



## **Sixth Form Admissions – Information Booklet**

Academic Year September 2025-2026

*Parents / Carers will be asked to consent to all school policies contained in this booklet via a google form.*

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Headteacher





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## **HEADTEACHER INTRODUCTION**

Welcome to Vyners School. We are delighted that your son or daughter will shortly be joining our Sixth Form.

As part of the admission / transition process, we need to record lots of information about your child including any medical information and emergency contact information. For those students returning after Year 11, we will have much of this information already. The start of Year 12 is a good time however, to reconfirm a lot of this important information. We will also be seeking your agreement to a number of school policies and procedures, some of which differ for Sixth Form students.

The School now uses an electronic system to collect this information from you efficiently and in a paperless form.

All sections of the electronic form need to be completed before we can complete your child's enrolment. Please make sure you do this as soon as possible. All the documentation needed to complete your child's enrolment is contained within the system. This booklet has, however, been put together as an easy reference guide as to how our school works.

We are very much looking forward to welcoming your son or daughter into post-16 study and to seeing you, as a parent, at a school event in the future.

A handwritten signature in black ink, appearing to read 'Gary Mullings', written in a cursive style.

Gary Mullings, Headteacher





## **MISSION STATEMENT / VALUES**

### **Mission Statement**

At Vyners we aspire to be an outstanding school in every sense of the word and our aim is that we can be confident that, hand on heart, 100% of our students get a great deal here. Every decision is made with the question in mind '*Will this help the students to learn better and achieve more?*' We believe in a relentless focus on high achievement in all areas of the life of the school.

At our core is an understanding that every individual has the opportunity and responsibility to impact positively on the lives of others; that every individual in our community is unique and has gifts and talents that should be celebrated at every opportunity.

### **Values**

Our community begins with its set of values because they say, "*This is what is important to us and this is what we want to see and feel in our school.*" Our values shape our policies and can be summarised as **CARE**:

- **Community**
- **Aspiration**
- **Respect**
- **Endeavour**

### **The Vyners' 10**

The Vyners' 10 reminds us of what our community expectations are:

1. I am proud of who I am and what I have achieved today
2. I actively participate in lessons and school activities
3. I can if I think I can, and I strive to do my best even when learning is difficult
4. I value others and understand that our individuality makes our community stronger
5. I share in and celebrate everyone's success
6. I do as I'm asked, the first time I'm asked
7. I am always in the right place at the right time, doing the right thing
8. I understand that school is a formal environment; I dress and behave accordingly
9. I attend regularly and arrive on time with the correct equipment
10. I am proud of our school, helping to look after it and create a positive learning environment.



## **SCHOOL COMMUNICATION**

We place a high value on frequent and clear communication channels being established and maintained between the school and home. Detailed below is guidance on ensuring how these communication channels can be kept as efficient and effective as possible:

1. The main methods of communication between the school/students/parents/carers are email, the Sixth Form area on our website and the fortnightly Sixth Form Bulletin.
2. Parents will receive regular reports on the academic progress of their child. Reports will contain information on each student's targets for the subjects they study and updates as to their progress. UCAS predicted grades will be reported home in the autumn term of Year 13.
3. Letters will normally be emailed home, and it is therefore vital that the school holds an up to date email address at all times. Parents should keep this information up to date via the Edulink platform. Occasionally letters will be posted via Royal Mail. The school also operates a 'texting' service. For this to operate effectively, parents/carers should ensure the school holds an up to date phone number (preferably both home and mobile) for the student's primary contact at all times.
4. Information evenings for parents take place in the autumn term. In addition, the Parents' Evening which is held in the Spring Term is an important opportunity to discuss your child's progress with their individual subject teachers. These evenings are now held remotely and you will need to make appointments online prior to the evening. We aim to have 100% parental attendance. There is an additional Year 12 Parents' Evening at the end of the year for students who are underachieving or at risk of failing their courses.
5. The Sixth Form Bulletin is emailed fortnightly to all parents on a Friday afternoon. This is a brief document which summarises important dates, student information and achievements as well as providing contact details for key Sixth Form staff.
6. Should you wish to speak to your child's tutor or subject teachers before then, please phone 01895 234342 x 4244 or email the school on [office@vynersschool.org.uk](mailto:office@vynersschool.org.uk) or send an email via the website.
7. School Reception is open from 8.00am – 4.15pm daily (3.45pm Friday) during term time. Parents / carers who come to the school site during the school day must always report to Reception which is clearly signposted. In the event that the main barrier to the car park is closed, please use the intercom at the gate to speak to a member of staff. Parents are reminded that there is no routine vehicle access to the school site in order to drop off or pick up students. This is to ensure pedestrian safety.

### Expectations of parents / carers

Vyners School welcomes dialogue with, and feedback from, its parent / carer community. Our 'Home-School Communication Protocol', available from the school website, sets out in detail how we communicate and consult with you, and how to direct any queries or concerns. Addressing your query to the right person helps us respond to you quickly and effectively, so please follow the guidance in the document.

The school understands that parental concerns are important and that a failure to immediately speak with the relevant member of staff can cause anxiety and frustration. Parents are, however, reminded that many teachers are in the classroom all day, and delivering extra support and extra-curricular activities for your



children outside this time. These activities, by their nature, limit their ability to respond immediately to queries.

Parents are asked to respect the right of staff to have a private life. The school does not expect its staff to respond to emails or make phone calls home before 8am or after 5pm, or during school holidays. Parents / carers are asked not to contact staff via unofficial channels, including social media. This respects the privacy of staff outside normal working hours and also enables them to respond to you more effectively when they are in school with all the necessary information to hand. Please note that the school has a policy of not responding to comments, feedback, or concerns posted via social media platforms.

Parents are asked to maintain an appropriate standard of courtesy. Aggressive, verbally abusive, or physically abusive behaviour (either verbally or in person) to school staff will not be tolerated and may ultimately result in parents being refused access to the school site.



## TIMINGS FOR THE SCHOOL DAY

<b>Canteen open for breakfast</b>	<b>08:00 – 08:25</b>
<b>Late Bell</b>	<b>08:30</b> Students who arrive after 08.30 are late
<b>Registration/Tutorial/Assembly</b>	<b>08:30 – 08:50</b>
<b>Period 1</b>	<b>08:50 – 09:50</b> Registers close 09.15
<b>Movement time</b>	09.50 - 09.55
<b>Period 2</b>	<b>09.55 - 10.55</b>
<b>Morning Break</b>	<b>10:55 – 11:20</b>
<b>Period 3</b>	<b>11:20 – 12:20</b>
<b>Movement time</b>	12:20 – 12:25
<b>Period 4</b>	<b>12:25 – 13:25</b>
<b>Afternoon Break</b>	<b>13:25 – 14:00</b>
<b>Period 5</b>	<b>14:00 – 15:00</b> Years 7 and 8 are dismissed at 14.55pm Years 9 and 10 at 15.00 Years 11, 12 and 13 at 15.05
<b>Period 6</b>	<b>15:05 – 16:00</b> Some Sixth Form lessons only

There will be no bells rung between lessons.

A bell will be rung at 08.30 to clearly indicate when students are late.

A bell will also be rung 5 minutes before the end of break and lunch, to signal to students it is time to make their way to their next lessons.

