



‘Confident, Independent, Forward-thinking.’

Kents Hill Park School

Pupil Information Booklet

Year 7

September 2018

Parents/Carers – please read this document carefully and keep in a safe place for future reference.

You will need to complete and return the registration form, along with the permissions and consent record, to the Admissions Office as soon as possible, but no later than Friday, 15th June 2018.

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DATES FOR YOUR DIARY

Tours of the Primary School for all new parents and pupils

Wednesday 6th June 2018 – 6.30pm – 8.00pm

Year 7 Induction Day

Tuesday 3rd July 2018 – 9.30am – 2.30pm

A chance for pupils to spend the day at the Primary School and meet their peers and the staff.

Year 7 Parents' Information Evening

Parent/Carers are invited to attend an Information Evening on

Wednesday 4th July 2018 6.30pm–7.30pm.

Inset days – school closed to pupils

Monday 3rd and Tuesday 4th September 2018

School opens for all pupils

Wednesday 5th September 2018

Year 7 Trip

We are planning to organise a whole year group trip early in September to help students make friends and build relationships. We will confirm date and details shortly.

Welcome from the Headteacher

It is with great pleasure that I am able to welcome you to Kents Hill Park School as its first Headteacher. It really is an exciting and momentous opportunity for everyone that we welcome to this new community.

Kents Hill Park School aims to provide an exceptional learning environment within and beyond the classroom. Academic success will be at the heart of what we do, but education is far more than that, and we will provide the very best opportunities and experiences for the children and families that we serve. We want our children to grow to live happy, healthy and productive lives in an inclusive and safe environment. The 'all-through' model allows us to do that for every pupil at each stage of their education.



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The logo that we have designed embodies our desire to be at the heart of the community. Originally based on the *'Boy and Girl'* sculpture by Robert Koenig, the original occupies the roundabout just outside the Primary School and represents two young people who are confident, independent, and forward-looking – characteristics we wish to engender in all our pupils and staff.

Our ethos is based around traditional values and high expectations of behaviour and care, but we are developing systems and plans at the forefront of educational thinking. The staff that join us, this year and in following years, will all share these beliefs and we are fortunate that so many high-calibre staff have already joined the school at the beginning of this journey.

The Year 7 and Year 3 pupils that join us this year will be at the forefront of the development of the school. I truly believe in the importance of student voice, and they will all play a key role in the decision-making process within the school. Mr Baxter, as Head of Year 7, and Miss Atkinson, as lead for the Primary School, will be important figures in that process.

The buildings and facilities which we are fortunate to use are second to none. This has been the largest educational build in the country this year, totalling £27 million pounds, and we are all very excited to get in and use them.

As with all new ventures, I am sure there will be the odd bump in the road, and I, as my staff do, value your feedback and support in helping us grow. We all want Kents Hill Park School to be the best for all our children and will need to work together to that end.

The transition to a new school can be a daunting time for any student, but rest assured, we will all be feeling a little nervous in September. It will be a busy term and year, but one that I hope when we look back on it at this point next year, we are able to say has been a hugely successful one.



Mr James Pilgrim
Headteacher

Vision and Ethos

The Kingsbridge Educational Trust is a multi-academy trust group of strong performing, like-minded schools dedicated to high standards of achievement for all pupils. Each school has its own unique ethos and identity.

The Trust promotes a clear educational vision, ethos and direction and ensures the uniqueness of each Academy, and the contribution it makes to the Trust, is recognised. This gives us great strength collectively, and Kents Hill Park School will benefit from the expertise within the Trust as we grow and develop.

Aims and Values

To ensure outstanding learning opportunities are provided for each and every child regardless of age, gender, need, faith or background.

To enrich lives socially, culturally, morally and spiritually and to ensure all children can take their place in a forward-thinking enlightened democracy.

At Kents Hill Park School we will:

- provide the very best in teaching and learning opportunities for every student;
- have the highest expectations of what students can achieve;
- promote an ethos of high expectations, outstanding behaviour and care;
- have an enriching and enabling, broad and balanced curricular and extra-curricular programme that supports outstanding personal development;
- prepare and equips students well for the next stages of their school journey;
- promote and sustain the very best of British values, including fairness, equality, honesty, justice and service;
- ensure students reach the highest possible standards in public examinations.

TIMINGS OF THE SCHOOL DAY

The school doors will open at 8.20am in anticipation of pupils arriving promptly for registration.

