



Parent Information Pack



A Member of Greater Manchester Learning Trust
Community Creativity Achievement

Parrs Wood High School Wilmslow Road East Didsbury Manchester M20 5PG

tel: 0161 446 8640

email: admin@pwhs.co.uk

Headteacher: Mark McElwee

Dear Parent/Carer

RE: Y6 Transition Data Transfer

We are keen to ensure that your child makes the best possible start at Parrs Wood. We have recently introduced a new process whereby all the data information we need from you can be done online, we hope this is more efficient and less time consuming than our previous arrangement, on the data information form you will share some key information about your child with us. We wanted to let you know that we will also contact your child's Primary school to ask them to provide us with some additional information. The data we will ask for is as follows:

- Your child's attendance for Y6.
- If your child is eligible for Pupil Premium Funding.
- If your child has a Special Educational Need and/or a Disability, and/or may require additional support at High School.
- If your child speaks English as an Additional Language and which languages are spoken at home.
- If there have been any Safeguarding concerns about your child whilst they have been at Primary School.
- If your child has ever been classed as Looked-After.
- If your child has had any behaviour issues or has been excluded from Primary School at any point
- If your child is Gifted and Talented in a particular subject.
- Your child's Reading Age (if it is recorded by the Primary School).
- The Teacher Assessment Data for your child in Reading, GPS, Maths and Science.

This information is strictly confidential and will only be accessed by the Transition team. It will be stored electronically until your child leaves Parrs Wood High School/Sixth Form and, thereafter, it will be securely archived in-line with our Retention Policy.

If you think that there is anything else we may need to know about your child that hasn't been covered in the Data Application form or will not be covered in the Y6 Transition Data Transfer with your child's Primary School, please do not hesitate to contact me either by telephone or email: j.mclynn@pwhs.co.uk. We look forward to welcoming your family to the Parrs Wood Community.

Yours faithfully

J McLynn

Parrs Wood High School **Behaviour Blueprint**

What would
FRED do?

Our Values Message:

- **Community** - We care for each other.
- **Creativity** - We embrace change.
- **Achievement** - We expect excellence.

Adult Behaviours

Community

Be kind, compassionate and always ready to listen.

Creativity

Be an inspiring role model, responsive to our students and their ideas, and innovative in our practice.

Achievement

Be consistent, supportive and dedicated to all of our students' futures.

Student Behaviours

Community

Be kind, supportive and respectful of yourself and others.

Creativity

Be resilient, open minded and imaginative in all aspects of your school life.

Achievement

Be responsible, determined and proud of yourself.

Rewards

Community

Achievement points which you receive will be added to your House total and earn the winning House a community reward at the end of each term.

Creativity

Your hard work and effort will be rewarded in a number of creative ways including: **achievement points, postcards, phone calls home, certificates, badges, HOL and Headteacher rewards breakfast, and rewards trips.**

Achievement

Your collected achievement points can be used to purchase items from the school reward shop or donated to your House's chosen charity to benefit others.

Stepped Sanctions

1. **Chance:** you will be given a reminder, and an opportunity to get things right.
2. **Choice:** you will be given a choice with consequences clearly explained, and time to reflect.
3. **Consequence:**
 - Time-out
 - Detention
 - Referral
 - Home contact



Community Creativity Achievement



General Data Protection Regulation 2018

Information & Guidance

About the Student Personal Data Form

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- In line with Safeguarding procedures, it may be necessary to share information with external agencies

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+ [For use by educational settings with students aged 13+:]

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+ [For use by educational settings with students aged 16+:]

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19-year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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 NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our Data Protection Officer Matthew Keefe via Lindsey Moore on 0161 446 8640 or l.moore@parrswood.manchester.sch.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, contact Eileen Garry at e.garry@pwhs.co.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

ATTENDANCE

It is a known fact that attendance is closely linked with attainment.

Parrs Wood is committed to encouraging the very best attendance possible.

As a parent/carer, it is your legal responsibility to ensure that your child attends school regularly.

We are committed to working in partnership with you to improve your child's attendance. Should you require support in doing this, please let us know and we will assist you in accessing the most appropriate support.

The Headteacher would like to inform you that requests for absence during term time will not be granted unless for situations that would be deemed as exceptional circumstances by the Headteacher and Local Authority; These requests must be made in writing addressed to the Headteacher.

