



Engage | Motivate | Inspire

Trafford Alternative Education Provision

Parents/Carers & Student Handbook

2023-2024

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The aim of this handbook is to give you a guide to Trafford Alternative Education Provision. We know some things about school can be a bit of a mystery to parents/carers new to the school. We hope that it provides you with all the information that you need to help you settle in as a parent or carer at TAEP. Please let us know if you have other questions.



What is Class Dojo?

Class Dojo is a digital classroom management tool designed to help our teachers and school communicate more effectively with parents. It connects teachers with our students and parents to build amazing classroom communities.

Class Dojo is a great way for you to keep up to date with your child's class activities and school events.

Each pupil gets an avatar and teacher's award dojo reward points for things such as, participating in class, staying on task, completing good work, etc. Teachers can use a tablet or computer to give points throughout the school day. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared or via the whole school page.

Communication

Class Dojo also includes a messaging service. The messaging within Class Dojo is a great way to contact the class teacher and discuss any issues that may arise or to ask any questions you have. News and events will also be posted on the school story, along with TAEP Mail and letters.

All teachers using Class Dojo have set 'quiet hours' on their page. This may mean the teacher may not read or reply to messages out of the designated hours.

Quiet hours are between 5.00pm and 8.00am weekdays and all weekends and holidays.

We would still urge you to contact school via the school office if the message is urgent as we cannot guarantee the teacher will see the message straight away.

School Story

This gives you information about what is happening in school on a day-to-day basis. It may alert you to events i.e., parents evening, special events, or it may

alert you to an issue you need to be aware of or it may just celebrate something exciting that is happening in our school.

If you haven't already signed up to ClassDojo

- **Download ClassDojo for your iPhone or iPad from the Apple App Store**
- **Download ClassDojo for your Android phone or tablet from the Google Play store**

1. Mission Statement



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Trafford Alternative Education Provision

Our Mission Statement

Trafford Alternative Education Provision is committed to providing 21st Century education that promotes the academic, emotional, and social development of our students. Our aim is to create a holistic, nurturing, and inspiring environment where students are supported and encouraged to take charge of their lives, their learning, and their decisions. Every student will have an understanding of their personal journey, challenges, and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies Trafford Alternative Education Provision provides students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating, and developing the curriculum.




A handwritten signature in black ink, appearing to read 'LH Thompson'.

Ms Linda. H. Thompson
Executive Headteacher

2. Staff Details

Name	Position	Status
SLT		
Linda Thompson	Executive Headteacher DSL	FT
Hayley Lindley	Deputy Headteacher Curriculum and Standards SENDCo Teacher English DDSL	FT
MLT		
Kevin Smith	Teacher Mathematics, PE / Outdoor Education / Geography (TLR) Career /Team Teach Trainer	FT
Mike Scragg	HOD Mathematics (TLR) Exams/AQA Unit Award	FT
Angela Henry	HOD Science / Class Dojo	FT
Gareth Shore	HOD English/Religious Education	FT
Ellis Westwood	Teacher Maths Assistant SENDCo and Pastoral TMES DDSL	FT
Casey Bradbury	Teacher English/ PSHE Assistant SENDCo and Pastoral THS DDSL	FT
Teachers		
Pervin Nadim	Science	PT 0.6
Joab Westwood	PE/Science	FT
John Fraiel	Maths	FT
Elvis Olanipekun	Primary	PT 0.8
Amy Lyall	Art/Psychology /English/Hospitality	PT 0.8
Teaching Assistants		
Carol Polhill	Senior Teaching Assistant SEND CIN /CP DDSL	FT
Toni Grainge	Senior Teaching Assistant SEND / Step Out Co-ordinator	FT
Ashley Curtis	Teaching Assistant / Behaviour	FT
Diana Silavipour	Teaching Assistant	FT
Daniel Jones	Teaching Assistant	FT
Cassandra McCarthy	Teaching Assistant	FT
Laura Williamson	Teaching Assistant	FT
Business Support		
Sarah Langstreth	School Business Manager	FT
Zoe Hynes	Senior Business Support	PT 0.9
Niall Ruddock	Site Manager	FT
Dawn Brannigan	Attendance and Pastoral Officer DDSL	FT
Joanna Goddard	Administrative Assistant PA to SLT	PT 0.8
Lyndsey Chambers	Casual Administrative Assistant	

