



# **NEWSTEAD WOOD SCHOOL**

**New Year 7**

**2024-25**

**Welcome Pack**

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## **A Welcome from Mr Blount**

Dear Parents/Carers and new Year 7 Students,

I am delighted to be writing to you with some more information regarding your transition to Newstead Wood School. I am very much looking forward to working with you over the next seven years and beyond. I hope that this Welcome Pack provides you with much of the information you need prior to September. Please do visit our website regularly at [www.newsteadwood.co.uk](http://www.newsteadwood.co.uk), read the weekly newsletter and follow us on social media. You are very much part of the Newstead community now, so please do keep in touch and follow our activities and achievements online - newsletters, photographs, subject journals and competitions are all posted online, so please do join in.

We are busy finalizing our timetables and preparing Tutor Groups. We have Mentors appointed to welcome your daughter to Newstead Wood School at our Year 6 Transition Day on Tuesday 9 July, and we have a Parents Welcome Evening on Thursday 13 June, which I am very much looking forward to.

Please take the time to go through each page of this Welcome Pack carefully, even if you already have a daughter at this school, as some details and procedures may have changed. You will need to read this document with your daughter prior to completing the post offer form on Applicaa.

I'd like to draw your attention to some key points summarised below:

### **Language Choices**

We are already preparing your daughter's timetable. One part we still have to finalise is her language choice. All students study two languages at Key Stage 3, please indicate your language preference from French, German and Spanish using the Applicaa post offer form.

### **Our Home-School Agreement**

We work in partnership with you over the next seven years, and our Home-School Agreement sets out what Newstead Wood School will endeavour to provide for your daughter and gives you an indication of what you can expect from us. The Agreement seeks a corresponding commitment from both you and your daughter that you will endeavour to match the school's expectations. The Governors, parents/carers, staff and students were consulted in putting together this Agreement and it is reviewed by the Local Governing Body at the end of each academic year. We believe that this Agreement provides a constructive expression of the partnership which has always existed between the staff, students and parents/carers of Newstead Wood School.

### **Keeping in Contact**

We communicate with parents/carers as frequently as possible so that everyone is kept well informed. We use an app linked to our Management Information System called Arbor, and e-mail regularly to send letters and our weekly newsletters as well as using social media and our website.

It is essential that we have a correct and up-to-date email address and telephone number for all parents/carers so that we can communicate effectively with you. If you move house, change your contact telephone number or email address, please notify us immediately via email.

### **Celebration of Achievement – Publicity and the Press**

It is within the ethos of Newstead Wood School that students' achievements and results are recognised and celebrated. This recognition is welcomed by the students as an acknowledgement of their skills and the dedication of the staff,

and serves as an incentive to others. The details of these achievements and results are included in school publications and, when appropriate, in the local press. For example, in school publications the examination results show the number of subjects taken and the number of top grades achieved. When a student achieves an outstanding result in a public examination, their name and age may be given to the local newspapers. If the newspaper editor wishes to add further background information, parents are informed. I hope that you agree with our wish to publish and celebrate students' successes.

## **Academic Excellence Fund - Fundraising at Newstead Wood School**

### **Ways to support us**

The very best schools have great facilities to ensure their students feel valued, inspired and happy and to enable them to learn and thrive as effectively as possible. As our recent OFSTED report (February 2022) clearly indicates, the school is deemed outstanding in every aspect. We refuse to compromise our ambition to provide the best education environment for our talented students. We have various channels through which you can contribute to our fundraising efforts.

### **Regular Giving**

The Academic Excellence Fund (our Regular Giving Scheme) is the backbone of our school fundraising. It is a regular monthly giving scheme for donations of any size (although one-off donations are also very welcome). Regular donations make a lasting impact on the development of our school.

The Academic Excellence Fund is a vital lifeline, enabling us to create an enriching environment where learning knows no bounds.

