



Queen Elizabeth High School, Hexham

Admissions Information 2023



**Queen Elizabeth
High School**
spes durat avorum

Our Ethos

Respect

This is a friendly, welcoming school, built on foundations of mutual respect and care for others. We work together to become all we can be.

Engage

We share a love of learning and believe in the highest academic standards for everyone. We value education in its broadest sense, knowing that the arts, sport and other opportunities help shape us as individuals and as citizens of the wider world.

Aspire

We are committed to enabling all of our students to develop their knowledge and understanding, skills and mindset, so that they can take their next steps with confidence. Our aim is that every child will grow into a happy, fulfilled and successful adult.

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Admissions Information

Home School Agreement

- We aim to promote the intellectual, aesthetic, moral, physical and social development of all our students.
- We believe that equality of opportunity is an entitlement necessary for our school community to thrive and flourish.
- We aim to produce excellent results in all we do and to ensure students are happy and successful.
- We aim to develop positive relationships and to achieve an atmosphere of mutual respect.
- We believe extra-curricular activities are an essential part of school life.
- We believe that creative and performing arts make a unique contribution to the education of young people.
- We have high expectations for all our students.

SCHOOL WILL	PARENTS/CARERS WILL	STUDENTS WILL
STANDARD OF EDUCATION		
Provide a broad, ambitious and balanced curriculum which is carefully planned and matched to the needs and aspirations of individual students.	Make sure that my child brings the equipment needed every day.	Bring all the equipment needed every day and try my best to do as well as I can in all that I do.
ETHOS OF THE SCHOOL		
Work hard to ensure students are happy, safe in school and achieve their potential in all they do – both within the curriculum and via extra-curricular activities. Make sure students and families are treated with respect and sensitivity.	Encourage my child to get fully involved in the life of the school and support him/her in achieving his/her full potential in all that he/she does.	Work hard to get involved in the life of the school and treat other students, staff and the school premises with respect. Remember that if I have any problems/ concerns I can discuss them with my tutor, mentor or Pastoral Leader.
REGULAR AND PUNCTUAL ATTENDANCE		
Motivate students to attend school regularly and punctually. Ensure students are aware of how poor attendance affects learning. Contact parents on the first day of absence and if there are any concerns.	Make sure my child attends school regularly and punctually. Contact school to provide a reason for absence, discuss any concerns and come to attendance meetings when requested.	Attend school regularly and be on time each day and to lessons. Attend any meetings regarding my attendance.
DISCIPLINE AND BEHAVIOUR		
Provide clear guidelines about our expectations of students' behaviour, school uniform requirements and appropriate equipment required for school, placing value upon positive relationships between staff and students.	Work with the school to ensure my child behaves well, wears full school uniform and comes to school with the appropriate equipment.	Follow the guidelines for: - behaviour, both in school and whilst travelling to and from school - school uniform requirements and equipment Comply with the additional guidance on uniform.
HOMEWORK		
Set, mark and monitor homework regularly and check students' planners to ensure they are using them to organise their work.	Make every effort to support my child's learning at home and check he/she uses their planner.	Complete all homework to the best of my ability, record it in my planner and ensure work is handed in on time.

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SCHOOL WILL	PARENTS/CARERS	STUDENTS WILL
INFORMATION SCHOOL AND PARENTS/CARERS WILL GIVE TO ONE ANOTHER		
Publish an assessment calendar to ensure parents and carers are clear about how and when the school will report on progress. Contact parents when there are any concerns about progress or behaviour.	Maintain communication with school regarding any concerns/problems that may affect my child and attend parents' evenings/meetings about my child's progress/support for their learning wherever possible.	

Additional Information

Our policies include those in relation to Drugs and Substance Abuse, Child Protection, SEND, Health and Safety, Behaviour, Anti-Bullying. Our policies are available on our website or from the School Office.

Please Note:

Mobile phones and audio devices should be switched off and stored either on their person or in a small shoulder bag throughout the school day. They are not allowed to be used on the school premises without staff permission. If your child needs to contact you, they should come to the school office. If a student is seen using their mobile phone during the school day then it will be confiscated and stored securely until the end of the day.

Smoking/vaping is not permitted on-site.

