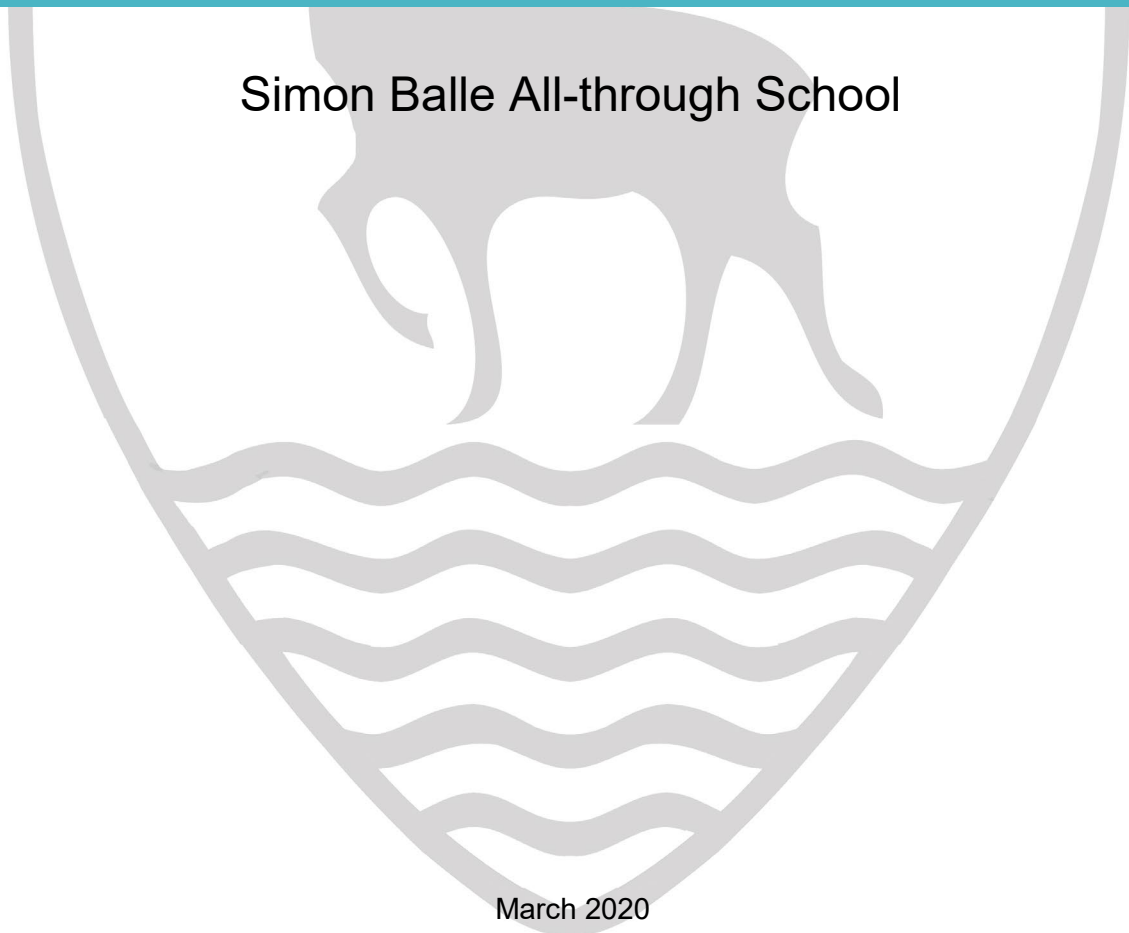




Year 7 Registration Pack

Simon Balle All-through School



March 2020

Dear Families

A warm welcome to Simon Balle All through School. We are delighted that you will be part of our exciting educational journey over the next 7 years. This year we have received a record number of applications to join our learning community, with so many disappointed local families.

This is your first “official document” which is, at this point, merely a registration pack with forms which need to be completed and returned to secure your place. The deadline is Thursday 2nd May. Because of the current uncertain situation we would prefer copies to be emailed back to school at the following address: admin@simonballe.herts.sch.uk.

The second booklet will then be available on the school website from Friday 22nd May which will set out more practical arrangements including dates for your diary to help us all in the transition process.

This is an excellent opportunity to remind new families of our school vision and values. We have a very clear purpose; we want all young people to receive an outstanding educational experience, be able to make informed choices and become first rate citizens. We expect the highest standards, are aspirational and want our students to be happy, healthy, caring individuals who live well in the community. We believe that there is no tension between striving for the highest academic standards and a real emphasis upon character development and wellbeing.

You will have learnt from our Open Mornings that our vision is to ensure that all of our young people are equipped with the skills, knowledge, attributes and habits to become positive active citizens. This is who we are and together we have shown we can achieve and, importantly, sustain great things. Ensuring the very best teaching and learning is our daily purpose and that is achieved through avenues such as the quality of relationships between learner and teacher as well as our staff development programme. It also extends to the work we have done to prepare students to use digital resources responsibly, safely and appropriately for academic success; a key part of why we expect every Year 7 student to have their own Chromebook. This commitment to our students' success has meant that over the past few years the progress that most of our children make is truly remarkable.

