

Ullswater
Community
School



A guide for parents and students

Academic Year 2023/24

vision: **BEST in County**

Ambitious • Caring • Equal

UCC is an ambitious, caring community where everyone is equal

#proudtobeUCC


Ofsted
Good
Provider

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Absence from School

Family holidays

The Education (Pupil Registration) Regulations make it clear that Headteachers cannot grant any leave of absence during term time unless there are “exceptional” circumstances.

There is no right to family holidays during term time and no statutory threshold of 10 school days that can be taken as holidays.

Under legislation, the following examples of absence request will not meet the criteria for approval unless clear and specific “exceptional” circumstances can be demonstrated:

- family holidays arranged for convenience (whether because of holiday trade, farming, parental work commitments, etc.)
- family holidays arranged because of cost (cheaper holidays in England and abroad during term time)
- visiting relatives
- family day trips (to exhibitions, theatre, agricultural shows, etc.)
- visiting family/friends who have different holidays

Some examples of “exceptional” circumstances that would be considered include:

- the serious illness of a close family member
- the funeral of a family member/close friend
- forces personnel on leave from a foreign posting
- representation in national or county sports teams
- other significant family events or circumstances

A student absence request form is available by contacting **admin@ullswatercc.co.uk** or **attendance@ullswatercc.co.uk**

Illness

If your child is not well enough to come to school, please ring 01768 210206 and select option 3 before 8.55am. The School will contact home on the first day of absence if there has been no contact from parent/carer.

Every absence, no matter how short, should be explained in a note addressed to the Form Tutor on the first day your child returns to school.

Medical appointments

We ask you, as far as possible, to make appointments outside school hours.

If your child has to visit the doctor, clinic or dentist in school hours then please call or email in advance. A note will then be added to the register so that teachers know to allow students out of class early.

They must then sign out at reception and sign in again on their return.

Students will not be permitted to leave site if we haven't had prior notification from parents/carers.

Achievements

ATLs

Teachers award positive ATLs to students for a variety of reasons; working hard, behaving sensibly, achieving above and beyond, playing a positive part in School life. Once they earn enough merits they will receive a Bronze, Silver, Gold, Platinum or Diamond certificate which will be posted home. Those students achieving Gold, Platinum and Diamond Awards will be awarded a UCC Gold or Platinum blazer pin.

Pledges

At UCC we also recognise and reward students for their achievements outside the classroom and contribution to the wider community and life of UCC. There are 9 UCC Pledges which all students in Year 7 are encouraged to achieve. When you achieve one of the UCC Pledges, you can choose a sticker for your Pledge Certificate, and earn ten merits!

Learner of the Week

Each week every department across the school nominates a student for this award. The award can be for recognition of a sustained positive attitude to learning. Correspondence from the Headteacher will be sent home congratulating the student on their achievement.

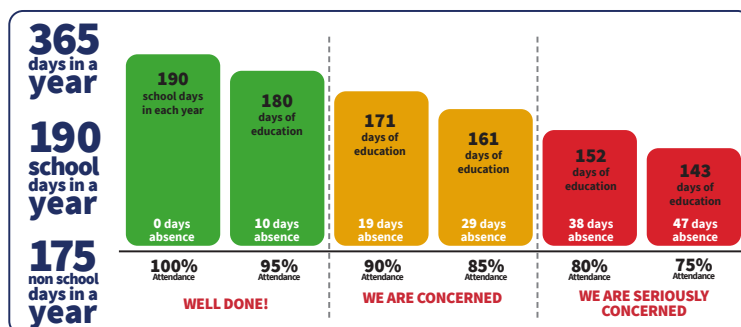
Tutee of the Week

Each week, form tutors will nominate a student who has shown exceptional commitment to their form group, year group or the whole school community.

Attendance

Please make sure that your child attends school regularly. Good attendance is essential for a successful education. Missing out on the introduction of a new topic or skill can place a student at a great disadvantage. In Years 10 and 11 – when students are preparing for their GCSE examinations – poor attendance can and will have serious consequences.

