



# Reception Registration Pack

Simon Balle All-through School

May 2018

## Dear Families

Welcome to Simon Balle All-through School. We are delighted that you have chosen to join us for this exciting educational journey and probably this will be for 14 years!

The purpose of this booklet is to help you to understand more about our amazing school and to enrol your child with their details.

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 commitment to 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 Monday 11<sup>th</sup> June 2018. The forms can be hard or scanned copies and must be sent to [admin@simonballe.herts.sch.uk](mailto: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](http://www.simonballe.herts.sch.uk)

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

Both Mrs Oakenfull and I look forward to getting to know you and your child over the coming weeks, months and indeed years.

**Alison Saunders**  
Headteacher

**Ruth Oakenfull**  
Primary Phase Leader

## Contents

Important Dates for Your Diary .....	3
To and From School.....	4
Parking on the School Site.....	4
School Uniform.....	5
Free School Meals and Pupil Premium.....	6
Online Learning Journal - Tapestry.....	6
Communicating with Parents - InTouch.....	7
Photos and Videos of Students.....	7
Financial Information.....	8
Wrap Around Care – Play Aloud.....	9
Privacy Notice for Students Attending Simon Balle All-through School .....	10
A Note from the Simon Balle All-through School Parent Staff Association .....	16
Forms for completion .....	18
1. Student Information Sheet .....	18
2. Ethnic background .....	21
3. First Language Record Form .....	21
4. Student Health Information .....	22
5. Image Consent Form .....	23
6. General Trip Consent Form .....	24
7. Simon Balle All-through School Parent Staff Association (PSA) .....	24

## Important Dates for Your Diary

Date	Time	Activity	Information Action
Thursday 12 <sup>th</sup> July	9.30 – 11.30am	Meet the Teacher	Your child is invited to 'meet the teacher'. Please bring them to the front entrance of the Larch Centre. They will spend the morning getting to know their new classrooms, make some new friends and meet the teaching staff. This is a valuable morning which supports the transition process.
Thursday 12 <sup>th</sup> July	9.30 – 10.30am	New Parents Coffee Morning	Whilst your children meet their new teachers, you are invited for a 'New Parents' coffee morning. This will give you an opportunity to listen to some key information and familiarise yourself with other new parents. Ruth Oakenfull, Primary Phase Leader, will share some information about the coming year and Kids Connection will be present to discuss uniform etc.
5 <sup>th</sup> September 2018	8.45am – 1pm	First day of school with teddy bears picnic	Please send a healthy, nut-free packed lunch and a favourite soft toy with your child. Parents are welcome to join us at <u>1pm</u> to see the classroom. Children will be able to leave early with their parents on this day
6 <sup>th</sup> September 2018	8.45am – 1pm	Normal start, early finish	Today your child will come to school as normal, they will stay for a school lunch but parents will need to pick up early at <u>1pm</u> .
7 <sup>th</sup> September 2018	8.45am – 3.15pm	Normal school day	From this day forward, your child will attend school for the <u>whole day</u> .
10 <sup>th</sup> September 2018	6.30 – 7.30pm	Parents Information Evening	All parents to attend to hear from the class teacher about the year ahead

## To and From School

Our students are our ambassadors for Simon Balle. This is why we need all children to wear correct uniform and behave sensibly to and from school.

The journey to and from school has an impact on the child's safety, health and also on our local environment. We at Simon Balle have a travel plan which looks at how we can reduce car travel and encourage and increase sustainable travel such as walking, cycling, scooters and public transport.

Our plan is there to help:

- Reduce traffic congestion and pollution in and around the school
- Improve road safety skills
- Improve the health and fitness of students and staff
- Establish safer walking and cycling routes to school
- Enhance relations with the local community

If you need to visit the school during the day you must park in the visitor spaces only and **NOT DRIVE UP TO THE MAIN SCHOOL OFFICE** as this area is a playground and thoroughfare for the students. Visitors who do drive up to the school office will be asked to move their cars.

## Parking on the School Site

Walking to school is the normal expectation and positively promoted from the outset for the whole school community. This approach also supports our specialism in sport which promotes healthy lifestyles and physical fitness for children and their families. Encouraging walking also increases awareness of the local environment, independence and social opportunities.

The Larch Centre promotes walking to school by recording the mode of travel to school each day and awarding badges for the children who walk, scooter, cycle or park and stride, in line with our school travel agreement.

The primary phase expansion was designed to cater for local children who would not otherwise have a primary place within walking distance of their home and therefore encourages car free travel.

**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 8.35 and 9am, or between 3.10 and 3.35pm (except on Tuesday afternoons when the timings will be between 2.45 and 3.10pm).**

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

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

## School Uniform

“A school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. It instils pride; supports positive behaviour and discipline; identity helps students to feel welcome; protects children from social pressures to dress in a particular way; nurtures cohesion and promotes good relationships.” (Department for Education)

Uniform is important in our school and we expect **all** students to wear our uniform correctly every day both in school and **on the way to and from school**.

