

# SIXTH FORM INFORMATION FOR PARENTS AND STUDENTS

Please read the following pages which contain important information

## **UNIFORM RULES AND EXPECTATIONS**

Our vision is for outstanding learning, achievement and behaviour for all students. Our uniform is a means of expressing this level of expectation and a way for students to express their pride in themselves and their College. We expect all students to wear their uniform correctly and with pride.

### **Uniform policy**

Students are allowed to wear clothing of their choice in Sixth Form. We do however expect:-

- No midriffs visible
- No offensive images or words on tops
- Shorts must be a sensible length
- Tops are a sensible neck height
- ALL students MUST wear their lanyards.

## FREE SCHOOL MEALS

If your son/ daughter is currently registered to receive free school meals, please contact Devon County Council on 0345 1551019 to ensure their entitlement is transferred to the College.

### Free school meals - Save time and money.

Your child may be entitled to receive free school meals if you receive one or more of the following:

- Income-based & Contribution-based Jobseeker's Allowance (JSA) or Employment and Support Allowance (ESA) on an equal basis
- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Income-related Employment and Support Allowance (IRESA)
- Child Tax Credit (**without** Working Tax Credit) and with an annual taxable income assessed by HM Revenue and Customs to be less than £16,190
- Guaranteed element of State Pension Credit
- Where a parent is entitled to a Working Tax Credit run-on (the payment received for a further 4 weeks when no longer qualifying for Working Tax Credit)
- Support under Part VI of the Immigration and Asylum Act 1999

If you are applying for free school meals you will be eligible for a bursary.

### How to apply:

It is simple to apply, you can do so online via the Devon County Council website, or by calling their helpline on 0345 155 1019.

## PARENTAL RESPONSIBILITY

Under The Children Act 1989, the concept of parental responsibility replaces the concept of 'parental rights'. The Act states that 'parental responsibility' can be shared between a number of people, and defines these in the following terms:

- Both married parents of a legitimate child even if not living with the child;
- Both divorced or separated parents of a legitimate child;
- The mother of an illegitimate child;
- The father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order;
- Any person appointed guardian by a Court;
- Any person who received the child under an Emergency Protection Order;
- The County council through its Social Services department may do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare;
- Pupil Premium for Post Loked After children and the School Census. Additional funding can be obtained if a student has adoptive parents, special guardians or carers. If you wish to self-declare this information to the school and for it to be recorded in the school census please contact the Data Manager.

### Contact Type

CON Contact Person	LAN LA Nominee	PRB Probation Officer
FOS Foster Parent	NGB Neighbour	REL My other relation
GRD Guardian	OTH Other	STP Step- Parent
GRP Grandparent	PAF Father	FAM Other Family Member
SLF Self	PAM Mother	CHM Childminder
CAR Carer	SWR Social Worker	DOC Doctor
RLG Religious/ Spiritual Contact		

## 16 TO 19 BURSARY FUND

You could get a bursary to help with education-related costs if you're aged 16 to 19 and studying at a publicly funded school or college in England - not a university. (applicable to UK students only)

**What a bursary is for** - A bursary is money that you, or your education or training provider, can use to pay for items such as:

- clothing, books and other equipment for your course
- transport

**Bursary for students in vulnerable groups** - The student can be awarded up to £1,200 based on evidence of need.

You can apply for the vulnerable bursary if

- students in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

**Discretionary bursary** - You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups.

Students can apply for the discretionary bursary if the household income is below £18,000.

Evidence of need will have to be provided.

Applications for both the discretionary and vulnerable bursary will need to provide evidence such as bank statements and payslips for at least 3 months.

### How to claim

**Bursary application forms can be collected from Sixth Form Reception, or online in the Sixth Form area.**

You might be able to get more support if your circumstances change.

## PRIVACY NOTICE - GENERAL DATA PROTECTION REGULATION 2016 ~(GDPR)

Newton Abbot Academy Trust is a data controller for the purposes of the General Data Protection Regulation. We collect personal information from you and may receive information about you from your previous school, local authority and/or the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Communicate with you;
- Provide catering and trip payment services;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after leaving us and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you have consented to us holding biometric data we will also record this information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number. (ULN) and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to Careers South West who have responsibilities in relation to the education or training of 13-19 year olds. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision. However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the Data Manager if you wish to opt out of this arrangement. For more information about services for young people, please go to the following websites

Devon County Council:

<https://new.devon.gov.uk/educationandfamilies/school-information/post-16-education>

Careers South West:

[www.cswgroup.co.uk](http://www.cswgroup.co.uk)

***We will not give information about you to anyone without your consent unless the law and our policies allow us to.***

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education. We are required by law to pass some information about you to the Department of Education (DfE) and, in turn, this will be available for the use of the LA. If you want to receive a copy of the information about you that we hold or share, please contact the Data Manager.