Medical Appointments

Medical appointments should be made outside the school day. We expect pupils to come into school in the morning if for example, they have an appointment at 11:00 a.m. and return after the appointment.

Unauthorised absence from School

Please note that if your child does not attend sessions for weeks or more, the school can remove them from roll. Please note where this happens, you will have to re-apply through Manchester City Council Admissions Team and be placed on the waiting list.

Did you know if your child's attendance is:

- 100% they have missed no sessions. Well Done!
- 97.5% they have missed 10 sessions which is 5 days (1 week)
- 95% they have missed 19 sessions which is 9.5% days (nearly 2 weeks)
- 92.5% they have missed 28 sessions which is 14 days (nearly 3 weeks)
- 90% they have missed 38 which is 19 days (nearly 4 weeks)
- 87.5% they have missed 48 sessions which is 24 days (nearly 5 weeks)
- 85% they have missed 57 sessions which is 28.5% (nearly 6 weeks)
- 82.5% they have missed 66 sessions which is 33 days (nearly 7 weeks)
- 80% they have missed 76 sessions which is 38 days (a half-term)

To report your child's absence please use the Parent Gateway App, or ring the KS3 office on 0161 446 8641 before 9:00 a.m.

Parrs Wood Home School Agreement

Parrs Wood High School will ensure that:

- Expectations regarding behaviour and the core values of: respecting oneself respecting others respecting the environment
- Are consistently and continually re-enforced clearly to all students and staff during assemblies, tutor time, lessons, extra-curricular activities and staff briefings.
- The expectation for good behaviour is promoted within school.
- Good behaviour is recognised, celebrated and rewarded through Awards Evenings, Celebration Assemblies, Gold and Platinum Rewards, Stars of The Week, Post-Cards Home, Certificates and Letters to parents.
- The good behaviour expected of our students is modelled by staff.
- Staff at Parrs Wood will address students, parents and each other in a respectful manner.
- Staff at Parrs Wood will challenge behaviour that puts students' safety, happiness, learning and social/academic development at risk.
- Sanctions will be applied fairly, consistently, proportionately and reasonably – taking into account any Special Educational Needs, disabilities, barriers to access and vulnerability.
- Staff at Parrs Wood will investigate all incidents of a serious nature thoroughly before issuing a sanction. This includes giving the student(s) involved the opportunity to present their view of the event, seeking statements from other witnesses and viewing any CCTV footage where appropriate.
- Staff at Parrs Wood will endeavour to inform parents/carers of the detail and outcome of incidents where their child's behaviour has conflicted with the school's core values.
- Staff at Parrs Wood will arrange reintegration interviews for parents at the end of a fixed period exclusion.
- Alternative provision will be made from day six of a Fixed Period exclusion. This may involve a temporary placement at another school or educational provision.
- The Behaviour Policy does not discriminate against any student on, for example, grounds of race, gender disability or sexual orientation, and that it promotes good relations between different communities.
- All reasonable measures are taken to protect the safety and wellbeing of students and staff including preventing all forms of bullying and dealing effectively with reports and complaints about bullying.

- Fixed-term or permanent exclusions will be imposed where it is proven that a student has intentionally made false malicious allegations against school staff.
- The school will work with other agencies to promote community cohesion and safety.

Parrs Wood students will:

- Ensure that they attend all assemblies and personal development curriculum sessions, and demonstrate, through their behaviour within school, that they understand and model the core values of: respecting oneself respecting others respecting the school environment
- Accept personal responsibility for the way they behave in and outside of school, public transport/shops etc.
- Respectfully and responsibly use social media
- Feel proud and not embarrassed when recognised and rewarded for good behaviour.
- Address each other, staff and their parents/carers in a respectful manner.
- Expect to be challenged about behaviour that puts student safety, happiness, learning and social/academic development at risk.
- Not withhold any information, and be willing to explain their understanding of a situation, to assist in an incident being resolved because 'it is the right thing to do' and not because of pressure or fear.
- Inform a member of staff of any issues that may affect their behaviour, attitude to learning or academic/social progress.
- Take responsibility for their behaviour, explaining to their parent/carer what they have done and what they intend to do to modify their behaviour.
- Follow reasonable instructions by school staff, obey school rules and accept sanctions, knowing that they have been investigated thoroughly.
- Act as positive ambassadors for the school at all times including when off school premises.
- Not bring inappropriate or unlawful items to school.

