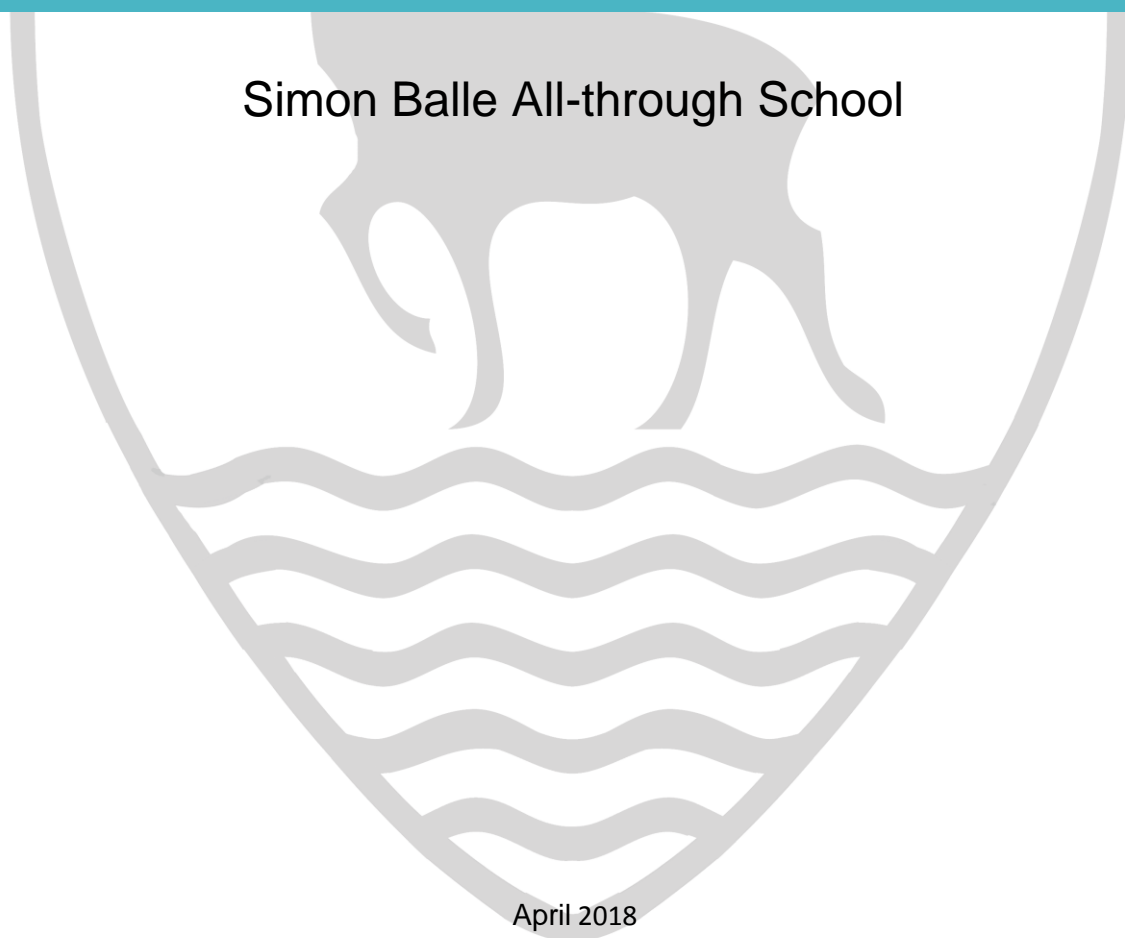




Year 7 Registration Pack

Simon Balle All-through School



April 2018

Dear Families

Welcome to Simon Balle All-through School. We are delighted that you will be joining us for what will be for most, the next 7 years' of your educational journey.

The purpose of this document is to help you understand more about our amazing school, what happens and perhaps more importantly why it happens as it does.

Our school is firmly grounded in principles, values and our vision is clear. Our purpose is to educate and develop all young people valuing them as individuals for who they are and setting incredibly high expectations both for their academic success and their personal development.

At Simon Balle All-through School we talk of human flourishing as we believe there to be no tension between the highest academic standards and success in its widest sense of wellbeing. Our school educates for skills, knowledge and wisdom. We place great emphasis upon being aspirational and this is achieved through constantly exploring the importance of living in a community, respecting others and treating everyone with care and dignity.

This is who we are. This is your new community and we together can achieve great things.

You can expect from us:

- A first class educational experience and an extensive range of opportunities for children to flourish.
- A safe, caring supportive but challenging environment, whereby every child is known and valued as an individual.
- A deep sense of community and wellbeing whereby children are taught the importance of living well together, corrected and at times sanctioned but in order to restore and transform.

We expect from parents:

- A sharing and understanding of our ethos
- A shared interest and support for your child's education.
- Ensuring that your child attends school for most if not all of the time (at least 97%).
- An openness and ability to communicate with us.

We will need some information from you in order to complete your child's registration at the school, there are a number of forms at the end of this document which must be completed and returned to us by Thursday 3rd May. The forms can be hard or scanned copies and must be sent to admin@simonballe.herts.sch.uk or posted to:

The Admissions Officer, Simon Balle All-through School, Mangrove Road, Hertford, SG13 8AJ

Nearly all of the information you will need throughout your child's school life can be found on our website and I urge you to look here as the first port of call: www.simonballe.herts.sch.uk

We will be holding a series of meetings (listed on page 3) which parents must attend.

I look forward to getting to know both you and your child over the coming weeks and months.