We accept that there are occasions when children will be unable to attend School through illness but we believe that good attendance is really important. If you are absent you need to make sure you catch-up all missed learning. Your teachers will make sure you have work to catch-up and your Form Tutor will check that missed learning has been completed. Excellent attendance = Excellent progress! Students with excellent attendance are rewarded with merits, and those with 100% are entered into the prize draw each half term – with the possibility of winning an iPad at the end of the school year!



Behaviour

Behaviour at Ullswater Community College is good and we pride ourselves on positive staff-student relations. We do have high expectations of students and we base these on our values; Ambitious, Caring, Equal.

We expect all students to show;

- respect and care for others
- courtesy
- a will to succeed

There is a clear shared responsibility for student behaviour between, child, parent and UCC. The school has clear systems in place to manage problems that may arise in terms of student behaviour and we may contact parents if there are signs of problems arising. We believe that the key to good behaviour is high quality teaching, matched with courses that are appropriate to the students' needs and interests. Parent support of our systems is a vital part of the shared responsibility.

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Bullying

Students should be able to come to school without being bullied in any way. We want every student at UCC to be happy at school and we take all incidents of bullying very seriously.

Students who have been bullied should report this to any member of staff with whom they feel comfortable. Ideally, this would be their Form Tutor or Head of Year but any member of staff who is told that a student has been bullied will report this to the appropriate Head of Year.

Every incident of bullying is investigated, usually by Form Tutor/Head of Year, and a range of appropriate responses will be used.

When bullying has taken place, the parents/carers of both bully and victim will be informed. Sometimes this might be by telephone or letter; on other occasions it would require a formal meeting at School.

The Bullying Policy is available on request from the school and can be viewed or downloaded from the School website - www.ullswatercc.co.uk/policies

Bicycles

Bicycles can be brought to school but we cannot accept responsibility for any loss or damage to them. Bicycles should be chained to the bicycle rack next to the main entrance and reception.

Catering FAQs

I'm worried that I won't know what to do or where to go at dinner time, who can help me?

There will always be staff in and around the dining halls (as well as being able to ask older students). They organise the dinner queue, make sure you tidy your rubbish away and can answer any questions.

There are two dinner halls, which one do I have to eat in?

Each year group will be given a designated dinner hall for lunch. Both halls serve hot and cold food i.e. shepherd's pie, lasagne, spaghetti bolognese, hot puddings. Filled baps and sub rolls, salads, fruit, tray bakes and a variety of drinks.

There is also the exciting addition of the "Pasta Pod" near reception from September.

How much are school dinners?

We offer a "Meal Deal" which consists of main course, dessert and plain water. The Meal Deal price list is on display in both kitchens, a hot main meal with a pudding is £2.60. You don't have to have a Meal Deal; all items can be bought individually. Drinks range from 30p to £1.00. Water is freely available at morning break and dinner times.

How can I pay for my school dinner?

UCC is now a cashless school. To pay for your lunch you will set up an iPayimpact account where your parents can add credit online, and you access that account by scanning your fingerprint in the dining hall. There are more details on our website; <https://ullswatercc.co.uk/parents/catering/>

I have special dietary needs, what will I be able to eat?

Each day there are items on the menu suitable for vegetarian, vegan and coeliac diets. The catering team will help you if you have any other dietary requirements or if you are unsure whether an item is suitable for your dietary needs. Alternatively, you can talk to Mrs Briggs, the Catering Manager, at any time.

I'm allergic to nuts, how can you help me?

Although we do not use nuts on the premises, we cannot guarantee that produce from suppliers we use is not made on premises that use nuts. When you inform school that you have a nut allergy this links to the kitchen payment system and for safety it will not permit you to purchase anything that may contain nuts. Any problems speak to the kitchen staff.

What sort of food do you serve?

Our kitchen team are excellent at traditional home cooking and like to experiment with recipes from around the world. All food is made fresh on site each day. We use local suppliers for our bread, meat and vegetables. We believe that variety is a good thing and we like to have regular theme days.

