



# **HELE'S SCHOOL**

**New Admissions**

**Information Pack**

**(please retain)**

**Entry: 2022/2023**

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## Contents of Consent Forms Booklet

- Photographic and Video Consent
- Trip/Medical Consent
- Home School Agreement
- Acceptable User Internet Agreement
- Mobile Phone – Acceptable Use Policy
- Cashless Catering (Biometrics)

Please complete for your reference:

Consent Forms	Date returned to Hele's School
Photographic and Video Consent Trip/Medical Consent Home School Agreement Acceptable User Internet Agreement Mobile Phone – Acceptable Use Policy Cashless Catering (Biometrics)	

# Hele's School

*A great place to learn. A great place to grow.*



Dear Parent/Carer,

I am delighted to welcome you to Hele's School - I hope you are as excited as are we knowing that your child will be joining 'Team Hele's' this September!

Getting ready to move on to secondary school is an exciting and rewarding period, but we are mindful that it can also be an anxious time for some children and their families. Rest assured, our mission is to ensure that *every* child feels confident and happy when they join us in Year 7, which is why we invest heavily in a carefully-crafted transition programme over the coming months; ensuring a seamless and positive start to your child's secondary schooling is something we hold dear.

It is important to us that we get to know each individual child before they join us. Next term, our experienced transition team, Mrs Crawford (Deputy Principal), Mrs Crosley (Head of Year 7) and Miss McNamara (SENDCo) will visit Year 6 in their school to find out as much information as possible about each child. As well as meeting your son/daughter, staff will also speak to the teacher and any other relevant key adults that may be working closely with them to gather the information we need to ensure that they get the right level of support when they start at Hele's.

Our **Induction Day** for our incoming Year 7s will be held at Hele's School on **Tuesday 5<sup>th</sup> July**. This is one of my favourite days of the school year, and the rainbow of colours from all the primary school uniforms on display is always a joy to behold! The day will closely mirror that of our normal school day and will introduce children to day-to-day routines. They will spend the day getting to know their way around the building, meeting key staff, attending lessons, and, of course, meeting friends, new and old!

In the evening of **Tuesday 5<sup>th</sup> July**, we will hold an **Induction Evening** for parents and carers. This will be an opportunity to get to know your child's tutor and ask any questions you may have about starting secondary school. All families will receive an induction pack at this meeting containing detailed information on our various procedures. A letter with full details of the Induction Day and Induction Evening will be sent to you in May 2022.

For students with Special Educational Needs, Miss McNamara (SENDCo) and her team will liaise with your child's current school to ensure that we have all the information needed for a smooth transition. An enhanced transition may be appropriate for more vulnerable students as recommended by our primary school colleagues who know your child the best. A programme of events taking place in early June will be shared with primary school colleagues towards the end of May.

In the meantime, please find enclosed some important paperwork that we would like you to complete and please return to Hele's School:

- **New Admissions Student Forms (please complete and return the whole booklet)**
- **New Admissions Information Pack (please retain this)**

Please return this paperwork to us by **Monday 25<sup>th</sup> April**, marked for the attention of the '**MIS Data Office via Hele's School Reception**'. Having this information in advance will ensure that the administration side of your child's transition goes smoothly. If your contact information changes between now and September, please inform us as soon as possible so we can update our records and ensure you receive information in a timely manner.

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**Principal: Justine Mason**

Seymour Road, Plympton, Plymouth, Devon PL7 4LT

Telephone: 01752 337193 Fax: 01752 331460

email: [heles.school@plymouth.gov.uk](mailto:heles.school@plymouth.gov.uk) website: [www.heles.plymouth.sch.uk](http://www.heles.plymouth.sch.uk)

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A charitable company limited by guarantee registered in England and Wales. Company number: 07398467



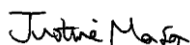
Last year, the Department for Education provided interested schools with significant funding to run a Summer School to support transition in the wake of Covid-related disruption to learning. Hele's made use of this offer and ran a hugely successful week-long programme of activities in August. Whilst we would love to be in a position to offer this again to our new Year 7s, at the time of writing it is unclear whether the government will offer this opportunity to schools again. Without any funding from the government, a Summer School is not affordable. We will, however, keep you updated with any developments in this area and, should we be in a position where funding is offered and secured, we will endeavour to run a similar week - watch this space!

**Please note the start date for our new Year 7 students is Monday 5<sup>th</sup> September 2022.**

Should you have any specific information that you would like us to be aware of or if you any questions about our transition arrangements, please do not hesitate to contact Mrs Crawford at [crawfords@heles.plymouth.sch.uk](mailto:crawfords@heles.plymouth.sch.uk) or Mrs Crosley at [crosley@heles.plymouth.sch.uk](mailto:crosley@heles.plymouth.sch.uk).

