

NORTON CANES HIGH SCHOOL



CONSENT FORMS

FOR USING PERSONAL DATA & ACCEPTANCE OF SCHOOL POLICIES

Norton Canes High School
Burntwood Road
Cannock,
Staffordshire, WS11 9SP
www.nortoncaneshighschool.co.uk
01543 622600

Dear Parent(s)/ Carer(s),

At Norton Canes High School, we need to use and store some information about you and your child. The information we collect includes emergency contact information including names, addresses, mobile numbers and email addresses from you. In order to be more environmentally friendly, we communicate school information via email and SMS text messaging where possible. We collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the Annual School Census and Local Authority data captures. We collect medical information and food allergy information in order to provide appropriate care within school. As part of our catering system, we enrol student finger data using a biometric sensor to output a reference number unique to your child. The biometric scans are used only in relation to school services and it is not possible to rebuild a forensic style 'fingerprint' from the data we collect nor is the data registered shared with any other agency or organisation. We periodically collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed. We are also seeking your consent to say you have received and agree to other school policies.

How is data collected?

We ask for Data Sheets and Consent Forms to be completed by parents. We can also receive electronic data transfers from previous or primary schools via the DfE's Secure Access site providing previous attendance history and KS2/Target data, etc. Staff complete digital marksheets to provide progress and assessment data, which is then reported to parents through Progress Checks.

How is data updated?

If we have a current email address registered you will receive a link to SIMS Parent Lite through which you can check and inform us of any changes to the data we hold.

What will you find in SIMS Parent:

- School term, inset dates and contact details available at the click of a button
- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at school, you'll have access this information for all your children, from the same app.

Getting started with the SIMS Parent

1. We will be sending you an activation email to (No email recorded), simply click on the link from your tablet, PC or smartphone to activate your account. If this is not your email please let us know by returning the slip below.
2. You can then login using your normal Facebook, Twitter, Google or Microsoft username and password.
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for SIMS Parent.
4. From a PC or Windows phone, login online at www.sims-parent.co.uk

Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact your school. Your activation email will expire after 14 days if it is not used, please contact your school if you require a replacement after this date.

How will it the information be used?

We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents.

Who will it be shared with?

Any third party that we share your data with has been rigorously checked by following our Due Diligence process. Currently we share information with those partners listed on the following pages. A full and up to date list will be found on our school website. We operate an 'opt-in' policy for all of these services but refusal to share information with any of them could have a negative effect on your child's educational experience.

As part of the normal business of the school we also share data with:

DfE's Secure Access S2S – This is a secure electronic data transfer site provided by the DfE which schools use to electronically pass historical information for students transferring schools, either from Primary to Secondary or from one Secondary to another.

Pearson Edexcel, AQA, OCR & WJEC – Examination boards. **Student name, student date of birth are shared with this provider.**

Local Health Service – The School Nursing Team facilitate in-school vaccinations and other medical queries as required by the school. **Student name, student date of birth, student gender is shared with this provider.**

We thank you for your continued support and are happy to answer any further questions you may have. All attached documents will be available for viewing on the school website (www.nortoncaneshighschool.co.uk) and we encourage you to check regularly for updated documentation.

Please tick the relevant box(es) below and return this form to school.



NORTON CANES HIGH SCHOOL DATA SHARING AND CONSENT FORM - PARENTS

TO BE COMPLETED BY THE PARENT/CARER –

Student Name: _____ Form: _____

Parent/Carer Name : _____

I confirm have read the attached letter and understand the reasons that data I put on the attached Contact Information sheet is shared. I will indicate my permission for my and my child's data to be shared with the following sites on the table below. I understand that I may withdraw my permission at any time by writing to the school.