We want students to be proud of their school and to wear correct uniform. The uniform is simple, but smart. It helps students to identify with each other and with the local community. Our primary phase uniform supplier is:

**Kids Connection** (Open Monday to Saturday from 9.00am to 5.30pm except Bank Holidays)

14 Market Place, Hertford, Herts SG14 1DQ

Tel:  
01992 587466

Email:  
[store@kidsconnection.co.uk](mailto:store@kidsconnection.co.uk)

Website:  
[www.kidsconnection.co.uk](http://www.kidsconnection.co.uk)

Cards or Cash are accepted and uniforms can be purchased either in the shop or online.

Winter Uniform	Summer Uniform	PE Kit
<ul style="list-style-type: none"><li>• Logo v neck sweatshirt</li><li>• Logo or plain polo shirt</li><li>• Black trousers</li><li>• Black shoes</li><li>• Logo book bag</li><li>• Tartan skirt/ pinafore</li><li>• Bottle green tights</li><li>• Green socks</li><li>• Bottle green hair accessories</li></ul>	<ul style="list-style-type: none"><li>• Grey shorts</li><li>• Green cap (plain)</li><li>• Long grey socks</li><li>• Gingham summer dress (green/ white)</li><li>• White socks</li></ul>	<ul style="list-style-type: none"><li>• House colour PE T-shirt (please do not purchase these until you have been informed which house your child will be in)</li><li>• Black shadow stripe shorts</li><li>• Black joggers</li><li>• Logo bottle green fleece</li><li>• Logo PE bag</li><li>• Black plimsolls</li></ul>

Haircuts must be sensible, for example no shaved or patterned haircuts. Hair colour must be natural. Hair that reaches beyond shoulders should be tied back

The following items are not permitted:

- Jewellery
- Nail varnish
- 'Tattoos' or transfers

## Free School Meals and Pupil Premium

All Reception and Key Stage One children receive a healthy balanced meal at lunchtime as part of the Universal Infant Free School Meals programme. However, if your child is eligible for free school meals we urge you to register for them because the school will receive money, called Pupil Premium, which will be used to aid your child's learning within the school.

For every child registered for a free school meal, the school will receive money (£1300 per pupil) to spend on extra resources in 2018-19.

Specifically, the Pupil Premium money is provided for

- those pupils who receive Free School Meals (FSM),
- those children who have a parent in the armed services,
- those children who have been looked after continuously for at least 6 months (CLA),
- those children who were adopted from care, or who left care under a Special Guardianship Order
- those children who left care under a Residence Order on or after 14<sup>th</sup> October 1991.

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 and also contact Mrs Salter in the School Office. Evidence will need to be provided.

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

- Income Support
- Income-based Jobseeker's 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, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- 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](http://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.

## Online Learning Journal - Tapestry

In reception we record the progress that the children make in an online learning journal, Tapestry. This allows the team of staff to upload observations they make of your child as well as links to the learning which is taking place. It has worked successfully this year in engaging the parents in order for them to extend the learning at home as well as keep up to date with the progress that your child is making on a day to day basis.

We will arrange a meeting in the autumn term to show you how you can access your learning journal. Because we form a partnership with our parents and families and actively encourage parental engagement, we will be sharing ideas and ways for you to update this journal from home and share

experiences you have with your child. This strengthens the relationship we have with each child and also helps us learn their strengths outside of school. After all they learn something new wherever they are, not just at school.

## Communicating with Parents - InTouch

As a school we communicate with parents as frequently as possible so that everyone is kept informed. However sending written information home can be rather 'hit and miss' with letters often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

As a result we use an email system called InTouch which links with our school database and enables us to send home information including newsletters, Parents' Evening letters, trip information, events etc. We have found the results of using this service have been very successful, particularly notifying families about any disruption caused by snow or other unforeseen circumstances, and hope that you will receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your child's book bag.

Our school messages will be sent from the email address: [9194067@capita-intouch.co.uk](mailto:9194067@capita-intouch.co.uk). Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your JUNK/SPAM filters. Please also check your JUNK/SPAM folder regularly in case messages go there.

## 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?***

In the Early Years Foundation Stage (Reception) we will take photographs of the children for assessment purposes. These will be logged either in their Learning Journal (paper version) or use in Tapestry, a confidential online Learning Journal that can be viewed by the child's family. Sometimes multiple children may be in the same photograph and therefore can be viewed by other families.

We also 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. 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 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, GDPR 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*

### **Financial Information**

We aim to operate a cashless environment wherever possible at the school and we use the Parent Pay\* website ([www.parentpay.com](http://www.parentpay.com)) as our preferred source of all financial transactions.

Parents will be emailed login details for Parent Pay prior to the start of term and it will allow you to pay for things like after school clubs, trips and other activities.