Alison Saunders

Headteacher

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Important Dates for Your Diary

Date	Focus	Information	Action
Wednesday 11th July	Parents Only Induction Evening 18.30-20.00	Please note this is for <u>parents</u> only. No children should attend. It is compulsory for parent(s) to come along as you will be given important information	Parents only – no children
Thursday 12th July	Hertfordshire Student's Transition Day 08.40-15.25	Wear primary school uniform. Bring £3 for lunch Bring pencil case with equipment	All students must attend
Tuesday 17th July	Stevensons Uniform Sale 15.00-20.00	Parents can go to the shop in St Albans to buy the specified uniform, order online or come along to the school sale	
Wednesday 5th September	School starts for all students 08.35-15.25	Students to arrive and line up in playground in full uniform with equipment. School photographs will also be taken.	All students to attend
Thursday 13th September	Evening about the residential trip to Bawdsey Manor (Suffolk) 18.30 – 19.30	Parental information evening on the year 7 residential trip	All students and parents to attend
Saturday 22nd September	School Open Morning 08.30 – 12.30	All year 7 students expected to attend	Further information in September
Tuesday 25th to Friday 28th September	Bawdsey Manor, Suffolk Trip Cost £230	Please see information later in this document	
Thursday 4th October	Year 7 Information Evening with Form Tutors 19.00 – 20.00		

School Uniform

We want students to be proud of their school and to understand that it is important to wear their uniform correctly. Our uniform is simple but smart. It helps us to identify as part of the Simon Balle Community.

Certain items can be brought locally and cheaply as they are easily obtainable. Specialist uniform (indicated with an 'S' in brackets below) needs to be purchased from [Stevensons](http://www.stevensons.co.uk), the company which most Hertfordshire Secondary Schools use. School uniform can be purchased at the school on Tuesday 17th July or directly from Stevensons shop or website:

Website: www.stevensons.co.uk

Address: 133-135 Victoria Street, St Albans, Hertfordshire, AL1 3XS, Tel: 01727 853262

All Year 7 students are expected to wear:

- Long-sleeved white shirt or short sleeved fitted white shirt
- Regulation black school full length trousers (not fashion trousers)
- OR Regulation tartan school kilt (S)
- A "V" necked green jumper or cardigan with school badge (S) (green for years 7-9, maroon for years 10-11)
- Black socks (boys). Black or white knee length or ankle socks or plain black tights (girls)
- Black polished leather flat shoes
- Plain coloured coat or jacket (no logos). NO leather or denim
- Maroon tie (optional for girls) (S) (Tie to be worn with short or long sleeved shirts; shirts must be tucked in)

Clothing for PE (specialist equipment)

- School white and black polo shirt with thin green piping (with school badge) (S)
- Reversible green/black rugby shirt (boys) (S)
- Black shorts (boys) OR Black Skort (girls) (S)
- Black fleece with school logo (girls) (S)
- Plain black tracksuit trousers (optional)
- Green rugby socks (S)
- Shin pads & gum shield (compulsory for some PE lessons)
- Students need trainers which are suitable for indoor PE. As an example they can be astro boots, tennis shoes, running trainers, etc. Before going into the gym the trainers must be cleaned if they have been on the Astroturf. Students also need a pair of football/rugby boots. They can have either studs, be moulded or have blades.

The following are NOT permitted

- Jewellery except for a watch and one small single stud earrings
- Make-up, false nails or nail polish
- Facial piercings, including nose, eyebrow or tongue studs
- Hair styles should be moderate – the following are not permitted: hair extensions, braiding or shapes/lines shaved in the hair or eyebrows. Hair should be one natural colour and the minimum length acceptable is a 'number 3'. No colourful or oversized accessories are allowed e.g. large flowers, bows, shaved heads
- Black leggings or contrasting socks (girls)

- Trainers—except at breaks or lunchtimes - students must change out of them for lessons

Other points to note

- Muslim girls are allowed to wear a plain headscarf (Hijab) in black or school colours
- The full uniform should be worn correctly at all times; in school and on the way to and from school.
- Skirts must be knee length or just above the knee. The waist bands must not be rolled over.
- Jumpers/cardigans should not be tucked into kilts/trousers.

Free School Meals

If your child is eligible for free school meals it means they can enjoy delicious, healthy meals. Many children at our school are already eating free school meals, and your child may be able to have them too.

School meals will give your child a real appetite for learning and help them to achieve their full potential. There is nothing healthier for your child and your family's budget than free school meals. As professional cooks prepare the meals for your child, it saves you having to worry about the effort and expense of making packed lunches every day.

Your child may be eligible to receive free school meals if you are entitled to receive one of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit.

Applications can be made online at www.hertfordshire.gov.uk and should take no more than five minutes; in most cases you will be told immediately if your child is eligible.

Savings for your family

If you were planning to pay for your child to have school meals or are already doing so, you could save around £350 per year if your child qualifies for free school meals.

Think of the time you will save

If your child is eligible and has free school meals instead of packed lunches, you could save up to 190 hours a year, which is the time needed to make packed lunches that meet the nutritional standards of school meals – that is just over a week!

Our school will receive extra funding

For every child registered for a free school meal, the school will receive funding to spend on extra resources for your child. It is called the Pupil Premium and is worth £935 per pupil in 2017-18.

Please note that we operate a cashless school meal system, so other students will not know who receives Free School Meals.

Pupil Premium Grant

The Pupil Premium Grant is a government initiative designed to target resources on those students deemed to be from a disadvantaged background. Specifically, the Pupil Premium money is provided for:

- those students who have received Free School Meals (FSM) at any point in the last 6 years
- those students who have a parent in the armed services,
- those students who have been looked after continuously for at least 6 months (CLA),
- those students who were adopted from care, or who left care under a Special Guardianship Order
- those students who left care under a Residence Order on or after 14th October 1991.

Neither the government nor any government agencies have dictated how the Pupil Premium money should be spent, but what is clear is that the money should be used to promote strategies which narrow the attainment gap between the highest and lowest achieving students.

In most cases, eligibility for Pupil Premium funding will be aligned with a student receiving Free School Meals so please do apply [online](#) if you think your child is eligible.

If you think your child qualifies for Pupil Premium under any of the other categories above please indicate as appropriate on the Student Information Sheet below.

We run a week long Summer School for all Pupil Premium students who will join us in Year 7. This year it will run from 20th – 22nd August. We will be contacting eligible students shortly.

