



INFORMATION AND CONSENTS

for students entering school

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To Parents/Carers:

Thank you for choosing JMHS for your child. In order to support you and your child we need to ask for some information and ask for your permission in several areas. To make things simple we have put all the forms you need to complete and the consents you need to sign into this booklet. Please ensure that you read through the documents and supporting notes before signing.

Student Name (please print)

Parent/Carers Name (please print).....

Relationship to child

Parent/Carers Signature.....

Date of Signature.....

Please return the whole booklet as soon as possible to Student Admissions, John Masefield High School, Mabel's Furlong, Ledbury, HR8 2HF, failure to do so could result in your child's admission being delayed.

STUDENT INFORMATION

Legal Surname	Preferred surname if different
Legal Forename(s)	Preferred forename if different
Other names	Date of birth
Student's home address	Student's home Tel no
	Student's mobile phone no
	Student's Email
Postcode	
Previous school name	

Full names of parents and ALL persons with parental responsibility* for the student
 Daytime emergency** contacts (this MUST be completed) – Please provide a minimum of two contacts including phone numbers

1st Contact Name Mr/Mrs/Ms/Miss	2nd Contact Name Mr/Mrs/Ms/Miss
Relationship to student	Relationship to student
Parental Responsibility?* Yes/No	Parental Responsibility?* Yes/No
Address	Address
Primary Tel no	Primary Tel no
Alternative Tel no	Alternative Tel no
E mail	E mail

3rd Contact Name Mr/Mrs/Ms/Miss	4th Contact Name Mr/Mrs/Ms/Miss
Relationship to student	Relationship to student
Parental Responsibility?* Yes/No	Parental Responsibility?* Yes/No
Address	Address
Primary Tel no	Primary Tel no
Alternative Tel no	Alternative Tel no
E mail	E mail

*The governors are required by the Children's Act 1989 to keep a register of all people who have parental responsibility for students on roll. The legal definition of parental responsibility is *having rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property.*

**Emergency contacts are normally parents/carers. However, please ensure that any other emergency contacts listed are willing and able to collect your child from school or accompany them to hospital should the need arise.

Names of siblings currently in this school	
Doctor's surgery	
Medical information which you think the school should know about your child, including any medication required	
Is your child a Registered Young Carer?	YES / NO

Home language	First language
English as an additional language? YES / NO	Religion

Ethnicity: please tick the appropriate choice

White - Cornish	<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	Other Black African	<input type="checkbox"/>
White - English	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Other Chinese	<input type="checkbox"/>	Black & Chinese	<input type="checkbox"/>	Other Black	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Chinese & other ethnic group	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Other Ethnic group	<input type="checkbox"/>
White - Scottish	<input type="checkbox"/>	White & Indian	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Black European	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>
White - Welsh	<input type="checkbox"/>	White & Chinese	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Black North American	<input type="checkbox"/>		<input type="checkbox"/>
White - Eastern European	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Asian & other ethnic group	<input type="checkbox"/>	Other ethnicity, please state			
Traveller of Irish Heritage	<input type="checkbox"/>	White & Pakistani	<input type="checkbox"/>	African Asian	<input type="checkbox"/>	Please contact the school if you do not feel these categories reflect your child's ethnicity			

Is either/ both parents serving in the Regular Armed Forces and therefore your child is a 'service child in education'?	YES	NO
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Is your child adopted from care or left care on a special guardianship order/child arrangements order? If yes, we will be in contact to request supporting evidence.	YES	NO
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Is your child a 'looked after child' (LAC)? (fostered, residing in a care home, guardianship with an authority) If yes, we will be in contact to request supporting evidence.	YES	NO	If yes, please detail the Care Authority
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Updating your child's details – SIMS Parent App
Once your child has started at JMHS, we will email details of how to register and log on to SIMS Parent (available on App and via website). This will enable you to check and change the details we hold for your child.

