

This is Windsor High School's Publication Scheme on information available under the Freedom of Information Act 2000



The governing body is responsible for maintenance of this scheme.

• **School Information and Instrument of Government**

Name of School: Windsor High School
School Address: Richmond Street, Halesowen, B63 4BB
Telephone Number: 0121 550 1452
Fax Number: 0121 585 0610
Email Address: lgaskell@windsor.dudley.gov.uk
Website Address: www.windsor.dudley.gov.uk
Type of School: Secondary
School Category: Foundation
Age Range of Students: 11-16 (11-18 from 2010)
Gender of Students: Mixed
Number on Roll: 1376
Appropriate Authority: The Governing Body
Chair of Governors: Dr Colin White
Headteacher: Mr Keith Sorrell

• **Board of Governors**

Status	Posts Occupied	Names of Governors	Term of Office Expiry Date
Partnership	2	Mr Eamonn Hunt	14/10/2011
		Mrs Nicola Marshall	21/03/2011
Community	3	2 vacancies	
		Dr Colin White	09/02/2009
Parent	7	Mr Andy Middleton	18/09/2009
		Mr Cliff Evans	15/10/2012
		Mr Ian Dale	29/10/2010
		Mr Steve Driver	29/10/2010
		Mr Jan Britton	06/12/2011
		Mrs Lisa Reid	06/12/2011
		Mrs Deb Eden	03/02/2013
LEA	2	Mr Jon Needham	03/02/2013
		Mr Ian Bevan	03/02/2013
		Mr Mike Freeman	31/08/2011
Teacher	2	Mr Alan Woodward	16/03/2011
		Ms Sue Rogers	18/04/2012
Support Staff	1	Miss Charlotte Sparrow	15/10/2011
		Mrs Sue Scott	31/08/2011

To contact the Chair of Governors please ring the school number: 0121 550 1452.

- **School Session Times and Term Dates**

Times of the school day

Year 7

8.50 – 9.10	REGISTRATION
9.10 – 9.55	PERIOD 1
9.55 – 10.45	PERIOD 2
10.45 – 11.05	BREAK
11.05 – 11.55	PERIOD 3
11.55 - 12.45	LUNCH
12.45 – 1.30	PERIOD 4
1.30 – 2.20	PERIOD 5
2.20 – 3.10	PERIOD 6
3.10 – 3.20	REGISTRATION

Year 8-11

8.50 – 9.10	REGISTRATION
9.10 – 9.55	PERIOD 1
9.55 – 10.45	PERIOD 2
10.45 – 11.05	BREAK
11.05 – 11.55	PERIOD 3
11.55 - 12.45	PERIOD 4
12.45 – 1.30	LUNCH
1.30 – 2.20	PERIOD 5
2.20 – 3.10	PERIOD 6
3.10 – 3.20	REGISTRATION

- **Term and Holiday Dates**

Available on the school website: www.windsor.dudley.gov.uk or contact the school 0121 550 1452 .

- **School Prospectus**

Available on the school website: www.windsor.dudley.gov.uk or contact the school 0121 550 1452 for a hard copy.

- **Ofsted Reports**

Available on the school website: www.windsor.dudley.gov.uk or contact the school 0121 550 1452 for a hard copy.

- **Extended Services**

Extra-curricular activities, out of school clubs, School publications, leaflets, booklets and newsletters available on the school website: www.windsor.dudley.gov.uk or contact the school 0121 550 1452.

- **School Policies and Procedures and information relating to school (including Pupils and Curriculum Policies)**

Available on the school website: www.windsor.dudley.gov.uk or contact the school 0121 550 1452 for further details.

- **Annual budget plan and financial statements**

Held within school - contact the school on 0121 550 1452.

- **Schools future plans**

Any major proposals for the future of the school involving, for example consultations or a change in school status will be available on our school website:
www.windsor.dudley.gov.uk

- **Every Child Matters / Child Protection**

The contribution of the school to the five Every Child Matters outcomes. The policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State. See Website for policies/Ofsted Report:
www.windsor.dudley.gov.uk

- **Charge for requested documents**

There may be a charge by the school for some documents requested where photocopying and collating are involved. You will be informed of this in advance.

- **Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:
Mr Keith Sorrell, Headteacher, Windsor High School, Richmond Street, Halesowen, B63 4BB.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with complaints. They can be contacted at:
Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Important notice regarding processing of data held on pupils

Summary Notice

Issued by Windsor High School on behalf of the Local Authority (Dudley), the Department for Children, Schools and Families (DCSF), the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), Department of Health (DH), Primary Care Trusts (PCTs) ContactPoint and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions.

January 2009

Please note that this notice gives details of how data is shared and is used by a variety of agencies. It replaces all earlier notices.

The school processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to support its pupils’ teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT), ContactPoint and organisations that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme and Connexions. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The governing body of a maintained school in England is also required by law to supply basic information to ContactPoint. (ContactPoint is a directory that will help people who work with children and young people to quickly find out who else is working with the same child, making it easier to deliver more coordinated support). This only includes the name and address of the child, contact details for their parents or carers (with parental responsibility) and the contact details of the school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the Dudley MBC website or for those pupils/parents where this is not practical, a hard copy can be obtained from the school.

For pupils of 13 years and over, the school is legally required to pass on certain information to Connexions services providers on request. Connexions is the government's support service for all young people aged 13 to 19 in England. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions services' role. However parents, or the pupils themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you wish to opt-out and do not want Connexions to receive from the school information beyond name and address, then please contact the school

Your attention is drawn to the Full Notice of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how the pupil data is processed and the rights of parents and pupils. This can be obtained by contacting:

Mr Keith Sorrell
Headteacher
Windsor High School
Richmond Street
Halesowen
B63 4BB

Tel: 0121 550 1452