



## **Hazelwick School 2021 Transition Administration Pack**

There are two parts to this pack:

- |            |  |
|------------|--|
| White Pack | This should be completed as soon as possible and returned to your Primary School class teacher by 11 June 2021 |
| Pink Pack  | Information either to be kept at home or sent off to West Sussex County Council                                |

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# Family Information Form

To the parents/carers of students joining Hazelwick School

## Section 1: Information about the student

Date of Admission	
Surname/Family Name	
Forename	
Other Names	
Date of Birth	
Gender	
Address *	

\*This should be a residential property that is your child's only or main residence or where Child Benefit payments are received

Present School	
Previous School	
Date of leaving Previous School	

Please give Names and Dates of Birth of any full/half/step-brothers or sisters currently attending Hazelwick:

	Full Name	Relationship	Registration Group	Date of Birth
1				
2				
3				

## Section 2A: Parent/Carer Details

The school will use the information provided to send messages home (including reports, information about Parents' Evenings and trip information) and also in an emergency (school closures due to extreme weather)

1 <sup>st</sup> Parent/Carer's Name	Title:	Full Name (Please print)
Relationship to child		
Address		
Tel. Nos.	Home:	Mobile:
Email address It is important to note that all main contact with parents/carers will be via email.		
2 <sup>nd</sup> Parent/Carer's Name	Title:	Full Name (Please print)
Relationship to child		
Address		
Tel. Nos.	Home:	Mobile:
Email address It is important to note that all main contact with parents/carers will be via email.		

## Section 2B

If the nature of the occupation makes daytime contact difficult, please give the contact information of up to four persons who may be reached, in the event of an emergency, to act on your behalf. This could be a person named in Section 2B, or another relative, a neighbour, or a friend.

Full Name	Title:	Full Name (please print):
Relationship to child		
Telephone No		
Mobile Telephone No		
Email address		

Full Name	Title:	Full Name (please print):
Relationship to child		
Telephone No		
Mobile Telephone No		
Email address		

## Section 2C: Biometric Data and Lunch arrangements

Hazelwick School uses biometric data for cashless payment in the canteen and for some elements of 6<sup>th</sup> Form registration.

The school follows the guidance from the Department for Education which can be found at <http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>

The written consent of at least one parent/carer must be obtained before the data is taken from the child and used. This applies to all students in schools and colleges under the age of 18.

- Please sign below to give consent for your child to provide a finger print image during their Induction Day visit, as described above and in the Induction Day letter, to enable the use of the cashless payment system.

Signed ..... Name of Child .....  
(please print name)

Is your child eligible for Free Meals?	Yes	No
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### Pupil Premium and Free School Meals

**A copy of The Application for Free School Meals (Ref FM1) is included in our Pink Pack. Free school meals entitle a student to £440 of funding for meals from the school canteen over a year. If you think your son/daughter might qualify for free school meals, please fill in the attached form.**

The Pupil Premium is additional funding allocated to schools to work with students who have been registered for Free School Meals (FSM) at any point in the last six years (known as 'Ever 6' FSM).

At Hazelwick we aim to secure the highest possible achievement for every student. A wide range of academic and pastoral strategies contribute towards the success of our students across the whole of our school population. Any groups or individuals requiring particular support and intervention are identified and we aim to close all gaps that may appear between, for example, disadvantaged children and others.

*Pupil Premium funding* is used to support the needs of individuals and groups of children, helping to give them the best chance of achieving their potential.

The school's Biometric System ensures that at the point of purchase no distinction whatsoever is made between students claiming free school meals and others.

## Section 2D: Use of photographs

### Photograph/Film Consent Form

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for use in building passes, or photographs/video for media use other than e.g. of School awards ceremonies. Currently, 99% of parents/carers have given permission for Hazelwick using film/photos in this way.

#### **Name and contact details of the Data Protection Officer:**

Mr J Hillier, Assistant Headteacher

dpo@hazelwick.org.uk

#### **Name of your Son/Daughter:**

.....