Illegal drugs/alcohol: the following exclusion procedures, when supported by clear evidence and based on the balance of probability, have been agreed with Trustees:

The following sanctions will be applied:

Drugs (other than alcohol)		
1st Offence	Use/possession of illegal substances or new psychoactive substances ('legal highs')/use of solvent	5-day exclusion
2nd Offence	Use/possession of illegal substances or new psychoactive substances ('legal highs')/use of solvent	Permanent exclusion
Dealing/Supply	Immediate permanent exclusion	

Alcohol		
1st Offence	Consumption/possession of alcohol	5-day exclusion
2nd Offence	Consumption/possession of alcohol	5-day exclusion and a meeting of a committee of Trustees with student and parents/carers
3rd Offence	Permanent exclusion	

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Photography and Media

It is important that we protect your child's interests, respect your wishes and comply with the General Data Protection Regulation 2018. Photographs of your son/daughter may be used in relation to their achievements or activities they are involved in whilst at QEHS, for example:

- School publications
- School wall displays
- Press releases
- School website

We will only use photographic and digital images of your child in order to demonstrate or promote activities relating to the school's curricular and extra-curricular provision. You need to give consent for us to use photos or videos of your child. You can withdraw your consent at any time by contacting the School Office.

We will store the photographic and digital images for seven years, other than for archive purposes.

Social Media

Social Media (such as Facebook and Twitter), along with the school website and publications, form a part of how we communicate with parents, promote activities happening within the school and celebrate the successes of our students. In line with our Online Safety Policy, we ensure that our use of social media is carried out with care and consideration and that we safeguard the integrity of both our students and the school.

We maintain a strict code of conduct for posting on social media platforms:

- We will only use social media for the sole purposes of sharing information, communication and PR.
- Due care and consideration will be taken before sending any tweet or uploading on Facebook.
- Political views and comments will be avoided.
- We will not publish full names of individuals unless specific consent has been received.
- A member of SLT will take responsibility for managing all social media accounts.

If you would like further information on our use of social media please contact the School Office.

School Trips and Visits

Your child will participate in routine visits away from the school site. These visits might include sporting activities and fixtures, enrichment activities and other similar activities. These visits will usually take place at the following or similar locations: Wentworth Leisure Centre, other sporting venues, local schools, local theatre, cinema and Hexham Abbey.

- Visits will normally take place within normal school hours, but if they are likely to extend beyond this, adequate advance notice will be given so that you may make appropriate arrangements for your child's return home.
- Specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense.
- All reasonable care will be taken of your child during the visit.
- Your child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit.

All young people are covered by Hadrian Learning Trust's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Trust or one of its employees. Please note this insurance policy does not include personal belongings cover for your child.

Student ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Student ICT Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. It is my responsibility to keep myself and others safe online and be aware of the risks posed by emerging technologies.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will seek help from a trusted adult if things go wrong, and will support others who may be experiencing online safety issues.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.).
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- If I discover an unsuitable website, I will report it to a member of staff who will in turn report information to the online safety co-ordinators.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use school systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.

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I will act as I expect others to act toward me:

- I will respect the feelings and rights of others both on and offline.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not attempt to fix or move equipment or peripherals myself.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites when on the school site.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, contact with parents and in the event of illegal activities involvement of the police.

Students will sign the ICT Acceptable Use Agreement when they sign the consent forms.

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School Meals

All our meals are freshly prepared on a daily basis using quality ingredients. We aim to ensure that all students can choose from a wide range of healthy, tasty and nutritious meals and products. There are vegetarian and vegan options available every day and we can cater for special diets if required.

We like to offer students a flexible and informal service, including:

- A light and informal dining environment.
- A grab and go provision for students who do sports and activities on a lunchtime.
- A pre-order system which means less queuing at lunchtime.

Payment for School Meals

The school operates a biometric cashless system. This is based on fingertip recognition technology. Authorisation is required if you wish your child to use fingertip recognition. Alternatively, they will be issued with a PIN number.

Payments can be made through the School Gateway website or smart phone app, either by bank transfer or credit/debit card payment. If it is not possible for you to use one of these methods, please contact the finance office on finance@gehs.net. Once your child starts with us, you can create a School Gateway account. You can register either via the School Gateway app or their website (www.schoolgateway.com). Click 'New User' and enter the email address and mobile number that we hold for you in school. Further information is on our website: <https://www.gehs.net/index.php/parents/>.

Daily Spend Limit

If you require a daily expenditure limit to be added to your child's account please indicate the amount on the form.

