

Simon Balle All-through School

Reception Registration Pack

May 2022



## Dear Families,

Welcome to Simon Balle All-through School. We are delighted that you have chosen to join us for this exciting educational journey over the next 14 years! The purpose of this booklet is to help you to understand more about our amazing school and to enrol your child with their details.

Our school is firmly grounded in principles and values; our vision is clear. Our purpose is to educate and develop all young people valuing them as individuals for who they are and setting incredibly high expectations both for their academic success and their personal development. We trust that as you have chosen our highly oversubscribed school, you too share these values and expectations and will work with us to enact them.

At Simon Balle All-through School we talk of human flourishing as we believe there to be no tension between the highest academic standards and success in its widest sense of wellbeing. Our school educates for skills, knowledge and wisdom. We place great emphasis upon being aspirational and this is achieved through constantly exploring the importance of living in a community, respecting others and treating everyone with care and dignity.

This is who we are. This is your new community and we together can achieve great things.

You can expect from us:

- A first class educational experience and an extensive range of opportunities, across the curriculum, for children to flourish.
- A safe, caring, supportive but challenging environment, whereby every child is known and valued as an individual.
- A deep sense of community and wellbeing whereby children are taught the importance of living well together, corrected and at times sanctioned, but in order to restore and transform.

We expect from parents:

- A commitment to and understanding of our ethos.
- A shared interest and support for your child's education. This includes a commitment to supporting weekly home learning, from when your child first begins with us in Reception. Reading is always a daily expectation because we know how powerful this is in supporting your child's progress and opening their minds and horizons to the world.
- Ensuring that your child attends school for most if not all of the time (at least 97%).
- An openness and ability to communicate with us.

We will need some information from you in order to complete your child's registration at the school. There are a number of forms at the end of this document which must be completed. Please return these documents as soon as possible, with a deadline of Friday 27th May 2022. Please email your completed forms back to school using the following address: [larch@simonballe.herts.sch.uk](mailto:larch@simonballe.herts.sch.uk)

Nearly all of the information you will need throughout your child's school life can be found on our website and I urge you to look here as the first port of call: [www.simonballe.herts.sch.uk](http://www.simonballe.herts.sch.uk)

We will be holding a series of meetings this term (listed on page 3) which all parents should attend.

Both Mrs Kirk and I look forward to getting to know you and your child over the coming weeks, months and indeed years.

**Alison Saunders**  
Headteacher

**Rachel Kirk**  
Vice Principal

# Contents

Important Dates for Your Diary	1
To and From School	2
Parking on the School Site	2
School Uniform	3
Free School Meals and Pupil Premium	4
Online Learning Journal - Tapestry	4
Communicating with Parents – Arbor	5
Photos and Videos of Students	5
Financial Information	6
Wrap Around Care – Busy Lizzies at Simon Balle	7
Privacy Notice for Students	7
A Note from the Simon Balle All-through School Parent Staff Association	13
Forms for completion	15
Student Information Sheet	15
Ethnic background	19
First Language Record Form	20
Student Health and Well-being Information	21
Image Consent Form	23
General Trip Consent Form	23
Simon Balle All-through School Parent Staff Association (PSA)	24
Online Safety Acceptable Use Agreement – Primary Students	25