Signature of Parent or Carer

UNIFORM

Item of clothing	Permitted	Not permitted
Trousers	Trutex charcoal grey school trousers DL943 Charcoal (senior sizes) DL944 Charcoal (smaller sizes)	Any other style of trousers
Skirts	Trutex Harrow Grey senior girls skirt with JMHS logo Lengths 20" or 22"	Any other style of skirts
Shorts	Tailored, dark grey Bermuda shorts that reach knee level are permitted during hot weather	Casual shorts, PE shorts, three-quarter length trousers
Polo shirt	Light blue with school logo	Clothing worn under the polo shirt for warmth should not be visible
Sweatshirt	Navy blue with school logo	Non JMHS items
Fleece	Navy blue with school logo	Non JMHS items
Hooded sweatshirts	Navy blue with school logo (for selected students only)	Hoods should not cover the head whilst on school premises
Outerwear	Coat, showerproof mac/cagoule Outerwear may be worn to and from school and around the school site but not in lessons	Hoodies, zipped hoodies, track suit tops, body warmers, gilets, leather or denim jackets or similar fashion outerwear
Scarves and hats	Should only be worn outside to and from school for protection against the cold or to protect from the sun	Scarves and hats should not be worn inside under any circumstances
Belts	Plain black and no wider than one inch	Large buckles, brightly coloured, heavily studded, or other similar fashion belts
Socks	Plain black Girls are permitted to wear plain black tights	Leggings and legwarmers Socks should not be worn over tights.
Shoes	Plain black	High heels, trainers, boots, flimsy fashion shoes, dolly shoes that don't stay on properly
Hair accessories	Small, plain black or navy headbands, hair ribbons or scrunchies	Flowers, scarves, hair bandeaus, overtly large or patterned accessories
Jewellery	Two small stud earrings are allowed in each ear Charity wristband and badge may be worn for one week only to support the charitable event	Drop earrings, rings, necklaces or bracelets Facial piercings, studs, spacers, plasters to cover facial piercings
Make-up	Discreet make up	Coloured eye shadow, heavy kohl eyeliner, false eyelashes, coloured lipstick, coloured nail polish
Hair styles	Hair must be of natural colour and one colour only	Extreme styles such as shaved heads, shaved patterns, dip dyed, highlights or all over dye in colours such as red, purple, pink etc, coloured extensions or braidings
School bags	Students must have a rucksack which is sufficiently large to carry all school books and equipment required for the day	Handbags are not permitted. Fashion bags with a single shoulder strap are also not permitted. To avoid confusion a rucksack should be used

Mobile phones and head/ear phones should not be seen or heard at any time on the school site as outlined in our Behaviour Policy. If a student needs to contact home they should go to Student Services.

P E Uniform

Navy PE T-shirt with school logo
Navy rugby shirt with gold band across middle
Plain navy shorts (no stripes permitted)
Plain navy jogging bottoms
PE socks navy/gold

PE socks white
Training shoes
Football boots (boys)
Shin pads (boys and girls)
Students who have represented the school for sport are permitted to wear the school sports hooded top

Signature of Parent or Carer

Signature of Student

HOME SCHOOL AGREEMENT

Key aims of our school:

- To provide excellent and enjoyable learning for all
- To enable the highest possible achievement for each individual
- To build a community where we all support each other

All members of the school are expected to be:

- **Conscientious** – strive to achieve your personal best
Examples – work hard, wear the correct uniform, bring all correct books to lessons, complete challenging homework to a high standard, ask interesting questions in class, always have a go and don't worry about making mistakes
- **Considerate** – be thoughtful about other people
Examples – be on time, listen carefully to teachers and other students in class, help keep the site free from litter, open doors for others, look for opportunities to show kindness to others
- **Co-operative** – work together as a team to achieve success
Examples – follow school rules, join in fully with group work in class, join in House and school activities, play for teams, join in with clubs, tell us how we can make our school the best place to be and the best place to learn

What should you expect of our school?

- Excellent learning and teaching with interesting and stimulating lessons
- A good mixture of support and challenge
- Always treat people with respect
- Clear communication about progress
- A well planned and enriching educational experience
- A prompt response to questions, suggestions and complaints

What we expect of parents:

- Encourage good habits – uniform, homework, organization
- Encourage positive attitudes eg participation in clubs, ambition
- Support the school with discipline issues
- Let us know – both positives and problems
- Attendance at Information and Parents' Evenings
- Tell us if your child is ill and cannot come to school

Signature of Parent or Carer

Signature of Student

ICT ACCEPTABLE USE CONTRACT

We are pleased to offer students access to a computer network for school work, electronic mail and the Internet.

Privacy - Network administrators will regularly review communications and check student network storage areas to maintain system integrity and to ensure that students are using the system responsibly. This includes the checking of Internet usage and student e-mails.

Illegal copying – We expect students to use the ICT systems responsibly. Students must never download or install any commercial software, shareware, or freeware onto school computers. Students must not copy other people's work, intrude into other people's files or use another student's user name and password to log on to a school computer. Creating or deliberately applying viruses or hacking are serious criminal offences and will be treated accordingly.