Parents are advised that, unless their child is attending a scheduled intervention session or extra-curricular activity, there is no staff supervision in place for students arriving before 08.00 or remaining after 15.15. **Parents are asked NOT to drop their children at school before 08.00. as they will not be allowed access to the school site.**



## TERM DATES 2025-2026

### Autumn Term 2025

<b>Staff Development Day</b>	Monday 1 <sup>st</sup> September 2025
<b>Induction Day (Year 12 only)</b>	Tuesday 2 <sup>nd</sup> September 2025 Starting arrangements for individual year groups are confirmed in the end of term letter
<b>Normal lessons start (All years)</b>	Wednesday 3 <sup>rd</sup> September 2025
<b>HALF TERM</b>	Monday 27 <sup>th</sup> October – Friday 31 <sup>st</sup> October 2025
<b>Staff Development Days</b>	Thursday 27 <sup>th</sup> – Friday 28 <sup>th</sup> November 2025
<b>Occasional day – SCHOOL CLOSED</b>	Monday 1 <sup>st</sup> December 2025
<b>Term Ends</b>	Friday 19 <sup>th</sup> December 2025

### **Spring Term 2026**

<b>Staff Development Day</b>	Monday 5 <sup>th</sup> January 2026
<b>Term Starts</b>	Tuesday 6 <sup>th</sup> January 2026
<b>HALF TERM</b>	Monday 16 <sup>th</sup> February – Friday 20 <sup>th</sup> February 2026
<b>Term Ends</b>	Friday 27 <sup>th</sup> March 2026 (Easter weekend Friday 3 <sup>rd</sup> – Monday 6 <sup>th</sup> April 2026)

### **Summer Term 2026**

<b>Term Starts</b>	Monday 13 <sup>th</sup> April 2026
<b>May Day</b>	Monday 4 <sup>th</sup> May 2026
<b>HALF TERM</b>	Monday 25 <sup>th</sup> May – Friday 29 <sup>th</sup> May 2026
<b>Staff Development Day</b>	Friday 26 <sup>th</sup> June 2026
<b>Term Ends</b>	Friday 17 <sup>th</sup> July 2026



## **ATTENDANCE - Student Absences Notification**

Attendance at school is directly linked to achievement and we therefore have very high expectations of students. We regard the minimum acceptable level of attendance to be 97% and we would encourage students to aim for 100%. Student absence below 90% is classed by the government as Persistent Absenteeism. Please support the school in emphasising the importance of good attendance.

All student absence must be reported by a PARENT/CARER on a DAILY basis by notifying Student Services (Attendance) on 01895 234342 (option 1), via Edulink, or by email to [attendance@vynersschool.org.uk](mailto:attendance@vynersschool.org.uk).

An automated text system is used to notify parents if their child is not in school. This system is in place to safeguard children and to pick up any truancy. The system will automatically call if your child is not marked in at morning (AM) registration.

Failure to notify the school of absence will result in the mark showing as unauthorised.

Absence will be authorised for dental, hospital and doctor's appointments with letter, email, phone call or note to confirm such from parent/carer. Failure to provide evidence of the appointment will result in the student being marked as having taken 'Unauthorised Absence'. In the event of a family bereavement or funeral, authorisation can be given by the Student Attendance Officer.

All other absences, classed as exceptional circumstances, will be subject to approval by the Headteacher, addressed in writing, at least two weeks prior to the dates requested to allow time to respond. You should be aware that family holidays do not fit into this category and will not be authorised.

All appointments during school hours should be kept to an absolute minimum. It is expected that Sixth Form students sign out in the study room for an appointment and then return to school straight after. It is not acceptable for students to take a whole day off to attend a medical appointment which (in most instances) will take only ten minutes out of the day. Students who have to leave school for appointments will be asked to show evidence of this, either by an appointment letter/card or a letter from a parent. On their return they must sign back into school via the Sixth Form study room.

Permission to leave site will be granted for educational or work experience visits and students should complete a student absence request form, held by the Sixth Form team, for approval. Students may be given permission to leave site for a driving test (if evidence is provided) but please be aware that driving lessons are not permitted during school hours.

Students coming into school late should go directly to the Sixth Form study room to sign in with a letter/appointment card to confirm where they have been. Failure to provide this will result in the student being marked as having taken 'Unauthorised Absence'. Those without a valid reason for lateness will be required to attend a 20 min detention after their last lesson of the day.

All Sixth Form students should register for their lessons in the Sixth Form study room if their teacher is absent. If permission is granted to leave the school site by a member of the Sixth Form Team, they must ensure that they sign their name and the time they have left on the sign out sheet. This is of utmost importance to ensure that we know who is on site in the event of an emergency.



## **SIXTH FORM BEHAVIOUR POLICY**

### **Behaviour in the Sixth Form**

The Sixth Form are subject to C4 and C5 sanctions as set out in the Vyners School Behaviour Policy. Sanctions given to Sixth Form students in addition to this are found below. Please be aware that students in the Sixth Form remain subject to the jurisdiction of the school and the Exclusion Policy is as applicable to them as it is to all students. Sanctions given to Sixth Form students are recorded on our management information system (MIS) and, where applicable, letters are sent home to inform parents.

### **Failure to complete work**

When a student has not completed their work and it has been ascertained that this is a failure to meet expectations rather than a case for Learning Support intervention, this leads to a department sanction and then a Compulsory Study Session (CSS) for an hour on a Wednesday after school, using the following procedure:

*Strike 1:* Classroom teacher gives a warning, records an S1 and gives an opportunity for the student to complete the work.

*Strike 2:* If the student continues to fail to meet the expectation for completing work the Teacher or Subject Leader gives a sanction and contacts home.

*Strike 3:* Should the student continue to fail to meet task completion expectations they will be required to complete a CSS set by the Subject Leader and verified by Year Lead or Head of Sixth Form.

### **Sixth Form behaviour sanctions for failure to comply with school rules**

Where students in the Sixth Form engage in behaviour that does not comply with rules set out in the Rewards and Consequences Policy, they are sanctioned in a similar way to students in Key Stages 3 and 4 and a record is kept of this.

S1: First Warning / lateness / no lanyard / uniform

S2: Second Warning

S3: Department Sanction / intervention & parental contact

CSS: Compulsory Study Session (1 hour after school) & parental contact

C4: as per main school

C5: as per main school

The Sixth Form Team will issue detentions for S2 and S3 offences. Students will make up any study time missed after school.

### **Persistent breach of Sixth Form sanctions / more serious behaviour concerns**

As a graduated response, students for whom the above sanctions have not worked will be subject to a more formal process and this can be seen below:

- Stage 1: Signed Contract for 2 weeks and parent/carer notified
- Stage 2: Parental meeting, 2 weeks off site when not in lessons and first formal written warning



- Stage 3: Parental meeting, 2 weeks respite served at Ruislip High School and second formal written warning.
- Stage 4: Parental meeting with Headteacher, 2 day exclusion and third formal written warning.
- Stage 5: Permanent exclusion The 5 stage process described above is cumulative and students will not return to stage 1 if they re-offend.



## **POST 16 LEARNING AGREEMENT**

As a student you have the right to expect:

- Information, advice and guidance about the best learning programme for you.
- An agreed learning programme based on a personal timetable.
- A healthy and safe school, and protection of your rights as set out in the school's Equal Opportunities Policy and under the law.
- Careers support.
- An outline of each part of your learning programme.
- Account being taken of what you already know and can do (with accreditation if available).
- Staff who manage each learning session.
- Full information about how you will be assessed and accredited and any appeals procedure relevant to your programme.
- Clear guidelines about deadlines and expected targets; staff preparing you for assessed tasks, including the criteria to be used and help in working on your own.
- Information about support and resources to help you learn and how to use them, including the LRC.
- Feedback on your work, guidance for improving it, and assistance in catching up on sessions you couldn't help missing.
- Regular chances to ask questions, check your understanding and comment on teaching and learning styles.
- The support of your tutor, who will give you the chance to talk about how the agreement is working on both sides.
- Guidance and advice on how to progress in your studies.
- Opportunities to become involved in the life of the school.

*This agreement is electronically signed via the Google Form*



## CODE OF CONDUCT

Our values shape our rewards and consequences system. It is important that students are rewarded for good behaviour and that there are consequences for poor behaviour.

Students should be aware there is a zero tolerance of negative behaviour and we do not expect students to incur behaviour points or detentions. However, should students behave inappropriately, a parent/carer will be contacted. Students falling behind in work may be asked to undertake extra timetabled activity. Students falling behind will also be required to complete a compulsory study session (CSS) on a Wednesday after school. Should an occasion arise where it is necessary to deal with more serious behaviour, parents will be asked to come in for a meeting to discuss the way forward and a student may be required to complete a period of isolation from the school community and be placed on a behaviour contract. If the issues were to persist, the school retains the right to withdraw the student's place in the Vyners Sixth Form (please see School Behaviour Policy).

ID badges must be worn at all times. During study periods, students are expected to work in one of the following rooms:

- **Study Room (Timetabled sessions):** Independent study. Computers should be used for school work only. Work for these sessions may be provided by subject teachers.
- **LRC:** Same applies as above. Staff may ask students to leave if they have booked the LRC for a lesson.
- **Free Rooms / other:** Timetable of free rooms posted outside study room and LRC. Students should leave the room as they found it and are not to use the teacher's desk or anything on there.

