

2020/2021

Handbook for Parents/Carers



Achieving
Excellence
with Care

Swift
Academies
Success will inspire future triumphs

HURWORTH
SCHOOL



Contents

Contents.....	1
Welcome.....	2
School Aims	3
Proposed Admission Statement of Hurworth School 2021-2022	4
Home to School Transport.....	10
The School Day	13
School Holidays 2020-21.....	14
Pupil uniform	15
P.E. and Games Kit	16
Equipment.....	17
Medical Information/Injuries and Care Plans.....	18
The Curriculum.....	18
Class Organisation.....	20
Hurworth School Special Educational Needs and Disabilities (SEND)	21
Student Attendance	23
Setting Targets	24
Staffing 2020-21	26
Additional Information	33
Home School Agreement 2020-25.....	35
Agreement for Examination Success 2020 - 2025	37
The General Data Protection Act 2018: How we use your information.....	38
Contact information.....	43

Welcome

Dear Parent/Carer

This booklet provides you with very detailed information about the school and how it operates. Although reading the whole document may at first glance seem to be a daunting task, I hope that you will persevere because it is all about how we aim to provide the best possible education for your child.

Having read it once, please keep the booklet close to hand at home and use it as a source of reference when you wish to find out specific information e.g. the school's policy on Independent Learning. The most important section, therefore, is the contents page, which provides a quick route to the information you require.

Whatever you make of it, please be assured that the school itself is "user-friendly"; that we shall strive to keep it that way; and that you will always be welcome if you wish to talk to us.

Yours sincerely
Nichola Peaker
Head of School



To arrange a tour of Hurworth School please contact the school office (01325 720424) and ask to speak to your child's Raising Achievement Co-ordinator. If s/he is not immediately available, the school will offer to ring you back as soon as possible. If you do not have a child at the school, please ask for the Head of School. Upon arrival at school you will be greeted by a senior member of staff who will provide you with the "guided tour". The Head of School is always willing to talk with you and appointments are best pre-arranged by phone.

School Aims

We believe in the widest possible horizons for learning and aim to achieve the finest 11-16 education to be found anywhere. Our students are at the heart of everything we do.

The Hurworth School Mission Statement is "Achieving Excellence with Care".

Hurworth School is part of Swift Academies and all schools within the Trust have an agreed Curriculum Intent Statement "Swift Academies provide a broad, balanced and challenging curriculum that ignites pupils' love of learning and successfully unlocks their true potential".

Our core purpose at Hurworth School is that each child experiences excellence with care every day. The School is founded on deeply held principles that every child has the right to a first class education and in order to achieve this we are committed to provide a curriculum which:

- Ensures that all students receive **Quality First Teaching** from a medium term plan that contains a **knowledge rich, innovative, exciting, resource based curriculum**
- Enables students to **develop the knowledge, understanding and skills upon which they can build according to their interests and abilities**
- Allows students to develop the skills to enable them to **retrieve knowledge** and develop their **independent learning strategies**
- Enables students to **make progress at a challenging pace** and which also provides for the development of special aptitudes and talents
- In addition to fulfilling national requirements, will also **meet the broader needs of our students in an ever-changing world**
- Provides and maintains an **environment in which all students can achieve success, and where all students are valued and respected and extend the same value to others**
- Develops the concept of **learning as a desirable, life-long and enjoyable process**



Proposed Admission Statement of Hurworth School 2021-2022

Hurworth School is a popular, successful school which is consistently over-subscribed. The school caters for students from the ages of 11 to 16 and is located in the village of Hurworth. The school prides itself on its pastoral care and its first class academic record; a winning combination which resulted in the school being deemed as “outstanding” in all areas of provision in its most recent Ofsted inspection.

How to apply for a place

The school will admit up to **127** students who are moving from primary to secondary school. Applications for places will be made in accordance with the LA’s co-ordinated admission arrangements and must be made on the application form (Form A) in the back of the Local Authority’s Guide for Parents or by applying online on the Council’s website.

Admissions Policy

The Governing Body of Hurworth School is the Admissions Authority for this school.

After the admission of children with an Education, Health and Care Plan where Hurworth School is named on the plan, and where the number of applicants is greater than the published admission number, applications will be considered against the criteria set out below in the order:

(i) Looked After and Previously Looked After

- A ‘looked after’ child is a child who is in the care of a Local Authority or being provided with accommodation by a local authority at the time of making an application. See the full definitions in section 22(1) of the Children Act 1989.
- Children who were adopted under section 46 of the Adoption and Children’s Act 2002
- Child Arrangement Order as defined in section 8 of the Children Act 1989
- Special Guardianship Order as defined in section 14A of the Children Act 1989

(ii) State care outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provided of care whose sole purpose is to benefit society.



(iii) Children of a member of school staff

Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admissions to the school is made.

(iv) Family Links

Children who have a brother or sister already attending Hurworth School and who are expected to be on roll at the school at the time of admission.

(v) Medical Reasons

Children with very exceptional medical factors directly related to school placement. Applications under this criterion must be supported by written evidence from a professional practitioner.

(vi) Children living in Hurworth

Children who live within Hurworth Ward (as defined on the Local Authority map by wards).

(vii) Associated Areas

Children who live within the following areas (as defined on the Local Authority map by wards). The villages of Middleton St George, Middleton One Row, Neasham, Bishopton, Sadberge, Great Stainton, Little Stainton and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor. If your rural area is not mentioned in the list, please refer to the maps found on the school admissions website or contact the school for further clarification.

(viii) Distance

Children who live nearest to Hurworth School. Distances are calculated on the basis of the shortest route by road from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school. This will be based on the child's permanent home address

For applications which require a measurement to be undertaken in order to apply the oversubscription criteria or to determine a tie-break situation, the Local Authority on behalf of the Academy will measure the distance using a Geographical Information System (GIS) this ensures consistency for all measurements.



