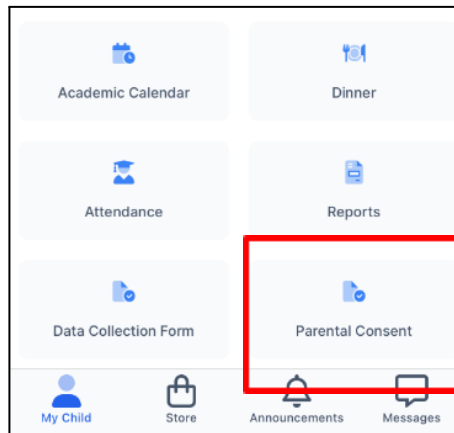


Page 1-2: My Child At School – Parental Consent Guidance
Page 3-5: GDPR Terms and Conditions

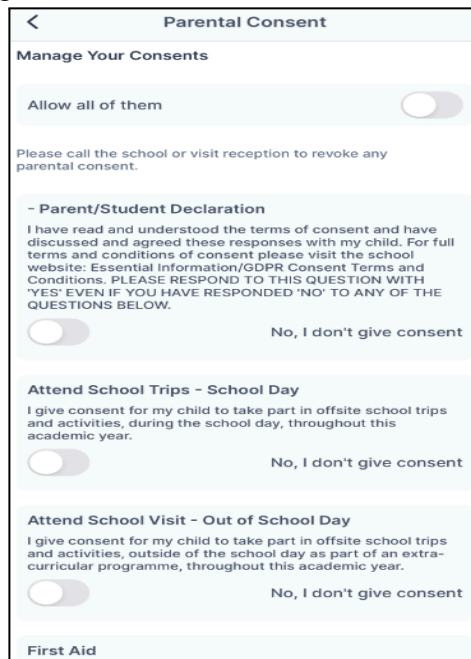
There are different instruction depending on whether you use the web version or the App version of MCAS, and whether you are using the old or new version of the App, please refer to the relevant section below:

New MCAS App Launched June 2024:

From the **Dashboard**, click on **Parental Consent**:

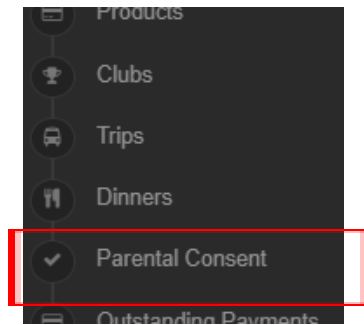


On the **Manage Your Consents** screen you will see the list of consent questions, please review the questions and move the toggle if you give consent. **You must move the toggle on the first question (Declaration)** even if you do not give consent to the questions beneath, we will use this question to know that you have reviewed and confirmed your consent responses. Ensure you scroll to the bottom of the list of questions and respond to all the questions where you give consent.



Previous version of the MCAS App

From the **side panel**, choose **Parental Consent**:



On the Parental Consent page you will see the list of consent questions, please review the questions and move the toggle if you give consent. **You must move the toggle on the first question (Declaration)** even if you do not give consent to the questions beneath, we will use this question to know that you have reviewed and confirmed your consent responses. Ensure you scroll to the bottom of the list of questions and respond to all the questions where you give consent.

Once complete, return to the top of the screen and click Save.

A screenshot of the Parental Consent form in the MCAS App. The form has a red header with a hamburger menu icon, the text 'Parental Consent', and a 'Save' button. Below the header is a red warning message: '*Please call the school or visit reception to revoke any parental consent'. The main content is titled '- Parent/Student Declaration' and contains the text: 'I have read and understood the terms of consent and have discussed and agreed these responses with my child. For full terms and conditions of consent please visit the school website: Essential Information/GDPR Consent Terms and Conditions. PLEASE RESPOND TO THIS QUESTION WITH 'YES' EVEN IF YOU HAVE RESPONDED 'NO' TO ANY OF THE QUESTIONS BELOW.' At the bottom of the form, there is a toggle switch and the text 'No, I do not give consent'. The form is titled 'Attend School Trips - School Day' at the bottom.

Web version of MCAS

From the **side panel**, choose **Parental Consent** (see screenshot above).

On the Parental Consent page you will see the list of consent questions, please review the questions and select either Yes or No for each question. **You must respond 'Yes' for the first question (Declaration)** even if you do not give consent to the questions beneath, we will use this question to know that you have reviewed and confirmed your consent responses. Ensure you scroll to the bottom of the list of questions and respond to all the questions where you give consent. **Once complete, return to the top of the screen and click Save.**

A screenshot of the Parental Consent form on the web version of MCAS. The form has a grey header with a hamburger menu icon, the text 'Parental Consent', and a 'Save' button. Below the header is a blue bar with the text 'Parental Consent'. The main content is titled '- Parent/Student Declaration' and contains the text: 'I have read and understood the terms of consent and have discussed and agreed these responses with my child. For full terms and conditions of consent please visit the school website: Essential Information/GDPR Consent Terms and Conditions. PLEASE RESPOND TO THIS QUESTION WITH 'YES' EVEN IF YOU HAVE RESPONDED 'NO' TO ANY OF THE QUESTIONS BELOW.' Below this are three questions, each with two radio button options: 'YES, I give consent' and 'NO, I do not give consent'. The questions are: 'Attend School Trips - School Day' and 'Attend School Visit - Out of School Day'. The form is titled 'Attend School Trips - School Day' at the bottom.

