



ARTHUR MELLOWS VILLAGE COLLEGE  
Helpston Road, Glington, Peterborough, PE6 7JX



# Admission Information for Parents and Sixth Form Students



**2023 / 2024**

*Delivering Learning for Life within an Aspirational Culture*

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



Curiosity Confidence Courage Constancy

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## Welcome from the Head of College

Dear Sixth Form Student

Welcome to the Sixth Form at Arthur Mellows Village College.

Also, a special welcome to those of you from other schools.

We hope that all Sixth Form students will attend the Induction Programme taking place from **Monday 10 July 2023 (Monday is invitation only) to Wednesday 12 July 2023**. At the end of the programme I am sure that you will:

- Feel excited by the opportunities ahead
- Realise that we care deeply about our Sixth Form students
- Understand that we will treat you differently, but expect that with more independence comes extra responsibilities
- Realise that you will be expected to work hard
- Appreciate that we will provide lots of opportunities for you to develop as individuals as well as arrange a lively and varied social programme
- Be looking forward to enrolment; which this year will be completed electronically online following GCSE Results day
- Be prepared for your first day on Tuesday 5 September 2023; lessons will commence following an assembly and extended registration with your tutor

This is a key decision in your life. I hope you will feel that Arthur Mellows Village College offers you the right pathway for the next two years in order that you achieve your potential.

Yours sincerely

**MR J GILLIGAN**

Head of College Designate (September 2023)



## College Structure

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 J GILLIGAN**  
Head of College



**MR CRADOCK**  
Deputy Headteacher



**MS KAVANAGH**  
Deputy Headteacher



**MR WATSON**  
Deputy Headteacher



**MRS CLENNETT**  
Assistant Headteacher



**MISS V GIAQUINTO**  
Assistant Headteacher



**MISS K LEWIS**  
Assistant Headteacher



**MISS L MARSHALL**  
Assistant Headteacher



**MR SAUNTSON**  
Assistant Headteacher



**MR STEELE**  
Assistant Headteacher



**MRS WARD**  
Assistant Headteacher



## Support and Guidance

The Sixth Form Leadership team is made up of Mrs Clennett (Head of Sixth Form) along with Mrs Price, Ms Sheen, Miss Stark, Mrs Barnsley, Miss Adams, Mrs Cox, Mrs Collister and Mrs Carter. They are supported by a specialist team of Sixth Form tutors. All members of the Sixth Form team have been trained to ensure they can offer the best possible information, advice and guidance to our students. As well as supporting in academic decision and problems, they are also here to provide pastoral support. Students also have access to the whole school support mechanisms such as careers advice, counselling and pastoral guidance.

### Meet the Sixth Form Team

#### MRS CLENNETT

Assistant Head and  
Head of Sixth Form



#### MRS PRICE

Assistant Head of Sixth Form



#### MS SHEEN

Assistant Head of Sixth Form



#### MISS STARK

Assistant Head of Sixth Form



#### MRS BARNSELEY

Pastoral Assistant



#### MISS ADAMS

Pastoral Assistant



#### MRS COLLISTER

Silent Study Supervisor



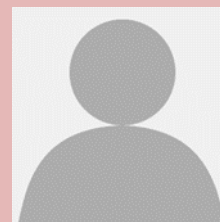
#### MRS COX

Pastoral Assistant/Silent Study  
Supervisor



#### TO BE APPOINTED

Pastoral Assistant



During the school year, there are regular points for monitoring your child's progress. This information is shared with you through reports and parents' evening. Should underachievement be identified in individual subjects, the specific department will put support mechanisms in place. If it is highlighted in a variety of areas, a member of the Sixth Form Leadership team will provide mentoring. Regular communication with parents is central to Sixth Form success.

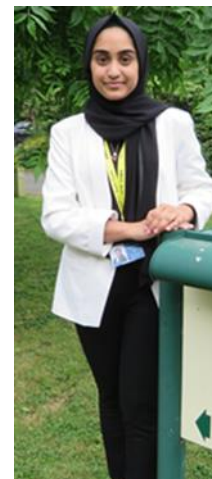


# SIXTH FORM DRESS CODE

## Our Ethos

Students should dress appropriately for the formality of attending the College, providing good role models to other students. As an academic Sixth Form preparing students to work in a professional environment, the code reflects the calibre of the students we have, and promotes a sense of pride and belonging. It is designed to allow a choice of outfits within the boundaries outlined.

