



Welcome to Ursuline High School



Welcome to the Ursuline High School.
We look forward to meeting and getting to know you during this transition period. You will find staff pleased to help and to answer any questions you may have.

Julia Waters

Julia Waters Headteacher BSc (Hons) MA

Transition Pack Information for Students and Parents:

Transitions Information Letter

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Please see the links below for our online forms to be submitted

[Information about your daughter](#)

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Dear Future Students,

Welcome to the Ursuline family! We are delighted that you will be joining the Ursuline community and are very excited to meet all of you as you begin what will be one of the biggest, but most exciting, steps in your school career. In our sixth year here, we can reassure you that you have an amazing journey ahead of you, with so many opportunities to come – from meeting lifelong friends, to visiting new places, to being supported by so many teachers. They work incredibly hard to ensure you feel supported and challenged in all of your lessons, encouraging you to stretch yourself and develop your learning.

Italy, France, New York and China are only a few of the amazing places we have been able to visit during our six years at the Ursuline. The opportunity to take part in a Texas student exchange helped us to embrace practices in different countries as well as making a wealth of friends of whom we are still in contact with today!

Back in the UK, PGL is an opportunity to push your boundaries as well as befriend many of your new classmates. With the help of the school, these friendships will only get stronger as you live out Serviam throughout your time here. We hope you make the most of it!

Your journey at the Ursuline is about to begin! Get ready to dive into a plethora of new opportunities, discover hidden talents and find your passion. The Ursuline High School is continuously praised for its wide range of extra-curricular activities including debating clubs and competitions for those of you eager to have your voices heard, or if you're interested in being on the West End then perhaps Drama, Choir and Orchestra are more to your liking. Be a leader and take charge while you take on and conquer roles such as; Student Council, Chaplaincy, and Mental Health Ambassadors. As you can see there are so many exciting opportunities to get involved, and the fun never stops!

Your time at the Ursuline is guaranteed to be an unforgettable one; a time of growth, independence and strength. Seize every opportunity and make the most of it. We look forward to welcoming each and every one of you as you embark on a new adventure!

If you have any questions or concerns, we would love to help you with them, so please contact us using the email: headgirls@uhsw.com

With best wishes,

The Head Girl Team



Ohemaa Asare
(Joint Head Girl)



Ellen Laker
(Joint Head Girl)



Leann Pacheco
(Deputy Head Girl)

Crescent Road
Wimbledon
London SW20 8HA

Tel: 020 8255 2688
Fax: 020 8255 2687
Visitors' Entrance: The Downs

Website: www.ursulinehigh.merton.sch.uk
Email: enquiries@ursulinehigh.merton.sch.uk
Twitter: @UrsulineHighSch



TRUTEX OF WORCESTER PARK

140 Central Road, Worcester Park, Surrey KT4 8HH

Tel: 0208 337 6230 Fax: 0208 335 3802

Email: worcesterpark@trutex.com

Web: www.casualschoolwear.co.uk

Proprietors: Paul and Lynn Wheeler

Open: Monday – Saturday 9.30 - 5.30

April 2020

Dear Parent/Carer

Congratulations on being offered a place for your child at Ursuline High School.

We are pleased to introduce ourselves as your school uniform stockists. We are situated in Worcester Park high street approximately 15 minutes from the school, and three stops on the train from Wimbledon main line station.

We are open 6 days a week Monday - Saturday from 9.30am to 5.30pm. We will also be open during August including Bank Holiday Monday from 11am to 3pm. As we get very busy in August, we ask that all customers arrive by 5pm as we close the doors at this time if we have a queue.

To help parents to purchase their uniform for their child we will be at **Ursuline High School** on **WEDNESDAY 1st JULY 3.30 - 6.00pm**. This will allow you to avoid the last minute rush.

Further options for ordering your daughter's uniform are:

- Through our website: www.casualschoolwear.co.uk
- Order by telephone.

