



Hautlieu

School Information Booklet

Year 12

Academic Year 2026/2027

Dear Parents, Carers and Students,

Welcoming new students and their families is one of the highlights of the school year. We are really looking forward to helping our newest Hautlians settle into the school and start a journey of personal development and academic success.

On a more mundane, but nevertheless important note, joining a school inevitably requires us to share key policies and guidance that shape our work with students and parents. In order to make this School Information Booklet as digestible as possible this document refers to some key areas relating to:

- GDPR policies & information: privacy notice, data sharing, data processing
- Parental Responsibility
- ICT Acceptable Use Policy and internet /email access overview & e-safety
- Home/school agreement terms
- Out of hours use procedure
- Dress code
- Normal school hours
- Go4Schools – School Assessments and Reports and Attendance Monitoring
- Attendance
- Homework and Logging on to Satchel:One
- Offsite visits – General Permission
- School Restaurant
- Student Support
- Attendance
- Emotional Support Dog Information

It is very likely that, as your child progresses through the school, you may have other questions about how we work and support students. A key part of the Hautlieu approach is to always welcome your questions so please do not hesitate to get in touch if you have any queries.

Kind regards

Kate Blackhall
Interim Headteacher

Hautlieu School Jersey

Privacy Notice

Hautlieu School Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or in some cases, by another Government department.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

The personal data we hold

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

- Date of Birth, gender and identification documents
- Contact details and contact preferences
- Parental Responsibility
- Student and curricular records including attendance information
- Results of internal assessments and externally set tests and exams
- Safeguarding information
- Exclusion information
- Photographs
- CCTV images captured in school

We also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- Characteristics such as ethnicity, languages spoken and eligibility for certain benefits including Jersey Premium
- Family circumstances
- Physical and mental health, including medical conditions
- Support received including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and the Government of Jersey Customer and Local Services Department.

Why we use this data

We need to collect, use and hold this data in order to:

- Stay in touch with you, answer your queries and provide you with the information that you need including with regard to the running of the school (such as emergency closures) and events
- Verify you are who you say you are
- Handle your applications
- Meet our statutory obligations including to support student learning, monitor and report on student progress and provide appropriate pastoral care

- Carry out the service we provide, and to monitor and improve our performance in responding to your service requests
- Ensure that we meet our legal obligations and, where necessary, for law enforcement functions
- Prevent and detect crime
- Where necessary, protect individuals from harm or injury including anything that may endanger an individuals' health
- Allow the statistical analysis of data so we can plan the provision of services
- Comply with the law regarding data sharing

How we will use this information about you

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept. Please ask to see the States of Jersey Department for Children, Young People, Education and Skills retention schedules for more detail about how long we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information.

We will not pass any personal data on to anyone outside of the Government of Jersey, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data.

We will not disclose any information that you provide 'in confidence', to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. You will be told about this unless there are exceptional reasons not to do so.

We upload students' data to the SIMS database that is hosted in the European Union which is shared with the Government of Jersey Department for Children, Young People, Education and Skills. We also use a number of web-based applications as part of our teaching, tracking and monitoring of students in order to support them in achieving their very best. Applications such as Go4Schools and Kerboodle (for example) require us to share personal information with them in order to make effective use of the facilities they offer to support students in their learning. Decisions on using these applications are carefully considered and a thorough due diligence process is followed as to how companies hold and use the data to check their suitability.

In addition, students' data may be uploaded to GL Assessments, ALPS, examination boards and a small amount of personal data is also stored (name, email address) on the Dynamic Learning database as well as for the SIMs InTouch service. All of these services are hosted within the European Union. To understand how this information is processed in more detail please see Appendix A.

Furthermore, please note that CCTV is only captured in an overt way with clear and visible notices declaring the cameras presence and use on the school site. Images are kept for 30 days in a secure location and are only viewed when necessary to safeguard all those persons accessing the Hautlieu site.

Data Sharing

As a school we are required to pass on data to The Department for Children, Young People, Education and Skills. When a student is transferring to another school or college, Hautlieu School and / or the Department for Children, Young People, Education and Skills will pass on all information relevant to the education and care of the student to the other institution, in accordance with our public function. Information is also passed to UK examination and assessment organisations for processing. The resultant information is returned to both schools and the Department for Children, Young People, Education and Skills. If your son or daughter is shortly to leave their current school, and to ensure their continuing education and care, details held in their files will be passed on to Hautlieu School. The Department for Children, Young People, Education and Skills also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that the individual students cannot be identified from them.