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the General Data Protection Regulation 2016.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit: <https://new.devon.gov.uk/supportforschools/administration/data-protection> or <https://new.devon.gov.uk/informationsharing/information-sharing-protocols> or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## ICT ACCEPTABLE USE POLICY FOR STUDENTS

The College has provided IT equipment and systems for use by students. By using them you agree to abide by the following conditions. If you violate these provisions, access to the Internet may be denied and you may be subject to disciplinary action. Where appropriate, police may be involved or other legal action taken.

These rules are here to help us to protect you.

### Equipment

- You may not install, attempt to install or store programs of any type on the computers.
- You may not damage, disable, or otherwise harm the operation of computers.
- Only use the College equipment and systems for educational purposes. Activities such as bullying or selling goods are inappropriate.

### Security and Privacy

- Protect yourself and your work by keeping your password private.
- Never use someone else's logon name or password.
- Never reveal any personal details or pictures to people you meet on the Internet.
- Other computer users should be respected and should not be harassed or insulted.
- Respect the security on the computers. Attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage will be treated like College lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

### Internet

- All Internet access is monitored and filtered.
- You should access the Internet only for study or other College authorised activities.
- Only access educationally suitable material. Using the Internet to transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.
- The use of any social media platforms, (e.g. Facebook and Twitter) and any chat-like systems is forbidden for all students on College equipment and systems including on your own equipment via the College WiFi.
- People you contact on the Internet are not always who they seem. Never arrange to meet someone who you only know from the Internet or via email.

### Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending of any email containing content likely to be unsuitable for children or Colleges is strictly forbidden.

### Personal equipment

- You are permitted to connect your personal devices (phones, tablets etc.) to the College Wi-Fi using the NAC-Student network. The rules above apply equally to any use of this Wi-Fi network just as if you were using a College computer.

## **DISABILITY EQUALITY SCHEME**

### **Introduction**

Newton Abbot College actively promotes equality of opportunity for disabled people: students, employees, parents, carers, governors and other people who use the College or may wish to.

The College strives to ensure that the culture and ethos are such that whatever the abilities and needs of members of the College community, everybody is equally valued and treats one another with respect. Students are provided with the opportunity to experience, understand and value diversity.

The Governing Body of Newton Abbot College prepares and publishes a Disability Equality Scheme (DES). This scheme sets out how the Governing Body will promote equality of opportunity for disabled people. The DES should be read in conjunction with Policies such as Equal Opportunities, PSHEE, SEND and the Accessibility Plan.

### **College Priorities**

We are an outcome focused, student centred College and we are committed to:

- Creating a happy, safe, disciplined and stimulating learning environment for all students regardless of age, attainment, background, gender or disability.
- Actively seeking to remove barriers to learning and participation.

### **The Definition of Disability**

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

Physical/mental impairment includes sensory and hidden impairments such as learning difficulties, dyslexia, autism, speech and language impairments, ADHD.

Impairment does not in itself mean a person is disabled. It is the effect on the person's ability to carry out normal day to day activities that has to be considered. Also included are people with severe disfigurements and progressive conditions e.g. cancer, multiple sclerosis and HIV.

Substantial means more than 'minor or trivial', long term means it has lasted or is likely to last more than 12 months.

### **Disclosing Disabilities**

Although disclosure is not a requirement, we want to encourage the College community to tell us about their disabilities so that we can ensure appropriate adjustments are considered. Any information disclosed will be handled sensitively and confidentially and will be used to help improve opportunities and outcomes for the individual. By gathering and acting on this information we can attempt to ensure that all the needs of the College community are met as far as possible, benefitting all users of the service and the College.

We would like to thank you for taking the time to read this leaflet and for helping us to improve our service. Please see contact details below.

### **Contacts**

For student disclosures please contact:  
Student Support

For parent /carer/other disclosures  
please contact:  
Student Support

If you cannot access these websites, please contact the LA or DfE as follows

**DfE**

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

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

Email: <https://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

**Devon County Council**

Information Compliance Office  
Information Management Team  
Devon County Council  
Room L10  
County Hall  
Exeter EX2 4QX

Website: [www.devon.gov.uk](http://www.devon.gov.uk)

Email: [doffice@devon.gov.uk](mailto:doffice@devon.gov.uk)

Tel: 01392 384682

**WHAT WE DO WITH YOUR INFORMATION - DATA PROTECTION**

From time to time some of the information you supply on this form may be passed on to other organisations on a strict need to know basis. This includes the Local Authority (LA), Devon Social Services Directorate, the Department for Education, National Health Service Trusts, Youth Offending Teams and other organisations working with Schools, who provide a service to students. Wherever appropriate we shall remove details which will identify individual students.

This information may be used for College and LA administration purposes and in order to contribute to local and national statistics or to benefit childrens' welfare. The information on ethnicity and religious affiliation is being collected to ensure equal opportunities and fair treatment of students. Anyone who receives named student information from us is under a legal duty to keep it confidential. This information will also be passed to a different school which your child is due to attend in future in order to avoid duplication.

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