

THE WEALD SCHOOL



New Entrant Information Booklet 2026-27

Please keep hold of this for your records
Parental Consent information should be referred to when completing your child's
Admission Data Collection Form

How to Contact - The Weald School

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| The Weald School Station Road Billingshurst West Sussex RH14 9RY | |
| Main school Telephone number: | 01403 787200 |
| School Email: | office@theweald.org.uk |
| School Website: | https://www.theweald.org.uk/ |
| Useful Contacts | https://www.theweald.org.uk/contactus |
| Parent/Carer Useful Information: School Uniform/shop Bus Information Term dates Letters home Parental Guidance | https://www.theweald.org.uk/parents |
| Prospectus and School Information: | https://www.theweald.org.uk/joinus |
| Reception opening hours: Monday - Thursday 8.00am to 4.30pm Friday 8.00am to 4.00pm | Student reception opening hours: Monday - Thursday 8.15am to 3.45pm Friday 8.15am to 3.15pm |
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Admissions & Pastoral Structure

The Weald School is a thriving and vibrant community and we welcome interest from both prospective students and staff. Most students join us from local primary schools in September each year. Our Open Evening for Year 6 students and their parents takes place late September each year for admission the following year. Once West Sussex County Admissions have confirmed school places around March, Year 6 students join us for a Welcome Day in late June / early July. Admissions for students at other times of the year are managed through the Admissions Office (North) which may be contacted by email on admissions.north@westsussex.gov.uk or by telephone: 03330142903. The postal address is: County Hall North, Chart Way, Horsham, RH12 1XH. Further information relating to admissions can be obtained from West Sussex County Council at www.westsussex.gov.uk/admissions.

Parents should note that school places are allocated by the Admissions Office according to published criteria, rather than The Weald School itself.

On entry to The Weald, students are allocated to mixed year group tutor groups within one of the school's six houses: Attenborough, Blackman, DaVinci, Mercury, Seacole and Thompson. Every effort is made to ensure that form tutors remain the same throughout the students' time in the school until the end of Year 10. They have a different tutor in Year 11. Form Tutors and Heads of House are particularly concerned with developing the ethos and culture, friendships, social behaviour and involvement in school life as well as maintaining high standards in punctuality, discipline and uniform.

In addition, there are five Heads of Year, one for each year group. They are responsible for monitoring students' strong academic progress throughout each year at secondary school.

Mixed aged group support is a strength of our structure. Within form groups both form tutors and student peer mentors support and guide students through their school career, building up a sound knowledge and understanding of the qualities and needs of each of the young people in their care. Through the House structure, students have the opportunity to learn from each other, compete in events and quizzes together, share ideas, experiences and develop leadership skills.

Across the school, in a range of environments, students are encouraged to learn, lead and work co-operatively in support of one another. We believe that every child is capable of achieving highly at The Weald and we work with each individual to build self-esteem, resilience and confidence to enable them to make the most of every opportunity.

Weald students grow into young adults who are responsible, productive and positive members of their community. This is a vital part of our pastoral work and extends into all aspects of students' social and academic life at school. Weald students are supported to be engaged and proactive, to enrich the community and go on to achieve well beyond their expectations.

Contact Information

| Issue | Who to contact | | |
|---|---|---------------|---|
| Any safeguarding issues or concerns | Miss D McInerney: DSL and Assistant Head dmcinerney@theweald.org.uk Ms Z Sorrell: Deputy DSL and Deputy Head zsorrell@theweald.org.uk Mr A Mowforth: Deputy DSL and Assistant Head amowforth@theweald.org.uk | | |
| Tutor group issues | Form Tutor | | |
| Concerns about student progress Independent Learning/Homework | Class Teacher | | |
| Set changes Concern about subject area policy Persistent subject concerns | Subject Leader/Head of Year | | |
| Concerns at home Concerns about student relationships Uniform Any form of bullying Persistent pastoral concerns | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center; vertical-align: top;">Head of House</td> <td style="padding-left: 10px;"> Attenborough: nlucas@theweald.org.uk Blackman: jhealy@theweald.org.uk DaVinci: vgreen@theweald.org.uk Mercury: ssummerfield@theweald.org.uk Seacole: lronald@theweald.org.uk Thompson: asharp@theweald.org.uk </td> </tr> </table> | Head of House | Attenborough: nlucas@theweald.org.uk Blackman: jhealy@theweald.org.uk DaVinci: vgreen@theweald.org.uk Mercury: ssummerfield@theweald.org.uk Seacole: lronald@theweald.org.uk Thompson: asharp@theweald.org.uk |
| Head of House | Attenborough: nlucas@theweald.org.uk Blackman: jhealy@theweald.org.uk DaVinci: vgreen@theweald.org.uk Mercury: ssummerfield@theweald.org.uk Seacole: lronald@theweald.org.uk Thompson: asharp@theweald.org.uk | | |
| For escalated issues or serious concerns An opportunity to have your suggestions heard | Senior Leadership Team | | |
| Lost property Bus queries or complaints | Student Reception: studentreception@theweald.org.uk 01403 787285 / 787282 | | |
| Student absence Medical issues or illness | absence@theweald.org.uk 01403 787281 / 787282 | | |
| SEN support/provision | SEN Coordinator: Mrs S Reid inclusion@theweald.org.uk | | |
| ParentPay queries, SchoolShop queries, Payment deadlines and refunds | Finance Team: finance@theweald.org.uk | | |
| My Child at School (MCAS) issues/queries | Network Team: mcassupport@theweald.org.uk | | |
| General exam queries, Certificates, Results, Timetables | Exams Team: exams@theweald.org.uk | | |
| Careers information, advice and guidance | Careers Manager careers@theweald.org.uk | | |
| Sixth Form related queries (students in Y12 & Y13) | Sixth Form Reception 01403 787283 or sixthform@theweald.org.uk | | |
| For general information and if you do not have a contact name | Reception (lower school) 01403 787200 or office@theweald.org.uk | | |
| Complaints: Generally made when a | Please refer to our Complaints Procedure | | |

parent/carer feels the school has not dealt with their concern satisfactorily

https://www.theweald.org.uk/_site/data/files/letters/3EB03C1E76C458CAE DC645B335C43A21.pdf