We may need to pass your information to other Government of Jersey departments or organisations to fulfil your request for a service such as Health, Children's Social Care and Customer and Local Services. These departments and organisations are obliged to keep your details securely, and only use your information for the purposes of processing our service request. Please read Appendix B for a list of organisations your data is shared with and how.

We may disclose information to other departments where it is necessary, either to comply with a legal obligation, or where permitted under other legislation. Examples of this include, but are not limited to: where the disclosure is necessary for the purposes of the prevention and/or detection of crime; for the purposes of meeting statutory obligations; or to prevent risk of harm to an individual.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

We will also be required by law to publicise certain information, for example performance data, but in these instances your data will be anonymised to protect your identity. We will not publish any of your sensitive personal information unless there is a requirement for us to do so in order to carry out our statutory functions.

Communicating with us

If you email us we may keep a record of your email address and a copy of the email for record keeping purposes.

For security reasons we will not include any confidential information about you in any email we send to you. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum or correspond with us by post.

We will not share your email address or your email contents unless it is necessary for us to do so either to fulfil your request for a service, to comply with a legal obligation, or where permitted under other legislation.

We do not record or monitor any telephone calls you make to us using recording equipment, although if you leave a message on our voicemail systems your message will be kept until we are able to return your call or make a note of your message. File notes of when and why you called may be taken for record keeping purposes. We will not pass on the content of your telephone calls, unless it is

necessary for us to do so either to fulfil your request for a service, to comply with a legal obligation, or where permitted under other legislation.

Your rights

You can ask us to stop processing your information

You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

You can withdraw your consent to the processing of your information

In the few instances when you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.

You can ask us to correct or amend your information

You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.

You can request that the processing of your personal data is restricted

You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed is inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request but we may be required to continue to process your information in order to comply with a legal requirement.

You can ask us for a copy of the information we hold about you

You are legally entitled to request a list of, or a copy of any information that we hold about you by completing a subject access request. However, where our records are not held in a way that easily identifies you, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

Complaints

If you have an enquiry or concern regarding the processing of your personal data please contact our Data Protection Officer, Miss Ros Martin (Deputy Headteacher) on telephone: 01534 736242 or at r.martin@hautlieu.sch.je or write to Hautlieu School, Wellington Hill, St Saviour, Jersey JE2 7TH.

Alternatively, you can make a complaint to the Information Commissioner's Office on telephone 01534 716530 or at enquiries@jerseyoic.org or write to Office of the Information Commissioner, 2nd Floor, 5 Castle Street, St Helier, Jersey, JE2 3BT.

Hautlieu School Jersey

Organisations that Process Data

Hautlieu School Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

Hautlieu School Jersey process data utilising or have an agreement with the following organisations:

- SIMS in order to hold a student record file, for statutory obligations and to ensure that we meet our legal obligations, to track and monitor a student's academic and pastoral progress, and to provide you with the information that you need
- GL Assessments for statutory obligations including tracking and monitoring student progress
- ALPs to track and monitor student, department and school achievements and progress
- Joint Council for Qualifications and Examining Boards including AQA, OCR, Pearson, CIE, WJEC, and HSK for statutory obligations including providing examination information for students to be able to collect their examination results in addition to tracking and monitoring examination progress
- My Concern for statutory obligations and to ensure that we meet our legal obligations to safeguard all students and members of the Hautlieu Community
- Show My Homework, Dynamic Learning, the Open University and Cambridge Elevate in order to utilise appropriate online teaching and learning tools, for statutory obligations within teaching and for tracking and monitoring of students learning
- Parent Mail and In Touch in order to communicate effectively with you, to provide you with information you need, to carry out a service you have requested, and to monitor and improve our performance in responding to your service request
- School Cloud in order to communicate effectively with you with regard to booking parents evening appointments
- Go4Schools in order to meet statutory obligations within teaching and for tracking and monitoring of students learning
- 1 &1 Web Hosting, Office 365, TEAMS and Keybr in order to utilise appropriate online teaching and learning tools and for statutory obligations within teaching
- Adobe Acrobat in order to meet our statutory obligations with regard to teaching and learning
- Hogg Robinson Group to carry out a service you have requested in relation to a school trip or course and comply with financial directions
- Isaac Physics, Seneca Learning, Zig Zag Education - E Revision, The Resilience Development Company and Tassomai in order to utilise appropriate online teaching and learning tools, in order to track and monitor student progress
- Unifrog in order to meet our statutory obligations and provide careers advice and guidance to students
- Dr Frost Maths, Complete Maths Tutor and Kerboodle in order to support, track and monitor student progress
- UCAS in order to meet our statutory obligations and support students in their applications for Higher Education
- Applica in order to process applications made for a school place at Hautlieu