Code	Guidance
Hair/Makeup	No Extreme hairstyles or unnatural colours Makeup should be subtle and in line with professional appearance
Clothing	<b>The following <u>must</u> be worn:</b> <ul style="list-style-type: none"> <li>○ Tailored jacket / blazer</li> <li>○ Tailored trousers – skirt / dress (appropriate in length; skirts and dresses must not be too short)</li> <li>○ Blouse / collared shirt (plain in design)</li> <li>○ School issues lanyard</li> </ul> <b>Optional:</b> <ul style="list-style-type: none"> <li>○ Tailored waistcoat</li> <li>○ Tie or bow tie</li> </ul>
Footwear	Formal shoes or boots
Overclothes	Overcoats are not to be worn as a substitute for a jacket / blazer and are to be removed once in the College building
Jewellery/Piercings	Jewellery should be discreet and safe. Facial piercings should be limited to one



### The following are NOT appropriate for Sixth Form:

Trousers	Jeans, leggings, shorts or trousers which are too tight fitting
Tops	Heavy knit woolly jumpers and cardigans Hoodies Leisure style / t-shirt material or strappy tops
Footwear	Non formal boots, trainers, canvas shoes, flip flops or any other casual footwear
Other	Clothing with bold branding or slogans Leather or denim items of clothing Clothing that is too revealing



### Enforcement:

1. Spoken to by Sixth Form Tutor and SIMS point logged. Where possible, item to be removed for the remainder of the day.
2. Spoken to by Sixth Form Tutor and SIMS email sent / phone call to parents / carers. Where possible, item to be removed for the remainder of the day.
3. Spoken to by Sixth Form Leadership Team, Gold or Silver card privileges removed. Contact parents / carers. Where possible, item to be removed for the remainder of the day.
4. If the student continues to flout the uniform rules which are part of the College expectations, student will be formally asked to leave the College.

**INDUCTION WEEK – MONDAY 10 JULY TO WEDNESDAY 12 JULY 2023**

We look forward to meeting you during the Sixth Form Induction Week from Monday 10 July 2023 to Wednesday 12 July 2023 (**Monday is invitation only**). The Induction days will be based in College, please report to the Main Hall at 8.45 am and feel free to use the Sixth Form social spaces should you arrive prior to this. You are expected to follow the Sixth Form dress code at all times; however, this has been relaxed for the Induction days; **students are not required to wear a blazer or suit jacket. Please also note, the dress attire for day 3 mentioned below.**

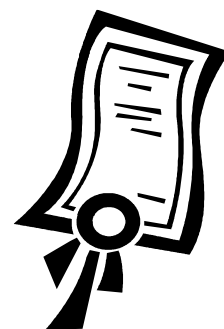
The format for the two days will be as follows:

- **Day 1 - Monday 10 July 2023:** Introduction to AMVC Sixth Form.
- **Day 2 - Tuesday 11 July 2023:** Subject and enrichment taster sessions
- **Day 3 - Wednesday 12 July 2023: 'Wild West Party'** (the party will involve lots of fun and games in your new Tutor Groups). Dress code will **not** apply this day. Instead, students will need to wear clothing suitable for practical activities and which fits the theme (ie checked shirts, jeans and Stetson). Please note **toy guns are not permitted.**

**RESULTS DAY – THURSDAY 24 AUGUST 2023**

What happens if you do not get the results you were expecting?

**DO NOT PANIC!** For a start we offer a range of courses and will be as flexible as possible in accommodating your new situation. Remember there will be a course for you somewhere, it's not the end of the world.



If you wish to change the course(s) you want to study you must see one of the Sixth Form team once you have received your results by booking an appointment on the Surgery Day.

**SURGERY DAY – FRIDAY 25 AUGUST 2023 (9.00.00 AM TO 3.00 PM)****BY APPOINTMENT ONLY.**

Alternatively contact [sixthform@arthurmellows.org](mailto:sixthform@arthurmellows.org) to arrange a phone call with a member of the team.