School Uniform Policy

Suppliers

The Weald School uniform policy requires that the items listed below should be purchased for all students. The majority of uniform and PE items are available from our school uniform suppliers. Please note some items may be unbranded and purchased from anywhere (apart from the polo top and blazer) to help with costs but they must be compliant with the school uniform policy.

| | |
|--|---|
| Broadbridges 3 Piries Place, Horsham, RH12 1EH Email: horsham@broadbridges.co.uk Tel: 01403 259620 www.broadbridges.co.uk | Monkhouse Schoolwear specialist 8 Bishopric, Horsham, RH12 1QR Email: horsham.shop@monkhouse.com Tel: 01403 330218 www.monkhouse.com |
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General

The school expects and encourages every student to look smart at all times. The uniform is both reasonable and smart and aims to:

- Create a level playing field among students, reducing peer pressure and bullying, keeping students focused on education
- Enhance school pride, unity and community spirit

Students are expected to present with: natural and tidy hair, no extreme styles or colours. Nails must be short and may have natural looking nail varnish including French tips. Natural and discreet makeup foundation is acceptable. It is the school's judgement on whether these and all uniform expectations have been met. If in any doubt always check with your Head of House before making any changes. It is vital for all property to be clearly marked with the student's name. In this way, lost property can be traced.

Jewellery

Jewellery is limited to one plain watch; one discreet bracelet, necklace and/or ring (all of which need to be removable for practical subjects) and up to two small pairs of studs. These should be in the ear and not in the part of the ear that attaches to the face (tragus or anti tragus piercing). No piercings other than the ear are acceptable. Nose and tongue studs are not permitted. Students will be asked to remove them.

Footwear

All students are to wear shoes: trainers and boots are NOT allowed. Trainers are only to be worn during PE/Games lessons where appropriate. Shoes must be of a style suitable for school in plain black polishable leather-style (not trainers, no sports brands, including leather trainers or canvas shoes). Socks must be grey, black or white. An alternative would be black or natural coloured tights. If wearing socks with tights they must both be black.

Outerwear

Outer jackets (with a full front zip i.e. not a hoodie) may be worn when travelling to school in inclement weather but should be in addition to, and not a replacement for the school blazer. Hooded sweatshirts or tracksuit tops that cover the uniform are not appropriate outer coats. Please note that the blazer AND polo shirt should be worn together, and a plain maroon v-neck knitted jumper can be worn in addition to the blazer, not instead of. During the hot summer months, when school leaders inform students, blazers do not need to be worn to school. During this period, it is acceptable to wear a plain maroon v-neck knitted jumper instead of the blazer. However if a student wishes to wear their outdoor jacket/coat they must then also wear their blazer.

School Bag

All students must have a strong and sturdy school bag with a pencil case. The pencil case should include at least: 2 pens, a ruler, a pencil, a rubber, a calculator, a green pen for corrections and a whiteboard pen.

School Uniform Items

- Maroon blazer with logo
- Maroon polo shirt with logo
- House Colour flash
- Plain maroon v-neck knitted jumper (optional)
- Plain black smart loose or slim fit trousers (not jeans or chino style trousers or cargo style or leggings)
- Plain black smart loose shorts (mid-thigh or longer). Sports brands are NOT allowed and no cycling shorts or similar
- Plain black skirt to at least fingertip length (mid-thigh or longer)
- White, black or grey socks or natural or black tights (if wearing socks with tights, they must both be black)
- Plain black polishable leather or leather-style shoes (not trainers, no sports brands, including leather trainers or canvas shoes)

*Extra shorts, trousers, tracksuit bottoms or similar underneath trousers/shorts/skirt are not permitted.

PE Kit

The Weald prides itself on its well-earned reputation as being a county leader in sports activities and excellence. Well-presented students are a source of pride on public display and in lessons. Required items with Weald branding are available from our uniform suppliers.

- PE unisex or female fit sports top - Falcon G920 or, Falcon G925 in black/scarlet with logo (compulsory)

Required items without Weald branding:

- Black skirt or shorts (small discreet logos are suitable, no team badges)
- Black football socks (outdoor/ during colder parts of the year)
- White sports socks (indoors / during warmer parts of the year)
- Suitably supportive trainers
- Football boots for football and rugby lessons
- Shin pads (for hockey and football)
- Hair band/hair tie (for long hair)

Optional items:

- PE fleece - plain black or with Weald logo (discontinued from sale September 2026). No hoodies allowed
- PE rugby top - plain black and scarlet rugby top (reversible)
- PE rain jacket - plain black or with Weald logo (discontinued from sale September 2026)
- Black tracksuit bottoms (small discreet logos are suitable, no team badges)
- Plain black rugby shorts
- Plain black cycle shorts
- Plain black leggings
- Gum shield (for hockey and rugby) highly recommended

Items are available from our school uniform suppliers. All other items can be purchased from any clothing retailer as logos on these items are not required. Please remember to name all of your kit items so any missing items can be promptly identified and returned to you.

