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# Queen Elizabeth High School, Hexham

## Admissions Information 2024



**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

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# Admissions Information

## Key Information 2024–25

### Contact Us

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#### General Enquiries

Queen Elizabeth High School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Reception: 01434 610 300

Email: [admin@qehs.net](mailto:admin@qehs.net)

Executive Headteacher:

Mr G Atkins

Head of School:

Mr N Seaton

SENDCo:

Mrs J Wood

Designated Safeguarding Lead:

Mrs H Curry

#### Appointments with Senior Staff

PA to the Executive Headteacher and Heads of School : 01434 610 300, email: [admin@qehs.net](mailto:admin@qehs.net)

#### Absence Line

01434 610 354

This number may be used between 8.30am and 9.00am for all year groups. Before 8.30am, parents/carers may call Reception (open from 8.00am on Monday to Thursday and 8.15am on Friday) to report an absence.

#### Communicating with School Staff

We want to maintain regular communication with parents and carers.

You can contact us with general enquiries by:

- Calling the main office on 01434 610 300
- Emailing [admin@qehs.net](mailto:admin@qehs.net)
- Writing a note in your child's home-school planner

The school address is Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB.

Staff are committed to returning contact within 24 hours. If this is not possible, alternative contact will be made with you.

# Admissions Information

## Home School Agreement

- Respect**
- We aim to develop positive relationships and to achieve an atmosphere of mutual respect
  - We have high expectations for all our students
- Engage**
- 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
- Aspire**
- 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

| SCHOOL WILL  | PARENTS/CARERS WILL   | STUDENTS WILL  |
|--|---|--|
| <b>QUALITY OF EDUCATION</b>  |   |  |
| 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.  |
| <b>ETHOS OF THE SCHOOL</b>   |   |  |
| 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.<br><br>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.<br><br>Remember that if I have any problems/ concerns I can discuss them with my tutor, or Head of Year.                     |
| <b>REGULAR AND PUNCTUAL ATTENDANCE</b>   |   |  |
| Motivate students to attend school regularly and punctually. Ensure students are aware of how poor attendance affects learning.<br><br>Contact parents on the first day of absence and if there are any concerns.                                    | Make sure my child attends school regularly and punctually.<br><br>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.<br><br>Attend any meetings regarding my attendance.  |
| <b>BEHAVIOUR AND STANDARDS</b>   |   |  |
| 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: <ul style="list-style-type: none"> <li>- behaviour, both in school and whilst travelling to and from school</li> <li>- school uniform requirements and equipment</li> </ul> Comply with the additional guidance on uniform. |
| <b>HOMEWORK</b>  |   |  |
| 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.   |

# Admissions Information

| SCHOOL WILL  | PARENTS/CARERS  | STUDENTS WILL |
|--|---|---------------|
| <b>INFORMATION SCHOOL AND PARENTS/CARERS WILL GIVE TO ONE ANOTHER</b>  |   |               |
| Regular updates on school life and information at transition points about option choices and post-16 provisions.<br><br>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.

**Illegal substances:** the following are indicative consequences for certain specific offences under the Trust's Drugs and Substance Abuse policy.

| Issue  | Sanction  |
|--|---|
| <b>Vaping/smoking:</b><br>In possession of or using a vape or cigarette in school or going to and from school                          | <ul style="list-style-type: none"> <li>1st offence: 1 day suspension</li> <li>2nd offence: 3 day suspension</li> <li>3rd offence: 5 day suspension and a meeting of the Trustees' Disciplinary Committee with student and parents/carers</li> <li>Further offences: possible permanent exclusion</li> </ul> |
| <b>Alcohol:</b><br>Consumption/possession of alcohol in school or going to and from school   | <ul style="list-style-type: none"> <li>1st offence: 5 day suspension</li> <li>2nd offence: 5 day suspension and a meeting of the Trustees' Disciplinary Committee with student and parents/carers</li> <li>3rd offence: permanent exclusion</li> </ul>  |
| <b>Drugs/Illegal substances:</b><br>Being in possession of drugs or any associated paraphernalia in school or going to and from school | <ul style="list-style-type: none"> <li>1st offence: 5 day suspension</li> <li>2nd offence: Permanent exclusion</li> </ul>   |
| Dealing/supply in school or going to and from school   | <ul style="list-style-type: none"> <li>Permanent exclusion</li> </ul>   |

# Admissions Information

## 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.

### **When I use the school's ICT systems (e.g. computers) and access the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number or email address to anyone online without the permission of my teacher or parent/carer
- Tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off a computer when I've finished working on it

### **I will not:**

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Access, create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Eat or drink in computer rooms
- Attempt to fix or move equipment or peripherals myself

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**If I bring a personal mobile phone or another personal electronic device into school:**

- I will not use it during the school day without a teacher's permission
- If given permission, I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.**

**I understand that there will be consequences if I do not follow the rules.**

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

# Admissions Information

## 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. A two-course meal is served each day and is priced at £2.50.

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 queueing 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](mailto: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](http://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/dietician letter to support the special diet requirements as self-diagnosed or personal food preferences are not able to be accommodated.

### Free School Meals

Students entitled to free school meals will have their account credited with the free school meal allowance on a daily basis. The student will have sufficient funds to buy a small snack at breaktime and still have sufficient funds to purchase a meal at lunchtime. We encourage students to monitor what they spend at break so they are able to purchase a sufficient meal at lunch.

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](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 student support and senior leadership teams.