### **Examples of Monthly giving to our Academic Excellence Fund**

<b>Gift Amount Per Month</b>	<b>Gift Aid 25%</b>	<b>Total Gift</b>	<b>Potential Gift over a year</b>
£20.00	£5.00	£25.00	£300.00
£30.00	£7.50	£37.50	£450.00
£50.00	£12.50	£62.50	£750.00
£75.00	£18.75	£93.75	£1125.00
£100.00	£25.00	£125.00	£1500.00
£150.00	£37.50	£187.50	£2250.00
£200.00	£50.00	£250.00	£3000.00

\*To know more about giving and tax relief benefits please contact our Marketing and Development office:  
[development@newsteadwood.co.uk](mailto:development@newsteadwood.co.uk)

### **Give Now**

To set up regular or one-off donation.

Click [here](#) or Scan the following QR Code:



### **Capital Giving Campaign**

Capital giving campaigns fund major building work or refurbishments and are 'one-off' targeted campaigns for a specific large scale development. Our 'Designing Futures Realising Dreams' campaign, which was to refurbish our Library and Science Laboratories was a great success. It is not too late to make a contribution to this campaign. Please contact [development@newsteadwood.co.uk](mailto:development@newsteadwood.co.uk) for giving details towards this campaign.

### **Major Giving**

A major gift is a donation of £10,000 or more made by an individual, foundation or business in support of a specific area. Major gifts are often bespoke arrangements between the donor and school and can come in many forms. They are often pledged over a number of years to be most convenient to the donor. We have naming opportunities for our major gift benefactors.

Please contact [development@newsteadwood.co.uk](mailto:development@newsteadwood.co.uk) for more information.

With your support, we can shape a transformative learning community that prepares students for a dynamic future. Join us on this journey as we work to further enhance the school's facilities empowering our students to thrive and excel in their learning environment.

### **Preloved Uniform Sales**

I'd also like to draw your attention to the Second Hand Uniform Shop which is run by our superb Parents' Association. They will be open after school for sales to new Year 7 students in the Summer Term. We will send exact timings and arrangements closer to the time.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'AB' followed by a long, wavy line.

**Alan Blount**  
**Headteacher**

## **Important Dates for New Parents/Carers and Students**

### **New Parents'/Carers' Information Evening – Thursday 13 June 2024**

If you are not able to attend the New Parents' Evening, we would be grateful if you could email [office@newsteadwood.co.uk](mailto:office@newsteadwood.co.uk)

### **New Students' Induction Day – Tuesday 9 July 2024**

The Headteacher and Pastoral team look forward to meeting the new students. If your daughter is unable to attend the Induction Day, please email [office@newsteadwood.co.uk](mailto:office@newsteadwood.co.uk). This will enable us to send to you the information relating to your daughter's House and Form.

### **Year 7 Curriculum Evening – Wednesday 11<sup>th</sup> September**

This is an opportunity to learn how best to support your daughter in her early years at Newstead Wood School. It will also be an opportunity to meet other Year 7 parents and staff. We will contact you in September with further details.

## Term Dates

<b>2024 – 2025 Term Dates</b>
<b>Autumn 2024</b> Monday 2 September – Friday 18 October Half Term: Monday 21 October – Friday 25 October Monday 28 October – Friday 20 December
<b>Spring 2025</b> Monday 6 January – Friday 14 February Half Term: Monday 17 February – Friday 21 February Monday 24 February – Friday 4 April (Good Friday 18 April, Easter Monday 21 April)
<b>Summer 2025</b> Tuesday 22 April – Friday 23 May (Bank Holiday 5 May) Half Term: Monday 26 May – Friday 30 May Monday 2 June – Tuesday 22 July
<b>The school will be closed to students for Professional Development Days for staff on the following dates (which may be subject to change)</b>  Monday 2 September 2024 Tuesday 3 September 2024 Monday 28 October 2024 Monday 6 January 2025 Friday 7 February 2025 Monday 21 July 2025 Tuesday 22 July 2025  <b>The school will be closed for Selection Test Day on Friday 27 September 2024</b>

The new term for Year 7 starts on Wednesday 4 September 2024

## General Information

If you require any other general information, please check our website or contact our reception staff who will be able to answer your question directly or pass you on to the right person.

