



Penistone Grammar School

Never Stop Flying

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Achieving Excellence through a Values Driven Education

Date 19/03/2024

Dear parent/carers,

DATA COLLECTION – HOME SCHOOL AGREEMENT

To enable us to capture all information about our Class of 2029, we require parents/carers to complete a Microsoft Form, as attached [here](#). The information you submit will be approved by us and transferred directly onto our school's database. We kindly request that this is completed by **Friday 26 April 2024**.

Once you have submitted the completed form, if you need to amend or change any details previously provided, please contact us directly at transition@penistone-gs.uk rather than submitting a new form.

Information regarding any medical needs, SEND needs, dietary needs or external agency involvement e.g. social care/school nurse/CAMHS/MIND will be shared with the relevant professional who will contact you for further discussion, at their earliest opportunity. If your child has a Care Plan or Court Order in place, please can you forward a copy of this to transition@penistone-gs.uk to help ensure everything is in place for September.

SETTING CONTACTS

You will have the opportunity on the form to add additional contacts. We require a minimum of 2 contacts, if you would like to provide a third contact there is the opportunity to do this on the form.

Communication via email/text will be sent to family members set as 'Priority 1' only. More than one contact can be set as Priority 1.

Priority 2 and 3 contacts will only be contacted in the event of an emergency, should we be unable to contact Priority 1 family members. Priority 2 and 3 contacts will not receive school communications.

It is vital that a daytime contact number is provided for all contacts.

Below are some examples of Priority settings:

Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

SITUATIONS	DATA TO BE SET
Both parents live with child	<ul style="list-style-type: none"> • Both set as Priority 1 (both parents receive communications) - Or - • One parent set as Priority 1 and one parent set as Priority 2 (only the Priority 1 parent receives communications)
Parents separated – only one parent for communications	<ul style="list-style-type: none"> • One parent set as Priority 1 and one parent set as Priority 2
Parents separated – both parents for communications	<ul style="list-style-type: none"> • Both set as Priority 1

If there are any issues with parental responsibility or Court Orders or Special Guardianship arrangements in place, please email us to discuss.

Please note, that if additional contacts are added as a 'Priority 1' contact, they will only start receiving information from September as this information only goes 'live' once students are officially on roll, which will be September.

NOTES ON PARENTAL CONSENTS

- **Bio-metric Scanning** - We operate a cashless catering system that uses biometric technology. This means that students have an image taken of their fingerprint which is translated to an alpha-numeric code. The image is then discarded, with only the alpha-numeric code held in our records. No student fingerprints are stored and the code cannot be used to recreate an image of the fingerprint. Students, parents/carers and staff can be assured that the stored code cannot be used by any other source for identification purposes.
- **Copyright Permission** – Consent to use students' work on web pages, ICT presentations, displays, educational or interest articles for magazines, prospectuses or similar. Please be assured that no personal information will be made public without your express prior consent.
- **First Aid Consent** – Consent to give basic first aid. Allergies to specific medical equipment eg plasters can be identified in the **Medical Information** section. By ticking this is consenting to all first aid being administered.
- **Photographs/videos** - Consent to photographs/video footage of students by school and other verified external agencies for promotional purposes.
- **School computer network and Internet access** – Consent to access the school's computer network and internet in school to support learning (see below).



IT CODE OF CONDUCT

As part of the school's IT programme, we offer students supervised access to the internet. Our aim is that internet use at PGS supports the educational progress of our students, and we try to give students access to as many aspects of the internet as we can. We do recognise however that we have a duty to protect our students from inappropriate material and have a filtering system which is updated daily to block sites not appropriate for use in a school. Unfortunately, no filtering system is fool proof, and we also recognise that on rare occasions, students may find ways to access other materials.

Notwithstanding this, we believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Code of Conduct for use of School Computer Network and the Internet

My child and I agree that they will

- Only access sites that are appropriate for use in school.
- Be aware that others can see their actions on the Internet.
- Be careful of what they say to others and how they say it.
- Respect copyright and trademarks (you cannot use the words or pictures that you see on an Internet site without giving credit to the owner of the site).
- Check with a teacher before opening email attachments or completing on-line questionnaires or subscription forms.

My child and I agree that they will not

- Give their password to anyone else or allow them to use your account.
- Download games or other programs from the Internet or elsewhere.
- Use chatrooms or unauthorised web-based email services.
- Give their name, address, telephone number or any other personal information about themselves or others to anyone they write to.
- Send, access or display offensive messages or pictures.
- Use or send bad language.
- Waste time on the computer doing things that are not related to their work in school.
- Intentionally cause damage to the computer system.

My child and I are aware that

- User areas on the school network will be closely monitored and staff may look at their files and communications at any time. You should not consider them private.
- Failure to follow this code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved, as certain activities may constitute a criminal offence.

If you would like to find out more information about how we store and use your child's data, please see our Privacy Notice on the school's website which can be accessed [here](#).

If you have any queries, please contact the team via transition@penistone-gs.uk or contact us via phone on 01226 762114 if you require support accessing IT.

Kind regards,

The Transition Team

