



Hexham Middle School Admissions Information 2024



**Hexham
Middle School**
spes durat avorum

Our Ethos

Respect

This is a friendly, welcoming school, built on foundations of mutual respect and care for others. We work together to become all we can be.

Engage

We share a love of learning and believe in the highest academic standards for everyone. We value education in its broadest sense, knowing that the arts, sport and other opportunities help shape us as individuals and as citizens of the wider world.

Aspire

We are committed to enabling all of our pupils to develop their knowledge and understanding, skills and mindset, so that they can take their next steps with confidence. Our aim is that every child will grow into a happy, fulfilled and successful adult.

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Admissions Information

Key Information 2024–25

Contact Us

General Enquiries

Hexham Middle School, Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB

Reception: 01434 610 300

Email: admin@hexhammiddle.org.uk

Executive Headteacher:

Mr G Atkins

Head of School:

Mr L Watters

Assistant Headteacher (Standards, Support & Inclusion,
Designated Safeguarding Leader):

Mr M Stephenson

SENDCo:

Mr H Morgan

Appointments with Senior Staff

PA to the Executive Headteacher and Heads of School : 01434 610 300, email: admin@hexhammiddle.org.uk

Absence Line

01434 610 354

This number may be used between 8.30am and 9.00am for all year groups. Before 8.30am, parents/carers may call Reception (open from 8.00am on Monday to Thursday and 8.15am on Friday) to report an absence.

Communicating with School Staff

We want to maintain regular communication with parents and carers.

You can contact us with general enquiries by:

- Calling the main office on 01434 610 300
- Emailing admin@hexhammiddle.org.uk
- Writing a note in your child's home-school planner

The school address is Whetstone Bridge Road, Hexham, Northumberland, NE46 3JB.

Staff are committed to returning contact within 24 hours. If this is not possible, alternative contact will be made with you.

Admissions Information

Home School Agreement

Pupil's Agreement

- Attend school regularly and on time
- Bring all the equipment I need every day
- Wear the school uniform smartly
- Do all my classwork and homework to the best of my ability
- Be polite, well-mannered and helpful to others
- Keep the school free from litter and respect school property
- Make the most of the opportunities offered by the school
- Keep my School Planner up-to-date

The School's Agreement

The School is committed to:

- Providing a safe and happy environment for your child
- Ensuring that your child achieves success as a valued member of the school community
- Providing a balanced curriculum that meets individual needs
- Setting individual and realistic targets for your child's learning
- Encouraging high standards of work and behaviour
- Keeping you informed about general school matters and maintaining good communication
- Maintaining a supportive and welcoming environment
- Offering opportunities for you to build positive relationships with school

Parent's/Carer's Agreement

- Ensure that my child attends school regularly, on time, in the correct uniform and properly equipped for lessons
- Inform school about any concerns or issues that occur that might affect my child's learning and behaviour
- Support the school's policies and guidelines
- Support my child with their homework and any other opportunities for home learning
- Attend parents' evenings and discussions about the wellbeing and progress of my child

Additional Information

Our policies include those in relation to Child Protection, SEND, Health and Safety, Online Safety, Behaviour, and Anti-Bullying. These can be viewed by visiting www.hexhammiddleschool.co.uk/index.php/policies/

Mobile phones and audio devices should be switched off and stored either on their person or in a small shoulder bag throughout the school day. They are not allowed to be used on the school premises without staff permission. If your child needs to contact you, they should come to the school office. If a pupil is seen using their mobile phone during the school day then it will be confiscated and stored securely until the end of the day.

Admissions Information

Photography and Media

It is important that we protect your child's interests, respect your wishes and comply with the General Data Protection Regulation 2018. Photographs of your child may be used in relation to their achievements or activities they are involved in whilst at HMS, for example:

- School publications
- School wall displays
- Press releases
- School website

We will only use photographic and digital images of your son/daughter in order to demonstrate or promote activities relating to the school's curricular and extra-curricular provision. You need to give consent for us to use photos or videos of your child. You can withdraw your consent at any time by contacting the school office.