Chromebooks can be logged out by the hour with the Sixth Form supervisor.

**During their time in school, students are expected to put something back into the school community. They can do this by opting for one or more of the following:**

- **Becoming part of the Sixth Form Council:** Represent their tutorial and make their voice heard. Meetings are usually every two weeks.
- **Prefects / Student Leaders or Leadership Team / House Heads:** Represent the school and support staff and house (students will need to apply).
- **Assistant Tutors / Subject Mentors/Reading and maths buddies:** Becoming a co-tutor in the lower school or helping out once a week in a particular subject.

If students are late after am registration they must sign in, in the study room, and state the reason. Students that do not have a valid reason for being late to school will be issued with an S1 and a 20 minute detention after their last lesson of the day.

Students **must sign out from the study room** if they are leaving the school site, and back in again if they return. This is an important safety requirement which enables the school to check who is on site in the event of an emergency evacuation.

Students are required to be on site for tutorial, Periods 1 and 2. Once all lessons have been completed, they may leave site for the day. Students may be required to stay longer at school if academic intervention is required.

If a teacher is absent, students are required to stay onsite and sign in with the study room supervisor.

*This agreement is electronically signed via the Google Form*



## **UNIFORM POLICY**

### **Sixth Form Uniform Policy Statement**

It is our policy that all Sixth Form students should wear business style clothing when attending school, on their way to and from school or when participating in school-organised events outside normal school hours.

All students must wear a suit or jacket and plain trousers or skirt, a shirt and tie or blouse/plain top. No sweatshirts, hoodies, denim or trainers are permitted. Lanyards must be visible at all times when walking around school and in all lessons unless a practical lesson warrants removal.

### **Hair Styles**

Extremes of hair style are not acceptable. These include unnatural hair dye, shaved heads, Mohicans or shaven patterns or lines. Hair must be one colour and a "grade 2" haircut is the shortest allowed. No lines or shapes are permitted to be shaved into eyebrows. Students failing to follow these guidelines may receive a C4 internal exclusion and subsequent infringements will lead to an external exclusion for gross disobedience.

### **Lost Property**

This is located in Student Services. We recommend that all items are clearly labelled as this enables us to notify students when items are in lost property. It is their responsibility to collect items. Items not collected, or not named, will be disposed of every half term.

**Outdoor Coats** - These should be plain with no designs or logos. Outdoor coats must be removed in the school buildings.

**ID Badges and Lanyards** - These must be worn at **all** times

### **All students:**

- Hooded tops are not to be worn, with the exception of official school PE / Performing Arts clothing.
- Facial piercings are not allowed (other than in ears with the exception of ear bars).
- No visible tattoos.
- An official Vyners practical uniform can be worn for relevant subjects. This comprises a Vyners hoodie, plain black tracksuit bottoms and plain black trainers. A lanyard must be visible at all times when moving round the building.

**Any Sixth Form student who breaches the school dress code can expect to be sent home to change.**

*This agreement is electronically signed via the Google Form*



## **PERSONAL PORTABLE DEVICES (phone, tablet, iPad, smart watch, laptop etc.) USAGE CONTRACT**

### **1 Usage:**

- 1.1 It is the expectation that personal devices (particularly mobiles, headphones, air pods and smart phones) will be out of sight during the school day.
- 1.2 Personal portable devices may only be used inside classrooms with the express permission of the member of staff in charge of the activity for which the device is required. Should an activity need internet access, the school will provide (where necessary) an appropriate device for students (e.g. the lesson will be held in a designated IT room or a chromebook will be issued for the lesson).
- 1.3 School trips are considered to be lesson time and use of portable devices will be at the discretion of the teacher in charge.
- 1.4 Portable devices (including smart watches) are never allowed in examination rooms, even if turned off and in a bag. These are National Examination Board rules. Any breach of these rules will be reported to the examination board and could jeopardise a student's formal exam results.
- 1.5 It is not acceptable to use a portable device in place of a calculator at any time.
- 1.6 A portable device may only be brought to school if this contract is completed and signed (via the Google form).

### **2. Responsibility:**

- 2.1 The portable device is solely the responsibility of the student at all times and the school accepts no responsibility for loss or damage of such items. Students are discouraged from bringing expensive items into school (e.g. iPhones, smart watches etc.).
- 2.2 Parents are encouraged to have a discussion with their son or daughter about the importance of remaining alert on the journey to and from school. Expensive phones are a known target for criminals and may also distract students from paying attention when crossing the road.

### **3. Sanctions:**

- 3.1 Any breach in the agreed rules will result in the confiscation of the portable device and a C3 detention in the first instance.
- 3.2 Confiscated portable devices will be taken to Student Services by the teacher who confiscates them. Student Services will log and secure any confiscated phone, watch or other device.
- 3.3 The portable device will be returned to the owner at the end of the school day provided this document has been completed and signed via the Google form.
- 3.4 Following a second offence a further C3 detention will be issued and the portable device must be collected by the parent / carer.

*This agreement is electronically signed via the Google Form*



## **PERMISSION TO CYCLE TO SCHOOL**

The school has always supported students walking and cycling to school. These are environmentally and healthy methods of transportation, and reduce congestion in the immediate area around the school.

The school is keen to continue this ethos and to see the cycle racks on the school site used to their full capacity by students.

The benefits of cycling to school include:

- Improving student health and wellbeing, via physical exercise.
- Promoting student independence and improving safety awareness.
- Reducing traffic and congestion on Warren Road, with its associated risks to students on foot and inconvenience to residents.
- Cycling is also a more environmentally friendly way to travel and, after the initial investment, is a cheap form of transport.

However, in order to safeguard the safety of students, the school has certain expectations:

- That students will ride sensibly and with due regard to the Highway Code and other road users.
- That cycles are maintained in a roadworthy condition.
- The school insists that students wear helmets, have lights fitted to their cycles and wear some kind of reflective material when travelling in the dark.
- No cycling is permitted on the school site. Students should dismount at the school gates and wheel their cycle to the sheds.
- Students are responsible for ensuring their cycle is locked when in school. The school accepts no liability for loss or damage to cycles whilst on school property and recommends that cycles are appropriately insured. Please note that the school insurance does not cover the theft of student cycles from school premises.

Whilst the school will continue to support students who wish to cycle to school, the decision as to whether a student should cycle to and from school ultimately rests with the parent / carer. It is for parents to assess their child's competence and confidence on the road, and ensure they are appropriately equipped.

Parents who wish their child to cycle to school, either regularly or occasionally give this school permission online via the Google form.

The school will conduct periodic 'spot checks' of students cycling to school, to ensure they are doing so with parental consent.

### **Parent / Carer Declaration**

1: If I have given my child permission to cycle to school, I understand that it is my responsibility to ensure that their cycle is roadworthy and well maintained.

2: I understand that the school does not insure my child's cycle against theft, and that I therefore need to make my own arrangements.

3: I acknowledge the school's stipulation that cyclists must wear a helmet and have lights / reflective clothing when it gets dark.

4: I have ensured my child has been briefed on road safety.

### **Student Declaration**

I understand that it is my responsibility to lock my cycle every day. I understand that cycling is not permitted on the school site. I understand that on my journey to and from school, I am representing Vyners School and should therefore show consideration to other road users, in line with the Vyners Values.



## **OFFSITE / EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Throughout their time at school, your child will take part in various local visits and trips during their lessons. Such work is always supervised and follows 'best practice' guidelines on running trips. Notice and information will always be given.

There is also a full range of extra-curricular activities on offer. Details of these will be available on the website, on school notice boards and given during tutorials.

*This agreement is electronically signed via the Google Form*



## **SPECIAL EDUCATIONAL NEEDS (INCLUSION)**

Vyners School pays due regard to the Code of Practice when carrying out its duties towards all students with special educational needs and ensures that parents are notified of a decision by Vyners School that SEN provision is being made for their son or daughter. Partnership with parents plays a key role in enabling our students with SEN to achieve their potential. Vyners School recognises that parents hold key information and have knowledge and experience to contribute to the shared view of their son or daughter's needs and the best ways of supporting them. All parents of students with special educational needs will be treated as partners and supported to play an active and valued role in their son or daughter's education.

