

The Ravenscroft School

A Technology College

HEADTEACHER: Mrs M H KARAOLIS BEd (Hons) MA NPQH



Pupils Name _____

Tutor Group _____

1 – 08/09

5th September 2008

Dear Parents/Guardians

I hope that you all had a relaxing and enjoyable holiday this summer spending time with your children and engaging with them in numerous activities, which strengthens the bond that exists within the family. I am pleased to say that your children have returned to school pleased and excited to be back. Achievement, commitment and enthusiasm are the qualities displayed by everyone at our school that make it a thriving learning organisation.

Public Examination Results – 62% GCSE 5A*-C

We are very proud of our students for performing much higher than National Data predicted and much higher than our statutory target. We are still waiting for results so this figure may go even higher! These are the best results in the history of the school and show a year on year improvement for the last 9 years.

Fair processing notice - Data Protection Act

The Ravenscroft School processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), [and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions (see below)]. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

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Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website www.barnet.gov.uk/fair-processing-notice or for those pupils/parents where this is not practical, a hard copy can be obtained from your local authority.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please write to me and I will ensure that your wishes are adhered to.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained by the LA website www.barnet.gov.uk/fair-processing-notice.

Students Photographs / Names

We issue a number of press releases, put up school displays and place school details on our website. Many of these sources of school information contain photographs of students and staff. If parents or guardians do not wish their child's photograph or name to be included in any of these sources of information please write in to me and we will ensure that your wishes are adhered to.

School Uniform

The -school uniform is a visible commitment to our school community by the students and we expect all students from Years 7 to 11 to be in the school uniform. **Sweatshirts, trainers, canvass footwear and hooded sport tops are not acceptable.** School uniform details are clearly indicated in our literature and also in the student planner where the Home-School Agreement states that parents and guardians have a responsibility "to ensure that full school uniform is worn and that hair styles are appropriate for school, avoiding extremes." Jewellery should not be worn to school. Our requirement that students wear the specified school uniform is in accordance with Government policy, our equal opportunities policy and relieves students and parents/guardians from the stress of competing to provide designer labelled fashionable items. Parents/guardians of students who fail to attend in school uniform will be contacted and students will, if necessary, be sent home.

Mobile Phones, Personal Stereos etc.

Mobile phones, personal stereos, mini discs, personal CD players, games consoles etc. should not be brought to school. We do not expect to see students using mobile phones or any of the other items at all on the school premises at any time during the school day. In an emergency if you need to contact your son/daughter please phone the school reception office. All such items brought to school will be confiscated and returned only to parents/guardians once an appointment has been made to return the article.

Yours sincerely

Mrs M H Karaolis