Tiebreak

In the event of a tie-break in any oversubscription criteria, distance will be the deciding factor, using a GIS and may involve an officer walking the route using a pedometer.

Multiple Births

Where a single place remains and the next child to be offered is a twin or other multiple birth, then the school will use its discretion in deciding whether to offer over the PAN.

Children of a member of school staff – definition

A member of staff includes all school staff who are under the direct employment of the Directors of Swift Academies and who work at Hurworth School.

Family Links - definition

Children have a family link if:

- They are half or full brother or sister
- They are adoptive brother or sister
- They are a foster brother or sister
- Their carers are married/co-habiting and children live together in the same household.
- They are children in the same household (e.g. carers have Special Guardianship/Child Arrangement order).

Medical Criterion - definition

If you state a preference for Hurworth School and indicate your reason for doing so is 'medical', then you are required to send a supporting letter from a professional practitioner. The supporting evidence should set out the particular reasons why Hurworth School is the most suitable school and the difficulties it would cause if your child had to travel to another school. Permission from parents must be given to share this information.

Home Address

The home address is used for applying the admissions criteria. This means that when you state your school preferences you must give the home address of the child at the time of application, where they mainly reside Monday to Friday. You must not give the address of childminders or other family members who may share in the care of your child. For parents/carers who may have more than one property, reference should only be made to the property in which they and the child(ren) mainly reside. If the main address has



changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building works/renovation, then the home address remains that at which the parent/carer was resident before the period of temporary residence began. However, if you have sold your property (exchanged contracts) and have moved into temporary accommodation, you will be required to provide evidence of your situation and a decision will be made based upon the evidence provided. Where there are shared care agreements, the home address will be where the child lives for the majority of the week Monday to Friday or where a court has determined their home address should be.

Waiting Lists

If your child has been refused admission, a waiting list will be held by the Local Authority. Priority will be given according to the oversubscription criteria stated for this school based on the information provided at the time of application. The waiting list will be open until the end of the Autumn term.

Late Applications

Late applications will be administered in accordance with the home local authority coordinated admissions scheme.

In-Year Applications

An application can be made for a place for a child at any time outside of the normal admissions round and the child will be admitted where there are available places and/or in conjunction with the Local Authority Fair Access Protocol. Applications should be made by contacting the Local Authority School Admissions Team on 01325 406333.

Where there are places available but there are more applications than places, the published oversubscription criteria, as set out in this policy, will be applied. If there are no places available, a parent has a right to appeal.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details



of the appeals process are available by contacting Mrs M Hall, School Manager on 01325 720424.

False Information

The governing body reserves the right to withdraw the offer of a school place, or where a child is already attending the school, the place itself in the first term of attending where it is satisfied that the offer or place was obtained fraudulently.

School Transport Arrangements

Details on transport arrangements for which the Local Authority are responsible are available in the Admissions Guide for Parents. Anyone wishing to contact the Academy with regard to its admission arrangements should contact Mrs M Hall, School Manager.

From September 2013 Darlington Borough Council only provides the statutory minimum that is required to transport children to and from school at the start and the end of the school day.

The legal requirement for ensuring that a child attends school is that of the parent/carer. The Local Authority will provide free transport assistance under some circumstances. Please refer to the Local Authority Transport Policy for the criteria under which free transport assistance is available.

For further information contact Transport Services on: (01325) 405906.

Non-Statutory Transport Arrangements

In conjunction with all secondary schools in Darlington, the Local Authority has agreed to offer a limited number of additional places on existing routes to parents/carers of secondary age children; however there will be a cost for this provision.

Parents/carers who are not entitled to 'free' transport can apply for a fare paying place on an existing school coach, where there are spaces available. The spaces are limited and there is no guarantee that every child who applies will be allocated a place. This offer only applies to children living 2 miles or more from the school for which existing transport routes are in place.

It is a parents / carers responsibility to get their child to school and your preference for a school should not be affected by the availability of transport.



Details on these arrangements will be sent to parents after the allocation of places has been made and acceptance of the offer has been received by the Local Authority.

Admission of children outside their normal age group

2.17 of the Admissions Code states:

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group and whether they may naturally fall into a lower age group if it were not for being born prematurely, they must also take into account the views of the Head Teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

If a parent seeks a place in a year group other than the year that their child would 'normally' be in (outside of their chronological age), they need to put their request in writing with a clear explanation of why they are making their request, for example their child is gifted and talented, they have missed a significant part of their education due to a medical problem.

If a parent seeks a place for their child to start Year 7 when they are in Year 5 and it is within the co-ordinated timeframe for applying (beginning of September to 31st October) then this will be considered as part of the normal admissions round.

Any application will be forwarded to the Head Teacher, Hurworth School and will be considered by the Admissions Sub-Committee.

Once a decision has been made the Admission Authority will write to the parent(s) informing them of the decision and setting out reasons for such, if parents do not agree with the decision, they have a statutory right to appeal against the refusal of a place at the school. This does not apply if they are offered a place at the school but it is not in their preferred age group. In this instance parents must complete an In-Year Application Form.

Home to School Transport

Please note that school transport will be available for children living in the areas outlined in the school's admissions policy - Middleton St George, Middleton One Row, Neasham, Bishopston, Sadberge, Great Stainton, Little Stainton and the rural areas of Sockburn, Low Dinsdale and Hurworth Moor.

Children living in the Firthmoor area (as defined on the map which lies South of Harris Street) will qualify for "school transport" if their application for a place at Hurworth School is successful, under the sibling link or distance criterion.

Darlington Borough Council has a duty to make the necessary travel arrangements for 'eligible children' under Section 508B of the Education Act 1996.

