



Campion School

Parent Guide 2024-25

Contents

- **School Uniform and Dress Code (including school tie guide)**
- **Homework Timetable**
- **Mobile Phone Policy for Pupils**
- **Pupil Lockers / Breakfast Club / Cycles and Scooters**
- **Parent Pay / SIMS Parent / Free School Meals**
- **Pastoral System, SRE, Child Protection and Safeguarding**
- **School Attendance Guide (including Leave of Absence during Term Time)**
- **Visitor Code of Conduct**
- **Privacy Notice (GDPR)**
- **Site Map**
- **Term Dates 2024-25**



School Uniform and Dress Code

At Campion there is an agreed dress code, which was drawn up by students, staff, parents and governors. The code covers not only uniform, but also the wearing of jewellery, make-up and outdoor clothing. The purpose of the dress code is to allow students to arrive at school dressed safely and to feel secure in their appearance thus enabling them to concentrate on achieving their maximum potential in all of the day's lessons.

We believe that the dress code is sensible and relatively inexpensive. Therefore, we consider that all students from Years 7 to 11 should arrive at school each day, suitably dressed, in line with the uniform code. Please also see Campion Uniform Guide – Shoe Advice, overleaf. We are sure that parents will support us.

Any unreasonable excesses of appearance may lead to a student being temporarily removed from a lesson or possibly being sent home until the situation is resolved. In addition, students must not have a haircut that the school considers extreme in style or colour and they must not have tattoos, facial or body piercings. Members of staff are asked to check standards of presentation regularly - it is the school that must decide what is acceptable.

School Uniform

The school's uniform suppliers are:

Stitch-Tech Ltd, 7c Jenton Road, Sydenham, Leamington Spa CV31 1XS, Tel: 01926 883366. Please note:

Appointments only, via the online booking system - Home Page/Appointments at www.stitchtech.co.uk

School Blazer	Royal blue, available from stockists listed above
House Tie	Available from uniform stockists
Long or short-sleeved white shirt	Must be worn tucked in
Black trousers, to be worn with plain black belt OR a skirt with a plain black belt if necessary. Leggings are not permitted as a form of trouser	No jeans, trousers of a very slim or other unusual fit, no pin-stripes or check patterns. No studded or patterned belts. Only skirts worn close to knee length are permitted No bodycon skirts
V-neck jumper or a hip-length V-neck cardigan	Must be plain black. Cardigan should sit on the hips; long cardigans are NOT allowed. Can be worn in cold weather and to be worn under the blazer
Plain black socks	Socks in any other colour will not be permitted

Outerwear for boys and girls

A sensible outdoor coat (not denim) that does not carry any unacceptable logos is acceptable. Hoodies and denim jackets are strictly **not** acceptable as school coats.

Shoes for boys and girls

Black shoes, with low heels (for girls), suitable for all weathers and for walking around school, are acceptable (please see examples on Campion Uniform Guide – Shoe Advice, see overleaf).

- Trainers or boots are **not** acceptable to wear at school
- Shoes and shoe laces should be plain black, no other additional colour is acceptable – no logo or tags
- Dr Martens or military-style boots, along with Air force 1's, are **not** acceptable

PE Kit

All students are expected to wear the compulsory PE kit (listed below) – pupils are expected to take responsibility by arriving for PE lessons with the correct equipment. As some pupils have more than one PE lesson in a week it is suggested that students have more than one Champion polo shirt, so that their kit is not in the wash when they have a lesson. The **compulsory** PE kit is listed below:

	Blue and orange sports top	Either, fitted girls' version or the same top as the boys
	Blue and orange shorts or skort	
	Champion School rugby top	Rugby is now part of the curriculum. This top is optional
	Mid-layering Champion School PE Fleece	To wear over sports top on colder days
	Royal blue sports socks	
	Shin pads and football boots	
	Trainers	
	Black tracksuit bottoms or PE leggings	Optional – leggings can be worn under the skort

Please Note:

- Plain black means that no large logo is printed on it
- Pupils may have their surnames printed in white on the back of the sports top, and/or rugby top. Only their official surname will be allowed - no nicknames or first names
- All jewellery should be removed and hair tied back *before* the PE lesson commences
- To prevent dehydration, all students should bring a water bottle to PE lessons, which are now of two hours duration
- Pupils wearing a turban or hijab must ensure that it is black and not of any other colour.