3. School Contact Details

	Telephone:	TAEP: 0161 912 1479 TMES: 0161 912 1249
	Website:	https://traffordalternativeeducation.com
	Email:	<ul style="list-style-type: none">• Executive Headteacher linda.thompson@trafford.gov.uk• Deputy Headteacher and SEND queries hayley.blane@trafford.gov.uk• Attendance TMES: zoe.hynes@trafford.gov.uk• Attendance THS dawn.branningan@trafford.gov.uk• Miscellaneous admin@taep-online.co.uk

School Address:	Trafford Alternative Education Provision Brentwood Avenue Timperley Altrincham WA14 1SR
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4. Pastoral Information

Central to TAEP's ethos is a high quality of pastoral care; it underpins everything that we do and, alongside high-quality teaching and learning, is what ensures the success and personal development of the children in our care, so they flourish academically and socially. Students are encouraged to think for themselves and develop a sense of achievement and independence, whilst we work to ensure each child feels valued, happy, secure, and confident. We focus on the spiritual, mental, and physical wellbeing of each child at all times,

ensuring a safe and supportive environment in which they will thrive. We encourage our students to respect the varied attitude and beliefs of others whilst developing as individuals.

At TAEP we believe that our students need to feel motivated encouraged and supported. TAEP is a community in which behaviour is based on praise, mutual respect, nurture, and appreciation of others. It is when a student has good self-esteem and believes in their ability to grow that their skills and talents that they can realise their potential.

The class teacher and teaching assistant's assistant who know each child well are responsible for the care of the students in their class. High level behaviour problems are referred to the Executive Headteacher, Deputy Headteacher or Deputy, in consultation with the Form Tutors. Trafford Alternative Education Provision has developed a School Code which is based on the behaviours we expect. A consistent approach to behaviour management and negative behaviour keeps problems to a minimum.

Understanding challenging behaviour

Students with complex needs have many unmet needs and often find it difficult to express them. Unexpressed needs can result in a person being perceived as having challenging behaviour.

Understanding behaviour - three approaches

There are three approaches to understanding behaviour:

- The internal approach views the behaviour as originating from the individual, including mood, mental health, and character.
- The external approach views the behaviour as a result of the environment, including the physical environment (such as noise levels) and the systemic environmental (such as policy and procedures, staff-to-client ratio, work culture and level of freedom for clients).
- The interactional approach considers the interaction of both internal and external factors. This approach looks at the interactions among staff, clients and the environment and tends to prioritise an examination of the function of the behaviour.

We are a caring and nurturing school and view cases on an individual basis. However, fixed term exclusion may be imposed in rare cases of persistent and serious negative behaviour.

5. SEND

Students on a Step Out placement at Trafford High School or educated in Trafford Medical Education Service have a mainstream school where they are on roll. Any queries or requests regarding SEND should be made to the SENDCo at the mainstream school where they are on roll.

Students who are on roll singularly at Trafford Alternative Education should make all queries regarding SEND to Hayley Lindley, our SENDCo. Her contact details are:

hayley.blane@trafford.gov.uk
0161 912 1479

Your child will be screened for a range of SEND needs on entry and these results will be shared with you. If your child scores lower than the expected level for their age, you will be informed, and they will be placed on the SEND list within school and offered intervention sessions.

Some Students may be referred to Educational Psychology or an Education Health and Care Plan application may be made. You will be contacted for consent if this is applicable to your child. This is also the case for assessment for ADHD or Autism. If you are concerned about your child having any of these needs, you should contact the school SENDCO, Hayley Blane.

6. The School Day

	Morning	Lunch	Afternoon
Monday	8:45 – 12.45	12.45 – 1.05	1.05 – 2.45
Tuesday	8:45 – 12.45	12.45 – 1.05	1.05 – 2.45
Wednesday	8:45 – 12:45	12.45 – 1.05	1.05 – 1.45
Thursday	8:45 – 12.45	12.45 – 1.05	1.05 – 2.45
Friday	8:45 – 12.45	12.45 – 1.05	1.05 – 2.30

7. Lunch/Breakfast

We are committed to encouraging students to follow healthy lifestyles. We have a breakfast club on arrival free of charge. Cereal or toast are available. For lunch students can either bring in their own packed lunch or buy a school meal. Lunch costs £2.40 per day (£12 for the whole week). Lunches are to be paid for through ParentPay, please ask at reception for further details. If your child receives free school meals no payment is required.

