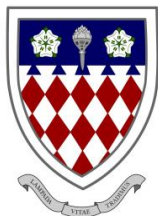


Spalding High School

Year 7

Information Booklet



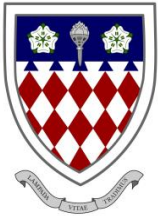
Useful Staff Contact List

Telephone: 01775 722110

Name	Position	Email
Mrs E Spinks	Induction Manager and Head of Year 7	Eva.spinks@spaldinghigh.lincs.sch.uk
Mrs S Spies	Pupil Support Coordinator	Sarah.spies@spaldinghigh.lincs.sch.uk
Mrs S Kingerley	School Administrator & Head's PA	Suzanne.kingerley@spaldinghigh.lincs.sch.uk
Mrs R Fox	Bursar	Rebecca.fox@spaldinghigh.lincs.sch.uk
Mrs V Hickman	SENDCO	Victoria.hickman@spaldinghigh.lincs.sch.uk
Reception	Reception & Enquiries	Enquiries@spaldinghigh.lincs.sch.uk

School Day

Registration	8.55 – 9.15
Period 1	9.15 – 10.05
Period 2	10.05 – 11.00
Break	11.00 – 11.20
Period 3	11.20 – 12.10
Period 4	12.10 – 1.00
Lunch	1.00 – 2.00
Period 5	2.00 – 2.55
Period 6	2.55 – 3.45



PARENTS AND CARERS CODE OF CONDUCT

Rationale

At Spalding High School, we are fortunate that the significant majority of our parents/carers are supportive and polite. Most of our parents/carers recognise that educating children is a process that is strengthened by a positive partnership between parents, staff and the school community. This positive partnership and strong working relationship equips children with the necessary skills for adulthood and ensures that both staff and parents work together for the benefit of the child. For these reasons, we continue to welcome and encourage parents/carers to participate fully in the life of our School.

Parental engagement with their children's learning is important in supporting attainment and progress and parents/carers have a legitimate right to understand what their child is learning at school and what progress they are making.

However, contact between parents/carers and the School must be appropriate, proportionate and respectful, in terms of the professional knowledge, experience and skill of the staff and of the entitlement of staff to an appropriate work/life balance.

As a Local Authority Maintained School, Spalding High School has adopted Lincolnshire County Council's "Parents/Carers Code of Conduct Policy" and full credit is given to this policy in our amended version.

Purpose

The purpose of this policy is as a reminder to parents/carers and visitors to our school of their expected conduct, in order that we can continue to flourish, make progress and achieve in an atmosphere of mutual understanding.

The policy sets out:

- The general principles underpinning the conduct of members of the school community;
- How it is expected that communication between parents/carers and the School will take place;
- What behaviours towards the School and members of our school community are deemed unacceptable and open to challenge by the School;
- The additional steps the School can take in respect of unacceptable behaviour by a parent/carer/visitor.

General Principles

Staff and Governors are accommodating and prompt in their communications with parents/carers. All communications to the School should be acknowledged within 24 hours and given a timeframe for the matter to be dealt with. If parents/carers do not receive an acknowledgment within 24 hours, they should contact the School again to check that the communication has been received.

24 hour acknowledgment does not apply when the School is not in session, for example, during holiday periods or weekends.

If parents/carers wish to correspond by email, they should use the School's central email address at enquiries@spaldinghigh.lincs.sch.uk. This address is monitored during the school day and emails forwarded to the appropriate member of staff. Parents/carers should only use the personal direct email address for staff if the member of staff has provided them with this directly.

All communication should respect the caring ethos and values of our School and reflect the rationale detailed at the start of this policy.

Please remember:

- The School Reception opens at 8am and closes at 4.30pm. Mornings in particular are very busy.
- Members of staff are very busy during the school day and teach for the significant majority of it;
- When parents/carers would like to speak with a member of staff, we ask that they make an appointment (telephone or face-to-face) to do so at a time when staff can give both sufficient time and their full attention;
- If the matter is still not resolved, parents/carers should follow the procedure in the School's Complaints Policy (available on our website);
- To ensure that all communications, be they written or verbal, are calm and polite and that parents/carers remain mindful of the right of the recipient to be treated with respect.
- The School is governed by the rules and policies as set by the Governing Body, the Headmistress and the Senior Leadership Team;
- Contacting staff or members of the Governing Body out of school hours using their individual email addresses rather than the School contact email address above should not occur. Staff and Governors are entitled to their own personal and family time.

Unacceptable Behaviour

As stated above, the School enjoys very positive and productive relationships and communications with the significant majority of our parents/carers.

