

# SIDMOUTH COLLEGE



Headteacher - Mr A Evans  
(From September 2025)

## Family information pack

### Home/School Agreement & Privacy notice



# 2025/2026

[www.sidmouthcollege.devon.sch.uk](http://www.sidmouthcollege.devon.sch.uk)

Ted  
Wragg  
TRUST







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# Welcome to Sidmouth College

## Message from Mr Evans, Headteacher (From September 2025)

As Sidmouth College's new Headteacher, I am particularly excited to welcome this Year 7 cohort.

Transitioning to secondary school is a significant milestone, and my team and I are committed to ensuring that every student feels supported, valued, and excited about the opportunities ahead.



## Sidmouth College Heads of House



**Drake**  
Miss Ryce



**Grenville**  
Miss Hughes



**Raleigh**  
Mr Richards



**Scott**  
Miss Carnell



# Home/School Agreement

## Partnership

The success of any school is built on a partnership between its governors, students, staff and parents/carers. For the partnership to work properly, there has to be a clear understanding of the responsibilities of each partner and good communication between them. The contribution of the College and parents/carers to this partnership are set out in this Agreement. It summarises the part each of us needs to play in securing success for all our students.

## Our Compulsory Agreement with You

We will provide:

- high standards of teaching and classroom behaviour through a safe, caring, disciplined and well-maintained learning environment;
- a broad and balanced curriculum which aims to meet the needs of all students;
- the setting of extension and enrichment work (homework) appropriate to students' age and ability;
- opportunities for your child to develop a wide range of interests beyond the formal curriculum;
- regular information on your child's progress;
- an open and welcoming environment and opportunities for you to become involved in the life of the College.

## Your Agreement with Us

- support the College's aims;
- support and encourage your child in their learning, monitor extension and enrichment work through MCAS and encourage their involvement in extra-curricular activities;
- monitor their Student Planner and the collection of lesson stamps;
- attend parents/carers consultations and support College events;
- support **'the Sidmouth College Way'** — the College's Code of Conduct and guidelines for behaviour;
- keep us informed about any concerns that might affect your child's work or behaviour;
- not take family holidays during term time.
- ensure your child attends College regularly, on time, properly equipped and in uniform.

# Use of Student Images by Sidmouth College

Occasionally, we may take photographs, video recordings or webcam recordings of the students at our College for educational use and to celebrate individual, team and group achievements and success. This could include displaying or using the images on project boards, in the College newsletters, at College conferences, in College projects or for historical purposes, such as class photographs and Year Books.

There are also times when our school is visited by the media who will take photographs or video footage of a visiting dignitary or a high profile event. Students will often appear in these images, which may be published in local or national newspapers, or televised programmes.

The images the College takes of its students may also be used as 'promotional material' for the College and could be published on leaflets, in our prospectus or on our website.

The GDPR Regulations 2018 requires that we obtain your permission before we photograph or make use of any recordings or pictures of your child when used for promotional purposes and you will have received a consent form with this publication that you need to complete and return to the College. Before doing so, please read our 'Conditions of Use' set out overleaf.

**\*\*Please note that, if you decide not to give your consent, it will be the your child's responsibility to exclude themselves from photographic and video recording situations.\*\***

## ***Student images—Conditions of Use***

Please find below our conditions for using your child's image(s):

- The consent you provide for the use of your child's images for promotional and educational purposes will be used by the College (unless you state otherwise).
- We will only use the minimum amount of personal information about your child in any publication (such as first name and surname, College name and possibly year group) and will never reveal personal email addresses, home telephone numbers or home addresses.
- We will not use your child's image for any purpose if it would prejudice the interests of your child.
- We will only use images of students who are suitably dressed i.e. in a College uniform, appropriate dress, or PE kit.
- We will not use your child's image for any reason other than those stated, unless we have a legal obligation/ power or have received further consent from you.
- We will keep your child's images and personal information secure.