## The School Day

The timings of the School Day are as follows:

Time	
8.30am	Arrival in School
8.35am	Morning Registration
8.45am	Period 1
9.45am	Period 2
10.45am	<i>Break Time</i>
11.05am	Period 3
12.05pm	Period 4
1.05pm	<i>Lunch Time</i>
2.10pm	Period 5
3.10pm	Afternoon Registration and Assembly
3.35pm	End of the School day

## Lunch Arrangements

We offer a cashless catering provision where students may purchase both hot and cold food at break and lunch time. The service provides a wide range of items (both in choice and price) including vegetarian and fish of the day specials. In addition, a breakfast service is available from 7.30 – 8.00am. This is provided by [Taylor Shaw](#).

## WisePay

Newstead Wood School is a cashless environment. Everything you will need to purchase for your daughter is available on WisePay. School meals, school trips, clubs, activities and events and resources. Every student is given printer credit at the beginning of each academic year, but if they go over, you can top that up on WisePay too. Your registration details will be sent to you by email during the summer and students will have their photo taken for facial recognition payment in September.



## Role of Form Tutor

For any queries about your daughter's progress or wellbeing in school, her Form Tutor is usually the first person to contact. This may be through an email or telephone. You may also contact her Head of Year should you have any concerns.

## Notifying us about an Absence

For appointments which cannot be arranged for outside school hours, an email or letter to the Attendance Officer is required in advance.

If your daughter is absent from school please telephone or e-mail [attendance@newsteadwood.co.uk](mailto:attendance@newsteadwood.co.uk) by 8.30am every day that your daughter is absent.

Please note that failure to provide a reason in writing for your daughter's absence may result in it being unauthorised.

If your daughter **arrives at school late** (and has missed registration) she should sign in at Reception.

Similarly, if she **has to leave school early** (e.g. for an appointment) she should sign out at Reception. An email to [attendance@newsteadwood.co.uk](mailto:attendance@newsteadwood.co.uk) or a letter must be provided informing us of the reason for this or she will not be allowed to leave.

## Medicines and Students who are Unwell

Generally, it is not possible for the school staff to take responsibility for the safe keeping and administration of medicines, either prescribed or purchased, for students. However, where a student is likely to suffer from a severe allergic reaction or other life-threatening condition, suitable clearly labelled medication may be held at the school for safe keeping in the Main Office. **It is parents'/carers' responsibility to ensure that the medication is replaced when it reaches its 'use by' date, and that up-to-date information and medication is provided to trip leaders on school visits.**

Should a student feel unwell at school the usual procedure is as follows:

1. The student must obtain permission from the class teacher and report to Reception. The student must be accompanied to Reception by another student in case a message has to be sent back to the class teacher.
2. **Students must not contact home themselves to arrange to be collected.**
3. The First Aider on duty will admit the student to the First Aid room and, where appropriate, administer first aid.
4. The First Aider will monitor the progress of the student and either:
  - a) allow the student to return to lessons or
  - b) contact the parents/carers/nominated persons to request the student be collected. **Please note that students who are unwell will not be allowed to leave school unless accompanied by an adult.**
5. If a wound dressing/plaster has been applied in school, it must be removed at home and the wound checked.
6. In the case of an accident or emergency, every attempt will be made to contact parents/carers by telephone immediately and, where necessary, an ambulance will be called.

It is essential that the contact telephone numbers for each student are kept up to date and that a local contact number is given if parents are unlikely to be readily available during working hours.

#### **Regular medication which needs an adult to administer:**

The school will be happy to provide a room for the use of parents/carers to come to school and administer any regular medication which the student is unable to self-administer.

#### **Regular medication which the student can self-administer:**

This will be kept by the student unless it needs refrigeration. It should be brought to school on a daily basis in appropriate quantities and must be clearly labelled with its chemical/trade name and the student's name.

Please contact the Administrative Team at [office@newsteadwood.co.uk](mailto:office@newsteadwood.co.uk) if you feel that your daughter has a medical problem which requires special consideration.

#### **Free School Meals/Pupil Premium**

If your child is eligible for Free School Meals (FSM), please apply through Bromley Council – for information please see their website [here](#). Please do apply for Free School Meals if you are eligible, to ensure your child receives their free meals; in addition the school will receive additional funding for each child receiving FSM.