The Council will provide 'free' transport in the following circumstances:

- To the nearest appropriate school which is more than 3 miles from the parental address
- To children entitled to free school meals or those families in receipt of the maximum level of working tax credit to:-
 - 1 of their 3 nearest qualifying schools which is more than 2 miles but less than 6 and/or
 - to the nearest suitable school on grounds of religion or belief which is more than 2 miles but less than 15

Charging Policy (2020-2021)

Please note that this may be subject to change in the academic year 2021-2022

Parents/Carers will be charged a maximum of **£3.80** per day per student. If a family has more than one child that obtains a place on a coach, the eldest child will be charged £3.80 then there will be a **reduction of 10%** (reduced cost of £3.42) **for the first sibling** and a **reduction of 20%** (reduced cost of £3.04) **for each sibling after that.**

The charge will be in place for the whole of the academic year; there will be no reductions for sickness absence, holiday absence, exclusion etc.

If a child no longer requires the seat on the coach the parent must inform the School of their decision and must return the bus pass to the Finance Office at Hurworth School in order that a refund can be calculated from the date of receipt of the pass.

Allocation of places

The School will not consider providing additional routes, diversions to existing routes or increase the capacity of a coach to meet an increased demand, unless there are cost effective reasons for doing so. All decisions to provide an additional service will be taken in consultation with School Transport at Darlington Borough Council.

Places on the school bus will be allocated as follows:

Non-Statutory places will first be allocated to the pupils who currently use home to school transport on a non-statutory basis, and then places will be issued to any new starters or mid-year transfers.

Once pupils are allocated to a route they will all be treated equally regardless of year group.

The School will decide which route your child should be allocated; thereafter places will be determined on a furthest distance from the school basis; i.e. if there are two children applying for the same route we will allocate the route to the pupil who lives furthest from the school within the route area. No consideration will be given to childcare arrangements, or drop offs due to location of parents workplace.

If your child is successful in obtaining a place on the transport we will attempt to enable your child to access transport for the full five years of their secondary education. However, this cannot be guaranteed as circumstances may change at any time; this transport will be known as non-statutory transport.

Allocations will be made prior to the commencement of the academic year. The application process will stipulate a date by which forms must be returned to the School for processing. Any applications made after this date will be treated as late and will not be processed until all other places are allocated. Any applications made mid-year i.e. during September to July of any academic year will be accommodated where possible.

Conditions

Places will only be made available on each route if there are seats available after all statutory children have been accommodated. If there is sufficient demand then a case will be considered for increasing the size of the coach, if possible and only in circumstances where this is cost effective.

A non-statutory child can be removed at any point in time; the School will give 10 working days' notice to parents for their child to be taken off a route.

The School is responsible for issuing bus passes and will undertake daily checks on bus routes to ensure that passengers are complying with the Travel Rules as per the Travel Safely in Darlington guidance.

Pupils will be issued one pass for one route; there is not an option for pupils to have multiple passes for different routes. If a pupil wants to change routes a request can be made by parents/carers to the Finance Office, and this will be assessed and accommodated where possible.

Payment

Hurworth School will make arrangements with you to collect payment for the transport if you are successful in obtaining a fare-paying place. We offer parents a variety of ways to make payments, including cash, cheque, direct debit and ParentPay; passes will not be issued to pupils until payment has been received.



The School Day

Please note that whilst the start and end times of the school day will remain the same the structure of time within the day is under review in 2020/21

	Start	End
Starting to move towards form bell rings	8.50 a.m.	
Registration activities/Assembly	8.55 a.m.	9.10 a.m.
Period 1	9.10 a.m.	10.10 a.m.
Period 2	10.10 a.m.	11.10 a.m.
Break	11.10 a.m.	11.25 a.m.
Period 3	11.25 a.m.	12.25 p.m.
Lunch	12.25 p.m.	1.15 p.m.
Starting to move towards form bell rings	1.15 p.m.	
Registration	1.20 p.m.	1.25 p.m.
Period 4	1.25 p.m.	2.25 p.m.
Period 5	2.25 p.m.	3.25 p.m.
Comfort break before journey home, collect mobile phones etc	3.25 p.m.	3.30 p.m.
End of School Day	3.30 p.m.	

School Holidays 2020-21

Pupils Holidays	School Closes 3.30 p.m.	School Re-opens to pupils 8.55 a.m.
Summer 2020	Friday 17 th July 2020	Year 7 Wednesday 2 nd September 2020 All other year groups Thursday 3 rd September 2020
Autumn Half Term	Friday 23 rd October 2020	Tuesday 3 rd November 2020
Christmas	Thursday 17 th December 2020	Monday 4 th January 2021
Spring Half Term	Friday 12 th February 2021	Monday 22 nd February 2021
Easter	Friday 26 th March 2021	Monday 12 th April 2021
May Day	Friday 30 th April 2021	Tuesday 4 th May 2021
Summer Half Term	Friday 28 th May 2021	Monday 7 th June 2021
Summer 2021	Friday 16 th July 2021	Thursday 2 nd September 2021



Pupil uniform

We believe that dress and presentation help to create good personal standards among pupils, and Parents/Carers are requested to give their full support to the school in adhering to the range of clothing recommended. We react very strongly against pupils who come to school with incorrect uniform or inappropriate haircuts. **Whilst the school is in a period of winter uniform, shirts must be tucked in at all times and school jumpers must be worn.**