**PROCEDURE FOR ENROLMENT**

All students are required to enrol to formally accept their place at AMVC Sixth Form. Enrolment will take place electronically, via the College website which will be live from GCSE results day until midnight on Tuesday 29 August 2023. We will send you a link and more information nearer the time.

**Term commences on Tuesday 5 September 2023**

On Tuesday 5 September 2023 remember to bring with you to registration:

- ✓ A copy of your GCSE results
- ✓ Any documents missing from your enrolment pack (eg Full Birth Certificate, proof of address etc)

## The College Day

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

## Important Dates and Events for the 2023/24 academic year

AUTUMN TERM 2023	
Sixth Form Enrolment	Thursday 24 August 2023 to Tuesday 29 August 2023 (on-line)
Term opens for Sixth Form	Tuesday 5 September 2023
Training Day – October	Friday 13 October 2023
Half Term	Monday 23 October 2023 to Friday 27 October 2023
Ends	Friday 20 December 2023
SPRING TERM 2024	
Opens	Thursday 4 January 2024
Half Term	Monday 19 February 2024 to Friday 23 February 2024
Ends	Thursday 28 March 2024
SUMMER TERM 2024	
Opens	Tuesday 16 April 2024
May Day	Monday 6 May 2024
Half Term	Monday 27 May 2024 to Friday 31 May 2024
Ends	Friday 19 July 2024



## Facilities

Arthur Mellows boasts outstanding facilities. Teaching spaces are of a high standard and each subject area has access to state of the art, specialist equipment that will enhance post-16 studies. The bespoke facilities provided for our Sixth Form include:

- Dedicated Sixth Form Centre
- Silent Study suite
- Brewhouse Refectory (serving hot and cold food and beverages)
- Social and relaxation spaces
- Three Sixth Form only ICT suites
- Naturally Refectory



Students also have special access to areas in specific departments, for example Sixth Form art base and the Fitness Suite.

## Sixth Form Curriculum

In Year 12, students will follow a curriculum that consists of:

- Core subjects (A Levels and Vocational subjects)
- Enrichment
- Leadership (Work experience)
- Professional Development / Personal Development
- Silent Study

This curriculum has been developed over a number of years to give students the best opportunities when applying for university or entering the world of work. It has been tailored to ensure each student has the best possible chance of success in their studies.

## Core Subjects

The majority of students will study 3 core subjects (or equivalent) and we have considered the subject courses carefully in order to provide a curriculum that will meet the needs of your child. We aim to ensure each student can access their particular selection of subject choices by offering a range of A Levels and Vocational subjects. Your child will have selected from the following subject areas:

### A Level subjects

<ul style="list-style-type: none"> <li>• Art – Fine</li> <li>• Art - Textiles</li> <li>• Biology</li> <li>• Business Studies</li> <li>• Chemistry</li> <li>• Computer Science</li> <li>• Drama and Theatre</li> <li>• Economics</li> <li>• English Language</li> <li>• English Literature</li> <li>• English – Combined</li> <li>• Film Studies</li> </ul>	<ul style="list-style-type: none"> <li>• French</li> <li>• Geography</li> <li>• History</li> <li>• Mathematics</li> <li>• Further Mathematics</li> <li>• Physical Education</li> <li>• Physics</li> <li>• Politics</li> <li>• Product Design</li> <li>• Psychology</li> <li>• RE - Philosophy and Ethics</li> <li>• Sociology</li> </ul>
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### Vocational Level 3 Nationals Subjects

<ul style="list-style-type: none"> <li>• Applied Science</li> <li>• Business Studies</li> <li>• Digital Media</li> <li>• Engineering</li> <li>• Food Science and Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Social Care</li> <li>• IT</li> <li>• Music Performance</li> <li>• Sport</li> <li>• Tourism</li> </ul>
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Each core subject has 12 timetabled lessons a cycle, with an expectation that students undertake private study for each subject, every week. Individual subject expectations, silent study and

homework are outlined in the specific subject. Due to the volume of work students will produce over the course of their studies, we recommend that a lever-arch folder is purchased for each subject, where students will keep the majority of their work.