# Home/School communication

We believe it is vital to keep parents/carers informed about general College matters as well as information about individual students. There are several ways we seek to do this:

- The Prospectus, which contains general information about the College and its curriculum. This and other information is available on the College website. *Please contact the College Reception if you would like a printed copy of any of our publications.*
- The College website: **[www.sidmouthcollege.devon.sch.uk](http://www.sidmouthcollege.devon.sch.uk)**.  
an excellent way to keep in touch with College information and events
- My Child At School - fast and effective communication via an app and email, keeping you up to date with information about your child and College activities.
- A half-termly newsletter on the College website and sent via email
- Annual review newspaper distributed at Open events and electronically via the website
- Regular consultations with tutors and subject teachers, either in person or online.
- Student Monitoring Reports
- The Student Study Planner
- The College Facebook page

We will contact you individually if there are specific concerns about your child. Equally, we encourage you to contact us if you have any concerns you wish to discuss. Contact details for all staff are available on our website. In such cases, you should email or phone ahead to arrange a meeting with teachers, rather than drop by unexpectedly. Please remember that teachers have 100+ students, each with needs, as well as a busy day with teaching and administrative responsibilities.

Teachers will endeavour to respond to parents/carers enquiries in a timely fashion. Simple queries should receive a response before the end of the school day following the request. For more complex matters, teachers may take up to five working days to respond. In all cases, we will do our best to respond promptly and appreciate your patience.

## Opportunities for parental involvement

There are two parent governors on our Local Governing Board. Each governor spends a maximum term of four years supporting the College through governance. There will be opportunities for you to nominate yourself or other parents/carers during the time your child is at Sidmouth College. Please see the College website for information regarding current vacancies.

# Use of Internet by Students

As part of the Government ICT in Schools Scheme, and to support learning opportunities within the College, your child will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet is now a common source of educationally useful material and, increasingly, the primary distribution medium for a wide range of organisations. Nevertheless, certain material on the Internet would be considered unsuitable for school students and the IT Support Team has taken steps to minimise access to such material. These include:-

- **Use of a filtered Internet service to prevent access to Internet sites with certain types of material**
- **The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult. This will include mobile devices.**
- **Tracking mechanisms that enable the College to identify which Internet sites have been visited and to monitor Internet access**

## *Please Note:*

- **All users of College computer equipment must abide by the Acceptable Use Policy (set out below). Users not abiding by the Policy may have their right to use the systems withdrawn. The policy is displayed in all rooms where there is student access to computers**
- **Users are responsible for their use of College computer systems. They are provided for use by students to support their education. Users are expected to respect the property of others, in particular data held on College systems**
- **The College reserves the right to examine or delete any files held on its computer systems and to monitor any Internet sites visited**
- **All students are taught an online safety curriculum delivered by the ICT and PSHE department. Due to the rapid development of internet technologies this curriculum is constantly updated and students are regularly made aware of current online safety issues. Advice and guidance is given to keep them safe when online, including responsible internet behaviour and the reporting of instances of cyber-abuse. We therefore expect all students to behave responsibly when online and to record and report any instances of cyber-abuse.**

## Acceptable Use Policy

We use the College computers, Wi-Fi and Internet connection for learning. Our Acceptable Use Policy helps us to be fair to others and keep everyone safe. As part of the Policy, students are required to:

- Ask permission before entering any website, unless their teacher has already approved that site
- Only use their own login and password on the College network and keep them secret
- Not look at, or delete, other people's files
- Only email people they know, or whom their teacher has approved
- Only send polite and sensible messages
- When sending email, not give their home address or phone number, or arrange to meet anyone
- Ask for permission before opening an email attachment sent by someone they do not know
- Not use Internet social networking sites



## Use of Internet by Students Continued

- Tell a teacher immediately if they see anything they are unhappy with or receive messages they do not like. The College may check computer files and monitor the Internet sites they visit
- Understand that if they deliberately break these rules, they could be stopped from using the Internet or College computers.

