

START OF YEAR INFORMATION

SCHOOL FUND

At this time of year we ask families for a voluntary contribution to school.

The contribution this year will be £15.00 per family. Please make your contribution via ParentPay by **Friday 6th October, 2017.**

If you would prefer to pay at a local PayPoint store, please contact the school office who will make arrangements to issue you with a barcoded letter.

FIRST AID

Mrs Hill, our lead first aider, looks after students when they are hurt or unwell. She works between 9.30 am and 3.00 pm. Mrs Hill is supported by a team of trained First Aid staff.

We still need, however, your consent to allow us to act genuinely in 'loco parentis' and administer first aid for what we believe to be minor ailments.

The only medicines that can be brought into school by students should be prescribed medicines or inhalers from your doctor. In this case, we would ask that the tablets or medicine be given into reception by parents the safekeeping of Mrs Hill. Parents will be required to fill out a form stating the required dosage of the medication. The medication must also carry the pharmacy label and the dosage instructions. Students should carry their inhalers with them.

If your child becomes ill during the school day, they should in the first instance go to Mrs Hill in the First Aid room, who will, if necessary, contact parents to arrange for them to be collected. Students should not contact their parents directly.

PARKING OUTSIDE SCHOOL

Please show consideration for others when dropping off or collecting your children from school. Please avoid parking on the hazard warning signs and directly opposite them as this causes congestion. Parents should not come onto the car park to collect or drop students off, unless your son/daughter has reduced mobility or this has been agreed due to special circumstances. These students will be issued with a student car park pass.

If you do need to come on to the car park, please park in an identified bay.

TRIPS, VISITS AND CHARGE

In general terms there are three types of situation you need to be clear about:

- **Trips out of School Time**

eg holidays abroad. When these are offered the appropriate cost of the holiday will be passed on to you.

- **Curriculum Trips/Enrichment Activities**

As always, we will be continuing to offer trips/activities during school time in order to enhance the curriculum. They are not an essential part of the curriculum but a way in which your child's knowledge and experience can be enriched.

Accordingly, when such trips/activities are offered, full details will be sent to you and you will be invited to make a voluntary contribution to the cost of the trip. As the law now forbids any child to be refused permission to go on such a trip, even if parents do not contribute, it follows that unless everyone contributes, the trip may not go ahead.

It is our usual custom for all full day or longer trips to get parental consent on every occasion and this will continue. However, there are activities eg sporting events/fixtures, local visits etc. which will take your child off school premises for short periods of time during the school day or immediately after school. Students may walk, go in a minibus or coach, or go by public transport. There may also be occasions when your child may be taken by staff in his/her car to sporting fixtures, home or other activities. We hope, therefore, you will feel able to give general consent to such activities taking place without requiring further written information on every occasion.

- **Materials for Lessons**

When your child is asked to bring in materials for Design Technology (and occasionally other lessons), it is on the clear understanding that it is a voluntary contribution on your part and that you own the finished product.

In all cases, if you are in receipt of benefits, or for other reasons wish to discuss the matter please do not hesitate to contact Mrs Belcher (Director of Operations and Business).

(This is an extract from our Charging and Remissions Policy - full copy available on the website)

MOBILE PHONES

We appreciate that many parents like their children to have a mobile phone with them for safety reasons. However, please note:

- All phones must be silenced during registration and lesson times. If a teacher sees or hears a mobile phone at these times, it will be confiscated until the end of the day. If a phone is confiscated on three occasions, the phone will need to be collected by parents following any further confiscation.
- The school cannot take responsibility for lost or stolen phones. If a phone is stolen, parents will need to contact police as well as school.

LUNCHTIME MEAL ARRANGEMENTS

Summerhill uses a 'cashless' school meal system provided by Cunninghams. Students are reminded that their accounts must be kept in credit which can be done either by paying using ParentPay or bringing cash into school or by cheque. Cheques should be sent into school to the café and made payable to 'Chartwells'

Students are advised to only use coins in the machines not bank notes as notes that have been in a child's pocket for a few hours often aren't accepted by the cash re-credit machine.

Most students remain in school during lunchtime. If you wish your child to go home for lunch, please send a note to the House tutor. Students will only be permitted to return to their home address. Going into the village or elsewhere off school premises is not an option.

COMPLAINTS PROCEDURE

If you are unhappy about any aspect of school, please discuss the concern with your child's Head of House in the first instance. Our formal complaints procedure can be found on the school website.

