



## Year 7 Student Information 2023 - 2024



## Note to Parents/Carers

Please read the information in this booklet carefully with your child and keep it in a safe place for future reference.

Please also complete the attached Permissions and Consents 2023 and return it to [admissions@oakgrove.school](mailto:admissions@oakgrove.school) as soon as possible, but no later than Friday, 19 May 2023.

[Kingsbridge Educational Trust's Privacy Notice](#) informs on how we collect and use your personal data.

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## Important Dates for your Diary

- **Monday, 3 and Tuesday, 4 July 2023 - Transition Day**  
All students are invited to spend one day at Oakgrove School. An email will be circulated informing you on what day your child is to attend.
- **Thursday, 6 July 2023 - Parents/Carers Information Evening, 6.00pm – 8.00pm**  
An email will be sent inviting parents/carers to a specific time on the evening
- **Wednesday, 6 September 2023 - School opens for the Autumn term (Years 7 and 12 only)/  
Year 7 Super Learning Day**
- **Thursday, 7 September 2023 - School is open for all year groups**

## Student Acceptable ICT Use Agreement

- I will be responsible for my personal use of ICT systems in school, including the Internet, email, digital video or mobile technologies, and I will use them in a way that is appropriate for my education.
- I will not download or install software on school equipment.
- I will only access the areas of the school network and Virtual Learning Platform (VLE) that my own user name and password gives me authorised access to.
- I will not reveal my password(s) to anyone and will ask that my password(s) be reset if I forget it or suspect someone else knows it.
- I will only use my school email address for activities related to school or for communicating with school staff.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will make sure that all my electronic communication is appropriate and sensible.
- I will be responsible for my behaviour when using the Internet and email. This includes the resources I access and the language I use. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I am unsure if a site is suitable, I will immediately ask my teacher.
- If I accidentally come across inappropriate material on the Internet I will report it immediately to a member of staff.
- I will ask a teacher before I print out any information from the Internet and will make sure I know the number of pages being printed before I do.
- I will always keep my personal details private and will not give out any personal information such as name or contact details to anyone outside of the school.
- I understand that images and video of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed or shared outside the school network without the express permission of both the person(s) concerned and data protection officer.
- I understand that items such as memory pens must only contain school related information, documents and data. No images or software should be installed from outside of school.
- I will not copy or plagiarise another students or teachers work and convey this as my own work.
- I will not pass on any documents or images to third party users.
- I will not use the school's ICT equipment or systems to bully, intimidate, harass or victimise another student or member of staff.
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others upset or bring the school into disrepute.
- I will respect copyright and privacy laws at all times and will not make use of ICT facilities to plagiarise other people's work as if it was my own.
- I will not attempt to bypass network security or the Internet filtering system.
- I understand that all my use of school equipment, printing, Internet and email can be monitored and logged and can be made available to teachers in school.
- I understand that this agreement is designed to ensure safe practices and to protect school facilities for the use of all students and staff and that if the terms are not followed, school sanctions will be applied and my parent/guardian will be contacted.

## Home/School Arrangement

At Oakgrove, we believe that to enable our students to gain the highest levels of success we must work together to achieve the following aims and responsibilities.

### The School

Oakgrove School will aim to:

1. Provide a safe, caring and supportive environment in which every student can achieve their full potential both academically and personally
2. Ensure the highest quality of teaching and learning
3. Provide an education based on high expectations and a balanced, stimulating and well-taught curriculum to meet the needs of individual students
4. Achieve high standards of work and behaviour supported by building good relationships and developing a sense of responsibility
5. Keep parents informed about progress, and behaviour in school and other school related matters
6. Be welcoming to parents, listen to views and opinions and offer opportunities for parents to become involved in school life
7. Ensure that all students observe the school's required Attitudes for Learning, Anti-Bullying and other policies
8. Challenge students by offering them a range of activities both within and outside of the classroom

Headteacher, Mr Tett

A handwritten signature in black ink, appearing to read 'Mr Tett'.