### Mobile Phones, Earphones & Smartwatches

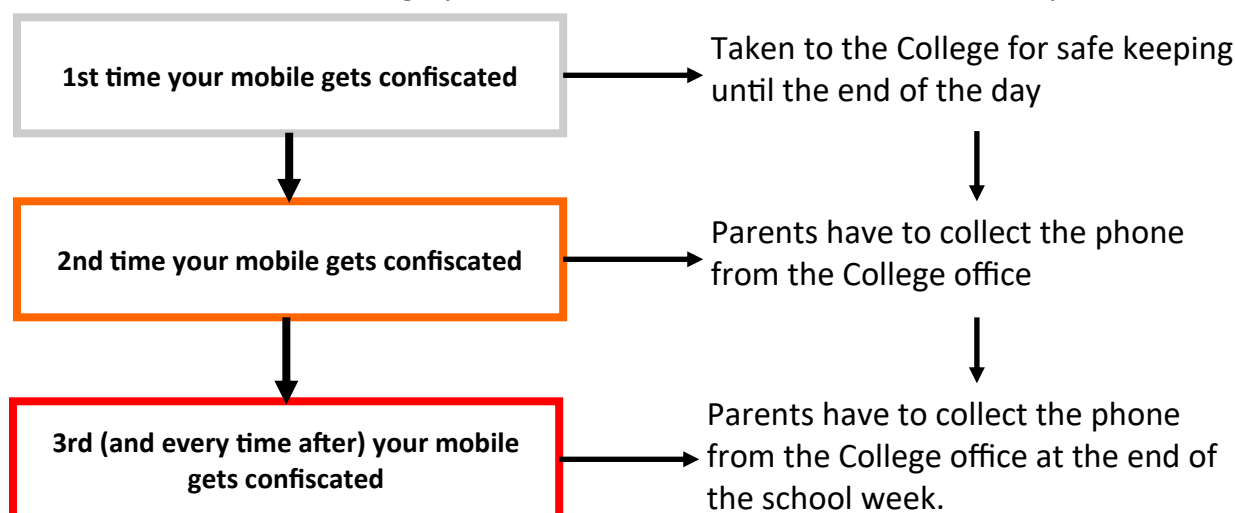
- Sidmouth College recognises that mobile phones can be an integral part of many secondary school children's daily life within today's technological society.
- The College accepts that parents may wish their child to have a mobile phone for their journey to and from College.
- Where a mobile phone, earphones or smartwatch is brought into College, it is entirely at the student's and parents' own risk. The College accepts no responsibility for the loss, theft or damage of any phone, earphones, mp3 player or other mobile device brought into College.
- Mobile phones which are brought into College must be turned off (not placed on silent) and stored out of sight immediately the student arrives at the College. They must remain turned off and out of sight until the student has left the College site at the end of their day. Earphones may not be used at any time and must be removed at the front gate.
- Occasions may arise where there may be a legitimate reason for making use of mobile phone technology within a lesson. In this instance mobile phones can only be used if a teacher specifically requests that students use them within their lesson.
- It is strictly against College rules to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission.
- Any student caught filming another person (and/or uploading images or video onto the Internet) will have their phone confiscated. It will be treated as a disciplinary matter and their parents may be informed. If the action is repeated, offensive or of a serious nature, the matter will be treated as a serious disciplinary issue. In such circumstances, the child's parents will be informed and the Local Governing Board may be notified.
- In accordance with Sidmouth College's Internet Acceptable Usage Policy and Online Safety Policy, the College reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.
- As young adults, Sixth Form are permitted to use mobile phones within study areas and the Sixth Form common room.
- The PE changing rooms are left unlocked once students have left to go to their activity therefore valuable items must be handed over to PE staff who will lock them away safely and return them at the end of the lesson. Students and parents should be aware that mobile devices are particularly vulnerable to being stolen in changing rooms, hence the PE Department's policy of handing valuables in. Any mobile phone taken from the changing rooms having not been handed in cannot be the responsibility of the College.
- Where parents or students need to contact each other during the College day, they should do so only through the College's telephone system (via Reception) and not via student mobile phones.

## Use of Internet by Students Continued

- This policy has been devised to ensure that efficient, effective and safe environments for learning can be maintained at all times. We rely on the cooperation of parents and carers in supporting this policy. If you do not wish the College to confiscate a phone then please ensure that your child follows this policy.