Year 7 Residential Trip to Bawdsey Manor, Suffolk, 25th-28th September 2018

We would like your child to be able to join us on our annual trip to [PGL Bawdsey Manor](#). This is a 4 day residential trip with a focus upon a team building. More information can found on their website here: <http://www.pgl.co.uk/en-gb/adventure-holidays/centres/bawdsey-manor-new>

This trip is placed early in the term to help the students to make new friends, boost their confidence and really get to understand what it means being part of the Simon Balle community. There will be an information evening for parents on Thursday 13th September from 6.30 – 7.30pm in the main school hall.

The trip will cost £230 but no other money is required on this trip as all food and activities are included in the price. The accommodation is based in a grade II listed building sitting in 144 acres of private woodland.

We expect all students to attend unless there is a specific reason. If there is a specific reason why your child cannot attend please complete the form at the end of this document.

Bawdsey Manor Required Kit List

Sleeping bag/travel pillow (essential)

- Large rucksack/ holdall containing all kit list items except sleeping bag
- Several sets of clothing to include:

- Track suit/hard-wearing trousers/ shorts (jeans not recommended)
- Base layers/vests
- T-shirts
- Warm fleece/ jumpers
- Socks/ underwear
- Waterproof jacket (essential)/ Waterproof trousers
- Sturdy shoes or boots
- Trainers(not plimsolls)
- Named water bottle
- Insect repellent/ sun cream
- Sun hat or warm hat/gloves depending on weather
- Toiletries including toothpaste, toothbrush, roll-on deodorant (not aerosol). All preferably in a named wash-bag.
- 2 x Towels (one for water activities)
- Torch/ spare batteries
- Plastic bag for dirty clothes (black-bin liner)
- Swimming costume

Car Parking

Please be aware that parents will not be able to use the car park for dropping off or picking up. There are plenty of car parks in town that can be used for drop off and pick up. You can use any car park in town for free (for the first 30 minutes) on two separate occasions in any given day as long as there is a substantial amount of time in between i.e.- drop off and pick up times. Please note that Balls Park is not a suitable alternative as this is private property. These arrangements do not apply to parents who have a blue disability badge.

Drivers cannot come on site between 8.25 and 8.50 and 3.00 to 3.45 (except Tuesday 2.30 to 3.20)

Parents may use the visitors car park to collect or drop off students at non-peak times eg for medical/ dental appointments.

We are grateful for everyone's full co-operation in this matter.

Student Supplies

We expect all students to have the following equipment when they start school in September:

- A pencil case containing:
 - Pens (black/blue and green)
 - Pencils (coloured and normal)
 - Eraser
 - Pencil sharpener
 - Scissors
 - Highlighter pens
 - A full length ruler
 - A glue stick
 - A scientific calculator (if unclear please email the Head of Maths, Mrs Pope at popes@simonballe.herts.sc.uk)
 - A pair of compasses

- At home we expect all students to have either a measuring cup or kitchen scales to weigh out ingredients for food lessons
- A school bag suitable to put A4 folders in. This should be a rucksack, satchel or shoulder bag.
- Art sketch book – (see Financial Information section of this document). These can be purchased directly from the school
- Book covers -- (see Financial Information section of this document). These can be purchased directly from the school

Lockers

Lockers are available around the school. The cost to hire a locker for the entire period for Years 7-11, (with a refundable deposit of £10) is £35. Lockers are allocated once students start the school but need to be ordered in advance. You can order a locker for your child by paying the deposit and hire charge on Parent Pay, details of how to do this can be found in the Financial Information section of this document. Your child will then be allocated a locker in the first week of term.

Transition Arrangements for September 2018

The transition/induction arrangements and meeting patterns, in order for all our parents and students to fully understand our high expectations and routines are detailed below.

Wednesday 11th July 6.30-8pm – Parents only induction

This evening is for parents only. Please do not bring any children or other family members with you. The purpose of this evening is for us to help you understand the Simon Balle Parent – how to support and challenge your child so that they are safe, happy, attend school, make friends and are successful socially and academically. There will be a series of sessions led by various members of staff to induct you.

Thursday 12th July 8.35am-3.25pm – Students only induction

This is Hertfordshire's Transition Day. All new Year 7 students must attend.

They must be on the school campus by 8.35am in the main playground outside the Reception building.

They should:

- Wear their primary school uniform
- Bring a pencil case
- Bring money for lunch or a packed lunch.

The day ends at 3.25pm

Please do not park on the school site. Please park (if you need to) in the car park in Old London Road near the fire station.

Photos and Videos of Students

At Simon Balle All-through School we have a clear vision to provide the very best learning experience for all of our students. We have much to celebrate; our academic standards are high, students tell us they are very happy at school and many parents are keen to recommend the school to others.

Every day so much is happening which is worthy of note from subject lessons, trips and activities, to clubs and fixtures. Our website tries to capture and share this; it is our window for the outside world and images* of this great school are crucial if we are to publicise, communicate and celebrate our life in school.

What sort of images/ photos do we take?

We only take positive images and these are closely vetted. We take pictures of what is happening in lessons which usually comprises of a group or class image. House plays and House sports, concerts, sports champions, guest visitors and activity trips all provide other opportunities for us to capture the learning and personal development that takes place at our school.

How do we use these images/ photos?

We use them for displays within school. Visitors always praise us for our stimulating learning environment and the students themselves feedback just how much they enjoy looking at the range of activities which take place. The Y7 trip board is perhaps one of our most visited displays. This celebration of events can increasingly be seen on the website and occasionally we manage to get an article in a local newspaper.

In addition, we use images of students taking part in activities for promotional and publicity purposes. Most schools have a paper or e-prospectus, which contain images of students.

We also have a professional photographer coming into school on Wednesday 5th September to take photos of all year 7 students for our records. These photos will not be shared with anyone and are used for safeguarding purposes.

We know that most parents are happy with schools taking images and using them in this way. We are always very careful in what we take, how we use it and how we label photos. The school has guidelines, user agreements and policies to ensure we fulfil our Data Protection and E-safety obligations. Having read the above statements, please indicate on the forms at the end of the document whether or not you consent to your child having their photo taken.

**Images may be photographic or filmed*

Music Lessons

Our music department is renowned for the quality of our music and ensembles - but do not just take our word for that, you can see and hear what we do on the [website](#).