Delivery options are as follows:

- **Free weekly delivery to the school on a Friday**
- Click and collect from the shop
- Mail order to your home or work (postage payable)

SPECIAL PURCHASE: Buy the complete uniform and receive the jumper free of charge **saving between £20-£30**

Yours faithfully

Lynn Wheeler

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URSULINE GIRLS SCHOOL UNIFORM LIST

1. Royal Blazer with Badge £44 - £50
2. Long/Short Sleeved Blouse Navy Stripe £22 - £35
- ***Royal Jumper with Badge – Free in Package deal**..... £20 - £29
3. Royal Kilt..... £22 - £38
4. Black Regulation Rucksack with Logo £35
- ***White Science Overall (Free To New Year Seven Students)** £15

PE KIT

5. Navy / White Polo Top with House Colour Logo £15 - £23
6. Navy / White Skort £22
7. Navy Regulation Trousers..... £20
8. Navy / White Hooded Top with Logo £25 - £30
9. Long Navy / White Socks £6.50

PACKAGE DEAL

Buy Items 1 – 9 and

Receive the Royal Jumper with Badge Free Of Charge

ANGELA	RED
BERNADETTE	PURPLE
CATHERINE	GREEN
FRANCIS	ORANGE
MARGARET	PINK
TERESA	YELLOW
URSULA	BLUE



Ursuline Parents' Association

March 2020

Dear Parents/Carers

On behalf of the Ursuline Parents' Association (UPA), we would like to extend a warm welcome to you and your daughters.

The UPA's main objective is to raise money for the school through a variety of events throughout the school year to buy much needed equipment and resources for our girls. Unlike primary school PTAs, we do not have the same level of parent engagement so we have an extremely small group of parents (who all work) with a very large school to help. Anything you can do, or offer us, is hugely valued; whether it is your attendance at our events or, if you are able and willing, your support with the running a small number of events or by donating much needed prizes to help us raise money. Please contact us to volunteer or donate by emailing us at: UPA@ursulinehigh.merton.sch.uk.

The details of all our events are always on the UPA website located on the school's home page and we also communicate to you directly via the school's email and payment system, Parent Pay, so please do register as soon as you can to avoid missing out on important communications.

To give you a head-start, here are some key events:

- In September, we will host a Cheese & Wine evening for Year 7 parents to come and meet each other in a relaxed environment.
- In late September, we have a Movie Night for the younger members of our school (6.30pm-9:30pm) which is a great opportunity for them to meet, bond and make friends with other students.
- In October/November, we have our Parents' and Teachers' Quiz Night which is very popular.

We also have another event in spring and will keep you updated about all the events by sending you emails closer to the time. Watch out for our nearly new uniform sales (on the website under Parents/UPA) where you can buy second hand uniform at very reasonable prices.

In the last few years, our efforts have made it possible for the school to purchase a mini bus, a new sound system, curtains, desks some books and outdoor tables/benches for the school and, more recently, provided funds to enable the school to build a new website. And there is still so much more we can do!

Please do consider helping us.

Thank you in anticipation of your support.

Best regards

Joanne Davies and Jacqueline Potts
Joint Chairs

For and on behalf of the UPA
upa@ursulinehigh.merton.sch.uk

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, 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 and only natural hair colours. 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.

Marking 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 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.

School Outfitter

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

Nearly New Uniform Sale

Ursuline Parents' Association run regular secondhand Uniform Sales at the school.

See Calendar or school website for details

School Lunches & ParentPay

Breakfast 7.30 - 8.15 Lunch 12.30 for Year 7
Lunch 12.40 - 1.15

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.

The school canteen has a cashless system for payment. The system works using biometric readers which capture fingerprint data from your daughter. We do not store a copy of your daughter's fingerprint, but the encrypted data obtained from the fingerprint. The encrypted data is linked to the cashless system which enables your daughter to purchase items from the canteen. Once your daughter ceases to use the biometric recognitions system, her biometric information will be securely deleted by Ursuline High School. Please complete **Biometric Data Consent Form**

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.