Drama

All students must bring a pair of 'grippy socks', trainers or plimsolls to wear in drama lessons. Students wearing skirts should wear leggings or tracksuit bottoms underneath.

Weald Home/School Agreement

The Weald School home/school agreement details the role of the school, parents/carers and student in adhering to the school's expectations. We greatly value our relationships with our parents/carers and recognise that our students benefit when we work together as partners. We request that students and parents/carers confirm that they have read and agree with The Weald Home/School agreement (completed on joining the school) which clarifies the high standards we expect from all students. The school believes strongly that young people perform at their best when our expectations are clear and are applied consistently. The close involvement of parents/carers, students and school is vital for this to be successfully achieved.

Student

I will endeavour to:

- Attend school regularly and on time
- Attend lessons on time
- Follow the 4 classroom expectations (Ready, Respectful, Working and Safe)
- Bring all books and equipment needed every day
- Wear the correct school uniform and be tidy in appearance as outlined in the school's uniform policy
- Be respectful to all members of our school community
- Follow the school's behaviour policy in school, and while travelling to and from school
- Pass on promptly all letters, forms, leaflets, reports and other information to my parents/carers, as requested
- Always work to the best of my ability in lessons and in completion of homework
- Follow the school's policy on appropriate use of the school's computer system, including the internet
- Follow the school's policy on the use of electronic devices (no phones, headphones or earbuds)
- Help to keep the school litter-free
- Make the most of the wide range of opportunities and experiences available to me as an active member of The Weald Community

Parents/carers

I will endeavour to:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent
- Make sure my child is dressed in the correct uniform and takes the necessary equipment to school
- Support the school to make sure my child maintains a consistently high standard of behaviour
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school any concerns I have about my child that may affect their behaviour in school or ability to learn
- Make sure that my child completes their homework on time and raise any issues with their teachers
- Read and follow the school's policies
- Treat all members of the school community with care and respect
- Engage in parent/carer meetings and work together with the school in order to achieve the best outcomes for my child
- Support the school's approach to mobile phones (not seen or heard from 8.40 am to 3.05 pm) and understand that the school accepts no liability for loss, damage or theft of mobile phones
- Contact the school if I need to get a message to my child during the school day
- Communicate any concerns about my child and their education or well-being at school through the appropriate pastoral channels and not on social media or online forums

As a school

We will endeavour to:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment
- Help and encourage your child to reach their full potential to leave school well prepared and ready to make the most of future career/educational opportunities
- Monitor and update you on your child's progress at parent meetings and in termly tracking and annual written reports
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent/carer, and respond to any concerns from your child or parents/carers
- Reward students for their success
- Provide a broad and balanced curriculum that caters for all children.
- Promote high standards of behaviour and outline clear expectations in our behaviour policy so we can maintain a calm, orderly and safe environment for all children
- Set homework that supports the delivery of the curriculum and feedback where appropriate
- Offer opportunities for parents/carers to get involved in school life
- Communicate between home and school through notices, newsletters, text, email and the school website
- Listen to parents/carers and work in partnership with them

Mobile Phones: to include wireless headphones, earbuds and smart watches.

We recommend that mobile phones, smart watches and earbuds are not brought to school as they are not essential. However, if you wish your child to bring either of these items to school, the following code of conduct must be followed.

If seen or heard, phones will be confiscated and can be collected by the student at the end of the school day on the first occasion; on the second occasion, by parents/carers. Refusal to hand over a phone will lead to IX (internal isolation) until the matter is resolved.

- Mobile phones*/earbuds/smart watches should not be in use between 8.45am - 3.05pm and turned off. In emergencies a teacher or another member of staff is always available. Students must go to Student Reception should they need to contact home.
- Parents/carers can contact students via the school by phone on 01403 787200 or by email at office@theweald.org.uk, or alternatively please see our 'Contact Us' part of our website here. We know that schools which follow this approach achieve the highest expectations and outcomes for their students.
- Students with medical conditions who require constant access to their phones are of course exempt.
- Voice, text messages, pictures or videos should never be sent or received in lessons, assemblies, interviews, tests and examinations. The exam boards stipulate that any use of phones in examinations will lead to disqualification.
- Personal mobile phones that incorporate cameras must not be used to take photographs or videos in any circumstances, or at any time, in any situation. The school has devices for students to take photos for educational reasons with the explicit permission of a teacher.
- Personal mobile phones that incorporate voice recorders must not be used with this function at any time.
- During school time students must follow the correct procedures for leaving the school site and must not use their mobile phone to contact their parents directly. They should report to the medical room or front reception. Parents will then be contacted. The students will be allowed to leave for medical appointments on production of a letter from parents.
- Students should not use their mobile phone for any form of bullying or any illegal activity. If this is suspected then it will be investigated and parents involved using normal school processes. If the bullying took place outside school but impacts on student attitude and behaviour in school, it is of school business. In extreme circumstances the police or the child protection officer may be involved.
- Students must realise that bringing an expensive mobile phone or earbuds to school is a risk. Theft is always possible. Parents must realise the loss or theft of either a mobile phone or earbuds is the responsibility of the parent or student and not of the school. It is the responsibility of the student not to leave their mobile phone or earbuds unattended in a bag or in the changing rooms. In PE activities mobile phones should be handed to a teacher.
- The school reserves the right, as part of an investigation, with the agreement of the student, to search the contents of a mobile phone memory. If agreement is not reached the mobile phone will be confiscated and parents will be contacted to request a search. If agreement cannot be reached with a parent, the matter will be referred to the police if there are grounds to suspect any illegal activity.

