



RUSKIN
Community High School
Learning Together. Achieving High Standards

New Parents' Guide 2023/24



ADDRESS	Ruskin Community High School Ruskin Road Crewe CW2 7JT
TELEPHONE	01270 560514
EMAIL	parent-carer@ruskin.cheshire.sch.uk
WEBSITE	www.ruskinhighschool.co.uk
FACEBOOK	Ruskin Community High School
TWITTER	@RuskinHigh

WELCOME TO RUSKIN

We are delighted you have chosen Ruskin Community High School for your child's Secondary education and would like to extend a warm welcome to you and your family into our school community. We pride ourselves on developing our students so that they are happy, mature and confident young adults; so please, rest assured that we will strive to ensure your child achieves the very best outcomes possible. We are a popular school and currently oversubscribed as a result. We all look forward to working with you however you join the school.

We hope you will find this booklet useful in informing you about Ruskin's systems which will enable us to create effective home-school links with you.



*Please note: The term *parent* will be used to denote *parent/carer* throughout the main body of this booklet.

CARE, GUIDANCE AND SUPPORT

Every student is assigned to a Form Tutor whom they register with twice a day at Form Tutor time. Additionally, each year group is assigned a Year Achievement Manager who oversees the progress and wellbeing of all students in that year group. The **FORM TUTOR** is your main contact, as they know your child best. If you wish to discuss any aspect relating to your child, please do this through the Form Tutor first.

A note in the Student Handbook is the easiest way, but if you wish to ring school, the office staff will leave a message for the Form Tutor. You are, of course, also welcome to call in, but we would ask that, wherever possible, you try to arrange a meeting via the School Office first, as Form Tutors have a teaching commitment and may not be instantly available. You may also email the school or use the messaging function on Class Charts.

Remember – no problem is too trivial. If it is worrying you, we want to know. The school day is structured with two lessons then a break, two further lessons then lunch and one lesson after lunch. Students move around the school to different classrooms and lessons are delivered by subject specialist teachers.

STUDENT HANDBOOK

Students will receive a handbook which will support their life in school. It serves to promote our core values of Respect, High Aspirations and Confidence.

- **Respect**
Information regarding expectations for behaviour, uniform and anti-bullying can be found in our handbook. There is also a section on wellbeing.
- **High Aspirations**
Careers education information and progress reports will enable students to have an opportunity to reflect on their own learning and plan improvements.
- **Confidence**
The handbook serves to promote independence in our students. Key knowledge/information pages are used in lessons as prompts and can support homework tasks.

Timetables and diary pages will be used to help with daily organisation.

Teachers will let you know of any problems that your child may be facing in school. It is fair to say that, in Year 7, most children adapt quickly to the different structure and demands of secondary education. The time demands and organisational skills involved in doing and presenting homework can, however, be a problem for some students. If, as a parent, you have any concerns please do not hesitate to contact your child's Form Tutor.

CLASS CHARTS

Class Charts is an online homework, communication, attendance and behaviour system that is used at Ruskin. All homework is set on Class Charts and every student and parent is given a login so that they can access the homework tasks. Positive and negative behaviours are also logged on Class Charts and these can also be seen by students and parents. Logins for both students and parents will be given to students in the first week of joining the school. Messages and announcements are also sent on Class Charts and we also encourage parents to inform us of absences on Class Charts. Class Charts can be accessed by visiting www.classcharts.com or by downloading the Class Charts app. We will hold some parent sessions in September to support usage.

HOMEWORK AND REVISION

School policy is that all students do homework on a regular basis. Students will receive homework for the core subjects (Mathematics, English, Science) on a weekly basis and for all the other foundation subjects, homework will be on a fortnightly basis.

All homework is set on Class Charts and can be written in the Student Handbook. In Years 7, 8 and 9, students need to develop/extend study skills and enhance work done in the classroom. This is an essential part of education today as children are prepared for the demands of formal and informal assessment and external examinations such as the GCSE.