	Yes	No
<u>Biometric Data, Cashless Catering</u> – Biometric enrolments are used only in relation to cashless catering. The registered data is not shared with any other agency or organisation.		
<u>Oxford University Press including Kerboodle</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. Student name and timetable information are shared with this provider.		
<u>Microsoft Office 365</u> – Our email access. Student name, student year group are shared with this provider.		
<u>ParentPay</u> – An online portal that facilitates payments made to the school. Student name, address, student date of birth, student ethnicity, student dietary needs, student gender, student free school meal status, student registration group, parental salutation is shared with this provider.		
<u>GCSE Pod</u> – The site is essentially a revision tool and the GCSE Pods are designed for any device and can be watched both in and out of school. Student name, student email, student year group & registration group, is shared with this provider.		
<u>Capita SIMS</u> – A progress, behaviour and attendance tracking – system with a parent communication portal. Student name, parent name, parent phone number, student year group, student medical information, student timetable information are shared with this provider.		
<u>Connexions</u> – A careers advice service that assists students in making informed decisions about their next steps. <u>Connexions</u> also collect Post-16 and Post-18 information for Government Census. Student name, parent name, address, parent contact details, education information, destination information for post-16 and post18 are shared with this provider.		
<u>Renaissance Learning - Accelerated Reader</u> – An online resource to assist students reading abilities. Student name, and age is shared with this provider.		
<u>Evolve</u> – Online risk assessment service that is used as part of our school trip planning and evaluation. Student name, parent name, student medical conditions, student dietary requirements, student passport details, student emergency contact numbers are shared with this provider.		
<u>Teachers2 Parents</u> – An online system used to communicate with parents via SMS text messaging and e-mail. Student name, student year group, parent name, parental contact information are shared with this provider.		
<u>Smoothwall</u> – Internet provider and filtering provider. Student login details are shared with this provider.		

	Yes	No
<u>Hegarty Maths</u> – Provides a fully interactive online learning resource suitable for all ages and abilities right up to A-Level, and can be accessed 24/7 from school or home. Student name and age are shared with this provider.		
<u>Bedrock Learning</u> – An online programme that teaches vocabulary and encourages reading. Student name, student email, student gender, student timetable details are shared with this provider.		
<u>Eclipse Library</u> – An online library management system. Student names, student date of birth are shared with this provider.		
<u>Acceptable User Agreement</u> - I have read and understand the Student ICT AUA and agree to follow these when using ICT equipment		
<u>Home School Agreement</u> - I confirm I have read, signed and understood the home, school and pupil agreement		

In relation to the attached photographic and other documents attached -

I am happy for photos/videos of my child to be used on the school website.		
I am happy for photos of my child to be used in the school prospectus.		
I am happy for photos/videos of my child to be used on school social media accounts		
I am happy for photos/videos of my child to be used on promotional materials (i.e. posters, press, etc.)		
I give permission for my child's personal phone to be used to collect curriculum evidence		

Parent / Carer name

Pupil Name

Parent / Carer signature

Pupil Signature

The school day

School starts at 8.45am. A warning bell will ring at 8.40am to remind pupils to start moving to their first lessons. Pupils are registered in the morning during their first lesson. Any pupils not in lesson at 8.45am will be marked as late.

Morning session:

08.45	to	9.45	Period 1 (Plus Registration)
09.45	to	10.45	Period 2
10.45	to	11.00	Break
11.00	to	12.00	Period 3
12.00	to	12.25	Skills - Literacy/Numeracy (in Tutor Groups plus PM Registration)

Afternoon session:

12.25	to	13.10	Lunchtime
13.10	to	14.10	Period 4
14.10	to	15.10	Period 5

Lunchtime arrangements

Lunchtime is from 12.25 to 1.10 pm.

During this time almost all pupils remain on the school premises.

Our cafeteria provides a wide range of healthy and tasty meals and snacks all reasonably priced. We have recently enlarged our indoor dining space and also have a large outdoor dining space. Pupils buying food are expected to eat in these areas and students who bring their own food are also encouraged to eat in them.

Our relatively short lunch time means that we discourage students from going home and only a handful of students do. To be considered students must:

- Live close to the school
- Have a school lunch pass (A parent must apply in writing and supply a passport photograph)
- Travel by the shortest route to and from home
- Have lunch under adult supervision

Students may not leave the school grounds at any time during the day without written authorisation from the school and parents.

Pupils will be set up with a parent pay account and you will be able to add money to this electronically. This takes a few weeks to set up in September so pupils can pay with cash during this month.