*Mobile phones is the generic term used to encompass any form of electronic communications equipment.

Updated Jan 2025

Responsible Student use of Information Communication Technology (ICT) Facilities

The Weald School offers controlled access to the school's ICT facilities including filtered access to the internet to enable students to exchange electronic mail, research information and work collaboratively as part of their programme of learning. Students can also access their documents from home using Google Apps.

Students use the internet as part of the National Curriculum programme of study and precautions are taken by the school to protect your child from undesirable material. Access to the internet is filtered and restricted using Smoothwall firewall technology. The school also monitors use of the network through the use of Senso and through Google Suite for Education's inbuilt security protocols.

Students should be aware that messages sent by email are filtered for unsuitable language and content. Our network support team will be informed of misuse which will result in an account being blocked pending investigation. All rules will apply to the use of all applications accessed using a password or login details supplied by The Weald or third party web applications used as part of school work.

If a student does not comply with the Responsible Use of ICT Facilities policy their internet and email access will be removed pending investigation. Serious misuse and/or damage to the school's ICT facilities will result in all rights to using the systems being withdrawn. In such circumstances parents/carers will be informed. In extreme circumstances we may need to involve the Child Protection Officer or the police.

We take the issue of child safety very seriously and this includes the use of photographic and video images of our students. No inappropriate images will be used and appropriate images will only be used in displays, the school, or West Sussex websites and authorised publications where consent has been given. These photographs will normally be in team groups or classes, and will never have names attached on the school website unless for a particular agreed purpose.

We ask all students and a parent/carers of each to sign the attached agreement. We cannot allow access to the school network, Google Apps for Education, or e-mail without parental agreement. In return we will take reasonable care to protect your child from any harm.

If you have a query regarding the use of the internet or email, please contact Network Support at networksupport@theweald.org.uk

Contract for Students for the Responsible Use of Information Communication Technology (ICT) Facilities at The Weald School

These rules will keep us safe and help us be fair to others.

- I will use the internet responsibly.
- I will access the system with my own login and password, which I will keep secret.
- I will not use anyone else's login or access other people's files.
- I will only use the computers for work required for my education.
- I will not use the facilities for games, music, videos or load software / screensavers etc, unless authorised by my teacher.
- The messages I send will be polite and responsible and I will never send abusive messages or those that might be interpreted as bullying other students. This includes "Forums" on the virtual learning environment.
- I will only communicate with people I know or my teacher has approved.
- To protect other students and myself I will report any unpleasant material or messages sent to me and I will not try to find unsuitable content.
- I understand that the school will check all my computer files including email and the virtual learning environment and will record the internet locations I visit.
- I will not use material copied from the internet and use it as my own - this is called plagiarism. This is cheating and I could be disqualified from examinations if I do this. (See your teacher if you wish to use material from the internet.)
- I agree to the publication (in any form) of my work, by the school or West Sussex County Council but only on their website, in displays or in the media controlled by the school. My name will not be published without my and my parents' permission.
- I will report any damage or misuse of school ICT facilities or equipment to a teacher or Network Support.
- When I am given access from home to the school network, I understand that all the above rules apply.

To keep you safe all work on the computer will be monitored by the Senso program. This will give you peace of mind, protect you from harm and will make sure you use ICT in a safe way. Any violations of the above policy will incur a sanction and be reported to parents. Any bullying will be dealt with through the school anti bullying policy. If you are worried about bullying e-mail help@theweald.org.uk

Failure to follow these guidelines will result in access being removed for a fixed period, at least one week, and other sanctions being applied as appropriate.

Bring Your Own Device (BYOD) Agreement

Please read and sign the agreement below so you are able to use your chromebook/laptop device when appropriate in school. For devices read Chromebook or Laptop, this does not include mobile phones. Please see the mobile phone policy on the previous page. Students are not permitted to use personal technology devices (chromebooks/laptops) unless this is signed.

Students wishing to use their personal device on The Weald School site must also adhere to the home school agreement, contract of responsible use of ICT and anti-bullying policy (available on our website under About The Weald > School Policies)

- I am fully responsible for my device(s). I understand that The Weald School is not responsible for the device(s) in any way.
- I am not permitted to leave my device(s) on school premises outside of school hours.
- When not in use for educational purposes my device(s) must be switched off to prevent any disruption to learning.
- I must immediately comply with any teacher's requests to put away and shut down or close the screen on my device(s).
- I understand that I am not permitted to either transmit or upload photographic images/videos of any person on The Weald School site to the internet other than school approved sites.
- I am responsible for charging my personal device(s) before bringing it/them to school so it/they can run on their batteries whilst at school. Charging may not always be available and it will always be at the discretion of teachers.
- I understand that The Weald School will not accept any responsibility for damage to my device under any circumstances, including damage caused by connecting to the school network and any infection by malware (i.e. viruses, worms, ransomware, spyware, adware, scareware and other malicious programs).
- To ensure appropriate internet filters are in place, I understand that I can only use The Weald School Wi-Fi connection in the school network and will not attempt to bypass the network restrictions by using a 3G/4G/5G network.
- I understand that I must take all reasonable steps to avoid bringing devices onto The Weald School premises that might infect the network with a virus, worm or any program designed to damage, alter, destroy, or provide access to unauthorised data or information. Failure to do so is in violation of the responsible student use of information communication technology (ICT) facilities and will result in disciplinary action in accordance with the school's behaviour policy (About The Weald > School Policies.)
- If a device is suspected of containing material that contravenes the school rules or is the source of an attack or virus infection, the device will be confiscated and permission may be required from the child to search the device. Parents will be contacted.
- I understand that if I choose to share the use of my personal device(s) with other students, the device remains my responsibility. Or I can choose not to share my device.
- I agree that my device(s) cannot be used during tests or assessments of any kind unless otherwise specifically directed by a teacher.