Timings of the School Day	
Registration	8.55 am
Period 1	9.20 am
Period 2	10.10 am
Break	11.00 am
Period 3	11.20 am
Period 4	12.10 am
Lunch	1.00 pm
Period 5	1.50 pm
Period 6	2.40 pm
End of School Day	3.30 pm

VANDALISM

The majority of students at Summerhill are respectful of school equipment and systems but occasionally we do experience deliberate acts of vandalism. Where such acts occur and a student is identified as being responsible, parents will be asked to contribute to the cost of repair or replacement as appropriate. There will also be a consequence in line with the school's Consistency Framework.

PHOTOS AND DIGITAL FILM

We use photos or digital film in school for a number of reasons. The main purpose is to celebrate the success of students - the photos are used on display boards, the plasma screens and on the website. Examples include photos of sports teams, members of the cast of school productions and senior students.

We may also use film as a learning tool. For example, taking film of a student throwing a javelin and then playing it back so that the teacher, the student and the class can analyse technique. Other examples of film used in school include role plays in Modern Foreign Language lessons, acting out scenes in Drama or giving a weather forecast in Geography. In most cases the film is only used within school, but there may be cases where we wish to share good practice with other schools or use materials for public displays.

Please note that your child's identification will not be disclosed unless the photo is used to celebrate individual success. We will always take great care to show photos only if we deem the location appropriate.

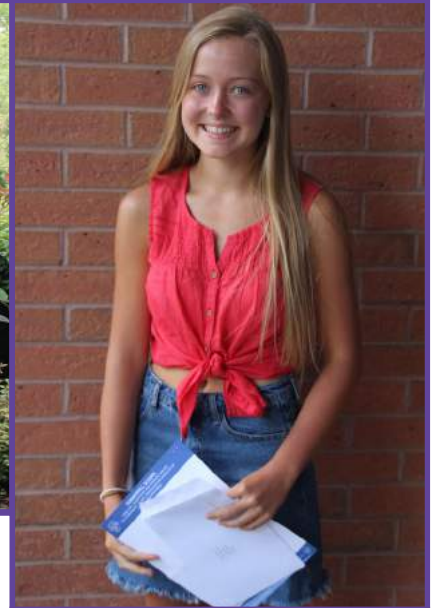
We would therefore like to ask for your general consent to using material, including photos, in the following ways:

- Summerhill School website/Firefly Learning Environment: This will include the prospectus and curriculum documents. These show school visits, trips and enrichment activities, student success/celebration eg celebration assemblies and extra curricular activities etc.
- Displays within the school
- External exhibitions
- Press articles

Students' photos are also used on our Management Information System which is only accessed by staff. They are also used for emergency medical notices when required.

If you need clarification or are concerned about the use of images of your child, please contact Mrs Sprouting or your child's Head of House.

EXAM RESULTS 2017



Summerhill School students are again celebrating many successes, with students achieving a whole range of top grades at GCSE.

In both English and Maths, 87% of students achieved a good pass and 75% of students achieved a good pass in at least 5 subjects; amongst the best results in Dudley.

In addition to the significant overall improvements, there were some notable individual success stories including the following, with some students achieving the new and rare Gold Standard Grade 9 in English Language and Literature or Maths:

Individual outstanding results include:

- James Hill : 10 A*, 1 A (Two grade 9, one grade 8)
- Morgan Dalloway : 9 A*, 1A (Two grade 9)
- Lauren Millward : 6A*, 4A (Two grade 9, one grade 8)
- Callum White : 3A*, 7A (One grade 9, one grade 8)
- Matthew Parry : 10 A*, 1A (Three grade 8)
- Max Bradley : 3A*, 6A (One grade 8)
- Joe Banga : 3A* 5A (Two grade 9)
- Ben Clouds : 3A* 6A (One grade 9, one grade 8)





PARENTAL CONSENT FORM 2017-2018

NAME OF CHILD.....

FORM.....

THESE FORMS SHOULD BE RETURNED TO RECEPTION BY

FRIDAY 6th OCTOBER, 2017

Biometric Finger Scans

We use biometric finger scans in school as part of our cashless catering system and to monitor usage of our printers (multi functional devices). The finger scan image is stored securely via the RM managed service through a product called Biostore which links to the school Management Information System (SIMS).

- I agree to my child using the biometric system within school.

Student Update Form

- I have checked and returned the student update form.

Curriculum Trips/Sporting Events and Fixtures

- I agree to my child being taken out of school on occasions as outlined in your letter without requiring further written information. (See Curriculum Trips, Visits and Charges)

First Aid Consent

- I agree to the school administering First Aid to my child.

If you wish to make a voluntary contribution to School Fund, please do so through ParentPay.