Social Media

Social media (such as Facebook and Twitter), along with the school website and publications, form a part of how we communicate with parents, promote activities happening within the school and celebrate the successes of our pupils. In line with our Online Safety Policy, we ensure that our use of social media is carried out with care and consideration and that we safeguard the integrity of both our pupils and the school.

We maintain a strict code of conduct for posting on social media platforms:

- We will only use social media for the sole purposes of sharing information, communication and PR.
- Due care and consideration will be taken before sending any tweet or uploading on Facebook.
- Political views and comments will be avoided.
- We will not publish full names of individuals unless specific consent has been received.

If you would like further information on our use of social media please contact the school office.

School Trips and Visits

Your child will participate in routine visits away from the school site. These visits might include sporting activities and fixtures, enrichment activities and other similar activities. These visits will usually take place at the following or similar locations: Wentworth Leisure Centre, other sporting venues, local schools, local theatre, cinema and local places of interest.

- Visits will normally take place within normal school hours, but if they are likely to extend beyond this, adequate advance notice will be given so that you may make appropriate arrangements for your child's return home.
- Specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense.
- All reasonable care will be taken of your child during the visit.
- Your child will be under an obligation to follow all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit.
- For international visits and trips that require an overnight stay, you will be required to complete a behaviour contract which sets out the expectations of pupils.

All young people are covered by Hadrian Learning Trust's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Trust or one of its employees. Please note this insurance policy does not include personal belongings cover for your child.

Pupil ICT Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Pupil ICT Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. It is my responsibility to keep myself and others safe online and be aware of the risks posed by emerging technologies.

When I use the school's ICT systems (e.g. computers) and access the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number or email address to anyone online without the permission of my teacher or parent/carer
- Tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off a computer when I've finished working on it

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Access, create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Eat or drink in computer rooms
- Attempt to fix or move equipment or peripherals myself

Admissions Information

If I bring a personal mobile phone or another personal electronic device into school:

- I will not use it during the school day without a teacher's permission
- If given permission, I will use it responsibly and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that there will be consequences if I do not follow the rules.

Pupils will sign the ICT Acceptable Use Agreement when they sign the consent forms.

Admissions Information

School Meals

All our meals are freshly prepared on a daily basis using quality ingredients. We aim to ensure that all pupils can choose from a wide range of healthy, tasty and nutritious meals and products. We also offer tempting vegetarian and vegan options and cater for special diets if required. A two-course meal is served each day and is priced at £2.50.

Payment for School Meals

The school operates a biometric cashless system. This is based on fingertip recognition technology. Authorisation is required if you wish your child to use fingertip recognition. Alternatively, they will be issued with a PIN number.

Payments can be made through the School Gateway website or smart phone app, either by bank transfer or credit/debit card payment. If it is not possible for you to use one of these methods, please contact the finance office on finance@gehs.net. Once your child starts with us, you can create a School Gateway account. You can register either via the School Gateway app or their website www.schoolgateway.com. Click 'New User' and enter the email address and mobile number that we hold for you in school. Further information is on our website: <https://www.hexhammiddleschool.co.uk/index.php/school-meals/>

Daily Spend Limit

If you do not wish to add money to your child's account regularly, we recommend you set a daily limit of the value of the daily allowance - this will ensure your child does not overspend.

Food Allergies and Intolerances

Parents/carers are expected to inform the school about any food allergies or special dietary requirements that their child may have. Information relating to individual needs should be discussed with the school and the catering manager prior to their child starting school.

Please note: it is recommended that parents/carers supply a medical/dietician letter to support the special diet requirements as self-diagnosed or personal food preferences are not able to be accommodated.

Free School Meals

Pupils having free school meals will have their account credited with the free school meal allowance on a daily basis. This can be spent at lunchtime. Pupils in receipt of free school meals will be able to buy toast free of charge at morning break.