## Important Dates for Your Diary

Date	Time	Activity	Information
May and June 2022	Dates and times to be confirmed by email	Virtual Google meets for each individual family with Mrs Sansford, Reception Teaching Assistant	These personalised google meets will be the start of us beginning to get to know your child. We look forward to a discussion about who they are, what they enjoy and more.
Thursday 14th July 2022	9.15am – 11.15am	Meet the Teacher	Your child is invited to 'meet the teacher'. Please bring them to the Larch playground where they will be invited to join our Reception classrooms. They will spend the morning getting to know their new classrooms, making some new friends and meeting the teaching staff. This is a valuable morning which supports the transition process.
Thursday 14th July 2022	9.30am – 10.30am	New Parents Workshop	This workshop will give you an opportunity to listen to some key information about our school and daily routines, meet Mrs Saunders and Mrs Kirk, and to ask any questions you have.
Monday 5th September 2022	8.45am – 1.00pm	First day of school with teddy bears picnic	Please send a healthy, nut-free packed lunch and a favourite soft toy with your child. Parents are welcome to join us at <u>1pm</u> to see the classroom. Children will be able to leave early with their parents on this day
Tuesday 6th September 2022	8.40am – 1.00pm	Normal start, early finish	Today your child will come to school as normal, they will stay for a school lunch but parents will need to pick up early at <u>1pm</u> .
Wednesday 7th September 2022	8.40am – 3.15pm	Normal start, early finish	From this day forward, your child will attend school for the <u>whole day</u> .
Monday 12th September 2022	6.30pm – 7.30pm	Parents Information Evening	All parents attend to hear from the class teacher about the year ahead.

# To and From School

Our students are our ambassadors for Simon Balle. This is why we need all children to wear the correct uniform and behave sensibly to and from school.

The journey to and from school has an impact on the child's safety, health and also on our local environment. At Simon Balle we have a travel plan which looks at how we can reduce car travel and encourage and increase sustainable travel such as walking, cycling, scooters and public transport.

Our plan is there to help:

- Reduce traffic congestion and pollution in and around the school
- Improve road safety skills
- Improve the health and fitness of students and staff
- Establish safer walking and cycling routes to school
- Enhance relations with the local community

## Parking on the School Site

**Walking to school is the normal expectation** and is positively promoted from the outset for the whole school community. This approach also supports our specialism in sport which promotes healthy lifestyles and physical fitness for children and their families. Encouraging walking also increases awareness of the local environment, independence and social opportunities.

The primary phase expansion was designed to cater for local children who would not otherwise have a primary place within walking distance of their home and therefore encourages car free travel.

**Please be aware that parents will not be able to use the car park for dropping off or picking up.**

**Alternatives, as well as the normal expectation that children walk, cycle or scoot to school, are:**

- We currently have an arrangement with East Herts District Council (EHDC) where Simon Balle families can park at the Old London Road Car Park for two hours a day (8.15am – 9.15am and 2.45am – 3.45pm) for free. Permits are available from the main school office, though this arrangement may be reviewed by EDHC in the future.
- We have a walking bus that leaves the Old London Road Car Park at 8.15am each morning. This bus is run by parent and sixth form volunteers: more information can be found [here](#)
- There are other car parks in town that can be used for drop off and pick up. You can use any car park in town for free (for the first 30 minutes) on two separate occasions in any given day as long as there is a substantial amount of time in between i.e. drop off and pick up times. Please note that Balls Park and other nearby residential streets are not a suitable alternative.

These arrangements do not apply to parents who have a blue disability badge.

**Drivers cannot come on site between 8.30 and 9.00am, or between 3.00 and 3.35pm.**

We are grateful for everyone's full cooperation in this matter.

# School Uniform

"A school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. It instils pride; supports positive behaviour and discipline; identity helps students to feel welcome; protects children from social pressures to dress in a particular way; nurtures cohesion and promotes good relationships." (Department for Education)

Uniform is important in our school and we expect **all** students to wear our uniform correctly every day both in school and **on the way to and from school**.

We want students to be proud of their school and to wear the correct uniform. The uniform is simple, but smart. It helps students to identify with each other and with the local community. Our primary phase uniform supplier is Kids Connection. Kids Connection have new premises at Unit 1a, Great Northern Works, Hartham Lane, Hertford, Herts SG14 1QN – please contact them directly for their opening times

Tel:  
01992 587466

Email:  
[store@kidsconnection.co.uk](mailto:store@kidsconnection.co.uk)

Website:  
[www.kidsconnection.co.uk](http://www.kidsconnection.co.uk)

Cards or cash are accepted and uniforms can be purchased either in the shop or online.