Inappropriate materials or language – Work should be written carefully and politely. A good rule for students to follow is to never search for, view, send, or access materials which they would not want their teachers and parents to see.

Rules

1. Do not damage the computer or the network in any way
2. Do not share your password with another person
3. Do not interfere with the network by installing any software including shareware or freeware
4. Do not violate copyright laws, search for, view, send, or display offensive messages or pictures
5. Tell a member of staff immediately if you find materials which violate the ICT rules
6. Do not waste limited resources such as printer paper, printer toner (ink) or disk space
7. Do not use anyone else's folders, work, or files
8. BE PREPARED to be held accountable for your actions if you break the ICT rules. For the most serious breaches of this contract (eg deliberately transferring viruses to the network or 'hacking') a student will be excluded from school for the first offence and permanent exclusion will follow any repeat of criminal activity

Please tick as appropriate

My child MAY use the school network in accordance with the rules outlined above	
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Signature of Parent or Carer
Signature of Student

CONSENT FOR PHOTOGRAPHY and USE OF STUDENT WORK

During your child's life at John Masefield High School we may wish to take photographs of activities that involve your child. We may also wish to display work they have created.

Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Photography or filming will only take place with the permission of the Head Teacher or School Business Manager, and under appropriate supervision.

You can ask to see images of your child held by the school and you may withdraw your consent at any time. We will regularly review and delete unwanted material.

If you attend JMHS functions and take photographs of your own and other people's children, please take appropriate images, be sensitive to other people, do not interrupt or disrupt events and ensure photographs are for your own personal use only.

Consents falls into four categories.

		Sign to indicate permission for each section
Internal Use	Photos are used to recognize students and for display in school (eg in Tutor Rooms or on House Notice Boards)	
School Publications	Photos are used in our Prospectus, website, publicity material	
External Use	Photos are used by the local media to show the school and students in a positive light (eg photos of new starters, drama and musical performances, sports and prize giving)	
Student Work display	Work produced by students is used on internal displays	

There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. We recognise that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

Signature of Parent or Carer

SCHOOL TRIPS AND VISITS

Trips within the Ledbury Area

These trips occur during the normal school working hours and students will normally be out of school for no longer than 2 hours. For example they could be walking down to Church for the Carol Concert, carrying out a traffic survey or looking at historical buildings in the town.

We commit to providing appropriate supervision and students are expected to behave responsibly at all times.

You agree to:

- Your child taking part in visits organised by the school within the Ledbury area during school hours
- Your child receiving emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present

Trips outside the Ledbury Area

By agreeing to this consent you give permission for your child to take part in all visits organised by JMHS staff. Trip Leaders send out information relating to individuals trips, together with payment information, and you can tell us if you do not wish your child to take part.

The following will apply:

- I consent to my child taking part in school, visits and participation in any or all of the activities as described in the letter sent by the Trip Leader
- I understand the costing information and extent/limitations of the insurance cover provide (a copy of the travel policy summary is available on request)
- I acknowledge the need for good conduct and responsible behaviour by my child at all time and that if this is not adhered to, my child may be returned at my expense to the school
- My child is in good health and able to participate in the proposed activities
- I will immediately notify the school of any changes in circumstances that affect my child's participation
- The medical details and emergency contact details provided for my child are accurate and up to date
- I understand that JMHS staff are not permitted, under any circumstances, to provide or administer non prescribed medicines (eg paracetamol, ibuprofen, travel sickness tablets etc)
- I understand that if my child requires prescribed medication eg an epi-pen or inhaler, and does not bring it on the day of the trip they will not be permitted to travel
- I have noted where and when the students are to be returned and I understand that I am responsible for my child getting home safely from that place
- In the event of an emergency I agree to my child being given any medical, surgical, optical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present

Does your child use an inhaler?	Yes	No
Does your child carry an epi-pen?	Yes	No
Is your child allergic or sensitive to any medication, insect bites, food?	Yes	No
Does your child have a Medical Care Plan?	Yes	No

Signature of Parent or Carer

PARENTPAY

(Contact with Parents and On-line Payments)

ParentPay is our **primary means of communicating with parents**. Information regarding Parents' Evenings, trips, events, news etc are all sent via email to parents using Parentpay.

We also use Parentpay as a method of payment for school meals, trips and events.

We will provide you with an individual student identification number and details of how you can access the online system. Once you have activated your account you will be able to pay online and receive emails from us. Please do this asap so that you do not miss out on important information about events that involve your child.