## **Parent/Carer**

In accepting the place at Oakgrove School, as a parent/carers I agree to:

1. Take an active interest in all aspects of my child's learning at Oakgrove School.
2. Encourage my child to achieve their best.
3. Ensure that my child meets homework/coursework deadlines by checking and signing the planner each week.
4. Support the school's action if my child does not comply with the school's required Attitudes for Learning and other school policies.
5. Ensure that my child wears correct school uniform at all times as referred to in the school's uniform policy.
6. Ensure that my child attends school regularly and is punctual.
7. Attend appropriate meetings to discuss my child's welfare and progress.
8. Join with the school in celebration of success.
9. Not to book holidays in term time.
10. Contact the school to discuss any circumstances that may affect my child's behaviour or attitude.
11. Behave in an adult and professional manner during contact with staff.

I am aware that condition of entry to lessons at Oakgrove School is the wearing of full school uniform.

## **Students**

In attending Oakgrove School, as a student I will:

1. Attend school regularly, on time, in the correct uniform as outlined in the required Attitudes for Learning.
2. Follow the required Attitudes for Learning.
3. Show care, courtesy and consideration to all members of our school community.
4. Work hard and meet all course requirements and make the most of opportunities available to me.
5. Show a responsibility for my own learning through self-motivation.
6. Make a valuable contribution to my school, take pride in its success and promote Oakgrove School within the community.
7. Abide by the use of school internet regulations.
8. Share responsibility for the school environment, respecting the open access provided by showing socially responsible behaviour.
9. Ensure that my behaviour on the journey to and from school is of the highest possible standard and to alert Oakgrove staff to any problems should they arise.

## Sims Parent App

Oakgrove School uses the Sims Parent App to communicate with parents. It is easy to use and accessible from a smart phone, tablet or PC.

Using the App, you will be able to:

- Update your contact details and other information so we always have the most up-to-date data in case of emergency
- See your child's timetable and attendance information (from September onwards)
- View your child's conduct: achievements and behaviour
- See the school's contact details and key dates
- Access your child's school reports (once they are issued)
- Set up parental consents for your child
- Receive notifications to remind you about important information such as key dates for your diary

The Parent App is our method of receiving all of your son/daughter's registration details before your son/daughter can be admitted into Oakgrove School.

In September, we will send you an activation email for the Parent App and you will need to register and submit your son/daughter's details within the App. Details and tutorials of how to do this will also be sent out at this time.

## School Communications by Email

In order to help save the environment and reduce printing costs, we will be sending the majority of our correspondence home by email.

In order to make the system effective, we need to have an up-to-date email address for you. Once your son/daughter has been admitted, if you need to amend or check the email address that we have on our database, please do so within the Parent App. Please check your junk mail box to ensure that any emails from the school do not appear there.

## Consent for the use of Biometrics (Fingerprints) in School

Legislation requires that Oakgrove School need written consent from parents to take and use information from an imprint of your child's finger, as part of an automated biometric recognition system. This biometric information will be used by the school for purchasing of school meals.

By giving consent, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school, or ceases to use the system. If you wish to withdraw your consent at any time, this must be done **in writing** and sent to the school at the following address:

Oakgrove School  
Venturer Gate  
Middleton  
Milton Keynes  
MK10 9JQ

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school. Further information can be found in the Trust's [Data Protection and Freedom of Information Policy](#).



## ParentPay

### What does ParentPay do?

- Enables you to pay for school meals, trips and other items such as learning resource offers (e.g. calculators)
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows you to create a single account login for all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders

### How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You never need miss a payment, or have insufficient credit for school lunches with automated email/SMS alerts
- ParentPay is quick and easy to use

### How does ParentPay help Oakgrove School?

- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made to every service for every student
- Payments are not rejected
- Reduces paper 'waste'
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre

### How do I get started?

Before your child starts at Oakgrove School in Year 7, we will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

**For more information** visit the [ParentPay website](https://www.parentpay.com/) or alternatively contact the Finance Office by email [oakgrove@oakgrove.school](mailto:oakgrove@oakgrove.school)



# Oakgrove School

## Photographs of Pupils



Kingsbridge Educational Trust (The Trust) is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Trust will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for the school to avoid taking or publishing photographs of your child please indicate on the form provided by the school. If no preference is expressed then the school will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs in this school:

### **Photographs for Internal Use**

The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, as slides at an event for parents, or published on the school's website and social media platforms. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.

When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.

If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

### **Media Use**

Unnamed photographs taken by the school will be used to promote positive events and announcements, which will be distributed to the media for traditional and digital (website, social media etc.) publication.

