

SIR JOHN
THURSBY



COMMUNITY
COLLEGE

INFORMATION BOOKLET

For Parents & Students

ACADEMIC YEAR 2026-27



AMBITION
RESPECT
BELONGING

A. Home/School Agreement

At SJT we uphold our values of Ambition, Respect and Belonging. At the heart of our school's ethos and culture we seek to improve well-being and develop every student's talents and abilities to their full potential.

To enable this to happen:

The school will:

Ambition

- Prepare the students for life beyond school, enabling them to be confident, caring and successful adults.
- Aim to enable each student to reach the highest standard their ability will allow. In line with this the school provides extra study sessions, 1:1 tuition and specific support. If your son/daughter is offered such support, they are expected to attend.

Respect

- Provide a safe secure environment in which to learn.
- Provide a broad and balanced curriculum.
- Provide online learning when required.
- Inform parents/carers of their children's academic progress at regular intervals throughout the year.
- Communicate with parents/carers regularly via ClassCharts, website, letters home, telephone calls.

Belonging

- Provide a range of opportunities beyond the curriculum aimed at developing students.
- Ensure all students are valued and encouraged to achieve their full potential.
- Be open and welcoming at all times.

Students must:

- Attend school and all lessons punctually. Students are expected to achieve the school attendance target of 97%.
- Attend all lessons on time.
- Be prepared for school by wearing the correct uniform and by bringing all equipment needed.
- Do all work/homework to the best of their ability.
- Complete online learning if required.
- Treat everyone and everything within the school with respect.

Parents/Carers must:

- Ensure their child/children achieve the school attendance target and arrive punctually. Holidays during term time are not allowed.
- Ensure that their child/children complete online work if required.
- Support school in ensuring the school rules are followed by encouraging good behaviour and a respect for the building and the people in it.
- Communicate effectively with school by attending all Parents' Evenings, by informing school of any absences, by making school aware of any concerns or problems that might affect their son/daughter's work, progress or behaviour.
- Engage on a regular basis with ClassCharts.
- Equip their child/children with correct uniform and the basic equipment necessary.
- Ensure rules re makeup/jewellery are adhered to.
- Ensure our mobile phone policy is supported to create a distraction free environment.

B. Emergency Closure Procedures

On rare occasions, the school may need to close or partially close at short notice, for example due to:

- adverse weather conditions.
- problems related to the safe operation of the site such as heating, electricity or water supply.

In the event of severe adverse weather conditions, we will endeavour to publish the decision as to whether school is closed on the front page of our website by 7.30am and send a notification via ClassCharts. If our website does not have a message of closure, please always assume that school is open.

Closure before the start of school

- A decision to close school will generally be made by 7.30am.
- If the school has to be closed, an announcement will be made on ClassCharts. Information will also be available on the school's website (www.sirjohnthursby.lancs.sch.uk).
- Any student arriving at school unaware of the closure will be met by a member of staff who will assist in making arrangements for the student to get home.

School closure during the day

- This happens rarely and any decision to close will be made only after consultation with the Headteacher and Leadership Team following a specific risk assessment.
- Students will be informed of the closure and will be supported to make contact with parents/carers.
- Parents/Carers will be notified of the closure by ClassCharts.
- Students who normally walk home will be requested to do so.
- Students who are collected from school or who have special travel arrangements will be asked to telephone home to ask about emergency arrangements.
- School will be kept open and staffed by an adult until the last student is able to leave.

Parents/Carers

We ask that parents/carers support this policy to ensure the welfare and safety of their children by:

- Ensuring that sons/daughters have parents'/carers' up-to-date emergency contact details to discuss arrangements.
- Only telephoning school if necessary; telephone lines become jammed very quickly.
- Assuming that school is open unless notified to the contrary.
- Supporting all policies including mobile phones

C. Attendance and Punctuality

We expect all students to attend school every day and be on time in order to maximise their learning opportunities and achieve their potential.

It is the legal responsibility of parents/carers to ensure that their child attends every day. Failure to do so will result in fixed penalties.

We will not allow holidays during term time so any requests will not be authorised. If there are exceptional circumstances, parents/carers must make an appointment to see our Attendance Team to discuss the issue.