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Hautlieu School Jersey

Data Sharing with Organisations

Hautlieu School Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

Hautlieu School Jersey shares data with the following organisations:

- Departments within the Government of Jersey for statutory obligations, verification purposes, where necessary to protect individuals from harm or injury, to provide you with the information you need, to answer your query, to allow the statistical analysis of data so we can plan the provision of services and to ensure that we meet our legal obligations
- The Police in order to prevent and detect crime, for statutory obligations, where necessary to protect individuals from harm or injury and where necessary for our law enforcement functions
- The Fire Service for statutory obligations around staff training
- Health Services including CAMHS, MASH, MARAC and JMAPP for statutory obligations, to ensure that we meet our legal obligations, where necessary to protect individuals from harm or injury and to provide you with the information that you need
- Social Services for statutory obligations, to ensure that we meet our legal obligations, where necessary to protect individuals from harm or injury, to provide you with information you need, to carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- Customer and Local Services to provide you with information you need, carry out the service you have requested, and to monitor and improve our performance in responding to your service request
- Other Schools and Colleges in order to meet our statutory obligations, to provide you with the information you need, and to meet our legal obligations

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Declaration - Consent to Store, Process and Record Data

In line with the Data Protection (Jersey) Law 2018, as we collect and process personal information about you in order to provide public services and meet our statutory obligations, we need to meet these responsibilities by ensuring that the person signing the enclosed documentation has *legal* parental responsibility for the child.

Please read the information below which has been taken from www.gov.je:

About parental responsibility

Parental responsibility is about making decisions which affect a child's welfare. A person with parental responsibility for a child will have certain:

- rights.
- powers and authority.
- duties.
- responsibilities.

What parental responsibility covers

Factors of parental responsibility include:

- where the child should live.
- the child's education.
- applying for a passport.
- significant movement of the child such as:
 - leaving the country for a holiday.
 - leaving the jurisdiction (emigrating).
- the child's name (including changes to name by Deed Poll).
- protecting the child.
- the child's religious upbringing.
- consent to the child's medical treatment.
- consent to freeing the child for adoption.
- looking after the child's property (eg inheritance).
- the child's burial or cremation.

Who can have parental responsibility for a child

The mother of the child will automatically have parental responsibility for her child.

If the father was married to the mother of the child at the time of the child's birth and registered as the father, he will also have parental responsibility for his child.

Someone else can have parental responsibility for a child if either:

- a custody order or a residence order has been made in their favour.
- they have responsibility for the child under an emergency protection order.
- they are a guardian of the child.
- they have adopted the child.

Parental Responsibility For Unmarried Fathers:

For births registered before 2 December 2016, an unmarried father will not automatically have parental responsibility for his child. In order to acquire parental responsibility, an unmarried father must enter into a parental responsibility agreement with the child's mother or apply to the court for a parental responsibility order.

(Information taken from

<https://www.gov.je/lifeevents/startingfamily/afterbirth/pages/parentalresponsibilityforunmarriedfathers.aspx>

By signing the declaration and completing the details in the admissions booklet you have confirmed you have parental responsibility for your child.

You have been asked to also give details of all parents/legal guardians who also have parental responsibility, their relationship to your child and contact details as this is essential information for us to have to make contact with you.

Please also be aware that it is your responsibility to ensure that all details you provide are correct.

Finally, and most importantly, in line with the Data Protection (Jersey) Law 2018, please be aware that the personal details you give about yourself and others therefore gives Hautlieu School permission to contact both you and them during your son/daughter's time here at the school.

ICT Acceptable Use Policy - Hautlieu School

Hautlieu School currently houses an extensive network of computers and has a school wide Wi-Fi provision that staff, visitors and students can access on personal devices such as laptops, mobile phones, iPad etc.

With this in mind students are encouraged to use the facilities to their full potential which in turn provides a great benefit to their day to day learning.

Before a student can gain access to the ICT resources they must first sign an acceptable use policy. Students are required to state their intention to use the infrastructure appropriately and in accordance with the acceptable use policy (enclosed). Secondly, students must agree to allow the school to monitor student usage across the network on any device, be it with the use of monitoring software or simply checking through their files / home folder.

With these guidelines in place it allows Hautlieu to continue to offer exemplary ICT resources to students.

Before being allowed to use the Network, all students must obtain parental permission and both you and your child must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Please be aware that failure to comply with the acceptable use policy could result in disciplinary action.