**Photograph/film will be taken in school or on school related activities by Hazelwick Staff and/or Barry Holder (BarryHolder.co.uk) official Hazelwick Photographer.**

**By signing this form, you consent to the use of photograph/film for: (please delete any that you do not agree to)**

- Printed and promotional material, e.g. leaflets, prospectus, booklets, posters, newsletter, DVDs;
- School and/or WSCC website/s and social media
- Exhibitions/displays not within school premises;
- The photograph/film may also be used in local newspapers, television reports and on media websites.

Please note photographs may be taken at public events/performances by third parties beyond our control.

Where appropriate, we may add the name of the person featured in the photograph/film. We will not include personal email or postal addresses, telephone or fax numbers on our website or in printed publications.

We will expect to be able to use photographs/films for a minimum of three years to a maximum of ten years from the admission date.

#### **The following organisation/third party will also rely on this consent:**

*Barry Holder (BarryHolder.co.uk). Official Hazelwick Photographer*

**Agreement**

The school owns the copyright of this photograph/film. It will be used solely for the purpose/s mentioned above.

The above named person has agreed for photograph(s)/film(s) and any other reproductions to be used as specified. If the person wishes to withdraw their consent they may do so by letter or email to the Data Protection Officer (DPO) whose contact details are above.

If consent is withdrawn the DPO will acknowledge receipt of the request in writing by letter or email. The school will delete the file from our image bank within one month of receipt of your request and we will not use it in any new material produced from the date of the letter. Material previously issued which includes the photograph/film may, however, remain in circulation, but it will not be included in any further reprints.

**Signature of student(if aged 16 or over)**

..... **Date**.....

or

**Authorised signatory (if person photographed/filmed is aged 15 or under)**

..... **Date**.....

**Relationship to person, eg. parent/carer/other** *(delete as appropriate)*

.....

### Section 3: Medical - Emergency information – kept in school

Full Name of student	
Name of family Doctor	
Medical Practice Name & Address	
Medical Practice Telephone No	

Please study the list below and tick to indicate the dietary needs of the student named above. Please also tick whether the form was filled in by a parent/carer or the student.

Dietary Needs	
• Artificial colouring allergy	[ ]
• Gluten free	[ ]
• Kosher foods only	[ ]
• No dairy produce	[ ]
• No nuts of any type/quality	[ ]
• No pork	[ ]
• Ramadan	[ ]
• Seafood allergy	[ ]
• Vegetarian	[ ]
• Halal	[ ]

This information was provided by:	
Parent/Carer	[ ]
Student	[ ]

Does your child have any of the following medical conditions which the school should be aware of? Please circle YES or NO in each case.

Asthma or Bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches/Migraine	Yes	No
Diabetes	Yes	No
Allergies to any known drugs or medication	Yes	No
Any other allergies, e.g. material, food, insect bites, etc	Yes	No
The use of an auto-injector (eg 'Epipen') for severe allergy	Yes	No
Other illness or disability	Yes	No
Serious problems with vision or hearing	Yes	No
The wearing of a hearing aid, glasses or contact lenses	Yes	No
Regular or prolonged medical treatment of any kind from either your family doctor or a hospital	Yes	No
Specific advice to follow in the event of a medical emergency	Yes	No

**IF THE ANSWER TO ANY OF THESE QUESTIONS IS 'YES', PLEASE GIVE DETAILS (INCLUDING DOSAGE OF ANY MEDICINES/TABLETS) OVERLEAF.**

The school should be informed if your child or any close family relative is in contact with any significant contagious disease, such as measles, mumps, chicken pox, rubella (German measles) or any other infectious condition, such as conjunctivitis, impetigo.

**Additional medical information**

**Use of Crutches in School**

In the unfortunate event of your child having an injury or surgery that requires crutches in school, these must be prescribed by the doctor treating the injury and supplied by the hospital. Please inform the School **before** your child returns, so that the correct procedures can be put in place. The School Medical Team and the student's Head of Year would need to know about the injury and the expected time of recovery so that they can be supported in school appropriately.

**Paracetamol**

The School Nurse is able to administer one dose of paracetamol in school if necessary for minor pain or discomfort, e.g. headache, period pain

- 1 tablet for under 12 years
- 1 - 2 tablets for 12 years and over

This avoids the need for students to carry medication on them.