The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.

When the media has permission to be present in school or at school events, this will be on the condition that they observe this policy.

Where the media has permission to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.

If the Media entity wants to publish named photographs then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will

require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

### **Family Photographs at School Events**

It shall be at the discretion of the school whether photographs may be taken at a school event.

Family and friends taking photographs for the family album will not be covered by Data Protection legislation.

Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

Approved by the Board of Directors, 9th December 2021

## Privacy Notice

Kingsbridge Educational Trust and its schools collect and process information relating to pupils, parents/carers, staff and visitors. This notice sets out how information is collected, why it is collected, who it's shared with and how we keep it safe.

Kingsbridge Educational Trust is the organisation that is in charge of personal information. This means the Academy Trust is the Data Controller.

The postal address of Kingsbridge Educational Trust is c/o Oakgrove School, Venturer Gate, Middleton, Milton Keynes MK10 9JQ.

To discuss anything in this privacy notice, please contact the Kingsbridge Educational Trust's Data Controller by email: [data.controller@ket.education](mailto:data.controller@ket.education) or telephone: 01908 533710. Alternatively, contact the Data Protection Officer [nicola@schoolsdpd.com](mailto:nicola@schoolsdpd.com).

## Pupils

The categories of pupil information that we process (including, but not limited to):

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

## Why we collect and use pupil information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following purposes:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe
- f) To meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- For the purposes of a), b), c) & e) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- For the purposes of d) in accordance with the legal basis of legitimate interests: to assess the quality of our services
- For the purposes of f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
  - Section 537A of the Education Act 1996
  - The Education Act 1996 s29(3)
  - The Education (School Performance Information) (England) Regulations 2007
  - Regulations 5 and 8 School Information (England) Regulations 2008 o the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, some personal information requires extra protection, as it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data and criminal convictions.

If we are processing special category data, our lawful bases will also include one of the following:

- We have explicit consent
- To meet the statutory duties placed upon us by the Department for Education
- To keep children safe

### **Collecting pupil information**

We obtain pupil information via registration forms when they first join the school. In addition, when a child transfers from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us, or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data Retention Policy. For more information on our data retention schedule and how we keep your data safe, please view the [Retentions Policy](#)



### **Who we share pupil information with (including, but not limited to):**

- Schools
- Local authorities
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- School nurse, NHS
- School governors/directors
- Companies providing services to the schools, e.g. catering, photography, communion services
- The Police and law enforcements agencies, where appropriate
- Courts, if ordered to do so
- First names of pupils only to other parents to enable Christmas cards to be sent

### **Why we regularly share pupil information**

The information disclosed to these people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

### **Our disclosure of your personal data is lawful for the following reasons:**

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education, pastoral care and connected purposes as outlined above
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent, then this will be sought before a disclosure is made

It is in your interest for personal information to be passed to these people or services. We will ask you for consent to ensure you can understand what we are asking. This is because the law requires us to ask you if you understand. Normally, we involve your parents too. By law we won't need their consent if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand, we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the UK. This would only happen if one of your parents' lives abroad or if you move to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer your information. We will look at whether the other country has good data protection laws for example. If we cannot be sure that it is safe, then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do, and we don't know which country we might need to send your information to, we cannot tell you more about it in this document. However, if we want to transfer your data to a different country, then we will tell you whether or not we think it is safe and why we have decided that.

## Year 7 Student Information 2023 - 2024

### How long we keep your information

We only keep your information for as long as we need to, or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school, in which case we send your file to your new school.

Further information can be found in the [Trust's Retentions policy](#)

### Youth support services - Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services, as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us in writing. This right is transferred to the child/pupil once they reach the age 16.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and/or provider of youth support services, as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

A child/pupil, once they reach the age of 16, can object to any information in addition to their name, address and date of birth being passed to their local authority or provider of youth support services by informing us in writing.

Data is securely transferred to the youth support service via a secure file transferring system and is stored within the local authority software.

For more information about services for young people, please visit our [local authority website](#)

### Department for Education

We are required to share information about our pupils with the Department for Education (DfE), either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- The Education Act 1996 s29(3)
- The Education (School Performance Information) (England) Regulations 2007
- Regulations 5 and 8 School Information (England) Regulations 2008
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see the 'How Government uses your data' section.

### Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the [Schools Admission Code](#), including conducting Fair Access Panels.

### Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact: [data.controller@ket.education](mailto:data.controller@ket.education)

Depending on the lawful basis above, you may also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- A right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the [Information Commissioner's Office](#)

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [data.controller@ket.education](mailto:data.controller@ket.education)

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in December 2022.

### Contact

If you would like to discuss anything in this privacy notice, please contact:

- Data Controller, Kingsbridge Educational Trust [data.controller@ket.education](mailto:data.controller@ket.education)
- Nicola Cook, Data Protection Officer [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

### How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- Informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- Supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) visit their [website](#)

### The National Pupil Database (NPD)

Most pupil data in England goes on to be held in the National Pupil Database (NPD).

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

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Find out more by visiting the [National Pupil Database](#)

### Sharing by the Department for Education

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools
- Local authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies

- Organisations fighting or identifying crime

View the Department's [NPD data sharing process](#)

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit their [website](#)

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the [Department's personal information charter](#)

Contact the [DfE](#)

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## **Parents/Carers**

### **Why do we collect and use parent information?**

We are required by law to provide education. The main pieces of legislation that govern this are:

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014

Whilst providing education, we are tasked with the welfare of the children within our care. Part of this is ensuring that we have appropriate contact information for the adults with responsibility for those children.

### **What do we need this data for?**

We use parent information to let you know if there is anything that you need to be aware of in relation to your child's education. We also use your information to contact you about parent evenings or other events held by the school where your child's education may be discussed with you.

Your contact details are also kept on record in case we need to speak to you in an emergency situation.

### **What type of data do we collect and use?**

Generally, we will collect personal data such as your name, address, telephone numbers and whether you have parental responsibility.

We may also ask whether you are in receipt of certain benefits so that you can apply for pupil premium funding for your child or for free school meals.

### **How do we ensure that we are using this information legally?**

We collect and use parents' information under GDPR article 6 under the following legal bases;

- We have a legal obligation to do so
- The information is necessary in the performance of our public task
- The processing is necessary to protect the vital interest of the child
- For some categories, we will ask for your consent
- For some categories, outside of our core obligations of providing education, we process data on the basis that we have a legitimate interest to do so

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you when we require your consent for the information for which we are asking.

### **How long do we keep your data for?**

The length of time that we retain information for is set out within our Retentions Policy. Generally speaking, we will retain parental information for the length of time that your child is enrolled at our school unless we are required by law to retain it for longer.

### **Who do we share your information with?**

Parent information is rarely shared but, in certain circumstances, we may share your data with;

- The police
- Insurers, in relation to insurance claims
- HSE or external organisations, where accident reporting or investigation is required
- Other third parties in event of a safeguarding incident

### **Your rights under GDPR**

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information contact Jane Lear, Data Controller, via [data.controller@ket.education](mailto:data.controller@ket.education)

You also have the right to:

- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means



- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

### **How to raise a complaint**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting [data.controller@ket.education](mailto:data.controller@ket.education)

You can also complain directly to the [Information Commissioner's Office](#)

## Young Carers

### Are you a young carer?

The move from primary to secondary can seem scary but do not worry there will be plenty of help and support to help you feel at ease. As a young carer you may feel that this change may add to your worries and responsibilities; at Oakgrove we aim to help support you to reach your full potential.

At Oakgrove we value the hard work of all our students and young carers are no exception, in fact we celebrate the exceptional job you already do. We shall support you and help you to find your way into adulthood with a set of skills to help you. If you are finding things overwhelming or tough we have systems in place to support you and to help you learn the skills you need to be independent and successful.

We celebrate diversity at our school and due to this we are here to listen to you and hear your individual circumstances. For young carers this will be very different for each person, if you are happy and feel that everything is going great then that is fantastic, but if you are having a tough day, week or month then don't stay silent as we can help. There are many ways in which we can do this but plan to personalise to your needs. Let us know if you are struggling and we can find someone who can help you.

In the meantime, if you are concerned or have any questions about your move to Oakgrove in September, then you can always ask now, in order to put your mind at rest. You may wish to contact your new Head of Year or myself by email: [youngcarers@oakgrove.school](mailto:youngcarers@oakgrove.school) in order to help you feel more confident.

We hope you all are able to have a lovely summer and I cannot wait to meet you all.