Please remember:

- Timeframes for a matter to be dealt with appropriately will be decided by the recipient of the communication or by the School's Complaints Policy. Parents/carers should not demand an immediate response or a response within their own timeframe.
- Lengthy, frequent, demanding, or disrespectful communications to staff will seriously undermine their ability to carry out their core duty of educating the children in their care.
- When communicating or meeting members of staff to discuss any matters concerning your child's education or wellbeing in school, approach the matter respectfully, calmly and politely as this will ensure progress can be made to address any issues or concerns. Remember that if you wish to speak with a member of staff, it will normally fall to you to make a mutually convenient appointment.
- It is not acceptable to use language that calls in to question colleagues' professional ability, represents any form of personal attack or seeks to direct how they carry out their professional role. The running of the School is a matter for the Governing Body, the Headmistress and Senior Leadership Team.
- It is entirely inappropriate to raise one's voice, invade personal space, and use language that is disrespectful, rude, offensive, aggressive or threatening.
- It is unacceptable to record conversations/meetings with staff/Governors without making them aware of the recording and seeking their express permission to capture what could be personal information and breach their human right to privacy, which extends to their workplace.
- It is unacceptable to resort to any other forms of criticism of the School, its staff or Governing Body or any other matters that relate directly to the School via a medium other than the School's Complaints Policy. Parents/carers should be aware of the School's use of social media policy as it appears in Appendix A and within the Acceptable Use Policy and Behaviour For Learning Policy.

Attending the School Premises

The School is a place of learning with an important duty to safeguard and protect the health and safety and well-being of the one thousand students and one hundred staff we serve.

Schools are private premises and not public spaces. Parents/carers have an implied right to enter the School as a parent/carer of a child currently attending the School but it is open to the School to remove that right of entry at any time it deems this to be a necessary course of action.

Please remember:

- Parents/carers should behave appropriately when on the School premises. Do not shout, swear or cause any form of disruption that interferes or threatens to interfere with the core operation of the School. This includes visitors to events such as school concerts etc.
- Threats of violence, use of violence towards people or property on the School's premises is a criminal offence, and will likely result in the matter being reported to the police.
- Smoking or vaping, the carrying of weapons, consumption of alcohol or drugs are all prohibited in all parts of the School premises.
- Dogs should not be brought onto the School's premises unless prior permission has been granted or the dog is an assistance dog.
- To be mindful of how you might reprimand your child when on site. Do not correct your own child's behaviour, especially in public, where it could otherwise lead to conflict, aggressive or unsafe behaviour. Avoid using staff as threats to reprimand your child's behaviour.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own child is inappropriate. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.

Additional Steps by the School

The following is not an exhaustive list:

- A member of staff/Governor will challenge unacceptable behaviour calmly and by asking the person concerned to stop; to respect their personal space; stop shouting or using inappropriate behaviour or may end the call/meeting or direct the person to leave the premises.
- The School may communicate with a parent/carer to challenge unacceptable behaviour and set out conditions to establish a way forward, this may include a Communication Strategy.
- The School will comply with, and fully implement, the Department for Education Controlling Access to School Premises, should it deem it appropriate to do so.
- If the School decides the matter requires a more formal approach, we may instruct our legal advisers to communicate with the parent/carer, warning them about their behaviour and/or putting in place Communication Strategy to restrict their means of corresponding with the School and/or banning them from School premises if felt to be appropriate.
- In serious instances where the peace is breached or the law broken, the School will report the matter to the police.

We trust that parents and carers will assist our School with the implementation of this policy and we thank you for your continuing support of the school.

Appendix 1: Inappropriate use of Social Network Sites

The School seeks to teach students the importance of appropriate and responsible use of social media and it is therefore vital that everyone in the School community, including parents/carers lead by example.

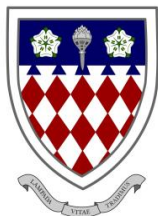
Our Governors consider the use of social media/networking websites to complain/make personal comments about the School or members of staff/Governors as unacceptable and inappropriate behaviour and not in the best interests of the students nor the School. Concerns parents/carers may have should be made through an appropriate channel such as the School's Complaints Policy so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any student or parent/carer of a child/ren being educated in the School is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The School expects that the parent/carer or student will remove such comments immediately.

In serious cases, the School will also consider its legal options to deal with any such misuse of social media/networking sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

Please note that the inappropriate use of a communications network can give rise to offences under the Malicious Communications Act 1988 or the Communications Act 2003 and if persistent could be deemed to constitute the offence of harassment.



Internet Payments and School Canteen

Spalding High School operate an Internet payment system SCOPAY, which enables parents/carers to pay for trips, events, products and canteen accounts online. You can set up alerts in the SCOPAY system which will advise you when your child's account is getting low, so that you are able to make a payment.

Similar systems are already installed in many schools nationally, bringing a number of important benefits:

- Simple to use web interface
- Payments are made through VMS, ensuring that they are secure and reliable
- Parents/carers can view their payment history online and monitor lunch accounts
- Reduces the risk of pupils bringing cash in to school

The School canteen operate a thumb print cashless catering technology system called "Trust eCashless". Pupils will be enrolled onto the system during their first day. During the enrolment process, the software captures a digital signature of your child's thumbs.