Once we have received your permission we will register your child onto the biometric system. If you wish your child not to use their thumbprint we will issue them with a four digit PIN Code to use instead.

We have attached a series of frequently asked questions that parents have asked in the past which we hope you find useful.

INFORMATION ABOUT PARENTPAY

What does ParentPay do?

- Enables you to pay for trips, events, tickets and school meals
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows you to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders
- Enables you to receive emails from school re events and information

How does ParentPay help you?

- Ensures you are kept up to date with school events and information
- you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use
- Ensures the school meal money you give your children is spent in the school dining rooms

How does ParentPay help our school?

- Reduces the administrative time spent on banking procedures
- keeps accurate records of payments made to every service for every student
- Reduces paper waste
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system.

You will have a secure online account, activated using a unique username and password which we will provide; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at other ParentPay schools, you can create a single account login for all your children.

Using PayPoint

If you do not use online banking and are used to using PayPoint you can pay for trips or school meals in the same way. The nearest PayPoint stores to school are: the Co-op New Street Ledbury, The Homend Garage Ledbury, Well House Garage Dymock, McColls Wells Road Malvern.

To find other PayPoints please visit <http://www.paypoint.co.uk/locator.aspx>

Please notify the Finance Office on 01531 631012 or finance@jmhs.hereford.sch.uk if you wish to use the PayPoint facility. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 each. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure. Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

Making payment by cash or cheque

We will continue to accept cash and cheque payments in school. Cash and cheque payments can be made by students at the Finance Office and will be recorded in your ParentPay online account, giving you a record of all payments you have made to school regardless of which payment method you use.

How do I get started?

We will give you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.

When can I log in to my account?

You can start making payments as soon as you have activated your account.

Which cards can I use?

ParentPay accepts MasterCard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

What if I don't have any credit or debit cards?

You can continue to send cheques or cash into the Finance Office or you can pay by cash at any Paypoint location.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school has access to your card details.

How can I check that it's secure?

Standard website addresses begin with *http*; the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

What about our personal information?

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines and are GDPR compliant.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact them immediately on 0845 257 5540.

I don't have a home PC so how can I use ParentPay?

You can visit your local library, internet café (Icebytes in Ledbury) or see if you can get access to a computer at work. You can also access ParentPay on any internet enabled smartphone, although there is no dedicated app at present.

Email address to be used in Parentpay

CASHLESS CATERING AND BIOMETRIC CONSENT

We use a cashless catering system (Nationwide Trust-e) which allows us to continue with the development of the school meal service and provides us with a more efficient, faster and ultimately better quality of service.

The cashless system eliminates the need for students to carry cash during the school day. It also means that students who claim free school meals will not be identified. Students simply place their thumb on the sensor at the till to identify themselves and allow staff to record their purchases. You can also use Parentpay to see exactly what your children are buying with the money you provide for their school meals.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day thus reducing the potential risk of bullying. It is also biometric (see FAQ's) so there is no need for pupils to carry a card as the system will recognise the thumb of your child for all transactions.

All students are given information and training on how to use the system.

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis. A daily 'spend limit' of £5 is programmed into the system. This can be increased or decreased for an individual student by making a written request to the Catering Manager.

We have three payment options available to you – online payments via ParentPay, PayPoint, or coin and note payments at the pay machines which are sited in reception and by the theatre. Payment options are explained in more detail within the FAQ's below.

In order to comply with current legislation we operate an 'Opt In' policy and need your permission for us to register your child on the biometric system. If you choose not to have your child registered a four digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

What are the benefits of a cashless system?

- Increased speed of service using biometric registration reduces queuing times
- Increased uptake on Free School Meals
- Anonymity on Free School Meals, reducing potential bullying
- Facility to pay On-Line
- No need to carry cash, preventing possible loss/theft
- Automatic alerts to stop pupils purchasing allergy trigger items
- Reporting facilities help decrease wastage and improve the overall efficiency of the meal service

What is Biometric?

Biometric is simply a method of identifying an individual person. We use an algorithm based scan, which reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system.

How does a Biometric System work?

The information of a student or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is created the student or staff member places their finger/thumb on the sensor, which looks up their account details and allows them to purchase items.

How does my child register on the Biometric System?

Your child simply places their finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds. If you have chosen to opt out of this procedure, your child will be presented with a 4 digit PIN Code.

What methods of payment can be used to credit an account?

There are three ways of crediting an account:

1. On-Line Payments

As explained above, we will be accepting online payments in partnership with the cashless catering system. We will be issuing all parents with a secure online ParentPay account, activated using a unique username and password which we will provide. This will be our preferred method of payment.

