



Welcome to Ursuline High School



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Welcome to The Ursuline High School.
We look forward to meeting and getting to know you during this transition period.

Julia Waters Headteacher BSc (Hons) MA

Julia Waters

This transition booklet shares key information, dates and events to help you and your daughter prepare to start on this exciting new journey at The Ursuline.

We hope this booklet provides you with good insight to school life and answers any questions you may have. However, if you would like anything else clarified do let us know, we are all on hand to help and support you during this important time.

We cannot wait to welcome you to the Ursuline Community!

Important Admissions Next Steps

Once you have accepted your place at The Ursuline, please log onto;

<https://ursulinehigh.applicaa.com/year7>

using the password we have emailed you and complete all the required information.

Thank you very much in advance.



W e l c o m e

Thursday 21st April 2022

New Intake Parents' Information Evening

We will be holding an information evening on 21st April, at 6.30pm. The meeting will take place on Microsoft Teams and joining instructions will be sent to you by email in advance of the event. The purpose of the evening is to share how we plan the transition from Year 6 into Year 7, the ethos of the school, our partnership with you and to also introduce key staff.

We would encourage both daughter and parents to attend the evening. A recording of the presentation will be shared.

Saturday 7th and 14th May 2022

Student Assessment

Georgina Pinto Head of Year 7

020 3908 3102

georgina.pinto@ursulinehigh.merton.sch.uk

Victoria Jefferies SENDCO

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

All new students must attend Maths and English assessments at the school. In order to facilitate social distancing, there will be up to 6 assessment sessions. We will hold a morning and afternoon session on each of the above dates. Your date and time will be emailed to you closer to the date.

These assessments provide us with information so we can accurately set students in English and Maths, provide them with academic targets and plan suitable support, if needed, in time for the start of the school year in September. The information from Year 6 external examinations does not provide all the information we need and is not available until September at the earliest.

These assessments should not cause you or your daughter any undue concern. There is no need to revise and the only preparation needed is a good night's sleep. There is a break between tests for a snack and drink, which is provided, and a chance to have some fresh air. Any parents / carers who have a concern because their daughter has an *Individual Education Plan (IEP)* should contact **Victoria Jefferies**.

Each student completes an English assessment and a Maths assessment. Results will not be provided but can be requested by parents / carers in **September**. If your daughter is currently entitled to extra time or is on the SEND register, please let us know when filling in the online form. Students entitled to SEND support will take these assessments with one of our teaching assistants.

Each student will need: 2 pens, a pencil, an eraser and a ruler. **Your daughter is expected to wear the uniform of her present school.**

If you have not returned the financial form for the Governors' Development Fund please bring a paper copy with you when your child attends their testing day.

If you are unable to attend, please telephone;

Salvina Barcellona Admissions Officer

020 3908 3167

salvina.barcellona@ursulinehigh.merton.sch.uk

Tuesday 28th, Wednesday 29th June
& Thursday 30th June 2022

Student Interviews

Interviews with each student and a Parent/Carer will take place during school time on one of the above dates. **These will be online interviews.** The interviews will be conducted by your daughter's future Form tutor. The purpose of the meeting is to get to know your daughter: her individual strengths, requests and any additional needs. Please refer to the enclosed letter for your daughters specific time.

Financial Information

You will receive the form to fill in your bank details in order to join the Governors' Development Scheme, and will need to return it electronically or hand it in when your daughter comes in for her English and Maths assessment. You will also need to make the first £30 payment by the time of the Student Interview. Please contact the Finance department if you need any financial support.

Finance Administrator Caijie Zang

caijie.zang@ursulinehigh.merton.sch.uk

Tuesday 14th June, Tuesday 21st June
and Monday 27th June 2022

Learning Support Department - Student Induction Mornings

On **Monday 14th June** EHCP and SEND support students will be invited by letter to spend a morning at the school. They may, or may not, be on the learning support register. Students will have the opportunity to learn more about the school; how to find their way around and how to organise themselves.

Some formal and informal assessments will take place on **Tuesday 21st June** and **Monday 27th June** for any student who is likely to require additional support, to ensure that the correct provision is available on her arrival in September. In addition, all parents and students who will be on the SEND register will be invited into school by invitation on a separate date.