All departments and subject staff aim to meet the needs of all the students they teach through the use of differentiation, a range of teaching strategies and techniques and appropriate grouping. When this 'quality first' teaching does not prompt progress, students may be brought to the attention of the SENCo to ascertain if they need support that is additional to and different from normal classroom practice.

All students joining the 6<sup>th</sup> form will be asked via the Google form as to whether they have any additional support needs; in particular, whether they have previously needed access arrangements or extra time in exams. Collecting this information ensures that appropriate support is put in place as they start their 6<sup>th</sup> form journey.

The SENCo, Ms S Kendall, welcomes any relevant information from parents relating to the educational needs of their son or daughter and can be contacted via the school office or via email to [skendall@vynersschool.org.uk](mailto:skendall@vynersschool.org.uk)



## **ASTHMA POLICY AND GUIDELINES**

### **The school:**

- Welcomes all students with asthma.
- Will encourage students with asthma to participate fully in all aspects of school life.
- Recognises that asthma is an important condition affecting many school children.
- Aims to allow all students to take responsibility for their own medication.
- Has a clear understanding of what to do in the event of a student having an asthma attack.
- Will hold annual whole asthma training which includes a practical supervised session on the administration of salbutamol inhalers with a spacer.
- Will help all parents, students and staff to be well informed about asthma and adopt a responsible attitude in its treatment.

### **1. Use of Inhalers in School**

- 1.1. All students must have their own inhaler with them at all times. They should also take their inhaler with them to PE and on any school journey or trip.
- 1.2. It is vital that all students also have a **spare** inhaler at school. This should be clearly labelled with the student's name and kept in Student Services for use in an emergencies.
- 1.3. In the case of an emergency if a student's inhaler is unavailable, the school will provide a spare inhaler for use. There are also spare inhalers in all first aid bags in PE, Art, Science, DT and Student Services.

### **2. Spacer**

- 2.1 A spacer is available in Student Services and all first aid bags which are kept in the following locations – PE, Science, Art and DT.
- 2.2 A spacer can help a child to take their inhaler more effectively (especially during a severe attack).
- 2.3 If you would like your child to have their own spacer in Student Services, please ensure it is clearly labelled.

### **3. What the school will do in the event of a severe attack**

- 3.1 Arrange for the student to be taken to A&E at Hillingdon Hospital. The parent/carer will be contacted in order for them to accompany the student in the ambulance. If the parent/carer is uncontactable or unable to arrive before the ambulance leaves, a member of staff will accompany the child to hospital and wait/meet the parent/carer at A&E.
- 3.2 While waiting for Paramedics, the students will be instructed to continue with the blue relief inhaler 10 puffs every 15 minutes until medical help arrives.



## **STUDENTS WITH SEVERE ALLERGIES (Anaphylaxis) POLICY**

1. It is the parents' responsibility to inform Student Services about a student's condition before commencement of school.
2. The school will arrange a meeting with the parent and school nurse, if necessary. Action plans and protocols will be drawn up.
3. The parent/carer will send in a copy of the students' Care Plan from the hospital specialist. It is the parent's responsibility to update medical instructions and provide consent for the administration of medication.
4. It is the responsibility of the parents to provide at least one epipen, oral antihistamine and inhaler (if prescribed) which will be kept in Student Services for emergency use.
5. It is the responsibility of the student to carry an epipen and inhaler (if prescribed) at all times, including all school activities within or outside school grounds.
6. It is the school's responsibility to check the expiry date of medication and notify parent/carer by text when an expiry date is near. It is a parental responsibility to replace medication immediately, which is due to expire or has been used.
7. The school will ensure that all first aiders and other staff volunteers have received recognised training and updates.
8. All staff will have attended the annual Anaphylaxis training. This will include practical supervised sessions on the administration of adrenaline injection (epipen/anapen) and will have access to a student's condition by the Care Plans which are displayed in the Staff Room, in the Green Folder in Student Services and on the IT network.
9. The school will hold all appropriate medications, accessible during the day, under secure conditions and ensure they are locked up at night.
10. Parents will provide a snack/packed lunch as required. Where a parent wishes a student to purchase food at school, the parent must supply written consent in advance.
11. Prior discussion will take place between school and parents regarding provision of food and medicine when school outings are planned.
12. When planned curriculum involves contact with food items (e.g. food technology), prior discussion will take place between the school and parents/carers to agree on suitable ingredients.



## **ONLINE PAYMENT SYSTEM (Parentpay)**

The school operates a cashless system for school trips/activities and for paying for items purchased in the school canteen. It also operates a biometric system where students may their finger to uniquely identify themselves. The biometric system converts an image of an individual's fingerprint into a unique alphanumeric code. All data is held securely on the school servers and no image of the fingerprint itself is retained. Students who prefer not to be identified in this way may request a plastic ID card. The first card is issued for free; replacements will be charged at £5 per card.

The online payment system is a really positive aspect of life for Vyners School, for the following reasons:

1. Customer throughput in the canteen is speeded up during the busy break and lunchtime periods, enabling more students to be served.
2. Students eligible for free school meals are offered anonymity, thus removing any stigma attached to accessing the service.
3. Parents and carers can view canteen purchases online.
4. Students do not need to bring 'real' money into school, reducing the risk of loss in transit and the risk of any bullying.
5. The system is a quick, secure and convenient way for parents / carers to make a number of payments to the school online at once.

No cash is accepted in the school dining areas. To pay for food, students need to have money added to their online account in advance. 6<sup>th</sup> Form students only are additionally permitted to pay via contactless bank cards. Please note that parents are unable to see a list of products bought this way. Parents are asked to respect the fact that the school does not have money to advance students either lunch money or to meet the cost of late payments for trips. Prompt payment is vital.

Students are not obliged to be biometrically registered and, in line with the 'Protection of Freedoms Act 2012', we require your written consent to hold and process their biometric information. Consent is collected electronically via the Google form. Once consent is given, a Biometric ID will automatically be taken.

**New students joining the 6<sup>th</sup> Form will be issued with a unique Parentpay registration letter on their first day. Please do not register an account until you have this letter.**

If you have more than one child at Vyners School, this new account can be added to your existing account. Please see the specific guidance posted on the school website under "cashless at Vyners".



## **BIOMETRIC CONSENT**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, e.g. information from their fingerprint. The school would like to take and process biometric information from your child's fingerprint and use this information for the purpose of providing your child with certain services. This information will be used as part of an automated biometric recognition system. Such a system will store information which digitally represents measurements relating to your child's fingerprint rather than an image of your child's fingerprint and will be used in order to identify or recognise you child when accessing services.

Further information and guidance can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for Governing bodies, Headteachers and school staff*'

<http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-reocgnition-systems-> School ICO guidance on biometrics in schools 2008.

### **Biometric Data Consent Form**

You will be asked a Google form if you agree to your child's biometric information (as described above) being used by the school as part of an automated biometric recognition system until your child leaves the school. The school currently uses the system in the school dining rooms. Any plan to extend the use of the system will be clearly communicated to parents/carers before implementation.

Please note the school will not use the biometric information for any purpose other than that communicated to parents. The school stores the biometric information collected securely in compliance with the Data Protection Act 1998 and does not share this information with the school's supplier of Identity Management Software and will not unlawfully disclose it to any other person. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. It would be appreciated if you could explain this to your child. Should you agree to the processing of your child's biometric information, please note that when he /she leaves the school, or if for some other reason he / she ceases to use the biometric system, biometric data will be deleted.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide reasonable alternative arrangements that will allow them to access the school canteen and any other systems.

*This agreement is electronically signed via the Google Form*



## **GOOGLE WORKSPACE FOR EDUCATION PERMISSION FORM**

Vyners School utilises Google Workspace for Education for students, teachers and staff. The following services are available to each student and are hosted by Google as part of the Vyners School online presence in Google Workspace for Education:

### **Mail**

A student email account for school use managed by Vyners School IT Dept.

### **Calendar**

A student calendar providing the ability to organise schedules, daily activities, and assignments.

### **Docs, Sheets, Slides**

Word processing, spreadsheet, drawing, and presentation.

### **Google Classroom**

Classroom is designed to help teachers create and collect assignments electronically. A Google Drive folder is created for each assignment and for each student in order to help keep everyone organised. Students can easily keep track of what is due on the Assignments page and begin working with just a click. Teachers can quickly see who has or hasn't completed work, and provide direct, real-time feedback to students. Parents use EduLink to keep track of homework assigned and completed.