Winter Uniform	Summer Uniform	PE Kit
<ul style="list-style-type: none"><li>■ Logo V neck sweatshirt or cardigan</li><li>■ Logo or plain polo shirt</li><li>■ Black trousers</li><li>■ Black shoes</li><li>■ Logo book bag</li><li>■ Tartan skirt/ pinafore</li><li>■ Bottle green tights</li><li>■ White or Green socks (with skirt/pinafore)</li><li>■ Black socks (with trousers)</li><li>■ Bottle green hair accessories (long hair should be tied back using a green band, ribbon or clips)</li><li>■ Plain black school shoes</li></ul>	<ul style="list-style-type: none"><li>■ Grey shorts</li><li>■ Green cap (plain)</li><li>■ Long grey socks (with shorts)</li><li>■ Gingham summer dress (green/ white)</li><li>■ White socks (with dress)</li><li>■ All others as across, including shoes (no sandals please)</li></ul>	<ul style="list-style-type: none"><li>■ House colour PE T-shirt (please do not purchase these until you have been informed which house your child will be in)</li><li>■ Black shadow stripe shorts</li><li>■ Black joggers</li><li>■ Logo bottle green fleece</li><li>■ Logo PE bag</li><li>■ Trainers (not plimsolls please)</li></ul>

Haircuts must be sensible, for example no shaved or patterned haircuts. As detailed above, long hair should be tied back, avoiding any oversized accessories (for example, large bows).

The following items are not permitted:

- Hoodies
- Large logos on coats or jackets
- Jewellery except for one pair of small stud earrings (no hoop/ring earrings, and no bracelets or necklaces), and a watch if desired
- Nail polish or make up (and no tattoos, even where these may be temporary transfers)
- Boots (except in severe weather)

The rules apply not just in school but travelling to and from school. Our students are Simon Balle Ambassadors at all times.

## Free School Meals and Pupil Premium

All Reception and Key Stage One children receive a healthy balanced meal at lunchtime as part of the Universal Infant Free School Meals programme. However, if your child is eligible for free school meals we urge you to register for them because the school will receive money, called Pupil Premium, which will be used to aid your child's learning within the school.

For every child registered for a free school meal, the school will receive money (£1345 per pupil) to spend on extra resources.

Specifically, the Pupil Premium money is provided for:

- those pupils who receive Free School Meals (FSM),
- those children who have a parent in the armed services,
- those children who have been looked after continuously for at least 6 months (CLA),
- those children who were adopted from care, or who left care under a Special Guardianship Order
- those children who left care under a Residence Order on or after 14th October 1991.

If you think your child qualifies for Pupil Premium under any of the other categories above please indicate as appropriate on the Student Information Sheet and also contact Mrs Salter in the School Office. Evidence will need to be provided.

Your child may be eligible to receive free school meals if you are entitled to receive one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for working tax credit)
- Universal Credit

Applications can be made online at [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) and should take no more than five minutes; in most cases you will be told immediately if your child is eligible.

## Online Learning Journal - Tapestry

In Reception we record the progress that the children make in an online learning journal, Tapestry. This allows the team of staff to upload observations they make of your child as well as links to the learning which is taking place. It has worked successfully for a number of years in engaging parents in order for them to extend the learning at home as well as keeping up to date with the progress that your child is making on a day to day basis.

We will arrange a meeting in the autumn term to show you how you can access your learning journal. Because we form a partnership with our parents and families and actively encourage parental engagement, we will be sharing ideas and ways for you to update this journal from home and share experiences you have with your child. This strengthens the relationship we have with each child and also helps us learn their strengths outside of school. After all, they learn something new wherever they are, not just at school.

## Communicating with Parents – Arbor

As a school we communicate with parents as frequently as possible so that everyone is kept informed. However sending written information home can be rather 'hit and miss' with letters often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

Arbor, our Management Information System, enables us to send home information including newsletters, Parents' Evening letters, trip information, events etc. We have found the results of using this service have been very successful, particularly notifying families about any disruption caused by snow or other unforeseen circumstances, and hope that you will receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your child's book bag.

Our school messages will be sent from the email address: [admin@simonballe.herts.sch.uk](mailto:admin@simonballe.herts.sch.uk). Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your junk/spam filters. Please also check your junk/spam folder regularly in case messages go there.

