

Dear Parent / Guardian

COMBINED PARENTAL CONSENT

In order to comply with the General Data Protection Regulation we are required to obtain your consent for certain activities we undertake at school. Rather than write to you separately for these we have combined them onto one single form.

This information will be held on the school's management systems and you can be assured that it will only be used in accordance with our Privacy Notice, Data Protection Policy, IT Security Policy and Records Retention Policy. Further information about this can be found on our website: www.bedfordhighschool.co.uk

The safe handling of any personal information we collect about you and your child is important to us. This is why we will always explain clearly what information we are collecting and why. We may need to share your data with third parties where it is necessary. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure your child stays safe and healthy or we are legally required to do so.

By obtaining consent from you now, this will cover your child throughout their time at the school. You will need to complete the attached form and return it to school as soon as possible. We can no longer assume that parents 'opt in' where consent is not received, therefore we will continue to ask you for your consent if we don't hear from you.

Our Privacy Notice

We need to let you know that we store personal data about you and your child on the school's management systems. We will only share this data in accordance with those persons who provide services to the school and organisations concerned with the welfare of your child. Examples are; Youth Support Services, Social Services, Local Authority Support Services, etc. Our privacy notice is displayed on our website.

For School Trips, Sports Fixtures, Off-site Provision and Events

We need your permission for your child to participate in events and activities arranged by the school, on or off-site (including those outside the school day and residential visits either in term time, during school holidays or at the weekend). This includes taking part in careers information advice and guidance events which run throughout Years 7 to 11 and the sex education programmes which run as part of our PSHE curriculum.

We need your permission for your child to be transported in our school minibus, on external transport (i.e. coaches or taxis) and if necessary in staff vehicles. Any external transport provider will be checked in accordance with the school's safeguarding procedures prior to using them. You will still be informed before these activities take place.

For Publications

In addition to using your child's image around the school (i.e. newsletters and displays) we need your permission to allow us to use photographs and/or filmed images of your child for publicity reasons in the local media, (sometimes social media) and the school website. We will not share these images with anyone else. (Examples are; presenting a cheque to a charity, achievement awards, sporting events or school presentations). You have the right to withdraw your consent at any time. To withdraw your consent, please email: enquiries@bedford.wigan.sch.uk OR write to: The Headteacher, Bedford High School, Manchester Road, Leigh, WN7 2LU. You should address all correspondence relating to withdrawing consent with the heading WITHDRAW CONSENT followed by your name. Once we have received notification that you have withdrawn your consent, we will no longer process this information

for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law

Using Email and Mobile Telephone to Contact You

We need your permission to use your email address and mobile contact number for sending letters/communications to you about your child. Therefore, we ask you to provide email addresses and mobile numbers as part of our data collection exercise.

We will send you text messages. The school will only occasionally use traditional mail (i.e. letters); however, we will often use emails and/or mobile telephone numbers to contact you. Therefore, should these details change, you must inform us with immediate effect to avoid missing vital information. Email addresses and mobile telephone numbers will not be passed on to others and will only be used by the school to communicate messages about your child.

If you do not give this permission, it will be your responsibility to contact school for information.

Emergency medical treatment

We need your permission for urgent medical treatment to be given (if required) by a qualified first aider during the school day or during an out of school activity, where it is not possible to contact you or any other person with parental responsibility.

Bio Registration

We need your permission to register your child on our cashless catering system as cash is no longer accepted at the service points. Instead pay loaders are used to load money onto the system at the beginning and end of the school day (as well as break times and lunchtimes). Students simply place their finger onto a scanner at the point of sale to purchase food. Those students who do not want their finger scan to be taken, but still want to purchase food will be given a card.

Students who bring in a packed lunch from home are welcome to register. Registration allows access to our dining facilities throughout your child's time at the school regardless of whether they want to use this facility or not. A similar finger scan system is also used in our Library to access reading materials.

Please can you ensure that you complete and return the combined consent form to school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. J. Phillips', written in a cursive style.

Mrs Helen Phillips
Headteacher