



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Parental Consent Policy Booklet

Parents/Carers should retain this booklet for their information.

Updated May 2019



PARENTAL CONSENT INFORMATION

This booklet includes information on the following policies:

- Internet use and ICT Acceptable Use for students
- Educational visits and other off-site activities
- Accident/Illness
- Biometric Information
- Paperless communications
- Careers guidance and support
- School Closure in the event of adverse weather/emergency evacuation
- Publicity and using images of pupils

Sheffield Springs Academy Pupil and Parent Privacy Notice is available to view on our website and provides information about how we process, store and secure your child and your personal data.

If you have any questions regarding this information please contact the academy on 0114 2392631.

Many of the academy's policies and information regarding them can also be found on our website www.sheffieldsprings-academy.org

INTERNET USE FOR STUDENTS

The academy has both a wired and wireless connection to the internet. The internet is a valuable resource to all students which helps them with their learning in all areas of the curriculum; this also offers the possibility for international communications between students.

As anyone can add information to the internet, there is some material which is unsuitable for viewing by children. Therefore we have introduced procedures which should enable your son/daughter to use the internet safely and securely. A filtering programme is installed which should deny access to unsuitable material and the academy has an ICT Acceptable Use Policy which is strictly enforced.

We will make every effort to ensure unacceptable material is not viewed by your son/daughter. Each internet session will be monitored by a member of staff and all students and staff users of the internet must agree to follow the rules set out in the ICT Acceptable Use Policy below.

ICT ACCEPTABLE USE POLICY

ICT equipment is provided in various locations throughout the academy. Some portable equipment is also used to support learning outside academy times. Computer equipment is expensive to repair and replace and as with all equipment, it should be used responsibly.

Students will be allocated a unique username and password in order to access networked facilities in the academy. Usernames and passwords are personal and should never be shared with others. We expect every student to abide by the following rules when using ICT equipment and accessing the internet:

- Do not display or send rude and/or offensive messages or pictures.
- Do not eat or drink whilst on computers.
- Do not use the internet for entertainment when you should be using it for learning purposes.
- Do not access other people's files.
- Do not use obscene language.
- Do not give personal information out over the internet.
- Report any misuse of the facilities to a member of staff confidentially.
- Be aware that the academy will check your files and internet use at regular intervals.
- Do not copy or use other people's work without permission (including from the internet).
- Do not use the internet for personal financial gain, gambling, political purposes or advertising
- Do not try and bypass any of the security of the computer network

Cyber bullying refers to bullying by use of electronic devices such as computer or mobile phone – using email, instant messaging, social networking sites, text messages and website. The academy is proactive in raising awareness of bullying and is involved in anti-bullying projects. Parent/Carers should monitor student use of the internet at home as we cannot resolve cyber bullying issues which occur on external technology when the situation is happening outside of the academy.

Sanctions

Failure to comply with these rules will result in one or more of the following:

1. A ban, temporary or permanent, on the use of the internet facilities and wi-fi at the Academy.
2. A letter informing parents of the nature and breach of rules.
3. Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Year/Department.
4. Temporary or permanent exclusion for abuse of the school's ICT facilities and of the internet.
5. Any other action decided by the Headteacher/Executive Principal and Governors of the Academy.

EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Sheffield Springs Academy is committed to providing all students with the opportunities to learn and develop through participation in educational visits, trips and other off-site activities. If you give consent you are agreeing to your child:

- Taking part in local school trips and other activities that take place off school premises
- Being given first aid or urgent medical treatment during any school trip or activity
- Taking part in activity sessions on-site that includes (but not exclusively) inflatables, climbing walls and similar adventurous activities.

Please note:

1. That the trips and activities covered by this consent include:
 - Off-site sporting fixtures during and outside the school day,
 - Trips to local venues or within the local community
 - Performance events to local venues
 - Adventurous activities offered by local venues.
2. The academy will send you information about each trip or activity before it takes place. You will be required to inform the academy of any medical information the academy should be aware of.
3. You can, if you wish, tell the academy that you do not want your child to take part in any particular school trip or activity.
4. **It is your responsibility to keep Sheffield Springs Academy informed of any changes that we should be made aware of regarding your child's health. You must also keep us updated with new contact details.**

ACCIDENT/ILLNESS

Parents/carers are responsible for informing Sheffield Springs Academy of any changes to your child's health/medical conditions. By giving consent, you agree to your child receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

BIOMETRIC INFORMATION

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from the pattern on one of their fingers. The Academy would like to take and use information from your child's finger and use this information for the purpose of providing your child with access to the cashless catering system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the pattern on your child's finger and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's finger) is what will be used to permit your child to access the relevant services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

- a. The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) i.e. as stated above;
- b. The school must ensure that the information is stored securely;
- c. The school must tell you what it intends to do with the information;

- d. Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cyclone Industries. This is necessary in order to obtain the information needed to provide the cashless catering system.

Providing your consent/objecting – in order to be able to use your child’s biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child’s biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing.

Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child’s biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system and a pin number will be issued. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

PAPERLESS COMMUNICATIONS AND MY ED APP

We contact parents and carers by using methods of communication that are effective and efficient. This includes texts to your mobile phone and if you have a smartphone we would strongly encourage you to download a free app called My Ed.

My Ed enables you to notify our attendance team of your child’s absence for free by sending a message via the app. You can also see your child’s academic reports and book appointments for parents’ evening. Letters regarding educational visits and important school information will be available for you to see on your phone via the app.

In the event of a school closure we will send a text message to parents/carers so please ensure we have your most up to date mobile phone number at all times.

Tracking reports are sent via SMS message to your smartphone. If you do not have a smartphone you can ask for a paper copy of your child’s tracking report. Contact the academy on 0114 239 2631.

CAREERS GUIDANCE AND SUPPORT

It is statutory that the names and addresses of all students are transferred to Sheffield Futures to help them provide support and guidance for our students for careers options. Additional information can be requested, for example; subject progress, attendance, ethnicity, SEN etc. If you would prefer not to allow this additional information to be transferred please indicate this on the Parental Consent form.

SCHOOL CLOSURE

In the event of school closure, for example adverse weather such as severe snow, the Headteacher and Executive Principal take all necessary steps to ensure the Academy can stay open. However, if such occasion should arise that the health and safety of our pupils and staff is compromised, the decision may be taken to close the Academy.

In the event of closure, a text message will be sent to parents, giving as much notice as possible. The decision to close will also be published on the Academy website and our Twitter feed. In the event the Academy has to close

during the school day, we will contact parents via text message to inform you that pupils are being sent home. Staff will stay onsite until all pupils have safely left the building.