Please be aware that fizzy/energy drinks are not permitted in school.

8. School Calendar 2023-24

Autumn Term 2023

Opening Dates	Closing Dates	No. of School Days
Wednesday 6 th September 2023	Friday 20 th October 2023	33
Autumn Half Term		
Monday 30 th October 2023	Friday 22 nd December 2023	40

Spring Term 2024

Opening Dates	Closing Dates	No. of School Days
Tuesday 9 th January 2024	Friday 9 th February 2024	24
Spring Half Term		
Tuesday 20 th February 2024	Friday 22 nd March 2024	24

Summer Term 2024

Opening Dates	Closing Dates	No. of School Days
Monday 8 th April 2024	Friday 24 th May 2024	34
Summer Half Term		
Monday 3 rd June 2024	Friday 19 th July 2024	35

Total School Days

190

School is closed on the following Bank Holidays

Monday	6 th	May	2024
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School is closed on the following Staff Inset Days

Monday	4 th	September	2023
Tuesday	5 th	September	2023
Monday	19 th	February	2024

9. School Uniform

Dual registered students (students on roll of a mainstream school and either THS or TMES) can either wear the school uniform of the school they are on roll at or chose to wear the Trafford Alternative Education Provision uniform. All THS students are expected to wear the following.

- Black school skirt or trousers
- Blue shirt
- School tie
- black school jumper
- Plain black shoes/trainers are suitable for school. School ties can be purchased from the school office at a cost of £5, payable through ParentPay. Please note that students in receipt of student premium will not be charged.

TAEP allows students to wear a small amount of make-up. Students who are considered to have an excessive amount of make-up will be told to remove it.

THE FOLLOWING ITEMS ARE NOT PERMITTED

- **Items of jewellery and personal valuables other than a watch.**
- **Outerwear in the school building**
- **Visible body piercings.**

TAEP is an inclusive school and will make suitable adjustments for student with sensory issues.

10. Security of Personal Belongings

Personal belongings are the responsibility of the owner. Please do not bring expensive items or large amounts of money to the school. If anything is lost or stolen during a lesson; it is the responsibility of the owner. School staff members accept no responsibility for lost or stolen items/money. If a student has to bring a valuable item into the school, e.g., mobile phone, it should be stored in their locker for safekeeping.

11. Use of Mobile Phones

Students are not allowed to have their mobile phones with them in the class and lessons under any circumstance. A student will not be allowed to enter a lesson if they have not handed the item to a member of staff for safe keeping first. Urgent calls to parents/carers will be made on behalf of a student by school staff.

Please note that staff members are not permitted to allow students to use school phones for personal calls.

12. PE Kit

All students are required to wear suitable PE clothing for sessions.

- T-shirt
- Track suit bottoms/shorts
- Trainers

For Outdoor Education students must wear appropriate clothing.

13. Attendance and Punctuality

Making sure your son/daughter goes to school every day is essential for them to achieve both academic and personal success.

- **Authorised Absence**

Only school can authorise a child's absence. If your child is too ill to attend lessons, please contact school on 0161 912 1479 option 1 before 8.45am and contact the school for every day of absence. Failure to attend without notification or a valid reason is recorded as an unauthorised absence. If the school believes that non-attendance has become an issue the Pastoral Officer will be in touch with you. Any appointment e.g., dentist, should be made outside of lesson times. However, if there is a need to attend an appointment during lesson time, this will count as an authorised absence provided confirmation is received from a parent/carer.

- **Holidays during Half Term**

Parents have no lawful right to take their children on holiday during school term-time. It interrupts the flow of learning for the child. The school will only allow it in exceptional circumstances. An application in writing must be made at least four weeks prior to the proposed holiday for the school to consider. Failure to submit an application will result in a Penalty Notice.