**Students are expected to attend in their primary school uniform.
Each student should bring a drink and suitable* snack.**

Wednesday 6th July 2022

Student Induction Day - All Students

Your daughter is invited to the school for an Induction Day.

This will be an enjoyable opportunity for new students to experience a taste of life at Ursuline High School. **Please bring a copy of your best piece of extended literacy/writing work from Year 6 to the induction day.** Your daughter should arrive at the school at **9.30am** and will be ready to leave at **2.50pm** (please use Crescent Road entrance). **Students are expected to wear the uniform of their present school and must bring a suitable* packed lunch and drinks with them.**

Note: *Ursuline High School is a part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday – Friday 8.00-9.00am and 2:45-4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. Please do not park outside residents' driveways.*

Monday 5th September 2022

The First Day

The first day will start with a Learning Conference and will be spent getting to know the way around school; collecting books; meeting form tutors and other students and preparing for the start of lessons. Your daughter will be given a booklet with further information about the school, a curriculum guide and a calendar for the year's events. Copies are available on the school website.

Note: *Ursuline High School is a part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday-Friday 8.00-9.00am and 2:45-4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. Please do not park outside residents' driveways.*

Food Allergies

Please inform us of any food allergies using the **Data Collection Form** in the **Medical Conditions** Section.

Tuesday 6th September 2022

Information Evening

On the first Tuesday of term (at 7pm), we will hold an Information Evening for Year 7 parents and carers where we will give you some key information on Teaching & Learning and how you can track your daughter's progress throughout Year 7. The meeting will take place on Microsoft Teams and joining instructions will be sent to you by email in advance.

Wednesday 10th November 2022

Commissioning Service

All Year 7 students, parents and carers are invited to attend a Commissioning Service on this evening to celebrate the end of the Transitions Process. It is an important date in the Year 7 calendar as students become full members of the Ursuline High School community.

Ursuline Parents' Association (UPA)

As a parent/carer of the school you automatically become a member of the UPA. The committee work hard to support the school in many ways. UPA social events provide an excellent occasion for parents / carers to get to know one another better. See school website for details: www.ursulinehigh.merton.sch.uk/parents/upa/

Enrichment Opportunities

Students are provided with the opportunity to take part range of enrichment activities is part of the ethos of the Ursuline (at least one per week is expected). The more your daughter participates and gives of herself, the happier and more successful she will be at school. Enrichment activities are released termly. To take a look at our current enrichment offer please see [here](#).

Communications

The Ursuline High School is committed to effectively communicating with our parents/carers and has a communications strategy that includes a wide range of mediums.

Parent Communication

Important information regarding the school and/or your child is shared directly with parents/carers electronically.

The Ursuline High School App

Our parents use the app to receive communications and engage with Ursuline High School. When your child starts with us you will be sent an invitation to enrol. Use of the app is not mandatory, and you will receive communications from us via email if that is your preference. However, we do encourage all our parents to enrol.



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Follow us! Join our growing digital community!

Social Media

We have an active presence on Instagram and Twitter. Please follow us, engage with our feeds and be part of our growing social community! If you are not a social media user don't worry - important school/child information will always be shared directly with you.

Newsletters

We produce 3 newsletters at the end of each half term. Read these and find out more about school life and news for the half term. For our latest newsletters please see here!

For any feedback or questions relating to our communications please contact:

communications@ursulinehigh.merton.sch.uk

School Equipment

See the following list of items children should bring to school daily.

Black or blue pens, pencils, eraser, sharpener, ruler, glue stick, coloured pencils, highlighters.

We will provide students with a mini whiteboard, rubber, board pen and green pen as well as their laptop and planner. Tip ex is not allowed in school.

School Lunches

School lunches are compulsory for Year 7. Lunch money should be credited to your daughter's account via ParentPay by **Friday 26th August** to ensure your daughter can buy food on the first day of term. Login details for ParentPay will be issued to parents / carers by post during the Summer holidays. *For more information on ParentPay and school lunches please see page 5.*

Ursuline Dress Code

The correct school uniform is to be worn at school and also when travelling to and from school. Students are expected to keep themselves, their uniform and belongings neat, clean and in good condition.