### **Google Meet**

Meet is a videoconferencing system which will be used in conjunction with Google Classroom.

### **YouTube (restricted access)**

Where there is a requirement for students to view YouTube videos as part of their studies, temporary access may be provided at the discretion of the teacher. Only videos approved by Vyners Staff will be viewable by students on school computers.

### **Guidelines for the responsible use of Google Workspace for Education by students**

- 1. Official Email Address.** All students will be assigned a username@vynersschool.org.uk email account. This account will be considered the student's official email address until such time as the student is no longer enrolled with Vyners School.
- 2. Prohibited Conduct.** Please refer to the ICT Acceptable Use Policy.
- 3. Google Meet:** Students are expected to maintain the same standard of behaviour as they would when in a physical classroom whilst participating in Google Meet sessions. Any students exhibiting inappropriate behaviour will be removed from the session and parents will be contacted. Repeated poor behaviour may result in an appropriate sanction under the Rewards and Consequences Policy. Students are explicitly prohibited from recording, photographing or taking a screenshot of the Google Meet session.
- 4. Access Restriction.** Access to and use of student email and Google Workspace for Education is considered a privilege accorded at the discretion of Vyners School. The school maintains the right to immediately withdraw access to and use of these services (including email) when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to a senior member of staff for further investigation and adjudication.
- 5. Security.** Vyners School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the school cannot



guarantee that users will not be exposed to unsolicited information.

**6. Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. By default, advertising is turned off for Vyners School in Google Workspace for Education. No personal student information is collected for commercial purposes. By signing this permission form, parents/carers are allowing the school to act as their agent for the collection of information within the school context. The school's use of student information is solely for education purposes.

Students should treat electronically stored information in individual files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access Google accounts, including current and archival files, where there is reasonable suspicion that unacceptable use has occurred.

### **Parent Declaration**

I give permission for my child to be assigned a full Vyners Google Workspace for Education account. This means my child will receive an email account, access to Google Docs, Calendar, YouTube\* and Classroom.

I understand that by participating in Google Workspace for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Workspace for Education

[https://workspace.google.com/terms/education\\_privacy/?hl=en-GB](https://workspace.google.com/terms/education_privacy/?hl=en-GB)

\* Only approved videos will be viewable on School Computers.



## EDULINK ACCESS

EduLink is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device – via a web browser or via the free EduLink app. The app is available for Android and iOS devices.

At the start of the academic year, an email will be sent to you providing log-on details which will provide you with secure online access to view your son or daughter's data 24 hours a day via PC, laptop and mobile devices which have an internet connection.

EduLink allows you to view:

- Your personal data
- Attendance and behaviour information for your son or daughter
- Your son or daughter's timetable
- Homework set in Google Classroom
- Progress checks
- External examination entries and results

EduLink also enables parents to keep personal contact details up to date, and report a child's absence.

Full instructions can be found [here](#)

Below are some useful suggestions on use:

1. To login and access the EduLink website, either:

Visit <https://www.edulinkone.com/#!/login?code=vyners>

Or

Visit the link on the school website in the Parent Zone.

2. Please ensure you change your password the first time you login.

3. If you are using a shared computer, please consider carefully whether or not to allow the computer to remember your username and password, as others may be able to access your data.

EduLink is the quickest and easiest way of notifying the school of a change to parental contact details (particularly phone and email address). It is very important that the school holds up to date information (particularly a mobile phone number), in cases of emergency. You should only use EduLink to update your own contact details. Do not add any additional contact information for secondary contacts.

**Please note that the School has just replaced its management information system (MIS)(April 2025). The new systems – Arbor – has a bespoke parent app, which may be rolled out for the Autumn term 2025. Please keep your eye out for any future communications.**



## **ICT ACCEPTABLE USE POLICY**

The school facilitates access to computers and Internet access to help student learning. Each time a student logs on to the Vyners School network, they are required to agree to certain rules which keep everyone safe and help us be fair to others. Where the word computer is used it may refer to any desktop computer, laptop, macbook or Chromebook:

They are listed below:

1. I will use the computer responsibly and I will not change settings or deface the computer in any way.
2. I will only access the system with my own login and password, which I will keep secret.
3. I will log-off when leaving the computer.
4. I will not access other people's files.
5. I will only use the computers for school learning.
6. I will only email people I know, or my teacher has approved. Year's 7-10 will be allowed internal email access only, Year's 11-13 internal and external email access.
7. The messages I send will be polite and responsible.
8. I will not give out my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.
9. I will report any unpleasant material or messages sent to me and I understand that my report will be confidential and could help protect other students and myself.
10. I understand that the school may check my computer files and may monitor the PC for inappropriate use and improper internet sites I visit.
11. I understand that any inappropriate use may result in action being taken under the Rewards and Consequences policy.
12. I will not eat or drink whilst in an IT room or using the computers around the school
13. I understand that the list above forms only part of the School's 'Acceptable Use Policy' and that by signing below I agree to all of the terms of the 'Acceptable Use Policy'.

### **Student declaration**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in action being taken under the Rewards and Consequences Policy and the removal of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, extremist views and any act likely to cause offence or other issues described above.

### **Parent or Carer declaration**

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for Vyners School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school

*This agreement is electronically signed via the Google Form.*



## **PRIVACY NOTICE – DATA PROTECTION ACT 2018 – MARCH 2025**

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 our **students**. It is issued in hard copy upon first admission to the school. Thereafter, updates are posted on the school website.

Vyners School is part of Vanguard Learning Trust, which is a registered ‘data controller’ for the purposes of Data Protection law. The Trust has a central Data Protection Policy, a copy of which can be obtained from the Trust website ([www.vlt.org.uk](http://www.vlt.org.uk))

Each School within the Trust has appointed a Data Protection Lead (DPL) who is your first point of contact for any queries or subject access requests.

The DPL for Vyners School is – Miss Karen Williams

The Trust is also required to appoint a **Data Protection Officer**. Your DPO is:

Miss Karen Williams, Business Manager, [kwilliams@vynersschool.org.uk](mailto:kwilliams@vynersschool.org.uk), 01895 234342

### **The personal data we hold**

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

- Student, parent and emergency contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests, including progress checks
- Curriculum records, such as options choices.
- Characteristics, such as ethnic background, religion, eligibility for free school meals, or special educational needs
- Exclusion / behaviour 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 and video footage
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including previous schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:



- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care and protect student welfare
- To keep individuals within our school community as safe as possible
- Facilitate student participation in extra-curricular and enrichment activities
- 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 students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (i.e. it is needed to facilitate the effective education of your child)

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

- We have obtained consent to use it in a certain way. We may seek that consent in writing, electronically or verbally and, in some instances, we will seek joint consent from yourself and your child
- We need to protect the individual's vital interests (or someone else's interests). **Parents are advised that CCTV footage may be used as evidence as part of an investigation into poor student behaviour.**

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time by contacting your DPL in writing (or by email).

### **Collecting this information**

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

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

### **Right to withdraw consent**

Where we have got permission to use your data, this consent may be withdrawn at any time by contacting Miss Williams.

Parents are advised that, under the legislation, students have a legal right to control their own personal data once they are old enough to understand their rights. This is usually around age 14 years, but will vary from person to person.

The school is conscious of the need to balance the rights of students, with the necessity to ensure that parents remain informed about their child's wellbeing and educational progress. Students continue to be



legal minors (regardless of these rights), and the school will not allow students to use the Data Protection Act to withhold information which it is reasonable (or indeed legally necessary) for a parent to receive.

### How we store this data

We keep personal information about students while they are attending our school. In order to continue to comply with our legal obligations, we will retain some of the information once your child has left. Information will be destroyed in accordance with the Information and Records Management Society's Record Retention Guidelines (a copy of which is available on the Trust website and may be requested from the Business Manager).