With our cashless catering system, pupils can be assured of anonymity. The catering account is topped up automatically every day. Please note that pupils cannot 'save up' their allowance from one day to the next. If you wish, you can top up their account to enable them to purchase additional items above the free school meal allocation.

If you think your child might be eligible for free school meals, please make a claim as soon as possible; your child will benefit from the extra funding that the school receives under this scheme. To apply, contact Northumberland County Council at the details below. Please notify the school office when you start your application.

You can check your eligibility and apply either:

- Online: https://online.northumberland.gov.uk/citizenportal/form.aspx?form=free_school_meals
- By telephone: 0345 6006400

Admissions Information

School Uniform Policy

Uniform should be appropriate in regard to both the policy and the judgement of the student support and senior leadership team.

Girls:

Item	Description	Notes
School sweatshirt	HMS bottle green with school logo	Only from approved uniform supplier
White polo shirt	Plain white polo shirt with/without school logo	Logo version optional
Trousers/shorts	Grey/black formal trousers/shorts	Trousers/shorts should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Skirt	Grey/black school skirts	Skirts should not be unduly short or made from jersey stretch fabric
Hosiery	Black tights or black, grey or white socks	No patterns
Shoes*	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

Boys:

Item	Description	Notes
School sweatshirt	HMS bottle green with school logo	Only from approved uniform supplier
White polo shirt	Plain white polo shirt with/without school logo	Logo version optional
Trousers/shorts	Grey/black formal trousers/shorts	Trousers/shorts should not be leggings, jeans or jean like in appearance. No logos, studs or obvious zips
Socks	Black, grey or white	No patterns
Shoes*	Plain black leather/ leather effect, polished shoes or low-heeled boots	No patent or suede. No trainers or sport shoes. No obvious logos or branding. No adornments.

General:

Item	Description	Notes
Belts	Plain black	
Hairstyles	Natural hair colour	Extreme hairstyles are not permitted
Jewellery	Watches and one plain set of ear studs are permitted	Earrings or other piercings are not permitted Ear studs must be removed for PE**
Make-up	A reasonable amount may be worn	False nails are not permitted
Equipment	All pupils must bring a school bag, pencil case, black pen, red pen, pencil, ruler, rubber and scientific calculator	Full details of equipment required can be found on page 13

If there are issues with a pupil's uniform we will work with the family to support in resolving the issue.

* For health and safety reasons, pupils will be expected to change their footwear for PE lessons.

** Please time ear piercing to be during the summer holidays so that it does not prevent removing studs in PE lessons.

Admissions Information

School PE Uniform and Equipment Guidance

PE Uniform: Compulsory Items

Item	Description	Notes
Green polo shirt	Green HMS logo short-sleeved T-shirt	Purchased from Michael Sehgal Please see page 14 for purchase information
Green hooded top	Green HMS logo hooded top	
Shorts OR sports leggings OR tracksuit bottoms	Black football-style shorts OR black full-length Lycra sports leggings OR black tracksuit bottoms	No cycling shorts No branding. A small logo is permitted No coloured or striped bottoms
Sports socks	Black sports-style socks	Full length recommended for protection in team games

PE: Footwear

Item	Description	Notes
Studded football or rugby boots	For use on 3G Astro turf	No bladed boots Moulded boots are the cheapest and most comfortable choice School shoes are not permitted for any PE lesson
Astro turf trainers or running shoes	For use in indoor halls or outdoor hard courts (sand-based Astro turf and MUGA)	Soles need to have a good tread design to ensure excellent grip. Worn soles are a slip hazard. School shoes are not permitted for any PE lesson

PE: Personal Protection Equipment

Item	Description	Notes
Shin pads	Age appropriate shin pads, with or without ankle guards	<u>Strongly recommended</u> for football and hockey <u>Essential</u> for playing on HMS teams
Mouth guard	Self-moulding mouth guard	<u>Strongly recommended</u> for hockey and rugby
Hair bobble	Keeps vision clear	<u>Essential</u> for participation in all curriculum and extra-curricular activities Hair <u>must</u> be tied back during PE lessons

