

Lady Lumley's School

Consent Reply Form



This form has been written to give you choice and control over how our school uses some of your personal data.

You may withdraw these consent preferences at any time by contacting:

Lady Lumley's School, Swainsea Lane, Pickering, YO18 8NG Tel 01751 472 846 Email: admin@ll.coastandvale.academy

To find out more about how our school uses your personal data, please see our privacy notice on our website.

		Do you give consent?
Photos and Videos There are circumstances where we will take and use photos/videos of pupils. Some photos (i.e., for identification or video or audio coursework) are NOT processed based on consent (i.e., non optional). However, we would like your consent to use photos and videos of your child for:	Display Purposes	Yes / No
	External Print Media (e.g. local newspaper, Prospectus)	Yes / No
	External Online Media (including the School's or Trust's social media) and marketing	Yes / No
Biometric Data (Thumb Print) I consent to the use of biometric data for my child.		Yes / No
Third Party Websites or Online Services I consent to sign up/give permission for my child to sign up to websites/online services.		Yes / No
Privacy Notice/Youth Support Services I consent to additional information being passed to Youth Support Services		Yes / No

I have read the information regarding:	Religious Education and Collective Worship	Yes / No
	Sex Education Programme	Yes / No
	Travel to School by Car	Yes / No
	Home School Agreement	Yes / No

Pupil Name (Block Capitals):		Tutor Group:	
Parent/Guardian Name (Block Capitals)::		Parent's Signature:	
Date:	Email Address:		
	Mobile Telephone Number:		

LADY LUMLEY'S SCHOOL

GENERAL CONSENT

Dear Parent/Carer

There are a number of procedures which you need to be aware of and give your consent to, if we are to fulfil our statutory obligations regarding health and safety and the curriculum and ensure the smooth running of the school. It is most important, therefore, that you read this document carefully and return the reply form without delay. It is also essential that you complete and return the enclosed Medical Consent Form if you wish your son/daughter to participate in the trips and activities that are a regular and routine part of a student's life at Lady Lumley's. ***The information requested must be provided by all new starters at Lady Lumley's and following enrolment into the Sixth Form. Thereafter, it will be your responsibility to advise the school of any changes to the information supplied.***

If you have any concerns, please do not hesitate to contact the school.

Yours sincerely



Clair Foden (Headteacher)

Youth Support Services

Once children are aged 13 we are required to pass on certain information to the provider of youth support services for young people aged 13 to 19 in this area, North Yorkshire County Council. We must provide both your and your child's/children's name(s) and address, and any further information relevant to the support services' role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers to secure appropriate services for them. However, until children are aged 16 or older, parent(s) can ask that no information beyond name, address, and date of birth (and their name and address) be passed on to the youth support services provider. This right transfers to the child on reaching 16 years of age.

Please indicate on the consent form what your preference is.

For more information about young peoples' services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

or the LA website shown above.

Protection of Freedoms Act 2012 – Use of Biometric Data

Smooth running of the school requires us to identify students when they use a range of services, such as the cashless catering service, when registering for Games and PE and in the Sixth Form when registering for Study/Free Periods or leaving/returning to the school site at lunchtimes. The school uses Biometrics (finger/thumb scanning) as its preferred way of identifying students when they use this service. This solution was selected because it is cost effective, secure, and easy to use and with few exceptions, every existing student is already registered on a secure database. The system creates a mathematical template from the finger/thumbprint image that is the student's full secure identification information, just like any other identification number. This data is encrypted for further security and cannot be used in any other database. The finger/thumbprint image is then destroyed, only the numbers remain, and these cannot be reinterpreted back into a finger/thumbprint. Once a student leaves school the biometric record itself is deleted.

The Protection of Freedoms Act 2012 requires us to first have written parental consent for your child to use/continue to use the biometric system as detailed above:

Please indicate on the reply whether you consent to the use of biometric data to identify your child.

Use of a still/moving image or photograph of a child

Photographs or video recordings may be taken of your child in the school or whilst on school related activities. These images may be used for internal training purposes or for publicity relating to the activity shown in the picture.

We will only use images which can be viewed outside the school with your consent. We may publish such images on the trust websites, in the newsletter or on displays at exhibitions.

Please indicate on the reply form your preferences for purposes of publicising school activities and celebrating the students' achievements.

Religious Education and Collective Worship

Under the Education Reform Act 1988 all state schools must provide Religious Education and a daily act of Collective Worship (Assembly) for all students. Parents have the right to withdraw their child from either of these.