Attendance is directly linked to achievement and inconsistent or poor attendance will affect your child's progress. Parents/carers will be informed about their child's attendance using ClassCharts and if necessary, via the attendance team.

Missed Learning

If attendance is...	Days missed (by July)	Lessons missed (by July)
100%	0	0
98%	3.8	19
95%	9.5	48
92%	13.3	67
90%	19	95

School Starts	8.30 am
School Finishes	3.00 pm

All students are expected to be in school 10 minutes before lesson 1 start time. Students arriving after 8.28am will be marked late. Repeat lateness will be addressed through our behaviour policy.

Parents should not use the school car park to drop off or pick up students. Parents requiring access to the car park must contact school to request this.

If you have a genuine reason for absence from school, such as a medical appointment, you must contact the Attendance Team.

D. Mobile phones

In order to support a distraction free environment SJT is a **Phone Free School**. Mobile phones should be left at home wherever possible.

Parents who wish their child to have a phone on the way to and from school must purchase a Yondr pouch through Scopay. This will allow the phone to be sealed away during the school day. The pouch can be opened when the child is out of the school at the end of the day.

If phones are seen in school, they will need to be handed in. Mobile phones that are handed in will be placed in a sealed envelope and placed in the school safe. Parents will be notified by ClassCharts. Handed in phones will be returned to the student at the end of the week. Parents will be contacted if there are persistent issues.

E. Anti-Bullying Policy

Bullying is defined as ‘the abuse of power in a physical, verbal or psychological form in order to cause discomfort or distress for gain or gratification’ over an extended period of time.

All members of the school have a right to be free from bullying. All students, parents and staff should be aware that bullying is totally unacceptable at Sir John Thursby Community College.

Students and parents need to know:

- They can talk confidently to any member of staff.
- All incidents of bullying will be taken seriously and acted upon sensitively.
- The victim will be given full support and the parents will be kept fully informed.
- Action will be taken towards the perpetrator (including counselling) and parents will be kept fully informed.
- All students and staff have a responsibility to prevent and report bullying. There are no innocent bystanders.

School will:

- Create a caring, controlled and safe environment.
- Treat all information seriously.
- Treat all incidents sensitively to ensure that everyone involved does not feel threatened.
- Be watchful for signs of anxiety and changed behaviour and act appropriately.

Incidents of bullying can be reported through:

- Speaking to a member of staff.
- Speaking to the Head of Year or Assistant Head of Year.
- Speaking to the student bullying ambassadors.
- The Whisper link on our school website.

F. Medical Information / Medication in school

If your child has a medical condition that school should be aware of (e.g. asthma, diabetes) please contact the reception team at school as soon as possible, so we can take details and update your child's record. Please ensure that you keep school informed if there are any changes in your child's health.

Parental agreement for setting to administer prescribed medicine

- If your child requires medication whilst at school or on school trips this must be prescribed by a doctor, dentist, nurse or pharmacist and the medicine **MUST BE IN ORIGINAL PACKAGING.**
- **Prescription drugs should be in all the original packaging, clearly labelled with the student's name and dosage instructions, date prescribed and expiry date.**
- **Over the counter medication – should still be in all original packaging e.g. sealed blister pack and box, including the name of the medicine, dosage instructions and expiry date.**
- Any medication brought into school must be stored in the medical room in student support.
- A parent or carer must provide written, signed consent, on a medical consent form, giving clear instructions about the dosage and timings for the medication, and this must match the instructions on the pharmacy label or packaging. No medication can be given without the medical form being signed.
- Your child is not allowed to carry any medications (with the exception of an inhaler, EpiPen or insulin). If your child has an inhaler or EpiPen, they should carry one item with them and the school should be provided with a spare.

School Nurse

At SJT we have school nurse drop-in sessions. Students can talk to the school nurse about any health issues, healthy relationships, healthy eating, and general wellbeing. All students are able to access the school nurse.

G. ClassCharts

We use ClassCharts as our key method of communicating between school and home.

It is important that you regularly check ClassCharts as it will show you your child's:

- Positive behaviour points (achievement points)
- Incidents of poor behaviour
- Messages from school

If your child has a restoration, you will be informed on ClassCharts, we will not telephone you to inform you.

H. Uniform

School Uniform

Uniform will be worn by all students in school. We all dress in accordance with our values of ambition, respect and belonging.

