**STUDENT NAME:…………………………………………………………………..**

*The best way to predict the future...is to create it!*

**SCHOOL FORMS**

**2020-2021**

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|  |  |  |
| --- | --- | --- |
| **Student Details – please use block capitals**  | Date of Birth |  |
| Surname |  | Legal surname |  |
| Forename |  | Middle name |  |
| Chosen name |  | Gender |  |
| Address |  |
|  |  | Postcode |  |

**DATA COLLECTION SHEET**

**Please give details of persons who have parental responsibility and anyone else you wish to be contacted in an emergency; place them in the order that you wish for them to be contacted**

***Please note: Only Contact 1 will receive messages by text and e-mail, it is therefore important that you keep us up to date with any changes.***

|  |  |  |
| --- | --- | --- |
| **Contact 1** | Mr Mrs Miss Ms Dr | Relationship |
| Surname |   |
| Forename |  |
| Address |  |
|  |  | Postcode |
| Home telephone |  |
| Mobile |  |
| E-mail |  |
| Work telephone |  | Place of work |
|  |  |  |
| **Contact 2** | Mr Mrs Miss Ms Dr | Relationship |
| Surname |   |
| Forename |  |
| Address |  |
|  |  | Postcode |
| Home telephone |  |
| Mobile |  |
| E-mail |  |
| Work telephone |  | Place of work |
|  |  |  |
| **Contact 3** | Mr Mrs Miss Ms Dr | Relationship |
| Surname |   |
| Forename |  |
| Address |  |
|  |  | Postcode |
| Home telephone |  |
| Mobile |  |
| E-mail |  |
| Work telephone |  | Place of work |

|  |  |
| --- | --- |
| **Name of brothers/sisters at Samuel Ward** | **Current year** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Meal Arrangement** |
| Free School Meals Paid School Meals Packed Lunch  |

|  |  |
| --- | --- |
| **Is either parent in the armed forces?** |  Yes No |
| **Has your child been adopted from care?** |  Yes No |

|  |
| --- |
| **Previous/Current School** |
|  |
|  |
|  |

**Communications from School to Parent/Guardian**

In order for us to share information with you effectively we use both e-mail and text messaging. This information will only be used regarding school and your son/daughter, for example, reminders of parents’ evenings, school trips, bad weather, exams etc.

Please note that this is our preferred method of communication; we are moving away from the paper form of transfer of information.

**Data Protection Act**

The school is registered under the Data Protection Act for holding of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the DfE.

**ETHNICITY**

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Our ethnic background is not the same as our nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged 11 or older have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advice children aged 11 – 15 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

|  |  |
| --- | --- |
| **White** | **Asian or Asian British** |
|  |  | English |  |  | Indian |
|  |  | Scottish |  |  | Pakistani |
|  |  | Irish |  |  | Kashmiri |
|  |  | Welsh |  |  | Bangladeshi |
|  |  | Traveller or Irish Heritage |  |  | Chinese |
|  |  | Any other white background |  |  |  |
|  |  | White European |  |  |  |
|  |  | White Eastern European |  |  |  |
|  |  |  |  |  |  |
| **Mixed/multiple groups** |  |
|  |  | White and Black Caribbean  |  |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | White and Black African |  |  |  |
|  |  | White and Asian |  |  | I do not wish to record ethnic background |
|  |  | White and any other ethnic group |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **First Language:** |  |
|  |  |
| **Religion:** |  |

**HEALTH QUESTIONNAIRE**

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctor & Surgery Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any known medical condition or diagnosis**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe medical needs – give details of symptoms:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Daily care requirements (before sport/lunch etc.):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any follow up care:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any medication required at school:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME-SCHOOL AGREEMENT**