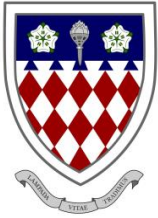
How does the system work?

- After enrollment, a pupil is able to purchase food and drink from the canteen using their thumb as payment. No cash or swipe card is required.
- No-one has access to this information and the stored data points can never be viewed as anything other than a string of numbers and letters.
- No cash is accepted in the canteen.

Benefits of the Cashless Technology

- As each child pays in the same way, no one is aware of who is in receipt of a free school meal (FSM allowance) which removes any associated stigma. FSM allowance can only be used during lunchtime, therefore, if you wish to add money to their account for use during break, this can be done online.
- Ensuring that all money is loaded to your child's account for use in school and not able to make purchases off-site.
- Removes any of the associated issues sometimes experienced when bringing cash in to school i.e. theft and bullying.
- Children have control of their own account, which promotes learning important life skills. Your child's account is for their sole use and not for purchasing items for other students.
- All transactions are recorded by day, terminal, child, food etc. – this enables reports to be provided showing what your child has spent.

All information collected will be solely for school use and held on the school system only.



Notification of Intention to Process Pupil's Biometric Information for our Cashless Catering Service

For several years, Spalding High School has successfully operated a cashless catering system which saves your child having to bring money in to school. It also enables you to monitor what is purchased in the canteen. We currently use a fingertip scanner and the vast majority of both staff and pupils happily use the system.

The fingertip information scanned from your child that we wish to use is referred to as 'biometric information'.

Biometric information and how it will be used

Biometric information is information about a person's physical characteristics that can be used to identify them. The School would like to take and use information from your child's fingertip for the purposes of cashless catering **only**. This system will take measurements of your child's fingertip and convert these measurements into a template to be stored on the system. An image of your child's fingertip is **not** stored. The template is what will be used to permit your child to access our catering services. The law places specific requirements on schools when using personal biometric information, requirements which we fully endorse and to which we strictly adhere:

- a) the School cannot use the information for any purpose other than for those for which it is originally obtained and made known to the parent/carer (i.e. only for the purposes of cashless catering);
- b) the School must ensure that the information is stored securely;
- c) the School must tell you what it intends to do with the information;
- d) unless the law allows it, the School cannot disclose personal information to another person/body – the School will only share the information with the supplier of the biometric system.

This is necessary in order to produce the necessary biometric measurements.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing. Similarly, if your child objects to this, the School cannot collect or use their biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage, or withdraw any consent you have previously given. Please note that any consent, withdrawal or consent or objection from a parent/carer must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The School is also happy to answer any questions you or your child may have.

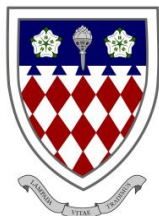
If you do not wish your child's biometric information to be processed by the School, or your child objects to such processing, we shall provide a pin code, although the vast majority of pupils and staff do use this system.

Please note that when your child leaves the School, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

As always, please feel free to contact the School, in confidence, should you wish to discuss the matter. We are very happy to reassure parents/carers and pupils that the system has run very successfully for several years, with only a handful of pupils not biometrically registered.

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

www.education.gov.uk/schools/adminandfinance/schooladmin



School Lockers

All pupils are given a locker to store their possessions, books, PE kit and mobile phones etc. The organisation, maintenance and operations of the locker system is heavily subsidised by the School.

The lockers are used with a school provided combination lock. Pupils are shown how to set their combination lock and a master list is kept by the Pastoral Department. If pupils change their combination, they **must** tell their Head of Year. If a combination is forgotten and they haven't told us of any number change, the lock will have to be cut off to gain access to the locker. Parents/carers or pupils will then need to purchase a new combination lock from the School.

The locker hire fee is **£25.00**, paid in full at the start of Year 7 for all five years of the child's statutory education at Spalding High School. All monies raised from this charge are used for maintaining of the lockers and whole school projects.

Payment should be made online once you have created your online payment account.

If your child is eligible for Pupil Premium, this funding can be used. More information can be found at the back of this booklet.

Year 7 Maths Contribution

To support teaching and learning in Maths, we will be using CGP Knowledge Organisers which are pre-printed resources containing fully worked examples of the KS3 content along with clear explicit explanations of each topic area.

Every lesson, pupils will use their knowledge organiser to guide their learning. They then complete written tasks, challenges and exercises in their workbook. The knowledge organiser will also assist with revision and tracking of content covered.

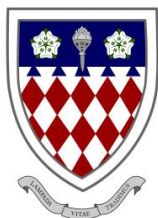
There are many benefits to this system: it will allow for more practice and consolidation of techniques, prevent mistakes being made by pupils when copying notes from the board, support pupils who miss lessons and allow pre-learning or pupil checking of a topic area. Furthermore, this resource will maximise the lesson time available to develop numeracy skills.