Thank you for choosing Hele's as your school. We are excited about working in partnership with you over the coming years and look forward to meeting you and your family at one of our forthcoming transition events.

Yours sincerely,



Justine Mason

**Principal**

## Photographic and Video Consent at Hele's School

This document explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, please fill in and return the attached form to let us know of your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result, being targeted for abuse.

In line with many schools and following advice from organisations such as local authorities and the police, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media should continue.

The Department for Education's broad rule of thumb for schools is that "if the student is named, avoid using the photograph. If the photograph is used, avoid naming the student". For our own school publications we will follow this advice for photographs to be used for circulation beyond the school. **The press, however, like to reflect the local community by naming students who appear, and may decline to photograph your child if this facility is denied to them.**

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety and if you have special circumstances either now, or at any time in the future, which would affect or change your consent on this issue, you need to let the school office know straight away.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent and we invite you to use this letter to explore their feelings about being photographed at school.

Please complete and return the Photo Consent Form in the attached booklet indicating Yes or No.

## Trip/Medical Form

Following guidance from the Department for Education, schools are no longer required to seek parental consent for each individual trip and activity offered as part of the curriculum, or as extra-curricular activities. Instead, consent can be given when a child is enrolled at the school to cover all offsite activities. We hope that this will save time and administration for parents and teachers. Please sign and date the attached form if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing the form in the Consent Pack:**

- The trips and activities covered by this consent include;
  - ~ all visits (including residential trips) which take place during the school day, holidays or a weekend
  - ~ adventure activities at any time
  - ~ off-site sporting fixtures outside of the school day,
- Hele's School will send you information, including payment details, about each trip or activity before it takes place.
- You can, if you wish, tell us that you do not want your child to take part in any particular school trip or activity.
- It is **very important** to keep the school informed of any changes to medical information or emergency contact details.
- Written parental consent will no longer be requested from you for the majority of off-site activities offered by Hele's School.

Please complete the trip consent form in the attached booklet and sign and date if you agree to the above.

## Home School Agreement

Hele's School believes strongly that School staff, parents/carers and students working honestly and constructively in partnership to support learning, wellbeing and personal growth is the key to success. To that end, we commit to each play our part by endeavouring to fulfil the expectations below.

<p><b>Hele's School</b></p> <p><b>The school will agree to:</b></p> <ol style="list-style-type: none"> <li>Care for our children's safety, welfare and wellbeing.</li> <li>Respect and value all learners as members of the School community.</li> <li>Offer all learners a broad, balanced and stimulating curriculum and access to a rich and varied extra-curricular programme.</li> <li>Provide a safe, well-ordered and inspiring environment for learning.</li> <li>Promote high standards of work and behaviour, set clear rules and expectations, and develop a sense of responsibility for actions.</li> <li>Value endeavour and recognise and reward hard work, progress and effort.</li> <li>Encourage learners to develop self-discipline, resilience and independence.</li> <li>Provide appropriate advice, guidance and support to ensure our learners can make informed decisions and successfully progress to the next stage of education, training or employment.</li> <li>Provide relevant information about School matters and learners' progress, be welcoming of enquiries and responsive to concerns.</li> <li>Be open and welcoming and offer opportunities for parents/carers to become involved in the life of the School.</li> </ol> <p></p> <p><b>Signed:.....</b> <b>(Deputy Principal)</b></p>	<p><b>The Learner</b></p> <p><b>I agree to:</b></p> <ol style="list-style-type: none"> <li>Do my best at all times, in School and at home.</li> <li>Be polite, friendly, kind and helpful to others, in School and the wider community.</li> <li>Take responsibility for my own actions and accept sanctions that may be imposed.</li> <li>Attend school regularly and on time.</li> <li>Not disrupt the learning of others.</li> <li>Bring all the equipment I need every day.</li> <li>Wear the correct School uniform with pride.</li> <li>Treat each other's and the School's property with care and respect.</li> <li>Make sure I use technology appropriately, inside and outside of School, and stay safe online.</li> <li>Uphold and contribute to the good reputation of Hele's School.</li> </ol> <p><b>Signed:.....</b> <b>(Student)</b></p>	<p><b>Parent/Carer</b></p> <p><b>I agree to:</b></p> <ol style="list-style-type: none"> <li>Encourage and support my child to work hard in School and at home.</li> <li>See that my child attends School regularly, on time, and provide an explanation when absent.</li> <li>Make School aware of any concerns or problems that affect my child's work, behaviour, wellbeing or safety.</li> <li>Fully support Hele's School's policies on behaviour, e-safety and bullying, including supporting sanctions.</li> <li>Actively encourage my child to participate in extra-curricular and enrichment opportunities offered by Hele's School.</li> <li>Attend parents' evenings, review meetings and discussions about my child's learning, progress and behaviour, where possible.</li> <li>Take an active interest in my child's participation in School life and in their progress and wellbeing.</li> <li>Ensure my child is properly equipped for School and wearing the correct uniform with pride.</li> <li>Work in partnership with Hele's School, and other agencies as appropriate, to ensure the best outcomes for my child.</li> <li>Ensure that my child makes appropriate use of technology, both in and outside of School.</li> </ol> <p><b>Signed:.....</b> <b>(Parent/Carer)</b></p>
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# Use of the Internet

Your child will have the opportunity to make use of the School's Broadband Internet connection.

