



BEAUCHAMPS HIGH SCHOOL

Additional Information - Student/Parent Consents and Agreements

Beauchamps High School collects and processes all data in accordance with General Data Protection Regulations (GDPR). If you have any questions relating to the data we collect, you can contact the school by emailing admin@beauchamps.essex.sch.uk or by calling 01268 735466. You can view the School's Privacy Notice and additional legislation policies at <http://www.beauchamps.essex.sch.uk/highschool/gdpr/>

Medical

It is the policy of the school not to provide any type of medication nor to allow any student to carry any medication with them during the school day.

If it is known that a student requires prescribed or unprescribed medication for minor conditions (eg headache, toothache etc), the necessary medication is to be supplied by the parent/guardian and deposited with the school's First Aid room staff via Student Reception, together with a completed form (which can be obtained from Student Reception) for the medication to be administered. All medication MUST be provided in the original container including the prescriber's instructions and be clearly labelled with the student's name and Tutor Group. Medicines containing Aspirin cannot be administered unless prescribed by a doctor and evidence of this is provided. Please keep the school advised of any future changes to this information.

Consent

The consent provided below will last *until your child enters a new Key Stage*. Please note that you can opt-out or opt-in of the below consent at any point. To do so please contact the school admin@beauchamps.essex.sch.uk

School Use of Photography

In order to comply with data protection law, we need your written consent to use your child's image in photographs. Please note, published images can be viewed throughout the world and not just in the United Kingdom where UK law applies. By ticking the boxes and signing the consent form, you are giving your

consent for Beauchamps High School to use the information in the following ways:

- Within the school (displays etc)
- On social media (Facebook, Twitter etc)
- For marketing purposes such as the school website, brochures etc. Marketing photographs may be used until the end of the print run or until the website is updated
- In the media (newspapers – please be aware that newspapers may be published online)

Failure to complete the consent form will mean that you do not give consent to your child being photographed. Please ensure that your child is fully aware that they are not allowed to be photographed during any activity or school visit. If you have any queries or concerns about this matter, please feel free to discuss them with us.

Off-Site Activities

Throughout their career at Beauchamps High School, your child may be involved in local visits by foot, minibus or coach in order to undertake curricular or extra-curricular activities e.g. local fieldwork or sporting fixtures off-site.

In order to avoid sending individual consent forms for each local visit and away fixture, we request that complete the consent form to agree to your child being allowed off-site for activities associated with the school.

This consent will remain in force while your child remains at Beauchamps High School unless it is specifically withdrawn by the parent/guardian. Failure to complete the consent form will mean that you do not give consent and your child will not be allowed to take part in any off-site activities. If you have any queries or concerns about this matter, please feel free to discuss them with us.

Cashless Catering System

Beauchamps High School uses a cashless catering system. The system allows the canteen to continue with the development of the school meal service, provide feedback to parents and enable an efficient, fast and ultimately improved quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. The system uses a biometric representation of your child's thumb print so there is no need for them to carry a card or remember a pin number. This is an algorithm based scan which reads between 50 and 130 points on the finger/thumb – it is not a fingerprint in any way shape or form and is of use only in the cashless system.

We have two payment options available to you: online ParentPay payments and coin and note payments at the pay point machine in school. Any amount of money can be paid into a student's account and any money spent on food and drink is deducted on a daily basis. Please be aware that the school does not lend money to students, therefore please ensure there are sufficient funds available to your child to purchase food. **Money put on via ParentPay takes 24 hours to register on to the system.**

A daily 'spend limit' of £5.00 is programmed into the system. This can be increased or decreased by accessing the ParentPay online system and by a written note to the Canteen Manager.

In order to comply with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) in respect to personal data, we need to ask for your consent to your child's biometric data (fingerprints) to be held on our cashless catering system. This data is shared with the schools catering provider. The consent provided will last until your child enters a new Key Stage. This is an opt-in process. If you do not complete the consent form, then your child will not be allowed to use the cashless catering system in the canteen.