**The School**

**As a school, we will do our best to:**

* Provide a safe, well-ordered and caring environment
* Have a clearly stated, published behaviour policy
* Set homework regularly
* Encourage pupils to work to the best of their ability
* Provide a balanced and challenging curriculum which meets pupils needs
* Listen to and respond quickly to any concerns your son/daughter or you may have
* Contact you promptly should a problem arise
* Keep you informed about the school
* Provide you with regular Progress Checks on your son/daughter’s progress
* Encourage pupils to attend school regularly and punctually
* Record and reward your son/daughter ‘s good performance and progress
* Value and respect your son/daughter as an individual
* Provide pupils with high quality teaching and a variety of enrichment activities
* Aim for your son/daughter to achieve their Target grades



Signed: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School) Date: \_\_\_\_\_\_4/3/2020\_\_\_\_\_\_

**Learner**

**As a learner, I will do my best to:**

* Work to the best of my ability at all times
* Come to school with all the equipment I need
* Show respect to others both in and out of school
* Follow the school’s Perform Rules
* Attend school regularly, on time and in full uniform
* Co-operate with teachers
* Record and complete all my homework on time
* Respect the school environment and the local community
* Adopt a positive attitude towards, and participate fully in the life of the school
* Keep my planner up to date and make sure that books are properly used and looked after
* Be responsible for taking communications to and from school and home
* Work to achieve my Target grades

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Learner) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Carer**

**As parent/carer, we will support our son/daughter/ward to succeed by:**

* Sending them to school regularly, on time and in full uniform
* **Immediately** inform the school of any changes to name, address, contact details and immigration status
* Ensure they have all the necessary equipment and kit they need
* Take an interest in their education by encouraging them to complete their homework and providing other opportunities for learning
* Keep the school informed about any problems which might affect their learning
* Attending Parents Evenings and other meetings whenever possible
* Support the school and its policies as fully as possible – including sanctions issued for behaviour as outlined in our Behaviour Policy
* Read all correspondence from the school and respond quickly when necessary
* Ensure they are properly prepared each day to take part in the life of the school
* Encourage them to have a positive attitude to school
* Encourage them to do their best

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USING ICT, INTERNET AND VLE**

**Acceptable Use Policy – Students**

The purpose of the Acceptable Use Policy (AUP) is to help promote a safe environment in which you can learn. The school has systems in place to monitor messages, e-mails and computer files.

In using the School's Information Technology Systems, students agree to these simple rules:

**Personal System Security**

* I will only use **MY** username and password to log onto the IT System
* I will not tell anybody my password
* I will change my password regularly
* I will tell my teacher or network personnel if I think my password is known by somebody else

**Personal Devices Security (for example, IPods, mp3 players, mobile phones, laptops, netbooks)**

* I will not use personal devices in school without express permission of a member of staff

**Personal Data Area**

* I will only save computer files that are required for my learning
* I will organise my computer files appropriately
* I will delete any computer files I no longer need
* I will ensure that I have archived backups of important files (for example copies of coursework)

**Using a Computer at School**

* I will care for the computer equipment I use and the IT Suite environment
* I will only print documents when they are complete and a teacher has asked me to
* I will ensure that computer files are scanned for viruses before they are uploaded or sent to school
* I will not touch any computer cables or wires or change display settings
* I will not use somebody else's keyboard without their permission
* I will not look at or delete somebody else's files

**Using the Internet at School**

* I will only access the Internet to support my learning
* I will use the school IT Systems responsibly and for learning
* I will not use the school IT System to play online games
* I will not give anybody my home address, phone number or arrange to meet anyone using the Internet
* I will report any misuse of the internet to my Tutor/Inclusion Officer/Head of Year
* I understand that if I accidentally access a website that has inappropriate content I must report it immediately to my teacher
* I will not use the school system to access social networking sites

**Using E-mail, Chat and Messaging at School or via VLE**

* I will use these systems sensibly
* I will be polite
* I will only send to people expecting to receive an e-mail, chat or message from me and this with the prior permission of a member of staff
* If I receive an e-mail, chat or message that is threatening or upsetting I will tell my teacher immediately

**Using the e-Portfolio of VLE**

* I will use the e-Portfolio/VLE responsibly
* I will use appropriate language and images
* I will respect other people's privacy
* I will respect other people's points of view
* I will be polite at all times
* I will not use forums, blogs, chat or forums to threaten, intimidate, abuse or ridicule another person
* I will abide by Copyright rules and regulations by not copying, amending or distributing materials which do not belong to me, or for which I have no permission to use.