Food Allergies and Intolerances

Parents/carers are expected to inform the school about any food allergies or special dietary requirements that their child may have. Information relating to individual needs should be discussed with the school and the catering manager prior to their child starting school.

Please note: it is recommended that parents/carers supply a medical/dietitian letter to support the special diet requirements as self-diagnosed or personal food preferences are not able to be accommodated.

Free School Meals

Students having free school meals will have their account credited with the free school meal allowance, which can be used for a meal deal or individual items to that value.

With our cashless catering system, students can be assured of anonymity. The catering account is topped up automatically every day. Please note that students cannot 'save up' their allowance from one day to the next. If you wish, you can top up their account to enable them to purchase additional items above the free school meal allocation.

If you think your child might be eligible for free school meals, please make a claim as soon as possible; your child will benefit from the extra funding that the school receives under this scheme. To apply, contact Northumberland County Council at the details below. Please notify the school office when you start your application.

You can check your eligibility and apply either:

- Online: https://online.northumberland.gov.uk/citizenportal/form.aspx?form=free_school_meals
- By telephone: 0345 6006400

Admissions Information

School Uniform Policy

Uniform should be appropriate in regard to both the policy and the judgement of the pastoral and senior leadership teams.

Girls:

Item	Description	Notes
V-neck Jumper	QEHS dark blue with green stripe	Only from approved uniform supplier
White Shirt	Plain white long or short sleeved shirt	Tucked in and fastened to the neck
Tie	QEHS blue, green and white clip on tie	Only from approved uniform supplier
Trousers	Grey formal trousers	Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Skirt	Grey pleated skirts	Skirts should not be unduly short
Tights	Plain black	No patterns
Shoes	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

Boys:

Item	Description	Notes
V-neck Jumper	QEHS dark blue with green stripe	Only from approved uniform supplier
White Shirt	Plain white long or short sleeved shirt	Tucked in and fastened to the neck
Tie	QEHS blue, green and white clip on tie	Only from approved uniform supplier
Trousers	Grey formal trousers	Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Shoes	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

General:

Item	Description	Notes
Belts	Plain black	
Hairstyles	Natural hair colour	Extreme hairstyles are not permitted
Jewellery	Watches and ear studs are permitted	Earrings or other piercings are not permitted
Make-up	A reasonable amount may be worn	False nails are not permitted
Equipment	All students must bring a school bag, pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator	Pencil cases, stationery and scientific calculators are available in school from the learning resource centre

Students not wearing the correct uniform to school will work in isolation and will return to regular lessons only when the issue has been addressed.

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School PE Uniform and Equipment Guidance

PE Uniform: Compulsory Items

Item	Description	Notes
Polo shirt	QEHS Sport polo shirt	This must be a QEHS branded top purchased from Michael Sehgal
Shorts OR sports leggings OR stadium track pants	Either QEHS branded shorts, QEHS branded full-length leggings or QEHS branded stadium track pants	These must be the QEHS branded shorts, leggings or stadium track pants purchased from Michael Sehgal
Sports socks	QEHS rugby socks or black or white sports-style socks	Rugby socks will need to be purchased for competitive fixtures in rugby and football
Link to Michael Sehgal's website: https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25 Please see page 13 for purchase information		

PE: Footwear

Item	Description	Notes
Studded football or rugby boots	For use on 3G Astro turf	No bladed boots Moulded boots are the cheapest and most comfortable choice School shoes are not permitted for any PE lesson
Astro turf trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-based Astro turf and MUGA)	Soles need to have a good tread design to ensure excellent grip. Worn soles are a slip hazard. School shoes are not permitted for any PE lesson
Please follow this link for more details: https://www.qehs.net/index.php/school-uniform/		

PE: Personal Protection Equipment

Item	Description	Notes
Shin pads	Age appropriate shin pads, with or without ankle guards	<u>Strongly recommended</u> for football and hockey <u>Essential</u> for playing on HMS teams
Mouth guard	Self-moulding mouth guard	<u>Strongly recommended</u> for hockey and rugby
Hair bobble	Keeps vision clear	<u>Essential</u> for participation in all curriculum and extra-curricular activities Hair <u>must</u> be tied back during PE lessons

PE: Additional Optional Items

Item	Description	Notes
Base layer	Plain black, blue or white base layer	Can be worn under the T-shirt for extra warmth
Outdoor top	QEHS Mid layer - 1/4 zip jacket - Navy Blue	<u>Highly recommended</u> as students will regularly take part in outdoor activities throughout the year

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Safety in PE

In line with Health and Safety guidelines for sport and physical activity, prior to PE lessons students must do the following:

- remove all earrings and jewellery
- tie hair back
- keep nails short / no false nails (in line with the school policy). This is especially relevant in units of work such as netball and basketball.