Our universal offer is underpinned by a focus on quality first teaching; where the majority of our pupil premium funding is directed in line with the Education Endowment Foundation tiered approach model.

For further information on how pupil premium funding is spent please see our strategy document [here](#).

#### **Arbor (our Management Information System)**

This is where we store all information about students. This includes attendance and academic data. School reports are generated through Arbor and are sent to parents using the Arbor Parent App. We also use Arbor to send out all communications to parents. The Student Portal relays live information to students. Both the Parent and Student portals are accessed using a mobile device. Your login details and supporting information will be sent to you by email over the summer.

#### **Lewis Coaches**

For safer travel to and from school, Lewis Coaches offer three different travel routes to and from Newstead Wood School. For more information, please click [here](#).

## Lower School Uniform Years 7-9

The correct school uniform, both indoor and outdoor, must be worn until the end of Year 11.

### Outdoor Wear

<b>Coat</b>	A plain smart, knee-length coat or plain jacket Leather/PVC/denim coats and jackets are not allowed  Hoodies or sweatshirts are not acceptable as coats
<b>Scarf</b>	Plain dark green or black or school colours
<b>Gloves</b>	Plain dark green or black
<b>School Bag</b>	All students should have a plain black bag suitable for carrying books and equipment in all weathers, no logos or designs. A small black bag with straps no bigger than A5 size can be used to carry valuables

### Indoor Wear

<b>Blazer</b>	Bottle Green jacket with School Badge on lapel which must be worn at all times
<b>Skirt</b>	A regulation dark green kilt or A line skirt. Skirts should be no shorter than 2 inches above the knee when kneeling
<b>Trousers</b>	Plain black smart trousers
<b>Blouse</b>	A regulation green and white blouse (either long or short sleeves)
<b>Jumper</b>	A regulation green jumper, V-necked, with a yellow stripe and school badge
<b>Socks</b>	Ankle or Knee Length Black socks, or plain black or clear tights, no patterns. Over the knee socks or stockings/hold ups are not permitted. White socks are allowed in the summer
<b>Shoes</b>	Plain, black wide-heeled shoes (heels no higher than 2 inches), leather or other hard material. "Kickers" style ankle-boots, "creepers" with thick soles, boots, sandals and trainers are not allowed. If boots are worn to school in bad weather students must change into shoes in school

**Jewellery** The following items only are allowed:

- A simple necklace/chain, small pendant/charm (or equivalent)
- One plain, narrow ring
- Small, plain studs - one per ear in the lobe
- A wrist watch may also be worn.

No other jewellery is allowed

## **Overalls**

### **Science and Design and Technology**

A green overall is required which can be worn for both Science and DT. The overall must be named on the inside with a name tape and the name embroidered on the outside on the left hand side of the lapel and across the back between the shoulder blades.

### **Art and Pottery**

Students are asked to wear a shirt or blue overall to protect their uniforms, but not their Science/DT overall

### **Physical Education**

- Black School tracksuit trousers with school logo
- Black school sports top with school logo
- Black pop shirt with school logo
- Black games skort with school logo
- Black cycle shorts
- Leotard – Plain black long-sleeved leotard
- Black leggings, for Dance (optional)
- Long green hockey socks
- Trainers – should be smart practical sports trainers (no Airforce, Converse or Vans)
- White ankle socks
- Astro-boots – not studded
- Shin pads
- House T Shirt – colour according to House
- Gum shield

All jewellery must be removed for all PE lessons. All students should be able to remove their own earrings for lessons. Taping over earrings is not permitted

Please DO NOT get ears pierced during the school term as they must be removed for lessons

Gymnastic work is done in bare feet, but any student with athlete's foot or a verruca should bring a note from home for her PE teacher.

Hair accessories should be plain black or dark green. Extreme hairstyles and hair colours which are not natural are also unacceptable. No shaved or partially shaved heads. Sanctions will be applied as necessary.