School Blazer Must be worn throughout the year by Year 7 -11 students.

Skirt/Trousers, Blouse and Jumper The school blouse must be worn throughout the year. No shortening of the skirt is allowed without the written permission of the Head of Year.

Coat and Jacket Black only, with sleeves – no logo, no denim, leather or fur.

Scarf Black or Navy only. Not to be worn in school.

T-Shirt A white plain round necked t-shirt may be worn under the school blouse – no roll necks allowed.

Shoes Plain black with a sensible heel (5cm maximum) – no platforms, sling backs, trainers, plimsolls or boots of any kind. **Ankle must be visible.**

Tights or Knee-length socks Plain black or navy tights with no patterns must be worn. Plain black or white knee-length socks may be worn in warm weather.

Jewellery One pair of earrings, either studs or small hoops may be worn. One necklace of a religious nature may be worn. No anklets, nose studs, tongue studs or any other body piercing. No tattoos. Inappropriate jewellery will be confiscated and a letter sent home to parents / carers to arrange collection.

Hair and Make Up A reasonable hair style must be worn. Any hair accessories must be blue or black. No make-up, nail varnish, false nails. No coloured contact lenses.

The School Bag Must be carried by Years 7 to 11. The correct school bag must be used in or out of school, when in uniform. No plastic bags, drawstring bags or handbags are allowed. These will be confiscated.

Labelling Uniform All uniform including PE Kit, other clothing, text books, exercise books, equipment and belongings must be clearly marked with the student's name.

Watch This is important to encourage independence and being punctual to school and lessons.

Any mobile phones or digital devices brought into school will need to be locked away in your daughter's locker at the start of the day before registration and picked up again at the end of school. Any device seen or heard in school, or to / from school will be confiscated and a letter sent home for the parent / carer to arrange collection. The school does not accept responsibility for loss of money or personal items. *Please see our Social Media Policy on page 5.*

School Outfitter

Trutex of Worcester Park 020 8337 6230
www.casualschoolwear.co.uk

Please be aware of your child's form, as this will be needed when ordering uniform.

Nearly New Uniform Sale

Ursuline Parents' Association run regular secondhand

ParentPay

ParentPay enables parents / carers to view items purchased by your daughter and to check balances. Students in receipt of Pupil Premium will have the relevant amount credited to their account each day.

Login details for ParentPay and details of how to use this system will be sent to you in during the Summer Holidays.

If parents / carers do not have access to the internet the school office will accept payment via cheque. Cheques must be in an envelope marked 'Catering' with the student's name and form. Cheques should be made payable to Ursuline High School.

If cash is your only option, you can request a PayPoint Barcode Letter through the school. Please request this before the end of the summer term to allow time for processing. PayPoint payments are also recorded by ParentPay and can be viewed in payment history of your ParentPay account. The nearest PayPoint stores are available on their website **www.paypoint.com**. (Please note it may take up to 48 hours to be credited).

School Lunches

Lunch 12.30 for Year 7

Lunch 12.40 - 1.15

School lunches are compulsory for all Year 7 students. The students sit together with their form group which gives them the opportunity to develop friendships and get to know each other.

Lunches include the hot meal of the day plus salads, sandwiches, baked potatoes, soup, dessert of the day, fruit and a variety of drinks. Students are responsible for clearing their own trays.

Your student will receive a school lunch card to make a payment for any food purchased. The canteen remains open after school on Friday and whether students stay behind to eat lunch at school is optional. Students receiving free school meals should collect their lunch on Fridays at 1.35pm from the canteen. | If students misplace their lunch card they must pay £3.50 in cash for a replacement from the laptop doctors office.

Parents / carers pay for lunches by using **ParentPay**, a secure online system, which allows you to credit money to your daughter's account using a credit or debit card.

