

Y6 TRANSITION HANDBOOK



RUTLISH SCHOOL 2021 - 2022

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SECTION 1: Rutlish School Vision

Rutlish school is a high achieving local boys' comprehensive school that aims to be the natural first choice of local families. It is proud of a long local history, its London context, its multicultural intake and its inclusive philosophy.

Through all we do, we seek to prepare learners at the school for the opportunities, responsibilities and experiences of a fulfilling later life. We aim to inspire, enable, facilitate and grow lifelong learners able to build on their individual strengths and capacities, and achieve their ambitions. We aim for our learners to succeed and strive to provide pathways to support that success. We want our learners to embrace challenge, build resilience, overcome setbacks and increasingly become independent in pursuit of their goals. For our learners to feel welcome, confident to participate in and aware of their responsibilities to contribute to our society.

Rutlish is a Local Authority maintained school that enthusiastically embraces the aims, values, content, depth, breadth and balance provided by fully following the English National Curriculum through Key Stages 3 and 4. With the addition of PSHE and RSE programmes built around national best practice, we are confident that following our curriculum we are able to promote the spiritual, moral, cultural, mental and physical development of learners and meet the needs of our local, national and international society.

We aim to coherently build upon and extend this approach through our comprehensive 'RR6' sixth form offer shared with the local girls' school Ricards Lodge.

We seek to support our young men becoming healthy, happy, successful modern gentlemen; knowledgeable, kind, aware, confident, capable and skilful members of society.

SECTION 2: Achievement

1. Reward System

The school rewards system is an integral part of positive student management, promoting excellent behaviour, excellent work and citizenship from all students. It is important that there is consistent use by staff for the system to be effective and that praise outweighs reprimand in routine contact with students. The value of verbal praise and positive words of encouragement by any member of staff given at the time should not be underestimated. Staff may also consider a letter or telephone call home to share positive news.

2. Resilient Rutlishian

The Resilient Rutlishian Awards is a termly programme to recognise and promote initiatives and characteristics which strengthen our community and develop individual resilience and character traits. They are:

WINNING Outstanding contribution to the life of Rutlish during this term	
R	RESILIENT I persist when it's difficult: spark–resourcefulness-creativity-innovation-initiative.
U	UNDERSTANDING I am aware of those around me: self-awareness - reflection - independence - self-management - confidence - positivity - aspiration.
T	TEAMWORK I work well with others: reciprocity - camaraderie - friendship - teamwork - compassion.
L	LEADING I use my initiative to lead others well: professionalism - integrity – respect - loyalty - discipline - responsibility - honesty - kindness - passion - consideration.
I	INCLUSIVE I respect all races, ethnicities, cultures and personal choices: beyond bullying - Positive ethos - respect - inclusive - act of kindness - anti-bullying act/work - campaign.
S	SELF-DISCIPLINED I work independently and use my skills wisely: eloquence - craftsmanship - effective communication - financial literacy.
H	HARDWORKING I put effort in to all I do: endeavour - grit - resilience - determination - challenge - perseverance - courage

Students are nominated through year team meetings with prizes presented at the end of term Celebration of Achievement Assembly.

3. Attendance and Punctuality Awards

Achievement points will be awarded for full attendance and/or 100% punctuality each week. 100% attendance and punctuality certificates and prizes will be awarded to students at the end of term Celebration of Achievement Assembly. A prize will be awarded to the tutor group with the best attendance record and the best punctuality record at the end of each term.

4. Jack Petchey Achievement Award

The Jack Petchey Achievement Award scheme enables schools to recognise effort, endeavour and achievement of young people. Throughout the school year, students are recognised for their outstanding contributions to Rutlish. Winners are chosen by a student panel, who consider anonymous nominations and are only aware of the reasons for the nominations. A student may only receive one award during their time at school.

5. House Points

House events include competitions and activities arranged vertically: for example, members of Year 7 Argonauts and members of Year 8 Argonauts may join together to form a Drama group. Points will be awarded to Houses according to their efforts and successes and a winning cup will be presented at the end of the academic year to the victorious House.

6. Prize Giving

We celebrate the success of our students at Prize Giving during the autumn term. The evening is attended by students and their families to recognise not only academic progress and achievement, but achievements and progress in a number of areas of school life, including sporting, artistic and dramatic contribution, and student leadership.

SECTION 3: Assessment & Reporting

You will receive three reports annually, one each term. There are two types of report, the full written report and the data report. Reports are sent to you via email and uploaded to your School Gateway account.

1. Data Reports

Information given on the report:

- Behaviour and Achievement Points
- Percentage attendance, authorised and unauthorised absences
- Lesson attendance (this percentage is based on your child being physically present in the lesson and can be affected by meetings/appointments etc)
- Department target grade (this represents the target based on KS2/3 test scores, national statistics and professional judgement of the Department)
- Working now at grade (reflects your child's current performance in tests and coursework)
- Predicted grade (the grade that the teacher believes your child is capable of by the end of the course)
- Once a year, following completion of the formal examinations, your child's exam grade will be reported to you in his data report.

2. Full Written Reports

This includes all of the above information, together with comments and targets from subject teachers and tutor.

3. Formal Assessments

Students will sit formal assessments during each academic year. In Years 7, 8 and 12 these are normally towards the end of June, for Year 9 the end of April, Year 10 is in March, Year 11 and 13 sit for mock exams in December prior to completing the formal exams in the summer term.

SECTION 4: Attendance & Punctuality

School begins at 8.30am and students are expected to arrive shortly before this. Full attendance is an expectation of all students. In accordance with the government and our own policy, family holidays cannot be granted during term time (see school website for further details). Any medical appointments should be made outside of school time if at all possible.

Rutlish use a system called 'In Touch' to inform parent/carers if their child has not registered in school. The system will send a text message to the parent/carer who is on our system as having first responsibility. You will be asked to reply to this text with a reason for your child's absence. If there are outstanding absences at the end of the week and you have not contacted the school your child will receive an 'unauthorised absence mark'.

1. Absence

On the first and each subsequent day of absence, parents should contact the Attendance Office on 020 8540 3134 or email rutlish.absence@rutlish.merton.sch.uk. On return to school the student will need to bring a note explaining the reason for the absence.

If a student has to leave school for an appointment they will need a note from the parent/carer stating the date, time and reason; you can also write a note in their planner. The note should be shown to the class teacher and also to the Attendance Officer when signing out.

All absences from school are detrimental to a student's learning and progress. Some absences, due to factors such as illness are unavoidable and are, following receipt of a letter from parents or medical evidence, recorded as authorised. If no note is received, the absence is recorded as unauthorised.

It is worth remembering that:

- 90% attendance is one day off school per fortnight. This equates to missing nearly four weeks of school every year.
- 95% is one day off per month. This equates to missing two weeks off school every year.

2. Late Arrivals

Registration is at 8.30am prompt, until 8.50am. Any student arriving after 8.50am must sign in at the Attendance Office.

Late arrivals due to doctors' appointments etc. should be accompanied by a note from parents/carers.

3. Attendance Procedures

% Attendance	Action	Further Action
95%-90%	Tutor will call home and speak with you	Tutor will monitor attendance
90%	Letter home regarding poor attendance from HOY Discussion with HOY and Educational Welfare Officer	Your child's attendance will be monitored between HOY and Educational Welfare until it rises above 92%
87%	Medical evidence requested for any future absence	Your child's absences will be unauthorised until you provide medical evidence
85%	Referral to Educational Welfare Officer	Parents invited in for a meeting with Educational Welfare Officer
Persistent Absence	If no improvement in attendance Penalty Notice Procedures begin Attendance Monitored by Educational Welfare	If this does not improve during the 12 week period parents may be issued with a fine

4. Punctuality Procedures

Your child will be marked late if they arrive after 8.30am.

