



Hambridge Primary School

Parental Consent Form

Please read the **Parent Information** attached prior to completing this form.

As part of our commitment to your child's education, safety and updated General Data Protection Regulations, we require you to complete this consent form in relation to the aspects listed within the booklet.

Please tick each box as required:

<u>Local Educational Visits Consent – Whole School Life</u>		☐
I consent to my child to be taken out of the school grounds within the local vicinity.		
<u>Privacy Notice</u>		☐
I have read and understood the terms.		
<u>Acceptable Use Policy Agreement</u>		☐
I agree with the Acceptable Use Policy as contained within the Information attached. Please note that without consent your child CANNOT access the internet within school		
<u>Use of Digital Video/Images</u>		
As the parent/carer of the named child, I agree to the school taking and using digital/video images of my child. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school. Please tick this box if you CONSENT to your child's photograph appearing on the school website, School newsletters and other occasional media.		☐
I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by the guidelines set out in the information attached.		☐
<u>Newsletters/Parent Information/PTA School Events/Newsletters</u>		
I agree that I am happy to receive communications from the School including newsletters, school visit information, Parents evenings, Non-Uniform Days, FOHSA Newsletters and events etc. to my email address. (emails will be sent to contact 1's only)		☐
<u>Use of Apps, website and other software where Personal Data maybe shared</u>		Please tick boxes below:
We use these apps/sites regularly to support your child's education and we require you to tick each box individually to indicate your agreement they can be accessed by your child Please note: If consent is not provided, your child will NOT be able to access the software.		
TTRockstars (<i>Times tables</i>) ☐		Accelerated reader ☐
Mathletics ☐		Tapestry (Learning journal) Year R ☐
Spelling shed (Spellings) ☐		Epic Reading ☐

Child's Name _____

Child's Class _____

Parent/Guardian Name _____

Signed _____ Date _____

Local Educational Visits Consent – Whole School Life

Throughout your child's education the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits take place during the school session times and will be in the local area.

The purpose of the consent form is to enable parents/guardians of children at the school to give permission for their child to participate in visits and activities away from the school during the day. This consent will allow your child to leave site for a supervised local visit, examples of which are:

- Visits to the local park
- Visits to the local shops
- Visits to the local Church

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their surnames.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parents/carers are requested to sign the parent consent form to allow the school to take and use images of their children.

Pupil Acceptable Use Policy Agreement

Hambridge Primary School

Pupil Acceptable Use Policy for Internet, Learning Environment and E-mail

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

1. Pupils must obtain the **permission of parent(s)/guardian(s)/carer(s)** before they can be allowed to use the Internet including a Virtual Learning Environment or Educational Apps. The Parental Permission Form must be signed and returned to the school.
2. Pupils must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.
3. The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites.
4. Pupils must only use the user name and password they have been given. A personal user name and password is only shared with the class teacher and a parent, guardian or carer. Pupils will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
5. Pupils should not download and use material or copy and paste content which is **copyright**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.
6. The Internet access provided in Somerset Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. **Under no circumstances should pupils attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
7. Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.
8. Parents are asked to **explain the importance** to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this "Acceptable Use Policy", parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

Hambridge Primary School

Parental Permission for Pupil use of Internet Facilities at School

The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning. As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely, responsibly and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptance Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

www.thinkuknow.co.uk

Provides the latest information on Internet sites, mobiles and new technology together with resources to help you support your child. It also provides a link for reporting any concerns you may have about content on the Internet.

The permission form on the first page must be completed, signed and returned to the school for our records. Use of the Internet and/or Learning Environment and/or Educational Apps will be withheld unless this has been done.

Apps, Website and Software



Accelerated Reader

Student data recorded: Name

. Accelerated Reader is a pupil friendly way to integrate daily independent reading into the curriculum involving challenges at the pupil's own level as well as quizzes designed to stimulate each child reader's interest. It is a proven way of improving pupil reading skills and love of texts.

<https://www.renaissance.com/products/accelerated-reader/>



TT Rockstars – Times Tables

Student data recorded: Name

Times Tables Rock Stars is a carefully sequenced programme of daily times tables practice. Each week concentrates on a different times table, with a recommended consolidation week for rehearsing the tables that have been practiced. This format has very successfully boosted times tables recall speed for hundreds of thousands of pupils. For more information please visit:

<https://trockstars.com/home>



Tapestry – Learning Journal Year R only

Student data recorded: First and surnames, DOB, Photos

Learning Journals and special books have grown in popularity over the last decade, offering early years settings a way to record the special moments of their children, and to keep parents involved in a partnership as their children blossom and grow. More recently they have been used in conjunction with the developmental stages and milestones to assess more formally how children are progressing. For more information please visit:

<https://tapestry.info>



Mathletics

Student Data recorded: First and surnames.

Mathletics is an intuitive and engaging resource and one that is designed to improve learners' skills, knowledge and ability in maths, especially in numerical skills and speed. Mathletics is a multi award-winning online maths resource for students aged 5-18 that's currently used by more than 5,000 schools across the UK and millions of students worldwide. Its aim is to develop mathematical fluency, problem-solving and reasoning skills.

<https://www.mathletics.com/uk/>



Epic Reading

Student Data recorded: First name.

Epic! Unlimited Books is a children's digital library for pupils aged 12 and under, that offers access to over 35,000 high-quality books for children, learning videos, reading quizzes and more.

<https://www.getepic.com/>



Spelling Shed

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- This is a spelling platform designed by a team of teachers. It is built with pupils, teachers and parents in mind and aims to make spelling fun for pupils as well as simple for adults to manage. It is a whole-school spelling scheme, giving 100% coverage of the National Curriculum.



Hambridge Primary School Pupil Privacy Notice

(Issued January 2021)

Our school needs to use data on pupils in order to be able to safeguard pupils and deliver the best education possible. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data. You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, **Hambridge Primary School** are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact us' below). Our Data Protection Lead at Hambridge Primary School is Mr Jeremy St John.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes but is not limited to:

- Your contact details
- Assessments of your work
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- Details of where you go when you leave us at 11

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to

- Check how you're doing in all subjects and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

Our record retention schedule/records management policy is based on the [Information and Records Management Society's toolkit for schools](#) and sets out how long we keep information about pupils.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Who we share with	Why we share
Our local authority	To meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
The Department for Education	We have to do this by law. This data sharing underpins school funding, educational policy and funding
Your family and representatives	To ensure that they know how you are doing and to protect your welfare
Police forces, courts, tribunals and security services	As we are required to by law
Educators and examining bodies	To ensure that you are entered for exams and your results are recorded
Health and social welfare organisations	Such as the school nurse and the Education Welfare Officer to help look after your health and wellbeing

Our payment service providers	So that you can pay for meals, trips resources and activities.
Providers of electronic learning resources	To allow you to use their resources in class and at home

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department for Education (DfE)

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Amy Brittan DPO Schools dposchools@somerset.gov.uk or Mr Jeremy St John DPO Lead – Hambridge Primary School office@hambridge.ppat365.org

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.