**If you do not wish your child to be given paracetamol, please inform the Medical staff in writing.**

**If your child has Asthma:**

There is a new National Protocol for schools regarding Asthma. Hazelwick School now holds an Emergency Salbutamol inhaler and disposable spacers for the use of student with asthma in an emergency.

We do, however, encourage students to always have their own inhaler on them at all time.

If you **do not** want the Medical Team to administer the school inhaler to your child in an emergency, please sign below.

Signed ..... Child's Name .....  
(please print name)

To be completed **only** if your child requires on-going medication during school hours

<b>Parent/carer agreement for school to administer medicine</b>	
Hazelwick has a policy that staff can administer medicine. However, Hazelwick School will not give your child medicine unless you complete and sign this form.	
Child's Name:	
Year Group/Form:	
Name and strength of medicine:	
Expiry Date:	
How much to give: (i.e. dose to be given)	
When to be given:	
Number of tablets to be given to the school:	
<b>Note: Medicines must be in the original container as dispensed by the pharmacy</b>	
Daytime phone no. of parent or carer:	
Name and phone no. of doctor:	
Agreed review date to be initiated by Hazelwick School First Aider:	
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school administering medicine in accordance with the school's procedure.</p> <p>I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.</p>	
Parent/carer's signature:	
Print name:	
Date:	

To be completed **only** if your child requires on-going medication during school hours.

## Section 4: Ethnic/Cultural

### Ethnic background record form (based on the new national population Census ethnic categories)

Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the student. Please also tick whether the form was filled in by a parent/carer or the student.

White	
• British	[ ]
• Irish	[ ]
• Traveller of Irish Heritage	[ ]
• Gypsy/Roma	[ ]
• Any other white background	[ ]

Mixed/Dual Background	
• White and Black Caribbean	[ ]
• White and Black African	[ ]
• White and Asian	[ ]
• Any Other Mixed Background	[ ]

Black or Black British	
• Caribbean	[ ]
• African	[ ]
• Any Other Black Background	[ ]

Asian or Asian British	
• Indian	[ ]
• Pakistani	[ ]
• Bangladeshi	[ ]
• Any Other Asian Background	[ ]

Chinese	
• Chinese	[ ]

Any Other Ethnic Group [ ]	
• Please specify: _____	

This information was provided by:	
Parent/carer	[ ]
Student	[ ]

I do not wish an ethnic background category to be recorded [ ]	
--	--

(Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

Please study the lists below and tick one box to indicate the language the student speaks **most often** at home and one box to indicate the student's first language.

**Language used most often by student at home**

- Bengali [ ]
- Chinese [ ]
- English [ ]
- Greek [ ]
- Gujerati [ ]
- Hindi [ ]
- Italian [ ]
- Polish [ ]
- Portuguese [ ]
- Panjabi [ ]
- Spanish [ ]
- Tamil [ ]
- Turkish [ ]
- Urdu [ ]
- Any other language [ ]

*Please specify:* \_\_\_\_\_

**Student's First Language**

- Bengali [ ]
- Chinese [ ]
- English [ ]
- Greek [ ]
- Gujerati [ ]
- Hindi [ ]
- Italian [ ]
- Polish [ ]
- Portuguese [ ]
- Panjabi [ ]
- Spanish [ ]
- Tamil [ ]
- Turkish [ ]
- Urdu [ ]
- Any other language [ ]

*Please specify:* \_\_\_\_\_

## Section 5: Signature/s

Please sign the form in the space(s) indicated using your normal signature to say that the above information is correct.

<b>Signature of Parent/Carer *</b>	<b>Date</b>
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<b>Signature of Parent/Carer *</b>	<b>Date</b>
------------------------------------	-------------

\* Please delete where necessary

## **Section 6 - Hazelwick School - IT Resources Acceptable Use Policy Student Guidelines**

**SCHOOL COPY**

Hazelwick School provides computers for use by students. They offer access to a vast amount of information for use in studies, offering great potential to support the curriculum. The computers are provided and maintained for the benefit of all students who are responsible for good behaviour on the Internet. There will be no warranties, whether expressed or implied, for the network service offered by the school. Data is stored at your own risk and managed in accordance with General Data Protection Regulation 2018.

