



**Seahaven Academy**

The best in everyone™

Part of United Learning

# Information for new parents





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## Welcome to Seahaven Academy

Thank you for choosing Seahaven Academy for your child. We are very much looking forward to working in partnership with you to achieve “the best in everyone”.

Starting a new school always involves finding out how things work and who is the best person to help. Within this booklet you will find some useful information that will help make the transition to Seahaven Academy as easy as possible. However, please look at the website, where further information is also available for parents.



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## Attendance

At Seahaven Academy we closely monitor your child's attendance to ensure that it meets the expected target of 96%. At the current time the government guidelines are that any student who has an attendance of under 90% is classed as a "persistent absentee". Should your child's attendance become a concern the school's Attendance Co-Ordinator will contact you to see what support can be put in place and if necessary, invite you in to discuss this within school.

It is also important for parents to call in as soon as possible each morning when you know that your child will be absent from school each day. Please leave a message detailing the reason for the absence, your child's name and tutor group on the absence line (01273 517601 - option 1) or call and speak to the school office, who will be more than happy to pass the message on.

|  |  |  |
|--|--|--|
| <p><b>DUE TO SCHOOL HOLIDAYS THERE ARE 175 NON SCHOOL DAYS A YEAR</b><br/> <b>175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments</b><br/> <b>96% to 100% attendance - most pupils regularly achieve this</b><br/> <b>90% attendance – means you are missing 4 weeks in the year</b></p> |  |  |
| <p><b>190</b><br/> <b>SCHOOL DAYS IN EACH YEAR</b><br/>           190 days for your child's education</p>  | <p>10 days absence<br/> <b>180</b><br/> <b>DAYS OF EDUCATION</b></p>                           | <p>19 days absence<br/> <b>171</b><br/> <b>DAYS OF EDUCATION</b></p>                         |
| <p><b>96% &amp; above</b></p>  | <p><b>90 to 95%</b></p>  | <p><b>90%</b></p>  |
| <p><b>Good</b><br/>           Best chance of success. Gets your child off to a flying start</p>  | <p><b>Worrying</b><br/>           Less chance of success. Makes it harder to make progress</p> | <p><b>SERIOUS CONCERN</b><br/>           Not fair on your child. Potential legal action!</p> |



## Behaviour at Seahaven Academy

At Seahaven Academy one of our priorities is to ensure that behaviour is outstanding in every lesson, so that students have the best environment for learning. We believe that a culture of good discipline and respect for one another is the corner stone of a great school, so students achieve the best outcomes possible.

In order for this to be achieved the following systems are in place to help create a calm, well-ordered learning environment, free from disruption.

### Roll call

The school day will begin with 'roll call' where students line up in their tutor group to be checked by their tutors to ensure they have the correct uniform and equipment in order to have a positive and productive day. Once roll call has been completed, students will make their way to their tutor room or assembly.

### Conduct in classrooms

We expect students to work extremely hard and we will not tolerate any disruption to learning, or disrespectful behaviour; respect for staff is paramount in fostering good relationships which allow students to excel. Should a student breach the expectations more than once in a lesson they will be removed from the lesson to work on their own. By tightening up on our response to poor conduct students are benefiting from classrooms where disruption to learning is not tolerated.

### Punctuality

Lateness to school creates a chaotic start to the day for students and therefore should a student be late for school they will be set a sanction by their Key Stage Director.

### Detentions

All detentions for lateness, homework and misconduct around the school will be on the following day. We are not legally obliged to inform parents/carers of detentions; however, we do believe that it is good practice and therefore you will be notified by text. Please ensure that your phone numbers are up to date.