8.30am – 8.50am	Tutor and Registration
8.50am – 9.50am	Lesson 1
9.50am – 10.50am	Lesson 2
10.50am – 11.10am	Break
11.10am – 12.10pm	Lesson 3
12.10pm – 1.10pm	Lesson 4
1.10pm – 2.00pm	Lunch
2.00pm – 3.00pm	Lesson 5

Term Dates

	Open the morning of:	Close at the end of the afternoon session on:
Autumn Term 2018	Wednesday, 5th September 2018	Friday, 26th October 2018
Autumn Term 2018	Tuesday, 6th November	Friday, 21st December 2018
Spring Term 2019	Monday, 7th January 2019	Friday, 15th February 2019
Spring Term 2019	Monday 25th February 2019	Friday, 5th April 2019
Summer Term 2019	Tuesday, 23rd April 2019	Friday, 24th May 2019
Summer Term 2019	Tuesday 4th June 2019	Tuesday, 23rd July 2019

Inset Days

Kents Hill Park School will be closed to pupils on the following dates:

Monday	3rd September 2018
Tuesday	4th September 2018
Monday	5th November 2018
Friday	30th November 2018
Monday	3rd June 2019

SCHOOL STAFF

Headteacher	Mr James Pilgrim
Office Manager/PA	Mrs Claire Hailstone
AHT (Primary)	Miss Katy Atkinson
AHT (Curriculum & Timetable) Designated Safeguarding Lead	Mr Mark McGarvie
AHT (Pastoral) Head of Year 7	Mr Adam Baxter
Head of English	Miss Susanne Riley
Head of Maths	Miss Emily Yates
Head of Science	Mrs Sapna Sewell
Head of Humanities	Mrs Ellie Horton
Teacher of Music	Mr Shaun Humphries
Teacher of Languages	Currently recruiting

The process of recruiting support staff is taking place at present. Please see www.kentshillpark.school for further details.

Higher Level Teaching Assistant
Teaching Assistant
Science Technician
Art/Technology Technician
Reception (Secondary and Primary)
Site Support

Student Acceptable ICT Use Agreement

- I will be responsible for my personal use of ICT systems in school, including the Internet, email, digital video or mobile technologies, and I will use them in a way that is appropriate for my education.
- I will not download or install software on school equipment.
- I will only access the areas of the school network and Virtual Learning Platform (VLE) that my own user name and password gives me authorised access to.
- I will not reveal my password(s) to anyone and will ask that my password(s) be reset if I forget it or suspect someone else knows it.
- I will only use my school email address for activities related to school or for communicating with school staff.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will make sure that all my electronic communication is appropriate and sensible.
- I will be responsible for my behaviour when using the Internet and email. This includes the resources I access and the language I use. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I am unsure if a site is suitable, I will immediately ask my teacher.
- If I accidentally come across inappropriate material on the Internet I will report it immediately to a member of staff.
- I will ask a teacher before I print out any information from the Internet and will make sure I know the number of pages being printed before I do.
- I will always keep my personal details private and will not give out any personal information such as name or contact details to anyone outside of the school.
- I understand that images and video of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed or shared outside the school network without the express permission of both the person(s) concerned and data protection officer.
- I understand that items such as memory pens must only contain school related information, documents and data. No images or software should be installed from outside of school.
- I will not copy or plagiarise another students or teachers work and convey this as my own work.
- I will not pass on any documents or images to third party users.
- I will not use the schools ICT equipment or systems to bully, intimidate, harass or victimise another student or member of staff.
- I will ensure that my online activity, both in school and outside school, will not cause the school, staff, students or others upset or bring the school into disrepute.
- I will respect copyright and privacy laws at all times and will not make use of ICT facilities to plagiarise other people's work as if it was my own.
- I will not attempt to bypass network security or the Internet filtering system.
- I understand that all my use of school equipment, printing, Internet and email can be monitored and logged and can be made available to teachers in school.
- I understand that this agreement is designed to ensure safe practices and to protect school facilities for the use of all students and staff and that if the terms are not followed, school sanctions will be applied and my parent/guardian will be contacted.

Home School Agreement

At Kents Hill Park, we believe that to enable our students to gain the highest levels of success we must work together to achieve the following aims and responsibilities.

