

ASPIRENorth Schools for Higher Education Programme

PUPIL AGREEMENT

Aims of ASPIRENorth Schools for Higher Education Programme

To engage with young people from S3 to S6 in order to raise their awareness of the value of higher education, provide impartial and relevant information, guidance and advice and deliver a programme of activities which motivate, encourage aspiration and build self-confidence.

The programme is part of the Scottish Funding Council's national 'Schools for Higher Education Programme', and aims to raise pupil expectations and increase staying on rates and progression rates to higher education.

The following statements detail what you can expect from us (**ASPIRE**North) and what we hope for and expect from you whilst on the **ASPIRE**North Schools for Higher Education Programme. Please read the statements very carefully before signing the agreement.

ROLES AND RESPONSIBILITIES

ASPIRENorth

Agree to:

- ◆ Deliver a programme of activities which will be interactive, relevant and tailored to your requirements.
- ◆ Liaise with school staff to plan these activities and to make all arrangements necessary to deliver the activities efficiently, effectively and flexibly with minimal impact on your school curriculum work.
- ◆ Provide members of staff to oversee each activity, including, when required, trained and Disclosure Scotland (PVG scheme) checked volunteers.
- ◆ Provide information and guidance regarding post-school opportunities.
- ◆ Liaise with Higher Education (HE) Institution staff on your behalf to investigate admission queries and qualification requirements.
- ◆ Work with local authority/school protocols regarding data protection, confidentiality, disclosure and child protection.
- ◆ Add value to existing school activities, as identified and agreed with the school.
- ◆ Use social media to communicate with you in a professional manner adhering to the **ASPIRE**North Social Media Policy at all times.

Signed _____
(on behalf of **ASPIRE**North)

Date: _____

PUPIL AGREEMENT

ROLES AND RESPONSIBILITIES

Pupil Name: _____

School: _____ Class: _____ Date: _____

I agree to:

- ◆ Act sensibly and responsibly.
- ◆ Ensure that I don't take any unnecessary risk endangering either myself or others.
- ◆ Trust in and follow any instruction regarding safety of myself or others.
- ◆ Treat everyone involved in the ASPIRENorth programme (pupils and staff), either in school or out with school, with courtesy and respect, including when posting material on social media sites.
- ◆ Inform **ASPIRE**North staff of any feeling of concern, discomfort or displeasure during any aspect of the programme.
- ◆ Participate to the best of my ability in all aspects of the **ASPIRE**North Schools for Higher Education Programme.

I understand that:

- ◆ If I fail to abide by the above statements I could be removed from the programme.

Please sign and date below to show that you fully understand this agreement and that you agree to these terms.

Signed _____

Date: _____

Schools for Higher Education Programme

Contact Details Form

Please provide contact details for your parent / carer so that we can contact them with information on ASPIRENorth and provide health information for activities.

Parent/carer information
Parent contact name:
Relationship to pupil:
Address:
Postcode:
Home telephone:
Pupil information
Pupil Mobile telephone:
Pupil Email:

Photographs and video footage

ASPIRENorth staff may take photographs and film video footage during this programme of activities to help us keep a record of your progress and to use in our publicity materials.

Photographs could be used on the ASPIRENorth social media platforms, in ASPIRENorth promotional and reporting literature and shared with partners when taken on campus and residential events.

Please indicate by ticking the box below that you are happy for photographs and/or film footage to be used in this way. You can withdraw consent at any time by contacting us by email, see www.aspirenorth.co.uk

I am happy for ASPIRENorth to use any photographs and/or film video footage of me on the ASPIRENorth social media platforms, in ASPIRENorth promotional and reporting literature and shared with partners when taken on campus and residential events.

ASPIRENorth Schools for Higher Education Programme

PRIVACY NOTICE

USE OF PERSONAL INFORMATION

What information do we collect about you?

We collect personal information directly from you, your parents/guardians and your school at the beginning of your ASPIRENorth engagement and as necessary to administer your participation in the **ASPIRENorth Schools for Higher Education Programme**.

How do we use the information about you?

Personal information which you supply to us may be used in a number of ways, for example:

- To look at where you have progressed to after school
 - To assist with negotiations on your behalf with Higher Education Institutions
 - To communicate with you to offer support throughout your involvement with the ASPIRENorth programme
 - To ensure emergency procedures are in place for activities
- i. Participants names, candidate number, dates of birth, postcode and school will be passed to Skills Development Scotland who will use this data to provide us with information on your progression for 2 years after you leave school. Any such information will be processed and only be publicly presented anonymously (e. g. as statistics) and no individual will ever be personally identified. If you agree to your information being shared in this way, please tick the box.
- ii. Participants names, SQA qualifications & school may be shared with HE institutions for the sole use of negotiating application and admissions issues relating to you. If you agree to your information being shared in this way, please tick the box.
- iii. Participants names & health status, parent/guardian names and contact information may be shared with an HE Institution staff member during residential activities. If you agree to your information being shared in this way, please tick the box.
- iv. If you agree to being contacted directly with information on events and opportunities, and get updates on study and career opportunities, please tick all the relevant boxes below, of your preferred contact methods.
- Phone E-mail Facebook SMS Post

How do we maintain the security of your information?

Any personal information collected in regard to you will be held, electronically and on paper, in a secure and confidential way. Access is limited to staff of ASPIRENorth and partners we share information with as outlined above.

We will not disclose any information to any other company without prior consent.

You have the right to request a copy of the information that we hold about you and to have any inaccurate data removed or corrected. If you would like a copy of some or all of your personal information please contact us.

I understand that **ASPIRENorth** will compile, store and use data relating to my educational progress as above

I consent to members of the **ASPIRENorth** team contacting me in the future to find out about my progress after school.

Please sign and date below to show that you fully understand this and agree to these terms.

Signed _____

Date: _____