Parents/carers are informed via text when students are late to school

No of late marks per week	Action	Further Action
1	20 minute Tutor detention that day (Failure to attend will result in a 45 minute detention with the DHOY detention)	If a student persists in being late once a week Tutors will contact home/a text will be sent
2	40 minute DHOY detention that day (Failure to attend will result in a one hour HOY detention)	2 referrals to this = parents contacted by DHOY
3 or more late marks in a week	60 minute HOY detention that day Plus 1 behaviour point allocated	Persistent lateness = HOY punctuality report/letter home
U codes (Late after 9.30am)	Conversation from DHOY Phone call home	Persistent U codes = Meeting with parent and HOY
Persistent lateness	Referred to Saturday detention	Parents invited in for a meeting with HOY

SECTION 5: Behaviour

1. Student Code of Conduct

	RUTLISH SCHOOL CODE OF CONDUCT “Respect yourself – Respect each other – Respect the environment”
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YOU SHOULD ...	YOU MUST NOT ...	IF YOU CHOOSE TO ...
<ul style="list-style-type: none"> • Respect yourself, take responsibility for your behaviour • Respect each other • Respect the environment • Respect other people’s opinion • Use appropriate language • Bring bags, books and equipment to all lessons • Attend school regularly and bring a note if absent • Arrive on time and sit where the teacher wants you to • Conduct yourself quietly around school • Be aware of others in the corridors • Keep moving to avoid congestion • Dress appropriately for school • Keep the school tidy, put litter in the bins • Talk to a teacher to help resolve conflict • Be proud of your work and achievements 	<ul style="list-style-type: none"> • Take time off school without a valid reason • Be late for lessons • Wear hats in the building, and coats in lessons • Drop litter, bring gum or food in the buildings • Sell goods without the permission of school staff • Wear trainers or jewellery (except for a watch) • Bring into school hooded sweatshirts or baseball caps <p style="text-align: center;">ITEMS WILL BE CONFISCATED IN LINE WITH THE SCHOOL’S CONFISCATION OF PROPERTY PROCEDURE</p>	<ul style="list-style-type: none"> • Bring in, or use, anything that is dangerous or illegal • Threaten, bully, fight, be violent or abusive to others • Damage or steal school property • Damage or steal other people’s property • Run in school, play fight, or act in a dangerous way • Be confrontational or insult people <p style="text-align: center;">YOU MAY BE GIVEN BEHAVIOUR POINTS, YOU MAY BE WITHDRAWN FROM CLASSES AND YOUR PARENTS WILL BE INFORMED, YOU MAY ALSO BE SENT HOME AND EXCLUDED FROM SCHOOL</p>

EXPECTATIONS		
In the Classroom: <ul style="list-style-type: none"> • Arrive on time ready to learn • Arrive prepared and enter quietly • Speak politely to everyone and listen to all • Sit where the teacher asks and remove your coat • Try to finish all work set • Record homework 	In the Playground: <ul style="list-style-type: none"> • Play safely • Help others • Use the bins and help to keep the school tidy 	In the Corridors: <ul style="list-style-type: none"> • Walk, do not run • Talk, do not shout • Respect visitors • Be aware of others
With visiting Adults: <ul style="list-style-type: none"> • Value the lesson • Respect visiting teachers • Be especially polite and helpful • Be honest 	In the Community to and from School: <ul style="list-style-type: none"> • Put litter in the bins • Respect people you meet • Go home promptly and quietly • Meet friends away from school 	

2. Incident Reporting

The school uses a highly effective electronic system to record any incident involving poor behaviour, lack of equipment, poor effort etc.

Each individual incident will be dealt with in school by the relevant member of staff, but should the number of incident reports increase, the following additional course of action is taken:

No. of Incident Reports	Action
5	Tutor Report
10	Head of Year Report
15	Line Manager Report or Behaviour Workshop
20	Saturday morning Headteacher detention
25	One day Fixed Term Exclusion

A number of fixed term exclusions will trigger either a Behaviour Plan, a Pastoral Support Programme, a referral to the Merton Virtual Behaviour Service and/or a Governors Disciplinary Warning which in turn may lead to the consideration of a permanent exclusion from school.

3. No notice detentions

As you are aware the Department for Education has published new guidance on how schools should deal with poor behaviour. One of the changes is that schools are no longer required to give parent/carers 24 hours' notice of detention.

Any student who receives a log for poor behaviour and/or inadequate work will have a 45 minute detention on the same day. If a student refuses to attend they will be put on No Notice Detention for five consecutive school days, any additional logs during the five days will result in further detentions being given.

Failure to engage with this process will result in one or more of the following:

- Referral to next day after school detention
- Internal exclusion
- Meeting with a member of the Senior Leadership Team or Headteacher
- Fixed term exclusion
- Any other sanction deemed appropriate

SECTION 6: Communication

The majority of communication between the school and yourself will be via e-mail. This form of contact is now widely used by schools and is considered to be more effective, reliable and economic. It is therefore essential that we hold the correct contact details and email address on our database. Please ensure that you sign up for School Gateway (see below).

If you do not have access to an e-mail account, then please contact Office Manager (ext 146) in order for alternative arrangements to be made.

If you change your email address, mobile telephone numbers, or move house it is very important that you inform us as soon as is possible to ensure our communication with you is not interrupted.

Please ensure that your computer settings enable correspondence from the school to be accepted rather than treated as "junk mail".

IT IS VITAL THAT THE SCHOOL IS KEPT UPDATED WITH REGARD TO ANY CHANGES IN YOUR CONTACT DETAILS INCLUDING MOBILE PHONE NUMBERS WHICH ARE USED IN CASES OF EMERGENCY

1. Contacting the school

Your first point of contact with the school should always be with your child's Form Tutor, as they get to know the students very quickly. The Form Tutor is the most likely person to know if there are any problems concerning the student and is in a position to deal with any problems or queries as they arise. If the Form Tutor is not able to deal with the problem immediately, then they will always get back to you or ask another member of staff to contact you if it is more appropriate.

If you wish to meet with any member of staff, including the Form Tutor, please make an appointment by either writing a letter, a note in the Student Planner or by telephoning and an appointment will be made.

Students in secondary school are expected to take a lot more responsibility for themselves than when they were at primary school and for keeping you informed of events and after school activities. Some students find this difficult at first, particularly with regard to informing their parents when they are going to be home from school. Could you please speak to your child early in September and agree which enrichment activities they are allowed to attend. It is also wise to have a contingency plan in the event of a change to your normal routine e.g. what to do if a train is cancelled etc.

2. Messages to students

In order to avoid classroom disruption, and due to the size of the school, the Receptionist cannot relay messages to individual students during the school day unless there is a real emergency.

3. Personal telephone calls

The use of the Office telephone is for emergencies only. We encourage students to take responsibility for their own organisation and calling home is not permitted for forgotten items of games kit/homework, or for making their social arrangements (e.g. meeting with friends) at the end of the school day.

4. School Gateway – **IMPORTANT INFORMATION**

Rutlish use 'School Gateway' to communicate and share information with parents/carers via email, text, online and smartphone app. It will also save parents/carers and the school time and money. We will be incorporating other features and will advise you as and when this happens.

Currently available on your School Gateway account:

Online reporting	All termly school reports are sent via email to you and uploaded to your School Gateway account to store and view
Payments via Instant Bank Transfer, debit or credit card	<ul style="list-style-type: none">• Uniform, School Lunches, Trips• Consent for activities
Student timetables	View your child's timetable
Parent/Carer contact details	View the contact we hold for you on our management system, please inform the school office when changes are needed
Pupil Premium	Eligibility Questionnaire

What you need to do now:

Activate your School Gateway account. It's quick and easy to do:

Visit the website: www.schoolgateway.com and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway. As with the app the email address and telephone number you use to download School Gateway must be the same as the details we hold for the first contact at school.

We hope that you will find School Gateway a great way to keep up to date with what's going on.

Download the app:

If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS you can message the school for FREE – this will also save the school money when we send you a text message.

The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App store or Google Play or on your phone, go to www.schoolgateway.com/apple (Apple) or www.schoolgateway.com/android (Android)
2. Install the app and if you are asked, say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school (must be the first contacts details).
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

As soon as you've got the system set-up, all of the text messages we send you will appear in the app; you'll receive notifications/alerts as normal.

Section 7: Curriculum

1. The National Curriculum

Rutlish offer a balanced, traditional curriculum, taught by subject specialists and designed to meet the academic and creative needs, interests and abilities of all students. [Rutlish School - Curriculum](#)

CURRICULUM

<p>Students follow the National Curriculum and are taught in ability sets where possible, or in mixed ability tutor groups. Throughout the school, students enjoy a full programme of personal, social and health education. The following subjects go to make up the National Curriculum at Key Stage 3 (Years 7-9)</p>	
<p>KEY STAGE 3</p> <ul style="list-style-type: none"> • Art • Drama • Design Technology • English • French • Geography • German • History • ICT • Maths • Music • Physical Education • PSHEE • Religious Education • Science • Spanish 	<p>KEY STAGE 4</p> <ul style="list-style-type: none"> • Art • Business Studies BTEC • Computer Science • Design Technology • Drama • Economics • English Language / Literature • ESOL (English as a second language) • French • Geography • German • History • iMedia • Maths • Media Studies BTEC • Media Studies GCSE • Music • Performing Arts • PE Sport BTEC • PSHEE • Religious Education • Science (Biology, Chemistry & Physics) • Spanish • Study Support

Our Learning Resources Centre provides students with access to staff, careers advice and a variety of resources.