Students will be informed that it is their responsibility to complete homework to a high standard and hand it in on time. If they are unable to do this for any reason, they should see the member of staff who set the work as soon as possible. They should not leave it until the start of next lesson.

If a problem arises which prevents your child doing homework, please let the teacher concerned know in writing, using Class Charts or the Student Handbook for communication.

It is important that students quickly develop good study habits. Regular revision is far more effective in embedding knowledge than cramming prior to a test. Ongoing revision is a vital component for students to be successful at GCSE.

EQUIPMENT

To help students fully engage with all their lessons, they must bring the very minimum equipment listed below:

- Pencil case
- Pen (black)
- Pencil
- Ruler
- Rubber
- Sharpener
- Calculator
- Maths set

Calculators and Maths sets can be purchased
from Student Services

Calculator £9.00
Maths Set £1.50
Both £10.00

REWARDS

Ruskin Community High School operates a positive behaviour management system, which is rewards based, rather than punitive. Students who work hard, attend regularly, behave well and do classwork and homework properly are rewarded. Regular rewards are issued which vary from small rewards through to larger rewards such as eligibility for rewards trips and prize draws. Further information will be given about our rewards systems when your child starts at Ruskin.

A minority of students sometimes do not respond to rewards. Where persistent issues arise, the school's sanctions policy will be applied. Again, further information will be given in due course.

BEHAVIOUR

We are particularly proud of the high levels of behaviour our students display when in and around school. This culture of respect is supported by the simple guidelines outlined in our **Home School Agreement**.

Please, take the time to read this with your child.

MOBILE PHONES

To reduce interruption to lessons and your child's learning, we have a very clear policy on mobile phones. Phones are **not to be seen or used** on school premises at

any time. Therefore, please do not ring or text your child during the day. If you have an urgent message or emergency situation, please ring the School Office. We do encourage students to become more independent at secondary school, so please keep messages to a minimum. If students are caught using mobile phones they will be confiscated and parents will be asked to collect the phone from the Main School Office. Please be aware that, if a phone is confiscated on a Friday, students can collect their phone at the end of the day from the main school office.

Students should not use their mobile phones to contact parents throughout the school day.

ABSENCE FROM SCHOOL

The school follows the County and National Guidelines in terms of attendance. Good attendance is a key factor in terms of attainment. If students are absent from school they will fall behind in their work, and their learning will suffer as a result. Ruskin expects that student attendance is at least 95% or above.

Absence may occur for a wide variety of reasons but the school **NEEDS TO BE INFORMED EACH DAY**. We ask parents to log their child's absence on Class Charts or ring in at the beginning of every day their child is absent and to follow this up with a letter or a note in their child's Planner on their return. We operate a 'first day absence' call and if you do not inform us of an absence you will receive a telephone call or text message (Groupcall) from the school with regard to your child. An absence which cannot be accounted for is regarded as an unauthorised absence or truancy and will count against their overall attendance figure. Ten unauthorised absences will result in a Fixed Penalty Notice.

Good attendance is essential. We have a minimum expectation of 95% attendance. Attendance which drops below this level is monitored and action is taken. Absence, of any kind, obviously affects learning. Attendance letters are issued at the end of each term, so that parents can remain informed of their child's current attendance. Attendance Panel meetings are also held to support families where attendance is an issue.

If you need further advice and help with your child's attendance, the Educational Welfare Officer can be contacted via the school or the Area Education Office. We would urge you to contact us if your child already has attendance issues so that we can work with you.

REPORTING AN ILLNESS

Please report your child's illness by logging it on Class Charts or contact the school by telephoning the office on 01270 560514: option 2 **before 8.40am on each day** of absence please also complete the absence slip in the planner as confirmation on the day your child returns to school. It would help if you give your child's full name and form group over the phone and also advise the reason for the absence. Parents **must** make the call, **not** students. Where possible, our preferred method for absence is through Class Charts.