****We are a health conscious school and on occasions students are asked to bring a packed lunch please note that fizzy drinks and sweets are not allowed.***

Pupil Premium

Pupil Premium / Disadvantaged

Tom Glavina Lead Practitioner Pupil Premium
tom.glavina@ursulinehigh.merton.sch.uk

The Pupil Premium is a government grant paid directly to school to help them support students from families with lower incomes, have received Free School Meals in the past or are receiving income various other benefits. This funding is very important to help ensure your daughter and all students are able to access a wide range of resources and activities. This can include school trips, music lessons, revision resources and your daughter may be given Free School Meals.

To check if you are eligible, when completing your online form, you will be able to access the link to the Pupil Premium section on the Merton website. You do not have to be a Merton resident to apply, and we particularly encourage you to apply if you have recently experienced a change of circumstances due to the COVID pandemic.

Learning Support

Victoria Jefferies SENDCO

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

Malgosia Lasocka EAL Co-ordinator

020 3908 3196

malgosia.lasocka@ursulinehigh.merton.sch.uk

The school asks all parents / carers of new students to fill in the enclosed **Student Data Form**.

This information is used to help the school provide appropriate support and help to all students. This information is important for *Special Educational Needs (SEND)* and for students with English as an *Additional Language (EAL)*. It is used to ensure the correct provision is made available for your daughter.

If you would like this information translated into your language, please contact the EAL Co-ordinator.

Photographic Consent

Emma Smedley Marketing & Communications Officer

020 3908 3180

emma.smedley@ursulinehigh.merton.sch.uk

At Ursuline High School we take consent and safety very seriously and this includes the use of images of students. Our latest policy means we ask you to complete a **Photograph Consent section** (available on Applicaa) giving or declining permission for the taking and use of group photographs of student trips, activities and events featuring your child. Should you wish to withdraw your consent at any point you must complete a new **Photograph Consent Form** available here: www.ursulinehigh.merton.sch.uk/parents/safeguarding-your-child/gdpr-photographic-consent/ and email it to the Marketing & Communications Officer.

Individual student portrait photographs are taken for the organisation and security of Ursuline High School (internal use only).

We have a duty of care towards students and to reducing the risk of inappropriate contact.

The school has CCTV cameras in operation for the security of students, staff and equipment. The images may be used for investigative purposes and may, on occasion, be given to the police force.

Social Media Policy

Year 7 students are prohibited from using any form of social media in accordance with the Ursuline school policy and in addition to legal age restrictions.

All students must place their mobile phones in their lockers as soon as they arrive to school.

We thank you for your support with managing their online safety.



Key Contact Information

Ursuline High School

Crescent Road

Wimbledon

London SW20 8HA

Telephone: 020 8255 2688

Website: www.ursulinehigh.merton.sch.uk

Salvina Barcellona Admissions Officer

020 3908 3167

salvina.barcellona@ursulinehigh.merton.sch.uk

Georgina Pinto Head of Year 7

020 3908 3102

georgina.pinto@ursulinehigh.merton.sch.uk

Sarah McCourt Pastoral Support Assistant

020 3908 3101

sarah.mccourt@ursulinehigh.merton.sch.uk

Victoria Jefferies SENDCO

020 3908 3132

victoria.jefferies@ursulinehigh.merton.sch.uk

Tom Glavina Lead Practitioner Pupil Premium

020 3908 3194

tom.glavina@ursulinehigh.merton.sch.uk

Kerry Connor Assistant Headteacher

020 3908 3158

kerry.connor@ursulinehigh.merton.sch.uk

Malgosia Lasocka EAL Co-ordinator

020 3908 3196

malgosia.lasocka@ursulinehigh.merton.sch.uk

Alison Silke Finance Manager

Jivya Sudra / Caijie Zang Finance Administrators

020 3908 3133

donations@ursulinehigh.merton.sch.uk

Bernadette Young Student Services

Attendance and Pupil Premium Forms

020 3908 3144

bernadette.young@ursulinehigh.merton.sch.uk

Governors' Development Fund & Financial Assistance

Caijie Zang / Jivya Sudra

(Governors' Development Fund)

Finance Administrators

020 3908 3133

donations@ursulinehigh.merton.sch.uk

Alison Silke (Financial Assistance)

Business Manager

020 3908 3136

alison.silke@ursulinehigh.merton.sch.uk

The *Governors' Development Fund* exists to raise funds which are in addition to the government funding of the school. We ask all parents / carers to make a monthly donation of **£30 per student** for the duration of their education at Ursuline High School.