Kind regards,

Mrs G Shepherd

Teacher of History & Young Carers Support and Co-ordinator





# Oakgrove School

## Uniform Policy

### Oakgrove School – Secondary (Years 7-11)

Maisies is the named outfitters from 11<sup>th</sup> July 2018 ([www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk)).

It is our aim at Oakgrove School to bring each individual to their full potential in a school atmosphere of harmony and shared community values. For this reason, we insist upon high standards in dress and appearance that prepare our students for successful careers in the wider community. In addition, movement around the school at times can become congested and it is important therefore that students are dressed appropriately and they are not wearing items that could become a safety hazard. It is the responsibility of parents/carers to ensure that their child is in the correct uniform and ready to learn.

#### **Students' Main Uniform**

- Sensible flat black shoes (no logos/branding, trainers, trainer type shoes, canvas shoes/pumps or similar allowed). Students are welcome to wear walking boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Plain black tights or white socks with skirts (no trainer socks).
- Grey tailored trousers (not tight or lycra) with black socks.
- Grey knee length A-line skirt (not pencil, mini, lycra or tight). The skirt must not be rolled over or bunched and tied to make shorter.
- Pale blue shirt/French collar blouse.
- French navy single breasted blazer with Oakgrove badge/House Badge\* sewn onto the front left chest pocket.
- French navy V neck sweater (optional). NB: Hoodies are NOT to be worn under blazers.
- French navy cardigan (optional).
- French navy tie with silver stripe\* (optional with French collar blouse only) – minimum of 12 stripes showing on the front.
- Outside coats are not to be worn inside classrooms, they can be worn at other times over the top of their blazers.
- Hoodies/sportswear tops must not be worn within the school grounds at all.
- On days when the temperature is exceptionally high, students will be informed they are allowed to remove their blazers and on occasions ties. However, if they choose to do so their V neck sweater must also be removed.

**Maisies is the named outfitters [www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk) from 11 July 2018.**

*\* Items marked with an asterisk must be purchased from Maisies*

From September 2018 onwards, the blazer badge includes a coloured bar indicating the student's house. For students who joined prior to September 2018 there is a coloured pin badge representing their respective House. Students with such a pin badge should wear the pin badge on the right hand side lapel of their blazer at all times. Replacement pin badges can be purchased directly at school.

## PE Kit

- All items of PE kit should be clearly named in a manner that should not wash off after a period of time.
- No jewellery of any type may be worn in PE or Sport lessons. This includes any personal fitness tracking device e.g. FitBit, Garmin VivoFit/VivoSmarts etc.
- It is down to the discretion of the member of staff to determine if participation within an activity is safe or not due to the presence of jewellery that cannot be removed. Taping over piercings is not deemed suitable protection.
- It is the responsible of students to ensure that any valuable items are given to a member of staff to be locked away at the start of the lesson. We strongly advise that valuable items are left at home on days when students have PE or Sport lessons.

## Year 7, Year 8 and Year 9 September 2021

### Essential items

\* Items of PE kit that must be purchased through Maisies.

### Category 1 PE Kit (ESSENTIAL ITEMS)

- Oakgrove Secondary School P.E. Polo Shirt \*
- Plain navy shorts OR Plain navy tracksuit bottoms OR plain navy leggings  
*Please ensure that shorts are not tight fitting and are of an appropriate length  
There should not be any patterns, strips or sections that are not navy*
- Plain navy football socks  
*There should not be any patterns, strips or sections that are not navy*
- Trainers
- Studded boots  
*Can be purchased when told by their PE teacher (this will be communicated  
approximately 5-6 weeks before use)*
- Shin pads
- Gum shield (strongly recommended but not compulsory)

### Category 2 PE Kit (RECOMMENDED ITEMS)

- Oakgrove Secondary Reversible Sports Top \*
- Plain navy inner or base layer  
*To be worn underneath polo shirt or games jersey*

### Category 3 PE Kit (OPTIONAL ITEMS)

- A plain navy sports jumper  
*With no logo or with a small inconspicuous logo*
- Oakgrove Secondary School Zip training top (to be purchased from Maisies) OR ¼ zip top in Oakgrove colours with school badge OR PE fleece— Style to be sourced

The items below can be purchased from Maisies if parents wish to do so. However, they can be purchased from other retailers if suitable alternatives are sourced.