Items that require the school logo can be bought from the uniform suppliers in the area.

If you are unsure on the suitability of any aspect of the school uniform, please feel free to contact your child's Pastoral Team prior to purchasing.

If you are struggling with purchasing any part of the school uniform, please contact the Family Support Team at school.

School Uniform

- Black tailored trousers/skirt
- White shirt
- Black blazer with SJT logo
- Black jumper with SJT logo (optional)
- Black socks
- School tie (each year will be distinguished by a colour)
- Plain black shoes or trainers with no coloured parts. Canvas trainers are not acceptable

Year 10 only

Black blazer with SJT logo will be optional. Students can choose to wear a black jumper with SJT logo in place of the blazer.

Year 11 only

Purple jumper with SJT logo.

Prefects will wear a silver prefect tie. This will be provided by school.

PE UNIFORM

- Black shorts or tracksuit bottoms with SJT logo
- White PE top with SJT logo
- Black socks
- Trainers with non-marking soles
- Artificial ground (AG) football boots or Astro turf (TF) trainers
- Tracksuit with SJT logo is also available (optional)

Trainers used on the Astro CANNOT be used as school shoes - footwear must be changed on/off Astro turf due to black bead surface.

Outdoor clothing

A warm, waterproof coat will be needed; this should be of a dark colour.

No coats are to be worn in the school building. Students should not wear hoodies.

Headscarves

Headscarves should allow for full visibility of a child's face and should be neatly tucked into the school shirt. Headscarves should be securely and safely tucked away in all practical lessons (DT, Science & PE).

Jewellery

For health, safety and security reasons students should not wear any jewellery except for one pair of stud earrings. Other types of earrings, nose studs, rings or any other facial piercings are not allowed. Students are not allowed rings or bracelets but can wear a watch. Prohibited jewellery will be confiscated in line with school policy.

Hair

Hair should be of a natural colour. Students will be able to wear their hair down unless there are health and safety concerns in the teaching area when it must be tied up. There should also be no patterns cut into hair. Long hair should be tied back during all practical lessons.

Make up

No make up, false eyelashes, nail varnish or false / acrylic nails are to be worn in school.

Equipment

Essential	Optional
A4 size bag (The school bag should be big enough to fit an A4 folder in it and needs to be waterproof. Rucksacks are ideal, but it is up to you what style of bag you bring, although NO string bags are allowed.)	Coloured pencils
Black Pens	Mobile phone pouch
Pencils	Purple Pens
Ruler	
Glue stick	
Scientific calculator Casio fx-85GTCW	
Protractor	
Pair of compasses	
Reusable bottle for drink	

Large amounts of money must not be brought into school or taken on school visits.

School cannot be held responsible for any damaged or stolen equipment and will confiscate any unauthorised equipment brought on to the premises. All uniform / equipment should be clearly marked with the student's name.

I. School ICT, Internet, Email and AI Acceptable Use & Good Practice – Students

The school provides access to ICT systems, including computers, email, cloud services, and the internet, to support learning and education. These rules are designed to keep all students safe, ensure systems remain secure, and promote responsible and ethical use of technology, including artificial intelligence (AI).

1. Responsible and Appropriate Use

- ICT systems must only be used for schoolwork, homework, or approved educational purposes unless permission is given by a member of staff.
- Use of the school network must always support learning and be appropriate to education.

2. Accounts, Security and Access

- Students must only use their own authorised login and must keep passwords secure and private.
- Access to systems must not be shared with anyone else.
- Students must not attempt to bypass or disable security systems such as filtering, monitoring, or file restrictions.
- The use of proxies, VPNs, or other tools to bypass filtering or monitoring systems is strictly prohibited.
- Students must not attempt to hack, disrupt, or gain unauthorised access to systems, networks, or data.
- The security of ICT systems must not be compromised under any circumstances.
- When accessing school Microsoft accounts from home, Multi-Factor Authentication (MFA) must be used.

3. Files, Storage and Equipment

- Students must not access, change, delete, or interfere with other users' files.
- Work should be saved securely in personal areas, not shared spaces.
- Files stored in shared locations may be removed by the school.
- Students must not bring in or use removable storage devices (such as USB drives or external hard drives).
- Electronic files must not be brought into school without permission.
- Any damage to ICT equipment may result in sanctions and charges for repair.

