



GREATFIELDS SCHOOL

2020-2021

# Home-School Agreement

Name:



Partnership Learning



At Greatfields School we aim to create a positive, safe and secure learning environment based upon **mutual respect** and **high expectations**, so that all members of the school community can excel and enjoy a full school life.

## Our aims:

**Positive relationships** through mutual respect.

**Equity** - we all have rights and responsibilities and believe that everyone in the school is important and to be valued. We expect each individual to respect others, their families, their cultures and beliefs - ensuring fairness of treatment for all.

To encourage **self-discipline** and a reflective mind-set, where pupils are able to recognise and manage their own behaviour and treat each other and staff with courtesy and respect.

Leading **by example**. Adults are key role-models and should at all times set a good example – being assertive, consistent, fair, approachable and willing to listen.

**Partnership** - to form positive relationships with parents and carers to develop a shared responsibility in the implementation of the school's policies.

**Consistency** of response to both positive and negative behaviour.

**Challenge** - to ensure that all lessons fully engage and meet the needs and interests of all students.

**Proud to be Greatfields** - to encourage all students to take pride in their academic work, enrichment activities, representing the school in competition and in everyday appearance.





## **The School has the following expectations of students and parents:**

*Greatfields **students** are expected at all times to:*

- uphold the principle of mutual respect and have regard for authority;
- take responsibility for their own actions;
- reflect carefully on the impact of their behaviour;
- have high expectations for themselves;
- participate fully, embrace challenges and collaborate effectively in lessons;
- promote the good name of the school by being positive role models both inside and outside of school;
- keep themselves and each other safe, including on the internet;
- take pride in the appearance of their uniform and their school environment.

*Greatfields **parents** will:*

- attend meetings to discuss the progress of their child;
- inform staff of any problem or other factor which may affect their child's academic progress;
- support the school if disciplinary action needs to be taken (for example, ensuring that their child records and attends detentions if set);
- attend meetings to discuss their child's behaviour;
- play a part in modifying their child's behaviour (for example, by monitoring and signing reports);
- Inform the school of any changes to address or contact details immediately.





### **Supporting pupils**

*We will always try to:*

- remind students as positively as possible when they fall short of our expectations;
- understand why a student is exhibiting certain behaviour, and find strategies to modify it;
- apply the smallest sanction we can and help the student reflect on their actions and understand the benefits of positive behaviours;
- work closely with parents and anticipate their support as soon as we become concerned;
- provide further, more structured support where this is required.

### **Responsible Internet Use**

Any failure to follow the rules listed below is a violation of the school's Technology Acceptable Use Policy:

1. Students are to use school internet access for strictly academic purposes. Examples of internet sites that may **not** be visited outside of academic use at Greatfields include but are not limited to the following:
  - recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc;
  - gaming or gambling sites ;
  - pornographic or otherwise sexually explicit sites;
  - sites promoting “how to” documents encouraging violence or illegal acts; □ sites that promote racism or hate speech.
2. Students may not use technological tools with malicious intent, for example to bully or harass others.
3. All students must respect the privacy of others. Any attempt to access private files, phone, or email messages is considered theft.





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4. Students may not in any way vandalise equipment or software that belongs to Greatfields or any other organisation to which Greatfields has access. Examples of unacceptable behaviour include but are not limited to the following:
  - damaging, hacking, or destroying networks, computer hardware or software
  - physical abuse to equipment
  - the creation or intentional use of malicious programs
5. Students must never share their Greatfields email password with anyone else. Stolen or lost passwords can create significant problems for the student and for the School.
6. Students must not transmit, retrieve or store communications of an obscene, discriminatory, offensive or harassing nature or containing derogatory, disrespectful, or inflammatory language.
7. Students must not use Greatfields technological systems for any purpose that is illegal and/or violates school rules.
8. Students must not knowingly post information that could cause damage or the danger of disruption to Greatfields or any other organisation or person.
9. Students must not misuse Greatfields or personal distribution lists or discussion groups for sending irrelevant messages.
10. Students must not use Greatfields technological systems or devices for private gain or any commercial purpose.
11. Students must adhere to the license agreements for installing/copying software that is purchased by the school.
12. Students may not use personal technological devices during the school day. These items include but are not limited to portable audio and video players, laptops, tablet computers and mobile phones.