Parents/Carers of Parrs Wood students will:

- Work in partnership with the school to ensure positive outcomes for their child
- Ensure that their child attends assemblies and personal development curriculum sessions, and should encourage their child to follow the aforementioned core values of:
- Work in partnership with the school to ensure positive outcomes for their child

- Accept responsibility for the way their child behaves in and outside of school.
- Recognise, celebrate and reward their child's good behaviour.
- Model behaviour that is expected of their child and staff at Parrs Wood.
- Address their child and staff in an appropriate manner
- Send their child to school each day punctually, suitably clothed, fed, rested, equipped and ready to learn.
- Attend meetings with the Headteacher or other school staff, if requested, to discuss their child's behaviour.
- If their child is excluded from the school, ensure that their child is not found in a public place during school hours in the first five days of exclusion and, if invited, attend a reintegration interview with the school at the end of a fixed period of exclusion.
- Expect that their child will be challenged about behaviour that puts student safety, happiness, learning and social/academic development at risk.
- Encourage their child not to withhold any information, and to be willing to explain their understanding of a situation, to assist in an incident being resolved because 'it is the right thing to do' and not because of pressure or fear.
- Accept an imposed sanction knowing that a thorough investigation has taken place.
- Inform a member of staff of any issues that may affect their child's behaviour, attitude to learning or academic/social progress.
- Encourage their child to take responsibility for their behaviour and support their child, and the school, in providing behaviour modification support.
- Keep the school updated with contact details.
- Adhere to the school uniform policy

Parrs Wood High School Uniform Policy September 2021

The Governing Body of Parrs Wood High School has approved the following school uniform for the academic year 2021/2022 for years 7-11.

Parents/Carers should ensure that all items of clothing are labelled with the student's name.

Students should not bring personal devices such as smart watches, mobile phones, tablets, laptops, digital cameras, ear-phones, or any type of mobile technology into school. The school will not be responsible for any such items should they be brought into school and they are lost, damaged or stolen. Students seen in possession of the aforementioned items **will have them confiscated** until the end of the day if it is their first offence. Should the item be confiscated for a second time then a parent/carer will be required to come into school after 3.05pm on Friday of that week to retrieve the item.

School Blazer:

- Graham Winterbottom boys and girls suit style jacket in navy 100% Polyester with the official school crest embroidered on left hand chest.
- School jackets must be worn at all times.

Pullover (optional):

- Rowlinson Performa 50 cotton/acrylic mix black jumper with silver trim.
- **Alternatively a plain black v neck sweater.**

School tie Key Stage 3 students (Year 7, 8 and 9):

- William Turner 16" clip-on 100% polyester Navy tie with Fawn over crammed white stripes repeating throughout.

School tie Key Stage 4 (Year 10 and 11):

- William Turner 19" clip-on 100% polyester silver tie with navy over crammed white stripes repeating throughout.

School shirt:

- Plain white shirt with collar either long sleeve or short sleeve.

School trousers:

- Black tailored long trousers of polyester / cotton.
- The trousers must be either straight leg or boot cut and must not be stretchy / lycra. The Boot Cut trousers must not be any wider than 25cm.
- **Cord, canvas or denim trousers are not allowed.**
- **Skinny jeans or leggings are not allowed.**

School skirt:

- Graham Winterbottom SSK307 in polyester/viscose/elastane with the official school crest embroidered on the left-hand hip.
- **Alternatively, a plain black pleated skirt.**

Socks/tights:

- Black or white socks. **Socks which rise above the knee are not allowed.**
- Plain black tights. **Patterned tights and leggings are not allowed.**

Shoes:

- Black leather, or leather appearance, shoes with low, flat heels are allowed. Ankle boots, **Dr Martens' boots and knee-high boots are not allowed.**
- Where the shoe has laces, there should be two, three or four pairs of eyelets only on each shoe. **Training shoes or footwear with Trainer / Pump-like appearance are not allowed.**
- Shoes should not have a Sports logo / name on them. If you are unsure, please contact the school for advice **before you purchase them.**

Coats:

- Expensive coats (leather/designer coats etc) are unsuitable due to the lack of cloakroom space. Coats should be worn that can easily fit into a schoolbag.