### Smoking

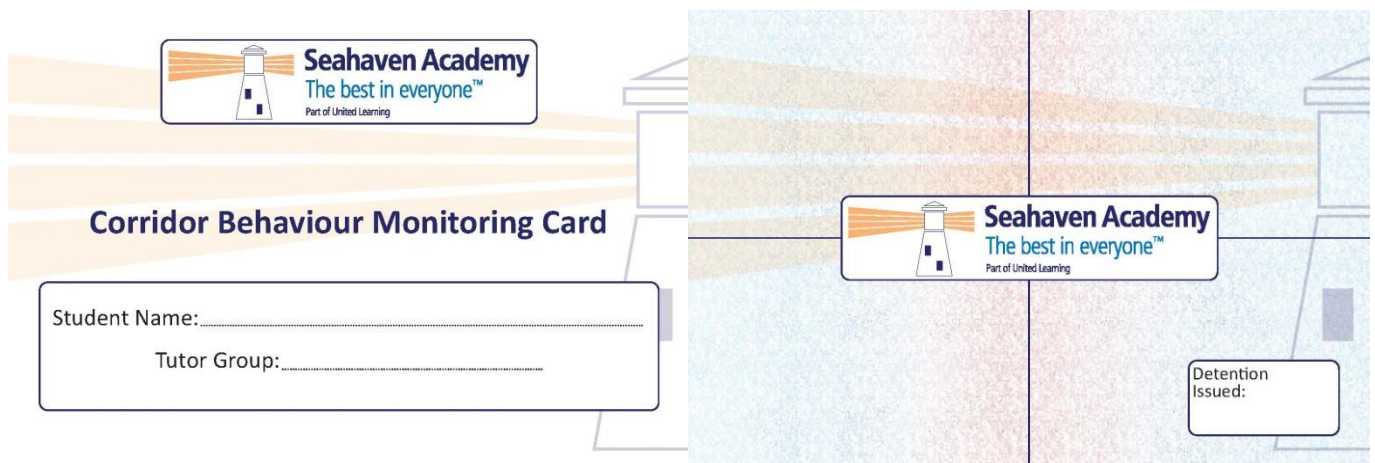
The Academy site is a no smoking site for all students, staff and visitors. Students smoking on site or on the journey to or from school or being with people smoking will be subject to sanctions.

## Mobile phones and other devices

Mobile phones and other electronic devices are not to be used in school. Students may carry them as long as they are not seen or heard. If they are seen or heard they will be confiscated and placed in the front office for collection by a parent/carer. This is to maximise the focus on learning and minimise the impact of e-safety issues during the school day. Should you need to contact your child please phone the school office on 01273 517601.

## Out of class behaviour

In order to work alongside the school's classroom behaviour policy, the school issues each student with a Corridor Behaviour Monitoring Card, which should be kept in their blazer pocket. This enables the school to continue with the high behaviour expectations and ensures students behave in a safe and respectful manner at all times.



The following behaviours will always be challenged

- Littering
- Running
- Shouting
- Pushing
- Play fighting
- Wearing uniform incorrectly
- Eating/drinking in areas not designated for eating/drinking
- Being in out of bounds areas
- Not being properly equipped in roll call.

If any staff witnesses any of these behaviours the student will be stopped, and the card will be signed. Four signatures on the card will result in a 1-hour detention being issued. Also, if the student is unable to produce their corridor card when asked to by a member of staff, then this will also result in a detention being issued.

## Behaviour on the way to and from school

We expect students to demonstrate a high standard of conduct on the journey to and from school as they are representatives of Seahaven and as such, we will impose school sanctions should a student behave in a way that endangers others or brings the school into disrepute. All students are expected to uphold their high standards in this way.

Students will:

- Travel to and from school in full uniform (students are not permitted to wear hoodies)
- Respect all local residents
- Dispose of litter appropriately and safely
- Use bikes, scooters and other modes of transport safely (and not in the school grounds)
- Not smoke and avoid walking with other students who are smoking

Fixed term exclusions are used in response to serious or persistent poor behaviour. There are some behaviours which pose such a risk or demonstrate such significant lack of respect that they are likely to result in permanent exclusion from Seahaven Academy.

Those behaviours include:

- Bringing drugs onto the school site
- Bringing weapons, or replica weapons on to the school site
- Persistent bullying
- Dangerous behaviour

Defiance towards members of staff is not tolerated and will result in a day's isolation.

## School Day

The school is open from 7.15am to 4.15pm. Before and after school, students will have the opportunity to take part in a variety of activities such as; breakfast club, afterschool clubs and activities, intervention and study support. The school day is as follows:

|         |         |                               |
|---------|---------|-------------------------------|
| 7.55am  | 8.00am  | <i>Morning Warning Bell</i>   |
| 8.00am  | 8.05am  | Roll Call                     |
| 8.05am  | 8.25am  | Tutor/Assembly                |
| 8.25am  | 9.25am  | Period 1                      |
| 9.25am  | 10.25am | Period 2                      |
| 10.25am | 10.40am | Break                         |
| 10.40am | 11.40am | Period 3                      |
| 11.40am | 12.40pm | Period 4                      |
| 12.40pm | 1.10pm  | Lunch                         |
| 1.10pm  | 1.15pm  | <i>Afternoon Warning Bell</i> |
| 1.15pm  | 2.15pm  | Period 5                      |