To help cover the costs of these resources, we are asking for a voluntary contribution of £6.85.

	Retail Price	Code	School Price
Maths Knowledge Organiser	£6.85	MXFNO41	£3.33

Thank you for supporting your child's course of study within our department.

If your child is eligible for Pupil Premium, this funding can be used. More information can be found at the back of this booklet.



Year 7 Art & Technology Contributions

During Year 7, your child will study KS3 Technology in the areas of Food and Nutrition, Textiles and Design & Technology along with an Art & Design course. For many years, parents/carers have contributed towards the cost of materials provided and this has enabled us to maintain a wide variety of interesting work and ensure pupils are able to design and make creative products that are of high quality. We believe this helps our pupils value their work and, in our experience, almost without exception, parents/carers wish to retain the products their child has enjoyed producing and are very proud of their achievements.

Breakdown

- **Food and Nutrition**
 - A4 folder with document wallets, ingredients used in demonstrations and experimental work followed by pupil taste testing and store cupboard items such as seasonings, herbs, spices, oils, foil and parchment.
 - Pupils will need to bring a plain or striped washable apron, selection of reusable leak-proof plastic containers with lids and a cookery basket or preferably, a reusable insulated cool bag. They will also need a set of scales at home for weighing ingredients.
- **Textiles**
 - Materials including fabrics, dyes and a range of needles and threads.
- **Design & Technology**
 - A design folder, electronic components and plastic materials to make a small lamp.
- **Art**
 - A3 project folder, bios, assorted sketching pencils, reflective journal, glue stick, fine liners, oil pastels, brushes, daisy palette, broad marker pen, sketchbooks, watercolour tablet, masking tape.

Each contribution is carefully calculated according to both the practical requirements for the year and the cost of materials. To help us cover the cost of these materials, we are asking for a voluntary contribution of £33.50.

No charge is made in respect of stationery, equipment, books or writing materials.

If your child is eligible for Pupil Premium, this funding can be used. More information can be found at the back of this booklet.



School Uniform

School uniform is available from: www.shotbowl.com

If uniform is bought elsewhere, care must be taken to see that it is of the prescribed colour and pattern.

All uniform and equipment must be CLEARLY MARKED, with name tapes or marking ink, showing both names.

The main school colours are dark navy blue, maroon and white. For some garments black is also permitted.

Full school uniform must be worn by pupils on their way to and from school.

Whenever the school uniform is worn, it must be worn smartly and properly. This includes on the way to and from school, on buses and in town.

Items of value should not be brought/worn to school.

Winter uniform:

Dark navy, full pleated skirt or dark navy trousers

Plain white button up school shirt – to be worn from after October half term holiday until Easter holiday, may also be worn September to October half term holiday (with tie)

School navy jumper with maroon band

Tie: KS3, KS4 or Sixth Form Prefect

Navy, black or 'nude' tights or plain ankle/on-the-knee socks

Plain black shoes of low-heel (not backless or higher than 3-4cm)

Summer uniform:

Plain, white open neck school blouse (reversed collar) - may be worn from after the Easter break until October half term holiday.

PE kit:

House colour hoodie, polo-shirt, skirt or shorts or leggings

Navy three-quarter length socks for football

Sports trainers

Shinpads

(Please note that the PE kit is changing – you will be able to purchase both original and new stock. It will depend which is available in your child's size)

Jewellery:

Pupils may wear one watch, one small ring, one small necklace (underneath the shirt) and one pair of small stud earrings in the earlobe. Facial piercings, body piercing (e.g. belly button), tongue studs, upper ear piercings and any other part of the ear, are not allowed. No other jewellery is permitted.

During PE lessons, **ALL** jewellery is to be removed. For newly pierced ear lobes, clear flat retainers will be permitted, otherwise all earrings must be taken out. No taping allowed.

Make up:

A discreet amount of foundation or concealer may be worn but it should not be obviously visible. It is not appropriate to wear excessive and highly noticeable make-up in school. Nail varnish, including clear, and artificial nails are not to be worn. False or beauty enhanced/modified eye lashes are not allowed.

Hairstyles and colour:

Hairstyles should be appropriate for the school environment, avoiding extreme haircuts, and must be a natural looking colour.

Essential Stationery

Essential for Maths: Casio FX85GT-CW Scientific Calculator

(this is a GCSE examination specific model, please avoid cheaper versions/other models)

Pencil case to include:

Black, blue, red & green biros

Rubber, Pencil Sharpener & HB pencils

Highlighters

30cm ruler & 15cm ruler

180° Protractor, compass & scissors

Small glue stick

Pupils need a protractor, compass and ruler for every maths lesson, along with pens, pencils and other writing equipment

Modern Foreign Language



Dear Pupil

We cannot wait to meet you in September!