### Sanctions that apply if the policy is not followed:

- If a student is observed using a mobile phone, earphones or smartwatch by a member of staff, that member of staff will be required to confiscate it immediately. The member of staff will take it to College Reception for safe storage, where it will be stored in a locked, safe space, clearly communicating to the Reception staff the name of the student the phone/earphones/watch has been taken from and the circumstances which led to the confiscation.
- When a mobile phone, earphones or smartwatch is confiscated, the matter will be recorded on the child's SIMS behaviour log by the member of staff who confiscated the phone/watch.



This process resets at the beginning of each new term.

- Any student who refuses to hand over a mobile phone/earphones/smartwatch when requested to do so will be removed from their lesson by a member of the Senior Leadership Team and the refusal will be treated as a disciplinary matter.



### College Policies

All College policies, including our Safeguarding policy (Child Protection Policy), can be accessed on the 'Policies' page on the College website:  
at [www.sidmouthcollege.devon.sch.uk](http://www.sidmouthcollege.devon.sch.uk)



# Uniform

All students in Years 7 to 11 are required to wear full uniform as listed below. Sanctions are in place for those who do not. As well as creating a smart impression and instilling a sense of pride, school uniform plays an important part in helping to safeguard your child. We expect parents to be supportive of this.

- Black single-breasted jacket with embroidered logo
- Plain mid grey or black formal pressed trousers\*\* (plain black belt)
- Mid grey knee-length box-pleated skirt (no additional finishing details such as zips on pockets, patches etc)
- Tailored Smart Grey Shorts
- Plain white shirt (button to the collar)
- Clip-on College tie with House colour
- Black formal polishable shoes (no boots, trainers, canvas shoes or steel toe caps)
- Black or grey socks or black tights
- Black V-neck jumper, plain (OPTIONAL)
- Black rain jacket (with logo) (OPTIONAL)
- Aprons for Art and Technology

\*\* Trousers must not be excessively skinny or baggy and must be worn on the waist (not low-slung) and full length. No denim; no jean-style cut (with rear pockets and rear yoke seam); no decorative buttons/studs., no leggings or skinny fit trousers.

## Jewellery

Eye-brow jewellery, nose, tongue and lip studs must not be worn.

Only one small stud earring may be worn, one earring per ear.

Only one ring may be worn.

No jewellery to be worn during PE including studded earrings.

## Make-up

No nail-varnish is permitted or false/acrylic nails, excessive make-up (eg, heavy or brightly coloured eye make-up, drawn on eyebrows, lipstick or foundation).

No false eyelashes. Students may be asked to remove make-up at the discretion of a member of staff.

## Hair

Hair colour should be natural and consistent (i.e. not streaked or dipped), and avoid extremes of fashion

## PE Kit

Compulsory for lesson	Optional for lesson	Optional for sport team representation
Navy blue shorts with logo (choice of the College performance shorts or tailored shorts)	Navy blue sweatshirt with hood and logo	Studded boots
Royal blue PE polo shirt with logo	College rugby shirt with House colour and logo	
Shin pads (for hockey/football)	Navy blue skort with logo	
White gym socks	Navy blue tracksuit bottoms with logo	
Trainers (not casual wear such as converse/vans and cannot be school shoes)	Navy blue sports leggings with logo	
Navy blue socks (for autumn/winter sports)		
Gumshield		

*Logo items available from Honiton Sports Shop*

**Mouthguards:** are essential for body contact sports such as rugby and hockey. Properly made they provide protection for the teeth and soft tissues and help prevent concussion. Mouthguards should be custom made from accurate upper and lower impressions of the mouth.

**Base layers:** In very cold weather, students may choose to wear a base layer technical top underneath their royal blue PE top if they wish to. The base layer must match the colour of their PE top.

**Hair, nails & jewellery:** The PE Department follows the safety guidance from the Association for Physical Education. All long hair (regardless of gender or ethnicity) must be tied back to prevent entanglement in apparatus and to prevent vision being obscured. Nails need to be sufficiently short to prevent injury to self and others. No jewellery to be worn during PE. All piercings must be removed (not taped) for PE lessons.