All schools have to make sure that they help develop the personal, spiritual and moral aspect of their students. We would aim to do this in all lessons but all students will undertake a pastoral programme, which will look at specific issues, including citizenship, in detail.

2. Religious Education

This subject is taught to all students as part of our core curriculum at Key Stage 3 and as a core GCSE subject.

3. PSHEE (Personal, social, health and economic education)

PSHEE is taught one lesson per fortnight to all year groups (Years 7 – 13). PSHEE supports the holistic, personal development of pupils. Fundamentally, this is concerned with the exploration of values and attitudes, with the development of skills, and with the acquisition of relevant knowledge and understanding. This should enable students to lead confident, healthy, responsible lives as individuals and members of society. The PSHEE curriculum provides a wide range of activities within and beyond the classroom where students gain practical knowledge and skills to help them live healthily and deal with the social, moral and cultural issues they face as they approach adulthood. It helps them to understand and responsibly manage a wider range of relationships as they mature, and to show respect for cultural diversity.

Key themes explored through the PSHEE curriculum:

- Personal identities
- Healthy lifestyles
- Risk
- Relationships
- Diversity
- Careers
- Capability
- Risk management
- Economic understanding
- Enterprise

Some of these issues are taught by outside agencies.

4. Relationships and Sex Education

Relationships and Sex Education is delivered in accordance with the statutory guidance published by the DfE. RSE is delivered within the PSHEE curriculum and may be complimented by use of external agencies to support learning and development, such as the School Nurse.

Teaching of RSE aims to develop young people's attitudes to relationships and ensure that they:

- Respect other people's feelings, decisions, rights and bodies
- Value diversity of identity, lifestyles and the choices made within them
- Consider why honesty, loyalty, understanding and respect are important in relationships
- Appreciate different ways of loving and the importance of love in relationships
- Consider their responsibilities within school, with friends and within the family

5. Special Educational Needs

Students with identified special educational needs are placed on the SEN register. This register has two categories of support. Students are assessed and needs are identified to provide additional support to enable them to make progress to the best of their ability. The other category is Educational Health Care Plan where an official plan is issued by the Local Authority in collaboration with the student, their parents/carers, the school and relevant outside agencies. The school works closely with parents/carers and students to provide support and monitor each student's progress towards meeting targets set in Plans and Annual Reviews. Parents are invited to contact the SENCO prior to entry if they have concerns regarding their child.

Section 8: Electronic Device Policy

We have a zero tolerance policy with regard to electronic equipment on the school site. However, we understand that a parent/carer may wish for their son to have a mobile phone for their journey to and from school. Therefore, all students must hand their phones in before 8.25am in the morning and collect by 4.00pm at the end of the day (students will be advised of the location)

Policy:

- Phones and electronic devices (including headphones) will be confiscated and given to the Senior Leadership Team for storage.
- The parents/carer will be contacted and informed when the student may collect their phone.
- The incident will be logged on our Behaviour Management System.
- Any student who refuses to hand over the complete phone (battery and SIM card)/device when requested will be removed from the lesson by a member of the Senior Leadership Team. This in turn will lead to 1 day in Isolation in the first event and then a Fixed Term Exclusion for repeat offences.
- In circumstances where there is a suspicion that material on a phone is unsuitable, the phone will be handed over to the police for further investigation.
- Any data, files or images that are believed to be illegal will be passed to the police as soon as is practicable, including pornographic images of children without deleting them.
- Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of the school's behaviour policy.

Responsibility:

- The school accepts no responsibility whatsoever for theft, loss or damage relating to phones/devices including those handed in/confiscated.
- The school will no longer investigate theft, loss or damage relating to phones/devices.

The reason for a zero tolerance policy:

- The high monetary value
- The integration of cameras leading to potential child protection and data protection issues
- The potential for mobile technology to be used to bully other students
- The potential to disrupt teaching and learning
- The potential to use texting/messaging during the school day and whilst on silent mode
- The time taken to investigate phone/device related incidents
- The potential for malpractice in exams

Searching phones:

Staff may lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the student has a device prohibited by school rules, or the staff member has good reason to suspect the device maybe used to:

- cause harm
- disrupt teaching
- break school rules
- commit an offence
- cause personal injury
- damage school property

The school understands that students may wish to have their mobile phones for their journey to and from school. In this situation a student should hand his phone/device in before tutor time at the designated point place for their year group.

Sanctions

The following sanctions will apply should students be found in possession of an electronic device during the school day.

	Action 1	Action 2	Action 3
1st incident	Phone confiscated for one day	Behaviour log and NND	Phone call home
2nd incident	Phone confiscated for three days	Behaviour log and NND	Phone call home
3rd incident	Phone confiscated for five days	One day internal exclusion	Phone call home

SECTION 9: Events

1. Prize Giving Event

In November we hold our annual prize giving event. This is a lovely evening when we are able to celebrate the achievements of our students from the previous academic year. We award prizes for both effort and achievement for all the subject areas. Year 11 and Year 13 students are also invited to this event.

For the current students there are also subject prizes and tutor group prizes to be given out. There are displays of art work and performances by our young musicians.

We invite the parents/carers to join us in our celebrations and to bring their cameras to record these precious moments, ensuring the guidelines for digital or video images are adhered to.

2. Celebration Assembly for Y11 and Y13 Leavers

These events are held at the end of June after the majority of the exams have finished. It is a time for students to say goodbye and to thank their form tutors and their teachers. Students are joined by parents/carers and friends to celebrate and reflect on their years at Rutlish. For the staff this event is tinged with sadness as we too say our goodbyes to the students and wish them well in the future.

3. Other Events include:

- Annual BBQ and Family Fun Day
- Sports Day
- Commemoration Service
- Carol Service
- School Production

SECTION 10: Enrichment Activities

1. School Trips

There are a number of curriculum visits that take place to support students learning outside the classroom. In addition, a variety of school trips are offered in each year ranging from visits during the school day to residential trips such as China, Costa Rica, West Coast of USA, Vietnam, Skiing trips to Italy and many more weekend trips. We hope students will take part in as many trips as possible.

2. Extra-Curricular Activities

Alongside the academic year, there is a range of extra-curricular activities students may participate in, such as clubs, rehearsals and sporting fixtures. Your child might also like to participate in the Duke of Edinburgh Award or our Combined Cadet Force CCF in Year 9.

It is the student's responsibility to inform you if they are staying behind after school for a club or sports match and to let you know what time they expect to be home.

3. RR6 Enrichment Programme

Students in Y12 are able to opt into a variety of enrichment programmes, such as debate, equality and diversity society, current affairs, introduction to Mandarin and introduction to bike skills. Every year we review our enrichment programme with the intent to offer introductions to subjects and skills beyond the academic curriculum.

4. Work Experience

Students in Y12 will have the opportunity to undertake work experience during the summer term. Students are mentored through the pastoral provision within the 6th form, on how to obtain work experience placements and how to utilise this opportunity to further their personal development and enrich future applications. Students are given the opportunity to join the workforce and are expected to write a report of their experience and its impact.

5. Opportunities for Personal Development

Throughout the academic year, students are given opportunities to raise money for charity, take part in initiatives that raise awareness about social issues, join in with local authority events such as student conferences and engage with inter-school programmes such as MUN.

SECTION 11: General Information

1. Learning Resource Centre (Library)

The Learning Resource Centre (LRC) is open Monday – Friday from 8.00-8.30am, break time, lunch time and after school 2.50-3.30pm when students can come in to read, exchange a book or use the computers for school work.

In the LRC they will find a range of resources both fiction and non-fiction, careers literature, college prospectuses and revision guides. We also have a wide range of classic novels including Frankenstein, Dracula, Oliver Twist and many more. The LRC has plenty of computers to complete your work, as well as a comfortable reading area.

A library card is needed to borrow books and students will need to complete an application form. Books are normally loaned for a period of two weeks; they can be renewed if not finished.