**Access to the school network is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.**

### **Equipment**

- Do not install, download or store programs of any type on the computers without permission – e.g. ‘flash’ games
- Do not add any additional hardware to computers
- Do not damage, disable, or otherwise harm the operation of computers
- Only print work that is required for submission or information to support studies
- Do not use the computers for commercial purposes, e.g. buying or selling goods - this includes Amazon and eBay
- Do not connect mobile equipment (e.g. laptops, tablet PCs, Smart Devices etc.) to the network except for the haz-byod wireless lan, unless you have permission.
- Do not eat or drink near any electronic equipment
- After any usage place the keyboard either on the top of the computer or under the screen
- Leave computer equipment as you find it. Failure to treat hardware with respect can result in you being removed from the network and having further sanctions applied

### **Security and Privacy**

- Do not disclose your password to others or use passwords intended for the use of others
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name or send them your picture unless you are given permission to do so
- Do not use the computers in a way that harasses, harms, offends or insults others. This includes when using online platforms such as Google Classroom, Satchel:One or Teams (Microsoft)
- Respect and do not attempt to bypass security in place on the computers or attempt to alter the settings e.g. changing screen settings or operation settings
- The School has the right to access your user area at any time. Files and communications may be reviewed to ensure that users are using the system responsibly
- Do not access data and resources on the school network system or other systems without permission
- Do not use the computers to cause corruption or destruction of other users’ data or violate the privacy of other users or intentionally waste time or resources on the network or elsewhere
- Always work as instructed by your teacher and in line with data protection guidelines

### **Internet**

- Do not access the Internet unless for study or for school-related activities e.g. general browsing
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive
- Do not make any attempt to bypass security features including the use of proxies
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by the Copyright Designs and Patents Act
- Do not use the internet to ‘chat’ or share material that is not linked to school or advised by your teacher
- Never arrange to meet anyone unless your parent/carer or teacher goes with you. People you contact online are not always who they seem
- Do not disobey guidelines set out by websites on the acceptable/advised age for its users

### **Email**

- Be polite and appreciate that other users might have different views from your own
- Swearing or aggressive behaviour is not allowed via our email system. Cyber bullying and cybercrime is taken very seriously by the school and monitoring systems are in place to ensure your safety
- Never open attachments to emails unless they come from someone you already know and trust
- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material with a violent, dangerous, racist, homophobic or inappropriate content. Always report such messages to a member of staff

- Do not use school email for personal use or to communicate with others unless instructed to do so by a teacher
- The school email facility should only be used for formal communication
- All emails should be written as an electronic letter and not as a chat between two friends
- When emailing staff members ensure you introduce yourself clearly and remain polite at all times

## **Hazelwick School - IT Resources Acceptable Use Policy Student and Parent Agreement**

Please read the IT Resources Acceptable Use Policy – Student Guidelines document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to sanctions.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, exclusions may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the Hazelwick School computer facilities within these guidelines.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read and understand the above and agree to the conditions under which my son/daughter obtains access to Hazelwick School's computer facilities including the Internet, the school Intranet and other computer-based information networks available through the school.

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 7 - Hazelwick School – Medical Questionnaire – to be used for school trips

Please complete the information requested below, using the open text boxes to give further detail if required.

**Students:-** Name \_\_\_\_\_  
Form \_\_\_\_\_

**Parental:-** Name and Initials \_\_\_\_\_

**Information** Home phone No. \_\_\_\_\_

Mobile phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

**Family Doctor:-** Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

### Does your child have any of the following:-

Asthma or Bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Allergies to any known drug or medication	Yes	No
Any other allergies e.g. food, insect bites, etc.	Yes	No
Other illness or disability	Yes	No
Any recent contact with contagious diseases or infections	Yes	No

If you answered Yes to any of the above please give details below.