Do I have to eat school dinners?

No, you can bring a packed lunch if you prefer. Packed lunches are eaten in the dining halls

If you would like more information on the meal provision at UCC please contact Mrs Briggs, Catering Manager on 01768 210206 or in her absence the Facilities and Welfare Manager.

Change of details

Please let the school know straight away if you change your address, or if any other details change i.e. mobile phone number, email address. It is vital we have up-to-date information in case of emergencies.

Complaints procedure

It is important that you tell us if you become concerned in any way about your child's education. As a first step, you should discuss your concerns with your child's Form Tutor and Head of Year. If you are still concerned after talking with the Head of Year, you should arrange to meet with the Headteacher. Obviously, as a staff we will do all we can to resolve your concerns and to ensure you are happy with your child's education.

There may be some occasions when parents wish to complain about matters relating to the curriculum and collective worship, which are the responsibility of the Governing Body. The Clerk to the Governing Body can be contacted by email; clerk@ullswatercc.co.uk or by writing care of the school address. The clerk will advise on any formal complaint that you may have. Advice on how to pursue a formal complaint can be found in our complaints procedure on the school website; www.ullswatercc.co.uk/policies

Equipment

It is important that your child comes to school properly equipped for work in the classroom. All students should have a good bag to protect their exercise and textbooks from damage whilst they are being carried around and in wet weather. Other essential items are:

pen	HB pencil
protractor	ruler
rubber	pocket dictionary and thesaurus
calculator	coloured pencils

All students will require a calculator for use in mathematics and other lessons. A basic calculator is adequate for the first three years but we recommend a scientific calculator from Year 10. Any other specific equipment requirements will be made by individual departments.

Free school meals

Students who are entitled to free meals do not always claim them. Some families may also be eligible for help with uniform costs. Free school meals and clothing vouchers are available for your child(ren) if you receive one of the following qualifying benefits:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- An income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of April 2012 does not exceed
- £16,190. Note: From 1st May 2009 where you are entitled to Working Tax Credit during the four week period immediately after your employment ceases, or after you start to work less than 16 hours per week, your children are entitled to Free School Meals, this may be extended
- The Guarantee element of State Pension Credit
- Universal Credit

If you receive working tax credits you may not be eligible for free school meals or clothing grants.

Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive free school meals.

Free school meals are available to statutory school aged children attending full time education (full days only 9am to 3pm), excluding private nurseries and further education Schools.

Please note: you are not eligible for free school meals if you are in receipt of working tax credit.

Our cashless catering system makes it impossible to tell if a student is in receipt of free school meals.

Apply online for free school meals and/or uniform -

<https://legacy.westmorlandandfurness.gov.uk/childrensservices/schoolsandlearning/freeschoolmeals.asp>

Going to the toilet during lessons

Students should try and go to the toilet during break and lunchtime. If they need to go during a lesson they should ask the teacher politely if they can leave the room. If permitted they will be issued with a pass, and if they do have a mobile phone they will be asked to leave it with the teacher.

Health Hub

At UCC we are dedicated to supporting our students with their mental health and wellbeing. Part of this has been the establishing of the Health and Wellbeing Hub. The Health Hub is situated at the centre of the school so is easily identified and accessed by all students. This is also where the shop and lost property is based.

The Hub deals with first aid and illness but is also there to offer mental health and general wellbeing support.

Home-School agreement

Parents will:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to school
- Support the school to make sure my child maintains a consistently high standard of behaviour
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff
- Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that
- Make sure that my child completes their homework on time and raises any issues with their teachers
- Read and follow the school's policies, particularly the behaviour policy that can be found on <https://ullswatercc.co.uk/policies/>
- Treat all members of the school community with care and respect
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- Read any communications sent home by the school and respond where necessary

