

THE WEALD SCHOOL

WELCOME PACK

2019-20



Please keep hold of this for your records

How to Contact The Weald School

The Weald School, Station Road, Billingshurst, West Sussex, RH14 9RY

We will endeavour to answer your calls and pass a message to staff as quickly as possible.

During School Hours: 01403 787200	
Monday - Thursday:	8.00 am - 4.30 pm
Friday:	8.00 am - 4.00 pm
Out of School Hours: 01403 787200 (24 hr)	
An answer-phone, which is checked regularly during office hours, is available 24 hours a day including busy periods	
Bus Information Line: 01403 787200	
For bus information during the school day please ring the school's main number. For all other bus enquiries ring School Transport Team: 01243 753530	
Absence Line: 01403 787200 or email absence@theweald.org.uk	
All absences should be reported to the school on the first day of absence. Please ring the school before 9.30 am if possible, or email absence@theweald.org.uk leaving the following information:	
<ul style="list-style-type: none">• <i>Name of pupil</i>• <i>Relationship to pupil</i>• <i>Reason for absence</i>	
On-line information Website: www.theweald.org.uk	
All our calendar dates, (parents' consultation days, concerts, homework timetable, school holidays, INSET days, events, and when reports come home) are available on our web site. Just click on "Term Dates", "Homework" or "Calendar Dates". Calendar dates are also regularly updated in the school newsletter "e-Weald".	
Other useful numbers:	
Sixth Form:	01403 787283
Leisure Centre (HDC):	01403 787500
To Contact the School by Email:	
office@theweald.org.uk	For Administration (including the Headteacher)
teacher@theweald.org.uk	To contact a teacher
help@theweald.org.uk	To report bullying
absence@theweald.org.uk	To report absence

Weald Home/School Agreement

Why have a home/school agreement?

We believe that you, the parents, are your child's first and most enduring teacher. You play a crucial role in helping your children learn. Children achieve more when schools and parents work together. You can help more effectively if you know what the school is trying to achieve and you can help achieve those aspirations. It is our aim that this home/school agreement will provide the framework for a genuine partnership.

The agreement is not a legally binding contract. Its purpose is to clarify our expectations of our pupils and your expectations of The Weald so that together we can work towards our common goals.

We also take this opportunity to draw your attention to, and gain your agreement on some of the general school procedures we have in place.

The Weald School will endeavour to:

- Provide a safe, well ordered and caring environment with a positive working ethos.
- Provide a high standard of structured teaching and learning with clear aims and objectives for all pupils. This includes the development of ICT skills and the responsible use of the Internet.
- Provide you with information on the curriculum at key stages 3, 4 and sixth form level, together with details of coursework requirements and examinations.
- Set and mark homework in accordance with our homework policy.
- Provide you with information on the progress of your child by means of our assessment and reporting procedure.
- Meet you personally at our parents' consultation evenings and promptly involve you in more specific matters as and when appropriate.
- Ensure that pupils have a clear understanding of our expectations of them and of the system of rewards and sanctions operating at The Weald.
- Insist that pupils adhere at all times to the wearing of our uniform and standard of dress and appearance.
- Insist on punctuality and full attendance at school. To this end, we cannot authorise family holidays in term time.
- The Weald will always listen and respond as promptly as possible to your comments and concerns regarding the school and your child.

The parents:

I / We shall endeavour to:

- Ensure that my/our child attends school regularly, on time and properly equipped.
- Notify the school promptly, either by telephone, email or letter, on occasions when my child is unable to attend school because of illness or medical appointments.
- Support fully the school's policies on uniform, behaviour, anti-bullying and substance abuse.
- Support fully the school's policy on appropriate use of ICT skills and responsible use of the network, including the Internet.
- Support my child in completing homework and other coursework deadlines. This will include the acknowledgement of any other communications from school.
- Attend parents' evenings and other meetings as appropriate.
- Let the school know about any concerns or problems which may affect my child's work or behaviour.
- Avoid taking family holidays in term time.
- Proactively provide the school with updated medical needs information should this become necessary.

The pupil:

I will endeavour to:

- Attend school regularly and on time.
- Bring all books and equipment I need every day.
- Wear the school uniform and be tidy in appearance.
- Obey the school's behaviour policy in school, and while travelling to and from school.
- Pass on promptly all letters, forms, pamphlets, reports and other information to my parents, as requested.
- Always work to the best of my ability in lessons and in completion of homework.
- Adhere to the school's policy on appropriate use of the school's computer system, including the internet.
- Help to keep the school litter-free.
- Make the most of the wide range of opportunities and experiences which are available to me so that I become a genuine, positive member of The Weald Community.

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

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 pupils 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. The school also monitors use of the network through the use of IMPERO 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 either blocked or our network support team will be informed of misuse. 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/guardians 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 pupils. No inappropriate images will be used and appropriate images will only be used in displays, the school, or West Sussex websites and authorised publications. 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/guardian 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

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

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 pupils. This includes "Forums" on the virtual learning environment.
- I will only communicate with people I know or my teacher has approved.
- To protect other pupils 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 and photograph 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 all of you safe all work on the computer will be monitored by the SECURUS 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 be punished and reported to parents. Any bullying will be dealt with through normal 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, and other sanctions being applied as appropriate.

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

Bring Your Own Device (BYOD) Agreement

Please read and sign the agreement below so you are able to use your device when appropriate in school. Students are not permitted to use personal technology devices unless this is signed.