Has your child received vaccination against Tetanus in the last ten years?	Yes	No
Is your child receiving medical treatment of any kind from either your Family Doctor or Hospital?	Yes	No
Has your child been given specific medical advice to follow in emergencies?	Yes	No

**If you answer Yes to either of these questions please give details here (including dosage of any tablets/medication):**

**I do NOT consent to any emergency medical treatment necessary during the course of a school visit.**

*(please tick)*

**Signed** \_\_\_\_\_

*All personal information will be processed in accordance with the provisions of the Data Protection Act 1998)*

## Section 8 - Hazelwick School – PE Department consent for extra-curricular activities

At Hazelwick school we encourage as many of our students to participate in extra-curricular sports clubs as possible. These provide an opportunity for students to gain social skills, meet other students, build confidence, develop physical fitness and skill level and to have fun. There is also an opportunity for those who excel to represent the school in local fixtures and tournaments.

All of the sports clubs are free to attend and finish at 4:15pm. Selection for one of the competitive teams would alter this finish time. In this instance the teacher responsible for the team will send an information sheet with timings/location/kit requirements home with your son/daughter.

So that we have an up to date record of students who can attend clubs it is necessary to gain parental permission. Please complete the reply slip below if you would like your son/daughter to have the option of attending.

I give permission for my son/daughter ..... (Name)  
to attend extra-curricular sports clubs.

Parent/Carer signature: .....

Date: .....

## Section 9 Pupil Premium and Free School Meals

We want to make sure that we are providing your child with the best education and support we can. Healthy and nutritious school food has positive health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve students' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than **£7,400**.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than **£16,190**

Registering for free meals could also raise an extra **£935** for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, we need information about you and your child. Please complete this form and return it to West Sussex County Council, Free School Meals, Pupil Support, 2<sup>nd</sup> Floor, The Grange, County Hall, Chichester, PO19 1RG

There is no need for existing claimants to reapply.

**A copy of The Application for Free School Meals (Ref FM1) is included in our Pink Pack. Free school meals entitle a student to £440 of funding for meals from the school canteen over a year. If you think your son/daughter might qualify for FSM please fill in the attached form.**

The Pupil Premium is additional funding allocated to schools to work with students who have been registered for Free School Meals (FSM) at any point in the last six years (known as 'Ever 6' FSM).

At Hazelwick we aim to secure the highest possible achievement for every student. A wide range of academic and pastoral strategies contribute towards the success of our students across the whole of our school population. Any groups or individuals requiring particular support and intervention are identified and we aim to close all gaps that may appear between, for example, disadvantaged children and others.

*Pupil Premium funding* is used to support the needs of individuals and groups of children, helping to give them the best chance of achieving their potential.

The school's Biometric System ensures that at the point of purchase no distinction whatsoever is made between students claiming free school meals and others.







## Section 10 - Privacy Notice - Students

### The EU General Data Protection Regulation (GDPR)

As of the 25th May 2018 the General Data Protection Regulation (GDPR) replaced the Data Protection Act (DPA).

### Data Controller

Hazelwick School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z3160198).

The Data Protection Officer (DPO) for the school is Mr J Hillier, [dpo@hazelwick.org.uk](mailto:dpo@hazelwick.org.uk)

We ensure that student personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

### The Legal Basis for Processing Personal Data

The main reason that Hazelwick School processes personal data is because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and the interests of the data subject;

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

- personal information (such as name, unique pupil number and address and contact details, carers' details)
- 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, behavioural information, details of any exclusion information,)
- national curriculum assessment results, examination results\*,
- where students go after they leave us
- any special educational needs or disabilities as well as relevant medical information

*\*We celebrate the achievements of students and will publish a small selection of students' results on the school website and around the school to motivate and inspire younger students.*

*For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about a student's learning or qualifications.*

### How we use information

We collect and hold personal information relating to our students and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

We use this personal data to:

- support our students' learning
- support our students' welfare

- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- process any complaints
- protect vulnerable individuals
- the prevent and detect crime

### **Who we share data with**

We may pass data to:

- the local authority
- schools that a student attends after leaving Hazelwick School
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

**For further information about who we share with and why please see APPENDIX A.**

### **Retention Periods**

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

### **Photographs**

Hazelwick School may take photographs, videos or webcam recordings of students for official use, monitoring and for educational purposes.

Photographs may also be taken of those attending a trip/ceremony which may appear on the school website, newsletters and in newspapers. This will only be the case for students who have consented to this with the Hazelwick School Photograph consent form. For pictures given to newspapers, students aged 16 and over or parents/carers(if student is younger than 16), will be made aware that this is happening and the context in which the photograph will be used.

