



2023-2024

Home-School Agreement

Name:



At Greatfields School we aim to create a positive, safe and secure learning environment based upon **mutual respect** and **high expectations**, so that all members of the school community can excel and enjoy a full school life.

We want all our students to:

- feel happy and safe in school;
- be able to compete with any other child in the country;
- have high ambitions for themselves and to understand that they will only achieve these ambitions through hard work;
- become independent learners;
- have access to a wide and varied curriculum, both inside and outside of the classroom;
- play an active role in the school community.

We want all our staff to:

- build positive relationships with all members of the school community rooted in mutual respect;
- build our students' cultural capital and self-confidence;
- celebrate the achievements and success of our students;
- provide our students with clear and consistent routines and boundaries;
- plan, deliver and facilitate an ambitious, challenging curriculum for all our students.
- feel valued, respected and challenged;
- prioritise their professional development.

We want our school to:

- celebrate the diversity of our community;
- value and engage with our local community;
- engage with our parents to enable them to support their children in achieving their ambitions;
- deliver consistently high quality teaching and learning for all our students.



The School has the following expectations of students and parents:

*Greatfields **students** are expected at all times to:*

- uphold the principle of mutual respect between staff and students
- take responsibility for their own actions;
- reflect carefully on the impact of their behaviour;
- have high expectations for themselves;
- participate fully, embrace challenges and collaborate effectively in lessons;
- promote the good name of the school by being positive role models both inside and outside of school;
- keep themselves and each other safe, including on the internet;
- take pride in the appearance of their uniform and their school environment;
- ensure they are organised with the necessary equipment needed.

*Greatfields **parents** will:*

- attend meetings to discuss the progress of their child;
- inform staff of any problem or other factor which may affect their child's academic progress;
- support the school if disciplinary action needs to be taken (for example, ensuring that their child records and attends detentions if set);
- attend meetings to discuss their child's behaviour;
- play a part in modifying their child's behaviour (for example, by monitoring and signing reports);
- inform the school of any changes to address or contact details immediately;
- treat all our staff with dignity and respect



Supporting pupils

We will always try to:

- remind students as positively as possible when they fall short of our expectations;
- understand why a student is exhibiting certain behaviour, and find strategies to modify it;
- apply the smallest sanction we can and help the student reflect on their actions and understand the benefits of positive behaviours;
- work closely with parents and anticipate their support as soon as we become concerned;
- provide further, more structured support where this is required.

Responsible Internet Use

Any failure to follow the rules listed below is a violation of the school's Technology Acceptable Use Policy:

1. Students are to use school internet access for strictly academic purposes and must not access inappropriate content at any time.
2. Students may not use technological tools with malicious intent, for example to bully or harass others.
3. All students must respect the privacy of others. Any attempt to access private files, phone, or email messages is considered theft.
4. Students may not in any way vandalise equipment or software that belongs to Greatfields or any other organisation to which Greatfields has access. Examples of unacceptable behaviour include but are not limited to the following:
 - damaging, hacking, or destroying networks, computer hardware or software
 - physical abuse to equipment
 - the creation or intentional use of malicious programs
5. Students must never share their Greatfields email password with anyone else, or impersonate another student online. Stolen or lost passwords can create significant problems for the student and for the School.
6. Students should not use IT facilities to harass, bully or offend members of our community.
7. Students must not use Greatfields technological systems for any purpose that is illegal and/or violates school rules or causes reputational damage to the school.
8. Students must not misuse Greatfields or personal distribution lists or discussion groups for sending irrelevant messages.



GREATFIELDS SCHOOL

9. Students must not use Greatfields technological systems or devices for private gain or any commercial purpose.
10. Students may not use personal technological devices during the school day. These items include but are not limited to portable audio and video players, laptops, tablet computers and mobile phones.

Consequences of violating these policies will be in keeping with the school's disciplinary system. For violations, access to technology may be revoked for a period of time in addition to other appropriate sanctions.

Attendance

- Parents to fulfil their legal obligation to make sure that their child attends school punctually every day;
- Parents to inform the school by telephone by 9.00am if their child is unavoidably absent from school through illness. The child must also bring a letter of explanation with them on their return to school after illness;
- **Parents to be aware that any child's attendance which falls below 98% is unsatisfactory;**
- Parents NOT to take family holidays during the school term;
- Parents to support the school in the application of appropriate sanctions and strategies concerning their child if attendance and punctuality standards are not met.