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).

Pupil Premium / Disadvantaged

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

We ask every parent / carer to complete the Pupil Premium Form in this pack to ensure that everyone is considered. The forms are then submitted to Merton and for every student who is confirmed as eligible the school receives some additional funding. 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 a wealth of other opportunities. In addition, your daughter may be given Free School Meals.

The Pupil Premium scheme aims to enhance students' learning and to assist financially. Even if your child is not eligible for the scheme right now, circumstances may change during the period of their schooling. Please help the school to maximise its funding by completing the Pupil Premium form in this pack and returning it to **Ms Bernadette Young** on your daughter's interview day.

Learning Support

Jennifer Delhoum SENDCO

020 3908 3132

jennifer.delhoum@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. **Please complete the Special Educational Needs section of The New Year 7 Intake Questionnaire.**

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 Form* (included in this pack) 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* and hand in to the school office for the attention of 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.

Online Safety

Owen Nichols Assistant Headteacher

020 3908 3194

owen.nichols@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.

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

Jennifer Delhoum SENDCO

020 3908 3132

jennifer.delhoum@ursulinehigh.merton.sch.uk

Tom Glavina Lead Practitioner Pupil Premium

020 3908 3194

tom.glavina@ursulinehigh.merton.sch.uk

Victoria Jefferies Head of Year 7

020 3908 3185

victoria.jefferies@ursulinehigh.merton.sch.uk

Malgosia Lasocka EAL Co-ordinator

020 3908 3196

malgosia.lasocka@ursulinehigh.merton.sch.uk

Sarah McCourt Pastoral Support Assistant

020 3908 3182

sarah.mccourt@ursulinehigh.merton.sch.uk

Alison Silke Finance Manager

020 3908 3136

alison.silke@ursulinehigh.merton.sch.uk

Jivya Sudra / Jessica Scheiner

Finance

Administrators

020 3908 3163

jivya.sudra@ursulinehigh.merton.sch.uk

jessica.scheiner@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

Jivya Sudra

Finance Administrator
020 3908 3163

jivya.sudra@ursulinehigh.merton.sch.uk
sch.uk

Jessica Scheiner

Finance Administrator
020 3908 3163

jessica.scheiner@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 **Owen Nichols** 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 20 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.

Please return all forms on Student Interview Day.

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

Jessica Scheiner 020 3908 3163

jessica.scheiner@ursulinehigh.merton.sch.uk

DONATIONS QUERIES

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

The school rule is that only tablets leased by Ursuline High School may be used on the premises. Tablets need to be specifically set up by our technicians in order to connect to the school network. By using our leased machines it minimises licencing and virus issues.

Am I buying the tablet?

No, you are committing to making a donation towards the IT Infrastructure and a wide variety of other projects within the school. All tablets are leased by Ursuline High School from a leasing company and loaned to students. The equipment is owned by the leasing company until the lease period expires.

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 tablet.

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

Insurance cover is provided as part of the scheme to cover theft and accidental damage of tablets. Students are expected to take reasonable care of their tablets, 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 tablet 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 tablet 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.

What happens if I cannot afford to donate?

We understand that some families will not have the financial means to donate, particularly in the current economic context. We would be grateful if you could let us know if donating a smaller amount is possible. If you cannot afford to do so at present, you may wish to contact the school at a later date if your circumstances change in the future.

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 Head

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
- 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

Privacy Notices For Parents/Carers

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 pupils' 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 Head

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 Head

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 Head

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 Head

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: <https://www.merton.gov.uk/legal/privacy-and-cookies>

Email: data.protection@merton.gov.uk

Department for Education

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

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

Telephone: 0370 000 2288

Forms For Your Reference

(You will be providing this information via our online forms link found on the contents page, the following pages are for reference only)



URSULINE HIGH SCHOOL AGREEMENT OF EXPECTATIONS

STUDENT NAME _____

Each member of our school community has certain responsibilities and rights which must be agreed.

