



HIGHFIELDS SCHOOL

Admission Guide

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT

Telephone: 01902 556530 Fax: 01902 556531 E-mail: enquiries@hswv.co.uk Website: www.hswv.co.uk

Personal Information

Information in this guide will be helpful when completing your child's Personal Information. It is vitally important that you **inform us of any changes** at your earliest convenience throughout your child's time at Highfields.

Contact details

All of our communication is electronic so **please keep your email address up to date on our system**. Occasionally there may still be the need for the more traditional telephone calls and letters.

One area that has become more complex over the years is the issue of parental responsibility. We need to know that we are able to contact any person that you have identified as having legal responsibility on any issue. You must also be happy for us to contact any other person named in the event of an emergency or if we cannot make contact with yourself.

Personal Information

I would like to assure you that all information collected on your child's personal needs is intended to best accommodate them in school and will only be shared with other relevant professionals as outlined in the Privacy Notice at the back of this booklet. We are required to collect data on our students' language and ethnicity by the Local Authority. It is also important that you read the information in this document if you feel that you or your child could be considered to have a disability, as we need to be aware of any additional needs in order to successfully meet them.

School Meals

We would encourage anyone who believes that their child may be entitled to Free School Meals, to consider applying as there are lots of additional benefits attached to students being in receipt of FSM. Besides the meal itself, which can be discreetly taken with our cashless catering system, it also brings extra money from central government which we must spend directly to support these students and their families.

Permissions

There are many things that we must obtain your permission for as your child joins us. It is important that you read the related documents contained in this booklet.

Further information

Should you require any further information or have any questions on these or any other issues you may find the school website useful or alternatively please feel free to contact us at school either by telephone 01902 556530 or email data@hswv.co.uk.

Equality Act 2010/Public Sector Equality Duty

At Highfields we are dedicated to making sure that every child achieves to their full potential. Sometimes young people have additional needs that, no matter how small, when met make a big difference to performance and achievement. For this reason, it is very important that we are aware of any additional needs that your child may have so that we may work together to meet the needs of all of our students.

Parents and Carers are important members of our school community. We are also interested to know if there are any disabilities or additional needs preventing you or any other named carer from accessing school successfully, this may include contact to and from school by letter and telephone, access to Parents' Evenings, school events etc. We will use the information collected to ensure that all individual needs are met and that reasonable adjustments are made.

The Disability Discrimination Act 2005 defines a disabled person as someone who has 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. Some young people, Parents/Carers and staff may have impairments which cannot be defined as substantial or long-term but do require awareness and sometimes extra support from those around them. We term these needs 'additional needs' and would also like these pointed out to us on the form provided.

Defining Disability

If having an impairment affects **one or more** of the following:

- **Mobility** - getting to/from school, moving around school and/or going on school visits.
- **Manual dexterity** - holding a pen, pencil or book, using tools, playing a musical instrument, throwing/catching a ball.
- **Physical co-ordination** - washing or dressing, taking part in PE.
- **Ability to lift, carry or move everyday objects** - carry a school bag or other heavy items.
- **Continence** - going to the toilet or controlling the need for the toilet.
- **Speech** - communicating with others or understanding what others are saying; how they express themselves orally or in writing.
- **Hearing** - hearing what people say in person or on video, DVD, radio or tape recording.
- **Eyesight** - ability to see clearly (with spectacles/contact lenses where necessary), including any visual presentations in the classroom.

and if:

- The difficulty is caused by an underlying impairment or condition and
- The impairment or condition lasted, or is likely to last, more than 12 months and
- The effect of the impairment or condition is 'more than minor or trivial' or
- The condition is a diagnosed illness such as cancer, multiple sclerosis or HIV/AIDS

then you or your child:

...would qualify as a disabled person and may be eligible for extra support in school. Even if a condition, impairment or illness does not meet the requirements above it may require additional needs so please inform us of these.

School Meals

We operate a cashless catering system in school. The system allows us to continue to improve the school meals service and will provide students with a more efficient, faster and ultimately, better quality of service.

The system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card as the system will recognise a code based on the fingerprint of your child.

Any amount of money can be paid into a student's account and any money spent on food and drink will be deducted on a daily basis. Students' accounts can either be credited by card online or in cash at the secure pay point in school. There is a daily spend limit of £5 programmed into the system but this can be increased or decreased on an individual basis if you so wish.