### **CCTV**

The school operates CCTV on the school site as it is considered necessary to protect students' safety and the school's property.

### **Biometrics**

The school operates biometric recognition systems for borrowing books from the library and to purchase food in the canteen.

All data collected will be processed in accordance with the GDPR Data Protection Principles and the Protection of Freedoms Act 2012.

The written consent of a parent/carer will be obtained before biometric data is taken and used. If one parent/carer objects in writing, then the school will not take or use the student's biometric data.

For more information about biometric data please refer to the ICO Guidance at the link below:

<https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>

## **Rights**

Parents/carers (if student is younger than 16)/students have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. withdraw consent (see below)
9. complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

## **Withdrawal of Consent**

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that parents/carers (if student is younger than 16) have consented to the processing, parents/carers (if student is younger than 16) will have the right to withdraw that consent.

## **Complaints to ICO**

If parents/carers (if student is younger than 16)/students are unhappy with the way a request has been handled, parents/carers (if student is younger than 16)/students may wish to ask for a review of our decision by contacting the DPO.

If not content with the outcome of the internal review, parents/carers (if student is younger than 16)/students may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless parents/carers (if student is younger than 16)/students have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF.

## APPENDIX A

### Who we share data with and why

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. Sharing is typically handled in bulk, such as for the school census.

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

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>.

We may also share certain information about students 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

*A parent/carer can request that only their child's name, address and date of birth be passed to the provider of Youth Support Services in the local area by informing the DPO. This right is transferred to the child once he/she reaches the age 16.*

*For more information about services for young people, please go to the local authority website [www.westsussex.gov.uk].*

### Career Guidance

*The school manages career guidance, part of our statutory provision requirements for our students, through an external agency, Inspiring Futures. Only such data as is necessary to facilitate an efficient and effective service is passed over; limited to name, form and date/time of appointment. Special Educational Needs data is sometimes given where this will assist the process. This is in paper form and confidentially disposed of once the appointment is completed. Feedback forms, prepared by Inspiring Futures' team, are given to each student. Copies may be kept and placed in the student's individual file.*

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about students 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 students 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 Students) (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 DfE may share information about our students 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 DfE 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 student 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 DfE'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 student 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>

#### Local Authority - education and training

We are required, by law, to pass certain information about our students to local authority's.

The LA holds information about young people living in its area, including about their education and training history. This is to support the provision of their education up to the age of 20 (and beyond this age for those with a special education need or disability). Education institutions and other public bodies (including the DfE), police, probation and health services) may pass information to the LA to help them to do this.

The LA shares some of the information it collects with the Department for Education (DfE) to enable them to; produce statistics, assess performance, determine the destinations of young people after they have left school or college and to evaluate Government funded programmes.

The LA may also share information with post-16 education and training providers to secure appropriate support for them. They may also share data with education establishments which shows what their students go on to do after the age of 16.

If parents/carers (if student is younger than 16)/students want to see a copy of personal information that the LA holds, please contact the Data Protection Officer: [FOI@westsussex.gov.uk](mailto:FOI@westsussex.gov.uk)

#### Clinical Commissioning Groups (CCG's)

Schools are required, by law, to pass certain information about our students to CCG's.

CCG's use information about students for research and statistical purposes, and to develop, monitor and evaluate the performance of local health services. These statistics will not identify individual students. It is necessary for

certain health information about children (for example, such as their height and weight) to be retained for a certain period of time (designated by the Department of Health) and requires these CCG's to maintain children's names and addresses for this purpose. CCG's may also provide individual schools and Local Authorities (LAs) with aggregated health information which will not identify individual children.

#### Local Authority – social services

In order to comply with our statutory safeguarding duties, we are required, by law, to pass certain information about our students to local authorities. Information will only be shared where it is fair and lawful to do so.

If parents/carers (if student is younger than 16)/students want to see a copy of personal information that the LA holds, please contact the Data Protection Officer: [FOI@westsussex.gov.uk](mailto:FOI@westsussex.gov.uk)

#### Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to students, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share personal data with other statutory and partnership agencies.