At the beginning of the school year students will have the opportunity to spend some time in the LRC with their English teacher, this is to help them find their way around and understand how the resources are organised. We also have a team of students that help out as Library Monitors. If your child is looking for a particular book or have a question about their work they will be very happy to help them.

2. Lost property

All lost property is sent to the Manor House Reception. All PE lost property is sent to the PE Department.

Students can come along to the Manor House at 1.30pm every lunch time to check if their missing items have been handed in.

Parents are advised to label items of clothing appropriately in order for property to be returned to its owner with the minimum of inconvenience.

3. Parent Evenings

Approximately two weeks before the parents' evening you will receive an email advising you of the date and time.

The school use an easy on-line appointment booking system. This allows you to choose your own appointment times with teachers you also receive an email confirming your appointments. Instructions on how to use the system are emailed with the invitation letter.

Parents and teachers are asked to keep to their interview times to ensure that all parents and teachers are able to complete their interview schedules. If you require additional time to discuss your concerns, a follow-up appointment should be requested.

Students in full school uniform are welcome to attend with their parents/carers.

During Covid19 restrictions we have facilitated parents evenings and information evenings online and may continue to hold some events online in the future to save travel time and parking restrictions, as this is more convenient for parents/carers.

4. Parking at Rutlish

Please note that there are **NO** parking facilities on the school site. Watery Lane is a no-through road and access for the dropping off and collection of students is extremely difficult.

5. Watery Lane Entrance & Manor Gardens

Watery Lane and Manor Gardens have been designated as 'school streets' by Merton Council. This is a street near a school with restricted access to vehicles at drop-off and pick-up times. The restricted area is also called a school safety zone. During the restricted periods, Merton Council will carry out enforcement using cameras. The restricted times are: 8:00–9.15am and 2.45-4pm

If your child has been issued with an M-Card by Merton Council they will be accepted for exemption. Please see the link <https://directories.merton.gov.uk/kb5/merton/directory/advice.page?id=jO8hiyX2kMw>

You will need to provide a copy of the M-card to the school, and we will apply on their behalf. Note: a copy of the M-Card will have to be uploaded within the application of the child as proof.

6. Student Equipment

Students are expected to have the following equipment with them in every lesson:

- Pencil case
- Pens and pencils
- Pencil sharpener and rubber
- Ruler, protractor and compass
- Coloured pencils
- Glue stick
- A pocket dictionary
- A bilingual dictionary
- A calculator: if students already have their own calculator they can use it. If you are buying one, a scientific calculator with a "fraction" key will be most useful for the Maths course that the students will be following
- A reading book: all students must carry a reading book with them at all times during the school day. This can be either a novel or a book about a hobby or interest. Building a regular reading habit is one of the best ways of improving general reading ability. Thirty minutes or more every day can make a big difference.
- School planner
- Correction fluid is **NOT** allowed in school

7. Student Planners

At the beginning of the autumn term all students are given a Student Planner which they must bring to every lesson. This Planner will contain important information about the school and will also be where they record all the homework that is set. Parents/carers and tutors should check the Planners weekly. If a Planner is lost they can be purchased from the Manor House Reception. (Price: £5.00)

SECTION 12: Governing Body

The governing body has a strategic responsibility for seeing that the school is run effectively, acting within the framework set by legislation and the policies of the local authority and the governing body. It works with the Headteacher and senior leadership team to set priorities and targets for the school, and monitors progress against these targets.

Parliament has given a range of duties and powers to governing bodies under the Education Acts which includes the following:

- Overseeing the management of the school including the budget and how, in strategic terms, should be run.
- Ensuring the School Development Plan is implemented in accordance with Ofsted criteria.
- Setting appropriate targets for pupil achievement at KS3, KS4 (GCSE & BTEC) and KS5 (GCE & BTEC).
- Determining the staff complement and pay policy for the school.
- Participating in the appointment of the Headteacher, Deputy Headteachers and other staff.
- Regulating staff conduct and discipline.
- Drawing up an action plan after an Ofsted inspection.

The Rutlish Governing Body comprises of 16 Governors, as follows:

- 3 Parent Governors
- 1 Staff Governor
- 1 Headteacher
- 4 Foundation Governors – nominated by the Rutlish Foundation
- 1 Local Authority Governor – nominated by the Local Authority
- 5 Co-opted Governors
- 1 Associate Member (from September 2019)

The Full Governing Body meets regularly through the school year and the committees each meet on the same cycle.

Copies of governing body minutes and the School Information Publication Scheme which lists all the information which is publicly available, can be obtained from the Clerk via the email below or School Office.

To contact the Clerk to the Governors, Chair or Vice Chair of Governors please use the following contact details:

By email clerktothegoverningboard@outlook.com

or write via the school at:
Rutlish School
Watery Lane
London
SW20 9AD

SECTION 13: Homework

1. Homework

Homework is regarded as an important part of the work of Rutlish School for a number of reasons, including the following:

- It extends the time students spend in active learning
- It gives teachers and students an opportunity to test whether work done in class has been fully understood
- It helps students to develop the independent learning strategies and habits essential for later success at Key Stage 3, 4 and 5, and prepares them for adult life.
- It allows you to feel, and become, more actively involved in understanding and monitoring your child's progress

You can help your child in a number of practical ways such as:

- Establishing a regular routine for completing homework each day
- Making available a suitably quiet place for your child to work
- Providing the necessary equipment for homework, such as pens, pencils, ruler, dictionary, calculator
- Checking that homework has been completed properly, checked thoroughly and is neat and well presented
- Checking your child's Planner to see that the homework set has been filled in. Please sign the Planner entry at the end of each week and make any comments you wish the Tutor to see.

Heads of Department and Heads of Year can be contacted directly or via the Form Tutor. If we work together as a team to make sure homework is completed properly your child's progress will be considerably increased and that is most important to us all.

2. How can Parents/Carers help?

As you read through this booklet you may wonder whether there is anything that you can do to help. There may be subjects and areas that you did not do at school. This does not matter. What does matter is:

- You encourage your child to enjoy learning
- You see each year's work as foundation for the future
- You discuss homework with your child
- You take an interest in his work
- You see their schooling as a vital preparation for life
- You check their Planner and sign it every week
- You talk about the topics they are covering
- You let the school know if you are having concerns about your child's progress, homework or schooling

When parents and staff are working together as partners, then a child is more likely to achieve his best!

SECTION 14: Medical

1. First Aid

We have qualified First Aiders who are available to deal with minor injuries which occur during the school day. If the injury requires the student to go home, then the school will insist they are collected. Students will not be allowed to travel home on their own. An ambulance will only be called in an emergency.

Known injuries should be dealt with by the student's own GP or hospital casualty department.

2. Medicines

If your child needs to take medication during the school day you will need to complete a 'Parental Agreement for School to Administer Medicine Form' this can be obtained from the School Office. Unfortunately, the school will not be able to administer any medicine without this. Medicine should be brought to school in the smallest practicable amount in the containers issued by the pharmacist. The school may need to complete an 'Individual Medical Care Plan' if your child has a severe allergy, or has to take regular medication. If you think this may be the case please contact the school.

3. Students with Medical Conditions

Please read our policy available on the school website [Rutlish School - Policies & Procedures](#)

Students with medical conditions will be supported so they have full access to education. We will endeavour to make reasonable adjustments to support individual medical needs.

If your child requires a Medical Care Plan, please contact our Medical Needs Co-ordinator via email: medications@rutlish.merton.sch.uk

4. Eyesight

Your child will be required to do a greater amount of reading from a whiteboard at secondary school. It is therefore advisable to have your child's eyes tested prior to starting school in September, in order to ensure headaches relating to eyesight are avoided.

Most children should have their eyes examined at least once every two years. This can be done at a High Street Optician and is free for all children under 16 years old (and under 19 if in full-time education). Speak to your Optician if you have any concerns about your child's vision at any stage.

SECTION 15: PTA (Parent Teacher Association)

The PTA exists to fundraise for the school and be a forum for parents interested in school life. We are always delighted to see parents or carers at the meetings, but if this is not possible parents can sign up to <https://classlist.com/> to connect with other parents and keep up with PTA events. There is also a Classlist app you can download.