## **Uniform Suppliers**

We currently have two uniform suppliers:

**Graduates Schoolwear** – visit the online store at [www.graduates-schoolwear.co.uk](http://www.graduates-schoolwear.co.uk)

**Address:** 201 High Street, Orpington, Kent BR6 0PF

**Telephone:** 01689 821439

**Hewitts of Croydon** – visit the online store at [www.hewittsofcroydon.com](http://www.hewittsofcroydon.com)

**Address:** 45 - 51 Church Street, Croydon, CR9 1QQ

**Telephone:** 0208 680 4555 / 0208 688 1830

## **Second-Hand Uniform Sales**

The Parents' Association hold second-hand uniform sales in the hut to the right of the main car park.

Any future dates will be provided in advance.

## **Independent Study**

We expect students in Year 7 to complete approximately 90 minutes of independent study at home, on a weekday evening. We do not expect students to complete independent study at weekends or during school holidays unless they wish to do so. Students should partly be using this time to complete homework tasks directed by their teachers - however, they should also use this time for independent, self-directed study.

This means that students should never be able to say 'I don't have any homework' - even if they do not have any specific directed tasks to complete, they should use independent time to develop their skills, knowledge and understanding. There are suggested approaches in the 'Learning to Fly' document on the school website. We ask that you work with us in ensuring that students have a settled, regular routine of having dedicated time for independent study at home.

We use the 'Microsoft Teams' platform to help students and parents keep track of independent study. Details about logging into the site and PIN numbers will be issued in September.

We value and recognise the work which students complete outside the lessons. We will always endeavour to give clear guidance to students about how to complete an independent task; what to do if they get stuck; and when to stop. We will avoid giving students 'open ended' tasks and we will never ask students to complete tasks for the day after they are set.

In return, we ask students to engage fully with independent learning; to ensure that they approach it in a proper frame of mind and in an appropriate, distraction-free environment; to recognise that independent study is about practice and that this sometimes means making mistakes; and to show a pride in their work and a determination to improve.

## Subject Specific Information

### Maths

The Mathematics Department are looking forward to teaching your daughter from September and we trust she is going to further develop her joy and passion for Mathematics during her seven years with us.

It is important that your daughter has the correct mathematical equipment available for every mathematics lesson. This should include blue/ black pen, HB pencil, rubber, ruler, protractor, a pair of compasses and a scientific calculator.

Please contact us to discuss any queries you may have. We look forward to meeting your daughter in September.

### Music

There is a wide array of musical opportunities for your daughter at Newstead Wood School.

#### **If your daughter would like to continue or begin instrumental or vocal lessons:**

Simply fill out the instrumental application form, which you can find on the [Year 7 transition page](#), and return it to the school office. Information regarding finances can be found on this form. Please make sure you complete all sections of the form, particularly which instrument your daughter would like lessons on – incomplete forms cannot be processed.

In order to start Instrumental lessons in September application forms **must be received by Friday 31 May 2024**. Applications that are received after this date, but before the summer holiday, will encounter a short delay before students are able to start lessons in the autumn term.

Once you have applied for lessons, you will be contacted directly by an instrumental teacher from BYMT to arrange dates/times/finances. Normally instrumental teachers don't contact parents until the first few weeks in September.

We are happy to receive instrumental applications when students start school in September, and throughout the year. However, please be aware processing applications normally takes 3 weeks before students can start lessons.

***NB: All Instrumental and vocal lessons take place during the school day. Students leave their classroom lessons in order to have their one-to-one instrumental/vocal lesson. Instrumental and vocal teachers work as much as possible on a rotating timetable so that students do not miss the same curriculum lesson multiple times during each half term. It is the student's responsibility to catch up on missed curriculum work.***

*Lesson slots before school and during break and lunch time are often in high demand, and therefore not normally possible for the majority of students. GCSE students are prioritised for these lesson times; after which they will be opened up to other students.*

#### **If your daughter wants to join a musical ensemble:**

Students will be introduced to all the musical ensembles they can join in their first curriculum music lesson in September. An up-to-date timetable will also be distributed to all tutor groups at the start of the term.

## **Enrichment**

There is an extensive range of clubs and activities that are offered before and after school as well as at lunchtime. We encourage all students to take part in extra-curricular activities at Newstead Wood School to complement their academic studies.