Uniform Marking and Lost Property

Please make sure that each item of school uniform is marked clearly with your child's name so that it can be returned if lost. All lost property is kept at Reception and, each term, pupils are invited to claim any unwanted items. If the remaining items are not claimed the property is disposed of.

Make-Up, Jewellery and Hair Styling

Make-up is not permitted, including drawn-on eyebrows or false eyelashes.

Clear nail varnish, with no colour, is acceptable but false nails, of any description, are not.

The school also has guidelines about the wearing of jewellery. Students are only allowed to wear earrings, one small stud per ear. Bracelets, necklaces, rings, nose studs and other piercings are **not** permitted. Religious exceptions should be discussed with the Headteacher. Any inappropriate jewellery worn will be confiscated and put in the school safe.

All students are expected to remove outdoor clothes such as coats and scarves when entering classrooms and the refectory. Hats, including baseball caps, should not be worn inside the school building. Hoods are never to be worn when on the school site. Head protection is advisable in hot weather.

Extreme haircuts and styles are not allowed. No pupil is allowed to have a shaved head, tramlines, a cut shorter than a 'Number One', or unnatural hair colouring(s). All pupils with long hair are strongly advised to have it contained neatly for safety reasons when necessary.

If you have any queries, please contact the school to arrange an appointment to talk to a House Learning Leader or one of the Senior Leadership Team.



Post-16 Dress Code

We encourage all of our students to take pride in their dress and appearance. We also encourage you to take responsibility for your own appearance and uphold the policy as detailed below.

Within the sixth form you are required to dress modestly in clothing of your choice. If your dress or footwear is seen as inappropriate you will be told and expected not to be seen in it again at sixth form. Furthermore, you may be sent home to change and come back in more appropriate and sensible dress or footwear.

Dress Code

Compulsory

- Sixth form ID badge
- A smart collared shirt, polo shirt, blouse or t-shirt (minimum logos, no crop tops)
- Smart trousers, chinos, skirt, dress or dark coloured jeans (not ripped or faded)
- Smart shoes, boots or canvas shoes (no trainers)

Optional

- Smart knitted jumper or cardigan
- Plain hoodie or sweatshirt (no sportswear)
- Waistcoat or blazer
- Tie
- Smart shorts – in summer term only (no sportswear or denim)

General Points

- All sixth form students are expected to adhere fully to the dress code.
- Any outdoor coats should be a sombre colour - no sportswear or denim jackets.
- Pupils must remove outdoor clothing in class and have all their equipment ready to learn.
- Skirts, dresses and shorts should be no shorter than three inches above the knee.
- Leggings are permitted only if they are plain black and worn under a skirt, dress or long tunic.
- Low necklines and shoulderless clothing are not permitted.
- Extreme haircuts, hair styles and hair colour are not permitted.
- Make up and piercings should be minimal and appropriate for a school setting.
- Pupils should continue to use their school PE kit in the sixth form.
- Pupils should have an appropriate bag for their equipment, e.g. back pack or shoulder bag - pupils must not have handbags in school.



Homework Timetable

Below is an example of a pupil homework timetable, which should give parents and students an idea of what might be expected for their child. New 2024-25 timetables will be issued to all pupils in September 2024 once the main school timetable has been finalised.