## School Uniform

We have school uniform in order to promote a sense of pride in, and belonging to, the school community. We believe that when the school uniform is smart and consistent it gives the opportunity for students to be judged solely for their talents, efforts and achievements. Our uniform is simple, strict and cost effective and is checked every morning to ensure that any problems are dealt with immediately and do not distract from learning. **All school and PE Uniform items can be purchased at Intersport in Seaford. Telephone contact 01323 898516 or online through their website [https://www.gameforlife.co.uk/section.php/785/1/seahaven\\_academy](https://www.gameforlife.co.uk/section.php/785/1/seahaven_academy).**

### Uniform items

- Uniform black blazer
- Uniform orange, black and grey tie
- Uniform jumper (optional) with orange piping
- Uniform black trousers or uniform black “Charleston” style skirt (knee length)



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***Please note - Uniform trousers may be bought elsewhere in an identical style and colour. However, we reserve the right to refuse to accept any that are not. The school's decision is final.***

### Generally available items

- White formal shirt
- Black formal shoes (plain, no trainers, boots, branded shoes or cloth shoes) with black socks or black tights.
- School coat (no hoodies – our school uniform is intended to be formal. Hoodies are an informal item of clothing).

Students must wear their uniform at all times in a smart, presentable manner, including to and from school. Uniform items must be worn as intended and outdoor coats should be removed on entering the building. Blazers should be worn around the school site at all times, unless permission is given to remove them. All students will be provided with a locker.

**Hairstyles** – extreme hairstyles, bleaches or dyes that are in clear contrast to natural hair colours are not acceptable or considered part of school uniform. Shaved patterns or insignia are also not part of uniform. *Students presenting with such haircuts will be sent home and advised to dye hair back to a natural hair colour or have hair cut to a consistent length to remove the patterns or insignia.*

**Make up** – If worn, make up must be discreet and in natural colours. **Nail varnish and false nails are** not permitted.

**Jewellery** – One stud or sleeper per ear and a watch. No visible facial or body piercings. Tattoos are not permitted.

### PE Kit

- Black T-shirt with Seahaven logo (compulsory)
- Plain black football shorts (compulsory)
- Plain black PE socks (compulsory)
- Black jumper with Seahaven logo (compulsory)
- Shin pads (compulsory)
- Trainers (compulsory)
- Football boots (compulsory)
- Black tracksuit bottoms/ Training Pant (optional)
- Leggings with Seahaven logo (optional)
- Black Base Layer (optional)
- Black Rain Jacket (optional)



## Assessment

Students are assessed at key periods throughout the school year. The assessment is used to ensure students are making good progress and report current attainment. Students in Key Stage Three (Year 7-9) are assessed using rank order assessment. Students are assessed using the GCSE grading system (9-1) in Year 10 and 11. Students in Years 7-10 are assessed through classroom-based tests at the end of terms 2, 4 and 6, whereas students in Year 11 take formal assessments at the end of each term. Results from all assessments are published and emailed home to parents.

## Buses

School bus routes are organised over the Summer for the new academic year and we would advise parents to look at [www.buses.co.uk](http://www.buses.co.uk) during the summer break. Should you be joining the school during the school year, then please speak with Student Services at the school who will have the current school bus times or check the bus times on the above website.

## Cashless Catering

To avoid dinner money being lost, the school operates a 'cashless catering' system. Students will be given a five-digit pin number when they start. They will need to memorise this number but will be shown by their new tutor how to operate the system.

Students can put money onto their account through the machines located in the school main corridor before school, during break and lunch and after school. Please note 1p, 2p and 5p coins cannot be used. Alternatively, payments can be made online through our online e-payment system, ParentPay.

Should parents/carers wish to limit the amount their child can spend each day, please contact the school office and they will arrange this with the school canteen.

Should a student be eligible for Free School Meals (application form included) then the cashless catering system works in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software but will not show as part of the students balance on the tills in the corridor. Students will be able to add additional funds to their cash balance in order to increase the amount available to spend on a daily basis. Free school meals can be taken at break or lunch; however, this must include savoury as well as sweet.

If you have concerns and would like to know what your child is purchasing on a daily basis, the system does allow for reports to be created on a daily, weekly or monthly basis and these can be obtained through Student Services.