Not only do these activities develop skills, extend talents and build character, but research shows positive association exists between academic attainment and physical activity levels of students. It is widely acknowledged that participation in extra-curricular activities also has a positive effect on attainment and wellbeing. Click [here](#) to view our current timetable to get a taste of what we offer.

## **LAMDA**

Newstead Wood School offers the opportunity for all years to take part in LAMDA Classes. For details of our providers and how to apply, please visit the [Year 7 transition page](#).



## **Newstead Wood School**

### **Home School Agreement**

**We are proud of our achievements, and always looking for fresh challenges. To enable this statement to be put into practice, the school will:**

- Work to develop a strong partnership with parents/carers
- Provide a structured, supportive framework in which to work
- Employ well qualified professional staff
- Work to raise the self-esteem and, hence, confidence of both students and staff
- Encourage a high standard of work and behaviour
- Communicate with parents/carers, as appropriate, for each individual student
- Provide a wide range of extra-curricular activities and publicly recognise their importance
- Continue to create opportunities for success
- Ensure that students' work is marked promptly

#### **Parents/Carers will:**

- Ensure that their daughter comes to school regularly and on time
- Not take students on holidays during school term time
- Provide Newstead Wood School uniform for daily wear
- Encourage their daughter to complete her homework
- Communicate information relevant to their daughter's education to the school

#### **Students will:**

- Arrive punctually every day unless ill
- Bring all necessary equipment and books to lessons
- Give homework in on time
- Respect and care for each other and each other's property
- Respect and care for the school building
- Keep the school free from litter, graffiti and chewing gum
- Respect members of staff and work to build a good student/teacher relationship
- Wear school uniform, as designated

## **Newstead Wood School**

### **Student IT Acceptable Use Policy**

All students must follow the conditions described in this policy when using school IT networked resources including school email, the Internet, Moodle, OneDrive both in and outside of school. Breaking these conditions may lead to:

- Withdrawal of the student's network access
- Close monitoring of the student's network activity
- Investigation of the student's past network activity
- In some cases, exclusion and/or criminal prosecution

### **Conditions of Use**

Student access to the networked resources is a privilege, not a right. Students will be expected to use the resources for the educational purposes for which they are provided.

It is the personal responsibility of every student to take all reasonable steps to make sure they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to the Network Manager.

### **Acceptable Use**

Students are expected to use the network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the Newstead Wood School behaviour policy. The following list does provide some examples of rules that **must** be followed:

1. I will not create, send or post any material that is likely to cause offence or needless anxiety to other people, or to bring the school into disrepute.
2. I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
3. I will not use language that could stir up hatred against any ethnic, religious or other minority group.
4. I accept that the school will regularly check files held on the school network.
5. I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network.
6. I will not access or interfere with other users' areas or files.
7. I will not share my login details (including passwords) with anyone else. Likewise, I will never use someone else's username and password.
8. If I think someone knows my password, then I will contact the network team immediately and get my password changed.
9. I will log off at the end of every network session.

10. If I find an unattended machine logged on under another user's username I will **not** continue using the machine – I will log it off immediately. I'm aware that e-mails are not guaranteed to be private. Messages supporting of illegal activities will be reported to the authorities. Anonymous/unnamed messages are not permitted.
11. I will not use the network in any way that would disrupt use of the network by others.
12. I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a trusted adult, such as a teacher or my Form Tutor.
13. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
14. I will not download and/or install any unapproved software, system utilities or resources from the Internet.

## **Notification of Intention to Process Students' Biometric Information**

Newstead Wood School wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of paying for food in the canteen, borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain consent through the post offer form of at least one parent before being able to use a child's biometric information for an automated system.

### **Biometric information and how it will be used**

*Biometric information* is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint and/or facial recognition. The school would like to take information from your child's biometric and use this information for the purpose of providing your child with food in the canteen, for borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

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

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

For example:

- Newstead Wood 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);
- Newstead Wood School must tell you what it intends to do with the information;
- Unless the law allows it, Newstead Wood School cannot disclose personal information to another person/body you should note that the only person/body that Newstead Wood School wishes to share the information with is Live Register Ltd. This is necessary in order to support and maintain the system.