The Ursuline High School agrees to give your daughter

- ✓ A sound knowledge of Roman Catholic teaching and good knowledge and understanding of Serviam as modelled through the counsels of St Angela Merici.
- ✓ Opportunities to deepen faith through participation in prayer, worship, reflection and retreats.
- ✓ Lessons that are challenging and engaging.
- ✓ An education based on high expectations in respect of progress, attainment and behaviour for learning.
- ✓ Regular and challenging homework using the homework timetable.
- ✓ Regular on-going verbal and written dialogue about her progress.
- ✓ Praise and reward where appropriate.
- ✓ A secure, safe and well-disciplined learning environment, by monitoring the use of social media on her school device to keep her safe both inside and outside of school.
- ✓ An awareness of her responsibilities and rights within school.
- ✓ Opportunities to make the most of her talents and to develop resilience, independence and leadership.
- ✓ Academic and emotional support.

Signature of Headteacher:

Julia Waters

Signature of Interviewer: _____



As a Student at The Ursuline High School I agree to

- ✓ Do my best in developing my skills and talents.
- ✓ Use my skills and talents in service of others and the school and the wider community in the spirit of Serviam.
- ✓ Take part in prayer and worship in a spirit of openness and respect.
- ✓ Attend school every day.
- ✓ Be punctual every day.
- ✓ Comply with the Ursuline dress code.
- ✓ Take care of personal belongings and school property.
- ✓ Work to the best of my ability.
- ✓ Respect all teachers, adults and other students in the school community.
- ✓ Maintain good standards of behaviour in school, on the way to and from school and outside of school.
- ✓ Take pride in my school.
- ✓ Abide by the discipline policy of the school.
- ✓ Be responsible for my actions and my education.
- ✓ Follow school's ICT and **Social Media** policies (see back page for more detail).
- ✓ Travel directly to and from school in friendship groups of no more than 4.
- ✓ Take part in extra-curricular activities/clubs after school and record this in my Serviam Passport.
- ✓ Be kind and sensitive towards the feelings of others.
- ✓ Come to school prepared for learning with full equipment, including planner, laptop, books, mini whiteboard and green pen.
- ✓ I agree to the school giving me a random drug test if the school has ground to believe I may be under the influence of drugs.

Signature of Student: _____

Print Name: _____



As Parents/Carers I/We agree to

- ✓ Encourage and support my/our daughter's faith journey.
- ✓ Support the Roman Catholic ethos of the school 'Serviam.'
- ✓ To encourage my/our daughter to participate in opportunities for prayer, worship and reflection, retreats, clubs after school.
- ✓ Ensure excellent attendance and punctuality and to inform the school promptly about any reason for absence.
- ✓ Oversee and ensure homework is completed; by signing and monitoring of school planner.
- ✓ Monitor my/our daughter's progress and support her learning at home.
- ✓ Attend the parent evening and academic review days of my/our daughter and any special appointments if requested.
- ✓ Keep my/our daughter in the correct uniform.
- ✓ Ensure that school property is looked after and replaced if lost or damaged.
- ✓ Support the discipline policy of the school.
- ✓ Give support to the school by attending school events.
- ✓ Help my/our daughter develop an awareness of her responsibilities and rights.
- ✓ Work with the school and listen to the school before making judgements and reaching decisions.
- ✓ Help keep my daughter safe online and follow school's ICT and Social Media policies (see back page for more detail).
- ✓ I/We agree to the school giving a random drug test to my daughter should the school has ground to believe she may be under the influence of drugs.