13. Consequences of violating these policies will be in keeping with the school's disciplinary system. For violations, access to technology may be revoked for a period of time in addition to other appropriate sanctions.

### **Attendance**

- Parents to fulfil their legal obligation to make sure that their child attends school punctually every day;
- Parents to inform the school by telephone by 9.00am if their child is unavoidably absent from school through illness. The child must also bring a letter of explanation with them on their return to school after illness;
- **Parents to be aware that any child's attendance which falls below 98% is unsatisfactory;**
- Parents NOT to take family holidays during the school term;
- Parents to support the school in the application of appropriate sanctions and strategies concerning their child if attendance and punctuality standards are not met.

### **Independent Learning**

- Students to access all independent learning online, using independent learning club laptops resources if unavailable at home;
- Students will complete independent learning by the date set and to an appropriate standard;
- Parents to monitor independent learning set online, using Show My Homework / MathsWatch, and check that it has been appropriately completed.

### **As a parent you should expect:**

#### **Standard of Education**

- to have your children taught in a way which encourages the highest possible individual success;
- to receive termly reports of your child's progress and have the opportunity to discuss progress with staff at Parents' Evenings;





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- to be informed of any factors affecting your child's academic progress.

You can expect the **adults** at Greatfields to:

- uphold the principle of mutual respect; □ have high expectations for all students;
- maintain a calm manner & learning climate with clear, consistent routines;
- build positive relationships and lead by example;
- promote personal responsibility and self-management;
- be fair and consistent in response to positive and negative behaviour;
- acknowledge and praise pupils when they try their best.

### **Photographs and Media Image**

We may from time to time produce web pages, ICT presentations, educational or interest articles for magazines or similar publications and therefore we may decide to use/publish students' work. Students may also be featured from time to time in local or national media items about the school, or partake in video conferencing activities. Please rest assured the child's safety will always be of paramount importance; no personal information will be made public. Your child's photography or media image may be used in Greatfields School's literature (including the website and Facebook page), and that there will be a possibility that your child will have their photograph taken during activities such as plays and sports days etc. Photographs used may or may not have your child's name with them.

### **Uniform**

The following school uniform is compulsory: School Uniform listed below can be purchased directly from our supplier, School Uniform Direct. For information or questions please contact School Uniform Direct.

**Blazer** – Green, with embroidered school crest.

School blazers are compulsory. They are only available from the official school supplier. (No other jacket, jumper, hooded top or cardigan may be worn in school instead of a blazer).

**Trousers or skirt** – black.

Trousers should be of a straight "classic" cut and be full-length. Skirts should be slightly flared or pleated and should be knee length. (Denim, corduroy or pattern material is not allowed. Very narrow cut or very wide cut trousers or skirts are forbidden, as are culottes, leggings, jogging bottoms etc.)





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### **School polo shirt – black**

School polo shirts are compulsory. Any under garments must NOT be visible. All polo shirts must have the embroidered school crest. No other emblem or logo is allowed. The polo shirt can only be obtained from the school supplier.

### **School jumper / cardigan - green**

School jumpers are not compulsory. Only the official school jumper / cardigan may be worn. They are only obtainable from the school supplier.

### **Socks**

They are to be black.

Tights must be plain black – patterned tights are not acceptable.

Socks must be ankle length only – knee length socks are not acceptable.

### **Shoes**

Black, flat shoes of a plain design with no obvious branding or coloured laces. Sling or open backed shoes should not be worn. Trainers and canvass style plimsolls / pumps are not allowed. “Kickers” shoes are allowed.

### **Outdoor coat**

Should be suitable for school and in keeping with school uniform. No hats or caps are allowed in the school building. **Religious head scarf**

Plain black.

### **Hair**

Extreme hairstyles are not allowed. A simple, plain headband may be worn.

### **Jewellery / Make up**

Make up - including nail varnish and false nails are not allowed.

No jewellery is allowed and will be confiscated. This includes any visible piercings including earrings and facial piercings.

### **Mobile Phones**







Mobile phones and any electronic devices are not allowed. Please refer to the school's Behaviour Policy.