In September you will have 7 French lessons across the two week timetable rotation and you will be expected to have with you:

- Your planner
- Your mini whiteboard (which is in the back of your planner)

In your first lesson you will be given:

- A French textbook
- A blue exercise book

For your first lesson you will also need to bring:

- A4 ring-binder folder (preferably blue) with some plastic wallets and dividers – ensure this is named

You might also want to have a French-English bilingual dictionary but this is not compulsory. It might be useful at home.

We are looking forward to seeing you.
The Modern Foreign Languages Department.



Transport

Pupils eligible for Lincolnshire County Council Transport

If your child is starting primary school or transferring to secondary school in September 2026 they may be eligible for school transport. If you think your child is eligible, please apply for transport as soon as you have your offer of a school place. Early transport applications are encouraged to ensure that transport is in place in time for the start of the September term. Applications can be made online at the website below or a telephone application can be made by contacting the Customer Service Centre on 01522 782020.

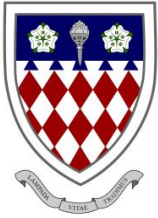
For more information about the home to school transport policy and online applications please go to www.lincolnshire.gov.uk/school-college-transport.

Queries can be emailed to schooltransportapplications@lincolnshire.gov.uk.

Pupils Out of County

If your child lives out of County, there are a number of private travel companies. Parents/carers should contact the relevant operator directly to arrange transport.

SHS No.	Contract No.	Company	ETA	Route	Contact details
8	G6	Fowlers	15:50	Thorney, Parsons Drove, Wisbech	Mr Shuster 07957 576765
15	Private	GDS	15:55	Wisbech & surrounding area	Michele Busby 01406 363060 info@gdsttravel.co.uk
16	Private	GDS	15:50	Wisbech & surrounding area	Michele Busby 01406 363060 info@gdsttravel.co.uk
17	Private P1	Fowlers	15:50	Peterborough Stops at Queensgate and Netherton	Saju Mathew 07803 787575 (text only) sajum2009@yahoo.co.uk
19	Private	4Js Travel	15:50	Peterborough	Beulah David 07854 885030 4jsprivatehireltd@gmail.com
20	Private P2	St Mary's Travel	15:50	Peterborough See information overleaf	Soju Thomas 0333 998 1277 / 07412 451502 / 07898 262946 stmarystravels@stmarysedu.uk



Private Bus Information - continued

Route 15 – Wisbech to Spalding May 2026



Route 15 Wisbech – Spalding	AM	PM
Guyhirn – Tall Trees	07.15	17.10
Guyhirn – Chapelfield Lane Bus Stop	07.17	17.08
Wisbech St Mary – The Chequers	07.22	17.03
Wisbech St Mary – Jacks Shop	07.25	17.00
Barton Road - Wisbech	07.40	16.55
Horsefair - Wisbech	07.45	16.50
Harecroft Road, Grammar Bus Stop	07.50	16.45
Sutton Park, Sutton Road	07.55	16.40
Tydd Gote	08.05	16.35
McDonalds roundabout, Long Sutton	08.05	16.30
Spalding High School	08.35	15.50
Spalding Grammar School	08.40	15.45

Please ensure you are waiting at the bus stop 5 minutes before the time listed above (and not waiting in a vehicle)

Route 16 – Wisbech to Spalding From May 2026



Route 16 Wisbech to Spalding	AM	PM
B&Q – Wisbech	07.40	16.51
Leverington – Sports & Social Club	07.49	16.31
Leverington – Richmond Way	07.51	16.29
Gorefield - Woodman's Cottage	07.55	16.25
Spalding Academy	08.33	
Spalding High School	08.35	15.55
Spalding Grammar School	08.40	15.45

Please ensure you are waiting at the bus stop 5 minutes before the time listed above (and not waiting in a vehicle)

Stops for Bus 17 – Fowlers:

Pick up:
3 points

St Jude's Church
Kings Gate
Fire Station

Drop off:
2 points only

St Jude's Church
Kings Gate

Timetable for Bus 20 – St Mary's Travel:

Service Period : September 2026 to July 2027

Coach Time Schedule : (Peterborough to Spalding)

Morning - Stops and timings :	Dogsthorpe – 7:20am
	Queensgate – 7:25am
	Shell – 7:30am
	Netherton – 7:35am
	Hampton – 7:45am
Evening - Stops and timings :	Bretton – 7:55am
	Dogsthorpe – 4:35pm
	Queensgate – 4:40pm
	Shell – 4:45pm
	Netherton – 4:50pm
	Hampton – 5:00pm
	Bretton – 5:10pm



Spalding High School Acceptable Use Agreement for Pupils

Introduction

Please read this “Acceptable Use” document carefully. It is designed to explain the use of Computer Networks within Spalding High School and the responsibilities that you as a pupil are required to observe, in its use. This Acceptable Use Agreement is underpinned and supported by both the School’s Behaviour for Learning Policy and Personal Electronic Devices and Mobile Phone Policy. Pupils and Parents should read both policies in full on the School website.