Items and colours of clothing are as follows:-

- Trousers must be plain black, standard fit and not be made from denim, corduroy, leather, lycra or other expandable material. Leggings, jeggings, tight trousers, black jeans or $\frac{3}{4}$ trousers are not permitted. All pupils should be in trousers as skirts have been removed from the permitted uniform
- Plain white shirt not a T-shirt or blouse
- Maroon Summer Polo Shirt – this is only worn in the Summer term
- V-necked sweater with school logo
- School tie, this must cover the top shirt button (ties other than school ties are not to be worn)
- Black shoes with heels no higher than 4 cm. Shoes should completely cover the foot for health and safety reasons. Trainers and plimsoll shoes are not acceptable and neither are leisure boots such as Rockport, Doc Martins and Ugg boots. Shoes with multi-coloured soles (soles of shoes must be plain black and not have a coloured or white line through them) or uppers are unacceptable. Shoes must be plain black and not have stripes or logos of any kind visible. Plain black low heeled boots (Chelsea boot style) may also be worn
- Jewellery - only one stud per ear lobe and in no other part of the ear, and one watch. No other jewellery or body piercing is permitted.
- No jewellery is to be worn during PE lessons, this includes recently pierced ears (it is not acceptable to cover them with plasters)
- No coloured or fake nails are permitted. Nails should be of a reasonable length
- Make up must be kept to an absolute bare minimum and must be natural looking. False eyelashes are not permitted
- Coats should be an appropriate outdoor coat - no sweatshirts, hooded tops, cardigans, tracksuit tops or coats made of denim
- Hair must be worn no shorter than a No 2 haircut anywhere on the head and extreme hair dyes/multi coloured hair is not acceptable for any pupil. Hair styles /eyebrows must not have any lines, patterns or symbols showing

The decision when pupils will transfer from winter to summer uniform will be taken by the Head of School and will be communicated to Parents/Carers via letter. There will be a minimum of 2 weeks' notice given prior to uniform change.

P.E. and Games Kit

- Maroon sports top with school logo
- Black shorts or black leggings with school logo *please note that leggings other than the school ones are not acceptable*
- Maroon socks
- Black fleece (optional)
- Black waterproof top (optional)
- Football boots – football and rugby lessons only

All uniform with school logos/colours, i.e. sweater, ties, summer polo shirts, PE Kit, is available from Elizabeth's Embroidery. This can be purchased online at www.elizabethsembroidery.co.uk password HURWORTH. They also stock black trousers and white winter shirts, although these can be purchased elsewhere.

You can also visit the shop where items can be tried on for size and ordered, at 8-10 Richardson Road, Stockton-on-Tees. Tel: 01642 674973.



Equipment

There are certain essential items students will need in school every day. In order to carry them, and any books and equipment specific to any particular day, a bag big enough to hold an A4 sized folder is required every day. We recommend a sports bag/holdall. A plastic bag will be neither robust nor secure enough to last the rigours of a school day and a boot bag is not big enough for school books.

Students will have the opportunity to use a private locker. Students may go to these lockers at breaks or lunchtime, not lesson change over.

Essential items

- Pencil case
- Coloured pencils
- Blue or black pens
- Pencil
- Pencil sharpener
- Ruler
- Eraser
- Calculator (available to buy from the Maths department)
- A reading book
- Student planner (issued by school)

There are some things students must not bring into school, these are:

- Alcohol or drugs
- Weapons of any kind including any form of gun (imitation / bb / air)
- Knife or sharp bladed objects
- Laser pens
- Chewing gum

All the above items will be confiscated and only returned when a parent/carer attends school to collect the item. It is important to note that the governors and staff of Hurworth School **DO NOT ACCEPT LIABILITY FOR DAMAGE/LOSS TO PROPERTY BROUGHT INTO SCHOOL**. Any mobile phone, iPod, iPad/tablet or similar device brought to school must be handed to the office on arrival. Failure to do so will result in a sanction being applied.

The same liability applies to school trips and visits.

- Any other items of value which the pupil should not have brought into school or has misused in some way might - if the school judges this appropriate and reasonable - be stored safely at the school until an appropriate family adult can come and retrieve them



- Items which the pupil should not have had in their possession particularly of an unlawful or hazardous nature may be given by the school to an external agency for disposal or further action as necessary. This should always be followed by a letter to the parents confirming that this has taken place and the reasons for such an action

Medical Information/Injuries and Care Plans

If your child has a medical condition such as Asthma or Diabetes or has suffered an injury and requires treatment in school, a care plan and/or risk assessment may need completing, please contact the school office for further details.

The Curriculum

At Hurworth School we believe that every student should have access to a broad and balanced curriculum, which will meet their future needs in education, training and the workplace. The curriculum is designed to prepare students for their future roles as workers, parents/carers and members of the wider community.

Key Stage 3

Students entering the school at the beginning of Year 7 study a broad and balanced curriculum. All students study the following subjects throughout their first three years in the school:

English, Mathematics, Science, Spanish, Design and Technology, History, Geography, Religious Studies, Drama, Music, Art, Computing, Physical Education and Personal, Social, Health, Citizenship, Education (PSHCE)

We offer the choice of a second Modern Foreign Language as pupils' progress through the school. Careers information is provided in all year groups.

Throughout Key Stage 3 students also experience a PSHCE period once a week. During this lesson aspects of Citizenship are studied as well as time spent with the tutor reviewing progress, setting individual targets and developing further studying skills.

Key Stage 4

During the final two years at Hurworth School, students will have the opportunity to select a number of subjects leading to nationally recognised qualifications. These qualifications can include GCSE and vocational qualifications in a variety of subjects. We are always

seeking to develop the breadth of our Key Stage 4 curriculum to allow all students the opportunity to gain qualifications in their chosen area.

Pupils select options from a list of subjects; the English Baccalaureate (EBacc) is not prescribed but is available to all pupils. Pupils in Sets 1 to 4 follow a Progress 8 suite of qualifications. Option groups are mixed ability and based on the combination of pupils' choices and the schools ability to meet their choices.

There are two RS/PSHCE/Citizenship (SMSC) lessons per fortnight in Year 10; in Year 11 students have one lesson of SMSC and one study lesson per fortnight.

We operate a two week timetable.



Class Organisation

On entry all students will be placed in a mixed ability tutor group for registration and tutorial work.