PE: Additional Optional Items

Item	Description	Notes
Base layer	Plain black base layer	Can be worn under the T-shirt for extra warmth
Bag	Large enough to accommodate all kit, boots and trainers	Include a carrier bag for wet and muddy footwear

HMS Go Green: School Uniform Recycling

At HMS, we want to promote greater recycling of school uniform items and have built up a stock of second hand branded items i.e. HMS school jumpers, polo shirts, PE hoodies and t-shirts. For more details about the uniform recycling service, and to request items, please visit www.hexhammiddleschool.co.uk/index.php/school-uniform-recycling/

We understand that uniform is a significant additional cost and want to ensure that we support pupils and families. We have tried to minimise the number of branded items required. At HMS we are keen to promote reuse and recycling of uniform. Our PTA volunteers work hard to keep on top of supplies and work with our year teams to distribute according to need. If you require support with uniform, please complete the following form:

<https://www.cognitofoms.com/HadrianLearningTrust/HMSGoGreenEcoFriendlyUniformRecycling>

On some occasions we may be able to help with the cost of new uniform. Each request will be reviewed individually.

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Boot Bank

The PE team also have a supply of used football boots which can be hired for lessons for a deposit of £5. Forms are available here <https://www.hexhammiddleschool.co.uk/index.php/school-uniform-recycling/>. Alternatively you can contact the PE team for further information, or your child can speak to their PE teacher.

Safety in PE

The PE Department strongly recommends that pupils use appropriate safety equipment when taking part in activities at school. This includes the use of gum shields in rugby and hockey and shin pads in football and hockey (see next section). This advice is not mandatory but is strongly recommended. Parents/carers should ensure that their child brings the correct PE equipment to every lesson. In line with basic Health and Safety guidelines for sport and physical activity, all hair must be tied back, nails kept short and all jewellery including ear studs must be removed for pupils to participate within PE and extracurricular activity.

Top Tips for Looking After Your Belongings in PE

- Choose shorts with a white label rather than a black label, as it is easier to write on a white label.
- Ensure all items are named, including socks. Please write the pupil's surname along the foot of PE socks in permanent pen.

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Equipment Required for School

Years 5 and 6	Years 7 and 8
<p>We ask that HMS pupils are organised and ready for learning. Pupils should have the correct equipment to carry out their learning. This equipment is essential in allowing pupils to learn effectively. Support is available to purchase equipment; please always contact us to discuss this. Classrooms are stocked with spare equipment so that learning will never be impacted by a lack of equipment.</p>	
<p>In Key Stage 2, pupils will be provided with an HMS branded book bag - this will be used as their 'folder' around school. Pupils may wish to use a backpack/larger bag to/from school which they can store on their class pegs.</p> <p>Pupils will also need:</p> <ul style="list-style-type: none"> • Reading book (children visit the library weekly) • Pencil case (small enough for their book bag) • HMS planner (provided by school) • Black pen(s) • Red pen(s) • Pencil • Rubber • 30cm ruler • Rubber • Glue stick • Clear water bottle with secure top <p>Pupils in KS2 can wear their PE kit to school on PE days - your child's timetable will indicate which days the lessons will be on.</p> <p>Year 5 children will need suitable boots and waterproofs for Forest School lessons - these can be stored in the school sheds. Spares are always available.</p> <p>Pupils may wish to bring a small purse-like bag which they can keep with them to carry their mobile phone (should they choose to bring one to school - these must be turned off at all times).</p> <p>We ask that all equipment be named clearly. Lost property is stored next to the HMS office.</p>	<p>In Key Stage 3, pupils will need an A4 folder secured with elastic or a zip to keep them organised during the day. Pupils will need a backpack/larger bag for school which they will keep with them during the day.</p> <p>Pupils will also need:</p> <ul style="list-style-type: none"> • Reading book (children visit the library weekly) • Pencil case • HMS planner (provided by school) • Black pen(s) • Red pen(s) • Pencil • Rubber • 30cm ruler • Rubber • Glue stick • Scientific calculator (can be ordered from school) <p>Pupils in KS3 will need a bag for their PE kit which they will bring between home and school.</p> <p>Pupils may wish to bring a small purse-like bag which they can keep with them to carry their mobile phone (should they choose to bring one to school - these must be turned off at all times).</p> <p>We ask that all equipment be named clearly. Lost property is stored next to the HMS office.</p>