4. Internet and Online Safety

- Students must ask permission before accessing websites unless directed by a teacher.
- Use of chat rooms and unauthorised social networking sites is not allowed.

- Students must not sign up to personal websites using their school email address.
- Personal information (such as address, phone number, or meeting arrangements) must never be shared online.
- Any inappropriate, harmful, or concerning content must be reported immediately to a member of staff.

5. Email Use

- Emails must only be sent to known or approved contacts.
- All communication must be polite, appropriate, and responsible.
- Emails should be treated as public, as messages may be forwarded.
- Anonymous messages, chain letters, or inappropriate communication must not be sent.
- Emails to staff must be school-related, respectful, and sent within reasonable hours (8:00am–6:00pm).

6. Copyright and Data Protection

- Students must not download or store copyrighted material without permission.
- Intellectual property and the work of others must always be respected.
- Personal or sensitive information must not be stored, shared, or uploaded without permission.
- Students must never input personal data (their own or others') into AI tools.

7. Use of Artificial Intelligence (AI)

The school recognises that AI can support learning when used appropriately, but strict rules apply:

7.1 Acceptable Use of AI

- AI tools may be used to support learning, such as research, idea generation, and understanding concepts.
- Students must understand that AI is a tool to assist learning, not replace it.

7.2 Academic Integrity

- All academic work must be the student's own original work.
- AI must not be used to generate coursework, essays, or assignments.
- Any permitted use of AI must be declared where required.

7.3 Safe and Ethical AI Use

- AI tools must not be used to create harmful, misleading, or inappropriate content.

- Students must understand risks such as misinformation, bias, and deepfakes.
- AI outputs must not be blindly trusted and should always be checked.

7.4 Data Protection and Privacy

- Personal, sensitive, or identifiable information must never be entered into AI systems.
- AI interactions within school systems may be monitored for safeguarding and compliance purposes.

8. Monitoring and Safeguarding

- The school may monitor usage of ICT systems, including websites, emails, and files, to ensure safety and compliance.
- Monitoring may include reviewing content, intercepting communications, and removing inappropriate material where necessary.

9. Reporting Concerns

- Any concerns about inappropriate use, unsafe content, or misuse of ICT or AI must be reported immediately to a member of staff.

10. Consequences of Misuse

- Failure to follow these rules may result in loss of access to ICT systems and further disciplinary action.
- Serious breaches, including misuse of AI or attempts to compromise security, may result in further sanctions in line with school policy.

K. Privacy Notice

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The categories of student information that we collect, hold and share include:

- Student names, unique student numbers, contact details including emergency contacts
- Characteristics such as ethnicity, language, nationality, country of birth
- Free school meal and student premium eligibility
- Medical information and dietary requirements
- Admissions information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Information relating to student exclusion and behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- Photographs
- CCTV
- Biometric data (thumb prints)

We may also receive some information from our Local Authority, other schools and the DfE.

Why we collect and use this information

We use the student data:

- To provide appropriate pastoral care
- Census reporting
- To provide free school meals
- To support children with medical conditions, allergies and SEN
- To manage admissions
- To monitor attendance
- To manage exclusions and behaviour
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the school and celebrate educational achievement
- To ensure that the school is safe and secure
- To allow cashless payments to be made

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Students) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of students, or former students, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual student information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Collecting student information

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

Storing student data

We hold student data for a period of time specified by law and as detailed within our retention policy. For more information, please contact the School Business Manager.

Who we share student information with

We routinely share student information with:

- Our local authority;
- The Department for Education (DfE);
- Other Education Providers;
- School nurse;
- Health and Safety Executive;
- Multi-agency partners
- Service providers who provide learning platforms and communication tools.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once they reach the age 16.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Business Manager

You also have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

(For use where consent is the lawful basis. Therefore, where consent is NOT used, this section will not be applicable)

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 9th August 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact the School Business Manager by email: manager@sirjohnthursby.lancs.sch.uk or in writing:

School Business Manager
Sir John Thursby Community College
Eastern Avenue
Burnley
Lancashire
BB10 2AT

Student Picture Consent

We have previously sought parent/carers permission to take and share pictures of your child. If you wish to amend or withdraw your consent, please email head@sirjohnthursby.lancs.sch.uk