Bags:

- All students must have a school bag which is big enough to hold stationery, planner and 6 A4 exercise books. **Handbags are not allowed.**

Jewellery:

- Students may wear a wrist-watch. **Smart watches are not allowed.**
- **Jewellery is not allowed**; this includes ear-cuffs, any piercings (ear, facial or body), necklaces, bracelets and rings.

Make-up:

- No make-up or nail varnish is to be worn.
- Acrylic nails are not allowed.

Hair:

- **'Fashion' haircuts and haircuts where there are significant differences between hair lengths within the haircut are not allowed**; this includes shaved heads (grade 1 or lower), "Tracks", "Mohawks" or similar.
- **Artificial colours are not allowed.**

Boys' PE Kit (Year 7 to 11)

Boys' PE T-shirt:

- Black T-Shirt embroidered in black with the official school logo on the left-hand chest.

Boys' PE shorts:

- Black shorts

Boys' football socks:

- Black football socks

Boys' PE Sweatshirt:

- Black sweatshirt embroidered in white with the official school logo on left hand chest **or** a plain black round neck jumper.

Boys' Tracksuit bottoms:

- Black plain no logo tracksuit bottoms are permitted in the winter months for outdoor lessons.

Girls' PE Kit (Year 7 to 11)

Girls' P.E. Shirt:

- Black polo shirt with black trim, embroidered in black with the official school logo on the left-hand chest.

Girls' shorts:

- Black shorts

Girls' PE socks:

- Black football socks/ white short socks

Girls' PE Sweatshirt:

- Black sweatshirt embroidered in white with the official school logo on left hand chest **or** plain black round neck jumper

Girls' leggings:

- Black plain non-cotton leggings

PARRS WOOD 'SIMPLE 7'

At Parrs Wood High School, the 'Simple 7' is a compulsory piece of equipment to prepare each student for learning, they must have this out on their desk at the beginning of each lesson.

Within their pencil case they should have the following stationery items:

Pencil

1 x Black pens

1 x blue pen 1

x green pen

Pencil sharpener

Eraser

Ruler

These items can be purchased from school separately or as a simple 7 at our Rewards Shop

Timings of the School Day.



TIMINGS OF THE SCHOOL DAY

Students arrive at **8:35am** for prompt start

PCD / Assembly	8:40 to 9:00 am
Period 1	9:00 to 9:50 am
Period 2	9:50 to 10:40 am

BREAK 10:40 to 11:00 am

Period 3	11:00 to 11:50 am
Period 4	11:50 to 12:40 pm

LUNCH 12:40 to 1:25 pm

Period 5	1:25 to 2:15 pm
Period 6	2:15 to 3:05 pm



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tel: 0161 446 8640
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Headteacher: Mark McElwee

Dear Parents/Carers

Online Payments and Cashless Catering System

Parrs Wood High School is moving towards becoming a cashless school. We are encouraging all parents/carers to use our online payment system for all school items. All trips and events will only be available to pay online to ensure ease of payment. This will reduce the risk of cash being maintained on the school premises and will streamline the administrative procedures involved in this process.

We are pleased to welcome you to www.scopay.com our online payment system. If you have already registered and are using the online payment system you do not need to action this letter and we thank you for your continued support, however if your child is new to the school, you will need to go through the registration process.

The system allows you to make payments to the school using the Internet. This means that parents/carers will be able to pay for all school meals, trips and events online and view associated balances. All payments are made through World Pay so they are a secure and reliable way to pay for school items.

Once you log-on you will be able to see a list of educational and residential trips and events that are applicable to your child and an option to pay for your child's school meals. Simply choose the ones you wish to pay for and enter your card details. ScoPay also allows you to view your payment history online.

We have found that this is a much more convenient and efficient way for parents/carers to manage payments and eliminates the possibility of your cash payment being lost on the way to school.

Parents of children who have not yet set up online, will need to request a unique code from the finance department, so please contact us at finance@parrswood.manchester.sch.uk

The unique code will have the simple instructions on how to create an account for online payments. You will be able to use the same log-in for every child you have in the school once they have been set up individually. It is also possible to link accounts of siblings.