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School Uniform Purchase Information

Sweatshirt and PE items with the HMS Logo

All uniform with the HMS logo can be purchased from Michael Sehgal & Sons online. Details of the items available can be seen below and online at www.michaelsehgal.co.uk/hexham-middle-school-school-uniforms/s61

Black/Grey Trousers, Shorts and Skirts

We have identified lines from Michael Sehgal that meet our uniform policy and we recommend that parents/carers buy all uniform from here. However, parents/carers have the flexibility to buy trousers, shorts and skirts from other retailers, provided they meet the requirements of our uniform policy.

Online Purchases

Items can be purchased by using the link above. Michael Sehgal are offering free delivery on orders above £50 in the month of May 2024. This offer will be automatically applied on the website so there will be no need to enter any discount code.

In Store Appointments

New starters are offered the opportunity to try on all required uniform within a 15 minute time slot at the store in Newcastle. Bookings can be made online.

Pop Up Uniform Shop

We are excited to announce that this year we are able to offer an onsite uniform pop up shop Saturday 18 May 2024. More information will be provided nearer the time.

The Michael Sehgal sales team is available to help with any queries email: sales@michaelsehgal.co.uk. Sizing guides are available on their website and there are no time limits for exchanges. They also offer refunds on unworn items. If items are unavailable for a protracted time, the Michael Sehgal's sales team will get in touch to advise you.



Uniform Price List



Sweatshirt
Bottle Green
£11.99



Hooded Top
Bottle Green
£13.99



PE Polo Shirt
Bottle Green
£7.99

Admissions Information

Privacy Notice

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 **pupils**.

We, Hexham Middle School, part of Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Dave Clay (see 'Contact us' on page 18).

The Personal Data We Hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil 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, videos and/or voice recordings
- CCTV images captured in school
- Details of any additional funding strands, including Pupil Premium and SEND
- Biometric data, for use of internal charging mechanisms (school meals)

We may also hold data about pupils 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 pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To complete funding transactions for school meals

Our Legal Basis for Using This Data

We only collect and use pupils' 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

Admissions Information

Less commonly, we may also process pupils' 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 pupils' 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 pupils' 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 pupils 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 keep personal information about pupils 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. We manage our records in accordance with the guidelines set out by the Information and Records Management Society.

The Records Management Guidance we follow can be found at: <http://irms.org.uk/page/SchoolsToolkit>

If you would like a copy of our records management policy please contact the Office Manager, Hexham Middle School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@hexhammiddle.org.uk

Data Sharing

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

- Our local authority
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police force, courts and tribunals
- Professional bodies

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National Pupil Database

We are required to provide information about pupils 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 Pupil Database (NPD); <https://find-npd-data.education.gov.uk> 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 a range of sources including schools, local authorities and exam boards.

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

You can also contact the Department for Education www.gov.uk/contact-dfe with any further questions about the NPD.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Northumberland County Council Youth Support Service 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 pupils 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 Northumberland County Council.

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 Pupils' 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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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 right to access their child's educational record. To request access, please contact the Office Manager, Hexham Middle School, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@hexhammiddle.org.uk. There is a charge to obtain educational records based on the number of pages copied (£1 per 20 sheets up to a maximum of £50).

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**:

- Dave Clay, Hadrian Learning Trust, Whetstone Bridge Road, Hexham, NE46 3JB, 01434 610300, admin@hexhammiddle.org.uk

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Notes



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