### Data sharing

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

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

- The **London Borough of Hillingdon** – to meet our legal obligations to share certain information with it, such as safeguarding concerns, school admissions, student exclusions and student destination data at the end of Year 11 and 13.
- The **Department for Education** and **Ofsted** - to meet our legal obligations to share certain information with it in relation to student progress and to facilitate the statutory inspection of state schools.
- Those with parental responsibility for the student and any other nominated family representatives.
- Other educational providers or third-party organisations - to facilitate the provision of extracurricular activities and cross-school activities. This is particularly the case for students studying post-16 across more than one school.
- Other schools within Vanguard Learning Trust, where data sharing enables us to support extracurricular activities or the provision of educational provision.
- **Examining bodies** – in order to facilitate the entry of our students into public exams.
- Suppliers and service providers – particularly **Parentpay**, **Biostore/IRIS** and **Arbor** to enable them to provide the service we have contracted them for, such as the provision of our cashless catering and management information system. **London Grid for Learning (LGFL)** supplies our free school meal eligibility checker.
- **School Cloud** - our external support provider for remote Parents' Evenings
- **Applicaa Ltd**, who supply the online portal that we sometimes use to collect data about students joining the school.
- **EduFOCUS Ltd**, who supply the online portal we use to organise school trips and visits (Evolve)
- **PracticePal** who provide the electronic platform which enables us to timetable (and mark student attendance at) peripatetic music lessons.
- **Place 2 Be**, which provides mental health support to students.
- **PupilProgress.com**, which enables the school to benchmark year 11 attainment data in maths and English against the national cohort.
- **EduLink** which in turn uses the Gov Notify service provided by the UK Govt. This service enables the school to send SMS messages to parents. The school uses its texting service to either communicate whole school emergency messages (e.g. about school closures or lockdowns) or individual / small group messages regarding student welfare.

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- Our Payroll Bureau (**Juniper Education**) and **HMRC** – to facilitate payments to students who undertake paid work for us



- The **Health and Safety Executive** – to comply with our statutory obligation in relation to accident and RIDDOR reporting
- Security organisations – in particular **EST** who service our CCTV system
- The emergency services (Police, Fire, Ambulance), where information needs to be shared for safeguarding reasons, for the purposes of crime prevention or to provide assistance to a student in an emergency.

From time to time, we will recommend online tools and apps in order to support your learning. These include, but are not limited to: Unifrog, Tassomai, Dr Frost Maths, Pixl apps, Kerboodle, Sparx Learning, Times Tables Rockstars Maths, Adobe Creative Cloud (for photography and media students), Bedrock Learning, Seneca Learning, Collins Connect, Educake, ExamPro, Oliver, Oxplore and Eventbrite. In order to create an account for you, we may need to share your full name, tutorial group and school email address. We will seek your consent before sharing any further information.

The School uses G Suite for Education (from Google) to support the delivery of education. Students will be routinely issued with a Google email account, access to Google Calendar, restricted access to YouTube and access to Google Classroom. The Privacy Notices for this suite of products can be separately accessed via the following link:

[https://workspace.google.com/terms/education\\_privacy/?hl=en-GB](https://workspace.google.com/terms/education_privacy/?hl=en-GB)

The School will also routinely put information into the public domain in order to congratulate students on their individual achievements and to demonstrate the high standards of education being delivered at Vyners School. Such information may include photos included in the school prospectus and other marketing information, pictures of learning taking place around the school, references on the schools Facebook / twitter accounts, information supplied via regular school newsletters, names in concert programmes etc. The School will, in all cases, remain conscious of its safeguarding responsibilities and will not share any personal information which will put a child at risk.

### **Photographs / film footage of students**

The School will routinely take and retain a photo of every student in the school. This will be stored securely on our management information system (**Arbor**) and made available internally to staff to facilitate the delivery of education.

The photos are taken and supplied by the School's external photographer – currently **Tempest Photography**.

In order to facilitate the external assessment of students in some subjects (particularly drama and performing arts), the school is required to take film footage of assessed performance, and to supply this to exam boards for moderation.

The School respects the right of parents, and students to object to photographs being used to promote the school. All parents will be asked to specifically let us know whether they are happy for photos of their child to be used for publicity / marketing purposes, as part of the admissions process for joining the school.

Separate, and specific, consent is sought about including all students in the whole school photo – an important Vyners tradition that has been in place since the school opened in 1959.



Under the Data Protection Act 2018, students over the age of 13 have the right to consent in their own right to the processing of their data, including photographs. A separate privacy notice has been prepared for students.

Whilst students over the age of 13 have the right to consent to their photos being taken and used, the School respects that some parents feel strongly on this issue. Where parents and students take a different view on whether photographs can be taken and used to promote the school, the presumption will be in favour of photos not being taken or used. In such a situation, parents and students will be asked to discuss the issue at home.

Where photographs are being taken in school, particularly for future marketing, students will always be given the verbal opportunity, on the day, to not be in a photo.

### **Google Meet**

The school's preferred video meeting platform is Google Meet

Whilst the school no longer records live lessons, the use of Google meet is still occasionally used for conducting remote meetings and events with students. The Schools usual standards of behaviour operate in Google Meet sessions and rewards and consequences may be given remotely.

All Google Meets will either be supervised in school or will be subject to unannounced drop-ins from a member of the Senior Leadership Team.

Students, staff and parents are explicitly prohibited from recording, photographing or taking a screenshot of any Google Meet session. Staff or students found to be doing so may be subject to behaviour or disciplinary sanctions.

### **Biometric information**

The School collects and holds biometric information on students in connection with its cashless catering system. For students in Years 7-11, specific consent is sought from parents to hold this information when a child is admitted to the school. For 6th Form students, joint consent is sought from parents and students during 6th form enrolment. In all cases, if parents or students prefer that the school does not hold this information, we can supply an alternative method of identifying students. Please let Miss Williams or one of the ICT technicians know.

### **National Pupil Database**

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

Some of this information is then stored in the National Pupil Database (NPD), 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.

### **Youth support services**

Once our students reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Hillingdon, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

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

Parents/carers can contact the DPL to request that we only pass the individual's name, address and date of birth to the London Borough of Hillingdon in connection with these services. This right passes to the child once they reach the age of 16 years.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection Law.

### **Parents and students' rights regarding personal data**

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

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent. Where parents wish to make a request for a child over the age of 13 years, the School will routinely ask for evidence of the child's consent to provide this data.

The Trust reserves the right to ask an individual making a subject access request to verify their identity before such a request is actioned. This may involve a request to provide photographic ID, proof of address or proof of relationship to the data subject. Proof of identity is not a mandatory requirement and the school will take a pragmatic approach in deciding whether such evidence is reasonably necessary.

The School has prepared a Privacy Notice for students, making them aware of their data protection rights. This document is downloadable from the School website.

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

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

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- 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 DPL.

Parents in maintained schools are entitled to a copy of their child's educational records under the Education (Pupil Information) (England) Regulations 2005. This provision does not apply to academy schools. Vanguard Learning Trust however considers it is in the best interest of students to ensure that parents are well informed about the educational experience and progress of their child. Information will therefore be provided to parents, or those with parental responsibility, on a voluntary basis, so long as such disclosure does not otherwise conflict with the provisions of the DPA 2018, including the subject access rights of the student themselves.

### **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 DPL.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer.

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

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

*This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.*



## **PHOTOGRAPHS / FILM FOOTAGE OF STUDENTS**

The school will routinely take and retain a photo of every student in the school. This will be stored securely on our management information system (Arbor) and made available internally to staff to facilitate the delivery of education.

The photos are taken and supplied by the school's external photographer – currently **Tempest Photography**.

In order to facilitate the external assessment of students in some subjects (particularly drama and performing arts), the school is required to take film footage of assessed performance, and to supply this to exam boards for moderation.

The school respects the right of parents, and students to object to photographs being used to promote the school. All parents will be asked to specifically let us know whether they are happy for photos of their child to be used for publicity / marketing purposes, as part of the admissions process for joining the school.

Under the Data Protection Act 2018, students over the age of 13 have the right to consent in their own right to the processing of their data, including photographs. A separate privacy notice has been prepared for students.

Whilst students over the age of 13 have the right to consent to their photos being taken and used, the school respects that some parents feel strongly on this issue. Where parents and students take a different view on whether photographs can be taken and used to promote the school, the presumption will be in favour of photos not being taken or used. In such a situation, parents and students will be asked to discuss the issue at home.

