



Harwich and Dovercourt
High School

Consent Forms

September 2021-2028

Please complete and detach the cover of this booklet (pages 1, 2, 15 and 16) and return to Harwich and Dovercourt High School when attending the Year 6 Transition Day on 6th or 7th July (or by post to HDHS before 16th July).



AGREEMENT / PERMISSION SLIP

I have read and understood the HDHS Consent Forms booklet 2021-2028, and agree to abide by the guidelines regarding the Home School Agreement and the Covid 19 Addendum.

I agree to the Computer Network Acceptable Use Policy.

I consent to my child being able to borrow Young Adult Books for the library.

(Delete if appropriate)

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Preferred e-mail address for correspondence:

.....

Date:

GDPR PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

Schools are required to inform pupils and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities. They can be contacted on dpo@sigmatrust.org.uk

Why do we collect and use your information?

Harwich & Dovercourt High School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 & 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support their learning
- To monitor and report on progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the school outsources data to a third party processor, the same data protection standards that Harwich & Dovercourt High School upholds are imposed on the processor.

How long is your data stored for?

Personal data relating to pupils at Harwich & Dovercourt High School and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing 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 any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares pupils' information with: ***Please see Annex A below***

The information that we share with these parties includes the following but not all information indicated is shared with all third party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with education, training and career service providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA youth support services, by informing admin@hdhs.org.uk Once pupils reach 13 years of age, this right is transferred to them, rather than their parents.

You have the right to:

- Be informed about how Harwich & Dovercourt High School uses your personal data.
- Request access to the personal data that Harwich & Dovercourt High School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <https://www.hdhs.org.uk>

Annex A

Please note that not all data collected is shared with all the suppliers listed below. We only share the minimum of data required for a specific purpose.

Supplier

A2C Data exchange
 AQA, Pearson, WJEC, OCR & RSL exam boards
 Attendance Solutions
 Bedrock
 Careers Adviser/IAG
 CPOMS
 Educake
 Edu KeyProvision Map
 Essex County Council
 Evolve
 Go 4 Schools
 Hegarty Maths
 Kerboodle
 MECES
 MLS Library
 NHS Partnership Trust (EPUT) & Provide/Essex WEISF
 Paediatrics/NHS Trust
 Parent Pay
 Parents Evening System
 PiXL
 PS Engage - Text/Email
 School nurse/ Child and young Person Practitioner
 Schools that students attend after leaving us
 Schools within The Sigma Trust
 Show My Homework/Satchel
 SMID
 Tassomai Learning Programme
 VIVO class
 Yep Schools Direct Photographers

Reason for sharing

Curriculum Delivery
 Curriculum Delivery
 Pastoral Care
 Curriculum Delivery
 Career Planning & Advice
 Pastoral Care
 Curriculum Delivery
 Pastoral Care
 Pastoral Care
 Educational Visits
 Value Added and Contextual Analysis
 Curriculum Delivery
 Curriculum Delivery
 Pastoral Care
 Curriculum Delivery
 Health Care
 Health Care
 Cashless Payments
 Parent/Carer Communication
 Curriculum Delivery
 Parent/Carer Communication
 Health Care
 Pastoral Care + Curriculum Delivery
 Curriculum Delivery
 Curriculum Delivery
 Value Added and Contextual Analysis
 Curriculum Delivery
 Student Reward Scheme
 Pastoral Care

HOME SCHOOL AGREEMENT

As a school HDHS aims to:

- o provide a pleasant, safe and well-ordered environment in which students can work and achieve;
- o provide a broad and balanced curriculum which meets the needs of our students.
- o provide quality learning experiences for all students and maximise opportunities for success of all kinds;
- o provide regular accurate information concerning students' attendance and academic progress;
- o provide regular opportunities for progress to be discussed and learning targets to be set;
- o respond constructively to parents' and carers' communications and concerns;
- o encourage all members of the school community to value the qualities of others and, in turn, to feel valued themselves;
- o set a regular pattern of home learning suited to the abilities of each student;
- o ensure systems are in place for safe ICT usage as described in the Acceptable Usage Policy for ICT;
- o work towards eliminating any unlawful discrimination, harassment or victimisation.