If you choose not to have your child registered on the Biometric System and they want to use the canteen they will need to ask the Canteen Manager for a PIN Code. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Once your child has been registered on our school system, further information will be sent to you to explain how to login and use ParentPay. Full details on Cashless Catering, including Frequently Asked Questions, are available in the Information for Parents section on the School website or at www.ParentPay.com.

We would also like to take this opportunity to remind you that if you have an annual taxable income of less than £16,190 your child may be eligible for Free School Meals. For further information please see the Information for Parents section on the School website.

Mobile Phones in School

As a school we recognise that mobile phones are a very useful tool when used appropriately. Indeed, as a school we have encouraged this through the introduction of the EduLink app and other educational websites and applications in school. The school is determined to do all it can do to safeguard the health, safety and welfare of students, staff and visitors. We support the view that parents should be able to contact their children when travelling to and from school and recognise the place mobiles play in the social lives of young people today. Therefore, we would like to outline the expectations for students who are using their mobile phones in school.

Students are expected to have their phone either switched off or on silent during lessons and in their pockets or bags. There may be times during lessons when mobile phones can be used for educational purposes, or for students to check their EduLink app. This is at the teachers' discretion, however, inappropriate usage will result in sanctions. It is not acceptable for mobile phones to be ringing during lessons and assemblies, as it is disruptive and disrespectful. In addition, it is not appropriate for students to receive texts or calls, which can lead to confrontation in the classroom.

Use of mobile phones is permitted at break and lunchtime in the signposted mobile phone zones and on the playground. However, phones should not be used when students are moving around the corridors between lessons (this also applies to earbuds, earphones etc). Any student seen using a mobile unsanctioned in lessons or corridors will have it confiscated. It may be collected that evening either by the student or, where there is a particular issue, by parents from the Head of Year. Where the use of the phone becomes a significant incident, for example where a student refuses to allow a member of staff to confiscate the phone instantly, or becomes aggressive in his or her defence of its use, the phone will only be returned to the student's parent.

If you need to make urgent contact with your child during the school day, the Student Reception staff will give the highest priority to a message being passed to a student. Students are made aware that they are able to contact parents/guardians in an emergency by visiting Student Reception, who will make the call on their behalf.

The use of mobile phones to take photos is an issue as images can be sent instantly to other mobile phones, e-mail addresses or posted on the Internet or in chat rooms. The use of technology in this manner is particularly appealing to young people, including school students. It is however, open to abuse and mobile phones can also become an instrument of

bullying and harassment directed towards other students and teachers. Such use may amount to offences under Telecommunications Legislation. Where offensive or bullying text messages or voice mails have been sent, the phone of the offender may be confiscated and returned to a parent. The phone may be handed to the police if the offence was subject to police investigation.

Mobile phones are not allowed in any public examinations. Students must leave their mobile phone at Student Reception on examination days. Any student found with a mobile phone, either switched on or off, in the examination room, will be reported to the examination board and the usual sanction imposed is disqualifications from that examination.

If you wish for your child to bring a mobile phone to school, you are required to complete the consent form and supply your child's mobile number.

The school accepts no liability for the loss or damage of mobile phones on the school site, whatever the circumstances.

IMEI Numbers

Every mobile phone has its own individual IMEI (International Mobile Equipment Identity) number. This can be used by the network provider to disable or block a stolen phone, therefore rendering it useless to the thief. In the event of a theft or loss of a phone, a simple phone call to the network provider, armed with the IMEI number can activate this service and prevent a potentially huge bill being run up by a thief. If the phone is subsequently found, it can be reactivated by your provider, although this may involve a small cost.

There are two ways of locating the IMEI number on a mobile phone handset:

1. Displayed on the screen

By pressing the keys *#06# on the handset keypad will bring up the IMEI electronically on the phone screen

2. Identification sticker

Also, the IMEI number should be recorded on an identification sticker, normally located on the rear of the handset and underneath the battery

We recommend that you take the time to record the IMEI number of your son or daughter's mobile phone. It is advisable to mark the home address postcode on the mobile phone with an ultraviolet marker pen so that if it is lost and then recovered, it can easily be identified.