MEDICAL AND DENTAL APPOINTMENTS

If a student has to leave school during the day to visit the dentist, etc. please send a letter to school giving details on or before the day. Without the parent/ carer's written (or in an emergency, telephoned) permission, students cannot be allowed off the premises. Students must then be collected by a parent or an adult authorised by the parent. For safety reasons, all students must be signed out at the School Office before leaving the school site during the school day and sign in on return.

The school expects that medical or dental appointments will be made out of school time wherever possible, or that any absence would not extend beyond a morning or afternoon session.

WHEN YOU KNOW YOUR CHILD WILL BE LATE

Please phone the School Office and give an approximate time for your child's arrival. If your child arrives after registration has closed, their mark (despite being in school) will not count towards their overall attendance and will be unauthorised. For safety reasons, it is very important that your child reports to the office on arrival and can be marked as present in the register.

PROBLEM LATENESS

Your child's Form Tutor may contact you where we are not informed by you about lateness and/or it becomes a persistent problem. Please be aware that ten unauthorised absences may result in a Fixed Penalty Notice being issued. Persistent lateness will result in detentions or other sanctions. It is crucial that we instil good habits for the future. Students who are late for school will receive an after-school detention. Students who receive two or more late marks in a week will receive a letter home.

PARENTS' ANNUAL HOLIDAY

Legislation does not give any entitlement to parents to take their child on holiday during term time. Any application for leave of absence must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday in term time without consent from school.

GROUPCALL TEXT MESSAGES

Groupcall is a system that enables us to send text messages to your mobile phone. We are able to use this facility to get a message to a parent very quickly.

We may use Groupcall to advise you of the following:

- School closures
- Advise/acknowledge that your child is absent from school
- Unauthorised absence reminder notices
- Test and examination date reminders
- Changes to meetings and after school events
- Parents' Evenings
- Expected time of arrival when returning from a school visit
- When Reports have been issued to students
- Website Information
- Detention notifications

Text Messages – all text messages sent from school will have 'GROUPCALL' displayed at the top of the message and then our school name. We will be able to see from school when the message has arrived on your phone and so will know you have received it (you cannot reply via text to these messages). If we are asking for information, please provide that information in the normal way (i.e. by telephone or by letter to the school). All text messages from school regarding a child's absence will be sent to the first contact only. The system does not allow us to send to more than one contact.

It is vital that your contact information is kept up to date. Please ensure that the School Office has all your current contact details, especially your mobile phone number, and advise us immediately if any of these numbers change. This will not replace any of the emergency numbers you have given us. For example, you may have a grandparent as the first emergency contact number in the case of illness, but we need to have your number to contact you if your child is absent.

Please note – nothing can replace a telephone call when it is needed and so mobile text messaging will only be used in appropriate situations.

ILLNESS IN SCHOOL

It can be very upsetting for a child to be at school when they are feeling ill. This is made worse if there is no one at home to be contacted. For this reason, it is important that all details e.g. address, telephone numbers of parents and contacts are kept up-to-date.

When a student complains of feeling unwell, the student is sent or escorted to the Student Services Office. Their condition is assessed and monitored. Where the symptoms persist or get worse you will be contacted and asked to collect your child or arrange for them to be collected by another responsible adult. If we are unable to reach you, we will contact those people you have entered as emergency contacts on the Student Information Sheet. It is, therefore, essential that we have these and that this information is kept up-to-date.

INJURY IN SCHOOL

If this occurs, a similar procedure is followed but in addition:

- a trained First Aider is involved
- an ambulance is called when necessary.

Where possible parents are telephoned and asked to come to school to meet the ambulance or to meet the ambulance at the hospital. Students are never sent to hospital unaccompanied.

MEDICATION IN SCHOOL

It is vital that we are given detailed information if we are to deal effectively with any problems. Schools should only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Parents must complete a 'request to give medication' form, available from school, giving clear instructions regarding required dosage. This medication must be stored in the Student Services Office.

The school can accept over the counter medications (except aspirin), along with the 'Request to give medication' form.

Changes in medical conditions must be passed on to us. This includes doctors' details, hospitals and medical advice.