THE SCHOOL

Kents Hill Park School will aim to:

1. provide a safe, caring and supportive environment in which every student can achieve their full potential both academically and personally;
2. ensure the highest quality of teaching and learning;
3. provide an education based on high expectations and a balanced, stimulating and well-taught curriculum to meet the needs of individual students;
4. achieve high standards of work and behaviour supported by building good relationships and developing a sense of responsibility;
5. keep parents informed about progress, and behaviour in school and other school related matters;
6. be welcoming to parents, listen to views and opinions and offer opportunities for parents to become involved in school life;
7. ensure that all students observe the school's required Attitudes for Learning, Anti-Bullying and other policies;
8. challenge students by offering them a range of activities both within and outside of the classroom.



Mr James Pilgrim

Headteacher.

Parent/Carer

As a parent/carer I agree to:

1. take an active interest in all aspects of my child's learning at Kents Hill Park;
2. encourage my child to achieve their best;
3. ensure that my child meets homework/coursework deadlines by checking and signing the planner each week;
4. support the school's action if my child does not comply with the school's required Attitudes for Learning and other school policies;
5. ensure that my child wears correct school uniform at all times as referred to in the school's Uniform Policy;
6. ensure that my child attends school regularly and is punctual;
7. attend appropriate meetings to discuss my child's welfare and progress;
8. join with the school in celebration of success;
9. not to book holidays in term time;
10. contact the school to discuss any circumstances that may affect my child's behaviour or attitude;
11. behave in an adult and professional manner during contact with staff.

Pupils

As a student I will:

1. attend school regularly, on time, in the correct uniform;
2. show care, courtesy and consideration to all members of our school community;
3. work hard and make the most of opportunities available to me;
4. show a responsibility for my own learning through self-motivation;
5. make a valuable contribution to my school, take pride in its success and promote Kents Hill Park School within the community;
6. abide by the use of school internet regulations;
7. share responsibility for the school environment, respecting the open access provided by showing socially responsible behaviour.
8. ensure that my behaviour on the journey to and from school is of the highest possible standard and to alert Kents Hill Park staff to any problems should they arise.
9. always try my best, even when I find things difficult.



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Uniform Policy (Secondary)

Kents Hill Park School – Secondary (Years 7–11)

At Kents Hill Park School we think it is important that our students wear school uniform in Years 7–11 and in accepting a place for your child at the school you agree to support us fully in this matter.

This is because:

- School uniform helps to create a sense of common identity, community and belonging.
- Students who take a pride in their uniform and wear it properly, present a good image of themselves, the school and their families.
- School uniform helps give the best possible impression of our school in the wider community.
- We strive for high standards of performance in our students and believe that a good standard of dress strengthens this aim.
- Our school uniform is available from a variety of outlets at a range of prices. This means students are not identified by parental income or background.
- The uniform code applies on journeys to and from school as well as in school. A high standard of personal appearance is expected of all students; these standards should be maintained and are regarded by everyone at Kents Hill Park School as very important.

Students' Main Uniform

- Sensible flat black shoes (no logos/branding, boots that exceed ankle height, trainers, trainer type shoes, canvas shoes/pumps or similar are allowed). Students are welcome to wear walking boots to/from school in extreme weather events and change into their normal school shoes once on site.
- Plain black tights or white socks with skirts (no trainer socks).
- Grey tailored trousers (not tight or lycra) with black socks.
- Boys will wear dark, preferably black, socks.
- Grey knee length A-line skirt (not pencil, mini or tight).
- White school shirt.
- Maroon Ziggy blazer with Kents Hill Park badge sewn onto the front left chest pocket.
- Maroon V neck sweater (optional). NB: Hoodies are NOT to be worn under blazers.
- Maroon cardigan (optional).
- Maroon tie with silver stripe – minimum of 12 stripes showing on the front.
- Outside coats and hoodies are not to be worn inside the school buildings

Clothing Supplier

Maisies is the named outfitters.

www.maisies-superstore.co.uk

Telephone: 01908 313313

They also have a store:

60/64 Church Street, Wolverton, MK12 5JW

PE Kit

- All items of PE kit should be clearly named in a manner that should not wash off after a period of time.
- No jewellery of any type may be worn in PE or Games lessons. This includes any personal fitness tracking device e.g. FitBit's, Garmin VivoFit/VivoSmart's, Apple Watch etc.
- It is down to the discretion of the member of staff to determine if participation within an activity is safe or not due to the presence of jewellery that cannot be removed. Taping over piercings is not deemed suitable protection.
- It is the responsibility of students to ensure that any valuable items are given to a member of staff to be locked away at the start of the lesson. We strongly advise that valuable items are left at home on days when students have PE or Games lessons.

