

Continuing Faith and Formation at St Gabriel's



**WELCOME**

## Mission Statement

At St Gabriel's, we are an inclusive Catholic family who embrace diverse identities, faiths and beliefs. We strive to use our God-given talents to **serve** others and to **succeed**. The Lord is our **strength**, which inspires us to make positive contributions to our school community and be valued members of our global society.

The Lord is my strength



## Student Privacy Notice

### What is the purpose of this document?

**St Gabriels RCHS** collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have.

**St Gabriels RCHS** is a school within the St Teresa of Calcutta Catholic Academy Trust ("the Trust"). The Trust is the Data Controller for all the schools within the Trust. The Trust's registered office is St Teresa of Calcutta Catholic Academy Trust, Imperial House, Hornby Street, Bury, BL9 5BN.

The Data Protection Officer for the Trust is Jenny Bonson, contactable via [dpo@stoccat.org.uk](mailto:dpo@stoccat.org.uk)

### Why do we collect and use pupil information?

We use the pupil data to support our statutory functions of running a school, in particular:

- a) to decide who to admit to the school;
- b) to maintain a waiting list;
- c) to support pupil learning;
- d) to monitor and report on pupil progress;
- e) to provide appropriate pastoral care;
- f) to assess the quality of our services;
- g) to comply with the law regarding data sharing;
- h) for the protection and welfare of pupils and others in the school;
- i) for the safe and orderly running of the school;
- j) to promote the school;
- k) to communicate with parents/carers;
- l) in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- m) in connection with any legal proceedings threatened or commenced against the school.

In compliance with Article 6 of the GDPR, we collect and use pupil information under the following lawful bases:

- a) where we have the consent of the data subject (Article 6 (a));
- b) where it is necessary for compliance with a legal obligation (Article 6 (c));
- c) where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d) where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

In compliance with Article 9 of the GDPR, where the personal data we collect is special category data, such as ethnic origin, religious beliefs and health conditions, we will identify a lawful basis for the processing of such data (as listed within Article 6) and an appropriate special category condition for the processing of the data (as listed within Article 9).

When processing special category data, we will meet at least one of the conditions below:

- a) Explicit consent is gained
- b) It is in the interest of employment, social security and social protection
- c) It is in your vital interests
- d) It involves a not-for-profit body
- e) The data is made public by yourself
- f) It is in relation to legal claims or judicial acts
- g) It is in substantial public interest
- h) It is in the interest of health or social care



- i) It is in the interest of public health
- j) It is for the purpose of archiving, research and statistics

Please see our Data Protection Policy for a definition of special category/sensitive personal data.

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. For more information, refer to the Right to Withdraw Consent section of this document.

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

- a. Personal information (such as name, unique pupil number and address);
- b. Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- c. Attendance information (such as sessions attended, number of absences and absence reasons)
- d. Behaviour records, including exclusions (if relevant) records about attainment, assessment information, information about special needs (if relevant);

From time to time and in certain circumstances, we might also process personal data about pupils, some of which might be sensitive personal data, including information about criminal proceedings/convictions, information about sex life and sexual orientation, child protection/safeguarding. This information is not routinely collected about pupils and is only likely to be processed by the school in specific circumstances relating to particular pupils, for example, if a child protection issue arises or if a pupil is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about pupils when they join the school and update it during their time on the roll as and when new information is acquired.

As the school has a cashless catering system, we also process biometric data about pupils if we have received explicit consent from parents. Please see our Data Protection Policy for more details about how we process biometric data.

**Collecting pupil information**

Whilst the majority of pupil information you 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. Where appropriate, we will ask parents/pupils for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of pupils on our website or on social media to promote school activities, or if we want to ask your permission to use your information for marketing purposes. Parents/pupils may withdraw consent at any time.

When pupils are deemed to be old enough to make their own decisions in relation to their personal data, we will also ask the pupil for their consent in these circumstances. This will usually be around the age of 13. Although parental consent is unlikely to be needed, we wish to take a collaborative approach so we will keep parents informed when we are approaching pupils for consent up to the age of 13. Pupils with the maturity to make their own decisions about their personal data may withdraw consent if consent has previously been given.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so. Please see our CCTV policy for more details.