Parents will be asked to indicate, via a Google form, whether they consent to the following:

- whether photos of their child may be used for wider school publicity purposes:
- whether they consent to their child being in the whole school photo. This is taken every few years, put on public display and offered out to all parents for purchase:
- whether videos of their child may be used for school publicity purposes:
- whether videos of their child to be used to support the learning of others

Where photographs are being taken in school, particularly for future marketing, students will always be given the verbal opportunity, on the day, to not be in a photo.

### **Consent to use student photographs for wider marketing / promotional purposes**

I have read the information above regarding how my child's photograph will routinely be used. I understand that the school wishes to use photographs and video to support the learning of others, and to promote the school more widely. I understand that I have a right to object to such use, on behalf of my child.

I have discussed my child's wishes with them and have completed the relevant sections on the electronic data collection form informing the school of our wishes in relation to both photos and video footage.

*This agreement is electronically signed via the Google Form*



## VYNERS SCHOOL 16-19 BURSARY FUND - GUIDANCE FOR ACADEMIC YEAR 2025-2026

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This fund has been given by the EFSA to schools and higher education institutions to enable students to overcome individual financial barriers to their participation in education. The Fund is aimed at 6<sup>th</sup> Form students only.

For eligible students, the fund can help towards the cost of essential course related costs such as travel to school, equipment, books, essential trips, specialist school clothing and attending university/job interviews. The fund will not meet the cost of participating in optional extra-curricular activities. **Please note that bursary awards are paid entirely on the basis of financial need, not on a 'flat fee' basis.** Students must therefore specify as part of their application what costs they need support with. Bursary payments are not intended to meet normal household costs such as rent. The scheme will also not meet the costs of extra-curricular activities or extra support such as counselling or mentoring.

### GENERAL ELIGIBILITY

Students must be aged **over 16 years and under 19 years on 31<sup>st</sup> August 2025** (students who turn 19 during the 2025-2026 academic year will continue to receive payments until the end of the academic year).

#### **AND**

Students must have a legal right of residency in the UK.

#### **AND**

Students must demonstrate regular attendance at school. Attendance will be monitored regularly and students failing to meet this standard will be asked to explain the reasons for their poor attendance.

#### **AND**

Students must continue to make good progress in their studies and demonstrate an acceptable standard of conduct. If there are concerns over a student's attendance, progress or conduct, this will be discussed with them by the 6<sup>th</sup> Form Team in the first instance.

Unaccompanied asylum seekers are treated as 'looked after children' by the local authority and may therefore apply for a bursary as a member of a 'vulnerable group'. Accompanied asylum seekers are not eligible under this scheme to receive a cash payment, but are encouraged to speak, in confidence, to the school about their needs as we may be able to provide 'in kind' support such as books or equipment.

Students who are aged 19 or over at 31 August 2025 will only qualify for an award under the scheme if:

- They have an Education, Health and Care Plan (EHCP) in place and are attending eligible education provision;
- Are a 19+ continuer i.e. they are an eligible student continuing a course they began age 16-18.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.



## AWARDS TO 'VULNERABLE GROUPS'

The following students are defined as being in a 'vulnerable group':

- Young people who are currently in care, or who are care leavers; **OR**
- Young people who are unaccompanied asylum seekers and students in Local Authority provided foster care; **OR**
- Young people who are claiming Income Support/Universal Credit in their own name; **OR**.
- Young people who are 16-19 and in receipt of both Universal Credit (UC) and Disability Living Allowance or Personal Independence Payment.

Applicants will be asked in all cases to provide written evidence of their personal circumstances (e.g. a letter from the Local Authority or benefit statement).

Applications that fall into this group are the highest priority group and may apply for a bursary of up to £1200 per academic year. Award of a bursary is, however, strictly dependent on proof of financial need and the School reserves the right to determine the appropriate financial amount of an award, dependent on the individual circumstances of the student.

If a student is deemed to not be in financial need, the school has discretion to not make any kind of award under this scheme.

The School may exceptionally choose to make an award of over £1200 per annum, if a student needs additional help to remain in education.

## DISCRETIONARY AWARDS

Students who are suffering financial barriers to their participation in post-16 education but who do not qualify as part of a vulnerable group, may apply for a discretionary award.

Discretionary awards are made purely on the basis of proven financial need, and will therefore vary from student to student. They may take the form of a small one-off award (e.g. to meet the cost of a particular field trip) or, where the financial need is ongoing (e.g. travel costs, attendance at university open days / interviews), costs may be reimbursed during course of the academic year.

As Vyners School operates a formal uniform policy for its Sixth Form, eligible students may also request a contribution towards the cost of clothing. Reimbursement will only be made upon proof of receipts, and where items purchased comply with the published uniform policy.

Students whose financial circumstances change during the course of the academic year (e.g. there may be a sudden change in circumstances such as redundancy or a sudden drop in household income) are encouraged to apply whenever their need arises. Such an application may cover specific one-off costs. A covering letter should be included with this application form, outlining the particular circumstances and providing supporting evidence.

The School is instructed by the DfE to directly purchase materials and equipment for students, in order to support their course of study. Support may take the form of the purchase of textbooks, educational materials (e.g. art materials for those studying A level Art, or a scientific calculator for those studying Maths or Physics) or funding to enable a student to participate in curriculum compulsory field trips or activities.

The School is only able to reimburse students via BACS for costs which have been unavoidably incurred by them. Such costs may include the UCAS application fee, fees to support an application to Oxbridge or to study medicine, and travel costs to University interviews and open days. In those



cases where the school has advanced money to an eligible student, receipts must be provided to support the expenditure.

Where costs are reimbursed, payment will be made to the student (not the parent). Students applying for assistance under the scheme are therefore required to have their own bank account.

The School is unable to fund students to attend counselling or mentoring sessions held in school or to cover the costs of online revision tools.

If a laptop, Chromebook or digital camera is requested, this will be purchased directly by the school and will be to a specification set by the school.

The school reserves the right to ask for certain items to be returned at the end of the student's course. This includes laptops, chromebooks, digital cameras and textbooks. The return of such items enables the school to reissue them to another student in need.

Discretionary awards are aimed at those students who do not meet the criteria for a vulnerable group's bursary, but the student's household is on a low income (i.e. below £16,190). Students with a proven household income below this level will also be eligible for Free School Meals.

Should funds remain, the school will extend the payment of bursaries to households with an income **up to £35,000 pa**. Should there be more demand for bursaries than funds available, awards will be prioritised according to total household income, with the lowest incomes receiving an award first.

All claims for the discretionary award require evidence of household income such as P60, copies of last 3 months of payslips, proof of self-employment income or proof of receipt of benefits. Letters supplied should be for the last financial year (if it is an annual return such as a P60) or dated within the last 3 months. A copy of Universal Credit statement(s) for the last 3 months may also be submitted as evidence.

#### OTHER INFORMATION

Previous eligibility for Free School Meals is not an automatic entitlement for the 16-19 Bursary, but will be taken into account as part of assessing an applicant's request for funding.

This is a cash-limited fund. The deadline for applications for payment in October is **Friday 19th September 2025**.

The amount of discretionary bursary paid each year may vary depending on the number of applicants and the level of funding received. The school will review the operation of the scheme annually and may make changes to its operation.

Entitlement to a bursary in one academic year does not give an automatic entitlement in any subsequent academic years. Students must make a fresh application at the beginning of each academic year.

#### THE APPLICATION PROCESS

If you wish to apply for a bursary you should:

- Check that you meet both the general and specific eligibility criteria detailed above.
- Complete a Vyners School 16-19 Bursary Fund Application Form, answering all questions in full to avoid delay when processing your application.
- Attach copies of the required evidence as indicated on the form.



The School will assess all applications immediately after the closing date. All applicants for support will receive a letter informing them of the outcome of their application.

All information provided to the school in connection with an application will be held in strict confidence.

Where it is deemed appropriate to reimburse students for expenses directly incurred, such reimbursement will be made directly to students (not their parents). Eligible students should therefore ensure that they have a bank account into which payments can be transferred. Payments will be made in arrears, on proof of the expense being incurred and continued payment will be dependent on good attendance, academic progress and conduct.

## **COMPLAINTS AND CONCERNS**

Any student or parent who is unhappy with how an application has been assessed is encouraged to contact the Business Manager in the first instance. If they remain unsatisfied, they may raise their concern more formally through the school's complaints procedure (details of which are on the school website).