For parents who have queries about Scopay or do not have access to an online facility please contact our finance team when you need to make payments. They will be able to assist you further.

When you make an online payment, you will receive an email confirming the payment has been made to your child's account.

Check Meal Account Balances and Meal Account Purchases

An additional benefit to using this online service is the ability to view your child's meal account balance and a detailed list of items your child/children have purchased.

There is **no charge** to enrol for this service.

Please find enclosed the quick reference guide on how to get set up. We thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read "Louise Staunton". The signature is written in a cursive style with some loops and flourishes.

Louise Staunton
Trust Director of Finance

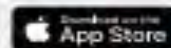
School Gateway

In order to help you keep track of how your child is doing in school, we would require you to sign up to the school gateway app, its easy to use and you can have up to date information at the touch of a button around the progress your child is making in school. Find out more information at schoolgateway.co.uk.



Find out more at:
schoolgateway.co.uk

Download the **FREE**
app to your phone





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APPLY FOR FREE SCHOOL MEALS.....

It's quick and easy using the online form at: www.cloudforedu.org.uk/ofsm/sims

If you are receiving certain benefits, a **FREE** tasty and nutritious school meal is available for your children at Parrs Wood High School.... **BUT YOU MUST APPLY!**

Look at the benefits:

- A free school meal for your child, which is good for their health and could help their learning.
- Savings for you, worth over £350 a year.
- Extra money for the school through Pupil Premium, worth at least £900 a year.

Remember, just registering your child for Free School Meals means that Parrs Wood High School receives the extra money even if you don't take up the free meal. No one will know you have registered and please be assured that the credit goes straight into your child's account and other students will not be aware you have qualified. It will not affect any other benefits you are claiming.

If you want further information, then please talk to Ms Pennington. Everything you say will be treated in the strictest confidence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark McElwee', is written over a light blue circular stamp.

Mr M. McElwee
Headteacher

Applying for an Igo Pass

From the age of 11 until 31 August after your 16th birthday, you can pay child fares on buses in Greater Manchester if you have an Igo pass. You must have an Igo pass to travel using a child ticket on buses in Greater Manchester if you are aged 11-16.

If you are aged 5-16 you need an Igo pass to buy [System One Junior AnyBus](#) and [get me there Junior Anybus](#) products.

On trams in Greater Manchester, if you are 11-16, an Igo pass can be used as proof of your age and lets you pay child fares until 31 August after your 16th birthday.

You may also wish to have an Igo pass when travelling by bus or tram in Greater Manchester if you are under 11 but look older.

Costs and benefits

An Igo pass costs £10 and lasts until 31 August after your 16th birthday.

The pass allows 11-16-year olds to travel using child tickets on buses and trams in Greater Manchester. It also allows 5-16 year olds to buy [System One Junior AnyBus](#) and [get me there Junior AnyBus](#) products. You can also buy [get me there child tram tickets](#) and load them onto your Igo pass.

Apply for a pass

[Download an application form](#) or get one from a TfGM Travelshop.

If you are eligible complete the relevant form and attach:

- a passport-sized colour photo of yourself
- proof of your name and age – a copy (not original) of your birth certificate, adoption certificate, medical card, passport or EU/EEA card. Please do not send original documents.
- payment details (for the £10 fee)

You can take your form and proof to a Travelshop who can check and take payment, or post your documents to the FREEPOST address on the application form. If you lose your Igo pass

If you lose your pass it costs £10 for a new one.

To order a replacement pass you can:

- Call TfGM on 0161 244 1000 to make a card payment (7am to 8pm Monday to Friday and 8am to 8pm at weekends and public holidays).
- Visit a Travelshop to order and pay for a replacement pass.

You must pay the full fare on buses until your replacement Igo arrives.

PARRS WOOD HIGH SCHOOL – PARENT CONSENT FOR SCHOOL ACTIVITIES.

As part of our commitment to receive parental consent for particular school activities, please find details below of various aspects of school life for which your consent is required.

Please read the information relating to each aspect carefully.