Arbor also provides an app that can be used with the system. You can read more about Arbor on our [website](#).

## Photos and Videos of Students

At Simon Balle All-through School we have a clear vision to provide the very best learning experience for all of our students. We have much to celebrate; our academic standards are high, students tell us they are very happy at school and many parents are keen to recommend the school to others.

Every day so much is happening which is worthy of note from subject lessons, trips and activities, to clubs and fixtures. Our website tries to capture and share this; it is our window for the outside world and images\* of this great school are crucial if we are to publicise, communicate and celebrate our life in school.

### What sort of images/photos do we take?

We only take positive images and these are closely vetted. We take pictures of what is happening in lessons which usually comprises a group or class image. House plays and House sports, concerts, sports champions, guest visitors and activity trips all provide other opportunities for us to capture the learning and personal development that takes place at our school.

### How do we use these images/photos?

In the Early Years Foundation Stage (Reception) we will take photographs of the children for assessment purposes. These will be logged either in their Learning Journal (paper version) or use in Tapestry, a



confidential online Learning Journal that can be viewed by the child's family. Sometimes multiple children may be in the same photograph and therefore can be viewed by other families.

We also use them for displays within school. Visitors always praise us for our stimulating learning environment and the students themselves feedback just how much they enjoy looking at the range of activities which take place. This celebration of events can increasingly be seen on the website and occasionally we manage to get an article in a local newspaper.

In addition, we use images of students taking part in activities for promotional and publicity purposes. Most schools have a paper or e-prospectus, which contain images of students.

We know that most parents are happy with schools taking images and using them in this way. We are always very careful in what we take, how we use it and how we label photos. The school has guidelines, user agreements and policies to ensure we fulfil our Data Protection, GDPR and E-safety obligations. Having read the above statements, please indicate on the forms at the end of the document whether or not you consent to your child having their photo taken.

We completely understand that there can be genuine reasons why for a minority of families that photographs, even when unnamed, cannot be used on social media. We understand and will always respect this fully. However, we would urge you to give permission for use of photographs on social media if you possibly can. Over the last two years, with Covid restrictions, it has allowed us to communicate powerfully with parents, and indeed with grandparents and wider families, and the community. If we do not have this permission, it makes it very difficult to take and share memorable images - for example, photographs at Sports Days or video recordings of music concerts.

*\*Images may be photographic or filmed*

## Financial Information

We aim to operate a cashless environment wherever possible at the school and we use the ParentPay\* [website](#) as our preferred source of all financial transactions.

Parents will be emailed login details for ParentPay prior to the start of term and it will allow you to pay for things like after school clubs, trips and other activities.

If you do not have access to the internet (via a computer or a mobile phone) through which to make payments, you can come to the school to make use of ours, or pay by cheque (made payable to "Simon Balle All-through School"). Any cash sent in to the school is at your own risk so please ensure that you get a receipt for any cash handed in.

If you anticipate any financial difficulties please contact the Finance Office (at [finance@simonballe.herts.sch.uk](mailto:finance@simonballe.herts.sch.uk) or on 01992 410400) as soon as possible to see what financial assistance is available.

*\*ParentPay is a certified PCI DSS Level 1 merchant, the highest level of compliance enforced by the PCI standard*

# Wrap Around Care – Busy Lizzies at Simon Balle

Hello, from Liz and Tony Llewellyn.

We run a private Nursery on site and also breakfast and after school provision from 7.45am to 6.00pm each weekday which includes healthy breakfasts, after school snacks and a cooked evening meal.

Busy Lizzies at Simon Balle aims to provide an interesting, stimulating and safe environment where children are happy to express their creativity, enjoy positive respectful relationships, grow in self-confidence and delight in the joy of learning.

We have various activities and resources available as well as access to the playground and astro turf. These include: board games, crafts, library, toys, role play, outdoor play, art, puzzles, sports, messy play, homework help and reading.

For further information please email or visit our website which has an abundance of information, parental feedback, pictures and application forms.

