hand it in on time. 	<ul style="list-style-type: none"> Teach good lessons. Prepare students in a range of subjects that will encourage them to succeed and to enable learners to achieve their best. Provide a homework timetable and planner and to set homework according to College Policy. Set appropriate work which will be marked regularly.
Behaviour	<ul style="list-style-type: none"> Encourage our/my child to have high standards of behaviour at all times. 	<ul style="list-style-type: none"> Behave well in and outside of College and follow the Code of Conduct and respect others. 	<ul style="list-style-type: none"> Encourage high standards of behaviour and respect of all individuals.
Pastoral support	<ul style="list-style-type: none"> Let the College know if there are any problems likely to affect our/my child's learning. 	<ul style="list-style-type: none"> Let my teacher know if I have any worries. 	<ul style="list-style-type: none"> Listen and respond quickly to any concerns.
Links with College	<ul style="list-style-type: none"> Attend Teacher Feedback Events. Read letters from College and reply if necessary. Read and sign the planner. Support the College if sanctions, for example, detentions become necessary. Refrain from posting negative comments about the College (staff and students) on Social Media 	<ul style="list-style-type: none"> Take all written communications home to parent(s). Show planner at home each week. Complete any sanctions, if necessary. Refrain from posting negative comments about the College (staff and students) on Social Media 	<ul style="list-style-type: none"> Hold regular Teacher Feedback Events. Report regularly on progress, attendance and punctuality. Inform parents/carers and students of any worries or concerns where necessary.
Extra-curricular life of the College	<ul style="list-style-type: none"> Support events that the College is involved in. 	<ul style="list-style-type: none"> Find out what events are happening in College that I can take part in. 	<ul style="list-style-type: none"> Inform parents/carers and students of events that the College is involved in.

Signed on behalf of the College	J OAKLEY, Head of College <i>J. Oakley</i>	Date: September 2022
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