We offer lessons on many instruments, including piano, keyboard, drums, electric, bass or acoustic guitar, trombone, trumpet, cello, violin, viola, double bass, bassoon, flute, saxophone, clarinet and oboe, as well as singing lessons.

Everyone at Simon Balle who plays an instrument or sings, whether taking lessons in school or outside, are part of our musical family. Therefore we expect every one of those musicians to participate in and contribute to at least one of our ensembles. Performance and team work is part of the musicians learning experience as it fosters commitment, promotes hard work and broadens the musical experience. Our expectations and aspirations are high and our students go above and beyond.

If your child learns an instrument out of school please complete the application form below so that we can include them in one of our ensembles.

If you would like your child to learn an instrument at Simon Balle complete, sign and return the form below as soon as possible (making particular note of the contract details on the back). Our Music Administrator will contact you before the end of the July 2018.

If asking for guitar lessons, please state electric or acoustic.

If you have any questions, please contact the Music Department at: music@simonballe.herts.sch.uk

Your child may be eligible for a 50% or 100% reduction in music lesson fees if you are in receipt of certain benefits. You can quickly apply online here: www.hertfordshire.gov.uk/freeschoolmeals

Financial Information

We aim to operate a cashless environment wherever possible at the school and we use the Parent Pay* website (www.parentpay.com) as our preferred source of all financial transactions. This means your child will not need to carry money at all, other than on the transition day for lunch.

On the first day of term all students are given a smart card which will be linked to their dinner money and can be used to pay for all food and drink from the school's canteen, this can be topped up on Parent Pay at any time from Monday 3rd September. Parents will be emailed login details for Parent Pay in early May and this will allow you to pay for a number of items which are needed at the start of term, including the residential trip to Bawdsey Manor.

There are several items we ask for contributions towards, these can all be found on Parent Pay and students will receive the items in their form time or relevant classes during the first week of term.

- Art supplies - £3 for A3 sketch books
- Book covers - £5 for 15 A4 covers (mandatory items to ensure student books are kept in good condition)
- Technology materials - £8 (per year, items which are made in Design & Technology and Art Textiles can be taken home)
- Locker - £35 (hire of locker for 5 years, includes £10 refundable deposit)
- One Person, One Device Scheme – Please see separate information in this document for details on this scheme
- Bawdsey Manor, whole year group trip - £230 (you can also pay for this in instalments)
- Dinner money – available from 3rd September onwards (please note that it can take up to 24 hours for dinner money to appear on the card after payment is made online)

If you do not have access to a computer on which to make payments, you can come to the school to make use of ours, or pay by cheque (made payable to “Simon Balle All-through School”). Any cash sent in to the school is at your own risk so please ensure that you get a receipt for any cash handed in.

If you anticipate any financial difficulties please contact the Finance Office (finance@simonballe.herts.sch.uk or 01992 410400) as soon as possible to see what financial assistance is available.

**ParentPay is a certified PCI DSS Level 1 merchant, the highest level of compliance enforced by the PCI standard*

One Person, One Device Scheme

Since 2014 we have been committed to a blended learning style in the classroom by providing all of our students in years 7 to 11 with a tablet device. We have had great success with the scheme and students have benefitted from the use of technology in the classroom.

We will be running the scheme in its current form for the **last time from September 2018** as we move towards a ‘Bring Your Own Device’ (BYOD) scheme from September 2019. This means that each student in September 2018 will be provided with an iPad which parents will have the option of purchasing for the start of the BYOD scheme in September 2019.

Under the current scheme, parents will be asked to contribute £30 per year which goes towards software, administration, a protective case and a limited accidental damage policy (not theft, loss or

deliberate damage) and this will operate in the same way from September 2018 to August 2019. From September 2019 we will require all students to provide their own devices, and to make this easier for parents we will give you the opportunity to purchase the iPads that the students were loaned when they started at Simon Balle.

This means that for your child, we will ask for £30 in their first year, and a further £60 before September 2019, this will transfer full ownership of the device to the student in September 2019. This also means that the school will no longer manage the devices so responsibility for maintenance and repair will be down to yourselves and the students from September 2019 onwards.

You will be reminded of this information and of the new arrangements in place from September 2019 as we go through the year. If you wish to purchase the iPad from September 2018 we are offering a discount and the cost will be £75. If not, you will be charged £30 in September 2018 and £60 in September 2019.

Full terms and conditions for the scheme from September 2018 to July 2019 can be found on our website here: <http://www.simonballe.herts.sch.uk/one-person-one-device-scheme/>

BYOD Options

Option 1 – Parent/ carer pays £75 upfront for a new iPad and protective case. This will also include an accidental breakage repair policy for one year. From Sep 2019 ownership will be transferred to the student.

Option 2 – Parent/ carer pays £30 in Sep 2018 for a new iPad, protective case and accidental breakage policy for one year. Parent/ carer pays additional £60 prior to Sep 2019 to transfer ownership of the device from Sep 2019.

Go 4 Schools

At Simon Balle we use an online web-based portal called Go4Schools to collect and store details about your child's attendance, academic progress, homework and behaviour. This information is accessible to parents and carers of students at the school via the website www.Go4Schools.com.

From September 2018 parents can log on and view their child's attendance, progress and behaviour records as well as monitor their homework. All that is required is access to the internet and the primary email address you have given us. We will send you more information on the service later in the year.

The online reporting function will be used to report both progress and final reports to you. In addition we aim to encourage you to log into Go4Schools during the academic year to access information and data as it becomes available, for example effort monitoring grades in the Autumn term. You will be contacted via email when any new important information goes live on the site.

Privacy Notice for Students Attending Simon Balle All-through School

Simon Balle All-through School collects a lot of data and information about our students so that we can run effectively as a school. This privacy notice explains how and why we collect students' data, what we do with it and what rights parents and students have.

Privacy Notice (How we use student information)

Simon Balle All-through School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. Will Davies, our Data Protection Officer, acts as a representative for the school with regard to its data controller responsibilities. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. He can be contacted on daviesw@simonballe.herts.sch.uk

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third party processor, the same data protection standards that Simon Balle All-through School upholds are imposed on the processor.