The School will:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment
- Help and encourage your child to reach their full potential
- Monitor and update on your child's progress at parent meetings and in annual written reports
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent/carer, and respond to any concerns from your child or parents/carers
- Provide a broad and balanced curriculum that caters for all children
- Promote high standards of behaviour, and outline clear expectations in our behaviour policy so we can maintain a safe environment for all children
- Set homework that supports the delivery of the curriculum and mark it where appropriate
- Offer opportunities for parents and carers to get involved in school life
- Communicate between home and school through notices, newsletters, text, email and the school website
- Respond to communications from parents within 48hrs, following school policies

The student will:

- Arrive at school and my lessons every day on time and ready to learn
- Try my best to do my work and ask for help if I need it
- Do my homework on time and raise any issues with my teachers
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my or other students' safety
- Wear the correct school uniform
- Bring to school all the equipment I need each day
- Treat all members of the school community with care and respect
- Understand and follow the school rules
- Look after school equipment, and show respect for the school environment and local community

Homework

Homework has been proven to have a positive impact on students, particularly in secondary school. Teachers will set homework, enabling students to undertake independent learning, practice and consolidate skills, conduct in-depth inquiry and to prepare for lessons. Students will be regularly set homework, the quantity depends on their Key Stage and all homework set will be added to Class Charts. Students will be rewarded when homework is submitted on time and to a good standard, equally when homework is not submitted on time or to the required standard then sanctions will be issued. If that persisted parents would be contacted in line with our behaviour policy.

The school also provides a daily homework club at lunchtime where staff are available to support students with homework. We also encourage parents to support their children by regularly checking Class Charts and providing support at home. Students should speak to their teachers if they need further clarification or assistance with homework.

Illness and accidents

Accidents during the school day

Students who have an accident in school will be seen by one of the trained first aid staff based in the Health Hub.

In the event of an injury requiring further medical attention, the first aiders, in consultation with the Headteacher, will arrange for transfer to hospital. A member of staff will accompany the student in the ambulance and parents will be contacted immediately to attend as soon as possible.

Illness during the school day

Students who fall ill during the school day must not just go home or contact their parents without first seeking medical help and/or permission to leave the school site. We need to be able to account for all our students, for example in the case of a fire. This is a Health and Safety regulation. Please do not send your child to school if they are not well enough to stay for a full day. Also, please do not send your child to see a first aider for medical help for an injury or illness that has occurred out of school hours.

Medication

Students who are taking medication prescribed by a GP should take it to the Health Hub for safekeeping – they must not carry it around school. However, staff can administer medication only with written parental permission. Please complete a form (available from the Health Hub) stating your child's condition, the name of the medicine and the required dosage. By law, all medicines must be kept in their original containers.

Paracetamol

As a school we have processes in place for students that regularly take prescription medication etc. but we also have students that occasionally ask for paracetamol.

This requires a call home to check for consent but we understand often parents are at work, and the Department of Education advises that we can obtain this consent once, add it to the students record and this information can be used throughout a child's time in school.

When your child starts UCC you will be asked to complete a paracetamol consent form.

Students will be asked when they last took paracetamol and our first aid staff will follow dosage instructions on the packaging.

If there is any doubt or concern they will not be administered.

Internet code of conduct

Student Code

I will:

- Sign the school's acceptable use agreement before I use school ICT resources
- Only access sites which are appropriate for use in school – this also applies outside lesson time
- Be aware that my actions on the Internet can be seen by others
- Be aware that information on an Internet website may be inaccurate or biased. I will try to verify the information using other sources, if possible, before using it
- Be careful of what I say to others and how I say it. I will never give my name, home address, telephone numbers or any personal information about myself, or others, to any strangers I write to or talk with on the Internet. I will never arrange to meet strangers who approach me whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have my best interests at heart
- Treat others as I would expect to be treated, e.g. show respect and be polite
- Always tell my teacher or another adult if I ever see, hear or read anything which makes me feel uncomfortable while using the Internet or e-mail
- Respect copyright and trademarks. I cannot use the words or pictures that I see on an Internet site without giving credit to the person that owns the site. I must not copy text or pictures from the Internet and hand it in to a teacher as my own work
- Check with a teacher before: Sending an email, Downloading files, Completing questionnaires or subscription forms, Opening email attachments