### **P.E. Kit**

- **Shorts (Compulsory)**

Plain black shorts with the school logo. (Only obtainable from the school supplier).

- **School sports polo shirt (Compulsory)**

Black polo shirt with the school logo. (Only obtainable from the school supplier).

- **Sports socks (Compulsory)**

Green sports socks. (Only obtainable from the school supplier).

- **Tracksuit bottoms (Optional)**

Plain black tracksuit bottoms with the school logo. (Only obtainable from the school supplier).

- **Sports jumper (Optional)**

Plain green sports jumper with the school logo. (Only obtainable from the school supplier).

No other sports jumper may be worn.

- **Trainers (Compulsory)**

These should be supportive, have a non-marking sole and should be clean as they will be used in the Sports' Hall.

- **Football boots (Optional)**

These may be needed for field sports. Parents are advised not to purchase new boots until they are actually needed as only a part of the P.E. curriculum involves field sports.

### **P.E. at Greatfields Park**

We are excited to announce that some of our P.E. lessons take place in Greatfields Park. This is an excellent opportunity for your child to take part in P.E. lessons with greater outdoor spaces to play in, including full size pitches.

The students will meet at the P.E. changing rooms where they will get changed and wait to be registered. Their P.E. teacher will walk them to Greatfields Park and back in two straight lines. Students will be given clear guidelines of our expectations on behaviour when walking to the park and back.

Students must bring their full P.E. kit and trainers. We recommend that students bring their football boots if possible as the lesson will be taught on grass.





## Students not participating

If a student is unable to take part in P.E. due to illness or minor short term injury then a note from the parent / carer needs to be given to the teacher and the student **MUST** still bring in and **WEAR** their PE kit. Failure to do so will result in detention. They will not physically participate and will adopt a coaching, umpiring or refer role instead. If it is a major long term injury we must receive a copy of the doctor / physiotherapy letter and the same rules will apply above.

## Equipment for school

### Compulsory Equipment

2 x black handwriting pens  
2 x green handwriting pens  
Pencil  
Ruler  
Pencil case  
Appropriate school bag

### Optional

Calculator  
Dictionary  
Coloured pencils  
Pencil sharpener  
Rubber





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School Uniform Direct: Order on-line at the website [www.schooluniformdirect.org.uk](http://www.schooluniformdirect.org.uk)  
Telephone: 01992763679 / Mobile 07880838732 or Email: [info@schooluniformdirect.org.uk](mailto:info@schooluniformdirect.org.uk)

**\*Please note we do not stock uniform in the school office\***

Item	Colour/Description	Sizes	Price
Blazer	Bottle Green with embroidered school motif (other sizes available on request)	30, 32, 34, 36, 38	£30.00
		40, 42, 44, 46, 48	£32.50
Uniform Polo Shirt	Black - Embroidered with school logo	9-10, 11-13	£6.50
		XS, S, M, L, XL	£8.50
V-neck Sweatshirt or Cardigan	Bottle Green with embroidered school logo	9-10, 11-12, 13	£12.00
		S, M, L, XL	£15.00

P.E. Polo Shirt	Bottle Green with school logo (emb)	30, 32	£7.50
		34, 36, 38	£8.50
		40, 42, 44	£9.50
P.E. Shorts	Black with school logo (emb)	22-24, 26-28, 28-30	£6.50
		30-32, 34-36, 38-40	£7.50
P.E. Socks	Plain Black	1-5, 6-11	£4.00
P.E. Sweatshirt	Bottle Green with school logo (emb)	9-10, 11-12, XS	£10.00
		S, M, L, XL	£13.00
P.E. Joggers	Black with school logo (emb)	9-10, 11-12, 13	£12.00
		S, M, L, XL	£15.00
**All PE Kit Package (small sizes only)**		All 5 items Package Price	£37.50

School Uniform Direct will be selling and taking orders on all uniform from school on the following dates / times over the summer holidays:

Friday	07-Aug	Greatfields	1	10am to 3pm
Friday	14-Aug	Greatfields	2	10am to 3pm
Tuesday	25-Aug	Greatfields	3	10am to 3pm





## Parent / Carer Privacy Notice

**Definition:** Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of).

### Policy Statement

During your child’s time with us we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left school. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process in relation to you?