Ursuline High School offers much more than many other schools which is only made possible by this fund. Voluntary Aided Schools such as Ursuline High School are still required to contribute 10% of all capital expenditure which gives church schools a small degree of independence within the state sector. This 10% comes from the *Governors' Development Fund*. In choosing a Catholic Voluntary Aided School for their daughter, parents / carers need to consider their part in raising the 10% cost to the Catholic Community.

Some of the recent projects supported by the *Governors' Development Fund* include **the improved I.T. provision within school; complete refurbishment of the canteen and dining hall, upgrade of the wi-fi system, a window replacement programme; refurbishment of the Chapel; refurbishment of the main School Hall, St Angela's Arts Centre and Old Gym and providing additional eatery facilities for students and a new minibus. Your donations will also help with the running of Morley Park playing fields.**

These projects would not be possible without the generosity of so many parents / carers. The school is immensely grateful to all those parents / carers and former students who make generous donations which allow the school to provide additional benefits to the students.

In addition to school improvements, the school offers the use of a tablet throughout your daughters education at the Ursuline. This includes software, insurance cover and warranty. Support is provided by the *Laptop Doctor and Surgery* which is situated in school. If a problem occurs a temporary replacement can be offered. The tablets are used in school during lessons and at home for homework, as part of anywhere, anytime learning. In Year 7 there is a thorough introduction which covers tablet use and safe internet use.

We live in a constantly changing digital world where technology advances at a rapid rate. In order to operate within our society we all need to be equipped with up to date information and communications technology skills. The 21st Century student needs to be comfortable with each new development.

Evidence links the use of technology to improvements in learning and outcomes for students. Schools with a well-developed vision for learning, which lead and manage their use of technology in support of this are more likely to reap benefits. Research confirms students benefit greatly from having home access to technology which has a positive impact on a student's education. Consistent access to technology often motivates them to create work, which leads to increased self esteem and the ability to explore subjects that interest them in their own time. It helps students to develop skills in research, communications, creative writing and revision.

Donations

We ask all parents / carers to make a monthly donation of **£30 per student**. Some families can afford more, some less, but we ask every family to make a donation.

The school supports families who are unable to afford the full donation. If this is the case please arrange a meeting with **Alison Silke** to discuss financial assistance.

Monthly donations will be collected by **Direct Debit**. A Direct Debit mandate is included in this pack for your completion.

An annual payment of **£360** can be made if preferred.

If you are a UK taxpayer, please complete the **Gift Aid Declaration** section. This allows us to claim back the tax you have already paid, from the Inland Revenue. For every pound you donate, the school receives an additional 25 pence, at no extra cost to you.

Please complete the enclosed **Governors' Development Fund** form.

We ask parents / carers to make the first donation on the date of their daughter's interview. Further donations will be collected by Direct Debit from **September** onwards.

Health and Well-being

Who should I contact regarding well-being concerns?

Michelle Alexander Assistant Headteacher

020 3908 3139

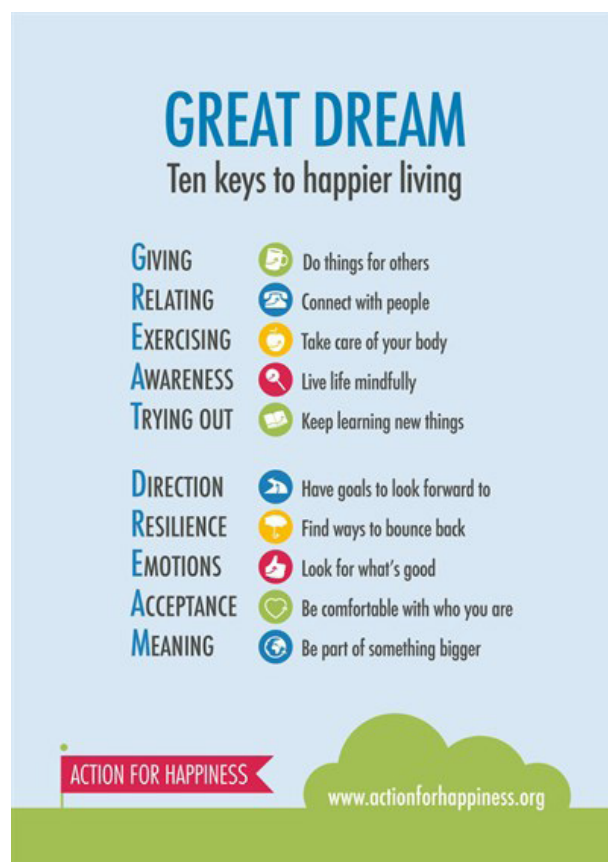
michelle.alexander@ursulinehigh.merton.sch.uk