I will NOT:

- Send, access or display offensive messages or pictures
- Use or send bad, threatening or annoying language nor any language which might be perceived to incite hatred against any ethnic, religious or other minority
- Intentionally waste resources, e.g. print multiple or unnecessary copies

Parent/Carer Code

- Online channels are an important way for parents/carers to communicate with, or about, our school. When communicating with the school via official communication channels, or using private/independent channels to talk about the school;

I will:

- Be respectful towards other parents/carers and children, members of staff, and the school
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure and in a constructive and appropriate way

I will NOT:

- Use private groups or personal social media to complain about or criticise the school or members of staff
- Use private groups or personal social media to complain about, or try to resolve, a behaviour issue involving other students. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident
- Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other child's parents/carers

iPayment

UCC is a cashless school and instead of cash we use a system called iPayment.

How do I register my account?

- 1) Go to www.ipayimpact.co.uk
- 2) Click on the Register button
- 3) Child Account Ref – enter your bespoke reference number, provided by UCC
- 4) Username – enter a username that you will remember, you will need this every time you log in
- 5) Email – enter a valid email address
- 6) Confirm email address
- 7) Password – enter a password (must be a minimum of 6 characters, with a Capital letter, one number and one character that is not a number or letter)
- 8) Confirm password
- 9) Maths test – please insert your answer
- 10) Agree to terms – please tick this box, you can view the terms as required. You will receive an email to activate your account.
- 11) Login to your account – update your personal information and save

How do I log into my account?

- 1) Go to www.ipayimpact.co.uk
- 2) Click on Login
- 3) Enter your username
- 4) Enter your password
- 5) Click “Log On”

How do I make a payment?

- 1) Go to the iPayimpact homepage, and add items you wish to pay for into the basket
- 2) Proceed to checkout
- 3) You will be directed to the Capita payment gateway where you can enter your debit or credit card details securely
- 4) You will receive an email receipt of your payment once it has been authorised
- 5) If your child receives free school meals, you need to register an account as normal, and the credit will automatically appear in their account.

Any more queries, email: admin@ullswatercc.co.uk or visit www.ullswatercc.co.uk/parents/ipayimpact/

Late to school

Students should always arrive at school in time for registration. However, if this isn't possible for any reason, please advise school. Students need to sign in at reception if late.

Leaving school early

Students who need to leave school early should bring a note from home saying where they are going, why and when. This note needs to be shown to their form tutor, who will verify it. The student should then give the note to the teacher whose lesson they need to leave. Alternatively, parents/carers can email admin@ullswatercc.co.uk or attendance@ullswatercc.co.uk beforehand and we can mark it on the register. Students must remember to sign out at reception before they go. Students will not be allowed to leave site early without parent/carer permission.

Lost property

Items that are marked with your child's name are easily returned. Any student who has lost an item of property should report the loss to their Head of Year and to lost property based in the Health Hub.

Items of lost property found on the site are handed in at the Health Hub. Any items of clothing/school bags, etc. that are not claimed will be sent for recycling, although items of value will be kept for a longer period of time.

Exercise books and textbooks must be looked after and, if lost, will have to be paid for. Parents are asked to note that the Local Authority cannot accept responsibility for the personal property of students whilst they are on the school premises and cannot pay compensation in respect of any loss sustained. The school will always endeavour to return property.

Lunchtime arrangements

Leaving the School site

Students in the Sixth Form are allowed to leave the premises at lunchtime. Students in other years who go home for their meal will be given a pass to allow them off site. Parents should inform the School accordingly. Students who do go home for lunch are expected to behave within the School behaviour regulations during the lunch period.

Maths Equipment

Don't worry about buying equipment for maths, we sell everything you need in school and will advise you of our recommended products in September. You won't need any special equipment initially except a pen, pencil, ruler, rubber and pencil sharpener and anything else the school advises you to have. Some coloured pencils are useful and a red pen.