I understand that the use of personal device(s) on The Weald School's site is only permitted in so far as it supports my learning and educational experience. It is not a right but a privilege, and I understand that any breach of these rules may lead to the removal of this right at any time and without notice.

I also understand that any breach of these rules may result in other appropriate sanctions. I confirm that I understand and agree to follow the above rules and guidelines.

If you have any questions about bringing your own devices please contact our network manager (networksupport@theweald.org.uk).

Substance Misuse Policy

The school has a clear and unambiguous statement that illegal drugs and certain legal drugs, may not be brought onto its site.

The purpose is to:

- Clarify the legal requirements and responsibilities of the school
- Reinforce and safeguard the health and safety of students and others who use the school, as they have the right to a safe, clean environment
- Clarify the approach to drugs for all staff, students, governors, parents/carers, external agencies and the wider community
- Give guidance on developing, implementing and monitoring the drugs education programme
- Enable staff to manage drugs on school premises, and any incidents which occur, with confidence and consistency, and in the best interests of those involved
- Ensure that the response to incidents involving drugs complements the overall approach to drug education and the values and ethos of the school
- Provide a basis for evaluating the effectiveness of the school drug education programme and the management of incidents involving illegal and other unauthorised drugs
- Reinforce the role of the school in contributing to local and national strategies

Scope

This policy applies on school premises, on visits and trips, during any other events or occasions related to the school and any occasions where the students are the responsibility of staff. The policy applies when the students are off site, on study leave or work experience.

When students are travelling to and from school they are considered to be representing the school and therefore the policy applies. The school reserves the right to take interest and impose sanctions for any misconduct by any student, or any member of staff, at any time, beyond the bounds of the school day, week and term, where such misconduct prejudices the good order and welfare of the school, its staff and students or brings the school into disrepute.

This policy is integrally linked to:

- Behaviour policy
- Exclusion policy
- Searching, Screening and Confiscation procedure

This policy applies to all staff, students, parents/carers, governors and partner agencies working with the school.

Definition and terminology

The definition of a drug given by the United National Office on Drugs and Crime is:

‘A substance people take to change the way they feel, think or behave’.

*See our website for the full policy on Substance Misuse.

Code of Conduct for Trips

Educational school visits are a valuable part of the school curriculum at The Weald. They provide our students with new and real-life experiences that enhance our learning within school. The safety of children is our prime concern and every effort is made to ensure that trips run as smoothly, enjoyably and safely as possible for our students. To ensure all parties participating in school visits are aware of expectations we have put together some guidelines for parents and students.

Behaviour expectations

As you know, we have the highest expectations of our students for their behaviour and conduct and they rarely let us down.

The expectations that the School has of students on school trips are designed for their safety and well-being and that of those around them.

Failure to keep to these expectations may result in the student being sent home from the trip at their parents/carers expense and possible exclusion from any further trips.

Each student should:

- Cooperate fully with members of staff at all times
- Show consideration and respect for all group members on the trip
- Take responsibility for their own actions and ensure they are not part of a group who are behaving in an inappropriate manner
- If granted indirectly supervised time, be in groups of no less than three
- Try to be pleasant, happy and polite throughout the trip
- Not give any personal details (e.g. phone number or address) or the details of our venue to strangers
- Be aware that they will have to pay for any damage caused by themselves or within a group
- Refrain from using inappropriate language

Students are expected to:

- Inform staff of any relevant medical conditions or injuries
- Wear appropriate clothing
- Take responsibility for their own possessions
- Keep all facilities clean, tidy and undamaged
- Abide by the laws, rules and regulations of the countries and places visited
- Be aware of all emergency procedures and in the event of an emergency, follow emergency procedure instructions
- Inform a member of staff of any hazards and report any damaged or unsafe equipment
- Return all borrowed equipment in the same condition in which you received it
- Refrain from the purchase, possession and consumption of alcohol, illegal substances and tobacco, including vapes.
- Understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden
- Consult with staff if unsure of any of the above

Customs Regulations

It is vital that both parents/guardians and students are aware of Custom Regulations before your daughter/son goes on a visit abroad. Children on school trips are often tempted to buy toys and souvenirs, which they may not have seen in the United Kingdom. Some of these items may not be brought through Customs.

The following items may not be purchased or carried on your person:

| | |
|---------------------|---|
| BB guns and pellets | imitation firearms - toy guns, any toy in the shape of a gun - inc. key rings, etc. |
| Knives of any kind | Any 'flick-like' object which may be perceived as being a knife |
| Explosive caps | Fireworks of any kind inc. firecrackers |
| Alcohol of any kind | Cigarettes, tobacco and vapes |
| Lighters | Laser pens |

Students carrying any of the above items, or any other items deemed to be dangerous by behaviour members of staff, will have to turn over these goods to Customs and will not be allowed to keep them under any circumstances.