2. PayPoint

If you wish to use PayPoint as described above, please contact the Finance Office and we will supply you with a PayPoint card which can be used to top up your child's account at your local PayPoint stores. Payments via PayPoint will take up to 48 hours to be credited to the appropriate account.

3. Cash at the Pay Machines (Revaluation Units)

Two pay machines (revaluation units) will be installed at the school – one in reception and one by the theatre. We have chosen these areas as they are close to staff offices and are convenient for parents and students. These can be used to top up accounts by the student or member of staff placing their finger or thumb on the sensor or by entering their four digit PIN Code followed by inserting the accepted tender: notes - £20, £10, £5, coins £2, £1, 50p, 20p, 10p, 5p. Copper coins are not accepted.

How can I check the credit on an account?

This can be done by a student placing their finger/thumb on to the cash machine or by entering a 4 digit PIN Code. The current balance will then be displayed. Alternatively, parents can check via ParentPay if they have activated their account. Please note that once an account has been credited the monies cannot be withdrawn and must be spent in the dining rooms. **Please ensure you child uses up all their credit before they leave JMHS.**

Can I change the daily 'Spend Limit'?

Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request to the Catering Manager (catering@jmhs.hereford.sch.uk)

What happens if my child's account is not in credit?

Students who do not have any credit will not be able to purchase items from the dining room. We will however ensure they are given a meal and would request that parents send in payment the following day. We will also telephone home and advise parents of the action we have taken.

How do 'free meal' entitlements work?

If you are entitled to Free School Meals, please complete the form at the end of this booklet.

All free meal entitlements will be entered on to the system prior to the 'Live' day. This will automatically allocate the appropriate accounts with the free meal amounts for spending at lunchtime. Allocated money can only be spent on food, not drinks, and can only be used at lunchtime but you can top up the account for additional spending if you wish. Pupils with Free Meal entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

Can anyone else use my child's account?

No – due to the extensive security on biometric templates no-one will be able to access your child's account. As a secondary precaution a photo image is allocated to each student. If your child is using a four digit PIN Code, which someone obtains and attempts to use, the photograph shown on the dining room tills will alert the operator that a fraudulent sale is being attempted.

My child has an allergy, how will this be monitored?

All allergy records registered with the school will be entered on to the cashless system. When a student attempts to purchase an item, which has ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.

Can I dictate my child's dietary requirements?

The system will allow you to register any items that your child is not allowed due to dietary needs or religious beliefs. Any such items must be confirmed in writing by the parent/carer to the Catering Manager, c/o JMHS.

Can I request a printed report of my child's meal intake?

Yes – The cashless catering system allows numerous reporting facilities, which includes dietary choices. These may be requested by contacting the Catering Manager, c/o JMHS.

What about Data Protection?

Nationwide Retail Systems is accredited with ISO27001 – Information Security Management System and is committed to ensuring that privacy is protected. Should they ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

NRS is registered as a data processor under the Data Protection Act (DPA) and operate at all times under the DPA Guidelines. School's data will remain our responsibility and we remain fully in control of accessing, managing and updating all student data within the system.

Schools and the local authority are operating as Data Controllers under the DPA. All NRS Staff that may have administrator access to schools data for support purposes are checked by the DBS (Disclosure and Barring Service).

Information collected to implement a Cashless Catering system will be copied from the school's SIMS records and will include admission number, surname, forename, gender, photo, date of birth, tutor group and year group.

Nationwide Retail Systems Ltd does not sell, distribute or lease your personal information to third parties.

You may request details on personal information which they hold about you under the Data Protection Act 1998. If you believe that any information they are holding about you is incorrect or incomplete, please write to or email NRS as soon as possible, at this address: Nationwide Retail System Limited, Whaley Road, Barugh Green, Barnsley, S75 1HT. Telephone - 01226 732 200. Email

- support@nrsltd.com

Technical Biometric Information

The individual templates are encrypted using a 256 bit AES key that is built into the scanner's hardware. The persisted file is also encrypted using a different 256 bit AES key built into the matching algorithm supplied by Secugen and generated by a unique license purchased for each site. This is more secure than the ANSI and ISO standards that government departments use as the Secugen Template is encrypted and the ANSI and ISO standards are not. The template data is useless and cannot be interpreted back into a usable fingerprint image. The data is stored in an array in the RAM of the Biometric Controller and is also permanently stored on the hard drive of the Bio Controller to be restored in the event of a reboot.