[Do we have your consent for your child to take part in the sex and relationship education lessons?](#)

The programme of study aims to provide your child with the information and skills to be able to make wise and informed decisions in the future. Year 7 follow a programme of study examining personal hygiene, staying healthy and healthy eating, puberty, reproduction as well as, keeping safe including cyber bullying and forced marriage. – **if we have your consent please tick the boxes Sex education and Sex and Relationship Education.**

[Do we have your consent for your child to take part in generic activities off site?](#)

Your child may be involved in generic activities which require them to be away from school site, including competitions, sports and performances, reward trips. I.e. Alton towers, cinema. **In ticking the box above School Visit and generic activities offsite** you are acknowledging the need for your child to behave responsibly whilst participating in the activity. For residential trips you will be asked to complete a more in-depth consent form.

Do we have your consent for personal and education data relating to your child to be shared with internal and external agencies, (e.g. school health (immunisations, social services, local authority, police ETC)? – **if we have your consent please tick the boxes data exchange and data shared with external/internal agencies.**

PARRS WOOD HIGH SCHOOL – BIOMETRIC CONSENT INFORMATION.

What is a biometric cashless system?

At the heart of the biometric cashless system is a software program which recognises each individual customer, holds individual cash balances and records expenditure and cash received. It also records where and when money is spent and on what food.

How are student and staff recognised by the system?

All student and staff will be registered by biometric measurement and photographs. The biometric measurement takes a part image of some of the coordinates of the fingerprint. This information is then converted, encrypted and stored as a unique number. This data cannot be converted back into any image of a fingerprint, nor can it be used by any other source for identification purposes.

What data will be held on the system?

Certain data will be held on the system to enable accurate operation. This will include the students name, tutor group, photo, account balance, meal entitlement and the biometric number. Other than the biometric number, this data is already held on the school's finance systems. All the data will be handled under the guidelines of the Data Protection Act. The data will only be utilised for the purposes of the cashless catering system and will be destroyed when the data is no longer relevant. (i.e. When the student leaves the school).

What about student entitled to a free school meal?

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way.

The amount allocated for the free school meal will be entered into the system by 07.30am daily. Any amount remaining at the end of each day is automatically cleared at 2.00pm and will not be carried over to the next day.

Cash can be added to the students account should you wish to.

- Main benefits of the cashless catering system:
- Convenient way of paying for school meals.
- No more looking for change every morning.
- Discourages the misuse of school dinner money.
- Alleviates the chances of losing their dinner money.
- Queuing times are reduced through increase speed of service.

Automatic free meal allocation with the student remaining anonymous.

Within the first week of term parents will receive a letter from our finance team with instructions on how to set up and access your child's cashless account. once set up you will be able to put money on their account via the internet.

For the first week it is advisable to send your child in with their dinner money where they can either put it on the system (via their fingerprint) or pay at the till in the dinner hall which will be available for the first week.

Acceptable use of the internet and digital technologies contract

The use of digital technologies in school covers all aspects including email, Internet, intranet and network resources, virtual learning environment, software, equipment and systems. Please read through the following points relating to the appropriate use of the internet and digital technologies and sign below to accept your agreement with this policy.

Please can you read this information with your son/daughter and ensure that they understand what is considered acceptable use of the internet and digital technologies.	I have read & understood this point
I will not leave any computer to which I have logged into unattended. I will lock the computer or log off.	
I will not engage in any online activity other than that which has been directed by a member of staff.	
I will only use the approved school email; school VLE (Virtual Learning Environment) or other school approved communication systems with s or teachers, and only communicate with them on appropriate school work.	
I will not browse, download or send material that could be considered offensive.	
I will report any accidental access to, or inappropriate materials I have received, or filtering breach to the class teacher in charge.	
I will not download any software or resources from the Internet that can put the School network at risk, or are not adequately licensed.	
I will not use personal digital cameras or camera phones for taking and transferring images of s or staff without permission and will not store images at home without permission.	
I will not use any form of social media, either within or outside of the School, in a way which could cause offence, distress or harm to another or the wider public.	
I agree and accept that any computer or laptop loaned to me by the School is provided solely to support my education work.	
I will ensure any confidential data that I wish to transport from one location to another is protected by encryption (such as use of USB memory sticks) and that I follow school data security procedures when using any such data at any location.	
I understand that all Internet usage / and network usage can be logged and this information could be made available to the Headteacher on request.	