## **APPENDIX B**

### **How Government uses your data**

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### **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>

### **The National Student Database (NPD)**

Much of the data about students in England goes on to be held in the National Student Database (NPD). The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE.

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-student-database-user-guide-and-supporting-information>

### **Sharing by the Department for Education**

The law allows the DfE to share students' 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 DfE'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 DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the DfE has provided student 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>

### **How to find out what personal information Department for Education hold about you**

You are entitled to ask the DfE:

- 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 DfE, you should make a 'subject access request'. Further information on how to do this can be found within the DfE'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>

## **Section 11 - Hazelwick School - IT Resources Acceptable Use Policy Student Guidelines**

**PARENT COPY**

Hazelwick School provides computers for use by students. They offer access to a vast amount of information for use in studies, offering great potential to support the curriculum. The computers are provided and maintained for the benefit of all students who are responsible for good behaviour on the Internet. There will be no warranties, whether expressed or implied, for the network service offered by the school. Data is stored at your own risk and managed in accordance with General Data Protection Regulation 2018.

**Access to the school network is a privilege, not a right. Inappropriate use will result in that privilege being withdrawn.**

### **Equipment**

- Do not install, download or store programs of any type on the computers without permission – e.g. ‘flash’ games
- Do not add any additional hardware to computers
- Do not damage, disable, or otherwise harm the operation of computers
- Only print work that is required for submission or information to support studies
- Do not use the computers for commercial purposes, e.g. buying or selling goods - this includes Amazon and eBay
- Do not connect mobile equipment (e.g. laptops, tablet PCs, Smart Devices etc.) to the network except for the haz-byod wireless lan, unless you have permission.
- Do not eat or drink near any electronic equipment
- After any usage place the keyboard either on the top of the computer or under the screen
- Leave computer equipment as you find it. Failure to treat hardware with respect can result in you being removed from the network and having further sanctions applied

### **Security and Privacy**

- Do not disclose your password to others or use passwords intended for the use of others
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name or send them your picture unless you are given permission to do so
- Do not use the computers in a way that harasses, harms, offends or insults others. This includes when using online platforms such as Google Classroom, Satchel:One or Teams (Microsoft)
- Respect and do not attempt to bypass security in place on the computers or attempt to alter the settings e.g. changing screen settings or operation settings
- The School has the right to access your user area at any time. Files and communications may be reviewed to ensure that users are using the system responsibly
- Do not access data and resources on the school network system or other systems without permission
- Do not use the computers to cause corruption or destruction of other users’ data or violate the privacy of other users or intentionally waste time or resources on the network or elsewhere
- Always work as instructed by your teacher and in line with data protection guidelines

### **Internet**

- Do not access the Internet unless for study or for school-related activities e.g. general browsing
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive
- Do not make any attempt to bypass security features including the use of proxies
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by the Copyright Designs and Patents Act
- Do not use the internet to ‘chat’ or share material that is not linked to school or advised by your teacher
- Never arrange to meet anyone unless your parent/carer or teacher goes with you. People you contact online are not always who they seem
- Do not disobey guidelines set out by websites on the acceptable/advised age for its users

### **Email**

- Be polite and appreciate that other users might have different views from your own
- Swearing or aggressive behaviour is not allowed via our email system. Cyber bullying and cybercrime is taken very seriously by the school and monitoring systems are in place to ensure your safety
- Never open attachments to emails unless they come from someone you already know and trust
- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material with a violent, dangerous, racist, homophobic or inappropriate content. Always report such messages to a member of staff
- Do not use school email for personal use or to communicate with others unless instructed to do so by a teacher

- The school email facility should only be used for formal communication
- All emails should be written as an electronic letter and not as a chat between two friends
- When emailing staff members ensure you introduce yourself clearly and remain polite at all times

## **Hazelwick School - IT Resources Acceptable Use Policy Student and Parent Agreement**

Please read the IT Resources Acceptable Use Policy – Student Guidelines document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to sanctions.

Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, exclusions may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the Hazelwick School computer facilities within these guidelines.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read and understand the above and agree to the conditions under which my son/daughter obtains access to Hazelwick School's computer facilities including the Internet, the school Intranet and other computer-based information networks available through the school.

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_