WEEK	DAY	Year 7 Set 1	Year 7 Set 2	Year 7 Set 3	Year 7 Set 4	Year 7 Set 5	Year 7 Set 6
1	MON	MATHS	MATHS	MATHS	MATHS	MATHS	MATHS
1	TUES	HISTORY SCIENCE	HISTORY SCIENCE	HISTORY SCIENCE	HISTORY SPANISH	HISTORY GEOG	HISTORY
1	WEDS	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
1	THURS	GEOG FRENCH	GEOG	GEOG	GEOG FRENCH SCIENCE	HISTORY SCIENCE	GEOG SCIENCE
1	FRI	SPANISH	FRENCH	FRENCH		SPANISH	SCIENCE
WEEK	DAY						
2	MON	ENGLISH	ENGLISH	ENGLISH	GEOG		
2	TUES	FRENCH HISTORY SCIENCE	GEOG SCIENCE	FRENCH GEOG SCIENCE	FRENCH HISTORY	SPANISH	HISTORY
2	WEDS	SPANISH			ENGLISH	ENGLISH	GEOG
2	THURS	MATHS	MATHS FRENCH	MATHS HISTORY	MATHS SCIENCE	MATHS GEOG SCIENCE	MATHS SCIENCE
2	FRI	GEOG	HISTORY			HISTORY	SCIENCE

PLEASE NOTE

- All subjects in the above timetable will set one hour of homework per week.
- Pupils will also be required to read regularly - reading should be monitored and signed by parents.
- Other subjects including art, music and drama will set homework when appropriate, which should take approximately 30 minutes (per subject) to complete.

The following areas around the school can be used by pupils to study either independently or with support:

- Library 07.30 – 08.40, 12.10 – 13.00, 15.00 – 17.00 Monday to Friday
- Access homework support 15.00 – 16.30 daily
- Lunchtime catch up 12.00 – 13.00 daily
- Compulsory homework club 15.00 – 17.00 daily
- In addition, many subject areas will offer support sessions during and after the school day.



Mobile Phone and Communication Devices Policy

(Extract Relevant to Pupils)

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school; can be used to bully or intimidate others; and can allow those seeking to exploit children with a means of discretely contacting / influencing them.

Therefore:

- pupils are advised **not** to bring mobile phones or other mobile devices, for example tablets or smart watches, into school;
- pupils will not be allowed to use mobile phones at all during the school day - this includes break and lunchtime; and must not be used to call parent/carer – school will call home
- if a pupil decides to bring a mobile phone into school, the device must be switched off at all times and kept in a locker or a bag;
- if a mobile phone is damaged, lost or stolen we will **not** reimburse a replacement;
- post-16 pupils will be permitted to use mobile phone technologies in the sixth form block, when teachers permit their use, but they must not use mobile devices around the main school;
- the same rules apply for school trips;
- the school understands the concerns raised by parents for pupils who walk home and their need to be able to contact home. Pupils who need a mobile phone / device as they travel to, and from, school should keep their phone in their locker or bag. It must be switched off at all times during the school day;
- if a mobile phone, tablet or mobile watch (or other similar device) is seen by a member of staff during the school day, it will be confiscated and returned direct to the student's parent or carer;
- where a mobile phone, tablet, mobile watch (or other similar device) is used in a way that causes distress or disruption in any way, school staff will manage the problem caused in line with the school's behaviour policy.

Where a mobile device is used - **in or out of school** - to bully, intimidate or cause distress to others, the school has the power to intervene to such an extent as it is necessary to regulate the behaviour of pupils **whether they are on or off the school site.**

Breakfast Club (from 7.45am)

A Breakfast Club is available for all year groups from 7.45am when pupils can eat breakfast and use the library facilities. Pupils must sign in, on arrival, and must remain in school. For ALLERGY information please ask a member of staff for assistance

Breakfast Menu (£0.35 to £1.70)

A selection of food such as:-

Bacon Bap

Sausage Roll

Pain au Chocolate

Toast (per slice)

Two Slices Buttered Toast + Hot Drink or 200ml Radnor Fruits (£1.10)

Selection of Hot Drinks

Pupil Lockers at Campion School



Storage lockers are available to pupils at Campion School. If your child would like a locker they should collect a request letter from Mrs Reeson, Data Manager in the A9 office during term time. The following Terms and Conditions for hiring a locker are to ensure that the lockers are used efficiently and safely, and to ensure that the facility is maintained in good condition:

- A deposit of £10 is required to issue a locker, which is refundable once the locker is no longer required by the pupil. Pupils may use their locker for any duration of time between Year 7 through to Year 11. Please note that if any damage is caused to the locker by your child the deposit may not be refunded
- A locker key will be issued to your child upon receipt of the deposit and the completed reply slip. Your child will be asked to sign the key issue log when they receive their key
- If your child loses their locker key they should report the loss to Mrs Reeson, Data Manager, immediately. Mrs Reeson will be able to access the contents of the locker but a new key will not be issued until the replacement key charge is paid. The charge for a replacement key is £7.50.



Cycles and Scooters at Campion School

If your child intends to travel to and from school using a bicycle or scooter, please note the following:

1. The school provides a covered cycle shed which is locked between 9.00am and 2.45pm each day
2. The school also provides open cycle racks positioned adjacent to the school's main reception.
3. The school recommends that **all** bicycles and scooters are **locked**, even when in the cycle shed.
4. The school cannot accept any responsibility for the loss of cycles or scooters that are not securely locked in the specified storage locations.
5. Please note that **E-Scooters** are **banned** from the school and will be confiscated if found on the school site.

Whilst the school rarely experiences incidents of cycle theft or damage, and our students feel safe and secure on the school site, we cannot guarantee that opportunistic theft will not occur.

If you require any further advice with regard to the use and storage of cycles and scooters, please feel free to contact the school on 01925 743200.



CAMPION SCHOOL'S PASTORAL SYSTEM

Campion School has always prided itself on the care and attention afforded to all of its students, along with its firm commitment to equal opportunities for all. The school believes that students are happiest when clear boundaries are set and a rigorous behaviour policy exists. It is keen to reward good behaviour, but is also aware that action must be taken when behaviour fails to meet its high standards.

Tutor groups are managed through a vertical tutor group system, where pupils are placed in a tutor group made up of students from each year in the school. Therefore, there will be year 7, 8, 9, 10 and 11 students in the same tutor group. The tutor groups are arranged into five houses – Griffin, Pegasus, Phoenix, Unicorn and Centaur – and each house has a member of the pastoral team designated as its House Learning Leader.

The vertical tutor group system has many benefits: students form relationships outside of their normal peer groups and integrate more quickly into school life; new students are supported from within their tutor group by 'Peer Buddies'; younger students find role models, and older students take responsibility, not only for their own behaviour, but also for that of fellow tutor group members. The school believes that this is an excellent system and is confident that it supports the students throughout their school lives.

Your child's tutor will be their first port of call if they need any form of support throughout their time at Campion. During the first few days, tutors will take all new starters on a tour of the school so that they can familiarise themselves with the classrooms where their lessons will take place. The pupils will also visit other key areas of the school, such as; the library, canteen areas, toilets and the pastoral office. Tutors will teach students how to use Epraise effectively and will ensure their equipment and uniform meets the school's high standards.

Most importantly, the tutor will work hard to ensure that pupils are incorporated into their tutor group, thus encouraging new friendships and a sense of belonging. A weekly, structured plan of tutor group activities throughout the year reinforces the group dynamics. Tutors pride themselves on their ability to build strong relationships with their tutees, and, therefore, as well as encouraging peer relations, tutors use this time to acquaint themselves with their pupils and ensure they are successfully embedded into the school culture.

The ethos of the school is incredibly important and is at the heart of Campion's culture. To foster and encourage this, Mr Panesar holds weekly house assemblies which are an integral part of the school's structure. Pupils are lined up in tutor groups and enter the assembly hall to a range of different inclusive musical genres. The assemblies, where awards and certificates are presented, are a wonderful opportunity to celebrate the successes of our students, as well as promoting the school's cultural ethos through the delivery of important moral lessons.