General Agreement for Trips

I agree that my son/daughter may take part in off-site educational and Residential trips whilst a student at The Weald School.

I agree that medical and dental treatment may be given to my son or daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

I have read through the information contained in this letter with my child and discussed the importance of the expectations outlined. I agree that in very serious breaches of discipline I will make suitable arrangements to have my child brought home at my own expense.

Weald School Trips

Terms & Conditions

Behaviour

We have the highest expectations of our students for their behaviour and conduct around school, and they rarely let us down. However, please be aware that your child's place on any school trip is dependent on their ability to cooperate fully with staff and other students, to be a responsible member of our community and to comply with school rules. In the unlikely event that a member of staff feels this is not the case, they reserve the right to withdraw a child from a trip for safeguarding purposes. Please note that payments are non-refundable and you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues.

Cancellation and refunds policy

In the unlikely event of a trip being cancelled, due to circumstances beyond the school's control that are not covered under our insurance policy, the school will make every effort to secure a return of funds from the trip provider. However, if none is forthcoming then the school will be unable to offer a refund. All transaction charges are non-refundable in any circumstance.

Payment obligation

Parents are not obliged to make a contribution towards the trip but it is probable that if insufficient monies are received, it will have to be cancelled. If there are exceptional cases of hardship the school will try to support costs through its own budget but this would reduce what we are able to spend in terms of materials and equipment for students. If you are unable to contribute, you are invited to contact the Trip Leader so that suitable arrangements can be made to help cover the costs of your son/daughter's participation.

Payment methods

Trips can be paid for on ParentPay, www.parentpay.com. Please note that payment for the trip through ParentPay acts as parental permission and therefore no reply slip is necessary. If you have not registered for ParentPay, you will need to request a barcoded letter from the finance team and make your payment through a Pay Point centre, which can usually be found in your local convenience store.

Passport and EHIC / GHIC information

It is the parent/carer's responsibility to provide up to date, current passport and EHIC or GHIC details, including if your child has a non-EU passport. These may be required to secure your child's place on a school trip, along with any other specified details. You can inform the school of any changes to these documents using the Passport Information Form found on our website www.theweald.org.uk under Curriculum/Enrichment/Trips and return it to centraladmin@theweald.org.uk. When students participate on school trips, they will be fully insured by the West Sussex County Council school trips insurance policy. Details can be requested from the finance team.

Medical information

It is the parents/carer's responsibility to keep the school up to date with any medical information regarding your child. These details can be updated on MCAS or via email/phone to studentreception@theweald.org.uk

Code of Conduct for School Transport

When travelling to and from school, all normal school rules apply. Please behave in a fashion that will bring credit to the school, especially at bus stops.

In the morning:

- Please arrive 5 minutes earlier than stated and wait sensibly on the pavement.
- Wait a reasonable time before going home if the bus is late; (up to 30 minutes on a fine day).
- The school will update their Instagram, “X” & Facebook accounts with any known delays as soon as they are able to or feel free to call Main Reception who should be able to update you.
- Do not jostle and push to get on the bus; wait until it has stopped before moving towards it.
- Behaviour at your stop is important. At all times you are providing an image of The Weald. There should be no pushing or vaping/smoking. Be polite to any members of the public.
- On arrival at school you must go straight in and remain in school. You must not visit local shops.

On the bus:

- Many of the buses used have full CCTV coverage so please be aware of this
- Follow instructions given to you by the driver.
- Do not eat or drink on the bus. Take your rubbish home.
- Wear seat belts, and store belts correctly at the end of the journey.
- Make sure bags do not block aisles or exits.
- Do not distract the driver.
- Students are not permitted to vape/smoke on the bus or chew chewing gum
- Remain seated throughout the journey. Do not stand up until the bus has stopped.
- Respect each other, the coach and especially the driver.
- Be safe and do not put anyone in danger by behaving badly.

In the afternoon:

- Go straight to the buses - they leave at 3.15pm.
- The 525 leaves at 15.10 as it is a public route bus.
- If you miss the bus, see the teacher on duty in the bus lanes.
- Take care when crossing the road when getting off the bus. Never cross until the bus has departed.

Important:

- You **MUST** have a valid bus pass for your coach available at all times.
- If you lose your pass you must get a replacement from County Transport Team on 01243 753530.
- You cannot swap coaches for any reason.
- If you cause damage to a vehicle, the operator may require you or your parents to reimburse them for any repairs.
- If you misbehave persistently on a school vehicle, West Sussex County Council reserves the right to take appropriate action to protect other users of the service. This may involve, among other steps having your pass suspended, asking the school to take disciplinary action against you.
- If any problems arise, contact your form tutor/Head of House. This is particularly important in cases of bullying.
- If you are being bullied or a friend is being bullied on the bus, see your bus monitors or e-mail help@theweald.org.uk
- The Weald organise and pay for “Late” buses which leave at 4.30pm on a Tuesday, Wednesday and Thursday and only make stops in village centres. You must get a yellow or green pass for your club leader/teacher to enable you to board the late buses. They are only for students who stay in school attending an organised activity until 16.15.

The Weald School & Sixth Form New Student Privacy Notice

Information about Students in Schools, Alternative Provision, Student Referral Units and Children in Early Years Settings

The EU General Data Protection Regulation (GDPR)

The Data Protection Act 2018 (DPA) is the UK's implementation of the General Data Protection Regulation (GDPR) and both came into force on 25 May 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

The DPA sits alongside the GDPR, and tailors how the GDPR applies in the UK.