Rutlish PTA has again been approved by the Co-op supermarket. We have raised over £11,000 with the Co-op, so please do make sure you get a Co-op loyalty card <https://membership.coop.co.uk/new-registration> and choose Rutlish PTA as your charity. If you already have a card please go online and in my account section choose Rutlish PTA as your charity. Every time you shop at the Co-op and swipe your loyalty card, the school gets money from the Co-op!

We would like to ask parents to support the school by signing up to www.easyfundraising.org.uk. For every purchase you make on-line to thousands of high street brands, a donation is made to the school.

If you are buying online through Amazon please purchase using **SmileAmazon** and not through the Amazon main site and choose Rutlish School as your designated charity. Rutlish PTA receives a percentage of items purchased this way.

The **School Lottery** creates and runs lotteries for schools across the UK and to find out about our school lottery, please see www.yourschoollottery.co.uk.

We organise social events for parents, support the school at official events such as the Open Evening and Parents' Evenings and to raise money to help support the school and the education of the students.

Parents/carers of Rutlish students automatically become members of the PTA. Members are also involved in the [Rutlish Foundation](#) and the [Old Rutlishians](#) to promote communication between all parties interested in Rutlish School.

Some examples of what the PTA has funded over the last few years are: sports kit, sports day medals, 6th form laptops, SEND department computers, equipment for the Science department, pupil premium students, Media Studies equipment, library shelving, linguaphone equipment and Place2Be wellbeing equipment. We organise fundraising social events for parents, including quiz nights, wine tasting evenings, bingo nights and more!

PTA meetings are held twice a term. These are informal and are open to all parents/carers and staff. Dates are found in the school calendar. Every other meeting is either a forum meeting where a member of staff or governor is invited to give a short talk about life at Rutlish, or is a general meeting where the usual issues are discussed.

Do get in touch pta@gmail.com
Thanks for all your support!
PTA team

SECTION 16: Rutlish Foundation / Old Rutlishians

Rutlish Foundation

The Rutlish Foundation is a charity that took its current form in 1994, when the funds arising originally from the will of William Rutlish and more recent charities to assist current and former students at Rutlish School were consolidated. It was money from the forerunner charity that was used to found Rutlish School.

The Trustee of the Rutlish Foundation is a private company limited by guarantee. The company must be appointed as corporate trustee by the Charity Commission. As part of the application to the Commission, the Foundation must confirm that relevant parties have been informed of the proposed change so this is to make people aware of this.

The following each appoint up to three Nominated Directors:

- The Governors of Rutlish School
- The Headteacher and teaching staff of Rutlish School
- The Old Rutlishians' Association and
- The Rutlish School PTA (known as the "Friends of Rutlish")

The Foundation provides financial support to the school for things not covered by the school budgets and provides grants to students in higher education who were born or live within the boundaries of the ancient Parish of Merton (about a quarter of the London Borough of Merton i.e. the bit that was Merton as against Morden, Wimbledon or Mitcham), or those who have been students of Rutlish School for at least three years.

Applications for academic year 2021/22 will be available from July 2021. The deadline for receipt of applications is in November.

If you have any concerns about the new structure or would like further information on this or the student grants, please contact the Clerk to the Trustees, Graham Mills on rutlishfoundation@gmail.com.

You can also follow the Foundation on **Twitter** @RutlishFound

For more information, a copy of the application and current grant regulations please visit the Rutlish Foundation [website](#)

"Rutlish School – The First Hundred Years", the book by Colin Brock is available from the Foundation price £10.

Old Rutlishians' Association

When the Rutlish Old Boys Association was formed in July 1906, the name being changed to the Old Rutlishians' Association in 1921, the course of events over the first fifty years of its existence would not have been considered possible.

There were two World Wars where over 150 old boys gave their lives. A ground was acquired in 1924 and a brick clubhouse was built in 1936. Membership rose from around 150 to over 700 by 1939. Football declined and disappeared by 1932 as a result of the change to rugby at the school. The period between the wars saw a significant improvement in the quality of fixtures played for both cricket and rugby sections.

Athletics was particularly strong at both the school and the Old Boys and was reflected in athletes winning Oxbridge blues, being members of the Great Britain Olympic team in 1948 and Derek Pugh winning a European Games gold medal in 1950. Tennis too was well supported during the first fifty years with up to eighteen courts available for play.

Despite post war austerity, improved facilities were added with the Memorial Lounge and upstairs changing room in the early 1950's. Cricket and rugby both had their successes on the field of play, including the famous victory over Harlequins in the Middlesex 7's at Twickenham, and athletics continued to be well supported and successful. Membership of the Association rose to over 1,500.

The 50th Anniversary Handbook produced in 1956 forms the basis of the story now set out for those years.

To find out more about Old Rutlishians' Association please visit their [website](#)

SECTION 17: School Meals

1. **Cashless System** (Students must have parental permission for biometric fingerprint)

We operate a cashless system in the school canteen which brings a number of important benefits:

- A faster, more efficient service, so that queuing time is reduced
- Payment can be made on-line, using 'School Gateway' cutting out the need for students to carry cash
- Parents can have increased confidence that dinner money is being used for intended purposes
- Students entitled to free school meals have a daily credit automatically applied to their account, so that the entitlement remains completely confidential
- A daily spending limit can be entered on your child's account, we recommend £6 but this can be adjusted to your requirements
- The system can be used to encourage 'healthy eating'

Key questions:

What is a 'cashless' system?

At the heart of the 'cashless' system is a software programme which recognises each individual student, holds individual cash balances and records expenditure and payments received. It also records what the money was spent on.

How are students recognised by the system?

All students will be registered by biometric measurement and photograph. The biometric measurement involves the scanning of a finger, the image is then measured and converted and stored as a unique number. Parents/carers and students can rest assured that the fingerprint information cannot be re-converted back into an image of the fingerprint, nor can it be used by any other source for identification purposes.

How is the account used to obtain a meal?

A biometric scanner will be used at each till, whereby a student will place their finger on the scanner to activate the individual account. A display will show the server the student's name, tutor group and current balance held within the system. The server will then enter the selected food and drinks items into the terminal from an itemised keyboard, while the amount spent and the new cash balance will show in the display.

2. **Free School Meals**

These have to be applied for by contacting the London Borough of Merton (you must apply for these **before or during** the summer holidays to be ready for September). Unlike primary schools, high schools do not accept Free School Meal Forms. You must deal direct with the London Borough of Merton who then inform us of the student name.

EXAMPLE MENU

MEAL DEAL – *Main dish plus dessert or selected drink - £2.63

Monday	Tuesday	Wednesday	Thursday	Friday
Cottage pie & vegetables Or Vegetable cottage pie & vegetables £2.35	*Southern Baked Chicken with Jacket Wedges and vegetables Or Quorn Baked Fillets £2.35	*Roast Chicken Roast Potatoes & Vegetables Or Macaroni Cheese & vegetables £2.35	Stir-Fry Beef Black bean sauce & noodles Or Vegetable stir black bean sauce & noodles £2.35	*Fish Chips & Beans or Peas Or Vegetable frita £2.35
Margherita Pizza £1 per slice	*Pasta with 1 sauce option £2.35	Margherita Pizza £1 per slice	*Pasta with 2 sauce options £2.35	Margherita Pizza £1 per slice
*Baked potatoes Cheese or baked beans or coleslaw £2.40	*Baked potatoes Tuna mayo or Cheese or baked beans £2.40	*Baked potatoes Cheese or baked beans or coleslaw £2.40	*Baked potatoes Tuna mayo or Cheese or baked beans £2.40	*Baked potatoes Cheese or baked beans or coleslaw £2.40
*Baguette: Cheese, Tuna, Chicken Mayo £2.25	*Baguette: Cheese, Ham Salad, Sweet Chilli Chicken £2.25	*Baguette: Cheese, Egg Mayo, Chicken Mayo £.2.25	*Baguette: Cheese, Tuna, Sweet Chilli Chicken £2.25	*Baguette: Cheese, Egg Mayo, Chicken Mayo £2.25
Chocolate Brownie – 92p Fruit Pot - 99p	Carrot Cake Muffin – 92p Fruit pot - 99p	Flapjack – 92p Fruit Pot – 99p	Corn Flake Cake – 92p Fruit Pot – 99p	Lemon Drizzle Muffin – 92p Fruit Pot – 99p