Members of staff

Senior Leadership Team (SLT)

Headteacher	Mr S Gilby, BEd, NPQH
Deputy Headteacher	Mr P Holliday, BSc, PGCE
Assistant Headteacher	Mrs I Campbell, BA, MA, PGCE
Assistant Headteacher	Mr R Jackson, BEng, PGCE
Assistant Headteacher	Mr R Moss, BA, MA, PGCE
Assistant Headteacher	Mrs F Shaw, BA, MA, PGCE

Mobile phones

Mobile phones are not permitted in school. They must be switched off and out of sight between 8.55 and 15.25. If a phone is used it will be confiscated and students collect from the health hub at the end of the day.

Music tuition

Individual lessons are available to students wishing to learn an instrument or have their voice trained. Currently, we have students receiving tuition in:

- Brass: trumpet and other brass instruments
- Drums
- Guitar, rock guitar, bass guitar (rock & pop)
- Piano/keyboard
- Strings: cello, viola, violin
- Voice
- Woodwind: clarinet, flute, saxophone

PE Fixtures

Sports matches take part at UCC and other schools. We publish a weekly diary to the front page of our website for parents.

PE Kit

UCC PE kit can be purchased from:

<https://halbrosports.com/product-category/your-store/ullswater-community-college-pe/>

Compulsory Item	Optional Items
• Shorts • Skort or UCC leggings	• PE hoodies • Rain jackets • Leggings • UCC baselayer top • Shin pads • Gum shield
• Universal playing top or games top	
• Socks	
• Trainers (<i>suitable for astroturf and indoor sports hall</i>) • Football boots (<i>for students taking part in football</i>)	

RESET

The UCC RESET Programme addresses behaviours which specifically relate to students' treatment of, and attitudes towards, each other. Issues such as bullying, including identity-based prejudice such as ableism, racism, sexism and homophobia are tackled. The Programme is also appropriate for instances of inappropriate sexualised behaviour such as the sharing of nudes using smartphones, and sexting.

Where any incidents happen which involve these kind of behaviours, including incidents which may happen outside school, or online, students are referred to UCC RESET and complete up to a three part programme which includes several sessions exploring the issues which underpin the behaviour and a meeting with our Sixth Form Peer Inclusion Group. For some students, there may also be a third phase of RESET involving a meeting with our PCSO in school.



Further details of the Programme, and how we use RESET, can be found in our Behaviour and Anti-Bullying Policy, which is available on our website; <https://ullswatercc.co.uk/policies/>

School day

Time	Activity
08.55 – 09.20	Tutor time
09.20 – 10.20	Period 1
10.20 – 11.20	Period 2
11.20 – 11.45	BREAK
11.45 – 12.45	Period 3
12.45 – 13.25	LUNCH
13.25 – 14.25	Period 4
14.25 – 15.25	Period 5

School meals

	Breakfast bar 11:20 - 11:45	Lunch 12:45 - 13:25
Free toast 08:15 - 08:50	Toast	Freshly made main meals
	Fruit	Meat and vegetarian options
	Yogurts	Hot snack of the day
	Waffles	Jacket potatoes; various fillings
	Pain au chocolat	Drinks, sandwiches and baguettes
	Bacon sandwiches	Fruit and yogurt

Students are not allowed to take food out of the dining halls. Students who bring packed lunches should eat these in one of the dining areas.

School rules

- When moving between classes please keep to the left in the corridors and staircases
- Any personal injury should be reported at once to the trained first aid staff in the Health Hub or to your form tutor
- Food should not be taken out of dining rooms
- Any students interfering with fire safety equipment risks serious punishment, including permanent exclusion
- Students must not enter the Leisure Centre grounds/swimming pool/climbing wall or the electrical substation
- Skateboarding, cycling and other such activities are not allowed on site
- Selling goods to other students e.g. drinks and sweets, is not allowed
- The following are not allowed on the premises: cigarettes, tobacco, cigarette lighters, matches and vaporizers; drugs, alcohol, solvents and aerosols; fireworks; knives, scissors, laser pens and any weapon that could be used to hurt others; pornographic material; chewing/ bubble gum; electrical equipment

School transport

Applications for school transport, for students in years 7-11, need to be made via the Local Authority website: <https://legacy.westmorlandandfurness.gov.uk/childrensservices/schoolsandlearning/schooltransport.asp>

Queries and complaints about school transport should be directed to the School Transport Team on 01228 226427.