Below is an example of a template code for an individual finger.

```
0X417741414142514141414445415141414151415341414D415A4141414141414174774541414C714777346C5869656D6C5749454  
94A764A6B42466D6837616C4E764D704F517874517A706A4A395A31784935686C4177395366726E777645576357386C4573314B  
426F47443166694170675559704C763168423642682A7043
```

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. We do not hold images of fingerprints in our system.

The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under the Data Protection Act the school or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual within the system NRS supply. Any biometric data that belongs to an individual that leaves the school is purged which also is in line with the BECTA guidelines.

Signature of Parent or Carer

ACCEPTABLE USE POLICY

(For mobile phones and other technological devices)

We recognise the widespread ownership of mobile phones and other mobile technological devices among our students. This Acceptable Use Policy provides staff, students, parents/carers with guidelines and instructions for the appropriate use of mobile phones whilst on the school site and is designed to ensure that potential issues involving such devices can be clearly identified and addressed. Throughout the document the term 'mobile phone' relates to all mobile technological devices. The Acceptable Use Policy also applies to students during school, residential trips and extra-curricular activities.

Personal Safety and Security:

We accept that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents and carers reassurance that they can contact their child, or vice versa, if they need to speak to them urgently.

Parents' Responsibility:

Parents/carers should be aware if their child takes a mobile phone to school permission to use it is dependent on the parent/carer giving permission. Parents/carers have the right to revoke this approval at any time. We require parents/ carers to support the school by agreeing to contact the Student Services Centre or Main Reception in any case of emergency. This enables us to ensure your child is reached quickly and the appropriate support and privacy can be offered to your child.

Students' Responsibility:

To maintain an environment where excellent learning and teaching can take place and to ensure the safety of all our school community we require that students:

1. **Ensure that mobile phones are switched off and kept out of sight throughout the school day, including before and after school whilst on the school site.**
2. Go to reception or student services if they urgently need to contact home.
3. Students must only use a mobile phone if granted permission by a member of staff and the use is supervised.

We suggest that students protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

Consequences for Students not following the Acceptable Use Policy:

Breach of the mobile phone policy will result in students receiving an S4.

John Masfield High School cannot be responsible for:

1. Investigating any claims relating to lost, stolen or damaged mobile phones; students bring their phones into school entirely at their own risk and are responsible at all times for their safekeeping
2. Students who lose or have their mobile phones stolen while travelling to and from school

Should the school need to contact the police with regards to information on a student's mobile phone then we reserve the right to do so and we will also work with the police should they require any further assistance. In such cases, parents/ carers will be informed immediately.

Parent/Carer Signature
Student Signature

or

My child will not be bringing a mobile phone to school	Parent/Carer Signature
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PRIVACY NOTICE

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process pupil information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR). The GDPR is a piece of legislation which contains the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process pupil information. As a school that processes pupil information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters' Lane, Rochdale, OL16 1YL or by telephone on 0161 804 1144. The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What pupil information do we collect?

The types of pupil information that we collect include:

- Pupil names, unique pupil numbers, contact details (including parent(s)/guardian(s) 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)
- Information relating to pupil exclusion
- Attainment records including national curriculum assessment results
- Records of where pupils go after they leave us
- Safeguarding information
- Special educational needs information
- Medical information
- Behaviour Information

What is the purpose of us collecting and using pupil information?

The purposes for which the school collects personal information are as follows:-

- To support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services
- To comply with the law regarding data sharing
- For safeguarding purposes

Why is it lawful to collect this pupil information?

As a school, we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their well-being. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this privacy notice to carry out the public tasks vested in us as a school to effectively run the school.

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 GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice. If you have a choice, then we will obtain your consent first. Even if you consent to us collecting and using this information, you have a right to withdraw consent at any time.

Some types of pupil information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. Where we collect this type of information, it will often be processed as a matter of public interest. In other circumstances, we will obtain your explicit consent first.

Who will we share pupil information with?

- Our local authority
- The Department for Education (DfE)
- Other Education Providers
- Educational support services who are engaged by the school

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+

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.

Youth support services - Pupils 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.

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>

How long will we hold pupil information for?

We will hold pupil information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

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 the Data Protection Officer.