## Enrichment

Enrichment allows students to pick a further area of study, often away from the traditional subject areas and all developing essential skills. Most options lead to a nationally recognised qualification, with some generating UCAS points. The choices include:

- British Sign Language
- Combined Cadet Force - CCF
- Duke of Edinburgh Award
- Extended Project Qualification
- First Aid
- Level 3 Sports Leadership Award
- Managing My Money for Young Adults
- Mentoring
- Sixth Form Student Newsletter

As students are timetabled a maximum of 3 Enrichment lessons per 2 week cycle, there is an expectation to complete independent study outside of these lessons. Full details of these courses are outlined in the specific pages later in this book.

## Leadership

The purpose of this compulsory element of Year 12 is to show leadership skills along with initiative, integrity, reliability and punctuality. It offers opportunities for students within and out of school. For many, it will help develop and improve self-confidence, communication and organisational skills, all of which are extremely important in any young person. Students complete a minimum of 30 hours. Students can volunteer to help in school, for example supporting teachers in lessons or through our paired reading scheme. Outside of school are countless opportunities including: playgroups, hospital volunteers and charity work.

## Professional Development

The Professional Development programme has been developed to equip your child for Sixth Form life such as learning new study skills as well as covering a number of topics that will ensure personal development. The focus then moves to preparing students for life after Sixth Form and we provide extensive and individual support whether your child chooses further education or to seek employment. The programme consists of:

- Personal Development
- Professional Studies
- Preparation for Employment
- Preparation for University



## **Personal Development**

This is a series of speakers developed around their needs and current and topical themes. We take regular input from Sixth Form students to ensure we invite speakers they believe to be relevant and introduce new areas. The topics covered include driving awareness, safety, finance and budgeting, gap year options and mental and sexual health.

## **Professional Studies**

The leap from GCSE to A Level can be daunting and overwhelming for some students, particularly with the strong ethos of independent study in our Sixth Form. In Year 12, students embark upon the Professional Studies programme to develop skills and support students in becoming a successful Sixth Form student and skills that are essential throughout their professional life. Students will attend cross curricular and interactive sessions led by their tutors developing study skills which are essential in making students more confident, independent and productive. These include essay writing, referencing, examination technique and time management among others.

Preparation for life after Sixth Form covers a variety of key career planning issues such as:

- Understanding the current labour market and the necessity for thorough career planning.
- Exploring career options available, including higher/further education, apprenticeships, work with training and employment.
- Finance and budgeting.
- Interview skills.
- Introduction to UCAS and research websites.

Students are also given opportunities to use software programmes that offer suggestions to suitable careers on the basis of their academic ability and aptitudes. They can also research these careers and opportunities.

In the Summer term we host a 2 day Future Festival giving students detailed information about their next big step.

In Year 13 the programme is divided into 2 groups "Preparation for Employment" and "Preparation for University", ensuring all students leave Arthur Mellows ready to embark upon further study or a successful career.

## **Preparation for Employment**

Students who decide against a university route join the Year 13 'Preparation for Employment' team to seek work and apprenticeships. To ensure these students are prepared for the demanding world of work we deliver a Professional Development Programme developing CV's, letters of application, interview preparation and techniques. We develop students' employability skills such as communication, team working and leadership through interactive Professional Development sessions and collapsed days; we have a strong track record of placing students with appropriate employers. In collaboration with Growth Works, we work with local employers to ensure Arthur Mellows Village College students are prepared for their journey into the job market with a variety of placements with specialist apprenticeship providers and local companies.

## **Preparation for University**

Students who have decided to embark on the University route will use Personal Development lessons to complete their UCAS application and personal statement. Students have lessons with their Form Tutors so this allows for one to one guidance on the personal statement. Form Tutors will also act as their referee, so these sessions allow tutors to learn more about students' wider interests ensuring a personal touch to the reference (students are given a booklet following Future Festival to support this). Once applications are complete, we hold practical sessions to prepare students for university life, such as academic skills, student finance and cooking on a budget.

## **Silent Study**

All students throughout their Sixth Form at Arthur Mellows Village College will have timetabled lessons of silent study. Your child will work in designated rooms which are supervised by staff. All subjects will set specific work for these timetabled lessons (separate from homework), whether it is desk or ICT based. This will enhance the student's understanding of their curriculum and have a positive impact upon their examination results. Please note, these lessons are compulsory.