Everyone responsible for using personal data has to follow the 'data protection principles'.

They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

The Weald School & Sixth Form complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7576978).

The Data Protection Officer (DPO) for the school is:

Judicium Consulting Ltd T/A Judicium Education.

Contact details: Web: www.judiciumeducation.co.uk Phone: 0203 326 9174

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provided measures to safeguard the fundamental rights and the interests of the data subject

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

- Personal identifiers and contacts (such as name, unique pupil number and address and contact details, carers details)
- Characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- A safeguarding information (such as court orders and professional involvement)

- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information, alternative provision put in place)
- National curriculum assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results, examination results*
- Where students go after they leave us
- Any special educational needs or disabilities as well as relevant medical information

*Exam results are only published in the media at 'headline' level and individual student details are not identified. Where individual students have achieved exceptional results we will only publish this personal information after obtaining personal consents.

For students 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.

Why we collect and use student information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and hold personal information relating to our students and those involved in their care. We may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

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

We use this personal data to:

- support our students' learning
- support our students' welfare
- monitor and report on student attainment progress
- provide appropriate pastoral care
- to keep children safe (food allergies, or emergency contact details)
- assess the quality of our services
- process any complaints
- protecting vulnerable individuals
- to meet the statutory duties placed upon us by the Department for Education
- the prevention and detection of crime

Who we share data with

We may pass data to:

- local authority including music service
- Schools that a student attends after leaving this school
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate
- nominated school photographer
- travel company and trip providers for school organised trips only
- school nurse
- youth support services

For further information about who we share with and why please see APPENDIX A.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

IRMS Schools Toolkit - Information and Records Management Society

Imagery

The School may take photographs, videos or webcam recordings of students for official use, identification, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending an event which may appear in the newspaper.

Please see Appendix B for further information regarding our use of Imagery of students.

After reading Appendix B please indicate your options for consent to the processing of your child's imagery by completing the 'Use of Imagery Consent' section found in the 'Data Collection on Admission to School' form. Please note that there is an electronic version of this that will be sent via email (Application+) or you can request a paper copy.

CCTV

The school operates CCTV on the school site as it is considered necessary to protect students' safety and/or the school's property. A CCTV Policy is in place which covers the management and control of this data.

Biometrics

The school operates biometric recognition systems for catering purchases.

All data collected will be processed in accordance with the GDPR Data Protection Principles and the Protection of Freedoms Act 2012.

The written consent of at least one parent will be obtained before biometric data is taken and used. If one parent objects in writing, then the school will not take or use a child's biometric data.

For more information about biometric data please refer to the ICO Guidance at the link below:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

Please see Appendix C for further information on our use of Biometric Information.

Please indicate whether or not you give consent to the processing of your child's biometric information by completing the biometric consent box when you complete your child's data collection form using the online platform Application+ (A paper copy may be requested if it is not possible for you to complete the information online)

Rights

You have the right to:

- be informed of data processing (which is covered by this Privacy Notice)
- access information (also known as a Subject Access Request)
- have inaccuracies corrected
- have information erased
- restrict processing
- data portability (this is unlikely to be relevant to schools)
- intervention in respect of automated decision making (automated decision making is rarely operated within schools)
- withdraw consent (see below)
- complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which the school processes personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO. If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

APPENDIX A

Who we share data with and why

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.

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>

Youth Service

Students aged 13+

Once students reach the age of 13, the law requires us to pass student information to the local authority and/or the provider of Youth Support Services in the area 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/guardian can request that only their child's name, address and date of birth be passed to their local authority or provider of Youth Support Services by informing the DPO. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

A parent/guardian can request that only their child's name, address and date of birth be passed to their local authority or provider of Youth Support Services by informing the DPO. This right is transferred to the child once he/she reaches the age 16.

For more information about services for young people, please go to the local authority website: <https://www.westsussex.gov.uk/>

Career Guidance

As part of our careers programme, we use third-party portals and online platforms, including but limited to Unifrog and Compass Plus, to assist students with their journey to employment and with their preparations for further education and higher education studies.

Alongside our designated careers lead, we use the services of independent careers advisers, with whom we share student information in order for them to effectively tailor their support to the students they work with. All careers advisers that The Weald Community School and Sixth Form works with are DBS checked and registered with the Careers Development Institute (CDI), the professional body for careers guidance practitioners, whose members abide by a strict code of ethics for professional practice.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our Students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

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

To contact DfE: <https://www.gov.uk/contact-dfe>

NHS/Clinical Commissioning Groups (CCGs)

We are required, by law, to pass certain information about our students to CCGs.

CCGs use information about students for research and statistical purposes, to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual students. It is necessary for certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCGs to maintain children's names and addresses for this purpose. CCGs may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

Local Authority - education and training

We are required, by law, to pass certain information about our students to local authorities.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the Department for Education (DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their students go on to do after the age of 16.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Local Authority - social services

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about our students to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: FOI@westsussex.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to students, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