Student photographs

During school visits, productions, and other school events, it is often appropriate to film or photograph students and their work. The school may find it useful to use these images in printed, promotional publications and videos, and on the school website. There was a consent form sent out prior to induction day that we ask all parents/carers to complete - this applies both for giving, and refusing consent.

Term dates 2023-2024

Term	Term starts	Term ends	Half term
Autumn	Tuesday, 5 September 2023 (Years 7, 11 and 12)	Friday, 15 December 2023	Monday, 23 - Friday, 27 October 2023
	Wednesday, 6 September 2023 (all students)		
Spring	Wednesday, 3 January 2024	Thursday, 28 March 2024	Monday, 12 – Friday, 16 February 2024
Summer	Monday, 15 April 2024	Friday, 19 July 2024	Monday, 27 - Friday, 31 May 2024

Times Tables Rockstars

At UCC we use Times Tables Rock Stars to help develop fluency with times tables; the great thing is, our students love it! We find that times table recall speed is fundamental to later success in maths lessons.

All Year 7 students are given their own username and password to access <https://play.ttrockstars.com/>

Uniform

Mandatory

- Black blazer with Ullswater Community School badge
- UCC tie for the appropriate Year Group or UCC Student Leader Tie (clip on) - available from UCC
- A white shirt with long or short sleeves, of a type designed to be worn with a tie; the shirt must be tucked in
- Plain black, full-length, trousers (not tracksuit bottoms, jeans or leggings) Trousers must not be tight-fitting
- Plain black, polishable shoes (not trainers or canvas)
- Plain black socks or black tights (black tights must be worn with a skirt)

Optional

- UCC skirt; no other skirts are permitted
- UCC jumper; if worn it must be the UCC design
- A plain, outdoor garment (tracksuit tops, hoodies and denim jackets are not permitted and should not be brought into school)

Additional Information

- Extremes of hairstyling or colouring are not permitted
- Excessive make-up is not permitted inc false eyelashes
- Nail varnish, acrylic nails or any form of nail art is not permitted
- Jewellery is limited to one small earring, or stud per ear. Rings and bracelets are not permitted. (For health and safety, students will need to remove these for practical lessons i.e. PE or technology)
- Facial or body piercings are not permitted

Valuables

It is advisable that students do not bring valuable items into school. If they are brought into school they should not be left in a bag and should be handed to the teacher for safe keeping during PE lessons.

Uniform Guide 2023/2024

Mandatory

- Black blazer with Ullswater Community College badge
- UCC tie for the appropriate Year Group or UCC Student Leader Tie (clip on) - available from UCC
- A white shirt with long or short sleeves, of a type designed to be worn with a tie; the shirt must be tucked in
- Plain black, full-length, trousers (not tracksuit bottoms, jeans or leggings) Trousers must not be tight-fitting
- Plain black, polishable shoes (not trainers or canvas)
- Plain black socks or black tights (black tights must be worn with a skirt)

Optional

- UCC skirt; no other skirts are permitted (see over)
- UCC jumper; if worn it must be the UCC design
- A plain, outdoor garment (tracksuit tops, hoodies and denim jackets are not permitted and should not be brought into school)



Additional Information

- Extremes of hairstyling or colouring are not permitted
- Excessive make-up is not permitted inc false eyelashes
- Nail varnish, acrylic nails or any form of nail art is not permitted
- Jewellery is limited to one small earring, or stud per ear. Rings and bracelets are not permitted. (For health and safety, students will need to remove these for practical lessons i.e. PE or technology)
- Facial or body piercings are not permitted

Acceptable shoes; plain black, polishable shoes, no canvas or trainers



Not Acceptable; trainer, canvas or converse style shoes are not acceptable



UCC Skirt and UCC Jumper - available from UCC

School blazers can be purchased from any retailer, Lakeland Embroidery in Penrith have supplies of the UCC badge.