A Supportive Environment

When your daughter starts at the Ursuline she will have a team that you can access to support with any worries or anxieties she may have about school or outside of school. Our pastoral team starts with the tutor that she sees daily and the pastoral support assistant that works alongside the Head of Year to give guidance and can help find out the right support for your from organisation to friendship concerns. Beyond that our focus on health and wellbeing is at the forefront of our curriculum and PSHEC with the tutor is an excellent way to express and develop your knowledge on physical and mental wellbeing as well as how to have successful relationships.

Knowledgeable and Caring Staff

Our extensive support offer enables students to be happy students that can focus on their studies and we have many people that can help on this journey. One of the support mechanisms is the mentoring programme that older students at school can help you to settle and transition into becoming an Ursuline. We also have an range of services that you can make self referrals to such as a school counsellor, a wellbeing coordinator that can talk to if she is feeling like she needs a better routine or are spending too much time on social media, we have a school nurse, a mental health nurse, and educational welfare practitioners that can offer sessions on sleep therapy or offer support with anxiety.



We Offer Parental Support Too!

We also understand that Parents need support and offer various workshops and resources through the year on key topics such as emotional wellbeing and behaviour support and often we have lead psychologists or social workers leading on this to ensure parents are signposted to the relevant support in or out of school.

Medical Needs / Food Allergies

Lorena Soto Student Services

020 3908 3121

lorena.soto@ursulinehigh.merton.sch.uk

For all your daughters medical needs and information on allergies please contact Ms Lorena Soto who will support you with any information you need and to ensure your daughters needs are met in school. Ms Soto will also work with the head of catering to ensure that any allergy requirements are met.

Online Safety

Michelle Alexander Assistant Headteacher

020 3908 3139

michelle.alexander@ursulinehigh.merton.sch.uk

At Ursuline High School, we provide guidance and train our students to use the internet safely. As part of the ICT curriculum, students in Year 7 are taught how to understand the power of the internet and the rapidly expanding world of digital communications. Every October, all year groups have a dedicated **ICT Safety Week** where we deliver key elements of knowledge and practical tips to students to ensure they use the internet safely. The content of the ICT Safety Week is reviewed yearly, in light of the development in new technologies.

We insist that our students and parents agree to our **Use of the Internet Policy**, which can be found in Student Planners and is included in our agreement of expectations. The school uses 24hr online monitoring software that reports any suspected safeguarding issues to the school and so we ask students and parents to commit to using school hardware appropriately. *Please see our social media policy on page 5.*

Frequently Asked Questions

Who should I contact in the Finance Department regarding tablet queries?

Jivya Sudra 020 3908 3163

jivya.sudra@ursulinehigh.merton.sch.uk

Caijie Zang 020 3908 3133

caijie.zang@ursulinehigh.merton.sch.uk

Alison Silke 020 3908 3136

alison.silke@ursulinehigh.merton.sch.uk

LAPTOP QUERIES

My daughter has her own device, can she use that?

The school rule is that only Ursuline devices may be used on the premises. Laptops need to be specifically set up by our technicians in order to connect to the school network.

Am I buying the laptop?

No, you are committing to making a donation towards the IT Infrastructure and a wide variety of other projects within the school.

What happens if my daughter leaves the school?

If for any reason your daughter leaves the school you must speak to staff in the school Finance Department. We can then make arrangements with you for the return of the laptop.

