



Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

October 2018

Issue 6



SAFEGUARDING NEWSLETTER

Sir Graham Balfour School is committed to safeguarding and promoting the welfare of children and we will continue to provide materials/newsletters for parents and carers outlining how schools and parents can work together to keep children safe.

It is key to remember that safeguarding children is everyone's responsibility.

All of the School's safeguarding policies and procedures are available on the school website and we encourage parents to view these documents to get an understanding of how we keep children safe.

ATTENDANCE

Good attendance is vital to raising standards in school and to ensure every pupil reaches their potential. Every pupil is entitled to a full time education.

The government expects schools to promote good attendance and reduce absences.

Parents have a legal obligation to ensure their child's regular attendance at school. Further information about this can be found in the Department for Education website www.education.gov.uk

We understand that students are absent from school for a variety of reasons and often this includes genuine illness, urgent medical appointments and other essential absences.

Please help your child by trying to maintain their attendance above 97% as this is our school target. This would mean if your child had more than 6 days off in a school year, their percentage would be less than 97%.

We would like to thank you for your continued support with regards to attendance.



Attend
every day counts...

Every day
COUNTS!
School success starts
with attendance

One of the most important things that I can tell you, for your child to achieve academic success is also one of the most basic:

Going to school every day

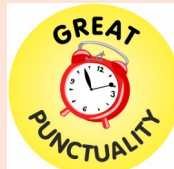
Attendance = Achievement

96% is deemed as good by Ofsted, if your child just misses one day a fortnight they will only achieve 90%.

Research has shown that your child's attendance record may be the biggest factor influencing their academic success and in life after education.

Sir Graham Balfour's education welfare support is now provided by a company called **Attend EDC (Every Day Counts).**

All staff employed by Attend EDC have DBS clearances in order to work with children. Should your son/daughter have attendance difficulties you may receive a home visit from Attend EDC in order to address any concerns they may have.



BE PUNCTUAL

School starts: 8.45am
(All students should be on site)

Period 1 starts: 8.50am

Late: 8.51 – 9.00am

If you arrive after 8.50am you **MUST** sign in at Reception.

If you arrive after 9.00am without good reason this will be an Unauthorised late. You must provide a note from your parents.

Lunch: 1.30 - 2.20pm.

Bell is rung at **2.15pm** and all students should be in class at 2.20pm for registration.



SIR GRAHAM BALFOUR'S PASTORAL TEAM

Sir Graham Balfour Multi Academy Trust is committed to taking action to safeguard and promote the welfare of young people and vulnerable adults receiving education at school.

The Safeguarding Team

Designated Safeguarding Leads in the school are:



Fiona Hartley

Senior Assistant Headteacher
Designated Safeguarding Lead



Rachel Hedges

Student Support Manager
Deputy Safeguarding Lead

House Heads



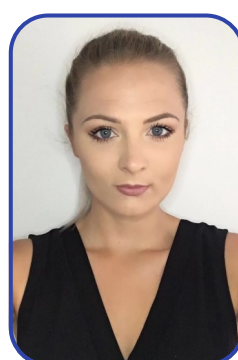
Sarah Marshall

Chetwynd



Ruth Tinsley

Sandon



Paige Austin

Tixall



Chris Parry

Weston



Staffordshire

Safeguarding Children Board



Reporting Safeguarding Concerns

Parents are, as always, asked to report safeguarding concerns during term time to the school so that we can provide support and guidance and, where necessary, access external agency support, with the aim of keeping the young person safe from harm. Safeguarding concerns can be reported to the designated safeguarding team in school, Mrs Harley or Mrs Hedges.

If you have any safeguarding concerns during the holidays, and you need support please follow the guidance below:

First Response

I would like to remind parents that if you have a safeguarding concern out of school hours, you are advised to contact **First Response on 0800 1313 126**. The First Response Service is part of the Multi-Agency safeguarding Hub (MASH). The MASH brings together people from the police, health services and local authorities so that they can share information and take better informed decisions over the best course of action. First Response should be contacted if you have a child protection or safeguarding concern where you are aware of a serious problem or are worried that a child is suffering harm or a child is living in circumstances where maltreatment is resulting in a lack of safe and effective care or an impairment of their health and development. First Response will also take calls to request support for a child with a disability and to request support from an Occupational Therapist.

First Response Email: first@staffordshire.gov.uk

They are open Monday - Thursday, 8.30am- 5.00pm and Friday 8.30am- 4.30pm.

Outside these hours, please call the **Emergency Duty Service (EDS)** out of hours service on **0345 604 2886**.

The Local Support Team (LST)

The LST team aims to ensure that the needs of child and families are met as early as possible by using the Staffordshire Early Help Assessment process. They are a single point of contact for accessing targeted support services and provide a co-ordinated response to meeting the needs of young children, young people and their families. LST staff deliver their support and interventions in a variety of ways:

- 1 : 1 work with children and families in home, school or other settings as appropriate. Additional support may be delivered as part of a group at a children's centre, school or other community buildings.
- LST staff often work in partnership with other services. Focus support around children and families.

The Local Support Team (LST) can be contacted on **01785 276800**.

If you have any safeguarding questions in regards to the information included in the newsletter, or have any questions about our safeguarding procedures at Sir Graham Balfour School, please do not hesitate to contact Mrs Hartley.

You can also call these national helpline numbers **free of charge**:

Childline for confidential support and advice on **0800 1111**.

NSPCC



Privacy Notice for Students at Sir Graham Balfour School

Data Protection Act 1998

Sir Graham Balfour Multi-Academy Trust is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

This information includes your contact details, assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs F Hartley, Senior Assistant Headteacher.

If you require more information about how the school, Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Governance Unit, Staffordshire County Council, St Chad's Place, Stafford ST16 2LR
e-mail: foi@staffordshire.gov.uk

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street London SW1P 3BT
Website: www.education.gov.uk

Young Peoples' Services

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both pupil and parental name(s) and address, and any further information relevant to the support services' role.

Where appropriate we will send to relevant National Health Service personnel (e.g. school nurses, the NHS Health Informatics Team) information on individual students changing school (or address) to ensure continuity of health care. Additional organisations that we will share personal data with are:

- Examining bodies;
- Entrust;
- ICT service providers
- Providers of internal services e.g. caterers

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to the pupil on their 16th birthday. Please tell Mrs F Hartley, if you wish to opt out of this arrangement.

For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

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