Asthma Inhalers – the use of inhalers is very common and students are expected to be responsible for carrying and using them. If parents/ carers wish to have a 'back-up' available in school in case of an emergency it must be labelled and handed in to the Student Services Office, along with the 'Request to Give Medication' form. For all school visits, two inhalers should be carried.

SCHOOL COUNSELLOR

The school Counsellor is available to all students who wish to use the service. Times are allocated using a booking system, through the Safeguarding and Pastoral team. The counselling service offered is a confidential service for students.

SCHOOL HEALTH SERVICE

During your child's time at Ruskin they may have routine inoculations. These will take place in school and they will be arranged via our school nurse, who makes regular visits to the school and is our link to other medical services. It is important that any enquiry letters sent out by the nurse are returned to school as soon as possible in order that agreed arrangements are made for routine injections, medicals, etc.

BIOMETRIC CASHLESS PAYMENT SYSTEM FOR SCHOOL DINNERS

All students are allocated an account, much like a bank account. This information is held on a computer and stores details of individual cash balances, records cash spent and cash received, including thorough details of when money has been spent. Individuals have their fingerprint scanned; this is then converted in to a number and stored on the system against that individual. No register of fingerprints is kept and it is impossible to reconstitute a fingerprint from the numeric reference.

The system works exactly the same for all students whether they pay or have a free school meal. The amount allocated for the free school meal will be entered into the system by the software daily and will be accessible from break time. Any under spend or missed dinner will be identified by the system, but will not be added to the next day's balance.

The student can add extra cash on to their balance in the system by using the biometric kiosk machine. All students in receipt of free school meals will retain complete anonymity. Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.



We are unable to give change to students for the cashless payment system. For example, if you give your child £10 and ask them to bring £5 home, we are unable to do this.

**Please note that Free School Meals only comes into effect once the school receives the data from Cheshire East Council.*

INCOME RELATED FREE SCHOOL MEALS (IRFSM)

You can claim free school meals for each child who attends school in Cheshire East if you receive one of these benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit – as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with no earned income or with net monthly earnings less than £616.67)

Claiming for free school meals or Pupil Premium can be done by completing an application form on Cheshire East Council website using the following link:

www.cheshireeast.gov.uk/schools/free_school_meals.aspx

or phone 0300 123 5012

COLLECTION AND RECORDING OF STUDENTS' ETHNIC BACKGROUND

In this pack, you will find a short form for you to fill in about the ethnic background of your child, as all schools are required to do by the Department for Education (DfE). The Information Commissioner (formerly the Data Protection Registrar) has advised that students aged 11-15 are considered capable of deciding their own ethnic identity. The DfE recommends that this decision be made with the support and knowledge of the parent or carer.

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

SCHOOL NETWORK AND INTERNET PERMISSION FORM

As part of the school's ICT programme, we offer students supervised access to the school network and Internet. Before being allowed to use the Internet, all students must obtain parental permission and **both they and you** must sign and return the Home School Agreement enclosed as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. To minimise access to unsuitable material the school network uses an Internet filter. School also organises talks throughout the year and takes part in a Safer Internet Day each year. E-safety is also covered in ICT lessons.

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

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, mobile phones, films, radio and other potentially offensive media.

USING IMAGES OF STUDENTS CONSENT FORM

Occasionally, we may take photographs or videos of the students at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on social media, i.e. our school website, Facebook and Twitter. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

Before we take a photograph, we need written consent in order to comply with the General Data Protection Regulations 2018. Please complete all sections of the separate consent forms for photographs and videos.

FORMS TO RETURN – Please return to the Main Office by Thursday 6th July

In this pack the following forms are included for your careful completion and return to our school office. We use this information to input into our student system so please ensure you complete them fully and clearly. If you need assistance please do contact us and we will be more than happy to help you.

1. Student Data Collection Sheet
2. Consent Form – Photos and Videos
3. Form D – Consent for Out of School Visits and Activities
4. Home School Agreement

We hope you have found this booklet helpful and informative. Strong home-school partnerships are vital in your child's education here. Our Home School Agreement outlines the commitments the Student, Parent and School will make in aiming for the very best experience here at Ruskin.