Independent Learning

- At Greatfields we refer to homework as 'independent learning'.
- Students should record the independent learning they are set in their learning journal, which parents are asked to sign weekly.
- At KS3 students should receive 30 minutes of independent learning for every subject each week.
- At KS4 students should receive 1 hour of independent learning for every subject each week.
- Students can complete independent learning either at home or in supervised study from 3pm - 4pm.



Timings of the School Day:

08.40 – 09.00 | Form time

09.00 – 10.00 | Lesson 1

10.00 – 11.00 | Lesson 2

11.00 – 11.30 | Lunch time

11.30 – 12.30 | Lesson 3

12.30 – 13.30 | Lesson 4

13.30 – 14.00 | Break time

14.00 – 15.00 | Lesson 5

15.00 – 16.00 | Optional Enrichment Clubs (all years) or Compulsory Revision Classes (Year 11 only)

Uniform

Compulsory Uniform Items:

- **Blazer** Green, with embroidered school crest. They are only available from the official school supplier. (No other jacket, jumper, hooded top or cardigan may be worn in school instead of a blazer).
- **Trousers or skirt** Black trousers should be of a straight “classic” cut and be full-length. Black skirts should be slightly flared or pleated and should be knee length. (Denim, corduroy or pattern material is not allowed. Very narrow cut or very wide cut trousers or skirts are forbidden, as are culottes, leggings, jogging bottoms etc.).
- **School polo shirt** – Black with embroidered school crest. They are only available from the official school supplier. Any under garments must NOT be visible. No other emblem or logo is allowed.

Optional/Additional Uniform Items

- **School jumper / Cardigan** Green, only jumpers/cardigans purchased from the official school supplier may be worn.
- **Socks and tights** Tights and socks must be plain black – patterned tights are not acceptable.
- **Shoes** Black, flat shoes of a plain design with no obvious branding or coloured laces. Sling or open backed shoes should not be worn. Trainers and canvas style plimsolls / pumps are not allowed. “Kickers” shoes are allowed.
- **Outdoor coat** Should be suitable for school and in keeping with school uniform. No hats, caps or jackets are allowed in the school building. Students are not allowed to wear hoodies.
- **Headwear** Only simple black headwear should be worn.
- **Religious head scarf / Cap** Plain black.



GREATFIELDS SCHOOL

- **Jewellery / Make-up** Make up - including nail varnish and false nails and lashes are not allowed. No jewellery is allowed and will be confiscated. This includes any visible piercings including earrings and facial piercings.

P.E. Kit

Compulsory PE Kit

- **Shorts** Plain black shorts with the school logo. These are only obtainable from the school supplier.
- **School sports polo shirt** Green polo shirt with the school logo. These are only obtainable from the school supplier.
- **Tracksuit bottoms** Plain black tracksuit bottoms. No brand logos should be visible.
- **Trainers** These should be supportive, have a non-marking sole and should be clean as they will be used in the Sports' Hall.

Optional PE Kit

- **Sports jumper** Plain green sports jumper with the school logo. No other sports jumper may be worn. (Only obtainable from the school supplier).
- **Football boots** These may be needed for field sports. Parents are advised not to purchase new boots until they are actually needed as only a part of the P.E. curriculum involves field sports.

P.E. at Greatfields Park

Please note that some of our P.E. lessons take place in Greatfields Park. This is an excellent opportunity for your child to take part in P.E. lessons with greater outdoor spaces to play in, including full size pitches.

The students will meet at the P.E. changing rooms where they will get changed and wait to be registered. Their P.E. teacher will walk them to Greatfields Park and back in two straight lines. Students will be given clear guidelines of our expectations on behaviour when walking to the park and back.

Students must bring their full P.E. kit and trainers. We recommend that students bring their football boots if possible as the lesson will be taught on grass.



Students not participating

If a student is unable to take part in P.E. due to illness or minor short term injury then a note from the parent / carer needs to be given to the teacher and the student **MUST** still WEAR their PE kit. Failure to do so will result in detention. They will not physically participate and will adopt a coaching, umpiring or referee role instead. If it is a major long term injury we must receive a copy of the doctor / physiotherapy letter and the same rules will apply as above.