The school's philosophy is that students' experiences in school are differentiated according to their level of ability. Accordingly, Hurworth School places students into teaching classes by grouping children of similar ability together on entry into the school.

The school decides upon the composition of classes by using a combination of the results of tests and teachers' continual assessment. *Classes are reviewed continually and we will alter the set of a student at any stage in the academic year if teachers feel that such a move is justified.* This means that students in all classes must perform to their potential consistently to maintain their places. In all cases, parents will be consulted before any action is taken with regards to student movement between classes.

By organising our classes in such a way the bands of differentiation within the sets are narrow, therefore allowing teachers to be more student-specific in their planning and in their delivery of all aspects of the curriculum. This helps create the best possible climate for learning, together with the warmest possible care.

Having taken great care to get the class structure right, parents should be aware that, increasingly, students are taught as individuals rather than classes. Students are encouraged to understand their own progress and be responsible for their own learning. This awareness is a vital aspect of the school's policy towards target setting.

Hurworth School is committed to ensuring that all students are offered equal opportunities throughout their time with us.



Hurworth School Special Educational Needs and Disabilities (SEND)

We recognise that at some point in any student's career at Hurworth School the individual may require additional support to reach their potential. Regardless of the need and the length of time for which support is required, the school will meet that need wherever possible. If this support cannot be provided by our experienced and highly-qualified staff then we will seek external specialist support.

Objectives of the School's SEND Provision

- To ensure access to a broad, balanced and relevant curriculum for all students
- To identify students with additional needs and disabilities
- To identify the nature of the additional need or disability and to implement appropriate learning, behavioural and social skills programmes to meet that need as far as resources will allow
- To raise the self-esteem of students with additional needs and disabilities.
- To encourage a parent/carer partnership and with it involvement in students' learning
- To promote effective liaison between the Leadership Team, Department Heads, Raising Achievement Co-ordinator, staff, parents and outside agencies
- To promote the idea that the delivery of the National Curriculum to all students is the responsibility of all staff
- To support staff in curriculum areas in adapting schemes of work and provision for all students
- To ensure continuity across all Key Stages
- To ensure that SEND is represented on all relevant school bodies

We are recognised as an inclusive school and we are very proud of our reputation.

In developing this offer, SEND children are understood to be those students with or without statements or Educational Health and Care Plans who have difficulties in participating in those curriculum experiences which they could have expected to share, had the particular difficulty not existed. They will include children with Social and Communication problems, as well as children with Physical, Sensory and/or Emotional Problems.

The school works in line with the Code of Practice principles in that:

- SEND issues are addressed
- There is recognition of a continuum of needs and provision
- Students will be given the greatest possible access to a broad and balanced education

- Liaison with the Local Authority, Health and Social Services will take place as appropriate to the need of the child

Resourced Provision for Autistic Students

As a part of our commitment to providing an inclusive education, we have an additional resource for up to 14 students identified as having more specific needs due to autism. We aim to provide a high level of support, enabling all students within this provision to access a broad and balanced curriculum within mainstream education.

Students who are supported by the provision access their curriculum mainly in standard school teaching sets; however, some lessons may be held in small groups or on a one-to-one basis in a specified quiet room. During these lessons we aim to develop students' skills through interaction with experienced specialist staff. The skills learnt may include life tasks, language and communication skills and a range of social skills.

Throughout the year we are actively engaged in inducting new students into this provision and a member of the SEND Team will be happy to discuss any individual transition plan with yourself or your child's current education providers.

As part of the Local Authority's outreach support services the Provision Manager also works with staff and students in other mainstream schools, supporting the needs of autistic students at Key Stages 3 and 4.

Further detailed information about the SEND provision at Hurworth School can be found by following the Special Educational Needs link on the school website.





Student Attendance

Your co-operation in ensuring regular attendance and punctuality is essential. When an absence occurs, a dated and signed note giving the reason for absence is required on the student's return. However, **parents/carers are requested to contact school on each morning of their child's absence from school.** Should the absence be prolonged, please let the school know, so that we can provide work and any further support your child may need to continue their education.

Key Points to Remember

- Whilst it is right that schools recognise that individual students and families may have occasional problems, the aim of us all is to expect regular attendance
- Lateness is not acceptable and is also an issue of attendance
- Where a student is absent without prior authorisation, an explanation is required
- We are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered. For example shopping trips within school hours are not acceptable or explanations such as 'minding the house', looking after siblings etc., are not acceptable reasons for absence
- The school operates a First Day Contact Policy. The school will make every effort to contact parents/carers on the first day of absence

Any student's attendance which falls below an acceptable level or any student who has persistent absences will be referred to the Early Help intervention team and further sanctions will be imposed; this may include fixed penalty notices.

Holidays will not be authorised as a matter of course. The school works with the Local Authority Early Help intervention team to impose legal sanctions where appropriate, with regard to holidays using a two stage process. Any further clarification can be obtained from the school.





Setting Targets

As part of our on-going commitment to provide a first class education to all our pupils, and to ensure each and every pupil achieves their full potential, we have a **Target Setting, Tracking and Monitoring and Intervention System** that allows pupils the best chance of excelling in all subject areas.

Target Setting

The school has adopted a single assessment system which runs from Year 7 to Year 11. The system is based on the new GCSE grading system using numerical grades rather than the traditional A* to G grades. The grading system is based on grades 9 to 1, with 9 being the highest grade and 1 being the lowest. The grades will be further divided into three sub grades of H, M, L.

- H – means a pupil is at the top of end this grade and pushing towards the next
- M – means a pupil is working solidly at this grade
- L – means a pupil is just starting to work at this grade

The school will calculate an expected “flight path” of progress in actual GCSE grades from Year 7 to Year 11 and pupils will be issued with Year 7 targets in line with an expected “flight path” of progress in actual GCSE grades.

