



# New Student Starter Pack

2022 – 2023

Pecyn Croesawu Disgybl  
Newydd

# Home School Agreement



## 1 The School

### **Elfed High School will:**

Aim to promote the development of individual students so that they achieve their full potential;

Contact parents/carers if there is a problem with attendance, punctuality or equipment;

Let parents/carers know about concerns or problems that affect their child's work or behaviour;

Set, mark and monitor homework;

Send home regular progress checks and assessments and arrange progress evenings during which progress will be discussed;

Keep parents informed about school activities through regular letters home, online newsletters and notices about special events.

## 2 The Parents/Carers

### **I/We shall:**

See that my child goes to school regularly, on time and properly equipped with a strong school bag, fully equipped pencil case with scientific calculator and geometry set;

Let the school know about any concerns or problems that might affect my child's work or behaviour;

Support the school's policies for behaviour, uniform and jewellery, including school detention as required, subject to 24 hours notice;

Support my child in homework and other opportunities for home learning;

Try to attend parents' evening and discussions about my child's progress;

Ensure my child wears the correct uniform;

Get to know about my child's life at the school;

### **No extremes of fashion are allowed and the Headteacher has the final say on the acceptability or otherwise of dress and appearance**

All clothing and personal items must be marked with the student's name. The school is not responsible for students' personal property.

# Parent/Carer Consent for Routine Visits



I hereby agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

Sports fixtures, visits to local areas of interest (within walking distance), visit to the local community

These visits will normally take place at other high schools in Flintshire, within the local community or similar locations.

## **I understand that:**

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to follow all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;
- all young people are covered by the Local Authority's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover for your child.

# Cashless Payment in the Dining Room



I am pleased to inform you that we have a cashless catering system at Elfed High School. The system provides the opportunity to purchase meals using a biometric cashless catering system. Cash is not accepted to purchase food or drinks in the dining room.

## What is a cashless catering system?

With a cashless catering system you pay in advance for your child's school lunches, crediting his/her account with the amount paid in. Your child uses this credit to pay for food and drink at lunchtime and during morning break. Individual students are identified at the till by an automated mechanism, with the cost of their lunch being deducted from their credit.

## Why a cashless catering system?

There are several advantages to a cashless system:  
Students do not need to bring anything with them to the dining room.  
The risk of losing money is reduced because money only needs to be brought to school when the amount in credit needs topping up rather than every day.  
Balance statements and description of food purchased are available on request. Any special dietary needs can be noted into your child's details.

## What happens to students who have free school meals?

Students who have free meals have an automatic credit on their account every day. Other students cannot tell who has a free meal. Parents/carers sometimes choose to add extra credit to their child's account to top up their free meal allowance.

## How does the biometric/PIN system work?

The cashless system uses biometric technology and avoids the need to use cash to purchase school meals. The biometric system is based on fingerprint recognition technology. A numerical value is derived from the fingerprint. It is this numerical value that is stored, not the actual image of the fingerprint. **It is not possible to recreate a student's fingerprint, or even the image of a fingerprint, from what is, in effect, just a string of numbers.** The number derived from your child's fingerprint will be used only for the cashless catering system. It will not be passed to anyone within, or outside of, the school and will be destroyed when your child leaves the school.

We understand that some people have concerns over use of the fingerprint recognition system. Your child may choose to use a PIN number (Personal Identification Number) instead of fingerprint recognition. In this case it is essential that he/she is careful not to give the PIN number to anyone as it could be used by another person.

Additional security is provided by including photograph identification at the till. The photograph is taken with parents' and students' permission and is not used for any purpose other than the cashless system.

## **How to keep the account in credit**

You will be able to make online payments via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

## **What you need to do now**

Activate your School Gateway account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **Download the app**

If you have a smartphone, please download School Gateway from your app store (Android and iPhone).

## **OR**

- **Visit the website**

[www.schoolgateway.com](http://www.schoolgateway.com) and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to log into School Gateway.

## **What happens next?**

Please complete and return the Parent/Carers' Reply Form so we can set up an account for your child on the system and, where necessary, provide your child with a unique pin number for personal use. Even if your child plans to bring packed lunches to school it is recommended that they enrol on the system as from time to time students do forget to bring their packed lunch and the school can therefore arrange for your child to have a lunch from the canteen.

If you have any questions about enquiries about account balances or requests for information about food purchased please contact Mrs H Jones, the Catering Site Supervisor, on 01244 550217.