- **Tips for Good Attendance**

You must make sure you child attends school **on time every day**. It is their right and **your responsibility**. The following advice will help:

- Make sure that your child understands the benefits of regular attendance and set them a goal.

- If your child is too ill to go to school, tell the school as soon as possible on the first day of absence and contact the school every day of absence.
- Make all appointments for the doctor, dentist, optician etc. after school hours or during the school holiday where possible.
- **Punctuality**

All students must arrive in school for 8.45am for registration. Students who arrived after 9.00am will be given a late mark.

14. Dealing with Bullying

We want everyone at Trafford Alternative Education Provision to feel safe and secure. No one should feel threatened or unsafe in any way. Bullying can take the form of verbal abuse, physical abuse or abuse using social media.

As a parent/carer we ask that you:

- Look for unusual behaviour. For example, your child may suddenly not wish to attend school or not complete work to their normal standard.
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc.
- If you feel that your child may be a victim of bullying behaviour inform school immediately. Your complaint will be taken seriously, and appropriate action will follow.
- Make sure that your child knows that there is a school policy concerning bullying and that they need not be afraid of talking to a member of staff regarding the issue.

15. Rewarding Good Behaviour, Progress and Personal Achievement

We strongly believe that progress is based on students taking pride in their personal achievement in a calm and orderly environment built on mutual respect and co-operation. Our aim is to encourage students to be motivated to achieve their full potential for success.

We have the following systems in place for rewarding students who consistently demonstrate good behaviour, progress, and personal achievement:

- Class Dojo
- Student of the week
- Invitations to day trips
- Certificates of Achievement

- Post Card Home

16. School Nurse

The School Nurse makes frequent and regular visits to the school to undertake, for example, routine sight and hearing tests. The School Nurse will notify you if they are in any way concerned about your child's health and is always willing to discuss any issues you may have regarding your child's health.

The school nurse will liaise closely with the dedicated school nurse for dual registered students.

17. Medication

Following recent guidance please note our revised policy:

1. Pain relief will only to be stored on site and given to students if necessary.
2. Pain relief has a 6-hour window and wherever possible should be given before/after school.
3. Cough medicine should also be given before / after school.
4. Even though forms have been signed to say that the school are authorised to administer medication, school will call home to get clarification as there is a need to check if any medications have been given overnight or in the morning, except for asthma, epi-pen medication, insulin, and epileptic medication.
5. The only medications that should be kept on site are asthma inhalers and epi-pen medication.
6. Other than inhalers, students are not allowed to keep any medication on them during school hours.
7. Please note that any out-of-date medication will be given back to parents.
8. Each half term all medication will to be given back to parent/carers.
9. Antibiotics will only to be given and stored if prescribed 4 times a day – in this scenario antibiotics may need to be stored at school but returned daily.
10. Please note that medication remains the responsibility of parents/carers.

Where applicable medicines must be handed into the School Office where they will be stored safely. Medication should be clearly labelled with the pupil's name and dosage instructions.

Should your child be diagnosed with either an allergy for which they have been prescribed an epi-pen or diagnosed with asthma for which they have been prescribed an inhaler, this condition must be clearly noted on the data sheet provided for completion by parents at the pupil's induction to the school. In this scenario, we require parents to provide a spare epi-pen or inhaler as applicable for use in school; your GP will issue this on request. Epi-pens and inhalers will be clearly marked with the student's name and stored in an appropriate secure setting for use if they are required. Where applicable you will receive written notification of the above requirements in this respect.

School should be made aware if there is a health care plan in place for your child.

Parents should be aware that the school is not responsible for any incidents involving medicine on the way to/from School.

18. Damage to Property

Trafford Alternative Education Provision will charge the full financial cost of any repair or replacement work required to remedy any physical or technical damage caused directly by any acts committed by your child within the buildings and grounds of Trafford Alternative Education Provision. Reimbursements should be made in full to Trafford Borough Metropolitan Council within 28 days of receipt of notification of the details of the repair or replacement cost.

19. Fire Drill

If a student notices a fire or smoke during their lesson, they are asked to tell a member of staff immediately.