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, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Do you give permission for your child's data to be shared as outlined in the above Privacy Notice?	YES	NO
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Signature of Parent or Carer

EXTRA CURRICULAR INSTRUMENTAL MUSIC TUITION

We have a vibrant, dynamic and enthusiastic team of visiting instrumental music teachers who promote Music in the school. They provide opportunities for many more students to take part in extra-curricular musical activities by offering a new approach which will motivate them and promote enjoyment of all types of music – both solo and ensemble. Students will be able to join the many music groups we have on offer: Full School Choir, Chamber Choir, Orchestra, Woodwind Ensemble, Brass Ensemble, Clarinet Choir, Sax Group, String Ensemble, Jazz Band and Theory Club.

We offer tuition on all Brass Instruments, Flute, Saxophone, Clarinet, Guitar, Piano, Violin, Drum-Kit and Voice.

Our team of staff include:

Instrument(s)	Peripatetic Teacher	Email address
Flute and Cello	Sarah Waycott	s.waycot@btinternet.com
Drum-Kit	Mark Smith	janmark@sky.com
Violin and Viola	David Grubb	davidgrubbmusic@gmail.com
Clarinet, Saxophone and Music Theory	Anna Perry	annaperrymusic@gmail.com
Guitar	Laurence Ruston	lozruston@live.co.uk
Voice	Jess Friend	jessfriend1@hotmail.com
Piano	Richard Watson	rwatson@btinternet.com

These teachers work on a self-employed basis, have passed a rigorous interview process and have relevant DBS clearances. Lessons take place on a rotational basis during the school day and payment and contracts are made with the teacher directly.

Please email the teacher if you wish to find out more.

If you currently hire an instrument from Herefordshire Music Service or would like to hire one, this is done directly with the Music Service, please contact music@herefordshire.gov.uk or telephone Nicola Strange on 01432 260 840.

LOCKERS

In order to ensure safe keeping of valuables and a place to store books/equipment during the school day, we are able to offer our students the opportunity to hire lockers at a cost of £10 (£2 per year rent). We also require a £5 refundable key deposit.

This is a one-off payment and will entitle the student to a locker from Year 7 to Year 11.

Lockers will either be in tutor rooms or nearest corridor location. A master key to use for emergencies is available from Student Services Centre. This key must be returned immediately after use.

When a student leaves the school or no longer wishes to use a locker, they will be refunded the £5 key deposit, provided they hand in their locker key. Should a student lose their locker key at any time, we can order a replacement on payment of £5 to the Finance Office.

Please note that all charges simply cover the cost of buying and repairing lockers.

Assistance may be available to parents who face extreme financial difficulties and if this is the case, please contact Student Services.

If you wish your son/daughter to be provided with a locker please select the LOCKER KEY option on your Parentpay account and you will be charged £15.

SCHOOL TRANSPORT BURSARY

2018-2019

1. Eligibility

John Masefield High School will help your child with school transport if all the following criteria apply:

- a. They are not eligible for school transport assistance from Herefordshire Council
- b. They live over three miles from the school
- c. They attend one of our catchment feeder primary schools (Ashperton, Bosbury, Cradley, Colwall, Eastnor, Ledbury, Much Marcle).
- d. They live within the JMHS catchment area.

2. Information

- a. In determining distance to school we will use the 'nearest school finder' system which is available at <https://www.herefordshire.gov.uk/education-and-learning/schools/nearest-school-finder>
- b. Transport will normally be a bus service from a boarding point/bus stop near to their home address to school.
- c. The service will run at the beginning and the end of the normal school day.
- d. No transport assistance is available for out of hours activities. If your child has a timetabled after school lesson, we will provide transport, but this may not be as close or direct as the normal service.
- e. Most children will walk less than a mile to their boarding point/bus stop to access transport. We will never expect your child to walk further to their transport than we would expect them to walk to school.
- f. You are responsible for ensuring your child gets to and from the boarding point/bus stop safely.
- g. Transport is only available between the school and your home address; you cannot use this transport to take your child to a second address or childcare facilities.
- h. The bursary system may be amended or withdrawn at any time, subject to a term's notice.

3. Financial Arrangements

- a. We will only contribute towards the cost of transport if your child meets the eligibility criteria.
- b. Parents will be expected to meet costs of up to £2 per day per child. We will provide financial support if the costs of transport are above £2 per day (£126 per term, £380 per year, based on 190 school days).
- c. We reserve the right to place an upper limit on financial support payable.
- d. Parents will be required to submit claim forms in arrears on a termly basis to JMHS with evidence of expenditure.
- e. We will check the attendance of children in receipt of the transport bursary and if their attendance is not excellent we will reserve the right not to award the bursary. JMHS expects students to have excellent attendance at all times, however we understand that occasionally a child is ill and cannot come to school. We also appreciate that some children need time off for medical treatment and this will be taken into consideration when confirming attendance.