Signed:(Parent/Guardian)

Date:

**PARENTAL CONSENT FORM FOR SCHOOLS (INDIVIDUAL
 CONSENT FOR VARIOUS USE OF IMAGES) ACADEMIC YEAR 2017**



Summerhill School supports Dudley Safeguarding Children Board in recognising the need to ensure the welfare and safety of children and young people.

Photographs and digital film recording

Within school we use photographs and digital film for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, plasma screens and on the school website e.g. photographs of pupils learning, sports teams and members of the cast of school productions. Film is generally used to help with learning e.g. role plays.

Your child's identification will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs if we feel the medium is appropriate.

Please tick all relevant boxes to give consent for your child:

Name of Student.....House Tutor Group.....

For the purpose of:

Use by the press	Yes <input type="checkbox"/>	No <input type="checkbox"/>
General publicity (including for use by the local authority and for training purposes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School websites (this will include the prospectus, newsletter and curriculum documents. These show school visits, trips and enrichment activities, student success/celebration example Year 11 prom, celebration assemblies and extra curricular activities)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Images made available to purchase via the internet (where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Use in my child's learning journey (reception classes only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Use in the learning journeys of other children who attend the provision (where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Safeguarding

As part of our commitment to safeguarding, consent is also required separately to name children in material used by the press.

I do I do not give consent for my child to be name alongside their image in media coverage.

Relationship Print name

Signature Date

Dudley Safeguarding Children Board will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately contact your local social care team to report these concerns or visit <http://www.dudleysafeguarding.org.uk>

Consent is for the academic year as stated above. However, you do have the right to withdraw consent at any time by writing to the head teacher.



PRIVACY NOTICE

Data Protection Act 1998 : How we use your information

We, Summerhill School are the data controller for the purposes of the Data Protection Act.

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Where your child has a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems.

As a local authority, we are committed to protecting and safeguarding children and young people in the Borough. The Multi-Agency Safeguarding Hub (MASH) is a co-located arrangement of agencies integrated into a multi-agency team.

The Single Point of Access Team (SPA), which is the single point of contact for safeguarding concerns, and the MASH share information appropriately and securely on children or young people in order to take timely and appropriate actions. The teams also provide information and advice across a range of child and family services.

Where your child has been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about them. This information will be passed to the Corporate Health and Safety Team at Dudley MBC. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties'.

Once our students reach the age of 13, the law requires us to pass on certain information to the Connexions Service who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the Connexions Service by informing Mrs Jill Belcher, Director of Business and Operations.. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.dudley.gov.uk/kids/>

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

It is strongly recommended that students and their parents do not opt out of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Jill Belcher, Director of Operations and Business.

If you are unable to access this website a copy of this information can be sent to you

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-student-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit:

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

If you need more information about how our LA and/or DfE collect and use your information, then please go to the following websites:

Dudley MBC

Dudley MBC website > Resident > Learning - School > Schools and Colleges > Information and Advice
<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/information-and-advice/>

If you are unable to access this website a copy of this information can be sent to you. Please contact:
Principal Information Security Officer.

Dudley MBC

ICT Services

Corporate Information Governance Team

Transformation and Performance

The Council House

Priory Road

Dudley

West Midlands

DY1 1HF

Department for Education

What the Department does with students' and children's data

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website. Please contact the DfE as follows:

Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>
Telephone: 0370 000 2288
Fax: 0161 600 1332

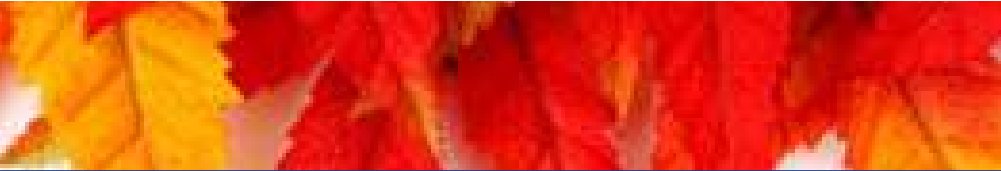
The national helpline is open between Monday and Friday, 9.00am to 5.00pm.