Internet & E-mail Access

With the use of our high-speed Internet connection, ease of access to the global network of computers and the capabilities of 3G, 4G and 5G networks, educational resources such as libraries, databases and bulletin boards along with the use of E-mail are all openly available as are non-educational resources such as social media. Families should be warned that some material accessible via the internet, including via mobile devices, contains items that are illegal, defamatory, inaccurate or potentially offensive to students, their peers and others.

Hautlieu has a highly effective Internet filtering system for both the wired and wireless network. Rarely can students access undesirable content either maliciously or without intent whilst using the school network. We will endeavor to restrict access to this type of content through filtering. Unfortunately it is sometimes hard to find a happy medium between open and restricted access and over restriction may cause the global and dynamic nature of the internet to be lost. Additionally, with the worldwide capabilities of 3G, 4G and 5G we are aware that students can also access material through their mobile devices, which is outside of the school's control whilst onsite and under school supervision.

We would be grateful if you would carefully consider both the advantages and disadvantages of having access to the School Network and Internet, reflect on the acceptable ways in which any form of device should be used in school and then complete the permission form which is included.

Students

You must not use any ICT in Hautlieu School until you and your parents have signed this document. Please read it carefully and ensure that you have fully understood the document before signing.

- 1.** I agree that the rules contained in this document will apply to me at all times when I am using ICT hardware (computers, mobile phones, peripherals, etc.) and facilities (software, networks, charging sockets, etc.) in Hautlieu School even if the equipment that I am using belongs to me.
- 2.** I will only log into the Hautlieu school network using my Hautlieu account and not any other accounts I may have used in previous schools.
- 3.** I will not deliberately modify, damage or vandalise school ICT equipment. If I accidentally break anything then I will tell a teacher straight away.
- 4.** In bringing my own ICT equipment to school then I will obey all the extra rules I will be given about how I can use my ICT equipment on-site. I agree that all traffic to and from the internet will be de-encrypted as part of the proxy service run by the Education Department. I understand that the school will also monitor the content of the searches that I make and websites that I visit on a daily basis. I also agree that my ICT devices can be inspected at any time by teachers and may be confiscated if a teacher decides this is necessary.
- 5.** I realise that my use of home-owned equipment in school and school owned ICT devices will be monitored and that **everything** I do may be recorded. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are of a criminal nature.
- 6.** I will not access any websites, services (including proxy), files or other resources that are blocked or which I know that I am not allowed to access.
- 7.** I will always log-in to the school network using my own username and password: I will not disclose my log-in details to anybody else. I agree that I will be responsible for everything that is done using my log-in details and for all files that are held in my personal storage area and lock my workstation when I need to leave it unattended for a short period of time. If I think that somebody else has discovered my log-in details, then I will tell a teacher / ICT Technician immediately so that my log-in details can be changed.
- 8.** I agree that my use of ICT devices belonging to Hautlieu School will mainly be for educational purposes unless I have permission from a teacher for other uses at specific times. I understand that I can carry and use personal devices, including mobile phones, when not in lessons, and that I am only permitted to use such devices in lessons with the explicit consent of the teacher.
- 9.** I will only print documents relevant for school use and will not print inappropriate documents or images. I will intentionally check the location (printer) to which I send print jobs to avoid wasting school resources.
- 10.** I agree never to illegally download or upload copyright materials. Downloading copyright materials (including music and video files) without paying the appropriate licence fee is often a criminal act that will be treated as theft.
- 11.** Proper conduct must be maintained at all times while using ICT. I agree that I will not harass, bully, insult or attack others via email, social media or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times and report any concerns I have to a teacher or my mentor. I understand that the school will help me in dealing with any incidents I am a victim of or take disciplinary action where my conduct is unacceptable and harmful.

12. I agree that I will not try to view, send, upload or download material that is unsuitable for viewing in Hautlieu School including any youth produced sexual images which are illegal to produce, share and be in possession of. If I accidentally see any unsuitable material then I will immediately close (but not delete, in the case of emails and social media) the material and tell a teacher. I know I will not be punished if I view unsuitable material by accident and I realise that by reporting this I will help to improve e-safety within Hautlieu School.

13. I will carefully consider how I disclose my personal details such as my home address and personal telephone numbers when online. I realise the importance of scrutinizing privacy policies on websites and apps in order to protect my personal data. If I disclose any data on the school network then I agree that Hautlieu School will not be responsible for maintaining the security of the details that I have given. I agree that I will never pass-on the personal details of another person without that person's permission.