The starting point of this flight path is determined by a pupil’s average test scores in Reading and Maths taken at the end of Key Stage 2, coupled with initial baseline assessments carried out in the first half term at Hurworth. The only exceptions to this rule are in PE, Music and Art where the targets are based purely on baseline assessments within those subjects.

Over Key Stage 3 pupils will be targeted to make an average of 2 GCSE sub levels of progress each year. As you can see in the table below, lower GCSE target grades are split into 3 sub levels High, Middle and Low; GCSE target grades from grade 4 onwards grades are only split into two levels to try and push pupils to achieve. These grades will be used to set targets for each pupil. However, teachers may still use an “L” grade to report pupil progress in each of the termly Progress Reviews.

For example, if a pupil’s baseline assessment grade at Hurworth is a 2L their Year 7 target would be a 2H, Year 8 a 3M and Year 9 a 4M. It is then envisaged that they would make two whole grades of progress in Key Stage 4 and as such would be targeted at a 6M (the equivalent of a solid to high grade B in ‘old’ GCSE grades) for their Year 11 GCSE grade.



GCSE Target Grade

9H

9M

8H

8M

7H

7M

6H

6M

5H

5M

4H

4M

3H

3M

3L

2H

2M

2L

1H

1M

1L(a)

1L(b)

1L(c)



Please be aware that these targets are extremely ambitious as we strive to push each pupil to achieve their best. If at any point during their journey through school pupils are showing signs that they may not achieve their targets it is possible to adjust these; similarly if a pupil exceeds their targets, they will have their targets raised to reflect this. Targets will be reviewed every term in the Progress Review meetings.

Progress Review Meetings

Each Term, teachers are asked to Review the Progress that each pupil is making in their subject. The system that they use to complete this process is as follows:

A	signifies that a pupil performing above their end of year target and their end of year target will be raised
O	signifies that a pupil is on course to meet their end of year target
B	signifies that a pupil is working below their end of year target, and support and interventions will be put in place to help support the pupil in moving towards the target set

After each review, parents will be sent information regarding their child's progress using SIMs In-Touch; a system that allows us to send information regarding progress through e-mail.



Staffing 2020-21

Swift Academies Staffing

The Swift MAT comprises a central team of staff who work across all of the schools within the Trust. The members of the central team who hold management responsibilities for staff who are deployed at Hurworth are:

Mr D Judson, Chief Executive

Mr G Hart, Chief Financial Officer

Mr A Hutton, Trust ICT Manager

Mrs S Jones, Trust Business Manager

Mrs L Preston, Business Support Officer

Hurworth School Staffing

Leadership Team

Miss N Peaker, Head of School, Academic RG Team, Green lanyard, Science, Literacy Humanities

Mrs L Burn, Assistant Head Teacher (CPD, Appraisal, Teaching and Learning), Academic RG Team, Green lanyard, History

Mrs L Gawthorpe, Assistant Head Teacher (Raising Achievement, On-line Reporting and Assessment), Academic RG Team, Green lanyard, Health and Social Care, Design and Technology

Mr N Gawthorpe, Assistant Head Teacher (Options and Timetable, Target Setting, Data Analysis), Academic RG Team, Design and Technology

Mrs M Hall, Assistant Head (School Manager), Pastoral RAG, Green Lanyard, PA to the Head of School and Chief Executive, Student Support Coordinator, Exams Manager, Academic RG Team

Mrs S Reilly, Assistant Head Teacher (Curriculum Development), Academic RG Team, Green lanyard, Maths

Mr B Sutherland, Assistant Head Teacher (Student Support), Raising Achievement Coordinator Year 11, Academic RG Team, Green lanyard, PSHCE, Business Studies, Literacy Humanities



Student Support Team (all Green Lanyards and members of the Student Support RAG)

Mr S Bradnam, Raising Achievement Coordinator Year 9, Maths

Mrs K Davidson, Assistant Head of Student Support, Raising Achievement Coordinator Years 8 and 10, Physical Education, PSHCE

Mrs M Pitchford, DSL, Raising Achievement Coordinator Year 7, Assistant SENCo, Literacy

Mrs L Reed, Behaviour Support

Mrs B Wright, Deputy Head of Year (all years), Geography

Administrative Assistants

Mrs L Dodds – Office Manager, Staff Cover, Room changes, School diary, Events coordinator

Mrs S Johnson, Attendance Officer, Student Support Assistant, Isolations and Exclusions, Parents' Evenings, Recording of Educational Visits, First Aider

Miss M Lidster, Level 3 Apprentice

Mrs M Notman, Reports, Post

Art

Mrs E Waller, Head of Department

Business Studies

Mr D White, Head of Department, Maths

Careers Personal Advisor and Careers Lead

Mrs P Hudson, Green Lanyard, Student Support RAG Team

Caretakers

Mr M Anderson

Mr G Ward



Catering Staff

Mrs J Pybus, Catering Manager

Mrs L Airey, Mrs K Cossins, Mrs L Coward, Mrs M Graham, Mrs P Segger, , Mrs S Segger,
Mrs L Sokell, Miss C Stevens

Cleaning Staff

Miss B Akers, Mrs J Chisman, Mrs D Thompson, vacancies

Computing

Mr S Elliott, Head of Department, Whole school Social Media coordinator

Mrs A Simmons *Currently on maternity leave*
Mr W Botham

Design, Technology and Engineering

Mr M Healy, Head of Department, Whole school Rewards coordinator

Mrs J Jones

English

Ms T Minshull, Head of Department

Miss R Archman
Mr M Massiter
Mrs L Millward, Key Stage 3 Coordinator, Quality of Education Lead Teacher
Mr P Molyneux
Mrs V Wraith, Key Stage 4 Coordinator *Currently on maternity leave*