Students are provided with an E-Mail account, using Microsoft Outlook as the email client. We have various systems in place to ensure we can monitor usage. However, no filtering service is totally secure!

We obviously wish to encourage a culture of responsible usage. Students who attempt to visit any site that could be considered offensive will be banned from using the Internet. The yardstick would be, 'Would your teacher and parent approve of such material being viewed?'

We would ask you to read, digest and sign the **Acceptable User Policy Agreement** in the attached booklet that relates to using the Internet in order to show you are aware of your child's opportunity to use this resource. Would you please also reinforce the message to your child of the need for responsible usage. We further ask that your child also signs to say they will abide by these conditions for use of the Internet.

Using the Internet and email will greatly enhance your child's education. They are growing up in a world which will make use of computers everyday and we aim to ensure that they are well prepared for it. By using the Internet, they can open up huge areas of knowledge and they prepare themselves for future employment.

## Student/Parent Acceptable User Internet Agreement

1. I understand access to the computer workstations is at the discretion of staff at all times.
2. I will only search for relevant material and not offensive or illicit information on the internet.
3. I will not share my username or password with anyone.
4. I will not visit or subscribe to online services.
5. I will not play games unless specifically directed by my teacher.
6. I understand that provision of the computer network is intended to support lessons and homework.
7. I will not download information to any storage device unless I am permitted to do so.
8. I will not give out personal information to a web site.
9. I will not create or send obscene messages or indecent images.
10. I will not copy other people's work.
11. I will report any unpleasant material or messages sent to me.
12. I understand my use of the computer network is monitored.

Thank you for respecting these rules. You will also be asked to accept them each time you log on to the school system.



## Mobile Phones – Acceptable Use Policy

We all know how reassuring it is to know our children can contact us if they are in trouble, and that the world is not as safe as it once was. Therefore, to recognise the value of mobile phones in keeping pupils safe, the following rule allows use of a phone for emergency communication on the way to and from school. I would wish to be very clear, however, that **we are not allowing the use of phones within school, either to send or receive calls or texts between 8.40 am and 3pm.**

This is an important point – if you have an urgent wish to contact your child during the school day, please call Hele's School on 01752 337193 and ask for a message to be relayed. **Please do not call or text your child on their mobile as will most likely end in a sanction being administered to your child.**

### Mobile Phones and portable media devices.

- **Years 7 – 11:** mobile phones are allowed in school entirely at the pupil's own risk, but their use is strictly limited to emergencies whilst travelling to and from school and before 8.40am or after 3pm. At all other times they must be kept **switched off** (not on standby), and out of sight, unless a teacher gives express permission to use them in a lesson.
- Mobile phones are not allowed to be taken into examinations and any that are by mistake must be handed to an invigilator. Failure to do so could result in no marks being awarded for that paper.
- Pupils found using their phone in school will have the phone confiscated, and a punishment issued.
- Other portable media devices other than those which are part of a mobile phone (e.g. iPods, MP3 players or similar, cameras, etc.) are not allowed in school.
- **Post 16 students** may use their phone in the Post 16 centre, but not elsewhere, unless directed by a teacher within a lesson.

I am sure you will understand that the school accepts no responsibility for loss or damage to mobile phones, and strongly discourages the purchase of expensive phones.

Thank you for your continued support for these matters. Please complete the acceptable use of phones form within the attached booklet.

## Cashless Catering (Biometric) at Hele's School

At Hele's School we have implemented a student recognition system using biometrics. This allows us to make the best use of efficient systems for cashless catering. Students will pay for any form of meal provision, at break or lunchtime, from an online account through ParentPay. Alternatively, it will be possible to contact the Finance Office (01752 334191) for a Paypoint letter which will enable you to pay at your local Paypoint store to credit your child's account.

We expect this system to improve the services we are able to offer students and staff significantly, with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Increased student security
- Children will not have to remember to bring cash
- Reduction in queuing time
- The opportunity for parents and students to monitor food patterns.

We would like to make it clear that Hele's School will comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data. In order for your child to use the biometric system, one parent or guardian will need to read, sign and return the form contained within the attached booklet. We will also offer an opportunity to opt out for those student who, upon consideration, would prefer to use alternative forms of identification.