Sex and Relationships Education (SRE)

As part of the Life Skills curriculum, Sex and Relationships Education (SRE) is taught to all students in a theme-based format.

This is an important curriculum area as it is vital that young people are given accurate, reliable and appropriate health information and skills in a supportive environment. Although the home is one of the best places for this education to be provided, support from the school environment is also important. Teachers at Campion are taking positive measures to help students to understand all aspects of their health, including their relationships and sexuality, and how this relates to their lives now and in the future.

Further information about the SRE curricular themes used in Life Skills Days is shown in the curriculum overview displayed on the school's website. Please contact Mrs Julie Gardner, Subject Leader SRE, if you would like to discuss any aspect of this area of the curriculum.

CHILD PROTECTION AND SAFEGUARDING

Under the Education Act 2002 (Section 175 for maintained schools/Section 157 for academies/free/independent schools), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and could make a referral to Children's Social Care if that is considered necessary. The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering, or likely to suffer, significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.

WARWICKSHIRE SCHOOLS' HEALTH AND WELLBEING SERVICES

If you need to discuss a health related issue please contact Warwickshire School Health and Wellbeing Service on 03300 245 204 or Warwickshire School Health at warwickshireschoolhealth@compass-uk.org

All Year 8 girls and boys will be offered immunisation against Human Papilloma Virus (HPV) and in Year 9 all children will be offered the booster for diphtheria, tetanus, polio (combined dose) and meningitis (single dose).

If you would like to discuss any of the issues relating to immunisation or school health services further please do not hesitate to telephone the school and make an appointment to meet a member of the Senior Leadership Team.



School Attendance Guide for Parents and Pupils

Low Attendance - Low Achievement

The law states that parents and carers must ensure that the children they are responsible for are receiving a full-time education. Parents and carers are **legally responsible** for making sure that their children attend school regularly, on time and stay in school.

The school day is from 8.30am to 3.00pm

Morning Registration is at 8.40am prompt

Lunch break is from 12.05pm Year 7; 12.15pm for Year 8

Afternoon Registration is at the start of period 4

Attendance and Punctual Arrival at School is Vital

If a child leaves the school site without the permission of an appropriate member of staff, their parents/carers will be contacted. Should the school be unable to make contact with the family it may be appropriate in certain circumstances, to contact the Police.

What about absences?

It is the responsibility of parents and carers to inform the school if their child is absent:

- An absence for an acceptable reason is *authorised*
- An absence for an unacceptable reason is an *unauthorised* absence
- The school follows the Local Authority's guidelines when it decides which absences to authorise.

Authorised Absences:

What to do if your child is unable to attend school

- You should only keep your child off school if he/she is suffering significant illness and is genuinely too unwell to attend or has to have a medical appointment
- **ALL** absences have to be recorded
- Telephone the school on the school's absence line (01926 743217) as early as possible on **each day** of the absence
- Please send in a written, signed note, or write in your child's planner and sign it, when your son/daughter returns to school, to explain why they were absent. This will be attached to your child's record and may help protect the absence from further action.

Unauthorised Absences:

You should not keep your child away from school:

- To look after family members
- To go shopping
- To visit relatives
- For a family gathering / wedding
- Because of a birthday
- Because of bad weather
- Because you or the child got up late
- Because school uniform is in the wash

etc, etc....as these types of absences will be recorded as **unauthorised**.

School action for unauthorised absences:

- **ALL** absences **have** to be recorded
- If a child accumulates an unacceptable number of unauthorised absences, an intervention referral may be made to the Warwickshire Attendance Service to ensure a student is receiving their educational entitlement
- By law unauthorised absences must be recorded on a pupil's registration certificate. This could affect their future training and employment prospects.

What the school will do if your child is absent without notification

- Contact you using Groupcall or via telephone as soon as your child is registered as absent without notification (this is for the child's safety and to let you know they are missing from school).
- If parents do not respond to Groupcall, the school will make contact via a telephone call or may visit the family home.