In the event of a fire, everyone must evacuate the school immediately and congregate in the designated area as indicated by school staff. Procedures in the event of a fire are displayed in all areas of the school and fire drills are scheduled to take place during each half term.

20. Accidents

Accidents, however minor, must be reported to a member of staff, who will attend to the situation accordingly and complete a Trafford Borough Council Accident or Dangerous Occurrence Report Form. Trafford Alternative Education Provision have a number of trained First Aiders who will be called upon if necessary.

21. Alcohol, Drugs, Smoking, Vaping

If any member of the Trafford Alternative Education Provision staff suspects that a student is under the influence of drugs or alcohol, the parent/carer will be asked to collect the student from the school as they could be considered a hazard in the workplace and could cause problems to them or others. The parent/carer will be informed immediately, and consideration given to informing the Police. A student would be expected to make up the time missed at a later date, in line with the school's time-out policy. No young person is permitted to smoke on or near the school in accordance with government legislation the school is a smoke free environment.

22. Equal Opportunities

Trafford Alternative Education Provision works in complete compliance with Trafford Borough Council 'Equal Opportunities Policy' and has its own Equal Opportunities and Racial Equality Policy.

23. Participation in External Activities/Trips

Before a student participates in any external activities, other than those covered in the Home School Agreement, a consent form detailing any medical problems, medication or relevant medical history must be completed and signed by a parent/carer. Prior notification detailing such activities will be sent to parents/carers.

24. Confidentiality and Child Protection

The school aims to support young people in every way possible. Students are made aware that 'confidential information' may be shared with other staff if that is seen to be beneficial to their wellbeing...

25. Compliments, Comments and Complaints

If you have a compliment, comment, or complaint, please contact your child's designated Pastoral/Form Tutors in the first instance. If you have a complaint,

and contact with the Form Tutor has not resolved the issue, please contact Linda Thompson Executive Headteacher

26. Positive Handling Strategies

Trafford Alternative Education Provision complies with Trafford Council's Physical and Positive Handling Policy. This means that only in situations involving risk of harm to a person or in the event of criminal damage would staff be prepared to physically intervene. All staff are trained in de-escalation and aversion techniques.

27. Data Protection (GDPR) a data sharing

The **General Data Protection Regulation (GDPR)** (Regulation (EU) 2016/679) is a Regulation by which the European Commission intends to strengthen and unify data protection laws for individuals within the European Union (EU). It also addresses export of personal data outside the EU. The Commission's primary objectives of the GDPR are to give citizens back the control of their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. When the GDPR takes effect, it will replace the data protection directive (officially Directive 95/46/EC) [2] from 1995. The regulation was adopted on 27 April 2016 and will take effect from 25 May 2018 after a two-year transition period.

Personal data is information relating to an identifiable living individual. Whenever personal data is processed, collected, recorded, stored, or disposed of it must be done within the terms of the Data Protection Act (DPA).

The DPA and other information rights laws set out your rights regarding your personal information, how organisations should carry out direct marketing and how you can access information from public authorities

Trafford Alternative Education Provision operates a data protection policy. Please note that data is shared with the local authority in respect of the following:

- identify where students have transferred onto a school roll.
- identify where students have transferred from a school roll.
- identify those students that have been excluded.
- identify the attendance of students
- ensure that students are receiving suitable education.
- Ascertain the person details of students in order to carry out duties in relation to the above.

Privacy notices for your information are included at the rear of this handbook.

Encompass

- School has opted into Trafford's Operation Encompass; A scheme that provides a method of sharing information regarding domestic abuse between Greater Manchester Police, Trafford Council and Schools, and enables the designated safeguarding lead within the school or academy to be provided with information, explaining that a child was present in a household at the time that an incident of domestic abuse was recorded as having taken place.

28. School Closures

If the school has to close due to weather conditions or other unavoidable / emergency situation, please view [trafford.gov.uk](http://www.trafford.gov.uk) website for information:

<http://www.trafford.gov.uk/residents/schools/school-closures.aspx>

or

Planet Radio

Online:

The online list will be updated as soon as possible between 6.00am and 10am at will www.planetradio.co.uk schools will either be listed with full or partial closure information (if supplied). At the end of the day the list will be reset to avoid confusion. [planetradio.co.uk](http://www.planetradio.co.uk)

On-Air:

The presenters will mention a selection of the most recently closed schools every 20 minutes between 6.00am and 10am plus also explain that the entire list is at www.planetradio.co.uk

29. School Policies

School Policies are available to view on the school website.