Girls:

| Item                 | Description   | Notes   |
|----------------------|---|---|
| <b>V-neck Jumper</b> | QEHS dark blue with green stripe  | Only from approved uniform supplier   |
| <b>White Shirt</b>   | Plain white long or short sleeved shirt                                 | Tucked in and fastened to the neck  |
| <b>Tie</b>           | QEHS blue, green and white clip on tie                                  | Only from approved uniform supplier   |
| <b>Trousers</b>      | Grey formal trousers  | Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips. |
| <b>Skirt</b>         | Grey pleated skirts   | Skirts should not be unduly short   |
| <b>Tights</b>        | Plain black   | No patterns   |
| <b>Shoes</b>         | 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   |
|----------------------|---|---|
| <b>V-neck Jumper</b> | QEHS dark blue with green stripe  | Only from approved uniform supplier   |
| <b>White Shirt</b>   | Plain white long or short sleeved shirt                                 | Tucked in and fastened to the neck  |
| <b>Tie</b>           | QEHS blue, green and white clip on tie                                  | Only from approved uniform supplier   |
| <b>Trousers</b>      | Grey formal trousers  | Trousers should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips. |
| <b>Shoes</b>         | 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   |
|-------------------|--|---|
| <b>Belts</b>      | Plain black  |   |
| <b>Hairstyles</b> | Natural hair colour  | Extreme hairstyles are not permitted  |
| <b>Jewellery</b>  | Watches and ear studs are permitted  | Earrings or other piercings are not permitted   |
| <b>Make-up</b>    | A reasonable amount may be worn  | False nails are not permitted   |
| <b>Equipment</b>  | 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.

# Admissions Information

## School PE Uniform and Equipment Guidance

### PE Uniform: Compulsory Items

| Item   | Description  | Notes   |
|--|--|---|
| <b>Polo shirt</b>  | QEHS Sport polo shirt  | This must be a QEHS branded top purchased from Michael Sehgal                                   |
| <b>Shorts OR sports leggings OR stadium track pants</b>  | Either QEHS branded shorts, QEHS branded full-length leggings or QEHS branded training pants | These must be the QEHS branded shorts, leggings or training pants purchased from Michael Sehgal |
| <b>Sports socks</b>  | 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: <a href="https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25">https://www.michaelsehgal.co.uk/queen-elizabeth-high-school-hexham-school-uniforms/s25</a><br>Please see page 15 for purchase information |  |   |

### PE: Footwear

| Item  | Description   | Notes  |
|---|---|--|
| <b>Studded football or rugby boots</b>  | For use on 3G Astro turf  | No bladed boots<br>Moulded boots are the cheapest and most comfortable choice<br><b>School shoes are not permitted for any PE lesson. This includes Nike Air Force One shoes or similar style shoes/trainers.</b>                  |
| <b>Astro turf trainers or running shoes</b>   | 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.<br><b>School shoes are not permitted for any PE lesson. This includes Nike Air Force One shoes or similar style shoes/trainers.</b> |
| Please follow this link for more details: <a href="https://www.qehs.net/index.php/school-uniform/">https://www.qehs.net/index.php/school-uniform/</a> |   |  |

### PE: Personal Protection Equipment

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

### PE: Additional Optional Items

| Item               | Description                                 | Notes  |
|--------------------|---|--|
| <b>Base layer</b>  | Plain black, blue or white base layer       | Can be worn under the T-shirt for extra warmth   |
| <b>Outdoor top</b> | 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
- all piercings must be removed for all PE lessons and sports clubs. If a student wishes to get a new piercing, we advise this is done at the start of the summer holidays as students will be required to remove all piercings (including new) for PE lessons during term-time.
- 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**

- 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.

We operate a **no-notes policy** for core PE lessons. If students are attending school, the PE staff would like them to participate (in some capacity) in their PE lesson. If they have recently returned to school following an illness and if they don't feel quite themselves, we still expect that they bring their PE kit and participate, but we'd like the student to have a conversation with their PE teacher if they feel too unwell to participate fully. The PE staff will then ensure that the student can participate in their planned programme, but in an alternative role within the lesson; we will set the expectation that all students will have their PE kit and be ready to be involved in some capacity within their PE lesson. We will not expect students who have recently had or are recently recovering from a serious injury or illness to follow this procedure. Please continue to communicate with the PE department regarding any serious injuries or illnesses that will require non-participation for a specific period of time.

# Admissions Information

## 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 2024. 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](mailto: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.

### **Pop Up Uniform Shop**

We are excited to announce that this year we are able to offer an onsite uniform pop up shop Saturday 18 May 2024. More information will be provided nearer the time.

### **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 help 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**



Navy Training  
Pants\*

**£18.99**

\*Students can now buy a new design of tracksuit bottoms called the training pant, available on their website in replace of the stadium pants. Students can still wear the old style stadium tracksuit pants if they have them from older siblings.

### Optional PE Uniform



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

**£21.99**



# Admissions Information

## 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 Dave Clay (see 'Contact us' on page 20).

### **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
- Details of any additional funding strands, including Pupil Premium and SEND
- Biometric data, for use of internal charging mechanisms (school meals)

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
- To complete funding transactions for school meals

### **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

# Admissions Information

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](mailto: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

# Admissions Information

## **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.

# Admissions Information

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@gehs.net](mailto:admin@gehs.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:

- Dave Clay, Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB [admin@gehs.net](mailto:admin@gehs.net)

# Admissions Information

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## Notes

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**Queen Elizabeth  
High School**

*spes durat avorum*