We will collect, hold, share and otherwise use the following information about you:

- personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
- financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
- CCTV footage and images obtained when you attend school
- your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

### Where do we get your personal data from?





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We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the schools, and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

### **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
  - To provide reports and other information required by law in relation to the performance of your child
  - To raise or address any concerns about safeguarding
  - To the Government agencies including the police
  - To obtain relevant funding for the school
  - To provide or obtain additional services including advice and/or support for your family
2. Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including:
  - To confirm your identity
  - To communicate matters relating to our school to you
  - To safeguard you, our pupils and other individuals
  - To enable payments to be made by you our school
  - To ensure the safety of individuals on school property
  - To aid in the prevention and detection of crime on school property
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

### **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:





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1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on school grounds, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

### **Failure to provide this information**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

### **How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

### **Who will we share your personal data with?**

We routinely share information about you with:

- Partnership Learning multi academy trust
- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Contractors, such as payment processing providers to enable payments to be made by you to the school

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collectand-share-research-data>.





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Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about London Borough of Barking and Dagenham local authority's data sharing process, please visit: <https://www.lbbd.gov.uk>  
Contact details for London Borough of Barking and Dagenham local authority can be found at <https://www.lbbd.gov.uk>

### **Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

Lynn Nash, School Business Leader, telephone 020 3946 5900, email: [office@greatfieldsschool.com](mailto:office@greatfieldsschool.com)

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact Lynn Nash, School Business Leader, telephone 020 3946 5900, email: [office@greatfieldsschool.com](mailto:office@greatfieldsschool.com)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons why in writing.

### **Concerns**



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If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

### Contact

If you would like to discuss anything in this privacy notice, please contact:  
Greatfields School's DPL office@greatfieldsschool.com

Partnership Learnings DPO ict@partnershiplearning.com

### Pupil Privacy Notice

**Definition:** Throughout this document, wherever the terms 'we', 'school', 'us' or 'our' are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term 'you' or 'your' are used this refers to a pupil.

### Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Lead at the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can do by contacting Lynn Nash, School Business Leader, telephone: 020 3946 5900, email: office@greatfieldsschool.com.

### Policy Statement

During your time with us we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain







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from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

<input type="checkbox"/> Name	<input type="checkbox"/> Telephone and email contact details	<input type="checkbox"/> Date of Birth
<input type="checkbox"/> Address	<input type="checkbox"/> Assessment information	<input type="checkbox"/> Details of previous/future schools
<input type="checkbox"/> Unique pupil number	<input type="checkbox"/> Behavioural information	<input type="checkbox"/> Language(s)
<input type="checkbox"/> Nationality	<input type="checkbox"/> Country of birth	<input type="checkbox"/> Eligibility for free school meals
<input type="checkbox"/> Photographs	<input type="checkbox"/> Attendance information	<input type="checkbox"/> CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

<input type="checkbox"/> Racial or ethnic origin	<input type="checkbox"/> Religious beliefs	<input type="checkbox"/> Special educational needs and disability information
<input type="checkbox"/> Medical / health information	<input type="checkbox"/> Genetic and biometric data	<input type="checkbox"/> Information relating to keeping you safe
<input type="checkbox"/> Sexual life	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Dietary requirements





### **Where do we get this information from?**

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

### **Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.

### **Why do we use special category personal data?**

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide





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you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **How long will we hold information in relation to our pupils?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

### **Who will we share pupil information with?**

We may share information about you with:

- Partnership Learning multi academy trust
- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policy on the school website.

### **Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should contact Lynn Nash, the school's Data Protection Liaison.

You also have the right to:

- Object to what we are doing with your information





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- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Lynn Nash, via the school office. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can contact Partnership Learning's DPO [ict@partnershiplearning.com](mailto:ict@partnershiplearning.com), or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.





## CONSENT FORM – PUPIL PERSONAL DATA

**Definition:** Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Greatfields School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term ‘you’ or ‘your’ are used this refers to a pupil named on the last page of this document.

During your time with us, we will gather information about you 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 also available on the school website.