## Communication

Should you need to contact the school to discuss an issue regarding your child, please initially contact the tutor and then the Director of Key Stage. Names will be provided during the transition to Seahaven Academy, alternatively look at the school website or call the school office on 01273 517601 and they will be able to assist in directing your enquiry to the correct member of staff.

## Equipment

To ensure students are prepared for lessons students they are expected to bring to school (as a minimum), the following items:

- Pens – (blue or black ink)
- Pencils
- Ruler
- Corridor card

Students who routinely fail to bring this equipment to school will receive detention. Students can buy essential equipment from school, if needed.

- Students would benefit from also having in their pencil case:
- Coloured Pencils
- Sharpener
- Eraser
- Calculator
- Red and Green Pens

## Extra-curricular Activities

To enhance our students' school experience, we encourage them to take part in as many extra-curricular activities as possible. In order to support this, we offer a wide variety of lunch time and after school activities that change on a termly basis. The extra-curricular activity book is available from student services or a copy is available on the school website.

## Homework

Homework that is set by teachers can be monitored on the school's online homework software, Show My Homework. A pin will be issued to each student to enable them to log in to the system to access their homework. Parents are able to monitor their child's homework through this software and pin access will be provided on the students log in letter. Show My Homework is also available as an app for smart phones. The LRC is open

every day before and after school to support students in having a quiet space, computers and staff available to help with homework. Students are required to attend catch-up sessions to complete homework they have been unable to complete and submit on time. Students will be issued a 30 minute, or 1-hour detention should the homework not be completed.

## IT Information

Every student will be issued with a log on to the school network when they start school, and this will give them access to their school email account. Additionally, students will also have access to a One Drive account which enables them to store and transport their work between school and home. Please note that there is no USB access on any computer within the school site. Students also have access to a copy of Office which can be used at home and instructions on how to access this are available on the school website or from Student Services. Chrome and Microsoft Edge are the recommended internet browser within school.

At Seahaven, we also have a web filtering policy, inappropriate content and social media is blocked while games and video streaming are carefully regulated. Some content is allowed after school for school clubs and various activities. E-safety is an important topic within school, and this is addressed through lessons and discussions within Tutor time. Should you have any concerns on this issue, please use the “Rub it out” button on the school website homepage. For technical issues, please contact the IT Helpdesk via email: [helpdesk@seahavenacademy.org.uk](mailto:helpdesk@seahavenacademy.org.uk)

## Lockers

Lockers are available for students to use within the school. Students will be asked for a small contribution that will need to be paid via ParentPay if they wish to have a locker.

## Lost Property

Lost property is held in the office and will be displayed outside reception at the end of every term. Parents will be notified via text to inform them when this will happen. All non-collected lost property will be disposed of at the end of this period. To minimise the risk of your child’s uniform going missing, please ensure that it is clearly labelled. Any labelled items will be returned to the student as soon as possible.

## Medical

Should your child need to take medication in school, please make sure that this is handed into the school reception with a completed consent form. The school requires medical evidence for any variation to the school uniform policy or to enable students to use the toilet during lesson time.

Medication forms can be found on the school website or are available from the school office.

**Prescribed Medication.** If your child is on prescription medication a prescribed medication form will need to be completed. The form and medication need to be handed into the school office. ***Please note: The school will not be able to give any prescribed medication without the chemist's dispensing label.***

**Non-Prescribed Medication.** Should you wish for the school to hold non-prescribed medication for your child (e.g. paracetamol or anti histamine), then please complete the non-prescribed medication form. All medication needs to be handed into the school office, carefully labelled.

***Please note: the school is unable to administer ibuprofen, unless it has been prescribed by a doctor.***

All medication is kept in a locked cabinet and is administered by qualified staff. Parents will be notified via text with the time and dosage of the medication that has been given.

## News Update and Academy Letters

The Academy News Update and a large proportion of letters that are sent home are sent via email. Please could you ensure that you provide the office with an email address and so you don't miss out on any important letters and information. However, if you do not have access to a computer, please let Student Services know and we will be happy to send copies home to you in the post.

## Payment Method for Trips/Visits

When any school trips and visits are organised throughout the school year, payments will need to be made through our on-line payment method of ParentPay, unless otherwise stated in the trip letter.

During the first week of your child starting at Seahaven Academy a letter will be sent home with your log in details to your ParentPay account. Please log on and activate your account.

Notification of school trips will be sent home via letter or emailed directly, so please make sure the school has your current contact details.