What the school will do if your child is absent regularly:

- Let you know if your child's attendance or punctuality is a concern and work with you to find ways of improving it
- Set a target for improvement
- Refer cases of frequent or unexplained absences to the Warwickshire Attendance Service
- The Local Authority sets very high targets for attendance – just a few days off school will be enough to put your child below this target.
- Champion School has a well-developed system for rewarding excellent attendance with many students achieving 100% attendance. Good attendance would normally be considered to be at, or above, 97%.

What about holidays in school time?

Term time holiday or leave of absence can only be approved by a school in exceptional circumstances. If a holiday or leave of absence is taken without this approval the parents **may** be subject to a significant fine **and** a criminal record. This would be a very distressing experience. The best way to avoid this is not to make arrangements for term time holidays.

Detentions: Registration is at 8.40am and lesson 4 is 1.00pm prompt:

- Punctual arrival at school and for lessons is important
- Pupils arriving after the close of registration will be marked as late and will receive a tutor detention on the day. Failure to attend the detention escalates through the school's detention system. Arrival after 9.00am will result in an, on the day, 30 minute detention
- For any detention after school beyond 20 minutes, parents and carers will normally be notified in advance using the Groupcall text messaging service. It is therefore important you make sure that we have the correct mobile number at all times.



Leave Of Absence During Term Time **(Updated Information for Parents)**

The Supreme Court recently reached a decision in the case of *Platt v Isle of Wight Council* which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who are absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school is obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice. Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices. From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

Your child's progress academically, as well as socially, is our shared priority



Visiting the School

At Campion school we pride ourselves on the excellent relationships we foster with the parents of our pupils and other visitors to the school. We welcome parents and visitors onto site and are happy to discuss any issues that may arise so that we can remedy problems at an early stage. We prefer you to make an appointment as relevant staff may not always be available.

However, and very rarely, we do encounter a visitor with whom it is difficult to create a harmonious working relationship and, with this in mind, we have written a Code of Conduct for Visitors, which is shown below.

Communicating with the School

Campion School actively encourages close links with parents/ carers and the community. We ask that if you do need to communicate with the school, that you do this via email, in the first instance. Staff will aim to respond to your email within 5 school days, and during school hours.

Code of Conduct for Visitors

At Campion School we expect our staff and pupils to treat each other, and visitors to the school, with courtesy and respect. Therefore, in turn, we would ask all visitors to exhibit the same considerate behaviour when on the school site – thank you.

When visiting the school site, please remember:

- To park considerately within the marked areas – please do not park anywhere near, or within, the entrance to the school
- To drive sensibly around the site and adhere to the speed limits at all times considering the safety of students, pedestrians and other drivers
- Aggressive, dangerous driving, or body language, is not acceptable.

When meeting a member of staff, please remember:

- To telephone in advance to make an appointment with the relevant member of staff. Parents and visitors must not expect to be able to meet a member of staff without a prior appointment
- A member of staff reserves the right to postpone or adjourn a meeting
- A member of staff reserves the right to end a meeting at any time
- Meetings are conducted in an appropriate and professional manner – any unacceptable behaviour will not be tolerated and the meeting will be terminated.

When on site, please:

- Do not intimidate or undermine members of staff in the execution of their duty
- Do not swear or use inappropriate, threatening, racist or homophobic language
- Conduct yourself calmly and appropriately on, and within, close proximity to the site
- Please refrain from making personal comments about members of staff, students or fellow parents.

The Headteacher reserves the right to intervene, inform the police or ban visitors from the school site if it is deemed necessary, or, if the code of conduct is not adhered to at all times during a school visit



General Data Protection Regulation (2018) Pupils and Parents

To meet the requirements of the General Data Protection Regulation (2018), the school is required to issue a Data Protection Notice to parents and pupils. It outlines the information held about pupils, why it is held, and the third parties with whom it may be shared. Below is a summary of this notice:

The General Data Protection Regulation (GDPR) came into force in May 2018. This replaced the Data Protection Act 1998 and is intended to improve the safety and security of personal data held by organisations and make sure that people understand what information is held about them and why.

