

# CONSENT GUIDELINES

***If you wish to withdraw your consent at any time, for any activity, please inform the school IN WRITING marked for the attention of the Data Office.***

***Please also ensure you inform the School Medical Officer of any changes in medical circumstances and the Data Office for any changes to contact details.***

***Under current data protection legislation, we must have your consent. No response means no consent.***

## **OPERATIONAL CONSENT**

### **Early School Closure**

If we need to close the school early due to unforeseen circumstances, i.e. heavy snow, we need consent to send your child home early, either by walking (if to a local address) or on the school / public bus. This covers any onward journey, from school to home.

Without consent, your child will stay in school as normal until the end of the school day. They will then be able to walk home or, if your child would normally catch the school bus, it remains your responsibility to collect them from school; as the buses will have departed earlier.

### **Trips and Sporting Fixtures**

Local trips, visits and sporting fixtures which support, or form part of, the normal education of your child do not require consent. However, in these instances, the school will inform you in advance of the event taking place.

We do require consent for sporting fixtures outside school hours. Without this consent your child will not be able to participate in these events / fixtures.

Separate consent will be obtained for any trips / visits which are considered to be high risk, adventurous or if they are residential.

## **PUBLICITY CONSENT**

We have a duty to provide a safe environment for students at school. Whilst we are aware of the risks of image misuse, we believe the school needs to balance this against the positive value of professional, high-quality images / videos of students celebrating and promoting the school as an enjoyable and vibrant place to learn. Good pictures of the school and its students help to place the school at the heart of the local community and enhance its reputation.

Images and film may be taken for educational and training purposes, such as course work evidence, classroom displays, noticeboards and lesson materials. Group photos (without names) may also be taken and used to promote group activities and / or results of sporting events.

Whilst parents / carers will not be restricted from taking their own photographs and / or videos during school performances and events, you must not upload / share images including others.

If images are to be used by third parties, for example, during trips off-site to other organisations, specific permission will be sought for consent to use these on the trip consent form.

We ask you to specify the level of consent you give, for the following categories:

- Permission for images / videos of your child to be published in official school marketing. This includes both printed (i.e. the prospectus) and online (i.e. the GTS Website / Facebook / Twitter pages). Other systems / printed documents may be used, but only if approved for official GTS use by the DPO
- Permission for images / videos of your child to be published in external press. This includes both printed (i.e. a newspaper) and online (i.e. TV / streaming / social media)
- Permission for your child to be named with their image in any of these mediums
- Permission to share your child's name and registration details with the official school photographer (currently Tempest). **Without this consent you will be unable to purchase individual photographs of your child from Tempest**

If you do not wish for your child's image be used at all within the school (including noticeboards / group photos / performances etc.) please inform the Data Office in writing. **Please note this decision may restrict your child's involvement in productions or school events.**

## **CASHLESS CATERING**

We use Live Register as our cashless catering system which improves the ability to serve food quickly and efficiently, reduces the money circulating within the school and simplifies the process of obtaining Free School Meals for eligible students.

This system uses biometric technology to scan the student's finger / thumb; which generates a unique number to identify your child and allows them to spend money from their cashless account. **The fingerprint image itself is not stored and cannot be used by any other system.**

The process is:

- Registration into the Live Register system; the student's cashless account is set up and their finger / thumb scanned to associate the student with their account
- Money is loaded onto the student's account; either by the parent using their Parentmail +Pay account or by the student putting money into a 'cash loader' inside the school. They can also do this via the finance office.
- The student chooses their school lunch items and scans a finger / thumb at the till; this displays their name, photo and account balance to the till operator who enters the cost of their food items and deducts the total from the account before completing the transaction

All students, including those eligible for Free School Meals, have to be registered onto the system before food / drinks can be purchased from the canteen, snack shack or vending machine. **This is the only way to purchase food / drinks within the school.**

Please provide consent for one of the following options (PLEASE ONLY TICK ONE BOX):

- For my child to be registered onto the cashless catering system, using the biometric scanning facility
- For my child to be registered onto the cashless catering system, using a PIN number
- I do not wish for my son / daughter to have access to the catering facilities. Appropriate packed lunches will be brought into school instead.

Please see the Live Register, 'Biometric Fingertip Recognition Explained' document on the website for further details, or request a paper copy from Reception.

## **PARENT / CARER AGREEMENT**

A copy of the Parent / Carer Agreement can be found on the school website under Parents, Policy and Information Viewer