SECTION 18: School Routine

The school operates a two-week timetable with the weeks labelled 1 and 2

THE SCHOOL DAY

	TIME	LENGTH
Registration / Assembly	08.30 – 08.50	20 mins
Period 1	08.50 – 09.50	60 mins
Period 2	09.50 – 10.50	60 mins
Break	10.50 – 11.15	25 mins
Period 3	11.15 – 12.15	60 mins
Period 4	12.15 – 1.15	60 mins
Lunch	1.15 – 1.50	35 mins
Registration / Period 5	1.50 – 2.50	60 mins

ASSEMBLIES

WEEK 1			WEEK 2	
Monday	½ School Assembly		Monday	½ School Assembly
Tuesday	½ School Assembly		Tuesday	½ School Assembly
Wednesday	Year 9 Assembly		Wednesday	Year 11 Assembly
Thursday	Year 8 Assembly		Thursday	Year 10 Assembly
Friday	Year 7 Assembly		Friday	

SECTION 19: Staffing and Junior Leadership Team

1. Senior Leadership Team

Headteacher	Ms L. Howarth
Deputy Headteacher	Mr R. Giles
Deputy Headteacher	Mr B. Gormally
Assistant Headteacher	Mrs I. Alltraine
Assistant Headteacher	Ms B. Doherty
Assistant Headteacher	Ms J. Hyland
Assistant Headteacher	Mrs L. Slabber
School Business Manager	Mrs L. Quin

2. Heads of Department

Art	Ms D. Sharma
Biology	Mrs H. Nash
Business Studies	Mr A. Redzepagic
Chemistry	Mrs C. Beck
Drama	Ms C. Dawkins
DT	Ms N. Bhaga
English	Ms M. Khan (Acting)
Geography	Mr A. Redzepagic
History	Mr H. Davut
ICT	Ms G. Flatley (Acting)
Maths	Mr P. Pryce
Media Studies	Mr D. Neesham
Modern Foreign Languages	Ms F. Holloway & Ms T. Minier
Music	Ms D. Steele
PE	Mr T. Joyce
Physics	Miss H. Ryan
RE	Ms S. Mates
SENCO	Ms E. Tiberti

3. Heads of Year

Head of Year 7	Ms A Graham
Head of Year 8	Mr Holt & Mr Embling (Acting)
Head of Year 9	Mrs S. Edwards
Head of Year 10	Ms H. Pearce
Head of Year 11	Mr J. Price
Head of Year 12	Miss I. Long
Head of Year 13	Mrs J. Bremner

4. Administration Staff

Headteacher's PA	Mrs A. Bowman
Office Manager	Mrs J. Gibbons
Finance Officer	Mrs P. McLauchlan
Human Resources Co-ordinator	Mrs L. Dawson
Human Resources Assistant	Mrs F. Yusuf
KS3 Admin Officer	Mrs J. Payne
KS4 Admin Officer/Exams	Ms S. Reed
Attendance Manager	Mrs S. Carruthers
Attendance Officer – 6 th Form	Mrs J. Burt
Receptionist	Mrs M. Tanner
Lead Exams Officer	Ms A. Bancroft
6 th Form Admin Officer	Mrs A. Cadman
UCAS Supervisor	Mrs M. Green

5. Junior Leadership Team

JUNIOR LEADERSHIP TEAM	
HEAD BOY	George Flatman
DEPUTY HEAD BOY	Aiden Powley
DEPUTY HEAD BOY	Hunbal Ahmed

SENIOR STUDENTS	
Linked with Year 7	Andrew Dunbar
Linked with Year 8	Daniel Mayall
Linked with Year 9	Muiz Khan
Linked with Year 10	Jonathan Farquharson
Linked with Year 11 & KS2 Transition	Tommy Greig
Linked with RR6	Joshua Hescot
Anti-bullying Ambassadors	Emmanuel Tay Ben Hutton
Careers	KS4 – Matthew Joseph KS3 – Dawud Amjad
Charity	Bertie Hemmings
Department Ambassadors	Hugo Robinson Abdullah Haroon
Equality Ambassadors	Stanley West Nishaanth Santharasa
Extra-curricular & Enrichment	Harry Dove Joel Chivers
House	Amir Khan
Literacy	Aryan Singh
Mental Health & Wellbeing Ambassador	Matthew Coverdale
Numeracy	Abid Uddin
Progress Centre	Deshaun Brown Noah Taylor
Rewards	Aaqib Ahmed
Student Council	Zeeshan Khan

SECTION 20: Student Leadership

1. Tutor Representatives

Students have the chance to take a more active role within their tutor group, they can put their names forward to become:

Form Representative

- The 'Face' of the tutor group
- Collect views of the tutor group and pass to year/school council, other Committees
- Give feedback to the tutor group on school council meetings
- Communicate with the Head Boy Team Senior Student(s) for the Year Group, DHOY and HOY
- Welcome new students to the tutor group
- Assist in developing the Rutlish School Ethos

Two form reps in each year group will attend school council meetings. The two selected reps will need to share feedback from the school council meetings with their year council, who will in turn share feedback with individual tutor groups.

TASK: To present to your Senior Student at the beginning of the year your one slide action plan. Termly review with the Senior Student showing the things you have achieved

Charity Representative

- To take responsibility to help raise money for a variety of fund raising events
- To take responsibility for organising collection of items for charities e.g. Xmas toy collection
- Have innovative ideas for fund raising
- Communicate with the Head Boy Team Senior Student(s) for charity
- Display charity work on notice boards
- Assist in developing the Rutlish School Ethos

TASK: To present to your Charity HBT link at the beginning of the year your one slide action plan. Termly review with the Charity HBT link showing the things you have achieved

House Representative

- Participate in and help organise House Events for the tutor group
- Ensure availability of participants in advance and on the day
- Communicate with the staff House Co-ordinator and House Leader
- Be a strong supporter of Rutlish School and the House System
- Give feedback to the tutor group on House information / meetings attended
- Collate information on House events
- Assist in developing the Rutlish School Ethos

TASK: To present to your House HBT link at the beginning of the year your one slide action plan. Termly review with the House HBT link showing the things you have achieved

Literacy Representative

- Communicate with the staff Literacy Co-ordinator
- Promote Literacy Campaigns
- Design Literacy challenges for the tutor group, to be shared with other tutor groups across the school
- Communicate with the Head Boy Team Senior Student(s) for Literacy
- Participate in and assist the House Representative in organising Literacy related House competition, such as Spelling Bee.
- Promote and encourage members of the tutor group to participate in Literacy related activities.
- Be a strong supporter of the Rutlish School Literacy initiative.

TASK: Lead and encourage Literacy activities in tutor time e.g. spelling tests and active reading – show evidence of your work with this

Numeracy Representative

- Promote and encourage members of the tutor group to participate in Numeracy related activities
- Design Numeracy challenges for the tutor group, to be shared with other tutor groups across the school
- Communicate with Numeracy reps in year group to share Numeracy tasks and good practice
- Communicate with Head Boy Team Senior Student(s) for Numeracy
- Promote Numeracy by informing the Numeracy Co-ordinator of Numeracy opportunities across different subjects (to be then communicated to staff via the Numeracy Coordinator)
- Participate in and assist the House Representative in organising Numeracy related House competition
- Be a strong supporter of the Rutlish School Numeracy initiative.

TASK: Lead and encourage Numeracy activities in tutor time e.g. Numeracy challenges, puzzle of the week – Show evidence of this

What kind of person makes a good Representative?

- Approachable
- Good listener: everyone in the form needs to feel comfortable talking to you
- Organised: it will be your responsibility to make sure things happen in your form on a regular basis
- Assertive: the opinions of your form are just as important as everyone's else
- Efficient: class discussion must cover a lot of issues in a short period of time
- Fair: everyone has the right to a point of view
- Good communicator: you need to be able to work with staff and students from across the school

2. School Council

At the start of every academic year, two students from every year groups Form Representatives will become part of the school council. In addition to the year groups representatives, a representative from every student group attends school council meetings which is chaired by the Assistant Headteacher and Junior Leadership Team link for school council.

School council meetings consider the student voice and are an opportunity for students to be involved in shaping the development of the school. School council meetings will also coordinate whole school events throughout the year.

3. Anti-bullying Ambassadors

Students in Y7 and Y8 are able to apply to join the anti-bullying ambassadors. This group of students deliver assemblies and workshops throughout the year, not just during anti-bullying week. Lead by the Head of PSHE and the Junior Leadership Team links for anti-bullying, these students meet frequently and develop the school response to bullying, including homophobic bullying and cyber bullying.