Additional e-safety information for Students.

You have signed the Hautlieu School Acceptable Use Policy (AUP) for ICT equipment/facilities and you have agreed to obey the rules that the AUP contains. Copies of the AUP can be gained on request from the main or ICT office.

As well as the rules that you have agreed to obey there are also some extra guidelines that will help to keep you e-safe...

a) Be very careful when replying to emails or messages from unknown senders.

b) Be very careful if you agree to meet somebody whom you have previously only known online: remember that online identities are very easy to fake and the person who you are planning to meet may not be who he/she claims to be. Always tell somebody where and when you have arranged a meeting and take a responsible friend with you.

c) Do not make hurtful comments about another person: cyber-bullying and online bullying will not be tolerated by schools. If you think that you have been the victim of any form of bullying please report it to a member of staff as soon as possible. Be mindful at all times that information shared digitally can be misconstrued so you need to be careful about what you say to others.

d) Remember that everything you do in cyberspace leaves a "digital footprint". If you post a silly or potentially embarrassing photograph of yourself, or somebody else online then that image may be copied, changed and distributed without your control and for a long time into the future. It is frequently impossible to completely remove any material that has been uploaded to the Internet.

e) Be very careful about discussing any aspect of the Hautlieu School community on other websites as this may lead to accusations of inappropriate behaviour that could result in you being punished under the terms of this Acceptable Use Policy.

f) In the context of this Acceptable Use Policy, "unsuitable" material is any material that a teacher says is "unsuitable". If you are not sure about whether a specific item (document, image, audio file, video clip, etc.) is "unsuitable" or if another person has any doubts about whether material is "unsuitable" then you must not continue to access the material until you have been given permission to do so by a teacher.

Home/School Agreement

Hautlieu School will make every effort to:

1. uphold the school aims and support the ethos of the school
2. provide high quality education appropriate to the needs of all its students
3. provide an annual report, interim assessments and parents' meetings to discuss students' progress
4. respond promptly to any issues raised by parents or students
5. apply the stated expectations of the school consistently and fairly
6. inform parents of any attendance or punctuality issues that may arise
7. set, assess and monitor class work, homework and coursework and inform parents of any concerns which may arise affecting their son's or daughter's progress
8. provide a safe and supportive learning environment

Students should make every effort to:

1. uphold the aims, support the ethos of the school and follow the code of conduct
2. respond positively to the learning opportunities provided
3. complete all class work, homework and coursework as directed in order to be well prepared for their examinations
4. act upon assessments made on their progress in order to reach or exceed their targets
5. attend all mentor times, timetabled lessons, scheduled meetings and enrichment sessions punctually, properly equipped and in school uniform or dress code
6. take an active role in the life of the school outside the classroom
7. show respect for others and their property and keep the school clean and tidy
8. use their study periods effectively and understand that if they occur at the end of the day, then they can study off-site

Parents/Carers should make every effort to:

1. uphold the school aims and support the ethos of the school
2. support their child in their work so that homework and coursework deadlines are met
3. support their child in the examination process and recognise that exam fees will be charged for any retakes required
4. make sure that their child attends school regularly and punctually in appropriate uniform or dress code
5. ensure that no holidays are taken in school time
6. attend parents' meetings and read school reports, communicating any issues to the school
7. encourage their child to show respect for school property and understand that they could be called upon to pay for any loss or damage
8. ensure that their child uses their study periods effectively and understand that should students have study periods at the end of the school day, then they can study off site.

Out of Hours Use by Students - Hautlieu School Procedure

General Information

During term time students may use a limited range of facilities **unsupervised** if their parents/guardians complete the attached form and return it to the school office.

This permission, which is a requirement of the Department Children, Young People, Education and Skills and the Government of Jersey Insurers, will apply for the duration of their time at Hautlieu School.

Term Time Procedures

Students will be allowed unsupervised access on Monday to Friday (07:30 – 08:30 and 15:20 – 18:00)

Unsupervised Activity may take place in: LRC, Open Science, Open Mathematics, Video Editing Room (Media 1), Music Technology Room and Restaurant only.

Students working in all other areas must be supervised. This includes: Hall, ICT Rooms, Drama Studios, Art Studios, Music rooms, Music Practice Rooms, TV Studio and other Media / Photography facilities

Weekend Access – this is not permitted unless agreed in advance with a member of the senior leadership team. Agreed student activity on the weekend **MUST** be supervised at all times.