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](mailto: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*

## Wrap Around Care – Play Aloud

Play Aloud is Simon Balle's very own out-of-school club based within the Larch Centre. Play Aloud offers children from the school a nurturing, active and creative environment, whilst also giving you flexible, quality and reliable childcare before and after school and during school holidays.

Play Aloud is a privately run child care provision and operates in three other settings. The original club in Pirton was recently graded 'Outstanding' by Ofsted, in every area.

Play Aloud Simon Balle is open from 7.30am until 6.30pm during term-time, wrapping around the school day. We walk children safely into school and collect from their classrooms at the end of the school day. During school holidays we open all day from 8.00am to 6.00pm, ensuring guaranteed year-round childcare. You choose the days and times that you need, or just book term-time.

Play Aloud offers healthy breakfasts, after-school-snacks and home-cooked hot evening meals. Activities and resources include: crafts, board games, books, baking, toys, role-play, outdoor play, chill-out area, art, puzzles, music, sports activities, cosy corner, messy play, homework help and all kinds of fun, based on the children's interests. Play Aloud work in close partnership with the school to ensure continuity of care and the best provision for your children.

Regular and/or irregular hours are available to book. Flexibility is key to the provision: You can choose the days and times that suit your family (subject to availability and minimum session times: latest drop-off is 8.15am and earliest pick up is 4.15 to ensure the safety of all pupils on site. Play Aloud Simon Balle will not open during the Christmas Holidays). You can book every day if you wish, or just a couple of sessions, or a few hours occasionally.

Play Aloud is here to provide the highest quality of care for your child and to help support our families with their work/life juggle. Please let us know how we can help you.

To register your interest and receive more information, please e-mail Claire:

[simonballe@playaloud.co.uk](mailto:simonballe@playaloud.co.uk)

## 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 [dpo@simonballe.herts.sch.uk](mailto:dpo@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:

- where we have the consent of the data subject (Article 6 (a));
- where it is necessary for compliance with a legal obligation (Article 6 (c));
- where processing is necessary to protect the vital interests of the data subject or another person (Article 6(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:
  - we have explicit consent;
  - 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
  - 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:

- to decide who to admit to the school;
- to maintain a waiting list;
- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- for the protection and welfare of students and others in the school;

- for the safe and orderly running of the school;
- to promote the school;
- to communicate with parents / carers.

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

- Personal information (such as name, unique student number and address);
- Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Relevant medical information
- Information relating to SEND
- Behaviour information (such as number of temporary exclusions)
- 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. A very limited number of senior designated and suitably trained staff will have access to these records.

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. We will ask parents for consent at whatever age you join our school and this consent lasts until students leave the school at either 16 or 18. 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). Although parental consent is unlikely to be needed we wish to take a collaborative approach so we will keep parents informed when we are approaching pupils for consent up to the age of 16. 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
- YC Hertfordshire in relation to careers advice, work experience or support services
- 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 in the primary school

**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, [dpo@simonballe.herts.sch.uk](mailto:dpo@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/](http://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](mailto: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

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

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			

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

<b>Transport details</b>						
<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)						

<b>Education details</b>	
Previous primary school/ pre-school	
Address	
Phone number	

<b>Parent confirmation</b>	
<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>	
<b>I undertake to co-operate with the school in ensuring that my child attends school, wears the correct uniform and observes the school rules.</b>	
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

<b>Immunisation</b>			
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)?			
<b>Does your child suffer from any of the following problems? If so, please give details</b>			
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 <b>themselves</b> by:</p> <ul style="list-style-type: none"> <li>removing themselves when images/photos are taken at <b>any</b> school events e.g.: House plays, House sport, sporting events, music concerts, trips, lessons, clubs etc.</li> <li>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.</li> </ul>	



## 6. General Trip Consent Form

Please tick the box below to indicate if you agree for your child to:	
<ul style="list-style-type: none"> <li>• Take part in school trips and other activities that take place off school premises, and:</li> <li>• Be given first aid or urgent medical treatment during any school trip or activity</li> </ul>	
<b>Please note the following important information before signing this form:</b>	
<ul style="list-style-type: none"> <li>• The trips and activities covered by this consent include;               <ul style="list-style-type: none"> <li>○ all visits (including residential trips) which take place during the holidays or a weekend</li> <li>○ adventure activities at any time</li> <li>○ off-site sporting fixtures outside the school day,</li> <li>○ day trips/visits.</li> </ul> </li> <li>• The school will send you information about each trip or activity before it takes place.</li> <li>• 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.</li> </ul>	
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*	<input type="checkbox"/>
<i>*Please note that we will use medical information provided in Section 4 above when planning school trips</i>	

## 7. 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 ( <i>please only fill in this form if you would like to be involved with the PSA</i> )	
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:	
Student name and year group	
I am happy for my details to be forwarded onto the PSA	<input type="checkbox"/>