Liz, Tony and the Team

Website: [www.BusyLizziesatSimonBalle.co.uk](http://www.BusyLizziesatSimonBalle.co.uk)

Email: [busylizziessb@gmail.com](mailto:busylizziessb@gmail.com)

## Privacy Notice for Students

Simon Balle All-through School collects a lot of data and information about our students so that we can run effectively as a school. This privacy notice explains how and why we collect students' data, what we do with it and what rights parents and students have.

### Privacy notice (How we use student information)

Simon Balle All-through School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. Will Davies, our Data Protection Officer, acts as a representative for the school with regard to its data controller responsibilities. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. He can be contacted on [dpo@simonballe.herts.sch.uk](mailto:dpo@simonballe.herts.sch.uk)

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third party processor, the same data protection standards that Simon Balle All-through School upholds are imposed on the processor.

### Why do we collect and use student information?

We collect and use student information under the following lawful bases:

- where we have the consent of the data subject (Article 6 (a));
- where it is necessary for compliance with a legal obligation (Article 6 (c));

- where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- where it 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 (Article 6 (e)).
- Where the personal data we collect about students is sensitive personal data, we will only process it where:
  - we have explicit consent;
  - processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and / or
  - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our Data Protection Policy for a definition of sensitive personal data.

We use the student data to support our statutory functions of running a school, in particular:

- to decide who to admit to the school;
- to maintain a waiting list;
- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- for the protection and welfare of students and others in the school;
- for the safe and orderly running of the school;
- to promote the school;
- to communicate with parents / carers.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and address);
- Characteristics (such as ethnicity, language, medical conditions, nationality, country of birth and free school meal eligibility);
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as national curriculum assessment results)
- Relevant medical information
- Information relating to SEND
- Behaviour information (such as number of temporary exclusions)
- Information relation to child protection or safeguarding.

From time to time and in certain circumstances, we might also process personal data about students, some of which might be sensitive personal data, including information about criminal proceedings / convictions, information about sex life and sexual orientation, child protection / safeguarding. This information is not routinely collected about students and is only likely to be processed by the school in specific circumstances relating to particular students, for example, if a child protection issue arises or if a student is involved in a criminal matter. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and / or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure. A very limited number of senior designated and suitably trained staff will have access to these records.

We collect information about students when they join the school and update it during their time on the roll as and when new information is acquired.

## Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. Where appropriate, we will ask parents/ students for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to use photos or images of students on our website or on social media to promote school activities. We will ask parents for consent at whatever age you join our school and this consent lasts until students leave the school at either 16 or 18. Parents/students may withdraw consent at any time.

When students are deemed to be old enough to make their own decisions in relation to their personal data, we will also ask the student for their consent in these circumstances. This will usually be around the age of 13 (Y9). Although parental consent is unlikely to be needed we wish to take a collaborative approach so we will keep parents informed when we are approaching pupils for consent up to the age of 16. Students with the maturity to make their own decisions about their personal data may withdraw consent if consent has previously been given.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and students. CCTV footage may be referred to during the course of disciplinary procedures (for staff or students) or investigate other issues. CCTV footage involving students will only be processed to the extent that it is lawful to do so. Please see our Digital Technologies Policy for more details.

## Storing student data

Personal data relating to students at Simon Balle All-through School and their families is stored in line with the school's [GDPR Data Protection Policy and Retention Policy](#).

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

A significant amount of personal data is stored electronically, for example, on our MIS or assessment database. Some information may also be stored in hard copy format.

## Who do we share student information with?

We routinely share student information with:

- schools that students attend after leaving us;
- our local authority;
- a student's home local authority (if different);
- the Department for Education (DfE);
- school governors;
- exam boards

From time to time, we may also share student information with other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,

- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- our HR providers, for example, if we are seeking HR advice and a student is involved in an issue;
- UCAS
- Student's destination upon leaving the school
- YC Hertfordshire in relation to careers advice, work experience or support services
- our legal advisors;
- our insurance providers / the Risk Protection Arrangement;

Some of the above organisations may also be Data Controllers in their own right in which case we will be jointly controllers of your personal data and may be jointly liable in the event of any data breaches.