Kate Finch, Headteacher, September 2021

As Governors of HDHS we aim to:

- o seek financial efficiency and value for money;
- o draw up and publish a full set of school policies;
- o consult with and report to parents/carers;
- o ensure compliance with statutory obligations, including health and safety regulations;
- o monitor and review all aspects of the schools work;

Nick Pavitt, Chair of Governors, September 2021

As a HDHS student I aim to:

- o take responsibility for my own learning and to ensure that all targets set are met to the best of my abilities;
- o attend school regularly and on time;
- o follow staff expectations and abide by the school's behaviour policy and code of conduct;
- o take pride in my appearance and wear uniform correctly;
- o work to the best of my ability, with respect for others;
- o develop study skills by recording and completing home learning and handing it in on time;
- o maintain a pleasant environment in which to work by keeping it clean, tidy and free from litter;
- o treat everyone fairly and with respect, acknowledging that aggressive actions and discriminatory behaviour are not accepted;
- o let a member of staff or someone at home know if I have any worries;
- o ask my parents/carers to check and sign my planner each week;
- o bring basic equipment and the correct books to school every day;
- o bring a bag every day, which is large enough to carry all my school equipment and books;
- o ensure proper and safe use of the school ICT systems as described in the Acceptable Usage Policy for ICT;
- o NOT bring banned items to school.

As a Parent/Carer I aim to :

- o ensure my child arrives on time (by 8.30am), appropriately dressed and properly equipped for the day's activities;
- o ensure my child attends regularly, make a telephone call of explanation by 9.30am every day my child is absent from school;
- o attend Parents' Consultation Evenings and respond to any reasonable request to discuss my child's education and/or attendance;
- o inform HDHS of any change of emergency contact numbers, or circumstance that may affect my child's education;
- o arrange appointments with teachers in advance should I wish to discuss any matter related to my child's experience at school or my own concerns;
- o check home learning and sign my child's planner each week and, wherever possible, support and encourage learning at home;
- o support HDHS staff on all policies (available from the school) agreed by the governing body and respect the professional judgement of teaching staff for my child in meeting the school's expectations.
- o wherever possible, arrange dental and medical appointments out of school hours and avoid family holidays in term times;
- o ensure proper and safe use of the school ICT systems as described in the Acceptable Usage Policy for ICT;
- o ensure my child does NOT bring banned items to school.

We accept the authority and judgment of the school in disciplinary matters.

YOUNG ADULT BOOKS

When students join the school in Year 7 they automatically become members of the school library. They are restricted to borrowing Junior Fiction until Year 8 when they can also borrow Young Adult (YA) books. YA books may contain adult themes and language.

Many Year 7 students are mature readers and like to extend their reading with YA books. If you would like your child to borrow this category of book please complete the relevant section at the end of this booklet.

SCHOOL TRIPS AND SPORTING FIXTURES

Permission from parents/carers will be sought separately for any school trips and sporting fixtures.

HOME SCHOOL AGREEMENT (C19 Addendum June 2020)

In addition to the pre-existing home school agreement, HDHS aims to:

- o provide as safe an environment as possible in the current climate taking full regard of the most up to date advice and guidance from the Department for Education and other relevant government ministries;
- o clean the school regularly and systematically with full regard to guidance on disease prevention and control;
- o ensure all staff and pupils socially distance in line with the most up to date guidance;
- o enforce the Addendum on Behaviour for Learning (June 2020) to ensure that pupils behave in a manner which protects all from disease and illness;
- o provide clear guidance to pupils and staff on expectations;
- o have a zero tolerance of any behaviour which presents any and all risks to staff, pupils or stakeholders.

As a HDHS student I aim to:

- o take responsibility for my own actions and behave in a manner which presents no risk to myself or any other member of the school community;
- o take responsibility for regularly washing my hands (and when asked to by a member of staff);
- o socially distance **at all times**;
- o not touch anything that is not mine unless I have been given explicit permission by a member of staff;
- o to follow all the instructions of all staff to ensure my safety at all times;
- o report any symptoms of illness (no matter how minor) to a member of staff as soon as they become apparent.

As a Parent/Carer I aim to:

- o ensure my child arrives on time (and at the time designated by the school) at the correct school entrance, appropriately dressed;
- o positively encourage my son/daughter to follow rules on hand washing and sanitation;
- o inform the school if my son/daughter becomes ill or displays symptoms of Covid 19;
- o ensure that my son/daughter understands that any behaviour or non-compliance may lead to the withdrawal of a place at the school and/or exclusion from school;
- o update the school if my status changes (i.e. if I receive a shielding letter from the NHS, if I become unwell or if a member of my household becomes unwell);
- o not come on to school premises (without prior explicit arrangement with the headteacher) nor to congregate around the entrances or exits of the school;
- o respect the social distancing rules in the vicinity of the school;
- o accept the authority and judgment of the school in disciplinary matters.

IMAGES AND VIDEOS PARENTAL CONSENT FORM

This form explains the reasons why and how Harwich & Dovercourt High School may use images and videos of your child.

Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Without your consent, the school will not use images and videos of your child.

Why do you we use images and videos of your child?

Images and videos of pupils are used as part of school displays to celebrate school life and pupils' achievements; to promote the school and the Trust on social media and on the Trust and school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. If a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

Who else uses images and videos of your child?