Top Tips for Looking After Your Belongings in PE

- Lockers will be available to store PE kit in the new sports hall; PE uniform can be dropped off and picked up at the end of the day.
- Please write the student's name in all their items for PE clothing; this will make it a lot easier to find if it goes missing.

Please note: Where a student has an injury/illness or any reason why they are unable to take part in lessons they must provide a note from their parent/carer to explain the reason behind their non-participation.

Students are expected to still bring appropriate PE kit and footwear even if they have a note excusing them from taking part physically in lessons. Students are expected to take part in lessons in some form (referee, coach or umpire).

School Uniform Purchase Information

Sweatshirt, PE kit and other items with the QEHS logo

All uniform with the QEHS logo can be purchased from Michael Sehgal & Sons online. Details of the items available can be seen on the next page and online at <https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25>

Grey Trousers and Skirts

We have identified lines from Michael Sehgal that meet our uniform policy and we recommend that parents/carers buy all uniform from here. However, parents/carers have the flexibility to buy trousers and skirts from other retailers, provided they meet the requirements of our uniform policy.

Online Purchases (<https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25>)

Items can be purchased by using the link above. Michael Sehgal are offering free delivery on orders above £50 in the month of May 2023. This offer will be automatically applied on the website so there will be no need to enter any discount code.

In Store Appointments

New starters are offered the opportunity to try on all required uniform within a 15 minute time slot at the store in Newcastle. Bookings can be made online.

The Michael Sehgal sales team is available to help with any queries (email: sales@michaelsehgal.co.uk).

Sizing guides are available on their website and there are no time limits for exchanges. They also offer refunds on unworn items. If items are unavailable for a protracted time, the Michael Sehgal's sales team will get in touch to advise you.

Pre-loved Uniform

We understand that uniform is a significant additional cost and want to ensure that we support students and families. We have tried to minimise the number of branded items required.

At QEHS we are keen to promote reuse and recycling of uniform. Our PTA volunteers work hard to keep on top of supplies and work with our year teams to distribute according to need.

If you require support with uniform, please complete this form:

<https://www.cognitoforms.com/HadrianLearningTrust/QEHSUniformRequest>

On some occasions we may be able to subsidise with the cost of new uniform. Each request will be reviewed individually.

QEHS Uniform Price List

Compulsory Uniform



School Uniform Jumper

£16.99



School Tie

£5.99



PE Polo Shirt Unisex
Navy Blue with Sky

£12.99

Choose at least one PE trousers or shorts



PE Shorts
Navy Blue with Sky

£10.99



Full Length Leggings

Navy
£15.99



Classic Stadium Pants

Navy
£18.99

Optional PE Uniform



Mid-layer - 1/4 zip jacket
Navy Blue with Sky

£21.99

Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students.

We, Queen Elizabeth High School, part of Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Eleanor Simpson (see 'Contact us' on page 17).

The Personal Data We Hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs, videos and/or voice recordings
- 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.

Why We Use This Data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our Legal Basis for Using This Data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting This Information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How We Store This Data

We keep 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. We manage our records in accordance with the guidelines set out by the Information and Records Management Society.

The Records Management Guidance we follow can be found at: <http://irms.org.uk/page/SchoolsToolkit>

If you would like a copy of our records management policy please contact the Office Manager, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@qehs.net

Data Sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

We share students' 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 students with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

- Our local authority
- The student's family and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police force, courts and tribunals
- Professional bodies

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National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD) (<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education (<https://www.gov.uk/contact-dfe>) with any further questions about the NPD.

Youth Support Services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Northumberland County Council Youth Support Service as it has legal responsibilities regarding the education or training of 13–19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Northumberland County Council.

Transferring Data Internationally

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.

Parents' and Students' Rights Regarding Personal Data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a right to access their child's educational record. To request access, please contact the Office Manager, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB admin@qehs.net. There is a charge to obtain educational records based on the number of pages copied (£1 per 20 sheets up to a maximum of £50).

Other Rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Eleanor Simpson, Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB admin@qehs.net

Admissions Information

Notes



**Queen Elizabeth
High School**

spes durat avorum