<http://www.greatfieldsschool.com/wp-content/uploads/2018/05/Greatfields-School-Pupil-PrivacyNotice.pdf>

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this 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.

If you are not happy for us to do any of the things in the tables attached then this will not affect your place at the school. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

### Photographs and Videos

Some of the information in the attached tables includes photographs and videos of you. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

- the school provides a camera for staff to use if they wish to take any photographs of trips, sporting events or any other school activity;
- the camera will be securely locked away by the office staff and will be signed in and out by staff;
- photographs will be deleted from the camera as soon as they have been stored in a secure, password protected file on the school’s server.

When taking photographs staff must be clear about the purpose of the activity and about what will happen to the photographs when the lesson or activity is concluded; ensure pupils are dressed appropriately; ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose; ensure that all images are





available for scrutiny in order to screen for acceptability; be able to justify images of pupils in their possession; under no circumstances will photographs be taken in one to one situations.

We may provide photographs and videos to the media or be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media we have no control over the future use of this media.

**Celebrating Your Achievements and Reporting on Events**

We are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within our school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	<b>Yes</b>	<b>No</b>
In order to celebrate my achievements I am happy for the school to use: <ul style="list-style-type: none"> <li>• Photographs of me</li> <li>• Videos of me</li> </ul>		
The following information may be used with the above: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
I am happy for the following information to be used <u>but only without</u> photographs or videos of me: <ul style="list-style-type: none"> <li>• Name</li> <li>• Class</li> <li>• Year Group</li> </ul>		
I am happy for the information selected above to be used: <ul style="list-style-type: none"> <li>• On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards</li> <li>• On the intranet</li> <li>• On our websites</li> <li>• On our social media sites</li> <li>• In local news media – newspapers, websites and television</li> <li>• In national news media – newspapers, websites and television</li> </ul>		





**Promoting the school**

We want to be able to promote the school to attract new pupils, and to show the quality of our school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This could include our prospectus, school website or media.

	<b>Yes</b>	<b>No</b>
I am happy for the information selected below to be used for the purpose of promoting the school: <ul style="list-style-type: none"><li>• Photographs of me</li><li>• Videos of me</li></ul>		
The following information may be used with the above: <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the following information to be used <u>but only without</u> photographs or videos of me : <ul style="list-style-type: none"><li>• Name</li><li>• Class</li><li>• Year Group</li></ul>		
I am happy for the information selected above to be used: <ul style="list-style-type: none"><li>• On the school website</li><li>• In the schools prospectus</li></ul>		





**Paying for Meals**

Our school has a system for paying for meals which uses fingerprint recognition. The system works by scanning the finger or thumb with a non-evasive electronic scanner, which passes light over the finger or thumb. Each individual's finger and thumb prints are unique. The Biometric cashless system will store only a section of the print as a unique number and not as an image. This information will be linked to your Parent Pay account in the exact same way a card would be and your account will be charged accordingly. The unique number will be stored numerically, as a set of between 20 and 50 reference points. Each reference point comprises three numbers which are the X and Y co-ordinates and an angle of curve. The system does not store the image of the finger scanned. The stored coordinates are only of use in matching part of the individuals print and cannot be used for the purpose of reconstructing a print.

	<b>Yes</b>	<b>No</b>
I am happy for my fingerprint to be held by the school for the purpose of paying for meals		

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 school Data Protection Lead at: [office@greatfieldsschool.com](mailto:office@greatfieldsschool.com).

This consent will otherwise continue until you leave the school.

**To be signed by parent/guardian if child is under 13 years of age or by pupil if older than 13 years of age.**

Student Name:

Date of Birth:

Signed:

Name (if parent/guardian):

Date:







**Agreement Form**

Please sign to confirm that you have read and support the Home School Agreement and Policies (you will receive this during your meeting)

	√
School Expectations and Ethos	
The School Code of Conduct for students	
School Uniform	
Responsible Internet use	
Pupil Privacy Notice / Parent Carer Privacy Notice	
Pupil personal data consent	
P.E at Greatfields Park	

Parent/Carer Signature:.....

Date:.....

Student Signature:.....

Date:.....

Interviewer Signature:.....

Date:.....