Exam and Data Officer

Mrs L Clark, SIMS/Target setting, Tracking of pupil progress data and liaise with Heads of Department, Exam revision/intervention timetable, Year 10 and 11 Lists



Geography

Mrs B Wright, Head of Department

Mr S Gray, Induction and Procedures Coordinator, Educational Visits Coordinator

History

Miss K Walker, Head of Department, Whole school Cross-curricular knowledge coordinator

Learning support

Mrs C Lawrence, SENCO, Green Lanyard, Student Support RAG Team

Mrs H Whitten, Resourced Provision Manager, SCOS Coordinator, Green Lanyard, Student Support RAG Team

Mrs C Austin

Mrs E Chapman

Mrs L Curbeson*

Mrs S Daneshmand, Social Communication Outreach Service

Mr L Johnstone, Level 3 Apprentice

Mrs K Learoyd

Miss S McGuire

Miss B Speed

Mrs C Ward

Literacy

Mrs C Lawrence, Literacy Intervention Coordinator

Mrs M Pitchford

Lunchtime Staff

Lunchtime Supervisor Mrs M Leigh



Maths

Mr R Elgie, Head of Department

Mr S Hailes

Mr A Jobling

Miss N Syson, Maths Intervention Coordinator

Modern Foreign Languages

Ms L Fenby*, Head of Department

Mrs N Rye*

Miss L Whitaker

Music

Mrs J Wilson, Head of Department

Physical Education

Mr T Liddle, Head of Department

Mr D Douglas

Miss A Hodgson

Religious Studies

Mrs N Douglass, Head of Department, Citizenship Coordinator, Green Lanyard, Student Support RAG Team



Science

Mr M Flood, Head of Department

Ms S Cramoysan

Mrs K Marsay

Mr M Parry

Mr A Sunter, Key Stage 3 Coordinator

Mrs S Welch, Departmental STEM Coordinator

Dr M Wilson, Science Intervention Coordinator

School Counsellor

Mrs C Price*

School Nurse

Vacancy

Technical Support

Mrs S Dell, Laboratory Technician, First Aid

Mrs M Matthews, D&T Support Assistant

Mrs G Pearce, Art/DT&E Technician



Additional Information

Careers Information

Years 7, 8 and 9 follow a programme that matches up individual interests and aspirations to practical advice and guidance.

Throughout Key Stage 4 all students will have the opportunity to experience life in the workplace. Year 11 students receive guidance about their transition to the next stage of their learning/training.

Charging and Remissions Policy

The school does not charge students for essential curriculum experiences, although Parents/Carers may be asked to make a contribution to specific curricular activities that take part during the school day e.g. theatre visits. Parents/Carers may be charged for extra-curricular activities e.g. visits abroad. We also have access to Darlington Education Fund which has in the past helped fund events for individuals.

ParentMail

The school uses the 'ParentMail' communication system. This is a comprehensive system that aims to keep Parents and Carers informed about up and coming events, attendance via text and email. On acceptance of a place at Hurworth School you will be encouraged to sign up to this system. The system will also allow you to make payments to the school on-line.

School Meals

A cafeteria meals system operates in the school and a wide variety of dishes, both hot and cold are available, as well as snack meals. Items are priced individually and students pay for their purchases at a number of tills. A "healthy eating" policy is pursued by the school and is encouraged through curriculum programmes within Hurworth School.

Students who display poor behaviour during the lunch period will be warned and their parents will be informed of the situation in serious cases. If the misbehaviour continues the students may be barred from remaining on the school premises during lunchtime.

STUDENTS WHO STAY AT SCHOOL FOR MEALS ARE NOT ALLOWED TO LEAVE THE SCHOOL PREMISES AND A PASS SYSTEM OPERATES.

If Hurworth/Croft parents choose to allow their children to leave school during the lunch break, then students should not return to school before 1.10 p.m. and under such circumstances, responsibility for the welfare and supervision of these students would remain with the parents.

During morning break, hot drinks and a variety of snacks are on sale in the Dining Hall.

School Security

Visitors to the school must sign in and wear a coloured lanyard. ALL members of staff know to stop and question any unfamiliar person in the building without the lanyard. Children are supervised during break times, lunchtime and at the beginning and end of the school day.

The local police advise the school on security issues and lecture the children during the school year. The school is fully alarmed and the system is reviewed annually.

The school premises and hardware are protected by Smart Water security.

After School and Lunchtime Classes

The parents/carers, governors and staff of Hurworth School are rightly proud of our school and our children. The focus of our pride, as our school motto says clearly, is in delivering 'excellence with care'. In this regard, the school's Home School Agreement/Agreement for Examination Success has just one purpose, to ensure that each child achieves his/her maximum potential in ALL aspects of his/her education.

To work most effectively, it requires a commitment from all parties. That is the purpose of this agreement. It should be noted that the commitment includes support for our approach to attendance at "additional" classes.

When Do These Occur?

As part of our **Agreement to Examination Success**, we run additional one hour lessons at the end of the school day on a Monday, Tuesday Wednesday (when necessary) and Thursday (please note that students may be involved in one, two or three of these sessions per week depending on their individual need) and at lunchtimes each day (again the number of classes students will need to attend will be based upon their individual need) from the Summer Term in Year 10 throughout the whole of Year 11. The additional lessons after school begin at 3.30 p.m. and end at 4.30 p.m. Lunchtime sessions will be at the discretion of the teachers and generally last for approximately 30 minutes.

We see these extra lessons as vital in optimising each pupil's potential. During the additional lessons pupils will be able to do supervised GCSE work, learn things that they may have forgotten or failed to understand properly in the first instance and complete extra revision. **Please note that if pupils cannot arrange transport following the additional classes we will ensure that arrangements are made to get them home safely via the school minibuses.**

Why run Holiday Classes and Who Attends?