Although we have always taken great care of the personal information we hold about pupils and parents, the new law means that we are taking some further steps and we want to tell you about these.

Firstly, you should be aware that you have a number of rights under GDPR, to:

- Be informed about how we use your personal data
 - Request access to the personal data that we hold
 - Request that your personal data is amended if it is inaccurate or incomplete
 - Ask us to erase your personal data if there is no compelling reason for its continued processing
 - Request that the processing of your data is restricted
 - Object to your personal data being processed.
1. On our website, www.campion.warwickshire.sch.uk, you will find our Privacy Notice for pupils and parents, which explains in detail what personal data we hold, why we hold it and who we share it with. It also provides details of our Data Protection Officer (DPO) – schoolDPO@warwickshire.gov.uk – who provides the school with advice on compliance with GDPR and its data protection obligations. The DPO can be contacted if you wish to make a request or complaint about your personal data. The privacy notice also explains about your rights to complain to the Information Commissioner's Office.
 2. We have reviewed our policies and procedures and will continue to update them as necessary. You can find our policies on the school's website, www.campion.warwickshire.sch.uk
 3. If anyone's personal data is likely to be significantly involved or affected when we develop new systems or introduce new technology, we will carry out a data protection impact assessment to ensure that privacy issues are addressed.
 4. Your consent – we have made some changes to our data collection processes to bring them in line with the new law. Most information we collect is covered by a legal requirement or public duty, but some types of data being collected require parental consent. We will make it clear when this is the case.

If you would like any more information about GDPR, you can visit the Information Commissioner's website and, in particular, the Guide to the General Data Protection Regulation webpage.

Students Aged Thirteen Years and Over

Once a young person is aged thirteen years and over, the school is required to pass on certain information to providers of youth support services in its area. This is to enable the support service to contact young people directly to promote their effective participation in education and training. However, pupils aged sixteen years old and over can ask that no information beyond names, address and date of birth can be passed on to the support service. To enable this, please contact Stacey Reeson, Data Manager on 01926 743221.



CAMPION SCHOOL 2024-25

PUPIL DATES – Y7 to Y13

SCHOOL TERMS AND HOLIDAYS

<u>Autumn Term 2024 – Monday, 2 September – Friday, 20 December</u>			
Teacher Training Days (pupils and admin/technical staff off school)	Monday, 2 September Tuesday, 3 September		
<u>ALL Pupils To Return As Follows:</u> <u>ALL Pupils To Return As Follows:</u> Y7 8.40am to Form Rooms Y12 9.30am to Hall Y8 11.20am to Form Rooms Y9 11.20am to Form Rooms Y10 11.20am to Form Rooms Y11 11.20am to Form Rooms Y13 11.20am to Form Rooms	Wednesday, 4 September		
Teacher Training Day (pupils and admin/technical staff off school)	Friday, 25 October		
Half Term Holiday	Monday, 28 October	-	Friday, 1 November
School Re-opens	Monday, 4 November		
Christmas Finish for Pupils and All Staff	Friday, 20 December		
<u>Spring Term 2024 – Monday, 6 January – Friday, 11 April</u>			
Teacher Training Day (pupils and admin/technical staff off school)	Monday, 6 January		
Pupils return	Tuesday, 7 January		
Half Term Holiday	Monday, 17 February	-	Friday, 21 February
School Re-opens	Monday, 24 February		
Easter Finish	Friday, 11 April		
<u>Summer Term 2024 – Monday, 28 April – Friday, 18 July</u>			
Pupils Return	Monday, 28 April		
Teacher Training Day (pupils and admin/technical staff off school)	Friday, 2 May		
May Bank Holiday	Monday, 5 May		
Half Term Holiday	Monday, 26 May	-	Friday, 30 May
School Re-opens	Monday, 2 June		
Summer Finish	Friday, 18 July		

All dates are inclusive