What happens if my daughter loses or accidentally damages her laptop?

Insurance cover is provided as part of the scheme to cover theft and accidental damage of laptops. Students are expected to take reasonable care of their laptops, therefore repeated accidental damage claims may not be covered by insurance. You will be required to complete an insurance claim advising how the damage occurred. In cases of theft, you will be required to notify the police and provide us with a crime number.

Insurers will not cover a laptop that may have been stolen because it has been left unattended or on a bus / train.

The school uses online monitoring software that reports any suspected safeguarding issues to the school, (regardless if the device is at school or at home). You can be safe in the knowledge that the device we provide for your daughter is as safe as it possibly can be.

What happens if my daughter's laptop needs repairing?

If your daughter experiences any technical problems with her tablet she should take it to the Laptop Doctor who will investigate and endeavour to repair it for her. Repairs are usually carried out on site although it may be necessary to send the device to the manufacturer for repair.

DONATIONS QUERIES

Why do I need to make a donation?

Voluntary Aided Schools such as Ursuline High School are required to contribute 10% of all capital expenditure. In choosing a Catholic Voluntary Aided School for their daughter, parents / carers need to consider their part in raising the 10% cost to the Catholic Community. Ursuline High School is immensely grateful for the generous donations which allow this school many extra benefits for the girls.

Why do I need to pay by Direct Debit?

We have been administering the donation scheme for many years and experience has shown Direct Debit to be the most convenient way for parents / carers to make donations. This collection method also allows us to maintain our records in order to maintain the Gift Aid.

What happens if I miss a donation?

Finance Staff will contact you to let you know your donation has not been received and will make arrangements with you to rectify the situation so that you do not fall into arrears. If you are having difficulties making regular donations, please speak with the school's Finance Office in the first instance. If we are unable to contact you, your daughter's access to the school network may be affected until the situation is rectified.

Privacy notice for parents / carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, *Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA*, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Suspension and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Destinations
- Primary School records

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school as instructed by the Government to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

A copy of our record retention schedule policy can be obtained from Mrs Torch at enquiries@ursulinehigh.merton.sch.uk

Data sharing

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

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

- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education to meet our legal obligations
- The pupil's family and representatives to support pupil progress, pastoral care and well-being
- Examining bodies to meet our legal obligations
- Our regulator – Ofsted to meet our legal obligations
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Central and local government to meet our legal obligations
- Our auditors to meet our legal obligation

Data sharing cont.

- Our auditors to meet our legal obligations
- Survey and research organisations to support learning and pastoral work
- Health authorities to support well-being of pupils
- Security organisations to support pupil well-being and safeguarding
- Health and social welfare organisations to support pupil safeguarding
- Professional advisers and consultants to support pupils progress and well-being
- Charities and voluntary organisations to support pupils learning
- Police forces, courts, tribunals to support pupils well-being and legal obligations
- Professional bodies to support pupil progress and well-being

National Pupil Database

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

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or well-being 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 pupils reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Merton, 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, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the London Borough of Merton.

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 12), or where the child has provided consent.

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

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

Parents / carers also have a legal right to access to their child's educational record. To request access, please contact **Lydia Torch**, Headteacher's PA at enquiries@ursulinehigh.merton.sch.uk

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 our **Data Protection Officer**:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

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**:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

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: *Customer Contact, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF*

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Didier Adam Deputy Headteacher

enquiries@ursulinehigh.merton.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use

data in this school.

Local Authority

London Borough of Merton Data Protection Officer

The Data Protection Officer
Merton Civic Centre
London Road
Morden
SM4 5DX

Website: www.merton.gov.uk/legal/privacy-and-cookies/councillors

Email: data.protection@merton.gov.uk

Department for Education

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.gov.uk/government/organisations/department-for-education

Telephone: 0370 000 2288

Your Opinion Matters!

If you have any feedback regarding your child's transition to The Ursuline High School (the process and/or materials) please email;

communications@ursulinehigh.merton.sch.uk



URSULINE HIGH SCHOOL Wimbledon

Crescent Road Wimbledon London SW20 8HA Telephone 020 8255 2688 Web www.ursulinehigh.merton.sch.uk



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