# Internet and Email Use



As part of the school's information and communications technology (**ICT**) programme, we offer pupils supervised access to the **Internet** and email. Before the school allows students to use these facilities, they must obtain parental permission. Both pupils and parents must sign and return an **Internet and Email** Use Permission Form as evidence of their acceptance of the school's Rules for Responsible **ICT** Use. Copies of both are enclosed with this letter.

Various projects have proven the educational benefits of **Internet** and email access, which enable pupils to explore a wide range of information sources, and communicate and collaborate with other learners throughout the world. Although there are concerns about children having access to inappropriate material via the **Internet**, the school takes a range of measures to minimise these risks. A filtering system is in operation, which restricts access to inappropriate materials, and this is supplemented by an **Internet** safety programme for all pupils which teaches the safe and appropriate behaviours to adopt when using the **Internet** email and other technologies. All email is checked for unsuitable content and images, including within attachments and such email is stopped.

Although **Internet** use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The school therefore supports and respects each family's right to decide whether or not to grant consent for access.

During school teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, films and radio.

If you decide to support your child's application for access to the **Internet**, please read the enclosed Rules for Responsible **ICT** Use, complete and sign the enclosed permission form and return it to me by the end of term. The school has a number of leaflets from national bodies that explain issues further and also cover **Internet** use at home.

# Electronic Communication

## Acceptable Use Statement for Students



The computer systems are owned by the school, and may be used by students to support their education. The school's internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files, including electronic mail message, that may be held on its computer systems and to monitor any internet sites visited and use of electronic communication.

Students requesting internet access and use of email should sign a copy of this Acceptable Use Statement and return it to the Headteacher for approval.

- All users will follow the school Rules for Responsible use of Electronic Communication.
- All Internet activity should be appropriate to the student's education.
- Access should only be made via the authorised identity and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters, except to a specified school mailbox, is forbidden.
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for non-electronic school correspondence.
- Use of electronic communication to access materials which the school considers inappropriate, such as pornographic, racist or offensive material, is forbidden.
- Details of our online learning platforms are on our website under the Blended Learning tab.

# Responsible use of ICT equipment, the internet and Virtual Learning Environments



## Student Agreement

### **I agree to:**

- Use the ICT systems for their true purpose (no games)
- Respect other computer users
- Keep my login and password secret
- Log out when I leave
- Use the internet only with permission from the computer teacher

### **I agree not to:**

- Look at, change or delete anyone else's files
- Switch off computers while they are in use
- View or download any unsuitable or obscene information or images
- Store or share any information or images that may breach copyright
- Send any harassing or 'spam' messages

### **I understand that:**

- The school may check my computer files and monitor the internet sites I visit
- If I deliberately break these rules, I will be stopped from using all ICT equipment in school

### **I am aware that I must take care when using the internet and e-mail and I will:**

- Only use internet and e-mail with my teacher's permission
- Send polite and responsible messages
- Report any unpleasant messages sent to me

### **I will not:**

- Give my home address or telephone number or arrange to meet anyone
- Disclose anyone else's personal details



# Image/Photograph Consent Documents



Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programme.

To comply with the Data Protection Act 2018/G.D.P.R, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown.

## Images and Photographs - Conditions of Use

- The Parent/Carer Reply Form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details of full names (which means first name **and** surname) of any child or adult in a photographic image on video, or our website or virtual learning environment, in our school prospectus or in any of our other printed publications.
- We will not include personal email or postal addresses, or telephone or fax numbers on video, or our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text of photo caption.
- If we name a pupil in text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have drawn by pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

# Well Being Information/Tutor Group Organisation



We are very much looking forward to welcoming your child to Elfed High School in September. To help make the move from primary school to Elfed as smooth as possible we need some information to help plan our new tutor groups.

Please help your child to select up to three friends that they would like to be with, in their tutor group in September. We will aim for students to be with at least **one** of these friends. It is not possible for students to be with all of the friends they name.

This is an important decision, and one that families need to think very carefully about. Please make sure you have discussed it at home first. Students need to choose friends who they are able to work well with in lessons and people that they have a strong, positive friendship with.

Friends can be from different primary schools, as long as they are going to be starting at Elfed High School in September.

Students will need to identify their 3 friends on the attached parent and carer reply form. Any changes or forms returned after the 20<sup>th</sup> May 2022 will make it unlikely that they will be placed with their friendship choices.

You are welcome to contact Mrs A Rowlinson to discuss this on 01244 550217.

## Attendance

Every lesson counts at Elfed! A minimum of 98% attendance; every lesson counts at Elfed. The majority of our students are well organised and many have an excellent attendance record. Please avoid taking holidays in term time.