Code of dress

All pupils wear a uniform to school, uniform and PE kit requirements can be found at:

<https://www.nortoncaneshighschool.co.uk/uniform/>

NCHS data collection form

Please complete and return this form to school via post. This is available at:

<https://www.nortoncaneshighschool.co.uk/new-to-the-school/>

Home school agreement

Please read the home school agreement and retain for your records. This can be access at:

<https://www.nortoncaneshighschool.co.uk/new-to-the-school/>

Student acceptable use ICT agreement

Pease take the time to and encourage your child to take the time to read the ICT acceptable use agreement. This agreement allows pupils to understand how to ensure their and others safety when using ICT equipment and it also ensure pupils are clear on rules they need to follow when using school ICT equipment.

This document can be found at:

<https://www.nortoncaneshighschool.co.uk/new-to-the-school/>

The use of digital images

Please read this document to understand how we use digital images and indicate your consent above.

The document can be accessed at:

<https://www.nortoncaneshighschool.co.uk/new-to-the-school/>

Locker procedures

Some years ago our pupils, through their School Council, effectively campaigned for the installation of personal lockers. This initiative has proved to be most successful and the lockers have been well looked after. All pupils have the opportunity to hire a locker in which to keep their books, PE kit and personal possessions. Lockers do, however, have to be emptied prior to every school holiday to allow maintenance work to be carried out.

As with all schools that have lockers, a fee is charged, and a contract of agreement signed, regarding the use of the locker. (Please note the fee is non refundable)

The contract of agreement was drawn up by our School Council and is attached. Should you wish to hire a locker for your child please complete the following procedure:

- Read and complete the contract below
- Indicate method of payment and return response to school.

Please return envelope to School via post with a cheque or via email (e.cartlidge@nortoncanes-high.staffs.sch.uk) and indicate your intention to pay electronically when set up on parent pay in September.

Contract for hire of school locker

- Charge per pupil's lifetime (5 Years) : £20 (non refundable)
 - Lost keys will be charged for
 - Damage/defacement will be charged for
 - One pupil per locker – no shared lockers allowed
 - Lockers may not be personalised, inside or out
 - Access to lockers is allowed at specified times only: before school, break time, lunch time and after school.
1. Pupils may not request permission to collect work/equipment from lockers during lessons – lack of equipment left in lockers will be punishable in the usual way
 2. Books/Work left in lockers will not be accepted as an excuse for failure to complete homework
 3. Any pupil found accessing lockers out of allowed times will be punished
 4. Any pupil found defacing a locker, their own or others, will be punished

Name (print) _____

Pupil signature _____ Tutor Group _____

Parent/Carer signature _____ Name (print) _____

£20 cheque enclosed

pay via parentpay in September when account is active.

School Transport – 2020/21 Academic Year

Our School Transport Service is delivered in conjunction with Crusade Travel. This leaflet aims to provide you with an outline of the transport available to students travelling to and from Norton Canes High School.

If you need any additional information or have any questions at any time, please do not hesitate to get in contact with us.

- **RETURN JOURNEYS AVAILABLE FROM THE FOLLOWING COLLECTION POINTS:**

- - Great Wyrley, Hall Lane / Station Road
 - Robins Croft, Heath Hayes
 - Hayes Way, Heath Hayes – nr Tesco Heath Hayes
 - Stafford Lane, Hednesford
 - Tesco Hednesford/Bus Station
 - Heath Hayes, Hednesford Road
 - Spar/Costcutter layby – nr Five Ways Island

• Autumn Term 2020	Due for payment by 3 rd July 2020. By Parent Pay for existing students, and by cash/cheque for new students.	• £170
• Spring Term 2021	Due for payment by 27 th November, by ParentPay	• £170
• Summer Term 2021	Due for Payment by 27 th March, by Parent Pay	• £170

- - Unfortunately, due to demand one-way tickets are no longer available.

BOOKING TRANSPORT:

To reserve a place on our transport service please contact Mrs E Cartlidge before Friday 26th June by emailing:

- Student Name
- Stop required
- Your name/contact details

to e.cartlidge@nortoncanes-high.staffs.sch.uk

We will acknowledge this and advise that we have provisionally reserved a space for you. NCHS Transport Application packs will be sent out to parents/carers at the start of the summer term. This should be completed and returned, along with your first payment by 3rd July 2020 to secure your place.

Places are limited and are strictly on a first come first served basis. Should you have any queries please do not hesitate to contact us.