PE Items

Essential Items

- Aptus boys and girls polo shirt burgundy/white style
- Pro-Tec girls and boys rugby shirt burgundy/black
- Aptus football shorts girls and boys black/silver
- Plain maroon sports socks
- Trainers
- Studded Boots
- Gum Sheild
- Shin pads

Optional Items

- Aptus training top girls and boys black/white
- Aptus training pant girls and boys black/silver
- Aptus leggings girls black/silver
- Plain black base layer

Jewellery and Body Art

- Students are encouraged to wear a watch to help with punctuality and organisation.
- Pierced ears – one pair (one per ear) of either gold or silver studs is permitted. No other styles or colours are permitted and will be confiscated and returned via Student Services. Students are not permitted to wear stretchers or spacers.
- Nose studs or other forms of body piercing are not allowed. The use of plasters to cover items of jewellery is not acceptable. Any infringement will result in the student being removed from classes or potentially being sent home.
- No visible temporary or permanent tattoos are permitted.
(the Tattooing of Minors Act 1969 makes it illegal for anyone under the age of 18 to have a permanent tattoo)
- Belts must be strictly functional – plain black, suitable for trousers only.
- Trousers must be worn around the waist.
- Skirts must be worn to the knee and must not be rolled up.
- No rubber or plastic wrist bands or bracelets of any material are to be worn.
- No necklaces allowed. These will be confiscated and returned via Student Services.
- Items of religious jewellery must be discussed with the Headteacher.

Make-up:

- Students are not permitted to wear any form of make-up.
- False nails, nail varnish and nail art are not permitted.

Hair:

The school uniform policy specifically requires that hair should not be at the extremes of fashion.

- “Extreme” – not too short, nor too long, a “number 2” is the minimum acceptable in terms of shortness, and should be blended in with hair of other lengths.
- “Artwork” on the scalp or eyebrows is regarded as a fashion extreme and is therefore not permitted.
- Hair should be one tone and be close to the individual student’s natural hair tone.
- Hair bands and head scarves should be strictly functional and maroon or black.
- School approved head coverings (turbans, juras, phatkas or head scarves) must be black or maroon.

Additional Items:

Outside Coats – plain and discreet (darker is preferable). No hoodies, denim or leather

Scarves and Hats

Sturdy Bag / Rucksack

Essential Stationery:

Pens, Pencils (including Coloured Pencils)

Pencil Sharpener, Ruler, Eraser

English Dictionary

French Dictionary

Maths Set (to include protractor, set squares, a pair of compasses, angle measure)

Calculator

We wish to treat all students with respect and to acknowledge that they are young people growing up. Therefore, they have a responsibility towards wearing our uniform properly. We appreciate parents' support in ensuring children arrive at school in the correct uniform.

This policy will be reviewed on an annual basis.



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Photography Policy

Kents Hill Park School part of Kingsbridge Educational Trust (The Trust) is obliged to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 when it takes or publishes photographs of its pupils. The Trust will always try to act in the best interest of the pupils and, as far as it legally can, it will take parental preferences into account.

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. 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 the school to avoid taking or publishing photographs 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 in this school:

Photographs for Internal Use

- The school will take photographs for its own use. Usually these will be unnamed photographs and will generally be for internal school use but may also include photographs for publication, such as photos for the prospectus, or to show as slides at an event for parents. Unnamed photographs may also be used on display boards which can be seen by visitors to the school.
- When the photograph is taken, the pupils will be informed that a photograph is being taken and told what it is for so that they can object if they wish.
- If the school wants to use named photographs then it will obtain specific consent first. For most pupils this will be pupil consent as explained above but parental wishes will be taken into account.

Media Use

- The school will give proper consideration to the interests of its pupils when deciding whether to allow external organisations to take photographs or to film.
- When the Media are allowed to be present in school 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 the 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 Academy 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.

I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Act 2018 which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.

Privacy Notice for pupils

This letter might be difficult for you to understand. You can ask your parents or another adult to help you understand it.

It is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

Who we are

You already know that your school is called Kents Hill Park School and that it is part of the Academy Trust called Kingsbridge Educational Trust, but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

If you want to contact us about your personal information you can contact our Data Protection Officer data.protection@KET.education. You can speak to him/her in school or you can leave a letter at reception or send one by post.

How we use pupil information

Kents Hill Park School collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on their progress
- provide appropriate care for you; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details, national curriculum assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We will also use photographs of you. More details about this are in our photograph policy.

The use of your information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be if we are involved in activities which are not really part of our job as an Academy Trust / School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

- **The Office Manager at the school**

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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 Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information – GOV.UK](#).