Security

- Only those students who have returned this completed form will be permitted access.
- Secure radio sets, operated by push buttons are installed outside of reception at the main entrance. These allow students and visitors to communicate directly with the duty caretaker.
- A free telephone service is also located outside reception for students to contact parents/guardians though this is restricted to local (non mobile) numbers.
- A CCTV system monitors the external and internal areas of the whole school at all times.
- The caretaker will monitor the building and will challenge anyone to show their Student ID Card.

School Holiday Procedures

Holiday access will be available during: Spring half term, Easter holiday period, Summer half term and the final two weeks of the Summer holiday. There is no access on public holidays.

School opening times during school holiday are: 09:00 to 15:00 (Monday to Thursday) 09:00 to 13:00 (Friday).

All students will be required to sign in and out at reception during holiday time, indicating the location where they will be working.

Unsupervised activity may take place in: the LRC only.

Student activity in any other areas of the school during holidays MUST be supervised. This includes: Hall, ICT Rooms, Drama Studios, Art Studios, Music Rooms, Music Practice Rooms, TV Studio and other Media / Photography facilities.

Sixth Form Dress Code for 2026- 2027

Our dress code reflects the ethos and high standards of our school. It is important therefore that students' clothes should be clean, respectable, tidy and appropriate to the activity being undertaken.

It is impractical to regulate for frequent changes in fashion and students should avoid extremes of fashion in dress or appearance. The nature of a students' dress should always be smart, safe and appropriate to a professional working environment. Shorts can be worn. They must be of an appropriate style and length for a professional working environment. Cycling shorts and hotpants are not suitable styles.

Safe and appropriate footwear and specialist clothing is expected for all environments including physical education, performing arts, the workshops, laboratories and when advised by other departments. Specialist wear should not be worn in other lessons.

The following examples are regarded as unacceptable:

- "Fashionable" torn clothing
- Low cut/see through/flimsy clothes/crop tops
- Short skirts
- Outdoor coats/jackets and hats should not be worn in classrooms
- Inappropriate slogans/images on clothing (No profanity - visual or written)
- Flip flops
- Cycling shorts or hot pant style shorts

Hair

The nature of students' appearance should always be smart, safe and appropriate to a professional working environment.

Jewellery

Jewellery should be discreet and appropriate for a professional working environment. Earrings/studs may be worn in ears and a small, discreet nose stud is permitted. However, any other form of facial piercing/jewellery are not to be worn in school. For health and safety reasons students may be asked to remove jewellery for certain activities.

All staff will monitor standards of appearance and as a result students may be sent home. Students will be informed that they 'should go home and get changed'.

Normal School Hours

Please be in class for a prompt start at the times shown

8.35 - 8.55	Mentor or Assembly Time
9.00 - 10.00	Lesson 1
10.00 - 10.15	Break (15 mins)
10.15 - 11.15	Lesson 2
11.20 - 12.20	Lesson 3
12.20 - 12:35	Break (15 mins)
12.35 - 13.35	Lesson 4
13.35 - 14.20	Lunch (45 mins)
14.20 - 15.20	Lesson 5

Attendance

The Attendance Manager's role is to oversee the attendance policies and procedures and to identify students who require extra support. For Year 12 and 13 students who like to be a bit more independent, this support may include for them an attendance monitoring system for unauthorised absence. As part of our expectation of the home / school partnership, student's absence needs to be communicated with the school by a parent or carer and that students cannot absent themselves.

If a student becomes ill during the school day, then the procedure is to sign out at the office. If they do not do this, then they risk their absence being recorded as unauthorised and a letter will be sent home.

If your child needs to be absent for medical appointments or planned educational / sports visits then please write to your child's Academic Head of Year or if you do not know who this is please email the office and they will pass it on. (office@hautlieu.sch.je)

In accordance with the Department for Children, Young People, Education and Skills family holidays during term-time have to be recorded as unauthorised.

All students are expected to attend all mentor times and every timetabled lesson unless the school has been informed about absences for specific reasons such as illness or educational visits. Levels of attendance are directly linked to academic performance.

We encourage all parents/carers to register on the Go4Schools platform so that they can check their child's attendance regularly. Guidance on how to log on can be found on the Hautlieu School website under Attendance and Punctuality.

Frequently Asked Questions

- My child is over 16, can they now authorise their own absence?

It is a school requirement that all student absence is informed by their parent/carers

- My child has told me that they don't need to attend all their lessons, is this correct?

All timetabled lessons and sessions contain important learning opportunities. Even in the case of staff absence, work will be set for the students to complete in the classroom.

- My child has told me that they don't need to attend mentor times, is this correct?