ICT Charter

All schools are required to have a signed ICT Charter. The ICT Charter lists the rules and regulations that your child has to abide by when using the school computers. Any misuse of ICT equipment will lead to consequences.

The ICT Charter will be signed once the student has enrolled and is in attendance at school.

Beauchamps High School has provided access to computers for use by students, however this is solely for offering access to a vast amount of information for use in studies and offering great potential to support the curriculum.

By signing the ICT Charter, your child agrees to abide by the rules listed below. Any breaches of the rules will result in removal from the network for a sustained period of time and possible further sanctions, dependent upon the severity of the offence.

General Use of the Network

The student's user area is where they may save work related files. If they use it to store inappropriate material it will be deleted and their account suspended.

Students must not:

- load games
- load or save executable files
- change any settings (for example screen displays)
- use USB sticks unless they are regularly checked for viruses
- save audio or video files unless they are for a specific piece of work
- seek illegal access to unauthorised areas of the network
- attempt to circumvent network security/restrictions
- leave themselves logged in
- load or save any files in order to access any unauthorised area

Misuse of Equipment

Students must not:

- deface or vandalise the school's equipment

Internet

The Internet should not be used for the following:

- accessing pornographic sites
- accessing sites linked to radicalisation, terrorism or extremist's views

- sending or receiving email from personal email accounts
- chat services
- sending or receiving any offensive material
- engaging in commercial activity
- playing games
- posting any defamatory comments or material about the school/school community

Use of Email

It should be noted that the school issues all students with email addresses and reserves the right to monitor all messages.

Students must not:

- use the email system for anything other than educational purposes
- send any inflammatory or offensive messages
- share any personal information via the email system

Use of Social Media

Your child's online behaviour on both private social networking accounts and official school social networking forums (both at home and via mobile devices) should reflect the same standards of honesty, respect and consideration of others that you would use face to face. Beauchamps High School reserves the right to monitor social media activity and if students are found to be contravening the guidelines, then school sanctions will be imposed.

Students must not:

- post any defamatory comments or material about the school/school community
- post information online which provides either personal or location details
- attempt to friend, follow or contact any school staff through personal social media
- tag or identify any other Beauchamps student or teacher on social media sites without obtaining prior permission
- engage in any activities on social media which may bring the school into disrepute
- engage in any bullying, unkind or abusive behaviour online

Home School Agreement

All schools are required to have a signed Home-School Agreement. The Home-School Agreement is a statement explaining the school's aims and values, the school's responsibilities towards your child, your responsibilities and what the school expects.

The Home School Agreement will be signed once the student has enrolled and is in attendance at school.

By signing the Home-School Agreement, the **Parent/Guardian** agrees to:

- see that their child goes to school regularly, on time, properly equipped and in full school uniform
- notify the school between 8.15am and 9.00am on the first day of absence should their child be unable to attend school
- make the school aware of any concerns or problems that might affect their child's work or behaviour
- support the school's policies and Home-School Agreement
- support their child in homework and other opportunities for home-learning
- attend parents' progress evenings and discussions about their child
- take an active interest in their child's life at the school
- ensure that their child attends any school detentions set

By signing the Home-School Agreement, the **student** agrees to:

- attend school regularly and on time
- bring all the equipment they need every day
- wear full school uniform and be tidy in appearance
- do all classwork and homework as well as they can
- be polite, kind, helpful and respectful to all
- respect other people's property and the school buildings
- make the most of their lessons and school activities
- move around the school sensibly
- be a good ambassador of the school at all times, both in and out of school

Beauchamps High School will aim to:

- care for the student's safety and happiness
- ensure that the student achieves their full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of the student by providing high quality teaching
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep parents/guardians informed about general school matters and about their child's progress in particular
- be open and welcoming at all times and offer opportunities for parents/guardians to become involved in the daily life of the school