The local media and press, take images or videos of school events, such as sports days and PROMs. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. The following organisations may use images and videos of your children:

Harwich and Manningtree Standard/Newsquest publications, Sigma Newsletter and other Sigma School publications, social media and websites

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current 2021/2022 academic year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications, unless separate consent has been agreed.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will take class images of your child which are available to purchase annually.

COMPUTER NETWORK ACCEPTABLE USE POLICY

At Harwich and Dovercourt High School students and teachers work together to form a challenging learning environment, create mutual respect, and engender responsible attitudes to each other, to work and to property is the foundation of the School's culture.

The computer and IT system at Harwich and Dovercourt High School is the property of the School and is a resource shared by all students and staff. Computer facilities, including mobile units, are made available to further student education and to staff to enhance their professional activities, including teaching, research, administration and management.

The School's Acceptable Use Policy has been drawn up to protect all parties – the students, the staff and the School. A copy of the School's Acceptable Use Policy is available on the HDHS website. The Acceptable Use Policy is in addition to the school's Code of Conduct.

Key Points:

The School reserves the right to examine or delete any files, including emails, that may be held on its computer system; and to monitor or to restrict access to any Internet sites visited.

Students and Staff using the School's computer system should sign a copy of the Acceptable Use Statement and return it to their tutor or to the IT Operations Manager as appropriate, or to agree to the Statement via the dialogue box when logging into the system.

All Internet activity should be appropriate to staff professional activity or student education

- Access to the School servers and the Internet should only be made via the user's authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the School IT systems, or activity that attacks or corrupts other systems is forbidden
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received

Copyright of materials must be respected

- Use for personal financial gain, gambling or political purposes is forbidden
- Use of the network to access inappropriate material is forbidden
- Video, audio or photographic recording of staff or students whilst on School property, to be used outside of the School or for activities other than those authorised by the School is forbidden

Harwich and Dovercourt High School - Computer Network Acceptable Use Policy

If you have any questions about the policy, please contact the IT Support Team in the first instance.

The School assumes the honesty and integrity of its IT users. Facilities are provided in as unrestricted manner as is feasible in order to offer the best possible quality of service.

It is the user's responsibility to ensure that they comply with the policy. The latest version may be seen on the School Website and is in addition to the school's Code of Conduct Policy.

All staff and students will be expected to sign an agreement to abide by the policy.

Refusal to follow any of this policy when pointed out by a member of staff will be treated as any other refusal to follow an instruction, in line with the School's Behaviour for Learning Policy or Code of Conduct.

1. General Policy

The user agrees not to:

Upload, download, post, email or otherwise transmit or store any content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, lewd, obscene, libellous, invasive of anyone's privacy, hateful or racially, ethnically or otherwise objectionable.

Impersonate any person or entity, or falsely state or misrepresent affiliation with a person or entity including the forging of headers or to otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the School services.

Upload, download, post, email or otherwise transmit or store any content that the user does not have the right to transmit.

Upload, download, post, email or otherwise transmit or store any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights ("Rights") of any party.

Upload, download, post, email or otherwise transmit or store any unsolicited or unauthorised advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes" etc. except when directly resulting from curriculum work.

Upload, download, post, email or otherwise transmit or store any material that contains software viruses or any other computer code, files or programs designed to interrupt, damage, destroy or limit the functionality of any computer software, hardware or telecommunications equipment.

Interfere with or disrupt the service or servers or networks connected to the service, or disobey any requirements, procedures, policies or regulations of networks connected to the service.

Collect or store personal information about others without direct reference to The Data Protection Act.

Use the School's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes unless as part of a curriculum project.

Visit or use any online messaging service, "chat site", web-based email or discussion forum not supplied or authorised by the School.

Store or use any software not specifically installed on the computer network by a member of the IT Support Team.

Visit, use, download, or store any game, either application or browser-based, without permission of a supervising teacher, and only for educational purposes.

The School reserves the right to refer any breach of this policy to the respective Mentor / Tutor / Head of Department and / or member of the Leadership Team. This may result in the suspension of any or all parts of the services provided.

2. Network Services

This comprises of access to desktops (PC, Mac or chromeOS based), chromebooks, Google Chromecast and Smart interactive boards in the various classrooms, labs or other areas for all users, and for staff additional access in departmental offices for the purposes of School Administration.

Storage of files for all users is available on the School network and Google Cloud Storage

All users shall have complete access to any files they have created, except where ownership / authorship is in question. This is then referred to the relevant Mentor / Tutor / Member of the Leadership Team.

Each user shall have a unique username and password. The password must not be divulged to any other user or any third parties outside of the School.

3. Internet Services

Each User shall have access to the Internet via the School's Proxy Server. The Proxy Server will filter any unwarranted materials and be updated regularly to maintain this high level of filtering.