An Assembly is held for each year group, once per week in the hall. On other days pupils will be with Tutors for Personal and Social Education and Tutor activities. In addition, on several occasions during the school year, students will come together in House Assembly for a collective act of worship and to promote House Activities. As a school we also follow the agreed syllabus for RE at KS3 and follow the GCSE at KS4. Sixth Form RE is delivered through the Tutorial programme.

Please acknowledge on the reply form that that you have read the above.

Relationship and Sex Education Policy

Details of the School's RSE (Relationships and Sex Education) and Health Education Policy are contained on the school website. As you may know schools have a legal obligation to provide Sex Education. The National Curriculum Science Order is compulsory for all pupils and includes the biological aspects of human reproduction.

Schools must also teach other aspects of Sex Education which deal with Relationships, the Family and Social issues, Attitudes and Values, including information about Sexually Transmitted Diseases, HIV and AIDS. We aim to teach all aspects of Sex Education to encourage personal responsibility in all forms of behaviour, to nurture students' self-esteem and to encourage respect and consideration for others and to provide support and information for young people and their parents. Parents have the right to withdraw their child from any of these aspects of the School's Sex Education programme. A copy of our policy and the scheme of work are available in school for your reference should you so request it.

Pupils who are withdrawn from any aspect of the Sex Education programme will be able to work on other studies at the time of the lesson.

Please acknowledge on the reply form that that you have read the above.

Travel to School by Car

If you have to bring your child to school by car, you must NOT use the designated school bus parking zone or the adjacent car parking area as either a drop off or pick up point. All cars are prohibited from entering or leaving this area between the hours of 8:30 to 8:55 a.m. and 2:50 p.m. - 3:15 p.m.

In the interest of your child's safety, we must ensure that they are not put at unnecessary risk by being dropped off in or collected from an area in which school buses and cars are manoeuvring. **Irrespective of weather conditions, therefore, students must be dropped off and collected from the Leisure Centre Car Park where there is a safe turning circle, or on Swainsea Lane.**

Please also consider dropping your child off on Middleton Road or at the Ropery Car Park. Not only will this **KEEP TRAFFIC OFF SWAINSEA LANE** but it will also give him/her a **HEALTHY WALK TO SCHOOL**.

Please acknowledge on the reply form that that you have read the above.

Third Party Websites or Online Services - Sign Up

Whilst at school, students may be asked to sign up to websites and online services that are viewed by their teachers to benefit learning. Some of these sites and services require users to be 13 years old and over. Students under this age limit can still sign up, but require parental consent and in some cases, parental sign up.

Please indicate on the reply form whether you consent to sign up/give permission for your child to sign up to websites/online services considered to be of benefit to their learning.

Bad Weather Arrangements – Unexpected Closure of School

In unexpected circumstances or very bad weather the school may **(a)** not open or **(b)** close early.

- (a)** If the school is not to open (this is most likely to happen in winter due to heavy snowfall), there will be an announcement as early as possible that morning on the school website and on **Radio York (103.7 Mhz)**. An answerphone message will also be left on the school's switchboard advising of closure (01751 472846).

Please do not listen to hearsay or information from other sources.

- (b)** The school may close early due to bad weather or other unexpected circumstances. Arrangements will be made for school buses to come early to take students home. North Yorkshire County Council's Home to School Transport 'Provision of school transport service during severe weather' states in its advice to parents "In the case of secondary school children please make sure that they can be looked after safely and are aware of what the arrangements are".

In the event of early closure, we want to know whether we need to make additional contact with you. If you would like to receive a text message advising of early school closure, please register your mobile number on ParentPay as per the enclosed instructions.

We will expect students to catch their normal buses if the buses come early. The school will need to know in advance if there are any special arrangements for your son or daughter in these circumstances.

Home School Agreement

The attached Home School Agreement has been designed to express the willingness of all parties concerned with the school to work together to achieve the best education for every student.

Please acknowledge on the reply form that you have received this document.

Privacy Notice – General Data Protection Regulation 2018 (GDPR)

The Coast and Vale Learning Trust is a Data Controller for the purposes of the GDPR. For more information, please see our website where you will be able to access our privacy notices. If you are unable to access this a copy can be made available upon request?

Communications – Keeping You Informed

The school is increasingly reliant upon emails and texts to communicate important information to Parents/Carers, for example, Covid related issues, the early closure of school due to bad weather, support sessions, subject information, newsletters, detentions etc. It is crucial, therefore, that you provide us with an up-to-date email address and mobile telephone number and that you immediately advise us of any changes to these.

Please record on the reply form your preferred email address and mobile telephone number.