Equipment for school

Compulsory Equipment

2 x black pens
Pencil
Ruler
Pencil case
Appropriate school bag
Learning Journal (provided by school)
School library book (provided by school)
Do Now book (provided by school)

Optional

Calculator
Coloured pencils
Pencil sharpener
Rubber



GREATFIELDS SCHOOL

Purchasing School Uniform:

School Uniform Direct: Order on-line at the website www.schooluniformdirect.org.uk

Telephone: 01992763679 / Mobile 07880838732 or Email: info@schooluniformdirect.org.uk

***Please note we do not stock uniform in the school office**

Item	Colour/Description	Sizes	Price
Blazer	Bottle Green with embroidered school motif (other sizes available on request)	30, 32, 34, 36, 38	£32.50
		40, 42, 44, 46, 48	£35.00
Uniform Polo Shirt	Black - Embroidered with school logo	9-10, 11-13	£7.00
		XS, S, M, L, XL	£9.00
V-neck Sweatshirt	Bottle Green with embroidered school logo	9-10, 11-12, 13	£12.00
		S, M, L, XL	£15.50
V-neck Sweatshirt	Bottle Green *WITHOUT LOGO*	9-10, 11-12, 13	£10.00
		S, M, L, XL	£13.50
Sweatshirt Cardigan	Bottle Green with embroidered school logo	9-10, 11-12, 13	£12.50
		S, M, L, XL	£16.50
Sweatshirt Cardigan	Bottle Green *WITHOUT LOGO*	9-10, 11-12, 13	£10.50
		S, M, L, XL	£14.50
PE Polo Shirt	Bottle Green with school logo (emb)	30, 32	£8.00
		34, 36, 38	£9.00
		40, 42, 44	£10.00
PE Shorts	Black with school logo (emb)	22-24, 26-28, 28-30	£6.50
		30-32, 34-36, 38-40	£7.50
PE Socks	Plain Black	11-13 (childs) 1-5,	£4.00
		6-11	£4.50
PE Sweatshirt	Bottle Green with school logo (emb)	9-10, 11-12, XS	£11.00
		S, M, L, XL	£14.00
PE Joggers	Black with school logo (emb)	9-10, 11-12, 13	£13.00
		S, M, L, XL	£16.00
PE Joggers	Black with school logo *WITHOUT LOGO*	9-10, 11-12, 13	£11.00
		S, M, L, XL	£14.00

School Uniform Direct will be selling and taking orders on all uniform from school on the following dates / times over the summer holidays:

Tuesday	01-Aug	Greatfields	1	10am to 3pm
Friday	11-Aug	Greatfields	2	10am to 3pm
Tuesday	22-Aug	Greatfields	3	10am to 3pm

We will also be selling pre-loved uniform at a significantly reduced cost for these dates.



Parent / Carer Privacy Notice

Definition: Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of).

Policy Statement

During your child’s time with us we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left school. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend school
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the schools, and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.



Why do we use your personal data?

We will process your personal data for the following reasons:

1. Where we are required by law, including:
 - To provide reports and other information required by law in relation to the performance of your child
 - To raise or address any concerns about safeguarding
 - To the Government agencies including the police
 - To obtain relevant funding for the school
 - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including:
 - To confirm your identity
 - To communicate matters relating to our school to you
 - To safeguard you, our pupils and other individuals
 - To enable payments to be made by you our school
 - To ensure the safety of individuals on school property
 - To aid in the prevention and detection of crime on school property
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use special category personal data?

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on school grounds, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.



GREATFIELDS SCHOOL

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

Who will we share your personal data with?

We routinely share information about you with:

- Partnership Learning multi academy trust
- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the school

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about London Borough of Barking and Dagenham local authority's data sharing process, please visit: <https://www.lbbd.gov.uk>

Contact details for London Borough of Barking and Dagenham local authority can be found at <https://www.lbbd.gov.uk>



GREATFIELDS SCHOOL

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Lynn Nash, School Business Leader, telephone 020 3946 5900, email: office@greatfieldsschool.com

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact Lynn Nash, School Business Leader, telephone 020 3946 5900, email: office@greatfieldsschool.com

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

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

Greatfields School's DPL office@greatfieldsschool.com

Partnership Learnings DPO ict@partnershiplearning.com



Pupil Privacy Notice

Definition: Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term ‘you’ or ‘your’ are used this refers to a pupil.

Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Lead at the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can do by contacting Lynn Nash, School Business Leader, telephone: 020 3946 5900, email: office@greatfieldsschool.com.

Policy Statement

During your time with us we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.



What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images

We will also collect, hold, share and otherwise use some information about you which is “special category personal data” and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Genetic and biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children’s parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example



Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may share information about you with:

- Partnership Learning multi academy trust



GREATFIELDS SCHOOL

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policy on the school website.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact Lynn Nash, the school's Data Protection Liaison.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Lynn Nash, via the school office. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can contact Partnership Learning's DPO ict@partnershiplearning.com, or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.