The department may share information about our pupils 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 pupil 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 pupil information, (and for which project), please visit the following website:

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

To contact DfE:

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

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular when a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to (including but not exhaustive):

- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-LA professionals
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)
- MyMaths
- Twinkl
- SIMS (Capita)
- Final Site (School Website)
- Microsoft (O365)
- Google (GSuite)
- MyConcern
- Tucasi
- SISRA
- Sage
- Classcharts
- Accelerated Reader
- CATS

The information disclosed to these people / services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law we won't need their consent if you can give it but parents like to be involved because it is part of looking after you. Before you are old enough to understand we will ask your parents to consent for you.

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents' lives abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

How long we keep your information

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until your 25th birthday unless you move to another school in which case we send your file to your new school.

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Combined Data Protection and Freedom of Information (FOI) Policy.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

School communications via email

In order to help save the environment and reduce printing costs, we send the majority of our correspondence home by email. All letters that the school produces will also be uploaded to the 'letters library' on the school website; just click on the 'Parents' Information' tab to find them.

In order to make the system effective, we need to have an up-to-date email address for you. If your email address changes it is vital that you update the school with your new address. We are now able to send emails to more than one contact as long as each of the contacts has parental responsibility. Please ensure you provide us with up to date email addresses for both parents if this is the case.

Please check your junk mail box to ensure that any emails from the school do not end up in there.

For those of you who do not have an email address on our system, we will send home a paper copy of school correspondence from the school office.

Twitter and Facebook

Kents Hill Park Secondary will have its own Twitter page. Please follow us on Twitter to hear about some of the fantastic things the children get up to during the school week. We will let you know the Twitter handle shortly for both the secondary and primary school. You can also see updates through our Facebook pages.

TUCASI – Making Online Payments to the School

We are in the process of setting up an electronic payment system to enable parents/carers to make payments for school meals, trips, activities etc. online, either via a PC or mobile device.

Our electronic payment provider is Tucasi – School Cash Office (SCOPAY).

The benefits of online payments include:

- Making payments at your convenience as the system is available 24/7;
- One payment can be made to cover multiple items and multiple family members at the school;
- Payments are made securely through WorldPay;
- Refunds are made directly back to the credit or debit card used to make the payment;
- Keeping track of payments already made and payments outstanding;

- Users can book clubs, order meals, provide trip consent and other information at the same time as making payments;
- Administratively efficient for the school, reducing costs to maximise funds available for educational supplies and services.

We are working towards this being operational before the end of this term. We will then send you further information including how to set up your online payments account.

Biometric Information and How It Will Be Used

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 paying for food in the canteen, borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. 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 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 paying for food in the canteen, borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

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.

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. Their 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.

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

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 pay for food in the canteen, borrow from the library, access school printers, monitor attendance and gain access to secure areas around the site.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form.

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

Free School Meals and Pupil Premium

In addition to the Universal Infant Free School Meals initiative, the Government operates a free school meal system to support children from lower income families. Pupil Premium is a funding scheme which allows schools to access additional funding linked to the number of children claiming free school meals (FSM). Please see the qualifying criteria below.

It is, therefore, vital that parents who qualify for FSM apply even if they do not wish to take up the offer of a free school meal.

Qualifying Criteria for Free School Meals

You will qualify for FSM if you are in receipt of any of the following benefits:

- Income Support
- Employment & Support Allowance – Income related
- Income Based Job Seekers Allowance (NOT Contribution Based JSA)
- Child Tax Credit only (with a combined family income of less than £16,190 per annum as assessed by HM Revenues & Customs) **Please note, anyone receiving Working Tax Credit, regardless of income, will NOT qualify for FSMs.**
- Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- National Asylum Seekers Support (NASS)
- Guaranteed Element of Pension Tax Credit – is this all still correct?

How to apply for Free School Meals

You can register and find out if your child is eligible by visiting the Citizens Portal at the following address:

https://emsonline.milton-keynes.gov.uk/CitizenPortal_LIVE/

The system is quick and simple to use and can be accessed via a smartphone or hand held device. If you qualify you will need to show the School Office the Application Summary either on your smartphone or print a copy.

Please register with the portal, even if you have applied and been unsuccessful in the past. Milton Keynes Council will then have your contact details and can inform you straight away if your eligibility changes.

All applications for free school meals will be treated in the strictest confidence.

To further support parents on low incomes, we would like to offer free school uniform items (2 polo shirts and 1 sweatshirt/cardigan) to all children who qualify for FSM (but not UIFSM).