**Storing pupil data**

We hold pupil data in line with the timescales detailed within our Data Retention Policy.

A significant amount of personal data is stored electronically, for example, on our database, SIMS/Bromcom/Other. Some information may also be stored in hard copy format.

Data stored electronically may be saved on a cloud-based system which may be hosted in a different country. Personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. In both of these cases, we will ensure appropriate steps are taken to keep the data secure, in accordance with our Data Protection Policy.

## Who do we share pupil information with?

We routinely share pupil information with:

- Parents/carers (as defined in the Education Act 1996);
- schools that pupils attend after leaving us;
- our local authority;
- a pupil's home local authority (if different);
- the Department for Education (DfE);
- school governors / trustees;
- the central team at the Trust;
- exam boards.

From time to time, we may also share pupil information with other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists;
- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a pupil is involved in an issue;
- our legal advisors;
- our insurance providers/the Risk Protection Arrangement.

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share personal data about pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law allows us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. As a school, we are also required to share information about our pupils with the (DfE) under regulation 5 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 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to 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 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

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

### **Our pupils aged 16+**

We will also share certain information about pupils aged 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 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers.

For more information about services for young people, please visit your local authority website.

### **The National Pupil Database (NPD)**

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.

We are required by law, 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 pupil information we share with the department, for the purpose of data collections, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 or analysis
- producing statistics
- providing information, advice or guidance

The DfE 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 department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please

visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, pupils, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13, we generally regard pupils as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a pupil to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the pupil and not their parent(s) on their behalf. This does not affect any separate statutory right parents might have to access information about their child.

Requests for children's data, or to access their educational record, a request should be made in writing to the school, or where appropriate the Trust. Any written request for personal data will be treated as a Subject Access Request. These requests will be addressed by the school's Data Protection Lead, in conjunction with the Trust's DPO as necessary.

The legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents/pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. Where the school or Trust believe they will be unable to respond to requests within the given timeframe, the requester will be contacted regarding any potential delays. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

Parents of pupils who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a pupil's own legal right which falls outside of the GDPR, therefore a pupil's consent is not required even if a pupil is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the pupil, with whom the pupil lives or whether the pupil has contact with that parent), and also includes non-parents who have parental responsibility for the pupil, or with whom the pupil lives. It is therefore possible for a pupil to have several "parents" for the purposes of education law.

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, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of our data protection responsibilities.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

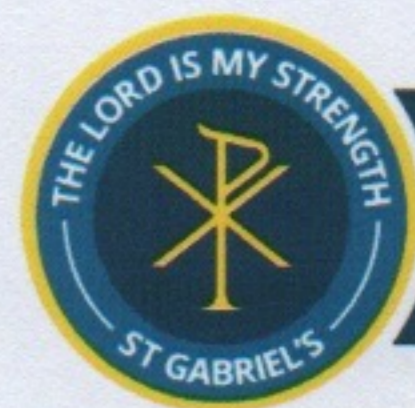
### **Contact:**

If you would like to discuss anything in this privacy notice, please contact the DPO via [dpo@stoccat.org.uk](mailto:dpo@stoccat.org.uk)