Attendance at Mentor times is a formal part of the school day and it provides the registration check for all students and the main point of information sharing and learning/pastoral support. All mentor times are useful preparation for the school day.

- My child tells me that attending certain lessons is not needed because 'we don't do much in lessons', is this true?

This is untrue. Different subjects and teachers approach learning during lessons in a variety of ways in order to suit the needs of the subject and the students in order to maximise academic performance. Every lesson is equally important.

- My child does not have any timetabled lessons for a particular afternoon or morning. Do they need to come into school?

Between timetabled subject option lessons students have study periods when they are expected to work independently in school completing homework / background reading / consolidating prior learning or improving their understanding.

- I forgot to inform the school of my child's absence due to illness.

Don't worry; please call or email the school office as soon as possible

- Why am I receiving a letter about my child's absence?

Your child will have been marked as absent without authorisation for at least one lesson during the previous week(s)

- Why am I receiving a letter about my child's absence when my child tells me that they were in school?

You child's teacher will have marked them absent for at least one lesson during the previous week(s)

- How can I help my child's attendance improve?

Discuss with them the importance of attending every lesson in order to achieve the best academic grades that they are attending Hautlieu School to achieve. If you have a continuing concern please contact the school so that we can discuss any particular issues and how to overcome them.

Attendance and Reporting Information in Go4Schools

Parents and carers are able to log on to Go4Schools to check the attendance and a summary of assessment outcomes for their child. In addition, Assessments and Reports will no longer be printed and sent home. Instead, they will be pinned to your child's profile on the Go4Schools system.

- You can log in by clicking on the icon found on the Hautlieu website or by visiting the webpage directly
<https://www.go4schools.com/sso/account/login?site=Parent&returnUrl=https%3A%2F%2Fwww.go4schools.com%2Fparents%2Fdefault.aspx>
- Click on the First-time user? tab and provide the **same** email address that you have provided Hautlieu with as being the main contact. An email containing a link to ask you to create a new password will be sent to you.
- Create your new password
- Return to the web page to log in
- You will then be able to see your child's timetable, attendance and progress

There are further support materials on Hautlieu's website that talk through the different areas of your child's profile and how you can best use them to support them with their learning. Mr John who is Hautlieu's attendance manager will also be providing further instructions at the start of the academic year

Homework and Logging on to Satchel:One

Hautlieu School uses Show My Homework, part of the Satchel One platform as an online tool to help students keep track of their homework. It also allows parents and carers to see full details of the tasks set by visiting www.satchelone.com. Students will be able to log in through their school 'office365' account and parents and carers will be provided with codes which will allow them to link to their child's account. This can also be done by students logging into their account on a web browser and going to Account Settings.

- You can log in by clicking the icon found on the Hautlieu website or by visiting the webpage directly
<https://www.satchelone.com/login>
- There is a phone app which you can download to access and manage your work should you prefer.
- A letter with PIN code to create new accounts will be sent at the beginning of each academic year.
- Alternatively, your child can generate a PIN for you to access by them logging onto web browser version and going to Account Settings.
- If your child or parent already has an account from another school you can contact Satchel support directly and ask for this account to be transferred across to Hautlieu.

Off Site Visit – General Permission Letter

By signing the permission page in the Information booklet you give permission for your child to participate in all general, low risk off-site activities. I understand that further permission to take my child out of school during the school day will not be sought.

You understand that it is your responsibility to update the school should any conditions change

School Fee: (not applicable to students who joined Hautlieu and paid in Year 10)

The school requests that all parents/carers make a one-off payment of £35 per student which includes the use of a school locker and the supply of a key and textbooks.

Please note: in the event of loss or damage, an additional payment may be required to purchase replacement(s)

Payment should be made online at one.gov.je/services. Search: Hautlieu School Payments

https://one.gov.je/service/Hautlieu_School_Payments



Hautlieu School Restaurant – Autumn Term 2025 – Message from Caring Cooks

Welcome to the Hautlieu restaurant, where Flourish by Caring Cooks provide snacks and meals to busy young people to keep them nourished and energised throughout the day. The aim of Flourish is to provide home cooked and unprocessed food that is affordable and tasty, to ensure that students are receiving the fuel they need to learn and grow.

We seek to provide a diverse menu that gives students the opportunity to try a wide variety of foods throughout our three-week menu cycle. Full meals are available each day, with a vegetable accompaniment, as well as lighter bites for those with smaller appetites. A vegetarian option is provided every day and chefs will try to cater for most dietary requirements if they are informed of your needs.