Signature of Parent/Carer _____

Print Name _____



Parental online safety agreement

Internet and ICT: As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter* access to:

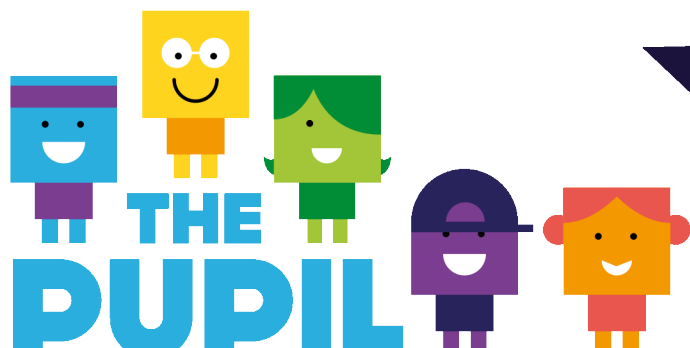
- the Internet at school
 - the school's chosen email system
 - the school's online managed learning environment
 - ICT facilities and equipment at the school.
- ✓ I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.
- ✓ I will not take and then share online, photographs or videos of other children (or staff) at school events without permission.
- ✓ **Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this. I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- ✓ I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.
- ✓ I understand it is my responsibility as parent/carer to check my daughter's social media usage is age-appropriate*.
- ✓ I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and outside of school and if there are concerns about my child's online safety or online behaviour they will contact me.
- ✓ I understand that students should be free from ICT screens/mobile phones for an hour before bedtime.
- ✓ I will not post libellous or defamatory comments on social media sites that could cause harm or distress to the school, staff, other parents or students in the school or outside of school.
- ✓ I understand that should we not adhere to the school's policy on "*The use of social networking and media sites*", access to the school provided resources may be restricted.

*Most social media apps/websites stipulate users must be 13 or over and have the permission of a parent/carer. This includes: **Image/Video sharing** - Facebook, Youtube, **Live streaming, image sharing** - Periscope, YouNow, Musical.ly, Instagram, **Instant messaging/video chat** - Kik, Snapchat, ooVoo, omegle, Yubo/Yellow. Whatsapp requires users to be 16 or over. (For more information, please refer to CEOP's advice and guidance <https://www.thinkuknow.co.uk/>)

Signature of Parent/Carer _____

Print Name _____

Date: ____ / ____ / ____



THE PUPIL PREMIUM

GOOD THINGS FOR YOUR CHILD & SCHOOL

All the info you need to know...

The pupil premium is a Government scheme that provides funding of up to £1,320 per eligible pupil.

The school can use this money to support your child, eg: providing new equipment or possibly additional teaching staff.

Q: How can I apply?

Simply complete the details on the back of this form and return it to your school. Please provide details of anyone with parental responsibility for your child – whilst you may not qualify, they could.

Q: Why should I apply?

The main reason – you will be helping the school (and therefore your child) as the school will then be able to claim pupil premium funding from the Government. This is worth up to £1,320 per eligible pupil!

It'll only take five minutes to complete the form – why not do it now?

Also, you've probably heard that children in Key Stage 1 (Reception, Year 1 and Year 2) can now receive school meals free of charge. If your child is in Year 3 or above (and you meet the pupil premium criteria), the school will be able to provide them with school meals free of charge. This can help save you hundreds of pounds a year and is a service the school will be happy to provide for you.

Q: My child receives free school meals as they're currently in Key Stage 1. Do I still need to complete this form?

Yes! In order for the school to receive pupil premium funding we need you to complete this form so we can confirm you qualify. Even if your child is already receiving free meals in Reception, Year 1 or Year 2, please complete this form – it'll help both your child and their school.

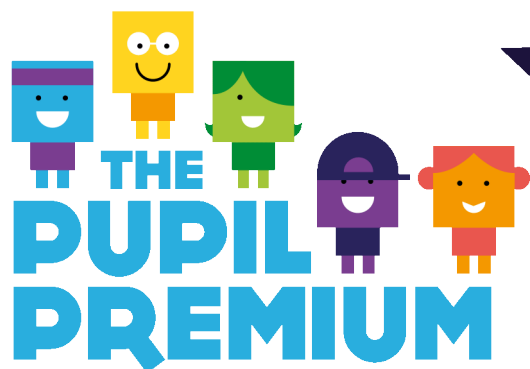


THE PUPIL PREMIUM WHAT IT OFFERS...