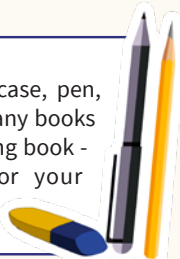
UCC PE kit is available from:

<https://halbros.com/product-category/your-store/ullswater-community-college-pe/>

FAQs

Q What will I need to take to school?

A You'll need a school bag, pencil case, pen, pencil, rubber, ruler, maths pack, any books for that day - including your reading book - and anything else that you need for your lessons i.e. PE



Q I've heard people talk about form tutors. Who are they?

A Your form tutor is a teacher who sees you every day for registration. It's their job to look after you and to make sure you're doing well in school.

Q How will I know where my lessons will be?

A You'll be given a timetable and a map of the school on your first day.

	M	T	W	T	F
P1					
P2					
P3					
P4					
P5					

Q Will I get homework?

A Yes you will, all homework is on Class Charts to help you stay organised.

Q How much dinner money will I need?

A A school meal deal is £2.60. Your parent/carer tops up an online account and you buy your lunch by scanning your fingerprint!

Q What time is dinner?

A 12.45 - 13.25



Q What is there to do at lunch time?

A You can choose from a variety of clubs, including sports, art, music. There is something for everyone!

Q Are there any rewards for doing well at UCC?

A Pledges & rewards are given to students who impress their teachers and for good attendance. You'll find out more about these when you start at UCC!

Q What are the UCC pledges?

A There are key things that make a UCC student: supporting charities, clubs, community, events, presenting, the environment, representing the school and challenging yourself. When you accomplish one of these you achieve a pledge and a sticker!



Q What if I find the work too hard?

A Ask for help! All the staff are here to support you.

Q What do I do if I get lost?

A If you do get lost ask an older student, teacher or go to the Health Hub



Q What if I get bullied?

A You should report bullying directly to an adult or through the bullying boxes that are around school. Also, tell your parent/carer at home. Let us know if there's a problem and we'll help.



Q Are there plenty of toilets?

A Yes - there is a designated student toilet block near reception.

Q Are there any lockers at school?

A Yes these will be sorted out when you arrive in September.

Privacy Notice for Students

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You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

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

We, Ullswater Community College, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Mr Paul Holliday (see ‘Contact us’ below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government. This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Sometimes, we may also use your personal information where:
- You, or your parents/carers, have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap and there may be several grounds that mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep electronic and/or physical copies of personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. We retain this information after a pupil has left in accordance with the Information and Records Management Society's toolkit for schools, which states that pupil files should be kept until the person is 25 years of age.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Health and social welfare organisations
- Ofsted (the organisation or "watchdog" that supervises us)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Central and local government

- Survey and research organisations
- Health authorities
- Police forces, courts, tribunals
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Professional bodies

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Cumbria County Council and/or Inspira, as it has legal responsibilities regarding the education or training of 13- to 19-year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to Cumbria County Council and/or Inspira.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your Rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean. If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

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:

- Paul Holliday (e-mail: dpo@ullswatercc.co.uk)

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

Privacy Notice for Parents/Carers

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Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. This privacy notice explains how we collect, store and use personal data about the individuals we employ, or otherwise engage, to work at our school.

We, Ullswater Community College, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Paul Holliday (see 'Contact us' below).

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 and videos
- CCTV images captured in school

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

- 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 retain this information after a pupil has left in accordance with the Information and Records Management Society's toolkit for schools, which states that pupil files should be kept until the person is 25 years of age.

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
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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 wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Inspira, 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 Inspira.

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.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Data Protection Officer (see Contact us, below).

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.

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 (see Contact us).

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

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

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:

- Paul Holliday (e-mail: dpo@ullswatercc.co.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.



Ullswater Community School

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