NB at time of print, the Personal Electronic Devices policy is in the process of being updated. We will share the updated policy with families when it is finalised.

Scope

The following rules and procedures have been formulated to ensure a clear understanding of the responsibilities in the use of the school computer system, e-mail and Internet facilities and applies to **all** students.

It applies to all computer software and hardware provided by the School, including Personal Computers, Laptops, Wireless and Broadband connections, Servers and any other equipment that may be provided for use and for Special Educational Needs and disabilities.

In reference to the School’s Personal Electronic Devices (PED), Mobile Phone and Social Media Policy; No PED is to be charged in school. With the exception of Sixth Form students, no PED (including mobile phones) are to be connected to the school system, Wi-Fi or Internet. An exception has been made for Sixth Form students in recognition of their growing maturity and to facilitate independent study. Sixth Form students are role models for younger students and we are counting on their cooperation with using systems appropriately. All students should remember that they have signed an Acceptable Use Policy which specifies the use of technology and school systems.

Generative AI Student Code of Conduct

Generative AI (GenAI) is a type of artificial intelligence (AI) that creates new content, such as text, images, videos and music, based on large amounts of existing information. At Spalding High School, we want you to be able to use AI as a helpful tool for your learning; however, you must also be aware of the risks of using AI, and the rules you must follow to be a responsible and safe AI user.

Risks and Rules:

- **AI Content Can Be Wrong:** AI might give you incorrect information. Always double-check what it produces and make sure your work is accurate. You are responsible for what you submit. As Ollie Bray, Strategic Director of Education Scotland warns, “AI doesn’t just lie, but it lies in an incredibly enthusiastic, convincing way.”
- **AI Can Be Biased:** AI can reflect unfair views, often focusing on Western ideas and missing other perspectives. Be critical of what AI says, especially on sensitive topics, and check it with other reliable sources.
- **AI Can Trick or Offend People:** AI can create fake content, like deepfakes or misleading stories, or pretend to be someone else. Never use AI to create harmful content or impersonate others. If you are seeing something inappropriate, report it like you would online.
- **AI Can Store Personal Info:** AI might store details like your name, age, or photos. If the tool gets hacked, your information could be exposed. Never share personal information with AI. If you’re unsure, don’t submit it.

- **Check Age Restrictions:** Different AI tools have age limits. Make sure you're old enough and have permission from an adult before using them. For example, you need to be at least 13 years old to use ChatGPT, but if you're under 18, you still need parental permission.
- **AI Should Help, Not Replace Your Work:** Always explain how you used AI and what you asked it to do. Misusing AI includes copying or paraphrasing AI content without credit, or using AI to complete your work when you're told not to.
- **Don't Overuse AI:** Relying too much on AI can stop you from thinking for yourself. Research shows it can affect your ability to think critically and reduce learning opportunities. Make sure you're still doing the work yourself.

Email and Internet

- The email and Internet system is provided for education purposes only and should not be used for personal use, gain or reward.
- Sending messages of an abusive, offensive, harassing, racist, discriminatory or obscene nature is not permitted and will result in disciplinary action which may include withdrawal of access rights. Should the School receive evidence that any comment, image or recording judged by us to be inflammatory, threatening, malicious or offensive about a named student, member of staff or the school itself be placed in the public domain, then action will be taken. This action may include a formal report or complaint to the police.
- Access to the Internet is restricted and filtered on content and is available for suitable educational requirements. Accessing or attempting to access, downloading and/or uploading abusive, offensive, obscene or illegal material is strictly forbidden and students must follow guidelines from teachers in lessons where access to online digital resources (e.g. webpages and YouTube content) are being used to enhance teaching and learning.
- It is important that care should be taken when downloading material from the Internet that copyright notices and license implications are observed.

Printing

At Spalding High School, the use of printers is reserved solely for educational purposes and school-related activities. Personal printing is strictly prohibited unless express permission is granted by a member of the school staff. Violations of this rule may result in disciplinary action. Even where printing is for educational purposes and school-related activities, pupils should consider the necessity of printing material in accordance with responsible environmental awareness and are encouraged to save files and materials to the school network or their school OneDrive account.

Cyberbullying

- Cyberbullying is the sending or posting of harmful or cruel text messages and/or images, using the Internet or other digital communication devices.
- Spalding High School does not tolerate bullying in any form. Any student found to be involved in incidents of cyberbullying will be dealt with firmly.
- The School Behaviour Policy and Personal Electronic Devices, Mobile Phone and Social Media Policy sets out clearly the procedures and sanctions available to staff to deal with incidents of cyberbullying.

Monitoring

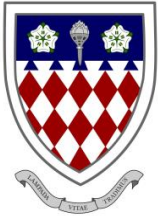
- The School maintains security and anti-virus software that monitors and records details of all network activity in which individuals transmit or receive files and data.

- To ensure that the rules and procedures are being followed, both email and Internet use will be monitored on a regular basis. This will include the access of Internet sites, email sent or received through school servers and via Microsoft 365 Applications.