Why do we collect and use student information?

We collect and use student information under the following lawful bases:

- a. where we have the consent of the data subject (Article 6 (a));
- b. where it is necessary for compliance with a legal obligation (Article 6 (c));
- c. where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- d. where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

Where the personal data we collect about students is sensitive personal data, we will only process it where:

- a. we have explicit consent;
- b. processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
- c. processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use the student data to support our statutory functions of running a school, in particular:

- a. to decide who to admit to the school;
- b. [to maintain a waiting list];
- c. to support student learning;
- d. to monitor and report on student progress;
- e. to provide appropriate pastoral care;
- f. to assess the quality of our services;
- g. to comply with the law regarding data sharing;
- h. for the protection and welfare of students and others in the school;
- i. for the safe and orderly running of the school;
- j. to promote the school;
- k. to communicate with parents / carers.

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

- a. Personal information (such as name, unique student number and address);
- b. Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- c. Attendance information (such as sessions attended, number of absences and absence reasons)
- d. Assessment information (such as national curriculum assessment results)
- e. Relevant medical information
- f. Information relating to SEND
- g. Behaviour information (such as number of temporary exclusions)
- h. Information relation to child protection or safeguarding.

From time to time and in certain circumstances, we might also process personal data about students, some of which might be sensitive personal data, including information about criminal proceedings / convictions, information about sex life and sexual orientation, child protection / safeguarding. This information is not routinely collected about students and is only likely to be processed by the school in specific circumstances relating to particular students, for example, if a child protection issue arises or if a student is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about students when they join the school and update it during their time on the roll as and when new information is acquired.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. Where appropriate, we will ask parents/ students for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of students on our website or on social media to promote school activities. Parents / students may withdraw consent at any time.

When students are deemed to be old enough to make their own decisions in relation to their personal data, we will also ask the student for their consent in these circumstances. This will usually be around the age of 13 (Y9). Students with the maturity to make their own decisions about their personal data may withdraw consent if consent has previously been given.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and students. CCTV footage may be referred to during the course of disciplinary procedures (for staff or students) or investigate other issues. CCTV footage involving students will only be processed to the extent that it is lawful to do so. Please see our Digital Technologies Policy for more details.

Storing student data

Personal data relating to students at Simon Balle All-through School and their families is stored in line with the school's GDPR Data Protection Policy and Retention Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

A significant amount of personal data is stored electronically, for example, on our MIS or assessment database. Some information may also be stored in hard copy format.

Who do we share student information with?

We routinely share student information with:

- schools that students attend after leaving us;
- our local authority;
- a student's home local authority (if different);
- the Department for Education (DfE);
- school governors;
- exam boards;

From time to time, we may also share student information other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a student is involved in an issue;
- UCAS
- Student's destination upon leaving the school
- our legal advisors;
- our insurance providers / the Risk Protection Arrangement;

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share personal data about students with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Aged 14+ qualifications

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

Why we share student information

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

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

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

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

What is different about students aged 13+?

Once our students reach the age of 13, we also pass student 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/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 / student once he/she reaches the age 16.

Our students aged 16+

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

This enables them to provide services as follows:

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

For more information about services for young people, please visit our [local authority website](#).

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the 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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Larch Centre: Under data protection legislation, parents and students have the right to request access to information about them that we hold ("Subject Access Request"). Where a child does not have the maturity to make their own requests for personal data, parents may do so on their behalf.

Years 7-13: Under data protection legislation, students, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13 (Y9), we generally regard students as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a student to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the student and not their parent(s) on their behalf. This does not affect any separate statutory right parents might have to access information about their child.

Subject to the section below, the legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / students to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

Parents of students who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a student's own legal right which falls outside of the GDPR, therefore a student's consent is not required even a student is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

To make a request for your child's personal data, or be given access to your child's educational record, contact the Data Protection Officer although any written request for personal data will be treated as a Subject Access Request.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the student, with whom the student lives or whether the student has contact with that parent), and also includes non-parents who have parental responsibility for the student, or with whom the student lives. It is therefore possible for a student to have several "parents" for the purposes of education law.

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 our data protection responsibilities.