We look forward to communicating with you regularly to celebrate your child's achievements.

*Please note: The term *parent* will be used to denote *parent/carer* throughout the main body of this booklet.

APPENDICES TO FOLLOW: -

Appendix A – Holiday dates and times of the school day

Appendix B – School bus times

Appendix C – School Uniform

Appendix D – Parent Pay

Appendix E – Parent copy of Home School Agreement

Appendix F – Computer and Internet Use Agreement

Appendix G – Parent copy of Medical Consent Form

Appendix H – Privacy Notice



Follow us on Twitter: [@RuskinHigh](#)

Like us on Facebook: [Ruskin Community High School](#)

APPENDIX A

Ruskin Community High School SCHOOL HOLIDAY DATES 2023/24

Term	Date of Closing	Date of Opening
Autumn Term Begins	****	Tuesday 5 th September
Autumn Half-Term	Friday 20 th October	Tuesday 31 st October
Christmas 2023/2024	Friday 22 nd December	Monday 8 th January
Spring Half Term	Thursday 15 th February	Monday 26 th February
Easter	Thursday 28 th March	Monday 15 th April
May Day	Friday 3 rd May	Tuesday 7 th May
Summer Half-Term	Friday 24 th May	Monday 3 rd June
Summer	Friday 19 th July	****

INSET: Designated staff training/preparation days:

Monday 4th September
Monday 30th October
Friday 16th February
Monday 22nd July
Tuesday 23rd July

PLEASE NOTE THE ABOVE DATES ARE SUBJECT TO CHANGE – WITH NOTICE

Ruskin Community High School Times of The School Day 2023/24

Monday -Friday	Years 7 - 11
AM Form Tutor	8.40-9.10
Lesson 1	9.10-10.10
Lesson 2	10.10-11.10
Break	11.10-11.30
Lesson 3	11.30-12.30
Lesson 4	12.30-1.30
Lunch	1.30-2.10
Lesson 5	2.10-3.10

APPENDIX B



School Bus Service

The school runs a private bus service covering the North of Crewe to bring students directly to and from the school. The service is run by Gerrard's Private Hire based in Sandbach. The cost to students to use the service is currently **£1 each way** and is payable to the driver on each journey.

For insurance and safeguarding purposes, Parent/Carers are required to register with the school for the service by calling the number below. Our service is flexible so if you require a pick up at a different point, please contact the school office on 01270 560514 and ask to speak to Mrs S Wilkinson.

Morning Journey

The journey commences at **7.40 am** from Bradfield Road and takes the following route:

Time	Pick up Point/Bus Stop
07.40	Cliffe Rd bus stop am/pm
07.41	Bradfield Rd: Heron supermarket bus stop am/pm
07.43	Minshull New Rd: Bus stop before Bentley roundabout am/pm
07.48	Badger Avenue: Bus stop after Underwood Lane traffic lights
07.50	Badger Ave: before Broad St traffic lights opposite bus stop am/pm
07.55	Middlewich St: Elm Drive bus stop am, McColls pm
07.58	Elm Dr: bus stop near shops am/pm
08.00	Lime Tree Ave: opposite Greendale Gardens am/pm
08.05	Queens St: Sea Cadets building am/pm
	Ruskin Rd School Approx. 8.15am

APPENDIX C

Ruskin School Uniform

The wearing of uniform by students contributes greatly to the general orderly atmosphere and discipline within the school. At Ruskin, we insist on high standards and students must have the correct uniform. Currently, our school uniform is as follows:

PLEASE WEAR		PLEASE DON'T WEAR	
✓	*School badged blazer		
✓	Grey, school style trousers (available from local store) Grey pleated skirt just above the knee (available from *school or local store)	x	Hipsters, jean-style, tight or casual trousers, or leggings. Trousers must be school style and not made of a stretchy lycra fabric.
✓	A white school shirt which buttons to the neck	x	Open neck shirts, or shirts without a top button
✓	*A school tie		
✓	A plain, navy v-neck jumper, with or without sleeves in a knitted fabric and of a suitable length to be worn with school blazer	x	Sweatshirt style, hooded, zips or buttons, cardigans. Black jumpers are not allowed. Round neck jumpers are not allowed.
✓	Black, school style shoes	x	Boots, heels, trainers, pumps, footwear with logos or steel caps
✓	Black socks Plain black tights in an opaque style	x	Coloured, patterned or bright socks Not see-through or patterned tights
✓	A white craft apron		

Please remember:

- Only plain small ear studs are allowed – one in each ear lobe.
- Facial/body piercings, rings, necklaces and bracelets are not allowed.
- Only hair colours which are natural are allowed (no bright reds or other vibrant colours, no dip dye).
- **No sculptured haircuts, including lines, marks or patterns, are allowed and hair length must be at least a Grade 2. Also:**
 - **No shaved heads which expose a tiny amount of hair (eg Grade 1 all over)**
 - **No shaved heads with a mop of long hair on top (eg Grade 1 lower and long hair on top)**
- Students must not shave their eyebrows in any form.
- Long hair must be tied back during practical lessons.
- Make up must be subtle. Excessive eyeliner, eye shadow, lipstick, mascara and fake eyelashes are not allowed.
- The wearing of all headgear is not allowed, unless it is of a religious nature. In such cases, it should be no longer than shoulder length, navy blue or black and understated.
- The school has strict guidelines as to the length of the school skirt. A student will receive two official warnings regarding the length being too short. If the policy is not adhered to after these warnings the student will only be allowed to wear trousers for the rest of the academic year.
- **Please ensure all items are clearly marked with your child's name.**

SCHOOL EQUIPMENT

Students need to be properly equipped with: pen, pencil, ruler, rubber, pair of compasses and a protractor. Asking to borrow equipment from school is not good training for personal organisation. Calculators are probably best purchased from school during the first half-term when the Mathematics Department has access to cheaper supplies.

Ruskin PE Kit List

Indoor and Outdoor PE Kit List	
Boys	Girls
*Ruskin navy blue polo shirt	
Plain navy blue shorts	Plain navy blue shorts Optional for outdoor: 3/4 leggings – <i>Must be worn under shorts</i>
Plain navy sweatshirt or fleece (no hooded jumpers)	Plain navy sweatshirt or fleece (no hooded jumpers)
Navy Football socks	Navy Football socks
Football boots and shin pads	Football boots and shin pads
Trainers	Trainers
Towel	Towel
<p>Navy blue/black thermal layers (skins) for both upper and lower body – optional</p> <p>Please note that all students taking part in football will be required to wear shin pads</p> <p>Please note that all students taking part in rugby and/or hockey will be required to wear a gum shield</p> <p>Students should bring a bottle for water. There are drinking water dispensers around the school.</p>	

- All footwear should be of the correct size and correctly tied to ensure support of the ankles. As fashion evolves, there are often items of casual or leisure footwear on the market that have the appearance of trainers which may not be suitable for PE activities. It is important that students wear the appropriate footwear and it has the required specification and provides the necessary support for safe participation.
- Students must tie back hair that falls below the jawline.
- No jewellery is to be worn during PE.
- During the summer, students may wear a cap during outside lessons to protect themselves from the sun.
- **Please ensure all items are clearly marked with your child's name.**

***Please note:** all starred uniform can only be purchased through National Schoolwear Centres. Order forms can be obtained from the School Office or the Ruskin Website: www.ruskinhighschool.co.uk
 Second hand uniform is available from school or Motherwell based at 54 - 56 Beech Drive Wistaston Crewe, CW2 8RG 01606 557666.

APPENDIX D

Pay online...

For peace of mind



A convenient way to pay

Parents can now book and pay securely online for a range of items using a debit/credit card or through PayPoint. Paying Online gives you the peace of mind that comes with knowing that your money has reached school safely and is used for its intended purpose.