**Photographs**

* I will only use school cameras under the direction of my teacher when taking photographs
* I will only take photographs which will be used for my school work
* I will not put the photographs I have taken on any social networking site
* I can put the photographs I have taken on the school’s VLE if directed to do so by my teacher

**What can you expect?**

 You will be treated with respect by other students and users of school IT Systems

 You can request information to support your legitimate use of school IT Systems

 The School will:

* maintain and make available all school IT Systems to support your learning
* provide a safe environment in which you can learn
* advise users of acceptable and appropriate behaviour when using IT Systems

**What do I do if things go wrong?**

If these simple rules are broken by others it may prevent you from using a safe environment to enjoy your learning and, potentially, place you and others in danger. By not breaking the rules, others will enjoy all that the school IT System can offer.

If you notice something is not working or somebody is not following these rules, please report what has happened to your teacher as soon as possible – they will know what to do.

If you break these rules you could:

* place yourself and others in danger
* be stopped from using school IT Systems or parts of the System
* be open to other school sanctions as appropriate (listed in School’s E-Safety Policy)

**ICT USER STUDENT/PARENT AGREEMENT**

As a user of the school’s IT systems, Internet and VLE I agree to comply with the rules and guidance on its use. I will use the facilities provided to me in a safe and responsible way and observe the restrictions explained to me by the school.

**Student signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a parent/carer of the student signing above, I grant permission for the use of the internet, School VLE and associated e-mail and contact methods.

I understand that my child may be held accountable for his/her actions when using the school ICT resources. I also understand that some material on the internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and investigating information and the media.

**Parent/Carer signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

**Name of child: ……………………………………………………………**

Please sign and date this form if you are happy for your child to take part in school trips and other activities that take place off school premises; and

1. To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

* The trips and activities covered by this consent include;
	+ Off-Site local visits in Haverhill and surrounding area during the school day
	+ Off-Site sporting fixtures both during or outside of the school day
	+ Off-Site choir performances both during or outside of the school day
* You will be notified by text/e-mail prior to any local event or fixture
* You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity

Written parental consent **will not be** requested from you for off-site activities offered by the school that are part of the school’s curriculum, within the locality and during the school day. For all other educational off site visits, a separate consent form will be sent to you.

Please complete the medical information section overleaf (if applicable), sign, and date this form if you agree to the above.

**Please note that it is the responsibility of the parent to inform us in writing of any changes in the medical condition/needs or of the emergency contact information of the child named above.**

**MEDICAL INFORMATION**

In addition to the medical information given in this booklet, please give details of any medicines your child should take during off-site visits:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT INFORMATION**

**Contact 1**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHOTOGRAPH AND VIDEO POLICY**

The Trust and our schools are obliged to comply with data protection legislation when we take or publish photographs or video recordings of our pupils. We will always try to act in the best interest of the pupils and, as far as we legally can, will take parental preferences into account.

We will not normally seek consent for any internal use of photographs or video recordings as the processing of such personal data is in accordance with the statutory functions of the Trust in providing an education to the pupil and is therefore lawful on the grounds of public interest. However we will take into account any parental preferences expressed. The pupil may also exercise their data protection rights in respect of photographs and video recordings as set out in the privacy notice for pupils and our data protection policy. We will respond appropriately to any pupil or parental request to exercise those rights.

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 12. For this reason, for most pupils in a secondary school, it will normally be up to the individual child to decide whether or not to be photographed or videoed. Where the school considers that the child does not have the capacity to make such a decision the school will act as it considers to be in the best interests of the child and in doing so will take account of any stated parental preference.