<https://traffordalternativeeducation.com/>:

Paper copies are available on request.

30. Copy of Home School Agreements

Trafford Alternative Education Provision will:

- Provide the student with quality education in a caring environment.
- Value the student as an individual.
- Encourage and develop a sense of self-esteem.
- Keep you informed about the student's attainment, achievement, effort, behaviour, and attendance and suggest ways in which you can support the student to achieve his/her best possible standard in all these areas.
- Listen to you and the student and respond to your suggestions, thoughts, ideas, and concerns about any aspect of the student's education.

Signed:

Date:

As a parent/carer I will:

- Ensure that the student attends school on time at 8.45am.
- Keep any absence to a minimum.
- Contact school (0161 912 1479) before 8:45am if the student will not be attending for any reason.
- Share with school any information which may affect the student's work, progress, or behaviour.
- Attend any meetings to which I am invited to discuss the student's work, progress or behaviour and fully support suggestions made available to me by staff.
- Update school with the latest information on the student's health.
- I agree that the student will hand in his/her mobile phone on arrival at school.

Signed:

Date:

As a student I will:

- Attend school regularly and be punctual at all times.
- Organise myself and bring in the correct equipment each day.
- Do all class work and homework to the best of my ability?
- Show care, courtesy and consideration to all staff and students.

- Show a sense of responsibility for my own work, actions, and behaviour.
- Hand in my mobile phone upon arrival at school.
- Agree to follow the instructions of staff and specialist staff and ensure my behaviour is appropriate during all school activities.

Signed:

Date:

HOME SCHOOL AGREEMENT

By accepting the placement of your child in the school, you agree to the following expectations:

TAEP will:	Parents agree to:
<ol style="list-style-type: none"> 1. Provide high quality teaching in core curriculum subjects including numeracy, literacy, and science. 2. Prepare your child for a planned return to mainstream school. 3. Support your child through the delivery of a personal, social, health education and citizenship curriculum. 4. Invite you to participate in all reviews and the preparation of Integration Plans in respect of your child. 5. Respect the right of your child to have a safe, secure, and fulfilling educational placement. 6. Send you a copy of all reports relevant to your child. 	<ol style="list-style-type: none"> 1. Ensure your child attends the school regularly and punctually for the allocated sessions. In the event that a student is late on two separate occasions and after school detention will automatically be received. The length of the detention will depend on the degree of lateness. Parent/carers will be informed of detentions, and we hope that you will support us in implementing them. 2. Encourage and support your child in completing any project work or homework set by School staff. 3. Attend and fully participate in all scheduled reviews appertaining to your child. 4. Communicate any concerns you have about your child's frame of mind to the school staff before your child arrives at the school. 5. Inform school staff by telephone of any sickness absence and contact the allocated taxi firm as soon as possible and confirm in writing. 6. Ensure your child attends the school dressed in their mainstream school uniform or school jumpers and is prepared to conform to the published school rules. 7. Make available a contact number and emergency contact number where you can be contacted if necessary. 8. Be prepared to respond to requests from School staff for urgent backup when

✓Or X

- A. I have been given a copy of the home/ School agreement and agree to abide with its principles and objectives.
- B. I have had the rules of the school explained to me and agree that they are a reasonable expectation of student behaviour.
- C. I give my permission for my child to be seen by any member of the Multi-disciplinary team as required e.g., Educational Psychologist, School Nurse etc. and to provide spare epi-pen and inhaler where applicable.
- D. I give my permission for my child to take part in planned educational activities and outings as outlined.
- E. I have had the school's positive handling procedures explained to me.
- F. I give my permission for a referral to Education Welfare to be made when there are issues concerning attendance.
- G. I give my permission for my child to take part in Collective Worship and the study of R.E. unless I notify the school staff in writing that I wish to withdraw them.
- H. I give my permission for my child to take part in sex education lessons as part.

of Science/P.S.H.E./ Art Therapy programmes unless I notify the school staff in writing that I wish to withdraw them.