Security and Confidentiality

- Every user will be issued with a unique user name and password; this must be **kept confidential**, not written down or given to others. The password should be changed on a regular basis in accordance with the system default password expiry period.
- Each user will have their own area on the network for the storage of data files, coursework and email. The IT Manager and associated staff will at times randomly inspect data stored on the school networks and Microsoft 365 Cloud Storage, to check appropriate content of such data.
- Computers should never be left unattended and after use, all users should log off/sign out from the network.
- For personal safety, any form of electronic communication should have no references to personal information such as student home addresses, telephone numbers etc.
- It is the responsibility of all students to protect the security and confidentiality of the school networks. Students must not try to deliberately access the online files and folders of their peers, teachers or others.
- Any Wi-Fi access codes provided to students must not be divulged to others.

Failure to abide by this policy on acceptable use will result in disciplinary action, which may include withdrawal of access rights. In serious cases it may result in legal action.



Data Protection Act 2018/UK General Data Protection Regulation & Freedom of Information

As a school, we are bound by the terms of the Data Protection Act 2018 and UK General Data Protection Regulation. Set out below are the procedures laid down by the Acts that we are required to bring to your attention.

Should you have any questions concerning data protection, please contact Mrs J Abrams, Data Protection Officer.

Spalding High School Pupil Privacy Notice (how we use pupil information)

This document is for parents/carers and pupils to remind you of what data information is collected, used and shared by Spalding High School as an educational setting and service provider. For the purpose of this document, the term 'pupil' refers to every child in Year 7 – Year 13. This document has been personalised from the DFE Standard Privacy Notice for Schools and all credit is given to that document.

Please note that all of our systems for data collection are in the process of being reviewed and updated in the light of GDPR regulations to ensure compliance. This includes our School Data Protection Policy.

The categories of pupil information that collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, punctuality, number of absences and reasons)
- Assessment information and examination results
- Relevant medical information
- SEND information
- Behaviour information (including suspensions)
- Post 16 and Post 18 learning information and destination data

Why we collect and use this information:

We use the pupil data to:

- support pupil learning and meet pupil need
- monitor, track and report on pupil progress
- provide appropriate pastoral care and safeguarding
- assess the quality of our services
- comply with the law regarding data sharing
- maintain excellent lines of communication between home and school

The lawful basis on which we use this information:

We collect and use pupil information under the lawful basis (GDPR Article 6) that data processing is necessary for compliance with legal obligations and legitimate interests that we, as a school, are subject to. Some information such as SEND and medical information is collected because it is necessary in order to protect the vital interests of the pupil and we have a legal obligation to meet the pupil's needs. Information such as photographs are collected because they are necessary for us to perform a task in the public interest and for our official functions. Photographic images are collected based on our Photographic Image Policy. Parents/carers and pupils give explicit consent to specific criteria for the level at which these images to be taken and used. Similarly, our collection of biometric data ("special category personal data") for the cashless catering service is collected by explicit consent. Racial group, ethnic group and religion are identified as "special category personal data" (GDPR Article 9) and processing is necessary for compliance with the legal obligations and legitimate interests that we, as a school, are subject to.

Collecting pupil information

Whilst the majority of pupil information that parents/carers and pupils provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data (including SIMS picture) for **ten years** from the point of removal from the school roll. All other photographs and biometric data are securely deleted at the point the child is removed from roll.

Who we share pupil information with

We routinely share pupil information with:

- schools/institutions that the pupil attends after leaving us
- our Local Authority (Lincolnshire County Council)
- the Department for Education (DfE)
- Asset For Schools (attainment data and tracking systems)
- MyMaths (to support Maths learning)
- Evolve (the Local Authority system used to manage school trips and visits)
- NHS (for health tracking and vaccination programmes)
- School catering service
- GL Assessment (who administer the Lincolnshire Consortium 11+)

We hold much of our personal and sensitive data on SIMS, provided by Capital. Access to this system is strictly controlled, password protected and only staff have access to the data which they need to carry out their day-to-day responsibilities.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins educational attainment policy, monitoring and school funding. We are required to share information about our pupils with our LA and the DfE under Section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to [Data collection and censuses for schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

Youth support services – Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our Local Authority and/or provider of the youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under Section 507B of the Education Act 1996. This enables them to provide youth support services and careers advice.

A parent/carer can request that **only** their child's name, address and date of birth are passed to their Local Authority or provider of youth support services by informing us. This right is transferred to the pupil once they reach the age of 16.

Pupils aged 16+

We will also share certain information about pupils age 16+ with our Local Authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under Section 508B of the Education Act 2011.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advice

For more information about services for young people, please the Local Authority website.