GDPR Consent Information and Terms and Conditions

Student Consent Information

We are very proud to be able to celebrate the achievements of our students with their families and the local community. We routinely do this via our school website, school social media accounts and the local press. In order to continue to do this, Data Protection Laws require the school to seek consent for some of the information we hold, use and share. This document explains the reasons why and how we may use some of your personal information. **Please read the information thoroughly and complete your consent responses via My Child At School (MCAS)**. If your responses are not submitted, we are required by the law to record that no consent has been given. Instructions for submitting consent via MCAS can be found above.

Data Protection guidance suggests children are able to exercise some of their own data protection rights (in terms of information services) when they reach the age of 13. We recognise that our students have their own data protection rights, however we believe it is still important to involve parents/carers in decisions regarding how their personal data is used, so we are asking that the student and a parent/carer discuss and agree the consent responses before they are submitted via MCAS. Where we refer to 'me', 'my', 'you' or 'your' in this document, this is in relation to the student.

Images and videos

Why do we need consent?

Consent will be requested during the admissions process (or such time that the consent questions are updated by the school). Any consent given will be valid for the duration of the student's time at the school and beyond, allowing us to celebrate successes and achievements of students and the school. Students and parents have the right to amend the provisions for which consent has been provided at any given time. Without consent, the school will not use images and videos where only you are featured..

Why do we use images and videos of students?

We may take images or videos of individual students to use as part of school displays to celebrate school life and students' achievements, in school prospectuses, on the school website, and for other publicity purposes such as on school social media sites, in newspapers and newsletters.

Where the school uses images/videos of individual students, the full name of the student will not be disclosed without consent. Usually, where an individual student is named in a written publication with an accompanying photograph, only forename and initial will be used to accompany the image.

An example of an exception to this would be if we were celebrating a student's achievements on the school website or in a newspaper, we may use their image and full name, however the school would contact the student and parent/carer to discuss this. prior to publication.

Further exceptions to this are where:

- images and names of students are displayed in areas of the school to indicate allergies or medical conditions, in these instances the image and full name of the student will be included. This information will be locked away when not in use
- videos are taken as part of an examination process e.g. Drama, GCSE PE and we are required to share these with the exam boards and moderators

Who else may use images and videos?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days and exam results days. Students will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. The following organisations may use images and videos of you:

- Newspapers such as Morpeth Herald, Chronicle and Journal
- Third Parties approved by the school e.g. Steel Pans, Newcastle United Foundation

What are the conditions of use?

- The school will not include the full name of any student alongside a published image or video without consent
- The school will not include other personal information, personal emails, postal addresses or telephone numbers on images or videos on our website, in our school prospectuses or any other publications
- The school may use pictures of students and teachers that have been drawn by students
- The school may publish group or class images or videos with general labels, e.g. 'sports day'
- The school will only use images and videos of students who are suitably dressed, i.e. it would not be suitable to display an image of a student in swimwear
- The school may store and publish images beyond a student's leaving date to allow us to celebrate successes and achievements of students and the school
- When we refer to 'publish' this means on a public facing or publically available medium
- The school will take class images which are available to purchase annually

For further information about how we process all personal data please refer to our [Privacy Notice](#).

Refreshing consent

Your consent responses are valid for the duration of your time at the relevant school, students and parents have the right to amend or withdraw consent at any time where any changes to circumstances occur. This can include, but is not limited to the following:

- New requirements for consent, e.g. an additional social media account will be used to share student images and videos
- Changes to a student's circumstances, e.g. safeguarding requirements mean a student's image cannot be used
- Changes to parental/student consent, e.g. amending the provisions for which consent has been provided

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the school.

Withdrawing your consent

You have the right to withdraw consent at any time. Withdrawing consent will not affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the school.

Declaration

When completing the declaration on MCAS, you are understand that:

- Why our consent is required
- The reasons why the school uses images and videos of me
- Which other organisations may use images and videos of me
- The conditions under which the school uses images and videos of me
- Where we have provided consent, the school will use my images and videos in line with my requirements
- Any consent given is valid for the duration of my time registered at this school and also allows the school to use my image to celebrate successes and achievements of students and the school beyond my leaving date
- We will be required to re-provide consent where any circumstances change
- We can amend or withdraw consent at any time and must do so in writing

If you have any questions regarding this, please do not hesitate to contact the school.

If consent responses are not submitted, the school are required by the law to record that consent has NOT been given.