In the event that we share personal data about students with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

## Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's [learning or qualifications](#).

## Why we share student information

We do not share information about our students with anyone without consent unless the law allows us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census), please visit the gov.uk [website](#).

## Youth support services - what is different about students aged 13+?

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services;
- careers advisers.

A parent/guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

## Our students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers;
- youth support services;
- careers advisers.

For more information about services for young people, please visit our [local authority website](#).

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, please click [here](#).

To find out more about the NPD, please click [here](#).

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please click [here](#).

For information about which organisations the department has provided student information, (and for which project), please click [here](#).

To contact the DfE, please click [here](#).

## Requesting access to your personal data

**Larch Centre:** Under data protection legislation, parents and students have the right to request access to information about them that we hold ("Subject Access Request"). Where a child does not have the maturity to make their own requests for personal data, parents may do so on their behalf in the primary school

**Years 7-13:** Under data protection legislation, students, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13 (Y9), we generally regard students as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a student to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the student and not their parent(s) on their behalf. This does not affect any separate statutory right parents might have to access information about their child.

Subject to the section below, the legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / students to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

Parents of students who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a student's own legal right which falls outside of the GDPR, therefore a student's consent is not required even if a student is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

To make a request for your child's personal data, or be given access to your child's educational record, contact the Data Protection Officer although any written request for personal data will be treated as a Subject Access Request.

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the student, with whom the student lives or whether the student has contact with that parent), and also includes non-parents who have parental responsibility for the student, or with whom the student lives. It is therefore possible for a student to have several "parents" for the purposes of education law.

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;

- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of our data protection responsibilities.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the [Information Commissioner's Office](#).

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Will Davies, [dpo@simonballe.herts.sch.uk](mailto:dpo@simonballe.herts.sch.uk)

Data Protection Officer

## A Note from the Simon Balle All-through School Parent Staff Association

The Parent Staff Association (PSA) warmly welcomes all families of Simon Balle All-through School (from Reception to Year 13) to join us. We are a charity, run by parents and staff volunteers from the whole school.

### Our aim

Our aim is to support the school by raising money to provide facilities, equipment and some "little extras" which will enhance the educational experience for your children.

We also aim to build memories and the school community by bringing together the school, families, students and the wider community. And have some fun of course!

### Our goals/achievements

Some of our larger funding projects have included the refurbishment of the school hall, library, and lecture theatre. We have also supported the repair and modernisation of the on-site swimming pool - a feature that benefits not just the students, but the wider community too. We have contributed to the outdoor classroom, nature pond, Primary garden projects and the Primary school trim trail. These areas are used daily by all students and therefore every single child benefits from our work. We have also contributed towards school trips such as the secondary Big Bang science trip and the Year 4 London theatre trip. In 2021, we were one of the partners for the start-up of the School Farm!

### How we work

We raise money through wonderful events such as our Quiz Nights, Ladies Pamper Nights, Fashion Evenings, Summer and Christmas Fairs, Raffles/Auctions, Preloved Uniform Sales, primary specific events such as Ceramic Painting Workshops, Tea Towel Portraits, summer ice cream sales, and events for the children. We regularly run a licensed bar at school music concerts and plays.



We meet approximately once every half term and use WhatsApp and email to communicate. We have launched "The Funding Pot" where all PSA members can discuss smaller funding applications.

### How can you support us / get involved?

Being part of the team which organises and runs PSA events and activities has its own rewards. It is a way of thanking the school for the great work they do, you get to meet other parents, make friends, feel involved in the school's events (just in case your child forgets to tell you!) and have some fun too.

We understand life is busy, many of our helpers work full time, however we would love some extra help from volunteers - to share as a group the planning, organising and running an event, shopping for it, tidying up and then counting all that lovely money afterwards!

We would appreciate you and your fresh ideas to raise funds, create memories for the children, and bring a different perspective to the group.