Following responses to our consultations we appreciate that with any new system there may be some further questions regarding the operation of cashless catering. We have tried to address some of these in the '**Frequently Asked Questions**' below.

As per current legislation we will be operating an 'opt in' policy in which you need to give consent to have your child registered on the system. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual fingerprint.

Our new system has created many benefits, including reduced queuing times, greater student security and allowing free school meals to be taken anonymously. If you would like to discuss this further, please do not hesitate to contact school.

Cashless Catering System

Frequently Asked Questions

What is a cashless catering system?

A cashless catering system allows us to provide our students with a faster and more efficient meal service. It also reduces the need for students to carry cash, provides anonymity to students claiming free school meals and allows parents and carers to access information on their child's eating habits.

How does a biometric system work?

Biometrics is simply a method of identifying an individual using an algorithm based scan which reads between 50 and 130 points on the finger or thumb. We do not keep an image of the fingerprint in any way, shape or form. The fingerprint is turned into a bar code and is of use only in the cashless system. The information is stored on a secure biometric controller within the school which only our provider can access.

What does this mean for my child?

Once you have given consent for us to take a biometric reading we will register your child ready for September. This means that a student will be able to purchase items from our catering service once their account has been credited.

What methods of payment can be used to credit an account?

Any amount can be credited to an account by Parents/Carers online. The credit on an account can be checked in the same manner. You will be given log in details to ParentPay.

What happens if my child's account is not in credit?

In the worst case scenario a 'loan' can be processed which will allow a meal to be taken and then repaid at a later date.

What if my child is entitled to free school meals/ discounted meals?

All free school meal entitlements will be entered onto the system ready for September. The cashless catering system will automatically allocate the free meal amount to your child's account on a daily basis. Their accounts are accessed in the exact same manner as all other students and it is possible for them to supplement this amount if you wish.

Can I dictate my child's dietary requirements?

The system will allow you to register any items that your child is not allowed due to allergies, dietary needs or religious beliefs as requested. It will then alert the operator and prevent them from selling the chosen items.

Can anyone else use my child's account?

Quite simply - no. Due to the extensive security on biometric templates, no one will be able to access your child's account. As a secondary precaution a photo image is also allocated to each student.

What if I am not happy to have my child's fingerprint taken?

If you still have concerns about the biometric system it is possible to allocate a four digit PIN code as an alternative. This is less secure and may reduce the number of services that your child can access but will still allow full use of the school catering facilities.

The Home-School Partnership

The Home-School Partnership is very important; Parents/Carers, students and teachers must trust each other, support each other and be positive and enthusiastic if students are to achieve high levels of success.

At Highfields School...

Students

are entitled to:

- a safe and caring environment with a focus on support, encouragement and challenge
- a flexible and challenging curriculum
- creative and innovative teaching and learning
- regular assessment and marking of work
- regular advice on how to improve and make progress
- opportunities to discuss their work and be involved in setting targets for development
- regular information on progress
- rewards for effort and achievement
- sanctions that are fair and reasonable
- opportunities to participate in a wide range of extra-curricular activities

and commit themselves to:

- working hard at classwork and homework and to do their best at all times
- respecting, supporting and helping others
- upholding Highfields School behaviour guidelines
- participating in extra-curricular activities
- behaving in a responsible and courteous manner on their journey to and from school, including public transport
- accepting reasonable sanctions when they behave in a way which breaches the Behaviour Guidelines, either in school or on their way to and from school

Parents

are entitled to:

- a school environment which emphasises learning, achievement and high standards of behaviour and discipline
- regular monitoring of their child's progress
- parental Consultation Evenings to discuss their child's progress
- copies of programmes of study in all subjects on request
- a school environment which is safe for their children

and commit themselves to:

- taking an active interest in their child's learning
- being willing to visit the school to discuss progress or behaviour either by request or at the Parental Consultation Evenings
- ensuring regular and punctual attendance at school and informing the school when their child is absent
- accepting the school discipline code and any reasonable sanctions which may be appropriate for their child
- supporting the School Uniform Policy and ensuring that children are dressed accordingly
- ensuring that their child behaves in a courteous manner on their journey to and from school, including on public transport

Acceptable Use Policy

Students access the school ICT, Wi-Fi and the internet on a daily basis. Before being allowed to use the school internet, all students must obtain parental permission (a copy of this policy is below).

