



Hindley High School
Morningson Road
Hindley, Wigan.
WN24LG
Tel: 01942 767704

Email: enquiries@admin.hindleyhs.wigan.sch.uk

June 2018

Dear parent

Parental permission

In order to comply with the General Data Protection Regulation we are required to obtain your consent for certain activities we undertake at school. Rather than write to you separately for each activity we have combined them onto one single form.

This information will be held on the school's management systems and you can be assured that it will only be used in accordance with our Privacy Notice, Data Protection Policy and Data Retention Policy. Further information about this can be found on our website: www.hindleyhs.wigan.sch.uk

The safe handling of any personal information we collect about you and your child is important to us. This is why we will always explain clearly what information we are collecting and why. We may need to share your data with third parties where it is necessary. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure your child stays safe and healthy or we are legally required to do so. By obtaining consent from you now, this will cover your child throughout their time at the school. You will need to complete the attached form and return it to school as soon as possible. We can no longer assume that parents 'opt in' where consent is not received, therefore we will continue to ask you for your consent if we do not hear from you.

Our privacy notice

We need to let you know that we store personal data about you and your child on the school's management systems. We will only share this data in accordance with those persons who provide services to the school and organisations concerned with the welfare of your child. Examples are: youth support services, social services, local authority support services, etc. Our privacy notice is displayed on our website.

For school trips, sports fixtures, off-site provision, events (including careers and sex education programmes)

We need your permission for your child to participate in events and activities arranged by the school, on or off-site (including those outside the school day and residential visits either in term time, during school holidays or at the weekend). This includes taking part in careers information advice and guidance events which run throughout Years 7 to 11 and the relationships and sex education programmes which run as part of our PSHE curriculum.

We need your permission for your child to be transported on external transport (i.e. coaches or taxis) and if necessary in staff vehicles. Any external transport provider will be checked in accordance with the school's safeguarding procedures prior to using them. You will still be informed before these activities take place.

For publications

In addition to using your child's image around the school (i.e. in newsletters and displays) we need your permission to allow us to use photographs and / or filmed images of your child for publicity reasons in the local media, (sometimes social media) and the school website. We will not share these images with anyone else.

Using email & mobile telephone to contact you

We need your permission to use your email address and mobile contact number to contact you about school and your child. Parents and carers are asked to provide an email address and mobile number as part of our data collection exercise. We will then use 'Schoolcomms' to communicate with you by in-app message, SMS, or email. If you have a smartphone, both you and the school can save money if you download the *FREE* 'Schoolcomms' app from your app store (android and iPhone). Further information about how to download and use this app can be found on our website. There may also be occasions when we need to contact you by telephone; it is therefore vitally important that you provide us with an up to date telephone number and inform us immediately of any changes. The school will rarely use traditional mail (i.e. letters) as we are able to communicate more effectively and cheaply through Schoolcomms. Email addresses and mobile telephone numbers will not be passed on to others and will only be used by the school to communicate messages about school and your child.

Bio registration

We need your permission to register your child on our cashless catering system as cash is no longer accepted at the service points. Instead pay loaders are used to load money onto the system at the beginning and end of the school day, breaks and lunchtimes. From September, accounts can also be topped up online. Students simply place their finger onto a scanner at the point of sale to purchase food. Those students who do not want their finger scan to be taken, but still want to purchase food, will be given a plastic card. Students who bring in a packed lunch from home are welcome to register. Registration allows access to our dining facilities throughout your child's time at the school regardless of whether they want to use this facility or not.

Pupil use of the school's ICT facilities

As part of the school's ICT programme we offer pupils supervised use of the internet. All pupils must read and consent to conditions of use and confirm their understanding of the possible consequences of misuse prior to any access. The activities of each user will be logged for later investigation into any suspected misuse. Should your child be suspected of any misuse their access may be withdrawn and you will be informed of the circumstances surrounding the situation. Once a full investigation has taken place a decision will be taken by the school as to the best course of action. It must be stressed that the majority of pupils are sensible and it is unusual for us to encounter problems. The benefits of using the internet far outweigh any disadvantages. Your child will not be allowed access to the internet unless you give your permission on the attached form.

Please can you ensure that you complete and return the combined consent form to school as soon as possible, for the attention of Mrs J Austin.

Yours faithfully

Mrs S Heyes
Business and finance manager

Combined parental consent form
This covers your child throughout their time at the school
PARENT / CARER TO COMPLETE THIS PAGE

Child's Name: _____ Form: _____

✓ or ✗

<p>Privacy notice I am aware of the school's privacy notice explaining how we store data on the school's management systems and share this data with those who only provide services to the school and organisations concerned with the welfare of my child.</p>	
<p>School trips, sports fixtures, off-site provision, events (including careers and sex education programmes) I give my consent for my child to take part in on / off site activities arranged by the school including those outside the normal school day. This may involve being transported on external coaches and taxis and if necessary, in staff vehicles. If you do not wish to give consent for any of these activities, please state which ones.</p>	
<p>I give my consent for my child to take part in careers information advice and guidance events and the relationships and sex education programme.</p>	
<p>Publications I give my consent for photographs and filmed images of my child to be used for promotional purposes in the local media (sometimes social media), around school and on the school website.</p>	
<p>Use of the internet I give my consent for my child to use the internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be objectionable and I accept full responsibility for setting standards for my child to follow when selecting and exploring information.</p>	
<p>Using email & mobile telephone numbers to contact me I give my consent for the school to use my email address and / or my mobile telephone number to communicate messages to me about my child / the school.</p> <p>My email address is: _____</p> <p>My mobile number is: _____</p> <p style="text-align: center;">PLEASE DOWNLOAD THE 'SCHOOLCOMMS' APP AS SOON AS YOUR CHILD JOINS US IN SEPTEMBER</p>	
<p>Bio Registration I consent to my child's finger scan being taken to enable them to use the school's cashless catering system.</p>	

Print Name: _____
Parent/carer

Signature: _____
Parent/carer

Date: _____

Please ensure this form is completed and returned to school, for the attention of Mrs J Austin

You have the right to withdraw your consent at any time. To withdraw your consent, please email: enquiries@admin.hindleyhs.wigan.sch.uk OR write to: The Headteacher, Hindley High School, Mornington Road, Hindley, Wigan, WN2 4LG. You should address all correspondence relating to withdrawing consent with the heading **WITHDRAW CONSENT** followed by your name. Once we have received notification that you have withdrawn your consent, we will no longer process this information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.