All of this is only possible with strong relationships between staff, students and parents/carers at home. Therefore you are invited to a presentation to discuss our vision and expectations around the academic aspect of life for Simon Balle students because understanding this, and how digital learning is integral to what we are trying to achieve, is a key part to a successful transition for your children. Please join us at this initial Summer Term transition parents meeting on Tuesday 17th June at 6.30pm. This meeting will take place for parents only in the school hall. Car parking within the site is always difficult so where possible please walk to the school.

At this meeting staff will go into more detail about the Chromebook scheme and how it will work for parents and students. The Chromebook scheme is organised by the school (for conformity and safety), whereby parents can either purchase a Chromebook outright, or pay for one in monthly instalments. This year the cost has been from £3.50 a week and we expect a similar cost this year. More specific information will be issued in June and at this point parents will be able to access an online system for ordering and managing their child's Chromebook.

A further date to add to your diary is Wednesday 8th July. This will be our second Summer Term transition parents meeting where all parents and students are expected to attend to learn about Year 7. We will also provide information about the subsequent day when the year six students visit us. Please note that this year, our Year 7 student trip is not until March and so we will be calling a meeting during the Autumn term to inform you about this.

More information will be provided in May. We look forward to getting to know you and your child over the coming weeks and months.

Alison Saunders

Headteacher

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Photos and Videos of Students

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

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

What sort of images/ photos do we take?

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

How do we use these images/ photos?

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

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

We also have a professional photographer coming into school on Wednesday 3rd September to take photos of all year 7 students for our records. These photos will not be shared with anyone and are used for safeguarding purposes.

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

**Images may be photographic or filmed*

Forms for completion

1. Student Information Sheet

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

Parents' marital status (i.e. married/ divorced/ separated/ single/ other)	
If parents are divorced/ separated, who is the student's legal guardian?	
Which parent does the student live with?	
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 brothers or sisters attending Simon Balle All-through 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			

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

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

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

2. Ethnic background

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

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

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

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

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 and Wellbeing Information

Immunisation			
Which of the following has your child received?			
Please write student name here			
Tetanus/ Diphtheria/ Polio	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>
Measles/ Mumps/ Rubella	<input type="checkbox"/>	Pre-school Booster	<input type="checkbox"/>
Rubella	<input type="checkbox"/>	Meningitis C	<input type="checkbox"/>
Other (e.g. BCG)	<input type="checkbox"/>		
Has your child ever had any serious injury, illness or operation, or attended any hospital (if so, please give details)?			
Does your child suffer from any of the following problems? If so, please give details			
Vision problems			
Ear/ hearing problems			
Dental			
Severe headaches/ migraines			
Allergies (Please list)			
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			

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 there anything specific we need to know about your child's health?	
Please detail any family changes of which we should be made aware (including bereavements/ separation)	

5. Image Consent Form – Photos and Videos of Students

	Yes	No
I give permission for my child to have their image/ photograph taken.	<input type="checkbox"/>	<input type="checkbox"/>
<p>If permission has not been given to have their photograph taken they will need to take responsibility themselves by:</p> <ul style="list-style-type: none"> • Removing themselves when images/photos are taken at any school events e.g.: House plays, House sport, sporting events, music concerts, trips, lessons, clubs etc. • Informing the teacher that they are unable to have their image/photo taken as this will affect how students are grouped, want to celebrate sports and musical events etc. 		

6. Biometric Consent Form

Please follow the link below for information on our biometric cashless catering system and an online consent form	
Link to information	http://www.simonballe.herts.sch.uk/biometric-information/
Biometric consent form	https://goo.gl/forms/e667iDN07HdDNqTu1

7. Application for Music Lessons

To join 'Team Music' and sign up for music lessons, please visit www.simonballe.herts.sch.uk/music and click on 'apply for lessons' by 1st June please. If you have any questions, please email music@simonballe.herts.sch.uk

8. General Trip Consent Form

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

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

Please note the following important information before signing this form:

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

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

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

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

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

Information about the PSA and their role within the school can be found at www.simonballepsa.org.uk/

If you are interested in finding out more about how to get involved in PSA fundraising, please complete the form below

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:	

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

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

Why do we collect and use student information?

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

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

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

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

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

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

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

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

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

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

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

Collecting student information

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

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

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

Storing student data

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

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

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

Who do we share student information with?

We routinely share student information with:

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

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

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

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

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

Aged 14+ qualifications

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

Why we share student information

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

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

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

What is different about students aged 13+?

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent/guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Our students aged 16+

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

This enables them to provide services as follows:

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

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

The National Student Database (NPD)

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

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

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

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

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

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

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

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

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

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

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

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

Requesting access to your personal data

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

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

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

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

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

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

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the our data protection responsibilities.

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

Contact:

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

Mr Will Davies, dpo@simonballe.herts.sch.uk
Data Protection Officer