- 1 Funding to the school** to support your child
- 2 A saving of hundreds of pounds to you** in the cost of school dinners
- 3 Healthy, nutritious food** (which can link to doing well!) provided free of charge

Turn over to get started on the application form





APPLICATION FORM

Here's the form to fill in...



1 Details of children

Child name	Date of birth	School

2 Details of parents

Parent name	Date of birth	National Insurance no.	Relationship to child

3 School meals

If confirmed as eligible for the pupil premium, please indicate whether you wish your child to also receive **school meals free of charge**:

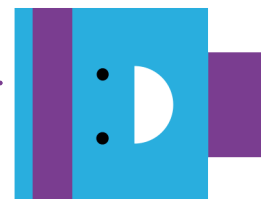
- Yes, I wish my child(ren) to receive school meals.
- No, I do not wish my child(ren) to receive school meals.

Please include the details of anyone who has parental responsibility (eg: birth parents and step parents)

4 Declaration

- I agree that the **details provided above are accurate**.
- I agree to allow Merton to **hold these details and complete checks** to confirm eligibility status while the child(ren) named attend schools in Merton.
- I accept that Merton will **check eligibility via the DfE checking service** and that **I will be contacted** if there is any change to my eligibility status.
- **I have read the Privacy Notice**
<https://www.merton.gov.uk/legal/privacy-and-cookies>
 and understand how my information may be used.

Please return the completed form to the school



Signed:	Date:
Print name:	

March 2020

Dear Parent/Carer

In addition to normal class music lessons it is possible for your daughter to receive additional instrumental/vocal tuition at The Ursuline.

The following additional tuition is available:

- Brass – **Trumpet***, **French Horn***, **Trombone ***, Euphonium, **Tuba ***
- Strings - Violin, Viola, **Cello ***, **Double Bass ***
- Woodwind - Flute, Clarinet, Oboe, **Bassoon ***, Saxophone
- Drum kit
- Piano
- Guitar (acoustic and electric)
- Voice

The lessons take place during the school day and are rotated so the same class is not missed each week. The tuition is individual and you can choose either a 20 or 30 minute lesson. Please indicate length of lesson on the attached form. There are 10 lessons spread over each term and the current cost of the lessons is as follows:

Singing / Violin / Drumkit / Piano

£117.00 per term for a 20 minute lesson or £175.00 per term for a 30 minute lesson.

All Other Instruments

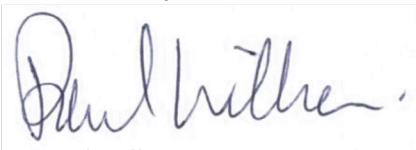
£150.00 per term for a 20 minute lesson or £194.00 per term for a 30 minute lesson. (Please note as these lessons are run by Merton Music Foundation, the prices above are subject to change).

This tuition is given by private tutors and some tutors from the Merton Music Foundation. In cases of financial hardship it is possible to apply for a concession through Merton Music Foundation for MMF lessons (i.e. **not** for singing, violin, piano or drum lessons).

We are particularly keen to encourage students to start learning the instruments in bold and asterisked above. Should your daughter wish to learn one of these we may be able to lend her an instrument free of charge for the first year of tuition (you will need to ensure it is insured).

If you would like more information please do not hesitate to contact me.

Yours sincerely



Mr Paul Williams
Director of Music and Performance

Crescent Road
Wimbledon
London SW20 8HA

Tel: 020 8255 2688
Fax: 020 8255 2687
Visitors' Entrance: The Downs

Website: www.ursulinehigh.merton.sch.uk
Email: enquiries@ursulinehigh.merton.sch.uk
Twitter: @UrsulineHighSch





ADDITIONAL MUSIC LESSONS 2020 - 2021

Name of Student

.....