I. I give my consent for artwork to be photographed for recording purposes.

J. I hereby give my permission for my child to be referred to and receive tuition from Trafford Alternative Education Provision and for them to contact other agencies to seek professional advice/ data exchange regarding my child, including Data Protection and data sharing. Youth Support Services incorporating Connexions.

K. I give my permission for my child to take part in reward trips where applicable.

L. I give permission for my child to access the internet as part of planned curricular based activities.

M. I give my permission for my child's photograph/image to be used for display, media / film footage / promotional purposes whilst attending TAEP.

N. We, the undersigned do hereby undertake to reimburse Trafford Alternative Education Provision for the full financial cost of any repair or replacement work required to remedy any physical or technical damage caused directly by any acts committed by (name and DOB of student*) within the buildings and grounds of Trafford Alternative Education Provision such reimbursement shall be fully made to Trafford Metropolitan Borough Council within 28 days of receipt of a reasonable request for payment / invoice(s) to which shall be attached documentary evidence as applicable of the details of the invoiced repair or replacement cost.

Signed *Parent/Carer		Date
Signed *Parent/Carer 1		
Signed *Parent/Carer 2		

31. GDPR Privacy Notice

Parents/Carers

Re: Changes to Data Protection Law

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, Trafford Alternative Education Provision are the 'data controller' for the purposes of data protection law.

Our data protection officer is the Executive Headteacher (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store, and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities, and the Department for Education.

Why we use this data

We use this data to:

- Support student learning

- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We hold data for no longer than necessary. We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about students. *To request a copy of the record retention schedule/records management policy please contact the data protection officer.*

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives

- Educators and examining bodies
- Our regulator [specify as appropriate, e.g., Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities including the school nurse.
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations where appropriate
- Police forces, courts, tribunals
- Professional bodies
- Third party software suppliers (e.g., BSKB,

National Student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Student Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

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

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Trafford local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13–19-year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address, and date of birth to [Trafford local authority or youth support services provider].

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Executive Headteacher, Data Protection Officer on 0161 912 1479

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **The Executive Headteacher on 0161 912 1479.**

This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and to reflect the way we use data in this school.

GDPR Privacy Notice - Parents/Carers Own Data

Re: changes to data protection law

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, Trafford Alternative Education Provision, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the Executive Headteacher (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits

- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect student welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations
- **Use of your personal data for marketing purposes**
- Where you have given, us consent to do so, Trafford Alternative Education, incorporating Trafford High School and Trafford Medical Education may send you marketing information by email or text promoting school events, campaigns, charitable causes, or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting our data protection officer.

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We have legitimate interests in processing the data

- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you will go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We hold data for no longer than necessary. We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy sets out how long we keep information about parents and carers.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, [specify as appropriate, e.g., Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Third party software suppliers (e.g., BSKB,

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information that we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **The Executive Headteacher on 0161 912 1479.**

This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and carers and to reflect the way we use data in this school

GDPR Privacy Notice - Students

Re: Changes to Data Protection Law

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

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

We, Trafford Alternative Education Provision are the 'data controller' for the purposes of data protection law.

Our data protection contact at TAEP is Sarah Langstreth (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council, and the government.

This information includes:

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

Why we use this data

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

- Get in touch with you and your parents when we need to
- Check how you are doing in exams and work out whether you or your teachers need any extra help

- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

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

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

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

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

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule/records management policy which sets out how long we must keep information about students.

You may wish to refer instead to the [Information and Records Management Society's toolkit for schools](#).

Data sharing

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

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

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*

- *Educators and examining bodies*
- *Our regulator (the organisation or “watchdog” that supervises us), ([specify as appropriate, e.g., Ofsted, Independent Schools Inspectorate])*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Trafford local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13–19-year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you are 16, can contact our data protection officer to ask us to only pass your name, address, and date of birth to Trafford local authority or youth support services provider.

Transferring data internationally

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

Your rights

How to access personal information we hold about you

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

If we do hold information about you, we will:

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

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

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

You’re other rights over your data

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

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

Complaints

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

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

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- **Linda Thompson, Executive Headteacher**

This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in this school