If you wish to express a preference for your child’s school to avoid taking or publishing photographs or video recordings of your child in certain circumstances, then please indicate your preferences using the attached form. If no preferences are expressed, then we will act in accordance with the principles expressed in this policy.

Ordinarily the following rules will apply to photographs and video recordings in our schools:

**Photographs and Video Recordings for Internal Use**

* The Trust and our schools will take photographs and video recordings for our own use. Photographs will usually be unnamed and will generally be for internal use but may also include photographs or video recordings for publication, such as for prospectuses, or to show at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors.
* When the photograph or video recording is taken, whenever reasonably possible the pupils will be informed that a photograph or video recording is being taken and told what it is for so that they can object if they wish.
* If we want to use pupils’ full names with photographs we will obtain specific consent first. For most pupils this will be pupil consent as explained above, but parental wishes will be taken into account.
* Our staff may photograph or video pupils for assessment or therapy. This may be on an individual basis or in a group with other pupils.
* Photographs or video recordings may be used for staff training.

**Website use**

The Trust and our schools will only use photographs or video recordings of children on our websites with consent. This consent must be the consent of the child when the child has sufficient understanding to make the decision for themselves (generally age 12 onwards) but we will take into account any parental preference expressed and so will not ordinarily publish against the wishes of parents. In cases where both parents of the child cannot agree but the child is consenting, we will make a decision based on the best interests of the child, after careful consideration of the circumstances and after having taken legal advice.

**Media Use**

* We will give proper consideration to the interests of our pupils when deciding whether to allow external organisations to take photographs or to film.
* When the media are allowed to be present in our schools or at school events, this will be on the condition that they observe this policy.
* Where the media are allowed to be present at a particular event the school will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the school will assume that unnamed photographs may be published.
* If the media entity wants to publish named photographs, then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The school will require the media entity to check with the school before publication so that the school can check that any objections have been taken into account.

**Family Photographs at School Events**

* It shall be at the discretion of each school whether photographs may be taken at a school event.
* Family and friends taking photographs for the family album will not be covered by data protection legislation.
* Where the school decides to allow such photography, the family and friends will be asked not to publish any photographs showing children other than their own on the internet.

**PARENTAL PREFERENCES**

**NAME OF CHILD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Photos and videos**We will hold photos and videos of your child for identification and security purposes. These are required to meet our legal obligations and to fulfil our public task in running schools.In addition to this, we would like to create and use additional imagery to celebrate the school and the trust in newsletters, prospectuses, adverts, media releases, and on our websites and social media, but need your permission to do so. Your child’s education will not be affected if you do not agree.  |
| I am happy for you to use imagery of my child to promote the school/trust as above. | **Yes / No**  |

**Special circumstances**

**Please use this box to tell us about any special circumstances which could affect our use of photos or videos of your child.**

If at any point you wish to change your preferences, please contact the school office.

**I understand that the school will try to take my preferences into account but that the school must comply with the Data Protection Act 2018 which will give my child rights in their own data when they have adequate capacity and understanding to make decisions about the publication of their photographs for themselves.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIOMETRIC SCANNING**

Biometric scanning is the method the Academy uses to run a Cashless Catering System within school. This method of payment provides a secure system whereby it is not necessary for students to carry cash with them in school, and to speed up the process for students purchasing food/drink from the canteen. Parents can top up funds via ParentPay or students can use the pay stations located in the school.

Parents are also able to monitor what their students are consuming and restrict the daily amount spent.

Please sign the consent below in order for us to be able to process the biometric information of your child. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

We have found this system to be the most secure and efficient way for your child to purchase snacks and lunch.

**Student name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I am happy for my child to be registered on the school’s Cashless Catering System.

**Parent/Carer signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that I may withdraw my child’s registration at any time in writing.*