Caring Cooks work with local suppliers to ensure that as many products as possible are grown and bred locally. We guarantee to use alternatives to palm oil wherever possible, to provide RSPCA assured meat and sustainable fish and you can be confident that our eggs will always be free range. Since its launch, both parents and children have heaped praise on the service, and the value it provides with comments such as:

"There is a large selection of food to choose from. My son has always commented about the food and how lovely it is".

"My daughter is delighted by the variety of choices and deliciousness of the meals!"

"My son loves the food and gets a snack plus lunch for under £5".

"We love that the meals are made fresh".

Our restaurant will accept a student TouchTopUp card, debit or credit cards and Apple Pay. We can accept cash but would like to keep this to a minimum.



TouchTopUp restaurant cards offer parents and students the ability to manage their money and identify how they are spending it. The secure online payment system is managed externally by Checkout.

When students join us at the end of June, you will need to obtain a Restaurant Card. Please visit <https://www.checkout.ie/topup.html> to order a new card. If you already have a card, you can request that the balance of money be transferred to your new card.

The card can be easily topped up online and allows parents/carers to control the credit and see what items are being purchased. It enables your child to purchase, amongst many other items, hot meals, sandwiches, salad/pasta pots, fruit pots, home-made soups, snacks and drinks that are available in the restaurant, without having to take cash into school.

The card allows you the peace of mind that your child is not carrying cash all day and that they are using the school restaurant for approved food and drinks within school food standards.

This site is accessible to use 24 hours, 7 days a week. On the website you need to go to the 'New user and click Sign Up'. Once you have created an account you will be sent a card in the post.

We look forward to welcoming you to Hautlieu and encourage you to try our delicious food!

Student Support

Hautlieu is committed to safeguarding and ensuring the welfare of its students and staff. We recognise that everyone within Hautlieu School has a duty of care to all students who have the right to be protected from harm. We provide a safe and caring environment to ensure students' physical and emotional wellbeing are supported.

It is therefore important for all parents to familiarize themselves with Hautlieu's Safeguarding policy which is available on the website. By reading the policy, parents and carers can better understand how they can support these efforts at home. We encourage all parents to take the time to review this critical document to stay informed and engaged in our shared responsibility to protect children.

HAUTLIEU STUDENT SUPPORT Who can help me?

There is always someone you can talk to in school. If you are struggling with anxiety for whatever reason or worried about your own Mental Health and Wellbeing, then please speak to someone.

In addition to the support from your Mentor and Academic Head of Year, you can speak to a member of the Student Support Team.

Mrs Louise Kedge
Student Support Lead and Positive Mental Health and Wellbeing Manager.

Mrs Kedge's role is to lead the Student Support Team and to contribute and coordinate the delivery of Student Services and Plans, to ensure all students achieve and engage successfully in their education.

Mrs Nikki Kelly
Designated Safeguarding Lead (DSL)

Mrs Kelly's role is to oversee all elements of Safeguarding within the school, supporting students with their physical and emotional wellbeing. This might relate to a Child Protection concern or working closely with outside agencies such as the Children and Families Hub.

Judy Cornwall
School Counsellor

School counselling is the opportunity to talk about things that are of a concern to a student, in confidence, with a qualified counsellor. What is spoken about will depend on the individual, but common themes are stress, relationships, change, loss and distressing or traumatic events.

To make an appointment please text Judy: 07797799662 Email: j.cornwall@hautlieu.sch.je

Miss Jody Stoddart
Education Welfare Officer (EWO)

Miss Stoddart works with Year 10 & Year 11 students and their families to provide support around attendance, punctuality and welfare. Attendance is incredibly important at Hautlieu and Miss Stoddart works to break down the barriers that students might be facing when attending school or accessing your learning.

Mrs Eli Mason
Education Welfare Officer (EWO)

Mrs Mason provides support to students who have concerns with their attendance and welfare. In addition to welfare Support, Mrs Mason will also support students with medical needs and look to implement health plans.

StudentSupport@hautlieu.sch.je

Emotional Support Day Information:

Our emotional support dog, Archie, has been introduced into our school community to further support the wellbeing of our students.

Research has demonstrated that school therapy dogs can reduce stress, boost academic engagement, and improve student attitudes towards learning.

Studies also show that there is improvement in social and emotional benefits of interacting with a dog in the school environment, leading to kind and caring young people.

Whilst we recognise the many benefits of having this resource available for our students, we also recognise that we must ensure we are supporting our school community as a whole. Therefore, please make us aware of any student phobias or allergies in relation to dogs.