My daughter is interested in having..... lessons

She will have a 20 / 30 (PLEASE DELETE) minute lesson.

Address:

.....
.....
.....
.....
.....

Telephone Number:

.....

Email:

.....

Signed (Parent/Carer)

Date.....





Re: GDPR Update: Photographic Consent

Dear Parent/Carer,

Following the changes in GDPR guidelines we now need to ask written permission for the taking and publishing of photographs of or featuring your daughter engaging in school life activities such as trips/visits and school events. We therefore ask you to please complete the following and for your daughter to return the reply slip to student reception for the attention of Ms Smedley ASAP.

Yours Faithfully,

Julia Waters
Headteacher

GDPR Update: Photographic Consent Reply Slip

*(May we remind you **we will never publish your daughter's full name alongside her image**).*

Name of Child (IN CAPITALS): Year Group / Form:

Please circle your answer

1. May we use your daughter's photograph in the school prospectus and other printed publications that we produce for promotional and marketing purposes? **Yes/No**
2. May we use your daughter's image on our website? **Yes/No**
3. May we use, if selected your daughter's work on our website? **Yes/No**
4. May we use your daughter's first name on our website and promotional materials? **Yes/No**
5. May we use your daughter's image on social media platforms (such as Twitter?) **Yes/No**
6. May we use, if selected your daughter's work on our Twitter page? **Yes/No**
7. May we record your daughter's image on video or webcam? **Yes/No**
8. Do you consent to your daughter's image being published with a press photograph? **Yes/No**
9. Do you consent to your daughter's image to be used within school for display purposes?
Yes/No

Please note: Our photography intent and the conditions of school use of these photographs are on the back of this form. I have read and understood the conditions of use on the back of this form.

Signature: (Parent/Carer)

Date:

Parent / Carer Name:

Crescent Road
Wimbledon
London SW20 8HA

Tel: 020 8255 2688
Fax: 020 8255 2687
Visitors' Entrance: The Downs

Website: www.ursulinehigh.merton.sch.uk
Email: enquiries@ursulinehigh.merton.sch.uk
Twitter: @UrsulineHighSch



Photographic Intent

- We may use these images as part of our school displays and sometimes in our school's prospectus or in other printed publications that we produce. We will also use them on our school website and Twitter account. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.
- If we use photographs of individual students, we will not use the name of that child in the accompanying text or photo caption. If we name a student in the text, we will not use a photograph of that student to accompany the article. If a student has won an award and the parent would like the name of their daughter to accompany their picture we will obtain permission from the parent before using the image.
- From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes.