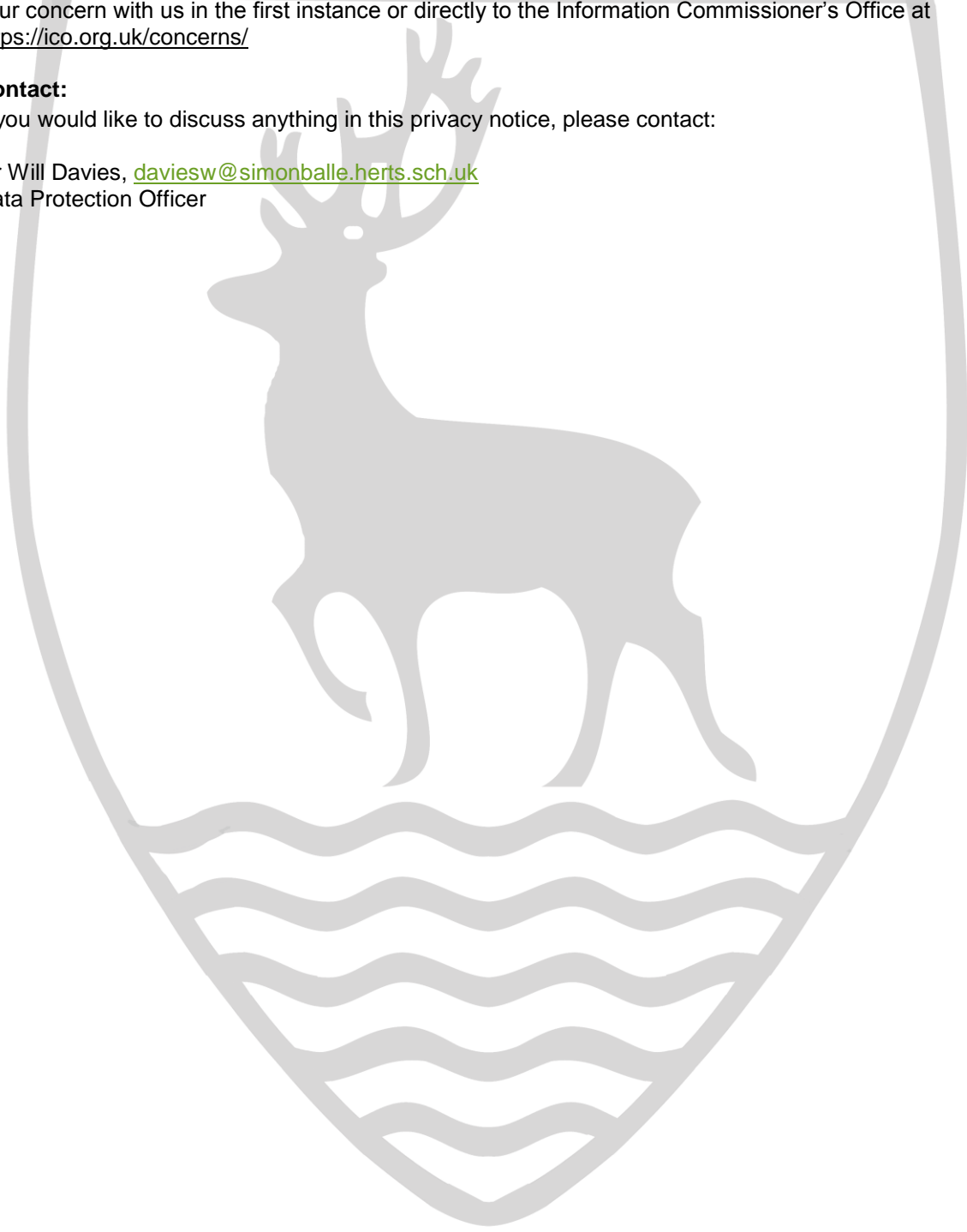
If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

Mr Will Davies, daviesw@simonballe.herts.sch.uk

Data Protection Officer



A Note from the Simon Balle All-through School Parent Staff Association

The Parent Staff Association (PSA) warmly welcomes all families of Simon Balle All-through School (from Reception to Year 13) to join us. We are a charity, run by parents and staff volunteers from the whole school.

Our aim is to support the school by raising money to provide facilities, equipment and some “little extras” which will enhance the educational experience for your children.

We also aim to build the school community by bringing together the school, families, students and the community. And have some fun☺!

Our goals/achievements: we have supported the refurbishment of the school hall, library, and lecture theatre, contributed to the outdoor classroom, nature pond and the Primary school trim trail. These areas are used daily by all students and therefore every single child benefits from our work. We also cover the cost of one of the school minibuses.

Our target in the next couple of years is, amongst other donations to the school, to repair and modernise the swimming pool.

How we work: We raise money through events such as our Quiz Nights, Ladies Pamper Nights, Primary Summer and Christmas Fairs, Raffles/Auctions, Recycled Uniform Sales, Fun Run and running a licensed bar at school music concerts and plays. We meet about once every half term and use WhatsApp and email to communicate.

How can you support us / get involved?

Being part of the team which organises and runs PSA events and activities has its own rewards. It is a way of thanking the school for the great work they do, you get to meet other parents, make friends, feel involved in the school's events (just in case your child forgets to tell you!) and have some fun too.

From September 2018, we desperately need a treasurer. Please do get in touch asap if you consider you could take on this role (or share it with your friends).

We would also love some extra help from volunteers to share as a group the planning, organising and running an event, shopping for it, tidying up and then counting all that lovely money afterwards!

We would appreciate you and your ideas to raise funds and bring a different perspective to the group.

You do not have to be on the Committee or attend meetings. You can give as much or as little time as you wish.

Do you own your own business? Can you help support the PSA by donating your time or services?

Does your employer offer community grants or other support to local charities?

Our Annual General Meeting takes place early in October and this is a good time to meet some of us and find out more about what we do. It is also when we elect the PSA Committee, agree the focus of the forthcoming year's fund raising and discuss ideas for future events.

For further information please take a look at our website at www.simonballepsa.org.uk/

Or “like” us on facebook at <https://www.facebook.com/simonballepsa/?fref=ts>

If you have any questions at all, please contact us via email on psa@simonballepsa.org.uk

If you can help with volunteering, please complete and return the form below to the school office and a member of the PSA Committee will get in touch with you, probably towards the end of the summer.

We very much look forward to hearing from you, please complete the form in Section 9 below if you would like us to contact you with regards to helping out.



Forms for completion

1. Student Information Sheet

STUDENT DETAILS			
Legal surname		Preferred surname (if different)	
Legal forename		Preferred forename (if different)	
Middle names		Home phone number	
Date of birth		Gender	
Ethnicity		Nationality	
Country of birth		First language	
Student's home address			
Post code			

Parents' marital status (i.e. married/ divorced/ separated/ single/ other)	
If parents are divorced/ separated, who is the student's legal guardian?	
With whom does the student live?	
Is there a Court Order in operation with regard to the child? (Please attach a copy)	
Is the student in care?	
If answer above is yes, please give the name of the Care Authority and start date	
Is either parent in the Armed Services?	
If answer above is yes, please give details	
Is the student currently in receipt of Free School Meals?	
Has the student been in receipt of Free School Meals at any time in the last 6 years (your child may be eligible to receive help from Pupil Premium)? (Please give details and dates)	
Names of any siblings attending Simon Balle School	

PARENT DETAILS – Contact 1

Please give details of ALL persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency. If a parent does not live in the family home please tick the absent parent box.