The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Law requires us to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is The Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to:

[Apply for Department for Education \(DfE\) personal data - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research and analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the Departments data sharing process, please visit:

[How DfE shares personal data - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

For information about this organisations the department has provided pupil information, and for which project, please visit:

[DfE external data shares - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

To contact DfE, please visit:

[Contact the Department for Education \(DfE\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Requesting access to your personal data

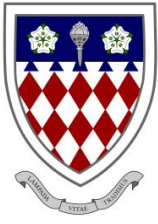
Under data protection legislation, parents/carers and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headmistress.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, locked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the School in the first instance. Alternatively, you can contact the Information Commissioner's Office at: [Information Commissioner's Office \(ICO\)](#)

If you would like to discuss anything in this privacy notice, please contact Mrs J Abrams, Data Protection Officer, at the School address.



Spalding High School Photographic and Image Consent Form

Occasionally, we may take photographs of the pupils in our School. We may use these images in the School Prospectus or in other printed publications that we produce, as well as on our website and social media pages. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. Sometimes contracted outside agencies such as trip venues or activity organisers may take photographs of our pupils participating in one of their activities.

From time to time, the School may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may be printed in local or national newspapers, or be on televised news programmes.

To comply with the Data Protection Act (2018), Taking Photographs in Schools (2014) and the GDPR 2018 regulations, we need your permission before we can photograph or make any recordings of your child. The School observes the County Council's guidelines on the use of photographs and electronic images in schools (March 2015).

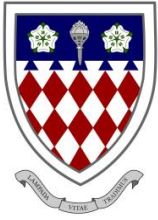
Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

"Unidentified" means we will use either no name or first name only.

Parents/carers may take photographs and film activities **ONLY** for personal use. The Data Protection Act does not prohibit parents/carers, friends and family members from taking photographs of their child and friends participating in school activities for the '*family album*' and they may film activities at school to watch at home. Such images or films taken by parents/carers are **prohibited** from being shared online without the consent of all of those with parental responsibility for each child appearing in their images. Parents/carers must keep their photographs and films secure and may only share with family members for personal use.

The School will destroy electronic and actual photographs of students when they leave the School, although important photographs will be retained for the School archive.

Please complete the online form confirming that you have read and understood the conditions of use.



Free School Meals & Pupil Premium

To check if your child is eligible Free School Meals (FSM) in England and find out how to apply on your local authority's website, visit:

[Apply for free school meals - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

At the time of printing, the government are updating the FSM process – we will issue updated guidance to you as soon as possible.

If you require any further information regarding Free School Meals or Pupil Premium, please do not hesitate to contact Mrs J Pryke, Finance Administrator, via email: joanne.pryke@spaldinghigh.lincs.sch.uk

Gift Aid

At Spalding High School we focus on providing pupils with the best education possible, we strive to make sure all our pupils have the tools and resources they need to prepare them for tomorrow's workforce.

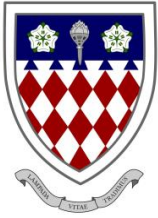
Of course, none of this would be possible without the generous support of our school parent/carer community.

As a registered charity, Spalding High School is eligible for gift aid and we would greatly appreciate it if you would consider contributing £20 to our School or any alternative amount you wish to contribute.

This enables us to supply or support the School Council with projects that our curriculum budget would not cover and helps pupils to request or suggest projects they feel would improve their school experience.

Payment can be made online. Please click [here](#) to complete the Gift Aid Declaration form – this must be completed for the School to be able to claim the Gift Aid from your donation.

Thank you.



Important Dates

New Intake Information Evening	Tuesday 16 th June 2026
Induction Day	Friday 3 rd July 2026
1 st Day of Term	Thursday 3 rd September 2026
Year 7 Information Evening	Wednesday 23 rd September 2026
Year 7 Form Tutor/Parents' Meetings	TBC

First Day at SHS

On Thursday 3rd September, the first day of term, Year 7s should come through the green gates and into the hall via the side door.

No parents will be admitted on site.

Mobile phones should be turned off as students enter the School premises.

We plan to capture all new Year 7 biometric data during the morning, meaning that students will be able to purchase food and drink in the canteen at lunchtime using their student account. Students will therefore not need cash to buy food and drink at lunchtime at School. They may wish to bring a snack and drink with them for morning break.

Please ensure that your child knows how they are getting home. If they are travelling via a school bus, they will be helped to know where to go. If you are collecting your child, please agree in advance a meeting point with your child, away from the School premises. Stonegate is extremely congested at the end of the School day, with twenty school buses arriving to collect students, so we politely request that parents/carers meet students away from the immediate vicinity of the School gates and School site, and that parents/carers are respectful of our neighbours.

Please do not park or stop on the zig zag yellow lines outside school or obstruct any driveways.

PLEASE NOTE THAT INFORMATION CONTAINED IN THIS BOOKLET IS SUBJECT TO CHANGE

Thank you for reading this information booklet.

Should you have any questions, please do not hesitate to contact us via one of the following:

Telephone: 01775 722110

Email: enquiries@spaldinghigh.lincs.sch.uk