

16 January 2020

Dear Parent/Carer,

Consents

During your son/ward's time with us, we will gather information about him which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is available on the school website [here](#). Once your son/ward enters Year 8, he is legally considered to be old enough to provide or withhold consent for his own data, so we recommend that you complete the consent form with him. We will ask Sixth Form students to complete their own forms.

There are some things that we cannot do unless you tell us that we can. We have set these out in a form which you will receive via email tomorrow. Please read through the online form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not. Below you will find some explanations.

CONSENT FOR PHOTOGRAPHS AND/OR VIDEOS AND HOW THEY WILL BE USED

We occasionally take photographs of the children at our school. As a School, we are very proud of the achievements of all of our students, and we want to be able to celebrate these achievements both within the School and with others. These images may be used for displays in school, in our printed publications or on our website, on various electronic communications, or be provided to the local (and occasionally national) media. We may also make video or webcam recordings for school-to-school conferences, for examinations and for coursework.

It is important that we protect your child's interest, respect your wishes and comply with Data Protection law. Please read the conditions of use below, before answering the questions on the attached form. Please ensure that this form is completed as soon as possible (one for each child) as soon as possible. We will not use a photograph or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notices, available on the school website. We may also take photos/video of your child for identification purposes and for evidencing their educational development. Such data will sit on their file and not be shared unless the law requires us to do so, or you have given your specific consent.

Conditions of Use:

- *This form is valid for one school year. Your consent will automatically expire after this time.*
- *The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.*
- *If we use photographs on individual students, we will only use full names in any accompanying caption with your consent.*
- *We may use group or class photographs or footage with very general labels, such as 'a science lesson'.*

Continued overleaf...

- *We will only use photographs and videos of students who are suitably dressed.*
- *Parents/carers should note that websites can be viewed throughout the world and not just in the UK (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.*

Further information on how we use your data and your child/ward's data is in the Privacy Notice on the school website.

BIOMETRIC IDENTIFICATION SYSTEM – SCHOOL MEALS

We use an electronic system for paying for purchases from our school caterers. The biometric (fingerprint) identification is used in numerous schools and is endorsed by the Department for Education. It means that students get an efficient service; they do not need cash; parent/carers can top-up accounts remotely; and students on free school meals are indistinguishable from others. Parents/carers can also monitor what their son/ward is eating whilst at school.

The biometric system uses the finger to uniquely identify each student. The system measures many aspects of the finger to do this. Each student has their finger registered, which will then be translated into a unique identification code. The system does not store an image of the fingerprint.

If you choose not to consent to your child's fingerprint being used but still want them to have access to food from school, they will be issued with a card. This card will be their responsibility and if it is lost there will be a charge for a replacement.

OTHER CONSENTS – GENERAL SCHOOL ACTIVITIES

During the school year, there are many occasions when the school contacts you to ask for consent to take your child on a school trip or to represent the school in an activity / sporting fixture. These are usually non-routine occasions and we are grateful when you respond positively and promptly.

In order to improve efficiency, we also ask you to give your consent to a number of general and more routine school activities.

OTHER INFORMATION

If you are not happy for us to do any of the things in the forms attached, this will not affect your child's place at the School. You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to the Headteacher at the school.

This consent will continue until your child leaves the School. Thank you for your support.

Yours faithfully,



Euan Ferguson
Headteacher