Any user repeatedly attempting to access such material will have their account locked and it will not be reopened until they have discussed the matter with a member of the Leadership Team.

The School does not pre-screen content viewed by users, but relies on the filtering software. Should any site or content be discovered which does not comply to the General Policy it will be added immediately to the deny list. Users should report offending material to IT Support by supplying the complete website address.

Whilst the school makes every effort to filter material as defined in the Code of Conduct, the school cannot be held liable for any failure to filter such material due to the nature and proliferation of such sites on the internet.

There are systems in place to monitor all network usage and as such there is no expectation of privacy on the school's network regarding access. This extends to the use of school computing property used away from the school site. There are also systems in place to monitor activity that may compromise the school and its stakeholders within cyberspace, including media and social media.

4. Mail Services

If a user sends an email that contains content as defined in the Code of Conduct Policy or Behaviour for Learning Policy, their account shall be locked and not released until they the school has received authorisation from a parent or guardian and then only in consultation with a member of the leadership team, or their line manager and then only in consultation with the Headteacher.

If a user repeatedly sends material as defined in the policies above the matter will be referred to the Headteacher

Any user who receives unsolicited mail can inform the IT Manager who will endeavour to trace the originator and report them to their Service Provider.

Likewise, if any user is found to be sending unsolicited emails, to other users within the school, or to external accounts, the matter will be referred to the Headteacher.

The standard disclaimer should be attached to all outgoing mail and should not be modified in any way; this is to protect both the interests of the school and the individual.

Users' email can be monitored by IT support at the request of the Headteacher, Governing Body or other legal agencies.

There are systems in place to monitor all email usage and as such there is no expectation of privacy on the school's network regarding email services.

5. Security

Each User will be given a unique username and password that will allow them to access their account.

The username and password are solely the responsibility of the user and not to be shared with other users or third parties for any reason. If a user is found using the username and password of another user their services may be suspended and immediately referred to the Headteacher.

The only programs that may be used within the School are those agreed on by the IT Manager and / or Leadership Team and installed by a member of IT Support. The introduction of programs (including any software containing viruses or used to disrupt any part of the Network, or connected networks) onto the network is not tolerated and will be treated as intentional damage or an attempt to cause damage to School property.

All information about staff and students will be dealt with in compliance the Data Protection Act and only given to authorised agencies. Staff and students agree to abide by the Data Protection Policy.

The School reserves the right to monitor all traffic on the network and school computing property including but not limited to user's individual saves areas, either manually or through automated software, to ensure policy compliance and to aid in resolving any issues.

While the school takes every precaution to ensure adequate backups of all data stored on its servers, users should be mindful of ensuring they have taken appropriate steps to safeguard their own work. This could be accomplished by copying network files to their Google Cloud Storage area.

6. Treatment of Equipment

IT Support will endeavour to ensure all equipment is in working order, should any user find that a piece of equipment does not work correctly they are to report it to a member of IT Support and not attempt to repair it themselves.

Any user who causes damage directly or indirectly intentionally, through neglect or through any other actions to any equipment may be refused the right to further use of the equipment and may be asked to cover costs towards any repairs or replacements.

Please complete and detach the cover of this booklet (pages 1, 2, 15 and 16) and return to Harwich and Dovercourt High School when attending the Year 6 Transition Day on 6th or 7th July (or by post to HDHS before 16th July).

Providing your consent for academic year 2021-2022:

Please read the following thoroughly and provide your consent by ticking either 'Yes' or 'No'.

I provide consent to:	Yes	No
Using images of my child on the Trust and school website.		
Using videos of my child on the Trust and school website.		
Using images of my child on social media, including the following: HDHS Facebook page		
Using videos of my child on social media, including the following: HDHS Facebook page		
The local media using images of my child to publicise the Trust and school events and activities.		
The local media Using videos of my child to publicise the Trust and school events and activities.		
Using images of my child in marketing material, e.g. The Trust, school brochures and prospectus.		
Using <i>video</i> of my child in marketing material, e.g. The Trust, school brochures and prospectus.		

Child's Name: **Parent signature:**

Refreshing your consent

This form is valid for the entire academic year, 2021/2022 – it will be updated on an annual basis. Parents are required to fill in a new form for their child **every academic year**.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend or withdraw consent, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

Declaration

I, _____ (name of parent/carer), understand:

- Why my consent is required.
- The reasons why Harwich & Dovercourt High School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school and The Sigma Trust uses images and videos of my child.
- I have provided my consent above as appropriate, and the school and The Sigma Trust will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

If you have any questions regarding this form, please do not hesitate to contact the school office at admin@hdhs.school or 01255 245460.

Parent Name: **Parent Signature:**

Child's Name:

Year Group (in September 2021): **Date:**