### **Providing your consent/objecting**

As stated above, in order to be able to use your child's biometric information, the consent through the post offer form 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 her/his 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. Their 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.

Newstead Wood School is 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 Newstead Wood 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 to pay for food in the canteen, borrow from the library, access school printers, monitor attendance and gain access to secure areas around the site.

If you give consent to the processing of your child's biometric information, please consent through the post offer form.

Please note that when your child leaves Newstead Wood School, or if for some other reason she/he ceases to use the biometric system, her/his biometric data will be securely deleted.

## **School Day Educational Visits and Sports Fixtures**

As part of their studies at Newstead Wood School, students have the opportunity to participate in a wide range of educational visits which take place during the school day and incur no financial cost. Previous examples of the types of visits undertaken include:

- Working in local primary schools
- Study Days, Masterclasses and Workshops with other Secondary Schools
- Participation in local, regional and national competitions

In addition, students at Newstead Wood also participate in a wide range of sporting fixtures.

To enable us to make the best of the opportunities which arise I would be grateful if you would give permission for your daughter to participate in Educational Visits within normal school hours, which incur no cost; as well as participation in Sporting Fixtures. To save the need to ask every year, I ask that the permission you give applies from Year 7 through to the end of Year 11.

To ensure the safety of students, staff will carry out full risk assessments for all visits. As part of this process staff will consult the school database for medical, dietary and emergency contact information for your daughter. Please ensure that school records remain up to date, which you will be able to do via the Arbor application.

Please be aware that separate permission will be sought for any visit that requests payment or where timings extend beyond the school day.

## **Procedure for Financing Educational Visits**

1. The school offers a full programme of educational and recreational visits.
2. Parents will be advised of the cost per student of each trip. Any parent who thinks a trip represents exceptional value or who is willing to help subsidise other students could add an additional sum to their own contributions. Trips which do not receive adequate financial support from parents may be cancelled for everybody.
3. Notification and details of each trip will be sent to parents by letter. The letter will contain arrangements for payment including how to pay online using WisePay and the date by which payment is due. WisePay will also be used as permission/authorisation for your daughter to attend the trip regardless of whether there is a cost to the trip or not. We will not be asking parents/carers to complete a permission slip for every day trip.
4. In case of financial difficulty, please email the School Business Manager Ms Viner, via [cviner@newsteadwood.co.uk](mailto:cviner@newsteadwood.co.uk) in confidence for consideration.
5. Trips which are not subject to the legislation (those which are more than 50% outside school time) will not be eligible for subsidies and parents will be expected to meet the full costs (e.g. ski trips and cultural visits to overseas countries). Trips which are not eligible for subsidies will be clearly identified on the initial notification.

We believe school trips are an important part of your daughter's education and we hope that you will give them a high priority.

## Privacy Notice

How do we use the information that we hold about our students? The data controller for personal information held by Newstead Wood School is United Learning Trust (ULT). ULT is registered with the Information Commissioner's Office (ICO).

Newstead Wood School collects, creates and holds personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We process this data to:

- Support teaching and learning;
- Monitor and report on students' progress;
- Provide appropriate pastoral care, and
- Assess how well the school as a whole is doing.

This data includes contact details, national curriculum and other assessment results, attendance information, characteristics such as ethnic group, religious beliefs, any special educational needs you may have and any relevant medical information. If a student joins the school in Year 9 or above, we will be provided with a unique learner number (ULN) by the Learning Record Service and may also obtain from them details of any learning or qualifications that students have undertaken.

We will not give information about any student to anyone outside of the school without consent unless the law and our rules allow us to. We are required by law to pass some information about students to the Department of Education (DfE) and in turn, this will be available for the use of the Local Authority (London Borough of Bromley).

The processing 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 and where necessary to comply with our legal obligations.

Information relating to racial or ethnic origin, religious beliefs or health will only be processed with the explicit consent of the student or the student's parents or when it is necessary for carrying out our legislative obligations. Further information regarding the purposes for which these data would be processed will be provided with the data collection form.

The full version of the School's Privacy Notice and all General Data Protection Regulations (GDPR) can be found on our website.