How to pay online...

- Step 1 – Have your activation letter ready
- Step 2 – Login at www.parentpay.com
- Step 3 – Follow instructions to activate account
- Step 4 – Click on 'Items for payment'

“No more having to look for change or writing cheques. It’s so easy now”

ParentPay Parent

For balance alerts – Click on 'Alerts' to set text/email alerts

APPENDIX E

HOME SCHOOL AGREEMENT

STUDENT

I accept a place at Ruskin Community High School, and agree to:

- Work hard
- Be punctual, attend regularly and keep my attendance above 95%
- Come prepared, with a bag, planner and equipment
- Wear my uniform properly and follow the clear expectations in terms of hair, makeup and jewellery
- Do my homework
- Treat everyone with courtesy and respect
- Behave sensibly on the way to and from school
- Follow the school's rules
- During exams, attendance, uniform, hair and behaviour will be exemplary. Failure to do so may mean removal from exams
- Ensure my phone is switched off at all times and never visible.

Print Name: (Student)

Signed: Date: (Student)

PARENT/CARER

I agree to support the Ruskin Community High School vision. I will:

- Ensure my child attends school regularly, punctually and well equipped for learning. Holidays will not be taken during school and any that are will be requested using the holiday request form. I understand that these will not be authorised other than in extremely exceptional circumstances.
- Report any sickness to the school office by 8.40am
- Ensure that my child adheres to the school uniform policy in all respects including hair, makeup and jewellery
- Check my child's planner regularly
- Communicate effectively with the school in all respects
- Attend parent/carer evenings regularly
- Support my child in meeting their part of the Home School Agreement
- Support the school's policies and guidelines in terms of behaviour, attendance, coursework and homework
- Allow my child to be kept behind for up to 15 minutes detention at the end of a school day if a teacher requires this to happen without prior notice
- Ensure my child's attendance, uniform and behaviour is exemplary during exam sessions. I understand my child may be removed from exams if this is not the case.
- Support the school's mobile phone policy. I understand that if my child's phone is confiscated, it must be collected by me.

Signed: Date:
(Parent/Carer)

SCHOOL

At Ruskin Community High School, we agree to work with parents, carers, or guardians and help students progress by:

- Offering students a high quality education
- Caring for their safety and happiness
- Ensuring that students achieve their full potential
- Encouraging personal and cultural development
- Dealing with problems or concerns effectively
- Praising achievement and progress
- Keeping in regular contact with home
- Being open and welcoming to parents
- Provide students with a safe and appropriate environment to complete all exams to the best of their ability.

Signed: Date:

APPENDIX F

Computer and Internet Use Agreement

The computer systems are owned by the school and are made available to students to support and enhance education. Ruskin will endeavour, wherever possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way.

This agreement has been drawn up to protect all parties, anyone who breaks this agreement, or who acts in a way which may be deemed inappropriate or irresponsible, may lose access rights to the school computers. In some cases, parents/carers may be informed. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Social networking websites e.g.: Facebook – staff are not allowed to add students as friends so, do not try to add any member of school staff.

<p>Parents and students must read this agreement carefully and sign the Home School Agreement to confirm understanding</p>

- I will only access the PC network with the user name and password which I have been given. I agree to keep this information secret.
- I will not allow the use of my computer account by any other person.
- I will not access other people's files unless through shared work areas.
- I will treat school ICT equipment with respect.
- Any use of the computers will not involve any activities which would be damaging to the school or its reputation.
- I will only send or receive materials or data, which are polite and responsible. It must not break any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment.
- I will only use e-mail with staff approval and will not give out personal information online.
- I will report any unpleasant material or messages sent to me or accidentally accessed by me. I understand my report would be confidential and would help protect everyone.
- I understand that the school monitor my computer use, check any data held on the school network at any time and monitor the internet sites I visit.
- I understand that the school reserves the right to delete any files that may be held on its computer systems.
- I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material.
- I will not download anything via the Internet that may threaten the school ICT systems.
- I will not try to access websites banned by the school via anonymous proxies, or any other means is forbidden.