Black Country Partnership NHS Foundation Trust

Delta House
Delta Point
Greet's Green Road
West Bromwich
West Midlands
B70 9PL

General Enquiries: 0845-146-1800
Fax: 0121-612-8090
E-mail: enquiries@bcpft.nhs.uk
Other Contacts : <http://www.bcpft.nhs.uk/contact-us/contacting-us>

SUMMERHILL SCHOOL CALENDAR



2017	DATE	MEETING/EVENTS	YEAR INFORMATION/ACTIVITIES
Monday	4th	CPD Day—school closed for students	
Tuesday	5th Sept	Term starts for Staff	
Wednesday	6th		
Thursday	7th Sep	Start of Term for students	House Captain launch
Monday	11 th Sep		Year 7 CATS Tests all week House Captain talks all week
Friday	15 th Sep		Year 7 CATS Tests all week House Captain talks all week
Monday	18 th Sep		Year 9 Girls injections
Wednesday	20 th Sep		Deadline for House Captain applications
Thursday	21 st Sept	Parents' Evening and Study support session for Year 7 parents	
Monday	25 th Sept		House Captains voting Monday - Thursday
Thursday	28 th Sept	Parents' Evening and Study support session for Year 10 parents	
Tuesday	3 rd Oct		Year 9 Geography trip to Stratford-upon-Avon
Wednesday	4 th Oct	Open Day visits at 9.30 am and 2.00 pm	
Thursday	5 th Oct	Open Day and Evening visits at 9.30 am, 2.00 pm and 7.00pm	
Friday	6th Oct	CPD Day—school closed for students	
Thursday	19 th Oct		16+ Evening 7.00pm Year 11
Friday	20th Oct	End of Half-term for staff and students Data report home to parents	
Monday	30th Oct	Start of half term for staff and students	
Monday	6 th Nov	Parents' Meeting - Ski Trip - 7.00 pm - Hall	Remembrance Day Assemblies all this week
Friday	10 th Nov	Remembrance Day	
Monday	13 th Nov		Anti-bullying week
Friday	24 th Nov	Children in Need	
Saturday	25 th Nov		Skills Show Year 11
Wednesday	29 th Nov	Presentation Evening for last years Year 11 students at the Copthorne Hotel	
Tuesday	12 th Dec	Christmas Cracker rehearsal Evening	
Thursday	14 th Dec	Christmas Cracker Concert Christmas Cracker rehearsal all day	Year 11 first Mock Exams begin
Friday	15 th Dec	Primary School Carol Service pm	Year 11 first Mock Exams
Monday	18 th Dec	Choir performances in the community	Year 11 first Mock Exams all week
Tuesday	19 th Dec	Carol Service - Wordsley Church 7.30 pm Rehearsal 3.30 pm tbc	Year 11 first Mock Exams all week
Wednesday	20 th Dec	End of Term for students Finish at 1.00 pm (am lessons only)	



The King and I



Enrichment



Staff Carols



2018	DATE	MEETING/EVENTS	YEAR INFORMATION/ACTIVITIES
Monday	1st Jan	Bank Holiday	
Tuesday	2nd Jan	Start of term for staff and students	
Monday	8 th Jan		Year 9 Mock exams - all week
Thursday	11 th Jan		Year 11 Mock results morning
Thursday	25 th Jan	GCSE Music Recital evening	
Wednesday	31 st Jan		Year 9 injections
Monday	5 th Feb	Safer internet Week	Year 10 Geography trip to Birmingham Library
Tuesday	6 th Feb	Safer internet Day	
Wednesday	7 th Feb		Year 10 Geography trip to Birmingham Library
Thursday	8 th Feb	Afternoon Tea Dance for Grandparents	
Monday	12 th Feb	School Production all week	
Friday	16th Feb	End of Half-term for staff and students Data reports home	
Monday	26th Feb	Start of term for staff and students	Year 11 Second Mock exams - all week
Wednesday	28 th Feb	Year 6 induction letters to parents	
Thursday	1 st March	Year 6 Find out their allocated school - letters should arrive	
Wednesday	7 th Mar		Head Boy/Girl applications launch
Wednesday	14 th Mar		Head Boy/Girl/House Captain application deadline Science - Big Bang Event - Wed - Sat
Monday	19 th Mar	Parents' Meeting - Ski Trip - 7.00 pm	
Friday	23 rd Mar	Sports Relief	Year 10 First Mock exams start
Monday	26 th Mar	Spring Concert Rehearsal all day tbc Primary School Concert 5.00 pm in Hall tbc	Year 10 First Mock exams all week
Tuesday	27 th Mar	Spring Concert 6.00 pm in Hall tbc	
Thursday	29th Mar	End of Term for students Finish at 1.00 pm (am lessons only) Data Reports home to parents	
Friday	30th Mar	Bank Holiday - Easter Holiday	
Saturday	31 st Mar		Ski trip Departs
Monday	2nd April	Bank Holiday - Easter Holiday	
Tuesday	3 rd April		Normandy Trip departs
Sunday	8 th April		Normandy Trip returns
Saturday	7 th April		Ski Trip Returns