# St Gabriel's

Roman Catholic High School

## Term Dates 2023-24



**STRENGTH  
SERVICE  
SUCCESS**

KEY:	Term days		Holidays		Bank Holidays	Teacher only day	Year 7 & 11 only
	Mon	Tues	Wed	Thurs	Fri		
						<b>AUTUMN OPEN</b>	
<b>Sept 2023</b>	28	29	30	31	PAD 1	34	
	PAD 2	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
<b>October</b>	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20	<b>AUTUMN HALF TERM</b>	
	23	24	25	26	27	39	
<b>November</b>	30	31	1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
<b>December</b>	27	28	29	30	1		
	4	5	6	7	PAD 3		
	11	12	13	14	15		
	18	19	20	21	22	<b>AUTUMN CLOSE</b>	
	25	26	27	28	29	29	
<b>Jan 2024</b>	1	2	3	4	PAD 4		
	PAD 5	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
<b>February</b>	29	30	31	1	2		
	5	6	7	8	9		
	12	13	14	15	16	<b>SPRING HALF TERM</b>	
	19	20	21	22	23	24	
<b>March</b>	26	27	28	29	1		
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
<b>April</b>	1	2	3	4	5	<b>SPRING CLOSE</b>	
	8	9	10	11	12	29	
	15	16	17	18	19		
	22	23	24	25	26		
<b>May</b>	29	30	1	2	3		
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24	<b>SUMMER HALF TERM</b>	
<b>June</b>	27	28	29	30	31	35	
	3	4	5	6	7		
	10	11	12	13	14		
	17	18	19	20	21		
<b>July</b>	24	25	26	27	28		
	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
<b>TOTAL PUPIL DAYS</b>						190	
<b>Teacher days</b>						5	



## School day 2023-24

### Monday, Tuesday, Thursday and Friday

Lesson	Time
Registration and daily checks / Assembly / Form Time Programme	8.40 am – 9.10 am
1	9.10 am – 10.10 am
2	10.10 am – 11.10 am
<b>BREAK</b>	11.10 am – 11.30 am
3	11.30 am – 12.30 pm
4	12.30 pm – 1.30 pm
<b>LUNCH</b>	1.30 pm – 2.10 pm
5	2.10 pm – 3.10 pm
6	3.10 pm – 4.00 pm
Year 11 study support, Enrichment and Extra-curricular activities	

### Wednesdays only

Lesson	Time
Registration and daily checks / Assembly / Form Time Programme	8.40 am – 9.35 am (PD)
1	9.35 am – 10.30 am
2	10.30 am – 11.25 am
<b>BREAK</b>	11.25 am – 11.45 am
3	11.45 am – 12.40 pm
4	12.40 pm – 1.35 pm
<b>LUNCH</b>	1.35 pm – 2.15 pm
5	2.15 pm – 3.10 pm
6	3.10 pm – 4.00 pm
Year 11 study support, Enrichment and Extra-curricular activities	



Dear Parent/Carer

**Unavoidable School Closures**

During the winter months, we ask for your help in ensuring the safety of our children.

There can be the occasional day when snowfall is heavy, or the result of snow is that there are difficulties with the transport systems. In such cases, we ask that you firstly check the school's website (the address is shown at the foot of this letter) for the most up to date information.

Although every attempt will be made to keep the school open, after taking advice from public bodies such as the council, the police and bus companies, the school may close early or open later. This enables the many pupils who travel some distance to reach school or home safely in poor weather and traffic conditions.

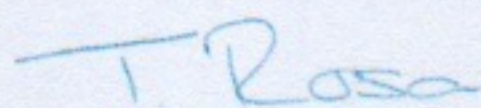
Naturally, we can never give advanced warning of this type of closure, nor can we contact your or other members of your family directly. In the event of forced closure, a short letter will be sent home with your son or daughter and this information placed on our website.

We would ask you to discuss the arrangements you want your child(ren) to follow if they leave school early because of deteriorating weather. We have found that if children, especially younger ones, are clear about what they should do, they react better. They know what to do and, if necessary, where to go. This will also remove stress and anxiety from you about the whereabouts of your child.

Should you normally meet your child here at the end of the school day, be assured that the school will stay staffed until that time.

Thank you for your cooperation in advance. Remember – the school's website is the first point of information in these circumstances.

Yours sincerely



Mrs Rosa  
Headteacher





Dear Parent/Carer

**Free School Meals - Registering your entitlement**

Recent government changes mean that all schools receive additional funding directly linked to the number of pupils claiming free school meals. This funding is called the 'Pupil Premium'. With this additional funding, St Gabriel's has, in the past, increased its resources and teaching support to help pupils improve their progress and attainment. Such intervention has helped to secure our excellent (best ever) exam results this year.