APPENDIX G

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that(Full name of Student) be given the following medicine(s) while at school:

Date of birth Form

Medical condition or illness

Name of Medicine

Duration of course

Dose Prescribed

Date prescribed

Time(s) to be given

Expiry Date

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL. Over the counter medication (NOT ASPIRIN) can be administered with written permission.

I accept that this is a service which the school is not obliged to undertake, and also agree to inform the school of any change in dosage **immediately**.

Print Name Signed

(Parent/Carer)

Address

.....

.....

Date

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal carer of the child and that the administration of the medicine is agreed by the Headteacher.
2. The agreement will have continuous authority until otherwise notified by the parent/carers.
3. The Governors and Headteacher reserve the right to withdraw this service.
4. Over the counter medication can be accepted by the School but must have this form completed.

APPENDIX H

PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS

Privacy Notice (How we use Student information)

Why do we collect and use Student information?

We, Ruskin Community High School, collect and process Student information as part of our public function under both the Data Protection Act 1998 and General Data Protection Regulation. An example of this is the school Census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#). Ruskin High School is the 'data controller' for the purposes of data protection law.

We use the Student data:

- to support Student learning
- to monitor and report on Student progress
- to provide appropriate pastoral care
- to protect Student welfare
- to assess the quality of our services
- to administer admissions waiting lists
- to comply with the law regarding data sharing

The categories of Student information that we collect, hold and share (when appropriate) includes, but is not restricted to:

- Personal information (such as name, unique Student number and address)
- Contact details, contact preferences, identification documents
- 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)
- Assessment information
- Exclusions/behavioural information
- Relevant medical information, including physical and mental health
- Special Educational Needs information
- Student and curricular records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Biometric (thumb prints)
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Collecting Student information

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

Storing Student data

We hold personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about students. The school uses the Information and Records Management Society retention schedule.

How will my information be stored?

Ruskin High School uses an electronic database. The school also holds a Student file that is received from the Primary school.

Who do we share Student information with?

We routinely share Student information with:

- schools that the students attend after leaving us
- our Local Authority
- the Department for Education (DfE)
- NHS / School Nurse

Aged 14+ qualifications

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

Why we share Student information

We do not share information about our students with anyone without consent unless the law allows us to do so.

We are required to share information about our students with our Local Authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Students) (England) Regulations 2013. This data sharing underpins school funding and educational attainment policy and monitoring.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our Local Authority – to meet our legal obligations, such as safeguarding concerns and exclusions
- The Department of Education - (a government department)
- The student's family and representatives
- Educators and examining bodies • Our regulator - (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Health authorities, Health and Social Welfare organisations
- Police forces, courts, tribunals
- Professional bodies

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

What is different about Students aged 13+?

Once our students reach the age of 13, we are legally required to pass Student 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

A parent/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/student once he/she reaches the age 16.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the 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 students 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 Students) (England) Regulations 2013.

To find out more about the Student information we share with the Department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The Department may share information about our students 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:
- the arrangements in place to store and handle the data.

To be granted access to Student 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 in compliance with the GDPR.

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 Student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Will this information be used to take automated decisions about me? No

Will my data be transferred abroad and why?

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact Office Manager, Ruskin Community High School.

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, you should raise your concern with us, in the first instance, or directly to 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 Office Manager, Ruskin Community High School.

Contacts Page

ADDRESS	Ruskin Community High School Ruskin Road Crewe CW2 7JT
TELEPHONE	01270 560514
EMAIL	parent-carer@:ruskin.cheshire.sch.uk
WEBSITE	www.ruskinhighschool.co.uk
FACEBOOK	Ruskin Community High School
TWITTER	@RuskinHigh

National Schoolwear Centres

01782 272991

Email: theschoolwearshop@btconnect.com

Motherwell



54 - 56 Beech Drive
Wistaston Crewe
Cheshire East
CW2 8RG

01606 **557666**