Oakgrove Secondary School Girls P.E. Leggings  
Oakgrove Secondary School P.E. Track Pants

## KS4 Kit Expectations

### KS4 Sports Studies Lessons (Optional Course)

The expectations regarding PE kit for KS4 Sports Studies lessons are exactly the same as KS3 PE lessons.

### KS4 Core PE Lessons

Expectations remain high within core PE lessons. This also relates to personal attire for lessons. All students must ensure that all jewellery is removed, including watches. Hair must be tied back throughout the lesson.

### Clothing

- PLAIN NAVY, BLACK or GREY t-shirt  
*Can be a polo shirt, round neck tee, or sports top*
- PLAIN NAVY, BLACK or GREY shorts, tracksuit bottoms or leggings  
*Please ensure that shorts are not tight fitting and are of an appropriate length*
- PLAIN pair of socks (white, navy or black)  
*Socks can be trainer/ankle socks, sports socks or football socks*  
*Students MUST have a change of socks to wear in PE lessons for hygiene purposes.*

All items must NOT have large logos or have any sport or club affiliation shown (e.g. football shirts or football training tops).

Students are able to wear additional items of sportswear within lessons; however, they MUST follow the following guidelines:

- Hooded jumps (hoodies) are not permitted
- Outdoor coats and jackets are not permitted
- Items should be navy, black or grey in colour and plain
- Items should not have large logos
- Items should not have any club affiliations shown on them

**Please note, the PE department reserves the right to deem items appropriate or inappropriate on a case by case scenario.**

### Jewellery and Body Art

- Students are encouraged to wear a watch to help with punctuality and organisation. However, smart watches are not allowed and will fall under the rules on mobile phones.
- Pierced ears - one pair (one per ear) of either gold or silver studs is permitted. **No other styles or colours are permitted** and will be confiscated and returned via Student Services. Students are not permitted to wear stretchers or spacers.
- **Nose studs or other forms of body piercing are not allowed.** The use of plasters to cover items of jewellery is not acceptable. Any infringement will result in sanctions with the student potentially being internally or externally suspended.
- No visible or permanent tattoos are permitted.  
*(the Tattooing of Minors Act 1969 makes it illegal for anyone under the age of 18 to have a permanent tattoo)*



## Year 7 Student Information 2023 - 2024

- Belts must be strictly functional – plain black, suitable for trousers only.
- Trousers must be worn around the waist.
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No necklaces allowed. These will be confiscated and returned via Student Services.
- Items of religious jewellery must be discussed with the relevant Learning Co-ordinator/Assistant Head of Year.

### Make-up

- KS3 students are not permitted to wear any form of make-up.
- In KS4 **discreet** foundation and mascara may be worn. No eyeshadow or lipstick is allowed.
- False nails, nail varnish and nail art are not permitted in any year group.

### Hair

The school uniform policy specifically requires that hair should not be at the extremes of fashion.

- “Extreme” – not too short, nor too long, no shorter than No 2 and blended in with hair of other lengths. A fade is acceptable if the hair remains to office standard and remains no shorter than a 2 on top with hair covering to at least the ears.
- “Artwork” on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair should be close to the individual student’s natural hair tone.
- Hair bands and head scarves should be strictly functional and navy blue or light blue or black or white.

### Second-hand Uniform

We regularly (termly) provide an opportunity for parents/carers to purchase second-hand uniform. This can help to reduce uniform costs while also improving sustainability by extending the life of garments. For further information on the dates of these opportunities please view the school calendar or contact Reception.

***Any infringements of the school’s uniform policy will be dealt with by appropriate sanctions.***

This policy will be reviewed on an annual basis.

Local Governing Body: February 2023

# Oakgrove School



## Essential information regarding school PE kit



*Navy Blue Polo Shirt  
From 2021-22*

### Category 1: ESSENTIAL items of PE Uniform

These items of uniform are the compulsory items of PE kit. They are the items of clothing that can be used to cover all of the basic requirements of the PE curriculum at Oakgrove School.

**Oakgrove Secondary School P.E. Polo Shirt**

**Plain navy shorts OR tracksuit bottoms OR leggings**

**Plain navy football socks**

There should not be any patterns, strips or sections that are not navy on the shorts, tracksuit bottoms, leggings, socks.