PLEASE WRITE THE E-MAIL ADDRESS CLEARLY (particularly '-' and '_')

Full Name			
Relationship to child		Absent parent (Y/N)	
Parental responsibility?			
Home address (if different)			
Home phone number			
Work phone number			
Mobile phone number			
Email address			

Contact 2

Full Name			
Relationship to child		Absent parent (Y/N)	
Parental responsibility?			
Home address (if different)			
Home phone number			
Work phone number			
Mobile phone number			
Email address			

Contact 3

Full Name			
Relationship to child		Absent parent (Y/N)	
Parental responsibility?			
Home address (if different)			
Home phone number			
Work phone number			
Mobile phone number			
Email address			

Medical details for student:	
Surgery name	
Surgery address	
Surgery phone number	
NHS number	
Medical Information, Allergies and Special Dietary Requirements	

Transport details						
<i>Please tick how your child usually travels to school. If more than one mode of travel is used, the longest element of the journey by distance should be recorded, e.g. a student travelling 5 miles by car and then walking 1 mile should tick Car/Van.</i>						
Walk	Train	Cycle	Car or van	Taxi	Public bus service	Car share
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please provide details)						

Education details	
Previous primary school	
Address	
Has your child been excluded from another school?	
If answer is yes above, please provide details	
If not Primary to Secondary transfer, what is the reason for joining the school?	

Parent confirmation	
<i>(Please ensure this section is signed and sent back to the school. If you are sending this back electronically, please type your name into the box below)</i>	
I undertake to co-operate with the school in ensuring that my child attends school, wears the correct uniform and observes the school rules.	
Parent/ Carer	
Date	

2. Ethnic background

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

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

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

<p>(a) White</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Traveller from Irish heritage <input type="checkbox"/></p> <p>Gypsy <input type="checkbox"/></p> <p>Roma <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p>Italian <input type="checkbox"/></p> <p>Turkish <input type="checkbox"/></p>	<p>(d) Mixed</p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p>
<p>(b) Asian or Asian British</p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p>	<p>(e) Black or Black Irish</p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p>
<p>(c) Chinese <input type="checkbox"/></p>	<p>(f) Any other ethnic group <input type="checkbox"/></p> <p>(g) I do not wish an ethnicity to be recorded <input type="checkbox"/></p>
<p>This information was provided by: Parent <input type="checkbox"/> Student: <input type="checkbox"/></p>	

3. First Language Record Form

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English. In the case of an older student who is no longer exposed to the first language in the home, and who now uses only another language, the student or parent can determine which language should be recorded.

First language of student

I do not wish the first language of the student to be recorded

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

4. Student Health Information

Immunisation			
Which of the following has your child received?			
Tetanus/ Diphtheria/ Polio	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>
Measles/ Mumps/ Rubella	<input type="checkbox"/>	Pre-school Booster	<input type="checkbox"/>
Rubella	<input type="checkbox"/>	Meningitis C	<input type="checkbox"/>
Other (e.g. BCG)	<input type="checkbox"/>		
Has your child ever had any serious injury, illness or operation, or attended any hospital (if so, please give details)?			
Does your child suffer from any of the following problems? If so, please give details			
Vision problems			
Ear/ hearing problems			
Dental			
Severe headaches/ migraines			
Allergies			
Asthma			
Hayfever			
Skin problems			
Heart problems			
Urine infections			
Bowel problems			
Eating/ dieting problems			
Fits or convulsions			
Emotional anxiety or depression			
Problems with muscles/ bones/ joints			
Family changes (including bereavements/ separation)			

Has your child ever had a serious allergic reaction to anything?	
Does your child take any regular medication (including inhaler)? Please specify	
Has your child had frequent absences from school in the past year?	
Is your child happy with school life?	
Is there anything specific we need to know about your child's health?	

5. Image Consent Form

I give permission for my child to have their image/photograph taken	<input type="checkbox"/>
I do not give permission for my child to have their image/photograph taken.	<input type="checkbox"/>
<p>If permission has not been given to have their photograph taken they will need to take responsibility themselves by:</p> <ul style="list-style-type: none"> removing themselves when images/photos are taken at any school events e.g.: House plays, House sport, sporting events, music concerts, trips, lessons, clubs etc. Informing the teacher that they are unable to have their image/photo taken as this will affect how students are grouped, want to celebrate sports and musical events etc. 	

6. General Trip Consent Form

Please tick the box below to indicate if you agree for your child to:

- Take part in school trips and other activities that take place off school premises, and:
- Be given first aid or urgent medical treatment during any school trip or activity

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - day trips/visits.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

I give general consent for my child to participate in school trips having read the notes above*

**Please note that we will use medical information provided in Section 4 above when planning school trips*

7. Bawdsey Manor Residential Trip Opt-out

My child will not be able to participate in the residential trip to Bawdsey Manor

Please give the reason the student can not participate. You will be contacted by a member of staff to discuss this further.

8. Application for Music Lessons

Name of student		
I wish my child to receive tuition in (instrument) <i>If guitar lessons please state whether acoustic or electric</i>		
Lesson duration	30 minutes weekly*	<input type="checkbox"/>
	20 minutes weekly*	<input type="checkbox"/>
My child is eligible for remission of music fees and I have applied online at www.Hertfordshire.gov.uk/freeschoolmeals	<input type="checkbox"/>	
Undertaking I understand and accept the following conditions: <ul style="list-style-type: none"> • That any instrument used by my child will carry a label with his/her name and address inside the case and some readily identifiable external mark - a logo sticker or similar - since many instrument cases look alike and mistakes are sometimes made in collecting them. Most instruments carry an identification number - this should be noted in case of loss. • That I must give at least 11 lessons' written notice of an intention to discontinue lessons at the end of the term. I am still liable for payment for this notice period, even if lessons are not attended. • That I will pay tuition fees (and examination fees, if and when entries are made) by the deadlines specified. • That a termly bill will be for 11 lessons and that if, for any reason, this number of lessons is not offered, then the following (Summer Term) bill will be adjusted accordingly. • That attendance at instrumental lessons is primarily the student's responsibility and that credit will not be allowed for lessons lost by student's non-appearance at the times designated. • Only lessons missed by reason of a teacher's absence or a school-sponsored event (examinations, trips, etc) will be credited, unless the teacher makes arrangements for an alternative lesson time. 		