As previously mentioned, parents can also add funds to their child's cashless catering account through this ParentPay method.

## **Pupil and Parent Privacy notice for Seahaven Academy, a United Learning Trust Academy**

This notice is intended to provide information about how the Academy will use or “process” personal data about individuals including current, past and prospective pupils and their parents, carers or guardians (referred to in this notice as “parents”).

### **Responsibility for Data Protection**

The data controller for personal information held by Seahaven Academy is United Learning Trust (ULT). ULT is registered with the Information Commissioner’s Office (ICO). The registration number is Z7415170.

The Company Secretary, Alison Hussain, is responsible for ensuring that ULT complies with the Data Protection Law. He can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Mrs S Pitts is responsible for ensuring that the Academy complies with ULT’s policies and procedures in relation to Data Protection. They can be contacted at the school – email [pitts@seahavenacademy.org.uk](mailto:pitts@seahavenacademy.org.uk)

### **The purposes for which we process pupil and parent personal data**

Seahaven Academy and United Learning Trust collect, create and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We also collect and hold personal information about our pupil’s parents and carers. We use this personal data to:

- Provide education services (including SEN), career services and extra-curricular activities to pupils; monitor pupils’ progress and educational needs;
- To safeguard pupils’ welfare and provide appropriate pastoral (and where necessary, medical) care.
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- To maintain relationships with alumni and the school community.
- For the purposes of management planning and forecasting, research and statistical analysis and to enable ULT to monitor the Academy’s performance.
- To monitor use of the Academy’s IT systems in accordance with the school’s Acceptable Use Policy.
- To receive information about current and prospective pupils from any educational institution that they attended.
- To confirm the identity of prospective pupils and their parents.
- To make use of photographic images of pupils in school publications, on the school



website in accordance with the Academy's policy on taking, storing and using images of children.

- To create invoices and process payments for services such as school meals, school trips etc.
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations.
- To receive reports from any organisation that may be working with your child.
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the Academy.
- To keep you updated about the activities of the Academy including by sending updates and newsletters by email and post.
- To organise trips and visits both in the UK and abroad.

### The categories of personal data held about pupils

The types of personal data processed by the school will include:

1. Names, addresses, telephone numbers, email addresses and other contact details.
2. Academic records and national curriculum assessment results, including examination scripts and marks.
3. Personal characteristics such as your ethnic group, religious beliefs, any special educational needs you may have and any relevant medical information.
4. Attendance information, behavioural records, any exclusion information.
5. Information provided by previous educational establishments and or other professionals or organisations working with pupils.
6. Where pupils go after they leave the Academy.
7. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*
8. *Images captured by the Academy's CCTV system (in accordance with the school's policy on taking, storing and using images of children).*

### The legal basis for the processing of pupil and parent data

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and where necessary to comply with our legal obligations.

Information relating to racial or ethnic origin, religious beliefs or health (point 3) will only be processed with the explicit consent of the pupil or the pupil's parents or when it is necessary for carrying out our legislative obligations. Further information regarding the purposes for which these data would be processed will be provided with the data collection form.

### **Data Retention Periods**

The pupil's educational record will move with the pupil to their next school. Where the School is the last school that the pupil attends the records will be kept until the pupil is 25 years old.

Admissions information will be retained for 6 years.

Information relating to financial transactions will be kept for 7 years.

### **Data Security**

ULT has in place technical and organisational measures that ensure a level of security appropriate to the sensitive nature of the personal data that we process. For further information regarding how we keep personal data secure please refer to our security of personal data policy.

### **Data Processors**

We use third party data processors to provide us with a management information system, accounts software, cloud storage services, apps and software for use in the classroom and to facilitate the secure transfer of data between the school and central office. This use of data processors will only take place if it is in compliance with the Data Protection Act 1998 and the General Data Protection Regulation.