4. Junior Leadership Team

Students in Y10 are able to apply for various roles on the Junior Leadership Team. This group of students represents the student body, with a variety of roles that link to key areas of the school such as the pastoral system, numeracy and extra-curricular.

The recruitment process is delivered by the current Junior Leadership Team and managed by the Assistant Headteacher and Head of Year.

5. RR6 Ambassadors

Students in Y12 are provided the opportunity to apply to be ambassadors for the joint 6th form we share with Ricards Lodge High School. Ambassadors take responsibility for different strands within the school such as academic, charity and sport. Ambassadors are coordinated by the Head of Year and are required to liaise across both school sites to ensure holistic development of the 6th form is supported by both schools.

SECTION 21: Term Dates

TERM DATES 2021 - 2022	
AUTUMN TERM 2021	
First day of term	Year 7 - Thursday 2 nd September 2021
Half term	Monday 25 October to Friday 29 October 2021
Last day of term	Friday 17 December 2021
SPRING TERM 2022	
First day of term	Tuesday 4 January 2022
Half term	Monday 14 February to Friday 18 February 2022
Last day of term	Friday 1 April 2022
SUMMER TERM 2022	
First day of term	Tuesday 19 April 2022
Half term	Monday 30 May – Friday 3 June 2022
Last day of term	Friday 22 July 2022

INSET DAYS
To be confirmed

SECTION 22: Uniform

1. Uniform

The Rutlish uniform is designed to be simple and easily available. It looks smart and is easy to maintain. In order to reinforce our high standard we welcome the full support of all parents/carers.

- Black trousers (no jeans, chinos, cords, pinstripes)
- White shirt
- Plain black blazer with badge
- Black socks
- Black shoes (no trainers or leisure shoes)
- Plain black v-neck jumper (optional)
- House tie
- Plain black or navy bag – large enough for books and games kit

GAMES KIT

- School games shirt
- Shorts
- Socks
- Football boots (*trainers are not allowed for football or rugby*)
- Shin pads
- Gum shield
- Plain black or blue tracksuit bottoms are permitted in cold weather
- Plain black or blue round neck jumper is permitted in cold weather (no hoods or logos)

TO AVOID MISUNDERSTANDING, THE FOLLOWING CLARIFICATION IS GIVEN:

- Jumpers must be v-neck so that the tie is clearly visible
- Only plain vests or t-shirts may be worn underneath the school shirt
- Hooded tops and baseball caps are NOT allowed
- **PLEASE LABEL ALL ITEMS OF CLOTHING CLEARLY WITH YOUR CHILD'S NAME**

PIERCINGS / JEWELLERY

Students are NOT allowed to wear jewellery of any kind.

If a student arrives at school wearing jewellery they will be asked to remove it.

If the student cannot remove the item they will be sent home until it has been removed

2. Price List

PAYMENT BY SCHOOL GATEWAY

Please ensure you have activated your account (see instructions included this Welcome Pack)

UNIFORM AVAILABLE TO PURCHASE AT RUTLISH

Black blazer with badge		£30.00 all sizes
Iron-on blazer badge (for blazers not purchased at Rutlish)		£ 5.00
House tie	Compulsory	£ 5.00
PE top	Compulsory	£15.00 all sizes
PE shorts	Compulsory	£ 5.00 all sizes
PE socks	Compulsory	£ 5.00 all sizes

Prices are correct at time of printing

NOT AVAILABLE TO PURCHASE AT RUTLISH (can be purchased at any High Street shop)

Black trousers (no jeans, chinos, cords, pinstripes)
White shirt
Plain black blazer - <i>you can purchase a plain black blazer from any retail shop but you will need to purchase a school badge for £5 from the school</i>
Black socks
Black shoes (no trainers or leisure shoes)
Plain black v-neck jumper (optional)
Plain black or navy bag – large enough for books and games kit

**If you have any other queries regarding school uniform
please email finance@rutlish.merton.sch.uk**

SECTION 23: 6th Form

RR6 opened in September 2010 and is a collaboration between Rutlish School and Ricards Lodge High School. We have new 6th form facilities and resources on both sites and, combined with our specialist teaching and rich programme of extra-curricular activities (including leadership opportunities) this challenging and stimulating environment enables students to study, achieve and succeed.

Our staff provide teaching that is tailored to meeting the needs of individuals and includes regular monitoring of progress. Teachers also offer students a supportive pastoral programme aimed to encourage their academic, personal and social development.

Students at all academic levels have access to a variety of A Level and BTEC courses across the curriculum, courses for September include:

Art & Design	A Level
Biology	A Level
Business Studies	A Level & BTEC
Chemistry	A Level
Computer Science	A Level
3D Design	A Level
Drama	A Level
Economics	A Level
English Literature	A Level
Extended Project	A Level
Film Studies	A Level
Further Maths	A Level
Geography	A Level
Government & Politics	A Level
Health & Social Care	BTEC
History	A Level

ICT	BTEC
Law	BTEC
Maths	A Level
Media	A Level & BTEC
Modern Foreign Language (French, German, Spanish)	A Level
Music	A Level & BTEC
Performing Arts	BTEC
Philosophy	A Level
Photography	BTEC
Physics	A Level
Politics	A Level
Psychology	BTEC
Science	Applied BTEC
Sociology	A Level
Sport	BTEC

Our curriculum is designed to enable students to achieve and challenge them to think and study independently, in preparation for their futures at university. It is designed to meet the academic and creative needs, interest and abilities of all students

SECTION 24: Short History of Rutlish School

1. So who was William Rutlish?

William Rutlish lived in the 17th Century and was appointed as the official embroiderer to Charles II in 1661. In that position he became very wealthy and he bought property and land in the parish of Merton, where he lived to get away from the pressures of the City of London and of the King's Court.

When he died in 1687 William Rutlish left money to be used to help poor children, male and female, in Merton. He declared in his will that his money was to go to "the worthiest and most suitable objects of charity".

William Rutlish is buried in a tomb in the churchyard of our local St Mary's Church in Merton Park. Each year our Year 7 and Year 8 students go to the Church for a Commemoration Day Service, and the Head Boy of Rutlish School lays a wreath on the tomb to commemorate the man whose money enabled the school to be built.

A bust of William Rutlish can be seen in the Manor House outside the school office.

2. The School is established

A Board of Trustees was set up to administer William Rutlish's money and, 300 years after his death, members of that Rutlish Charity decided that providing education to the poor and deserving children of Merton was one way in which William Rutlish's vision of helping young people might be realised. So in June 1895, and led by the Chairman John Innes, the Rutlish Trustees agreed to use the money to set up Rutlish Science School.

Three months after that decision, on Thursday 26th September 1895, Rutlish Science School was officially opened on its first site at Rutlish Road, which is just past the level crossing in Kingston Road and opposite the White Hart pub.

The school was designed to provide a "thorough, modern, practical education for boys aged between 10 and 17 years of age" (you will note that this bit of William Rutlish's money excluded girls!).

3. The current school site

Over the years Rutlish School has become part of the free-state education system and its focus as a science school has been dropped.

In 1957 the school students were moved to the current school site, along with the gate, which sits in the quad. In 1957, all the old house badges were carved into the front of the new school building (which faces Watery Lane) and they now serve as reminders of Rutlish past.

The current site is linked to John Innes, the Chairman of the Rutlish Charity, and the man who in 1895 brought together the plans and the money which enabled Rutlish Science School to be created. The school office and Headteacher's office are in the Manor House – the house once owned by John Innes. Our playing fields are part of what was John Innes' Horticultural Institute where he grew his garden produce and experimented with different soils and plants.

So over a hundred years on there is much around us that is part of the original school, and although the modern Rutlish is very different with changed needs and different challenges, Commemoration Day allows us to celebrate and remember just where it all started and who our student's have to thank for the existence of Rutlish School.

4. Rutlish Science School

On Monday 30th September 1895, 23 boys began their first lessons.

It was a fee paying school, and each student had to pay £6 a year for their education – unless they came from Merton – in which case the William Rutlish charity money helped reduce those fees to £3.

It was also a Science School although it was actually some three years before a science laboratory was built – at a cost of £48. Mr Draper was the first Headteacher – on a starting salary of £100 a year. There was an assistant teacher, and an art teacher whose first job was to design the school cap. Completing the staff team was a part-time school master responsible for teaching shorthand and book keeping.