## **Wider Curriculum**

In Sixth Form there are many extra-curricular activities available to students. The Duke of Edinburgh Award continues, with students able to take part in the silver and gold qualifications. A range of indoor and outdoor sports are available during the week, along with the opportunity to take part in competitions. Students can also study for their Higher Sports Leader Award.

Social activities are arranged, such as Sixth Form parties, day trips and the Sixth Form Prom. Students are encouraged to take part in the many fundraising events, organised for both local and national charities.

## **Sixth Form Committee**

The Sixth Form Committee is a dynamic and vibrant organisation. It allows for real leadership opportunities for our students, as well as being a creative force for good in the school and wider community. The committee plays an important role in maintaining the Sixth Form's designated environment within school and they meet regularly to discuss issues and events. Committee members will be present at some Governors' Meetings and also play an important role in the School Council. The Committee is led by the Head students and their Deputies with representatives who have responsibility for the following areas:

- Business
- Charity and Volunteering
- Diversity and Culture
- Environmental
- Extra-Curricular
- Media and Arts
- Social
- Sport and Wellbeing
- Transition and Buddy System

During the summer term of Year 12, students can be nominated for a position on the Sixth Form Committee. An application and interview process will take place before the new committee commences in June.

## Card System

All students are given a silver pass card which allows them to have extra freedoms. This means that students can leave during break and lunchtimes, but they must return to site on time. Year 12 students should be on site at all other times. Should a student not meet the standards expected in Sixth Form, they will lose the card and the privileges it brings, for example:

- Poor attendance
- Failure to meet deadlines
- Lateness to school/lessons
- Missing lessons
- Failure to follow dress code
- Poor behaviour

Should students prove to be exemplar students throughout Year 12 (attendance, punctuality and completing leadership and enrichment) they will be given their gold card. This allows students to also leave site during their free lessons and go home after the last lesson of the day. Students are still expected to attend registration every day and meet expected standards. Please note, if students have forgotten their cards they will not be able to leave site.

## Sixth Form Email

All Sixth Form students have a school personal email account. This allows students to contact each other about subjects and any group work they may be partaking in, plus provides an essential form of communication between themselves and their Form Tutor. The email system can be accessed whilst in school using the student intranet or from home via the AMVC website. Each student should use their current network password and their address will be:

**<network username>@arthurmellows.net**

This will allow access to Office 365 from the website which enables students to use Word and Excel with all work saved on the College Cloud. This should remove compatibility issues and lost work.

## Part-Time Employment

We acknowledge experiences outside of school can be useful in developing skills as well as providing essential income for areas such as driving lessons and saving for university. However, the main focus of Sixth Form must be to gain the best possible level 3 grades. Some students do take on more hours in their part-time job than they can reasonably cope with. We recommend no more than 12 hours a week, but it is important to be aware of what research shows:

*“Sixth formers who spent more than 5 hours a week in jobs did less well than expected. Students who worked for more than 15 hours were the worst affected, dropping an equivalent of falling from an expected BBB to CCD.”* Source: Times Educational Supplement.



## General Expectations

- Have a positive attitude in all aspects of Sixth Form life
- Be an active learner, taking all opportunities offered
- Act as a role model to all younger students
- Utilise study periods effectively
- Meet deadlines
- Use Sixth Form diary to ensure an organised approach to study
- Attendance is compulsory; all students attend school from 8.40 am to 3.10 pm
- Follow dress code, upholding the Arthur Mellows Village College standards at all times
- Ensure part-time employment does not impact upon studies

## Sixth Form Attendance Guidance

**Registration:** Students should be in College for 8.35 am daily, registration starts at 8.40 am and after this time students will be marked late.

All Sixth Form students are expected to attend their Form Group registration each day and Assembly which is held weekly.

**Absence:** If your child is going to be absent from College for reasons other than sickness then we require you to fill out a Leave of Absence form which can be obtained from Student Reception.

In accordance with the College's absence policy **no holiday** will be authorised for Sixth Form students.

**University Visits:** Please can parents/carers send a note in advance, to the Form Tutor, stating the date and place of the visit. We will authorise up to a maximum of 3 days, most universities hold Open Days on weekends and we would expect your child to choose those where possible.

