

Data Protection

Pershore High School takes your privacy seriously and we have taken steps to protect it. Any Personal Data you give us, including photographic images, will be processed strictly in accordance with the Avonreach Academy Trust Data Protection Policy and will only be used for the purposes that you have consented to. We will not share your details with third parties without your consent, except where we are legally compelled or obligated to do so. Please note that where you consent to images appearing on the internet, they can be viewed worldwide including countries where UK data protection law does not apply.

Avonreach Academy Trust, a charitable company limited by guarantee, registered in England and Wales, company number 7665364

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Pershire High School

Quality education
for all in a
challenging,
supportive and
safe environment



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Dear Parent/Carer

Biometric Cashless Catering System

Pershire High School uses a biometric recognition system. The system is used nationally with teaching and administration systems such as cashless catering, library management, printing, door access, and e-registration systems in many schools extremely successfully.

The system links to ParentPay, which is where you will be able to credit your child's lunch account at your convenience. ParentPay is also the system for paying for trips, music lessons etc and allows you to see what your child has purchased from the dining room. Your child will be able to check their credit limit at the tills and at further machines that are installed in school. The staff in the dining room are not able to accept cash from students, so please do not send any in with your child. Ordinarily we would be letting you have a username now and then providing you with your password at a New Intake evening. Due to the current situation this year we will be sending these to you later in the term.

The cashless system will provide several very significant benefits including:

- Parents being able to monitor purchases within the school canteen.
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student.
- Reduction in the need for cash handling.
- Students do not have to remember to bring a card.
- Reduction in queuing time.

In order to comply with the provisions of the Protection of Freedoms Act 2012, we need written permission from a parent in order for students to use the biometric system. This will be gained via the online admissions form.

If you would like more information or the chance to discuss this further, please contact finance@pershire.worcs.sch.uk

Thank-you

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics 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 currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only 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 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 and the GDPR 25.05.2018

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 continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission 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 we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to your child continuing to use the biometric system, it is important that you return the signed consent form below as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact a member of the finance department.

Pershore High School Contract
Mobile Phone, Smart Watch and other Electrical Device Usage
(September 2024)

By signing this contract, I/we understand and agree that:

1. Usage:

- 1.1 Mobile phones and other electronic devices should be turned off and out of sight between the first school bell of the day (8.50 am) and the final bell of the day (3.30 pm). In addition, Smart watch technology must not be used for any other functionality than confirming the time during the school day;
- 1.2 Before the first school bell of the day (8.50 am) and after the final bell of the day (3.30 pm), mobile phones and other electronic devices may be used without additional permission unless detained in class or for detention;
- 1.3 Mobile phones and other electronic devices must only be used with the permission of the member of staff in charge of the activity for which the device is required. School trips are considered to be lesson time and mobile phone and other electronic device usage or otherwise will be at the discretion of the teacher in charge;
- 1.4 Mobile phones and other electronic devices are not allowed in exam rooms – even if turned off and in a bag; students must hand these in to invigilators on entry to the exam room where they will be stored for the duration of the exam (*These are national Examination Board rules*);
- 1.5 It is not acceptable to use a mobile phone in place of a clock/watch or calculator;
- 1.6 It is not acceptable to use a mobile phone to contact a parent/carer, without prior permission from a member of staff.
- 1.7 A mobile phone or other electronic device may only be brought to school if the school holds a completed 'Contract'.

2. Responsibility:

- 2.1 The mobile phone, other electronic device or smart watch is solely the responsibility of the owner at all times and the school accepts no responsibility at any time;
- 2.2 Parents/carers should not expect to be able to contact students through their mobile phone between 8.50am and the end of school bell. Messages should be passed via the Student or House Hubs;
- 2.3 No responsibility is taken by the school for any mobile phone related illness caused by usage within the school site;
- 2.4 Mobile phones should be used responsibly at all times. Sanctions will result from the taking of photographs or videos (with additional sanctions, if subsequently posted on social media); this will apply when the subject is in school uniform and/or on the school site, even with their permission.

3. Sanctions:

- 3.1 Any breach in the agreed rules will result in the confiscation of the mobile phone, other electronic device or smart watch and issuing of a sanction;
 - 3.2 Confiscated mobile phones, other electronic devices or smart watches will be taken to the Student Hub by the teacher who confiscates them. Student Hub staff will log and secure the item in a safe.
 - 3.3 A confiscated device will only be returned when a fully signed 'Mobile Phone, Smart Watch and other Electronic Device Usage' Contract is held by the school and the device has been confiscated for the required amount of time (see 3.4). The sanction may or may not have been completed at this point;
 - 3.4 The sanctions following a device confiscation are as follows:
First Offence: Returned at the end of the school day. One lunchtime detention given.
Second Offence: Handed in to the Student Hub for three consecutive school days, returned at the end of each day school day. Two lunchtime detentions given.
Third Offence: Discussion with parent/carer regarding suitability of overnight confiscation to prevent further issues; device only to be collected by parent/carer. One after school detention given;
 - 3.5 Failure to hand over a mobile phone, smart watch or other electronic device when requested will be dealt with as gross disobedience.
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