Shorts should also be not to be tight fitting and of an appropriate length

**Trainers and studded boots**

**Shin pads** (a compulsory item for football lessons)

**Gum shield** (strongly recommended for rugby lessons but not compulsory)

### Category 2: RECOMMENDED items of PE Uniform

It is 'recommended' that some of these items are purchased to provide some additional warmth during the winter months.

**Oakgrove Secondary Reversible Sports Top**

**Plain navy inner or base layer**

### Category 3: OPTIONAL items of PE Uniform

These additional items are non-sports specific parts of the uniform that can be used during the colder months

**Oakgrove Secondary School 1/4 Zip training top**

**Plain navy blue fleece**

**A plain navy sports jumper**

The navy sweatshirt should only have a small inconspicuous logo. There should not be any patterns, strips or sections that are not navy.

If your child attended Oakgrove Primary School, the navy blue sweatshirt and/or tracksuit top that they would have worn is acceptable.



*Reversible Sports Top  
From 2021-22*

**Maisies** Est. 1963

Oakgrove School uses Maisies ([www.maisies-superstore.co.uk](http://www.maisies-superstore.co.uk)) as the named fitters to supply its PE kit. Orders can be made by either visiting the store in Wolverton or through ordering online.

## Purchasing PE Kit

You can either choose to buy all of the clothing from Maisies, or you can purchase the other items required from any other retail outlet.

Please be aware that shorts, tracksuit bottoms and football socks should be as plain as possible. There must not be any large visible logos or branding on them. Please note, the PE department reserves the right to deem items appropriate or inappropriate on a case by case scenario.

Since we have opened, there has been some changes in the supplier and style of the PE kit. If elder siblings have passed through the school, we are aware that some students still may wear the old style kit.

Trainers should also be appropriate for a wide range of activities and provide appropriate grip and protection (they should not be canvas plimsolls). Guidance regarding studded footwear is found on page 4.

## Your PE Kit

Once your kit has been purchased you will need to ensure each item is clearly named in a manner that will not disappear when washed. It is also recommended that trainers and football boots are named as well. This will allow us to return any lost items to their owners.



*Navy Blue Polo Shirt & Multi-Sport Top (Pre-2021 styles)*



L to R) Examples of plain navy tracksuit bottoms, leggings and shorts

## *Frequently Asked Questions*

### **‘What do I do if there is an issue with my PE kit?’**

If your son/daughter is not able to bring their full PE kit with them to their lesson, it is important that the following procedure is followed.

1. A note is written into their planner explaining the issue
2. An appropriate alternative (where possible) is bought into school to wear. If this is not possible, your son/daughter will be able to wear a piece of spare kit without being penalised.



### **‘What happens if I am excused from a PE lesson?’**

You will need to bring a note in from your parent/guardian outlining why you are to be excused. You will be expected to bring in your kit and still change for the lesson, taking on an alternative role such as coaching. Only in exceptional circumstances will you not have to change, for example, if this is not physically possible as a result of an injury.

### **‘What happens if I have a long term injury?’**

Long term injuries will require a doctor's note or medical exemption form in order to explain reasons for your non participation. Depending on your condition, lesson activities may be adapted or alternative roles given within lessons.



### **‘Valuable items’**

The PE department takes no responsibility for valuable items. However there is an opportunity for students to secure their valuables if they choose to do so. You are strongly advised to leave valuable at home on days when PE is timetabled.



## Studded Footwear

Both boys and girls in Years 7, 8 & 9 will require studded footwear for their first activities in September and for a total of approximately 12-15 weeks throughout the year.

Studded boots can come in one of the following forms: studs, blades or moulded boots. These cannot be used on concrete and provide enough grip on the grass to ensure that students remain safe when participating.

Please note, AstroTurf boots have smaller dimples on the bottom and provide very little grip on grass when it is damp or wet. These could be worn on concrete or inside. If these were to be used on wet grass, they would provide marginally more grip than trainers, but not enough to keep students safe.

Please do not spend more than £15-20 on a pair of studded boots.



Studded boots



Boots with moulded studs



Boots with 'blades'



AstroTurf Trainers:

**NOT SUITABLE FOR PE LESSONS ON  
THE FIELD**

OAKGROVE LINKTREE



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