4. As many of you are aware school budgets are becoming increasingly difficult and as professional managers we are already making savings, up to and including staffing cuts. We are not replacing staff who leave, are reducing spending on overheads and consumables and are inevitably having to consider passing some of our costs onto parents.

5. We are asking you, therefore, to consider not applying for the transport bursary. Savings we can make will enable us to continue to provide a better education for your children, preserve the wide range of subjects we offer to students and provide additional booster classes for examination groups.

6. What to do now

Parents are requested to contact the School Business Manager at JMHS, wendy.bradbeer@jmhs.hereford.sch.uk (01531 631012) to check their eligibility for the bursary scheme.

FREE SCHOOLMEALS - GUIDANCE NOTES

1. Free School Meals can only be awarded if you or your partner is in receipt of one of the following qualifying benefits:
 - Income Support or Income Based Job Seekers Allowance
 - Income-related Employment and Support Allowance
 - Pension Guarantee Credit
 - Universal Credit if NET earnings do not exceed £7,400
 - Child Tax Credit, where Working Tax Credit is NOT in payment AND your annual income does not exceed £16,190 (as determined by HM Revenues & Customs)
 - Working Tax Credit 'Run On' (A 4 week payment when your employment has ceased or your working hours reduce below 16)
 - Support under Part V1 of the Immigration & Asylum Act 1999
2. If you have completed **SECTION A on the next page** in full, you will only be required to submit evidence of entitlement if you receive Universal Credit (UC) or in the event that your eligibility cannot be confirmed. Please provide your latest UC award notice with your application as this will speed up the processing of your claim. We will contact you separately if we require further information with reference to any other income.
3. Due to Government changes, if you are entitled to free school meals after 1 April 2018, you will receive the free meals until at least March 2022 irrelevant of your circumstances. You **MUST** notify us if your child(ren) changes schools in this period in order to ensure our records are accurate.
4. Free School Meals will only be awarded on receipt of a completed, approved application form and will commence from that date. Please note applications cannot be backdated.
5. You only need to complete one application form for all your children, even if they attend different schools within Herefordshire Council's jurisdiction.
6. Applications can only be made for children attending a school within Herefordshire local authority. If your child(ren) attends a school in a different authority, your application for Free School Meals should be made to that authority, even if you reside within Herefordshire.
7. Please send your completed application to one of the following:
 - Revenues and Benefits Services, Herefordshire Council, Plough Lane, Hereford, HR4 OLE
 - You can scan and email your completed application to revsandbenssupport@herefordshire.gov.uk (please ensure the application is signed)
 - Your Child(ren)'s School
 - One of our Customer Services Offices — Locations and opening times can be found online www.herefordshire.gov.uk/customerservices

If you have any questions or require assistance in completing this form, please contact Herefordshire Council on 01432 260333.

SECTION A: APPLICANT DETAILS (Please DO NOT enter any child(ren) details in Section A)				
Title: Mr / Mrs / Miss / Ms	Surname		Forename:	
Address:				
Postcode		Telephone Number: (incl STD code)		
Relationship to Child(ren):				
National Insurance Number:				
Date of Birth:				
Have you previously applied for Free School Meals?		YES / NO		
Are any of your other children receiving Free School Meals?		YES / NO		
SECTION B: CHILD DETAILS (please complete LEGAL surname if the child is referred to by another name)				
Surname	Forename	Gender	Date of Birth	Name and Address of School
SECTION C: ADDITIONAL HELP				
I would like to also apply for the following (circle where applicable):				
Help with my Rent Costs:		YES / NO		Help with my Council Tax Costs:
				YES / NO
SECTION D: DECLARATION				
<ul style="list-style-type: none"> • I declare that the information provided on this sheet is correct • I understand that knowingly giving false information may lead to legal proceedings. • I will tell you immediately of any change in my circumstances that may affect my claim for Free School Meals. • I agree to inform you straight away of any change in my contact details. • I understand that you will use the information I have provided to process my claim for Free School Meals and may contact other sources as allowed by law to verify my details. • I understand that the results of any Free School Meal eligibility check may also be used to assess my entitlement to 'additional' benefits. 				
Signature of Applicant:			Date:	
FOR SCHOOL USE ONLY				
Has this claim been approved for a Verbal Award by the LA?			Date Received:	
Name of School Signatory:			Signature:	
FOR OFFICE USE ONLY				
ECS checked by:			Free School Meals awarded? YES / NO	