Weald School Data Systems

The Weald School shares student and parent/carer data and student photo images with the following third party organisations, to enable us to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

| | | |
|--------------------------------|---------------------------------|----------------------------|
| 4Matrix | Fast Tomato | SAM Learning |
| 5 Minute Lesson Plan | GL Assessment | Seneca |
| Accelerated Reader | Group Call | Schoolcloud |
| Assessit (Library system) | Holiday activities | School Photographer |
| Active Live | Insight | Sign-In App |
| Activeteach | ISSUU | Sparx Learning |
| Application + (Aplicaa) | Inventory | Staff Advantage Licences |
| Bandlab Education | Kerboodle | Student Advantage Licences |
| Bromcom | Konica/RICOH (copiers) | Sussex Police |
| Carossel | Linguascope | TASC - CURA |
| CLA -Education Platform | Lucid Research Ltd(Inclusion) | Tassomai |
| Class Charts - TASC | MyMaths | TES Portal |
| Department for Education(.GOV) | National Tutoring Programme | Trekco |
| Dr Frost - Maths | PIXL | Welfare Call |
| E4Education - website | Reading Cloud | WizKids |
| EPEP system | Renaissance | |
| Evouchers.com | Redstor pro ESE - Cloud Backups | Issue Date 24/01/2024 |

APPENDIX B

Use of Student Imagery

At The Weald School, we use imagery for a variety of purposes. We use them in school, for internal displays, on the school website, on social media and in school marketing materials. The school also supplies images with press releases to be published in the local media (online and printed) and may be visited by local and national news media to take photographs or videos. Students may appear in these images which will be published in newspapers or broadcast on television.

We really value using these images of students as it enables us to showcase what life is like at our school.

Images that we believe might cause embarrassment or distress will NOT be used. Full names of students will NOT be published alongside images unless specific parental consent is given.

The School will only publish images of students for the conditions for which consent has been provided.

Whilst we recognise the benefits of photos and videos to our school community, we also understand that these can have risks for those involved. Under the legal obligations of the General Data Protection Regulation (GDPR), the school has specific responsibilities in terms of how photos and videos are taken, stored and retained.

In order for the school to fulfil its statutory educational duties, the school will need to store and use an image of your child for identification purposes. This image will be stored in our Management Information Systems. This image will also be used internally by teachers and staff for individual identification for organisational purposes. For 6th Form

students we will also use this image in order to issue a photocard used for identification and building access purposes. Consent for this is not required.

We want to ensure that, as far as possible, the use of imagery is used positively, safely and with the correct consents at all times. The information provided below should be read prior to completing the 'Use of Imagery Consent' form included with the 'Data Collection on Admission to School' form. This information applies to all forms of visual media, including film, print, video, DVD and websites. If you want further information or guidance then please do not hesitate to contact the school office team on 01403 787200.

Why do we need your consent?

The Weald School requests the consent of parents to use images of their child if they are under 16 years of age for a variety of different purposes. Without your consent, the school will not take and use images of your child. Similarly, if there are only certain conditions under which you would like images of your child to be used, the school will abide by the conditions you outline on the consent form.

Why do we use images of your child?

The Weald School also uses images of students as part of school displays to celebrate school life and student achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual students, the full name of the student will not be disclosed unless express consent is obtained. Where an individual student is named in full in a written publication, a photograph of the student will not be used to accompany the text. If, for example, a student has won an award and their parents would like their name published alongside the image, separate consent will be obtained prior to this.

Who else uses images of your child?

It is common that the school is visited by local and national media and press, who take photos or videos of school events, such as award evenings and sports days. Students will appear in these images, and these may be published in local or national newspapers, or on approved websites.

The following organisations are examples of those who may use photos and videos of your children:

- The West Sussex County Times
- The Village Tweet
- West Sussex Gazette
- The District Post
- Ad Vincula Magazine

What are the conditions of use?

This consent form is valid whilst your child attends school at The Weald and until a revised consent form is received from a parent.

- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended. You can request a new 'Use of Imagery Consent' form to fill in.
- It is the responsibility of the parent to ensure that their child (if under 16 years of age) is informed of their decisions and to advise their child to endeavour to remove themselves from photos/videos or notify a member of staff, if consent is not given. The school will not use the personal details or full names of any student in an image on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of students and teachers that have been drawn by students.
- The school may use work created by students.
- The school may use group or class images with general labels, e.g. 'sports day'.

- The school will only use images of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.
- The school photographer may take individual images of your child, which are available to purchase annually.

Amending your consent

This form is valid for the entire time your child attends The Weald School.

Consent can be amended where any changes to circumstances occur - this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share student images and videos.
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student's image cannot be used.
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher.

If you are unsure and want further guidance on what to give consent for or would like assistance with completing the form then please contact the school office.

APPENDIX C

Biometric Information and Guidance

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of canteen purchases. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of enabling your child to make canteen purchases.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example:

- the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above)
- the school must ensure that the information is stored securely
- the school must tell you what it intends to do with the information

- unless the law allows it, the school cannot disclose personal information to
- another person/body - you should note that the only bodies that the school wishes to share the information with are:

ID Manager - Supplier of biometric system

Live Register - Supplier of Cashless Catering System

The Weald School is a cashless school and uses software packages from these suppliers to set up individual user accounts for students to use whilst at The Weald and for parents to make online top up payments. Sharing this biometric information with these companies is necessary in order to provide secure individual identification and registration for purchases and printing requests and ensure that the right charge is made to the right individual.

Further information and guidance:

Department for Education's 'Protection of Biometric Information of Children in Schools - Advice for proprietors, governing bodies, head teachers, principals and school staff': <https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

Guide to data protection: <https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

<https://ico.org.uk/for-organisations/education/>

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to make canteen purchases or request printing or photocopying.

Please note that when your child leaves the school/college, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

The school is also happy to answer any questions you or your child may have.

Please indicate whether or not you give consent to the processing of your child's biometric information by completing the biometric consent box found on the 'Data Collection on Admission to School' form that is included in this pack.