Access to the school Wi-Fi enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other internet users throughout the world. Whilst our aim for internet use is to further educational goals and objectives, students may also find ways to access other materials. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. We work closely with the Local Authority (LA), to reduce the risks and possibilities of students accessing unsuitable material. Ultimately, however, Parents and Carers are responsible for setting and conveying the standards that their children should follow when using media and information sources. To support Parents/Carers there is a section regarding Online Safety on our website under the Parents tab.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, mobile phones, movies, radio and other potentially offensive media.

We would like from time to time, to take digital recordings (still and video) of students attending this school. These images may appear in our printed publications, on our website, or both. We will ensure that names of students are not used when their images are in our publicity material. All personal data will be handled in compliance with the Data Protection Act. Access to this data is controlled.

Acceptable Usage Policy

- This acceptable usage policy is in place to help protect all of us by describing acceptable and unacceptable computer use
- The school owns the ICT equipment and network and sets the rules for its use
- Where personal ICT equipment is used in a school situation with permission from a member of staff the same rules apply to this equipment
- Where school based systems or equipment are used away from the school site the acceptable usage policy applies
- It is a criminal offence to use any ICT equipment for a purpose not permitted by the school
- Irresponsible use may result in the loss of ICT access and further action appropriate to the situation
- Technology should never be used to make people feel embarrassed, uncomfortable or upset
- Irresponsible behaviour will be dealt with as set out in the Behaviour for Learning and Anti-Bullying policies
- ICT access must be made with your own authorised account and password, which must not be given to any other person

- All ICT and internet use must be appropriate to education
- Copyright and intellectual property rights must be respected at all times
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers
- Anonymous messages and chain letters are not permitted
- For your safety and security users must take care not to reveal personal information through email, personal publishing, blogs or messaging
- You should never use images of any person in school that identifies this person without their consent
- Use of any ICT system to produce material that could damage the reputation of the school is not permitted
- The school ICT systems may not be used for private purposes, unless the headteacher has given specific permission
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted
- Everyone is responsible for each other's safety. We all have a responsibility to report any misuse or concerns. Concerns can be passed on to any teacher or tell@hswv.co.uk

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place. The school will inform the police where it believes criminal activity may have taken place.

Privacy Notice

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students. We, Highfields School, are the 'data controller' for the purposes of Data Protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Destinations
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Biometric algorithm
- CCTV images captured on school premises

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out education research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students. This is freely available from the school's website under the About - Policies tab.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to fulfil our statutory obligations
- The student's family and contacts – to discuss academic progress, wellbeing and pastoral issues
- Educators, examining bodies and awarding organisations – academic progress and examination entry information
- Our regulator (Ofsted) – they inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable families to pay for education services and resources, such as trips, visits and school meals
- Central and local government – contracts and agreements to provide services such as music tuition, free school meals and careers guidance
- Our auditors – they inspect how we manage our finances and educate our students
- Survey and research organisations – to enable us to provide the most appropriate curriculum for our students

- Health authorities – School Nurse and organisations that attend school to provide immunisations and advice on health
- Security organisations – our CCTV provider who manage the equipment for the safety and security of the school
- Health and social welfare organisations – GPs, Hospitals, Children’s Services, Education Psychology Service who look after the medical and social needs of children
- Professional bodies, advisers and consultants – who may provide specialist information and support
- Charities and voluntary organisations – to provide specialist information, advice and guidance
- Police forces, courts, tribunals – who may require information and support with elements of the legal process

National Student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to our local authority and Prospects Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, Post-16 education and training services, and careers advisers.

Parents/Carers, or students once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual’s name, address and date of birth to our local authority and Prospects Services.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Mr W Harrison, Management Information Systems Manager.

Although, as an Academy, there is no automatic parental right of access to the educational records of your child we would always look to accommodate any such requests wherever practically possible.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the Data Protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Questions/Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

If you have any questions, concerns or would like more information about anything mentioned in this Admission Guide, please contact our Information Management Systems Manager:

Mr W Harrison - wharrison@hswv.co.uk, telephone 01902 556530

or by writing to Highfields School, Boundary Way, Wolverhampton, WV4 4NT.

Alternatively, you may wish to contact our Data Protection Officer:

Services 4 Schools - DPO@hswv.co.uk

or by writing to Highfields School, Boundary Way, Wolverhampton, WV4 4NT.

Please address letters: For the attention of the Data Protection Officer.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.