Conditions of School Use

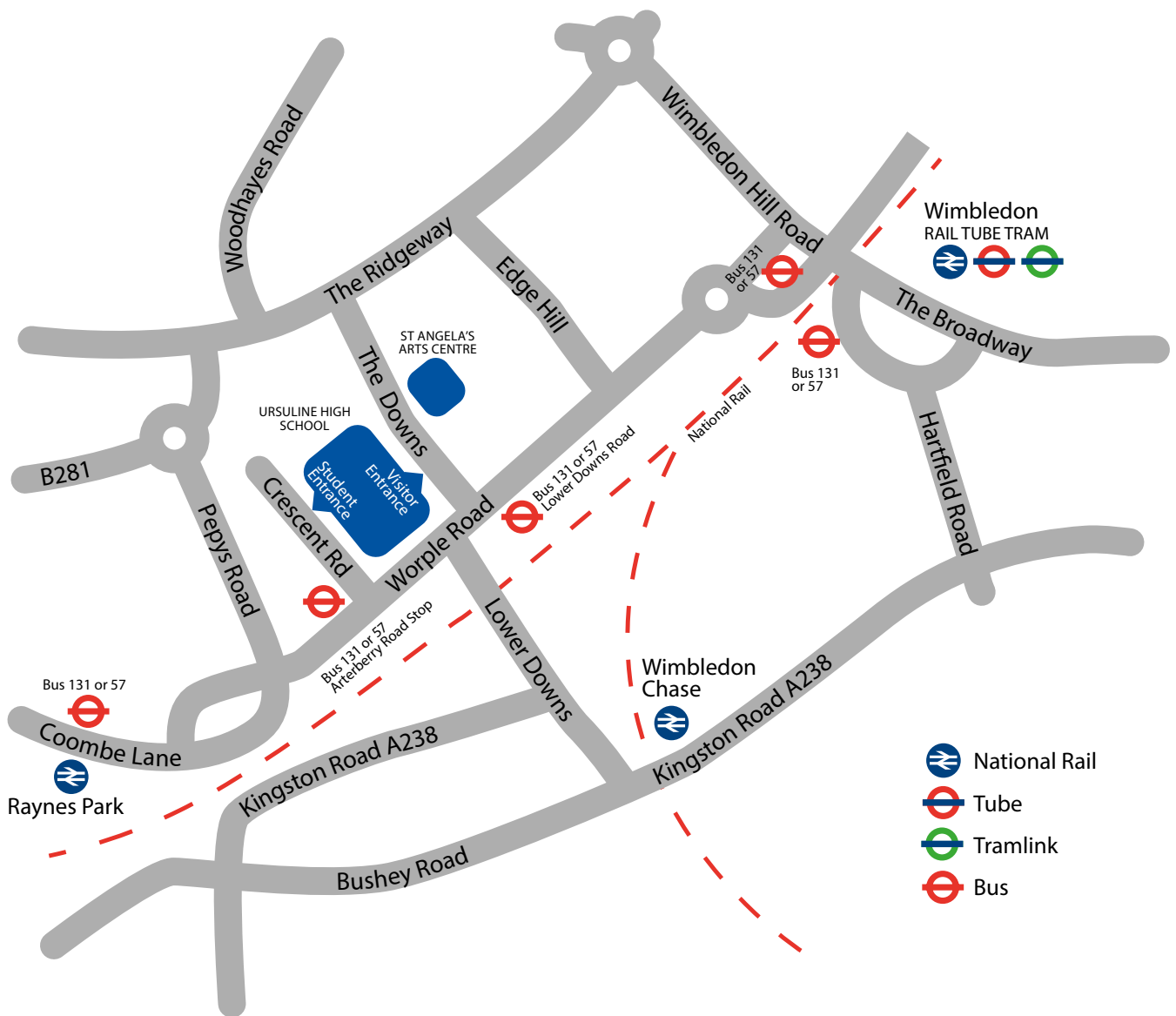
To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your daughter.

This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time. You will have the option to download a new form at any stage on our school website.

- We will not re-use any photographs or recordings a year after your daughter leaves this school. Historic photographs will remain on our school website and social media feeds and may remain on display boards.
- We, the school, will not use the personal details or full names (which means first name and surname) of your daughter in a photographic image, on video, on our website, in our school prospectus or in any of our printed publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual students, we will not use the full name of that student in the accompanying text or photo caption, unless we have your agreement.
- If we name a student in the text, we will not use a photograph of that student to accompany the article.
- We may include pictures of students and teachers that have been drawn by the students.
- We may include, if selected work from students.
- We may use group or class photographs or footage with very general labels, such as “a Science lesson” or “making Christmas cakes”.

- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Parents / Carers consent will be recorded on the school's Management Information System and will be retained no longer than is necessary for the purpose the data was obtained for. The paper copy will be retained on school file up to a year after your daughter leaves this school.
- As your daughter's parents/carers, you agree that if you take photographs or video recordings of your child/ren which include other students, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the Data Protection Act 2018 if you used the recordings for any wider purpose.





URSULINE HIGH SCHOOL Wimbledon

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