

Connaught School for Girls

Parental Consent – An Explanation for Parents

The information below is provided to parents and carers to help with understanding the context surrounding each of the consent requests made by the School. Please ensure that you use this information in conjunction with our standard 'Consent Form' when providing / declining your consent within each of the given contexts.

Section 1: Using Photographs

As part of the information we use to support your child's education, we hold a copy of their photograph as part of their electronic file within our computer system. These photographs are held securely and used within the school to assist staff with administrative processes, such as the identification of individual pupils and within our planning and assessment systems.

Alongside these administrative purposes, there are also a number of instances in which we would like to use photographs of pupils which have been taken within the school or during school organised activities, for which we require parental consent.

Internal Displays: Photographs of pupils are used within our internal displays to highlight participation within specific learning activities as well as to celebrate the achievements of individual / groups of pupils. Photographs used within this purpose may be viewed by anyone within the school including pupils, parents, staff and also visitors from outside the school community.

School Newsletter: Photographs of individuals and groups of pupils are used within our School Newsletter to inform the school community about the activities which our pupils have been involved in as well as celebrate specific achievements across the school. This newsletter is shared with members of the school community and is published on the school website.

Website/Social Media: Photographs of individuals and groups of pupils are used within information published on the school website and through the School's social media channels. These are used within information about the activities that pupils have participated in, to celebrate the achievements of individuals/groups of pupils and also within general information published about the school.

School Prospectus/Publicity material: Photographs of individuals and groups of pupils are used within our prospectus and printed/electronic publicity materials in order to promote the school in general as well the activities which our pupils are participating in. Our prospectus and promotional materials are shared with a wider audience, including current/prospective parents, community organisations and visitors to the school.

Section 2: Use of Biometrics

Within the school we operate cash-less payment system to enable pupils to purchase meals and snacks from the canteen. The preferred system for identifying pupils when they access this system to pay for food and/or claim any free-school meal entitlement is through use of their fingerprint. Within this process, a digital copy of individual pupils fingerprints are stored electronically and will only be accessed for these purposes. An alternative PIN system is available in instances where consent for the use of Biometrics might be declined.

Section 3: School Publicity & Marketing Material

As a school we are keen to ensure you are aware of the activities that take place across the school and are kept up-to-date with the achievements of pupils. We will always keep you up-to-date with matters that relate

to your child's education and inform you of events that they can participate in / are involved in but require your consent to provide you with further information about events and achievements across the school.

School Newsletter: As a school we publish a half-termly newsletter which provides an overview of the activities that have taken place within the school and to celebrate the achievements of our pupils. Copies of each edition of our newsletters are shared electronically with parents via School Gateway using the email address provided.

Promotional Material: We are keen to inform parents of other events that take place within the school and to provide details of any appropriate marketing material. Copies of any applicable information / material will be shared via the school website/ school newsletter/ letters to parents.

Section 4: Other consents not relating to the use of personal information

We will shortly be introducing our new 'Educational Visits Policy' to help us ensure the highest standards of provision in relation to school trips and activities that take place outside the school premises. In preparation for this we would like to take this opportunity to confirm parental consents for their child to participate in these activities.

Off-site PE activities: Within our PE curriculum we make use of a number of additional specialist sporting facilities within the local area to help enhance our lessons where specialist facilities may be required. All lessons which make use of external facilities will commence at school, following which pupils will be escorted to the relevant venue by members of school staff. Following completion of their lesson, pupils will be escorted back to the school to continue their other remaining lessons but **please note that pupils will be dismissed directly from any external PE venue at 3pm if their lesson finishes at the end of Period 5.**

Changing your consent in the future

If you change your mind about consent, you can withdraw your consent at any time by emailing school@connaught.waltham.sch.uk.