Decisions on whether we contract with these third party processors are subject to a robust approval process and are based on a detailed assessment of the purpose for which the data processing is required, the level and sensitivity of data involved and the arrangements in place to store and handle the data. To be granted access to pupil level data, data processors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

We currently use the following data processors:

Capita (Sims)

Hyperspheric Solutions (2009 – 2018) and Go4Schools

Netmedia (Parents Evening Booking System)

Contact Group (Call Parents and Truancy Call)



Parent Pay  
Kerboodle  
Hegarty Maths  
Show My Homework  
Salamander  
Dumbstruck (AQA MERiT mock exam analysis tool)  
University of Brighton and University of Sussex  
And other curriculum related software

## Sharing Data with Third Parties (other data controllers)

We may share data with the following recipients:

### *Keeping in touch and supporting the School*

We would like to share pupil and parent personal data with both our Parent Teacher Association, our Alumni Association. We will only do so if you have signed the appropriate consent form. Details of how these groups use your personal data are given on the consent form. Consent may be withdrawn at any time by writing to Mrs S Pitts or the school office ([office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk))

### *References*

We will provide references to any other educational institution that the pupil proposes to attend and to potential employers of past and present pupils.

### *School Inspections*

On request we will share academic records with inspectors from Ofsted.

### *Department for Education*

*We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.*

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998 and the General Data Protection Regulation.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the

confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk); or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We will not give information about our pupils to any other third parties without your consent unless the law and our policies allow us to do so.

## **Rights of the Data Subject**

Data protection legislation gives individuals certain rights which are detailed below. If you wish to exercise these rights, please contact Mrs S Pitts ([pittss@seahavenacademy.org.uk](mailto:pittss@seahavenacademy.org.uk))

### **Right of access to personal data “subject access request”**

You have the right to access the personal data that the school holds about you. Requests need to be made in writing. If your child is over the age of 12 they will also need to sign the request. We take the security of personal data seriously so we may ask you for proof of identity to verify that you are entitled to the information requested.

### **Right to withdraw consent**

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

### **Right to rectification**

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.



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## Right to erasure

You have the right to have personal data erased in certain specific circumstances. If you make such a request, we will consider whether the right to erasure applies and give you a full and reasoned response.

## Right to restrict processing

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request, we will consider whether the right to restrict processing applies and give you a full and reasoned response.

For further information regarding your rights please refer to our rights of the data subject policy.

If you disagree with a decision that we have taken regarding the processing of your personal data please contact ULT's Company Secretary, Alison Hussain, on 01832 864538 or [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk).

You also have the right to lodge a complaint with the information Commissioners Office on 0303 123 1113 or <https://ico.org.uk/for-the-public/>.

## Youth Support Services

Once your child is aged 13 or over, by law we must pass on certain information to the provider of youth support services in your area. This is East Sussex County Council's youth support services for all young people aged 11 to 19.

We must pass on the student's name, address and date of birth and the student's parent's or carer's name and address and other information that the youth support services need to provide their services.

However, if the student is aged 16 or older, the student or parent or carer can ask that no information beyond the student's name, address and date of birth and the student's parent's or carer's name and address be passed to the youth support services. Please tell the school office if you wish to opt-out of this arrangement.

If you want more information about youth support services in East Sussex, please contact East Sussex County Council. Their website and contact details are given below. You can also see more information about young people's services on the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm).

## You can ask to see the information we hold about you

If you want to see a copy of the information we hold and share about your child, then please contact the school office in writing.

### East Sussex County Council

If you need to know more about how East Sussex County Council stores and uses the information you provide please see their website:

[www.eastsussex.gov.uk/dataprotection](http://www.eastsussex.gov.uk/dataprotection)

If you are unable to access this website, please contact:

Information Governance Officer

Children's Services

**East Sussex County Council**

County Hall

St Anne's Crescent

Lewes

BN7 1UE

☎ 01273 482901

✉ [CS.DPA@eastsussex.gov.uk](mailto:CS.DPA@eastsussex.gov.uk)

🌐 [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

### Department for Education

If you need to know more about how the DfE stores and uses the information you provide, please see their websites:

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites, the DfE can send you a copy of this information. Please contact:

Public Communications Unit

**Department for Education**

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

☎ 0870 000 2288

✉ <http://www.education.gov.uk/help/contactus>

🌐 [www.education.gov.uk](http://www.education.gov.uk)



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## School Policies

The school policies are available on the school website for parents to view. Please take time to familiarise yourself with these. Having consulted the sex education policy on the website, as a parent you may wish to withdraw your child from these lessons. Please contact the school directly should you wish to do so.



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**Please remember to keep us updated on any changes  
to your mobile number or email address.**

**If you have any further questions, please contact Student  
Services**

**01273 517601**

**[office@seahavenacademy.org.uk](mailto:office@seahavenacademy.org.uk)**

**or look at the school website**

**[www.seahavenacademy.org.uk](http://www.seahavenacademy.org.uk)**



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