If you would like more information or the chance to discuss this further, please feel free to contact Sandra Crawford, Deputy Principal.

### Important Notes For Parents

#### Background to the use of biometrics for cashless catering in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

## Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission by September 2015 will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services in the form of a PIN number.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form below as soon as possible. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.

# Uniform

## Purchasing Uniform

Uniform can be purchased online at our **Uniform Webshop** via our school website [www.heles.plymouth.sch.uk](http://www.heles.plymouth.sch.uk) under the Parent Tab/Uniform and collected from school reception or directly from our suppliers.

ALL EXCHANGES MUST BE MADE WITHIN 30 DAYS AND DIRECT WITH OUR SUPPLIERS ADELIE - for more information on this, please contact them using the details below:

Adelie  
Unit 1 & 2  
The Rope Walk  
Beech Avenue  
Plymouth  
PL4 0QQ  
01752 660145

Alternatively, order forms can be downloaded from the school website.

Please contact Mrs Castle in reception on 337193 for any information about the ordering and collection of uniform.

# Hele's School Privacy Notice

**This document explains how we process data in line with the requirements of the Data Protection Act 1998 and GDPR 2018.**

## **How do we use pupil information?**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care;
- Contact parents as appropriate regarding their child;
- Comply with the law surrounding data sharing;
- Assess the quality of our services.

## **What information do we hold?**

We hold the following types of information on pupils:

- Personal information (such as name, unique pupils number, address, family contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons, names of previous school or destination school)
- Medical information (such as information to support relevant medical conditions)
- Assessment information (such as exam results, progress information)
- Personal Support information (such as Individual Health Care Plan, SEND Support Plan, Pupil Premium Plan, Child Protection Plan)
- Pastoral information (such as behaviour incidents, Individual Behaviour Plans, exclusion records)
- Biometric information (measurements of a fingerprint converted into a template. An image of a fingerprint is not stored)

## **Who do we share information with?**

We will not give information about our pupils to anyone outside of Hele's School without parental consent unless the law and our policies require us to do so. This would include for reasons relating to Safeguarding or Child protection or in order to pass information to another school at the point of pupil transfer.

We are required by law to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority (LA). Where appropriate, we may also send relevant information to NHS personnel for pupils who are changing school or address to ensure continuity of health care.

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the

data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

Once pupils are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in our area. We must provide both the pupil's and their parent's/s' names(s) and address, and any further information relevant to the support service's role. However, pupils over 16 can ask that no information beyond names, address and date of birth be passed to the support service. This right transfers to the pupil on their 16<sup>th</sup> birthday. Please inform the school's Director of Finance and Business if you wish to opt-out of this arrangement.

### **Do our procedures comply with the Law?**

Our procedures are set out in the Westcountry Schools Trust's Data Protection Policy 2018, which is fully GDPR compliant. This includes compliance with the 8 Principles of Data Protection:

- Fair and lawful processing
- Processing for a specified purpose
- Adequate and appropriate processing
- Accurate processing
- Retention of personal data
- The rights of the individual
- Security
- Data storage within the EU

The lawful basis on which we use pupil data is based on:

- GDPR Article 6(1)(e) which "permits processing where necessary for the performance of a task carried out in the public interest or in the exercise of official authority". **This means that we require the information we collect in order to carry out our legal duties as an educational provider.**
- GDPR Article 8: where "consent is relied on as the lawful ground for processing the personal data of a child [under the age of 16]" **This means that for pupils under 16 we require parental consent to collect and process their data, which parents are asked to provide at the point where a child is admitted to the school, using the official Admissions Form.**
- GDPR Articles 9 & 10: which require special conditions to be met for processing "special categories" of personal data. These categories include: personal data revealing race, ethnic origin or religious beliefs; the processing of biometric data (eg fingerprints) for the purpose of uniquely identifying a person; and data concerning health. **This means that where we do collect such information, we have to meet very specific requirements for storing it safely and ensuring that it is not shared.**
- The Education Act 1996 and Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013: which required schools to share specific data with the DfE through regular census collections and the submission of exam results. **This means that we provide personal data to the government in order to comply with the requirement to generate national statistics in relation to education and pupil outcomes.**

To find out more about the data collection requirements places on us by the government, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools> or <https://gov.uk/contact-dfe> or <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## Can I find out what information the school holds about my child?

You do have the right to ask for a copy of the information that the school holds about your child. If you wish to do so please contact the school's Director of Finance and Business. The information will consist of what you have provided the school, plus information relating to assessment, behaviour, medical needs, SEND and school reports. You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing (**NB: we do not process data for this purpose**)
- Object to decisions being taken by automated means (**NB: we do not use automated decision-making**)
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the Data Protection regulations

**If you have a concern** about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, through the school's Director of Finance and Business.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>