The school runs "holiday" classes during the February and May half terms and Easter holiday period in Year 11. These are for "catch up" or revision purposes. We inform parents in advance of those pupils whose work is, in the judgement of the school, in need of further attention/support. For those pupils, the expectation is that parents will ensure their attendance.

What happens if pupils fail to attend an extra class when required?

This is treated in the same way as if a student refuses to attend a school detention i.e. a breach of school discipline. In such instances, sanctions are imposed, including removing access to some or all of our extra-curricular activities.



Home School Agreement 2020-25

The Parents/Carer - I/we shall:

- Ensure that my child goes to school regularly, on time and properly dressed and equipped
- Notify the school if I know about any concerns or problems that might affect my child's work or behaviour
- Support the school's policies and guidelines for behaviour
- Support my child in their Independent Learning tasks
- Attend Parents' Evenings and discussions about my child's progress
- Find out about my child's life at school
- Ensure my child adheres to the classroom expectations, break and lunch time and transport guidelines in the Hurworth School Values Charter

Hurworth School - The school will:

- Care for your child's safety and happiness
- Provide a comfortable, safe environment in which to work
- Ensure that your child achieves his/her full potential as a valued member of the school community
- Provide a balanced curriculum and meet the individual needs of your child
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- Keep you informed about general school matters and about your child's progress in particular
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school
- Provide a high standard of education for the pupil in all subjects, thus enabling him/her to achieve his/her optimum potential
- Provide support for the pupil in the completion of all necessary classwork, coursework and Independent Learning tasks. This may include support from the SEN department
- Liaise regularly with the pupil and his/her parents regarding progress, and put into place strategies to improve the pupil's chances of academic success
- Provide a series of additional lunchtime, after school and revision classes deemed necessary by the school to ensure each pupil achieves the highest possible performance in public examinations
- The school will provide pupils with Academic Mentors in Years 10 and 11 to support them in optimising their potential



The student - I shall:

- Attend school regularly and on time
- Adhere to the classroom expectations, break and lunch time and transport guidelines in the Hurworth School Values Charter
- Bring all the equipment I need every day
- Attend all additional lunch time, after school and revision classes deemed necessary by the school
- Complete all necessary classwork, coursework and Independent Learning tasks by the given deadlines and to the prescribed standard

Hurworth School Home/School Agreement

I/We have read the home/school agreement and undertake to support the arrangements set out.

Signed (Parent) _____ Date _____

Signed (Pupil) _____ Date _____



Agreement for Examination Success 2020 - 2025

Name of Student

Name of Mentor

The School hereby promises to:

- Provide a high standard of education for the student in all core subjects, thus enabling him/her to achieve his/her optimum GCSE grades
- Provide support for the student in the completion of all necessary classwork, coursework and Independent Learning as appropriate. This may include the support of the SEN department
- Provide a comfortable, safe environment in which to work
- Liaise regularly with the student and his/her parents regarding progress, and put into place strategies to improve the student's chances of success
- Provide a series of additional lunchtime, after school and revision classes *deemed necessary by the school* to assist the student in the improvement of grades (**see statement earlier in this handbook**). NB "After school" is defined as outside normal school hours (09.00 a.m.-3.30 p.m.) and during school holidays

The Parent(s) hereby promise to:

- Support your child through his/her crucial last year of compulsory education, assisting where possible with study and providing a quiet place for the student to work at home where possible
- Ensure the student's attendance at those additional lunchtime, after school and revision classes deemed necessary by the school (**see statement earlier in this handbook**)
- Liaise regularly with the student's mentor about progress and assist the student and the school with remedial work should there be a need

The Student hereby promises to:

- Attend all additional lunchtime, after school and revision classes deemed necessary by the school (**see statement earlier in this handbook**)
- Complete all necessary classwork, coursework and Independent Learning by the given deadlines
- Adhere to the classroom expectations, break and lunch time and transport guidelines in the Hurworth School Values Charter
- Meet regularly with his/her mentor to discuss progress, and undertake to make improvements where necessary

Signed on behalf of the school Date

Signed (parent) Date

Signed (student) Date

The General Data Protection Act 2018: How we use your information

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 **pupils**.

Swift Academies are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs S Jones who is contactable via

ajs@swiftacademies.org.uk

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil 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
- CCTV images captured in school (if applicable)

We may also hold data about pupils 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 pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' 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

Less commonly, we may also process pupils' 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 pupils' 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 pupils' 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 pupils 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 pupils 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 pupils.

Data sharing

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

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

- Department for Education – we share pupils’ 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 workforce members with our local authority (LA) under section 5 of the Education (England) Regulations 2007 and amendments
- Local Authority – we are required to share information about our pupils’ with our local authority (LA) to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Multi-Academy Trust – to allow the business to function, such as sharing information with HR and finance teams
- Our regulator [e.g. Ofsted] – to meet our legal obligations to share certain information during the inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors – to enable them to provide the service we have contracted them for
- Health authorities – to meet our legal obligations to share certain information with it, such as Education Health Care Plans
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as child protection information
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information

National Pupil Database

We are required to provide information about pupils 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), 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.

You can also contact the Department for Education with any further questions about the NPD.

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 pupils' 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.

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 the data protection officer.

Parents, or those with parental responsibility, have a legal right to free access to their child's educational record (which includes most information about a pupil) within 15 school days of receipt of a written request.

Requests to see educational records must be submitted using the schools Data subject access request form (see policy) and sent by post or email to the DPO.

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 the 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 the 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 the data protection officer.

Contact information

Croft Road,
Hurworth on Tees,
Darlington,
DL2 2JG

Tel: 01325 720 424

E-mail: enquiries@hurworthschool.org.uk

Website: <https://hurworth.swiftacademies.org.uk/>

Social media: Please follow us @HurworthSchool via Twitter, Facebook or Instagram for all of the latest school news and information.