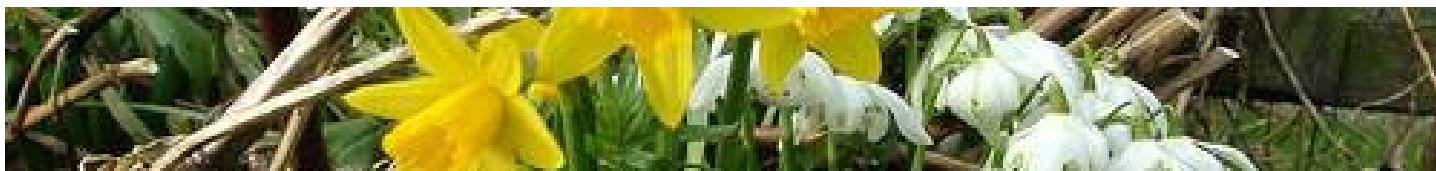
Learning Centre



Race For Life



Talent Show



2018	DATE	MEETING/EVENTS	YEAR INFORMATION/ACTIVITIES
Monday	16 th Apr	Start of term for staff and students	
Wednesday	2 nd May		Year 8 injections
Thursday	3 rd May	School closed to students - Election Day tbc	
Monday	7 th May	May Bank Holiday - School closed	
Monday	14 th May	Year 6 Primary visits all week	GCSE Exams start - all week
Monday	21 st May	Year 6 Primary visits Mon - Tues	GCSE Exams continue - all week
Thursday	24 th May	KS3 Music showcase and all day rehearsal	
Friday	25 th May	End of Half-term for Staff and Students Data Reports home	



Pottery



Learning Centre



Textiles

Monday	28 th May	Bank Holiday	
Monday	4 th Jun	Start of Term for Staff and Students Year 5 Masterclass	
Thursday	7 th Jun	Year 5 Masterclass	
Tuesday	12 th Jun		Year 10 Geography Trip to Carding Mill Valley
Thursday	14 th Jun		Year 10 Geography Trip to Carding Mill Valley
Monday	18 th Jun		Year 8 Geography Trip to Carding Mill Valley
Wednesday	20 th Jun		Year 8 Geography Trip to Carding Mill Valley
Friday	22 nd Jun		GCSE Exams end Year 11 Leavers assembly and Prom
Monday	25 th Jun	Year 5 Masterclass	Year 10 second Mock Exams all week House Championship Evenings Mon - Thur
Tuesday	26 th Jun	Year 5 Masterclass	
Wednesday	27 th Jun		Sports Day
Friday	29 th Jun		Reserve Sports Day (1) in the event of bad weather
Monday	2 nd Jul	CPD Day—school closed for students Primary Liason Week Mon - Fri	Year 10 Work Experience Week Mon - Fri



Rewards Concert



Media



Madrid Trip



2018	DATE	MEETING/EVENTS	YEAR INFORMATION/ACTIVITIES
Tuesday	3 rd Jul	Primary Induction Day for Year 6 Students	
Wednesday	4 th Jul	Primary Induction Day for Year 6 Students	
Thursday	5 th Jul	Primary Induction Day and Evening for Year 6 students and parents	
Monday	9 th Jul	Activities week all week	
Monday	16 th Jul		Reserve Sports Day (2) in the event of bad weather
Tuesday	17 th Jul	Data and FT Reports home Night at the Movies - Music event	Year 10 Mock Exam results 3.30 pm
Thursday	19 th Jul		House Day!
Friday	20th Jul	End of Term for students Finish at 1.00 pm (am lessons only)	
Thursday	23 rd Aug	GCSE Results Day	

SCHOOL TERM DATES 2017 – 2018

Monday 4th September – Wednesday 20th Dec 2017
(Training Days: Monday 4th, Tuesday 5th, Wednesday 6th August and Friday 6th October)
 Half Term: Monday 23rd October – Friday 27th October 2017

Tuesday 2nd January – Thursday 29th March 2018
 Half Term: Monday 19th February – Friday 23rd February 2018

Monday 16th April – Friday 23rd July 2018
**(Training Days: Thursday 3rd May (Election Day) and
 Monday 25th June, 2018)**
 Half Term: Monday 28th May – Friday 1st June 2018

SCHOOL TERM DATES 2018 – 2019

Monday 3rd September - Friday 21st December 2018
 Half Term: Monday 29th October - Friday 2nd November 2018

Monday 7th January - Friday 12th April 2019
 Half Term: Monday 18th February - Friday 22nd February 2019

Monday 29th April - Monday 22nd July 2019
 Half Term Monday 27th May - Friday 31st May 2019

Training Days to be confirmed