You do not have to be on the Committee or attend meetings, although we would most certainly welcome you if you could join us. You can give as much or as little time as you wish – from organising an event to baking a cake for an event.

Do you own your own business? Can you help support the PSA by donating your time or services?  
Does your employer offer community grants, Match Funding or other support to local charities?  
Our Annual General Meeting takes place early in October. This is a good time to meet some of us and find out more about what we do. It is also when we elect the PSA Committee, agree the focus of the forthcoming year's fundraising and discuss ideas for future events.

For further information please take a look at our [website](#) or download the PTA Events app (simonballepsa - organisation code). Do take a moment to register, this is where you are able to order items and where we offer event bookings.

Or "like" us on [Facebook](#).

If you have any questions at all, please contact us via email on [psa@simonballepsa.org.uk](mailto:psa@simonballepsa.org.uk)

If you can help with volunteering in any capacity, please do send us an email introducing yourself. We very much look forward to hearing from you, welcome to the family!

# Forms for completion

## Student Information Sheet

Student Details			
Legal surname		Legal forename(s) and middle name(s)	
Date of birth		If the student goes by a different name please email details to the following address – <a href="mailto:transition@simonballe.herts.sch.uk">transition@simonballe.herts.sch.uk</a>	
Home phone number		Gender	
Ethnicity		First language	
Student's home address			
Post code			

Parents' marital status (i.e. married/ divorced/ separated/ single/ other)	
If parents are divorced/ separated, who is the student's legal guardian?	
Which parent does the student live with?	
Is there a Court Order in operation with regard to the child? (Please attach a copy)	
Is the student in care?	
If answer above is yes, please give the name of the Care Authority and start date	
Is either parent in the Armed Services?	
If answer above is yes, please give details	
Is the student currently in receipt of Free School Meals?	
Has the student been in receipt of Free School Meals at any time in the last 6 years (other than in Reception, Yr1 and Yr2 - your child may be eligible to receive help from	

Pupil Premium)? (Please give details and dates)	
Names of any brothers or sisters attending Simon Balle All-through School	

Parent Details				
Please give details of ALL persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency. <b>PLEASE ONLY MARK ONE PARENT AS THE PRIMARY GUARDIAN, USUALLY THE FIRST CONTACT.</b> If a parent does not live in the family home please tick the absent parent box. <b>PLEASE WRITE THE EMAIL ADDRESS CLEARLY (particularly '-' and '_')</b>				
<b>Contact 1</b>				
Full Name				
Relationship to child		Absent parent (i.e. not living at the same address as the child)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Legal guardian	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Primary guardian	Yes <input type="checkbox"/>
Parental responsibility?			Does this person have permission to collect the student from school	Yes <input type="checkbox"/>
Parental responsibility?				
Home address (if different)				
Home phone number				
Work phone number				
Mobile phone number				
Email address				
<b>Contact 2</b>				
Full Name				
Relationship to child		Absent parent (i.e. not living at the same address as the child)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Legal guardian	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	Primary guardian	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Parental responsibility?			Does this person have permission to collect the student from school	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Home address ( <i>if different</i> )					
Home phone number					
Work phone number					
Mobile phone number					
Email address					
<b>Contact 3</b>					
Full Name					
Relationship to child		Absent parent (Y/N)			
Parental responsibility?			Does this person have permission to collect the student from school	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Home address ( <i>if different</i> )					
Home phone number					
Work phone number					
Mobile phone number					
Email address					
<b>Previous Setting</b>					
Previous Nursery/ Early Years setting					
Address					

Telephone Number	
Name of contact	

### Parent confirmation

*Please ensure this section is signed and sent back to the school. If you are sending this back electronically, please type your name into the box below*

I undertake to co-operate with the school in ensuring that my child attends school, wears the correct uniform and observes the school rules.

Parent/ Carer	
Date	

## Ethnic background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The DFE recommends that those with parental responsibility decide the ethnic background for students. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the student named above. Please also tick whether the form was filled in by a parent or the student.