In 1901, events in the Boer War (when British soldiers were fighting the local South Africa white people) led to schools being the butt of criticism (even then schools got blamed for everything). Britain's soldiers were not doing very well in the War, so Rutlish, like many other schools, appointed a drill sergeant, to lick the Rutlish boys into good physical shape.

And so by 1901 those first Rutlish Science School pupils had a school timetable of:

Religious Instruction, Reading and Writing, English Grammar, Composition and Literature, Geography, English, History, Arithmetic, Euclid, Algebra, Trigonometry, Mechanics, French, German, Latin, Chemistry, Heat, Light Electricity and other Physical Sciences, Vocal Music, Drawing, Shorthand, Book-keeping, Drill and other Physical Exercises, with Rifle Shooting, Manual Training and the use of Tools.

Edward Braddock was a schoolboy at Rutlish Science School from 1897-1904 and his memories of what Rutlish was like about 100 years ago have been recorded:

“Pupils entered the school from Kingston Road into a side corridor traversing the width of the building. The corridor stank of chemistry and wet overcoats (the double doors to Station Road were never opened). The only classroom I can remember was ill-lit, ill-ventilated and cold in the winter. We were provided with slates in wood frames to write on with scratchy slate pencils. These were cleaned with spit and saliva and a dirty finger tip. It's no wonder that diseases such as diphtheria and measles were rampant.

As I remember, the desks at which pupils sat were specially constructed to be uncomfortable, perhaps this was because I was somewhat overgrown in height for my age.

The lavatories were pretty awful. No roof except over the closets. No wash basin, and generally a place to be avoided if possible. The only place one could obtain water by turning on a tap was in the chemistry or physics laboratories.

I was placed in Form 1 which was housed in the Bowling Clubs pavilion at the back of the White Hart. Behind this complex was a small grassed paddock usually occupied by the local butcher's horse.

I can remember the Headteacher Mr Disney. He administered strict corporal punishment with a stern warning not to err again!

Photographs of the school in its early days can be found in the Manor House (first floor).

SECTION 25: Privacy Notices

PRIVACY NOTICE PARENTS/CARERS

HOW WE USE YOUR INFORMATION

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact us (see 'Contact us' below).

We, Rutlish School, Watery Lane, SW20 9AD, 020 8542 1212 are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer/Lead is the School Business Manager (see 'Contact us' below).

What is "personal information"?

Personal information is information that identifies you as an individual. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we may collect, use, store and share (when appropriate) your personal information, but is not restricted to: The school's primary reason for using your personal information is to provide an education to your child:

- We obtain information about you from admissions forms and from your child's previous school. We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may store bank details for school payments and refunds.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the school.
- We may send you information to keep you up to date with what is happening at the school. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may use information about you if we need this for historical research purposes or for statistical purposes.
- Records of any correspondence and contact with us.
- Details of any complaints you have made.
- To comply with our legal and statutory obligations.

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- We may also get information from professionals such as doctors and from local authorities.
- We use CCTV to make sure the school site is safe.
- We may take photographs or videos of you at school events to use on social media and on the school website. This is to show prospective parents and students what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.

Use of your personal data for marketing purposes

Where you have given us consent to do so, we 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 us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your child's information.

Public interests

This means that the processing of your data is necessary for public interests. The school relies on public interests for most of the ways in which it uses your information. Specifically, the school has a public interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other students.
- Promoting the objectives and interests of the school.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

Legal obligation

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Young People's Services, we may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

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 would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting Personal 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your young people
- Police forces, courts, tribunals

How we store this data

We keep personal information about you while your young person is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Data Protection Policy sets out how long we keep information about parents and carers.

To request a copy of your record retention schedule, please contact us (see 'Contact us' below).

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Sharing personal information with third parties

We do not share information about you 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:

- In accordance with our legal obligations, we may share information with The London Borough of Merton and other local authorities, the Department for Education and Ofsted for example, where we have any safeguarding concerns, leaves to attend another school.
- On occasion, we may need to share information with the police in cases of emergency.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share with Health Authorities information if there is an emergency, for example, if you are hurt whilst on School premises.
- Charities and voluntary organisations for example the school's PTA
- Suppliers and service providers for example exam centres, catering companies, trip and residential companies this is not limited to.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may store your information on cloud computer storage based overseas or communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact. (see 'Contact us' below).

Transferring data internationally

We may share personal information about you with the following international third parties outside of the European Economic Area, where different data protection legislation applies:

- To universities and schools, the school will transfer data on the basis of an adequacy decision by the European Commission.
- Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
- In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data.
- Prevent your data being used to send direct marketing.
- Object to and challenge 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.
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF

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**:

Our data protection officer is: schoolsDPO@merton.gov.uk

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them: School Business Manager email administration@rutlish.merton.sch.uk

PRIVACY NOTICE – Students

HOW WE USE YOUR INFORMATION

Introduction

This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

We, Rutlish School, Watery Lane, SW20 9AD, 020 8542 1212 are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer/Lead is the School Business Manager (see 'Contact us' below). If you

have any questions about this notice, please talk to your Head of Year.

The personal data we hold

What is "personal information"?

Personal information is information that the school holds about you and which identifies you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The school may also record your religion or ethnic group. CCTV, biometric data, photos and video recordings of you are also personal information.

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

- Your contact details
- Your test/exams results
- Your attendance records
- Details of any behaviour issues or exclusions
- Online identifier, such as a username

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs, nationality and religion
- Information about any medical conditions you have
- Photographs and CCTV images
- Biometrics (fingerprints), used for identification purpose
- Medical
- Health – Physical or mental
- Educational needs

Why we use this data

We use the data listed above to:

- a) Get in touch with you and your parents when we need to
- b) Support student learning
- c) monitor your progress in lessons and exams, and work out whether you need additional support
- d) Track how well the school as a whole is performing
- e) Look after your wellbeing
- f) To pay for school meals
- g) To monitor your use of email, internet and mobile devices
- h) Admissions waiting lists (RR6)
- i) Carry out research

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this 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 us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful bases for processing your personal information for the reasons listed in section 3 above are:

Public interests

This means that the processing of your data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your data.

Specifically, the school has a public interest in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other young people.
- Promoting the objectives and interests of the school.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example under the Education Act, Keeping Young people Safe in Education should the school need to report a concern about your wellbeing to Young people's Services.

Consent

The school may request your consent and must be freely given and actively opt in for the use of photographs, videos and biometrics.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Where you have provided us with consent to use your information, you may take back this consent at any time. We will make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your information in a certain way.
- We need to use your information under employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where

you're physically or legally incapable of giving consent.

- The information has already been made obviously public by you.
- We need to use it to make or defend against legal claims.
- We need to use it for reasons of substantial public interest as defined in legislation.
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made obviously public by you.
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims.
- We need to use it for reasons of substantial public interest as defined in legislation.

Collecting Personal Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection law, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Some of the data we hold about you will come from you, but we may also hold data about you from:

- Your parents/carers
- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

How we Store this data

We keep personal information about you while you're attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about students.

To request a copy of your record retention schedule, please contact us (see 'Contact us' below).

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share data with

We do not share information about you with any third party without your 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 London Borough of Merton – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- Government departments or agencies – to meet our legal obligations to collect data e.g. census.
- Other schools if students leave .
- Our regulator, Ofsted.
- Suppliers and service providers: to be able to provide a service to the students eg. exam centres, catering services, trip and residential companies this is not limited to.
- Financial organisations to fund services that are not provided by the school.
- Health authorities to meet our legal obligations, e.g. if you had an accident at school.

- Security organisations to use the biometrics system or access to the school gates.
- Health and social welfare organisations to ensure your wellbeing.
- Professional advisers and consultants to seek advice to support you in your education.
- Charities and voluntary organisations to be part of the PTA.
- Police forces, courts, the school may need to share information to these service.

National Pupil Database

We have 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 Pupil 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, such as organisations that promote young people'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.

Transferring data internationally

We may share personal information about you with the following international third parties outside of the European Economic Area, where different data protection law applies:

- To universities and schools, the school will transfer data on the basis of an adequacy decision by the European Commission.
- Where we transfer your personal data to a country or territory outside the European Economic Area, we will follow data protection law.
- In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting us.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- 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
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances. If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you do not want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you do not want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)

- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- 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:

Our Data Protection Officer is: schoolsDPO@merton.gov.uk

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them: School Business Manager email administration@rutlish.merton.sch.uk

SECTION 26: Site Map