It works as follows:

- Parents must see if they qualify - it is not just about whether you have a job or not.
- Registering is very quick and easy. Contact Bury Council Customer Support (0161) 253 5858 if you think you qualify. If you live outside Bury, contact your local council in the same way – you can get the correct numbers from the Council website
- If you wish for your child to claim their free meal, then it would save you around £350 per school year.
- On the other hand, if you do not wish your child to take up the free meal, then St Gabriel's will still receive the additional funding because you are registered. This is very important to us.

Registering is confidential and nobody else will know. It will not affect any of your other entitlements or benefits you may be claiming or may claim in the future. Because we use a cashless payment system for meals at St Gabriel's, registered pupils will pass through the dining room in the same way as everyone else. Additional payments ('top-ups') can still be added to pupils who are registered for free school meals.

We need to have our pupils registered as quickly as possible, so we can receive this year's additional funding. It would be helpful if you could register as quickly as possible!

If you require any further assistance, or wish to ask more questions, please contact Mrs Yates in the school office.

Yours sincerely

Mrs Rosa  
Headteacher

Headteacher Mrs T Rosa BA (Hons), PGCE, MA, NASENCO, NPQH  
 Telephone 0161 764 3186  
 Email stgabriels@bury.gov.uk  
 Website www.stgabrielshigh.stoccat.org.uk / www.stoccat.org.uk  
 Twitter @StGabsBury / @STOC\_CAT  
 Postal address Bridge Road, Bury, BL9 0TZ





September 2022

Dear Parent/Carer

### **PAYING FOR SCHOOL LUNCHES, TRIPS, REVISION GUIDES, ETC**

We are asking all parents to use our e-payment method to pay for all payments to school, such as lunches, trips, revision guides etc.

This can be done online using a very secure website called **ParentPay** or in cash at local stores where you see the PayPoint logo.

### **PAYING FOR SCHOOL DINNER MONEY**

You will be able to pay for school lunches either by cash, or via our new e-payment system, **Parentpay**.

You will receive further information about setting up a ParentPay account when your child starts in Year 7.

Yours sincerely

Mrs Rosa  
Headteacher



Dear Parent/Carer

**A new way to record, track and monitor homework at St Gabriel's**

We use a system called Show My Homework which is an online tool to help you keep track of your child's homework. Show My Homework allows you to see the details of the tasks your child has been set, as well as their submission status and grades.

You will be provided with login details to your personal account, ready-linked to your child's homework calendar. These logins will be sent out in the first week of September but don't worry you will still be able to view all homework right from the start of term.

To view all homework set without login details please visit [www.st-gabriels.org.uk](http://www.st-gabriels.org.uk) and the link for Show My Homework will be on our homepage. You will also be able to login by following this link and clicking the top right 'Login' button.

- 24/7 access
- View quality and quantity of homework
- Translation into over 50 languages
- Free apps available for iPhone, iPad, iPod Touch and Android devices
- Receive automated notifications before homework is due

We hope that this service will provide parents with a deeper insight into the homework your child receives. More importantly, we hope that it will improve your child's organisation, time-management and help them to keep on top of their workload.

If you or your child has any questions about the service, please do not hesitate to get in touch with the team at Show My Homework, who are always happy to help. Just email [help@showmyhomework.co.uk](mailto:help@showmyhomework.co.uk) or call 0207 197 9550.

If you would like to get in touch with the school or provide feedback, please contact Mr Minshall.