# 2022 – 2023

## Holiday dates for students

TERM	TERM BEGINS FOR STUDENTS	HALF TERM HOLIDAY		TERM ENDS
		Begins	Ends	
<b>Autumn 2022</b>	Monday 5 <sup>th</sup> September 2022	Monday 31 <sup>st</sup> October 2022	Friday 4 <sup>th</sup> November 2022	Thursday 22 <sup>nd</sup> December 2022
<b>Spring 2023</b>	Monday 9 <sup>th</sup> January 2023	Friday 17 <sup>th</sup> February 2023	Friday 24 <sup>th</sup> February 2023	Friday 31 <sup>st</sup> March 2023
<b>Summer 2023</b>	Tuesday 18 <sup>th</sup> April 2023	Monday 29 <sup>th</sup> May 2023	Friday 2 <sup>nd</sup> June 2023	Thursday 20 <sup>th</sup> July 2023

**School is closed on:**

May Day – Monday 1<sup>st</sup> May 2023  
Buckley Jubilee – Tuesday 11<sup>th</sup> July 2023

**School is closed for Staff Training on:**

Thursday 1<sup>st</sup> September 2022  
Friday 2<sup>nd</sup> September 2022  
Friday 23<sup>rd</sup> December 2022  
Friday 17<sup>th</sup> February 2023  
Monday 17<sup>th</sup> April 2023  
Tuesday 11<sup>th</sup> July 2023

# Code of Safe Practice in Physical Education



In order to satisfy the school's 'Code of Safe Practice in Physical Education' I write to highlight safety issues.

Firstly, it is highly recommended that shin pads be worn in playing Hockey, secondly, the use of personally designed mouth guards is also recommended as a valuable means of protection in both Rugby and Hockey. Also, I would like to make both parents and pupils aware of the fact that all jewellery should be removed before taking part in a physical education lesson.

Pumps are unsuitable for any kind of physical activity as they offer no support to the foot and ankle.

A wide range of activities are available to all students at lunchtime and after school. Please find overleaf a copy of the activities we offer currently to our students. This timetable is updated throughout the school year.

## **Physical Education kit**

Essentials ¾ zip top

Training tee

Essential leggings\*

Skort\*

Unisex shorts\*

Sports socks

Trainers

Football boots for football, rugby and optional for cross country

Swimming kit

Gum shield and shin pads

\*Students MUST wear either the leggings, skort or shorts. (Only leggings with the Elfed logo will be permitted).

# Fair Processing Notice



Fair Processing Notice: What the School, Local Education Authority and Government do with information it holds on Pupils.

This tells you about what the National Assembly for Wales, Flintshire Local Education Authority (LEA) and Elfed High School do with your or your child's personal and performance information.

The collection of personal information.

The school collects information about pupils and their parents or legal guardians when they go to a new school; they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school normally as part of what is called the Pupil Level Annual Schools Census, which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

The use made of this personal information.

The National Assembly for Wales uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at [www.learning.wales.gov.uk](http://www.learning.wales.gov.uk) or [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics).

The LEA also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures that individual pupils cannot be identified.

The school uses the information it collects to administer the education it provides to pupils. For example;

- the provision of educational services to individuals;
- monitoring and reporting on pupil's educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

## **Organisations who may share personal information**

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- Other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;

- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information are passed on so that they can do their work.

### **Personal information held**

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

### **Other information**

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

### **Your rights under the Data Protection Act 2018/G.D.P.R**

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;
- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian may have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

### **Seeking further information**

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- your child's school on 01244 550217;
- your LEA is Education Data protection officer 01352 702178
- the National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ;
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

# Free School Meal Entitlement



We would automatically add £2.40 to your child's account in our dining room every day using the cashless system so that no one would be aware that you are claiming free school meals.

Students who are entitled to Free School Meals are not expected to contribute to Skills Week and other trips and activities. We also give priority access to our study clubs and computer facilities and help purchase essential materials and equipment.

## Who can have Free School Meals?

Free School Meals will be provided for students whose parents/carers receive any of the following:

- Income Support
- Income Based Jobseekers Allowance, Immigration
- Asylum Seekers Allowance, Employment Support
- Allowance (Income Related), Pension Credit
- Child Tax Credit (without Working Tax Credit) with an annual income of £16190 or less (subject to review by the Welsh Assembly Government).

Please contact Flintshire on 01352 704069 or ([www.flintshire.gov.uk](http://www.flintshire.gov.uk)) Enquires will be dealt with in confidence.

We are keen to support you and your family in any way we can, so please don't hesitate to contact us if you have any questions or concerns about Free School Meals.