(a) White		(d) Mixed	
British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Traveller from Irish heritage	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>
Gypsy	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>
Roma	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>	(e) Black or Black Irish	
Italian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Turkish	<input type="checkbox"/>	African	<input type="checkbox"/>
		Any other Black background	<input type="checkbox"/>
(b) Asian or Asian British		(f) Any other ethnic group	
Indian	<input type="checkbox"/>		<input type="checkbox"/>
Pakistani	<input type="checkbox"/>		
Bangladeshi	<input type="checkbox"/>	(g) I do not wish an ethnicity to be recorded	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>		
(c) Chinese	<input type="checkbox"/>		
This information was provided by:		Parent <input type="checkbox"/>	Student: <input type="checkbox"/>

## First Language Record Form

A first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English. In the case of an older student who is no longer exposed to the first language in the home, and who now uses only another language, the student or parent can determine which language should be recorded.

First language of student	
Current language spoken at home	
I do not wish the first language of the student to be recorded	<input type="checkbox"/>

Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education to contribute to local and national statistics. The information will also be passed on to future schools to save it having to be asked for again

## Student Health and Well-being Information

Medical details for student	
Please write student name here	
Surgery name	
Surgery address	
Surgery telephone number	
NHS number	
Has your child ever had any serious injury, illness or operation, or attended any hospital (if so, please give details)?	
Does your child suffer from any of the following problems? If so, please give details	
Vision problems	
Ear/ hearing problems	
Dental	
Severe headaches/migraines	
Allergies (Please list)	
Asthma	
Hayfever	
Skin problems	
Heart problems	
Urine infections	
Bowel problems	
Eating/dieting problems	



Fits or convulsions	
Emotional anxiety or depression	
Problems with muscles/bones/joints	
Has your child ever had a serious allergic reaction to anything? Please give brief details	
Has your child had frequent absences from school in the past year?	
Is there anything specific we need to know about your child's health?	
Please detail any family changes of which we should be made aware (including bereavements/ separation)	
If your child takes any medication please complete the box below	

If you would like to give us further, detailed information about a medical condition, including any medication taken outside of school, please complete the Simon Balle All-through School Individual Healthcare Plan which can be found on the school website using the following route: Admissions – Primary – Documentation. Please return this document to the following email address: [Larch@simonballe.herts.sch.uk](mailto:Larch@simonballe.herts.sch.uk)

## Image Consent Form

	Yes	No
I am happy for my child/children's photographs to be taken and used in school (for example, on Tapestry for Reception children, on display boards)	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for my child's photograph, always not named, to be used on the school's website	<input type="checkbox"/>	<input type="checkbox"/>
I am happy for my child's photograph, always not named, to be used on the following social media platforms (in order to share their learning and enjoyment in activities at Simon Balle) - Facebook, Instagram	<input type="checkbox"/>	<input type="checkbox"/>

## General Trip Consent Form

Please tick the box below to indicate if you agree for your child to:

- Take part in school trips and other activities that take place off school premises, and:
- Be given first aid or urgent medical treatment during any school trip or activity

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - day trips/visits.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

**I give general consent for my child to participate in school trips having read the notes above\***

☐

*Please note that we will use medical information provided in Section 4 above when planning school trips*

## Simon Balle All-through School Parent Staff Association (PSA)

I am interested in finding out more about how I might get involved in PSA fundraising (please only fill in this form if you would like to be involved with the PSA)

Name

Mobile telephone number

Home telephone number

E-mail address

I may be able to help the PSA with the following support, services or fund raising:

Student name and year group

I am happy for my details to be forwarded onto the PSA

☐

# Online Safety Acceptable Use Agreement – Primary Students

## Student Agreement

### **My online safety rules**

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom

- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Student name	
--------------	--

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Student signature	
-------------------	--

## Parent(s)/Carer(s) Agreement

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help. Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules. Any concerns or explanation can be discussed with The Vice Principal, Mrs Kirk.

Please return the signed sections of this form which will be kept on record at the school. This document will be kept on record at the school.

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.

Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, students and parents.

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

Parent(s)/Carer(s) name	
Parent(s)/Carer(s) signature(s)	
Date	