It is very important for Sixth Form students to aim to have a high attendance level. The College will be asked to provide this information for future employees and universities.

**Sixth Form outcomes are negatively affected by poor attendance levels.**

**Orthodontist/Dental/Medical Appointments:** We would prefer all medical appointments to be arranged outside of College hours, however, if this is not possible, we require all students to follow the protocol below:

If a student arrives late or needs to leave the College early, we require the parent/carer to write a signed note, which must then be countersigned by their Form Tutor. Before the student is allowed to leave the site they must show this note, plus signatures, to Student Reception.

**If a student feels unwell at College or needs to leave early:** If a student feels unwell at College and needs to leave early, they can either visit the First Aid room or they will be required to get permission from Mrs Barnsley, Miss Adams, Mrs Cox or Mrs Clennett before signing out at Student Reception.

## How to contact the College

- Telephone number: 01733 252235
- Email: [office@arthurmellows.org](mailto:office@arthurmellows.org)
- Email to Sixth Form directly: [sixthform@arthurmellows.org](mailto:sixthform@arthurmellows.org)
- Website: [www.arthurmellows.org](http://www.arthurmellows.org)

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

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

- [absence@arthurmellows.org](mailto:absence@arthurmellows.org)



advising us of the following information:

- ✓ Date of absence
- ✓ Student name
- ✓ Tutor Group
- ✓ Name of the call
- ✓ Relationship of caller with the student
- ✓ Reason for absence

## 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.
- Sixth Form students will be allowed their mobile phones out in the Sixth Form area only (McLaren Building ONLY).



## 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.

## 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 (*Years 7 and 8 – parental signature only required / Years 9, 10 and 11 – parent and student signature required / Sixth Form – student signature only required*) 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 taking 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 (*Years 7 and 8 – parental signature only required / Years 9, 10 and 11 – parent and student signature required / Sixth Form – student signature only 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 collect 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 get in touch with you and parents/carers when we need to
- 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 and wellbeing
- to assess the quality of our services
- 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 will only collect and use your information when the law allows us to. Most often, we will use your information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- pupils or parents/carers have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

Where we have got permission to use your data, pupils or parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your information.

#### 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**

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- our Local Authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (a government department)
- your family and representatives
- educators and examining bodies
- our regulator (the organisation or 'watchdog' that supervises us), eg Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations
- central and local government
- our auditors
- health authorities
- health and social welfare organisations
- police forces, courts, tribunals

**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/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the 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.

## **DEVELOPING FUTURES 16-19 BURSARY FUND 2023/24 FINANCIAL SUPPORT FOR STUDENTS**

The following information applies to Sixth Form students (aged 16 to 18 on 31 August 2023 taking a full-time further education course in 2023/24).

A key priority for the Government is to close the gap in attainment between those from less well-off and more affluent backgrounds, and to ensure every young person participates in and benefits from a place in 16 to 19 education or training.

The College is responsible for awarding bursaries to students. If your application is successful, you could receive a contribution to help with costs such as:

- **Transport (essential)**
- **Clothing (as described in the Sixth Form Dress Code)**
- **Materials and equipment required for your course**
- **Meals at College**
- **Compulsory educational visits**
- **Other approved expenses**

Please see policy for more details

There are two 16-19 Bursary Funds:

### **Developing Futures 16-19 Bursary Fund - Vulnerable Awards**

The Government has announced that some students can be entitled to a bursary of up to £1200. You could get this if you are in one of the following categories:

- Those in care, including those placed with a foster carer by the local authority
- Care leavers
- Young People in receipt of Income Support or Universal Credit
- Young people who are in receipt of Disability Living Allowance or Personal Independence Payments

### **Developing Futures 16-19 Bursary Fund - Discretionary Awards**

Is your household income less than £35,000 a year? If so, you could be considered for a Discretionary bursary.

**If you think you are eligible for either bursary, please complete the application form and Income Declaration form, providing proof of any benefits and household income.**

**The Developing Futures 16-19 Bursary Policy 2023/24 and application form will be available on the College's website, from the Finance office or Sixth Form office, from June 2023.**



**The first closing date for applications will be 14 July 2023. Applications received after this will be assessed from Early September onwards.**