Students wishing to use their personal devices 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 left 'on silent' 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 or 4G 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 unauthorized 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.)
- I accept that The Weald School has the right to examine any device that is suspected of containing material that contravenes the school rules or is the source of an attack or virus infection.
- 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.
- Voice, text messages pictures or videos must never be sent or received in lessons, social time, assemblies, interviews, tests and examinations. The exam boards stipulate that any use of phones in examinations will lead to disqualification.
- Mobile phones should not be used between lessons or in social time.
- Parents must not be contacted during the school day by pupils without the permission of a teacher. In emergencies a teacher or another member of staff is always available.
- During school time I must follow the correct procedures for leaving the school site and must not use my mobile phone to contact my parents directly. I should report to the medical room or front office and my parents will then be contacted. I will be allowed to leave for medical appointments on production of a letter from parents.

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 Mr R Brimacombe, Assistant Headteacher (rbrimacombe@theweald.org.uk).

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

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 pupils. 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
- 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
- Laser pens
- Explosive caps
- Fireworks of any kind (including firecrackers)
- Imitation firearms (toy guns, any toy in the shape of a gun - including key rings, etc.)
- Any 'flick-like' object, which may be perceived as being a knife
- Knives of any kind
- Alcohol of any kind
- Cigarettes and tobacco
- Lighters

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

General Consent 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.

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form that is included in this pack.

Weald School Trips

Terms and 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

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. We would appreciate it if you can pay by debit card as the fees incurred by the school are considerably lower than credit cards. 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 information

It is the parent/carer's responsibility to provide up to date, current passport and EHIC (European Health Insurance Card) details, including if your child has a non-EU passport. This will be required to secure your child's place on the 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 School Information /Enrichment Activities and return it to centraladmin@theweald.org.uk.

What is EHIC and how do you get one?

All students must have a valid EHIC (European Health Insurance Card) when starting at the school. Please note this is not an alternative to travel insurance. They are free to claim and you can apply directly at <https://www.ehic.org.uk/Internet/startApplication.do>

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 through the online parent portal or via email to centraladmin@theweald.org.uk

Drugs Policy

Statement on the use of drugs, where and to whom the policy applies:

Pupils must not bring drugs, drug paraphernalia, cigarettes, tobacco products (papers, matches and lighters), alcohol, legal highs, vapes or volatile substances onto the school site at any time. The policy is clear that the possession, consumption, use or supply of illegal and other unauthorised drugs is unacceptable within the school boundaries.

The school boundaries extend beyond the school premises and perimeters to include journeys to and from school in school uniform, work experience, residential trips and college link courses and any other occasions when students are representing the school.

Any breaking of these rules may result in a range of punishments, including permanent exclusion. Alcohol may only be brought onto the school site by an adult with the headteacher's permission.

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

Copies of the complete drugs policy are available on request.

If you or someone you know is concerned about drugs here are some useful contacts:

Visit Talktofrank.com or call 0800 77 66 00

Remember you can always talk to your form tutor or head of house to ask for support, guidance or help.

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

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).
- 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 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:

- Follow instructions given to you by the driver and the bus monitors.
- 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.
- Remain seated throughout the journey. Do not stand up until the bus has stopped.
- Respect each other, the coach, the monitors, 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.
- If you miss the bus, see the teacher on duty in the bus lanes.
- Take care 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, asking the school to take disciplinary action against you.
- If any problems arise contact your bus monitors and report to your form tutor. 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
- "Late" buses leave at 4.30pm and only make stops in village centres.

The bus service is operated by West Sussex County Council and although we will try to help you with any problem in school, it is often better to contact County direct.

Mrs K Truss
Business Manager

To show you have read, understood and agree with this policy, please tick the box found on the General Consent Form at the back of the data collection form that is included in this pack.

Use of Imagery & Video of Students

At The Weald School, we use imagery and videos for a variety of purposes, including prospectuses, promotional materials, display boards, educational purposes, conferences and the school website.

Whilst we recognise the benefits of photography 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 a photograph of your child for identification purposes. This image will be stored in our Management Information Systems, including SIMS, Class Charts & Insight. 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 photography and video is used positively, safely and with the correct consents at all times. The information provided below should be read prior to completing the Imagery consent box on the General Consent form at the back of this pack. 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 and videos of their child for a variety of different purposes. Without your consent, the school will not take and use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline on the consent form.

Why do we use images and videos of your child?

The Weald School also uses images and videos 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. 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 parent would like their name published alongside the image, separate consent will be obtained prior to this.

The Weald School may take images or videos of individual students and groups of students to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

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

The following organisations may use images and videos of your children:

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

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

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.
- It is the responsibility of the parent to ensure that their child is informed of their decisions and that unless consent has been given that they will be excluded from participating in any photographs and videos taken or used.
- The school will not use the personal details or full names of any student in an image or video, 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 or videos 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 or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear.
- The school may take individual and class 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.

Please complete the Use of Imagery Consent box on the General Consent Form at the back of the data collection form that is included in this pack.

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

Notification of Intention to Process Pupils' Biometric Information

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, printing and some registration. 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/iris/palm. 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, printing and photocopying and registration to some software applications.

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 pupils for the purposes of an automated biometric recognition system.

For example:

- (a) 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);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) 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
 - Paper Cut - Supplier of Print Managing 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

This can be found via the following links:

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.

If you give consent to the processing of your child's biometric information, please complete the biometric consent box found on the General Consent Form at the back of the data collection form that is included in this pack.