May 2025



## **FRIENDS OF VYNERS SCHOOL**

Friends of Vyners (FOV) has been established since the school was founded and over the years has supported the school by providing volunteers for events as well as raising crucial funds for the school. The aim of FOV is to raise funds for the school through different events such as regular quiz nights, raffle tickets etc. Students directly benefit from this fundraising as FOV invest in the school environment and improvements, and provide equipment that students use on a daily basis.

All parents / guardians of students at Vyners School are automatically members of FOV and the FOV committee would be grateful for your help with fundraising activities. This can be helping with selling refreshments at school productions or quiz nights or attending meetings to plan future fund-raising activities.

If the thought of getting involved with FOV seems daunting, the reality is that we are looking for a group of people that can commit to one or two events / projects a year so that the load can be shared. Great schools rely on excellent partnerships between home and school and the PTA is a central pillar and an invaluable association. If you are able to spare a couple of hours occasionally through the school year then please do contact [sbrown@vynersschool.org.uk](mailto:sbrown@vynersschool.org.uk) for further details.

We have a fundraising page <https://www.easyfundraising.org.uk/causes/fovyners/> that provides the school with a small percentage of the purchase price of goods you buy online by linking through their website. It doesn't cost you any more, but it does provide FOV with funds to help the students in school. A small change in your online shopping habits could have a big impact on our fundraising. Participating retailers include ebay, John Lewis, Argos, Amazon, M&S, Sainsbury's and hundreds of other fashion, food, drink and travel companies. Every Little Helps!

### **FOV 100 Club**

As part of the fundraising activities of FOV we invite all parents/carers to take part in the 100 Club. A payment of £12 buys twelve £1 shares and at committee meetings we draw winners from the shareholders with prizes of £25, £50 and £100.

Please read the information on the 100 Club rules and General Conditions and FAQs. Application forms will be available at the FOV cheese and Wine evening in early October and can be requested via email [100club@friendsofvyners.co.uk](mailto:100club@friendsofvyners.co.uk)

### **100 CLUB RULES**

1. **NAME** - The club is called the Friends of Vyners (FOV) 100 Club.
2. **AIM** - The aim of the club is to raise funds for Vyners School PTA.
3. **STATUS** – The club is a subsidiary part of 'Friends of Vyners' and is under the control of the officers of the FOV.
4. **ELIGIBILITY** - Shares in the Club may be purchased by parents / relatives / guardians of pupils or by members of staff, or by those who wish to support the FOV. Membership can continue indefinitely so long as the annual subscription fee is renewed when due. The FOV committee reserves the right to refuse applications to the Club.
6. **SUBSCRIPTION** - Membership of the club is initially divided into 100 shares. The subscription for a share is £1 per calendar month, payable as £12 annually in advance.



6. **PAYMENT** - Payment may be made by cash, cheque or standing order. A member qualifies to take part in the monthly draw in the month following receipt of subscription and in the eleven subsequent months.

7. **DRAW** - Random draw(s) for the winning share(s) will take place at the meeting of the committee of the FOV following the month(s) for which a draw(s) has yet to take place. Each draw shall take place in the presence of at least 3 members of the FOV committee. Prize winners will be notified individually according to the details held on their application and all winning numbers will be published in the School/FOV newsletter.

#### 8. **PRIZE FUND** -

An annual prize fund of £600 will be allocated from subscriptions.

This fund will be allocated as prizes in the following way:

12 Monthly Prizes of £25

4 Quarterly Prizes of £50 (March, June, September, December)

1 Annual Prize of £100 (December)

In the event of less than 50 members participating in the club, the monthly draws (i.e. £25) will take place, but the quarterly and annual draws will not take place (i.e. prizes of £50 and £100).

In the event of 100 but less than 200 members participating in the club, an annual prize fund of £600 will be allocated from subscriptions as detailed above in point 8: Prize Fund.

Thereafter, additional clubs will be launched under identical terms and conditions if membership increases by multiples of one hundred. For example:

In the event of 200 but less than 300 members participating in the club, a second club will be launched under identical terms and conditions, with an annual prize fund of £1,200.

In the event of 300 but less than 400 members participating in the club, a third club will be launched under identical terms and conditions, with an annual prize fund of £1,800, and so on.

The FOV Committee may appoint a member of the FOV to act on its behalf as club organiser, and winners' cheques should be cashed within 6 months of the issue date. Regrettably, under no circumstances can cheques be re-issued.

All correspondence relating to the club should be directed to the organiser stated on the face of this form, either by telephone, e-mail or via the school at the address specified.

Any dispute arising from membership of the club will be decided by the current president of the FOV, this being the Headteacher or Acting Headteacher.

## **FAQs**

### **“I want to help but can't, I don't have the time.”**

Like everything in life it's about priorities! We all have busy lives, but if you want to help and really can't spare the time then we ask that you at least join the 100 Club and purchase your online shopping via our website: <https://www.easyfundraising.org.uk/causes/fovyners/>

### **“I can't volunteer on a regular basis – I have other commitments.”**

It doesn't matter – any help will be appreciated, there will always be a place for you. You don't have to help on a regular basis.

### **“How much of my time will it take up?”**

A committee member will only need to attend no more than two short meetings a term plus the AGM. An 'occasional helper' can do as little or as much as they want.

### **“Is FOV open to everyone?”**



Yes – that is why all parents and staff are automatically members.

**“Isn’t the PTA a clique full of the mums from junior school?”**

No – we are just a group of parents who want to try to help enrich the education of all the children in the school; we are an open, friendly and diverse group of parents who care.

**“What will FOV really do to help me and my child (ren)?”**

Provide extra funds to buy equipment and benefit the whole school i.e. fund trips that your child/children might want to go on in the future.

Enhance your social life – you can have fun and make new friends as we run a number of social evenings including quiz nights throughout the year and it’s a chance for you to meet other parents.

Provide a vital link between parents and teachers.

FOV offers the opportunity to be actively involved in your child’s school and get to know their world.

**“Has FOV made a difference to Vyners?”**

Yes! With the help of parents, FOV have already raised over £200,000 since 1990.

FOV has paid out over £25,000 in 100 Club prizes, so don’t forget to hand in your completed form to become a member of the FOV 100 Club to stand a chance of winning one of the monthly drawn prizes.

Supported modern, clean and safe minibuses that are used for school trips and sporting fixtures.

Supported the Wi-Fi network throughout the school.

Enabled the school to access additional specialist funds though matched funding, i.e. if the school raises £10,000 the external funder will match it.

Supported ‘Art’ & other projects around the school.

Supported the famous ‘Vyners School’ drama productions.

Purchased ‘specialist’ items which cannot be funded via normal budgets for departments that include science, music, modern foreign languages, art & sport.

Funded equipment for the ‘Duke of Edinburgh’ Award scheme.

Provided refreshments at school events.

And much more, as well as making the world a slightly better place.....



*giftaid it* **VYNERS SCHOOL 'FUTURES' FUND**  
 Confirmation of online donation

Please tick as applicable and return to the Finance Office, Vyners School, Warren Road, Ickenham, UB10 8AB;

	I have set up a regular monthly payment to Vanguard Learning Trust t/as Vyners School, Lloyds Bank, Sort code 30-98-91 Account number 51018760 for the sum of £..... (Amount in words .....)  The first payment will be made on ..... Or as soon as possible thereafter.
	I have made a 'one off' donation of £..... (Amount in words .....) ..... via ParentPay and I would like the school to claim Gift Aid on my donation.

Vyners School is eligible to claim back giftaid (equivalent to 25p per £) on all voluntary donations. If you wish the school to claim gift aid on your donation, please complete the declaration below:

<p><b>Gift aid declaration.</b> Please treat any and all donations I make to Vyners School on or after the date of this declaration (unless and until I inform you otherwise) as Gift Aid and reclaim tax on them. I confirm that I have paid, or will pay an amount of UK Income Tax or Capital Gains Tax for each tax year (6 April – 5 April) that <u>at least equal</u> to the amount of tax that all the charities and Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council tax do not apply. Please tick: <input type="checkbox"/></p>
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Signed: ..... Date: .....

Your full name: (please print)

.....

Your address:

.....

Postcode: .....

Email address: .....

I am (please circle): A current parent or carer / current member of staff / past student / past parent or carer / past member of staff.

**THANK YOU FOR YOUR DONATION**