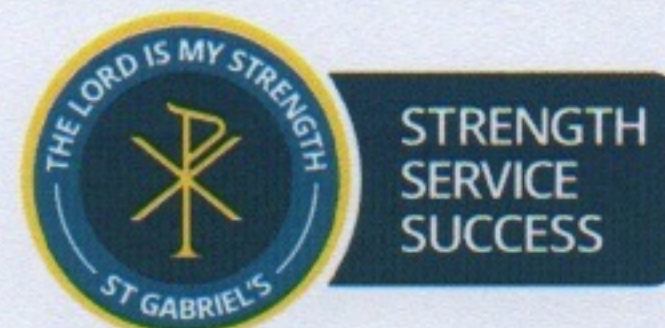
Thank you once again for your support,

Yours sincerely

Mrs Rosa  
Headteacher

Headteacher Mrs T Rosa BA (Hons), PGCE, MA, NASENCO, NPQH  
Telephone 0161 764 3186  
Email [stgabriels@bury.gov.uk](mailto:stgabriels@bury.gov.uk)  
Website [www.stgabrielshigh.stoccat.org.uk](http://www.stgabrielshigh.stoccat.org.uk) / [www.stoccat.org.uk](http://www.stoccat.org.uk)  
Twitter @StGabsBury / @STOC\_CAT  
Postal address Bridge Road, Bury, BL9 0TZ





## MUSIC TUITION

When Starting High School, it is a great opportunity to start to learn to play a musical instrument or have vocal tuition.

### IT'S NEVER TOO LATE TO START

At St Gabriel's we have visiting tutors from the Bury Music Service (please see enclosed leaflet for list of instruments) and also other tutors offering tuition in:-

- Acoustic/electric guitar
- Singing
- Piano
- Keyboard

Please note that in September places get taken very quickly so a quick response is highly recommended.

If interested, please fill in the form below and return to school to your Form Teacher on the first day of term in September.

Always remember ..... "Where words fail, music speaks"

### Performing Arts Department

✂ .....  
Reply Slip

### Music Tuition

Name: ..... Form: .....

Please indicate name of instrument(s) interested in and/or vocal tuition.

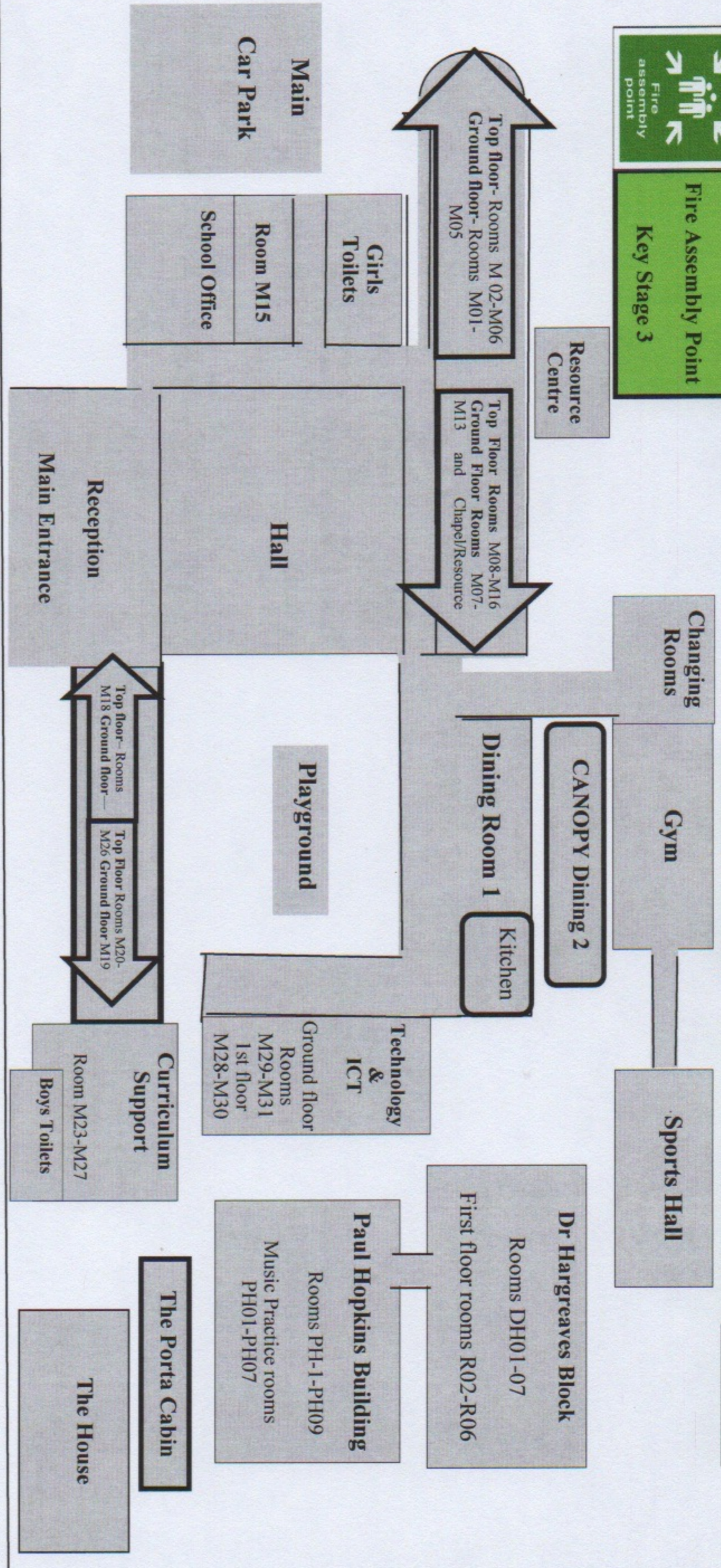
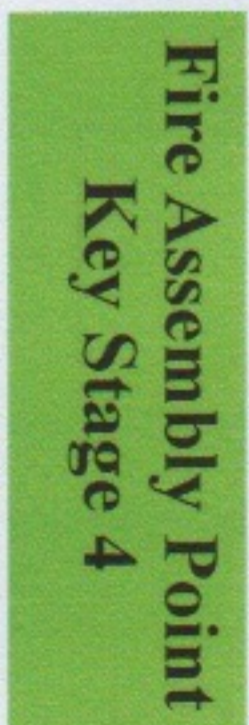
Instrument: .....