*Charges are as follows:

Individual tuition - 30 minutes, weekly is £220.00 for 11 lessons Individual tuition - 20 minutes, weekly is £152.00 for 11 lessons (the above prices may increase in September)

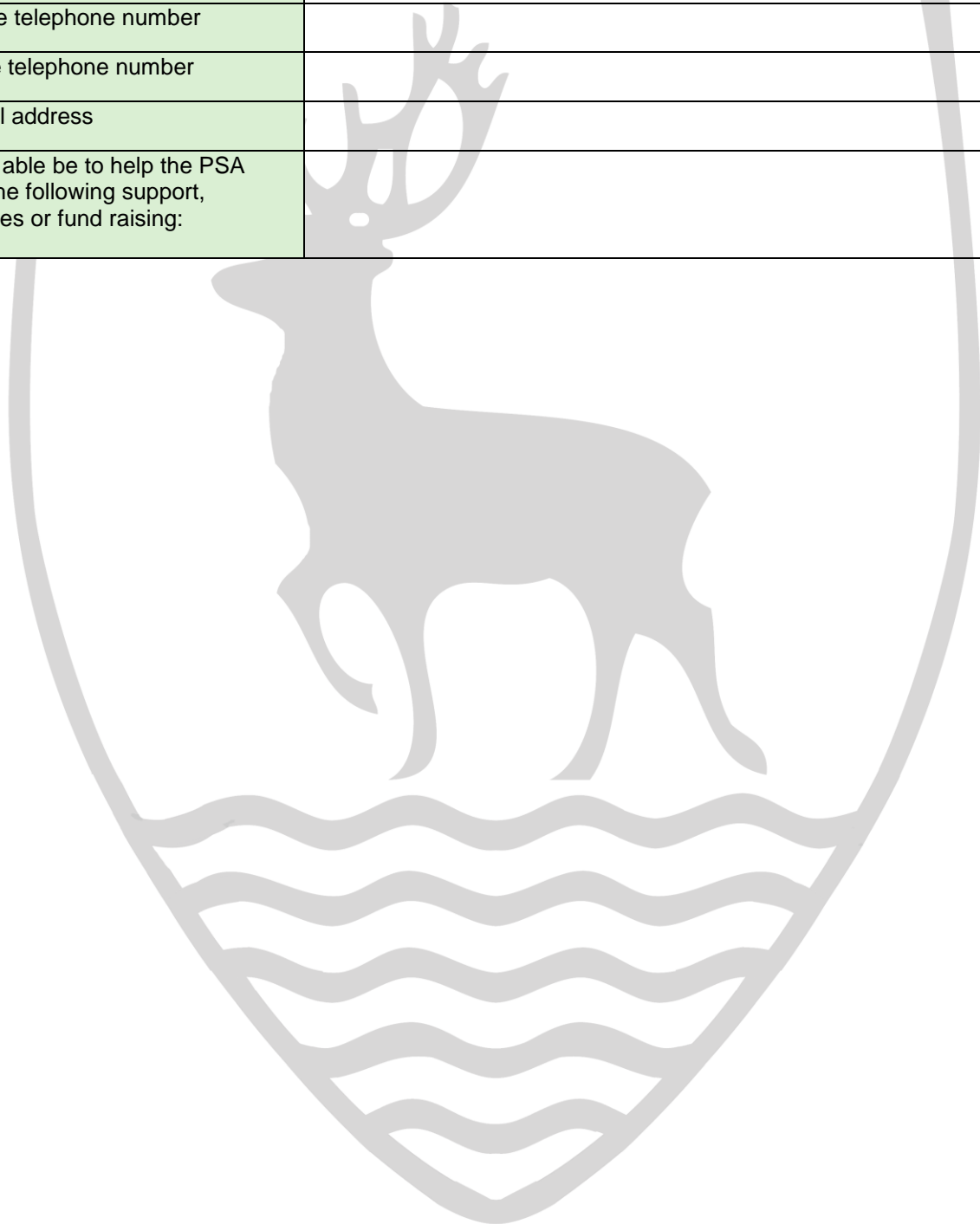
<u>Status of student</u>	
My child is a complete beginner (Yes/ No)	
My child has been learning this instrument for... <i>(please state how long the child has been learning and who their current teacher is)</i>	
My child is currently learning grade....	
My child is also having lessons in....	
<u>Instrument</u>	
My child has their own instrument (Yes/ No)	
We would like to rent an instrument <i>(please note this does not apply to guitars or drums)</i> (Yes/ No)	
We are interested in purchasing an instrument and would like some advice (Yes/ No)	

If you have any queries relating to this form, please contact the Music Centre on 01992 410408

9. Simon Balle All-through School Parent Staff Association (PSA)

I am interested in finding out more about how I might get involved in PSA fundraising *(please only fill in this form if you would like to be involved with the PSA)*

Name	
Mobile telephone number	
Home telephone number	
E-mail address	
I may be able to help the PSA with the following support, services or fund raising:	



10. Careers Education and Work Experience

Careers education and information and guidance begins when students join Simon Balle and covers a broad range of activities from parental evenings, transition evenings e.g. around options and developing many of the 'softer skills'. This compliments our vision of developing the 'rounded individual' ready for the world of work. At times more bespoke sessions are used e.g. enterprise day in Year 8, Get ready for work day in Year 9 and a careers fair for Year 10 and 12 students. The whole of Year 12 also have a work experience week in the summer term.

We see careers education and work experience as an essential part of our student's development, whilst they are on the threshold of choosing a suitable apprenticeship or degree course and potential career. We encourage students to be aware of the demands of their chosen field and to plan for these. Work Experience is seen as a necessity when applying for courses such as medicine, nursing, law, teacher training, pharmacy, veterinary science, business, media and more and can be used when making a UCAS application.

We are always seeking new placements and if you feel your company may be able to offer a placement, a careers presentation, mentoring to a student or would like to find out more information, please return the slip below and a member of staff will contact you.

My company may be interested in offering careers education, mentoring or a work experience placement	<input type="checkbox"/>
Name	
Company name	
Contact telephone number	
E-mail address	
Student's name	