



## **Data Collection and Parental Consent**

### **Parent Information**

### **Welcome to Duke's Secondary School**

**Please read the information in this booklet in conjunction with the data collection sheet and consent form.**

**Our school policies are available on our website, If you require these in a different format please contact the school.**

#### **Educational Visits**

The school organises a number of trips and visits for our pupils as part of their education. For any trips within the local area e.g. the local churches, between campuses or sporting fixtures we would like your consent. You will be informed in advance of any trip that falls into this category and you can tell the school that you do not want your child to take part in any particular trip or activity. For trips that involve a longer journey or more adventurous activities we will still send home a consent form for the specific visit.

#### **Image Consent**

There will be occasions when we take photographs of pupils at school. These images could be used in school on display boards, promotional material or other printed material. We may also make video or webcam recordings. Images and recordings may be used on our website, Twitter or within the media. To comply with the General Data Protection Regulations (GDPR) we need your permission before we can photograph your child. [We will ask parental permission before publishing the name of your child alongside any picture of them].

#### **Internet Usage**

At Duke's Secondary School pupils are required to use computers, the school network and the Internet. Pupils are required to be responsible for their own computer use. We are committed to providing a safe learning environment and therefore provide a filter service to try and prevent any unsuitable material appearing on the school computers. Using these methods, we are as safe as we could possibly be.

Policies relating to the internet and network acceptable use policy can be found on our website.

## Home/School Agreement

**Duke's Secondary School aims to ensure that all pupils have a rich and varied learning experience. To achieve this aim:**

### **The School will:**

- Provide high quality teaching and learning opportunities to all pupils.
- Provide a variety of learning experiences both in and out of the classroom;
- Promote a high standard of behaviour;
- Recognise achievement, good attendance and punctuality;
- Set, mark and monitor homework where appropriate;
- Provide feedback on pupil progress;
- Provide help and guidance from the pastoral support team

### **Parents/Carers will:**

- Ensure that pupils attend school regularly, arrive on time at the start of the School day, properly equipped and wearing the correct uniform.
- Inform the school about any home situations that may affect their child's work or behaviour
- Support their child by encouraging them in their work and providing opportunities/facilities for home learning
- Attend parents' evenings and participate in discussions about their child's progress
- Ensure that pupils behave on their way to and from school
- Support the school policies and guidelines on work and behaviour

### **Pupils will:**

- Try to do their best at all times and take responsibility for their own learning
- Attend school every day, on time and properly equipped
- Complete homework set and hand it in on time
- Take pride in their appearance and follow Duke's Secondary School uniform expectations
- Be considerate and thoughtful towards others, behave sensitively and considerately
- Respect Duke's Secondary School, their own property and that of others
- Pass on communications, including letters and messages, between home and school
- Behave well at all times including before and after the school day

### **Free School Meals**

Free school meals are available to pupils in receipt of, or whose parents are in receipt of certain benefits.

Apply for free school meals:

Online – at <https://www.cloudforedu.org.uk/ofsm/sims>

### **School Uniform**

All items of Duke's Secondary School uniform are available for purchase from our uniform suppliers Michael Sehgal & Sons. These can be purchased via their website [www.michaelsehgal.co.uk](http://www.michaelsehgal.co.uk)  
Or in store at 28-40 Scotswood Road, Newcastle upon Tyne NE4 7JB.

## **Duke's Secondary School**

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**Principal: Mr R Atkinson**