Vocal Tuition: .....

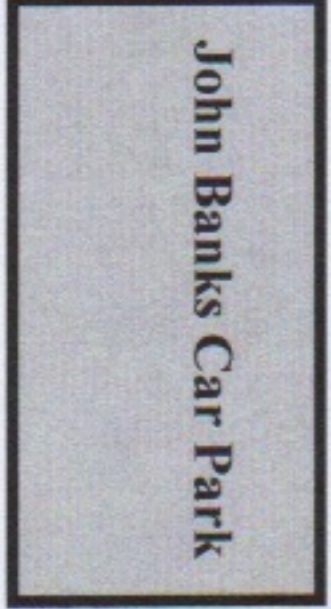
Signed: ..... parent/carer Date: .....



# Fire Evacuation Plan



Bridge Road



# Fire Evacuation Plan

The signal for a Fire Drill is a continuous **SIREN**  
The Assembly Points - Rear Field -

KS 4 Rear of the Sports Hall  
KS 3 Tarmac area on Field  
Staff Tarmac area on Field

## Upon hearing the Fire Alarm:

Exit via the nearest safe exit route - **do not reenter the building**  
Persons in charge of classes should escort them in an orderly manner to the assembly points

If you are a designated fire marshal pass your class onto the nearest alternative person in charge to escort them to their assembly point.

Those with radios move to Channel 1

Check any staff or students that are in distress/immobile – inform Fire Marshall for that area

Office staff will bring out a Key Stage 3 and a Key Stage 4 laminated Form lists

Head of Years/PMs to collect year group folder and distribute to form staff

Form Lists will have Form Number on one side so that form staff can hold up and assist students in getting to the right line

Form staff will check students present – students will be lined up in form and in alphabetical order (surname) and then return list to HoY/PM

## FIRE MARSHALS

Report to the Fire Officer in charge at the assembly point and inform them if your rooms are clear or not.

If you are not close to your area of responsibility at the time of the alarm you should not travel to your appointed area but exit the building report to the Fire Officer in charge that you have been unable to check your area

## Map Key



**Fire Assembly Point**



**Fire Exit Point**



**Fire Alarm Call Point**