## College shop and My Child at School

Revision guides, textbooks, art materials, ties and other items can be purchased from the college shop. Students will be advised by staff when then need to purchase any course materials.

The College does not take cash payments. Parents are able to make online payments using MCAS. If you are unable to make a card payment please speak to someone in reception.

Further details of MCAS will be given to parents on enrolment.

The College shop is available through our website.



## The College Day

**The times of the School day are as follows:**

8.50 - 9.15am	Registration/Assembly
9.15 - 10.10am	Period 1
10.10 - 11.05am	Period 2
11.05 - 11.35am	Break 1
11.35 - 12.30pm	Period 3
12.30 - 12.55pm	Canon Reading
12.55 - 13.25pm	Break 2
13.25 - 14.20pm	Period 4
14.20 - 15.15pm	Period 5



## Why attendance matters

Regular attendance helps students to make good progress and enjoy learning. We take a whole school approach to maintaining excellent attendance; it is the JOINT responsibility of parents, students and staff. Being at school is a very important part of any young person's life. It enables them to learn, to make friends, to gain important qualifications and to **develop a variety of skills which will prepare them for adult life.**

School and parents/carers are partners in making this a success. As parents/carers it is YOUR responsibility to make sure that your child makes the most of this opportunity by ensuring a high level of attendance is maintained.

## What is Good Attendance?

STAGE	PERCENTAGE ATTENDANCE	ACTIONS
1	96% +	
2	Under 96%	Attendance Letter 1—approved by Head of House
3	Under 92%	Attendance Letter 2—HoH to meet parent/carer and offer Early Help, medical withdrawal and possible Attendance Education Officer (AEO involvement)
4	Under 91%	Attendance Letter 3—HoH close monitoring and possible referral into AEO service

At Sidmouth College we take attendance very seriously and are committed to attempting to engage every child with the school environment and education. We consider ourselves a supportive school and will try to make considerations for students who need additional support. We are, however, bound by the law to ensure that each student attends school.

96%	=	47 hours / 2 weeks missed a year
90%	=	95 hours / 4 weeks missed a year
85%	=	142 hours / 6 weeks missed a year
80%	=	190 hours / 8 weeks missed a year

## Punctuality—Arriving at School on Time and Leaving

**0850**—students expected in school and ready outside Tutor rooms

**0851—0854=LATE** to tutor time—students will be required to make up time with tutor at break time

**0855=LATE** on gate SLT. Red Slip and break time detention with SLT

**0900=LATE** sign in at Reception—Red Slip and break time detention with SLT

**1515**—End of the school day

2 x lates in one week = after college detention

3 x lates to lessons = after college detention (this is every three consecutive and resets at half term)

**ILLNESS**—In the event of illness no student is permitted to sign out without seeking permission from First Aid or Head of House / Senior Leadership Team

**Please contact us to see how we can help support good attendance**

**Attendance Officer 01395 514823**

**Miss Ryce (Drake) [jo.ryce@sidmouthcollege.devon.sch.uk](mailto:jo.ryce@sidmouthcollege.devon.sch.uk)**

**Miss Hughes (Grenville) [christine.hughes@sidmouthcollege.devon.sch.uk](mailto:christine.hughes@sidmouthcollege.devon.sch.uk)**

**Mr Richards (Raleigh) [benjamin.richards@sidmouthcollege.devon.sch.uk](mailto:benjamin.richards@sidmouthcollege.devon.sch.uk)**

**Miss Carnell (Scott) [Claire.carnell@sidmouthcollege.devon.sch.uk](mailto:Claire.carnell@sidmouthcollege.devon.sch.uk)**



## Authorised & Unauthorised Absences

### Authorised Absences

Absence for the following reasons is authorised but patterns of absence will be monitored and investigated if necessary. More detailed absence information is available from the Attendance Policy. Where possible Medical Appointments should be made outside of the school day.

Illness	Medical Appointments	Funerals	External Examinations
University Visits	Study Leave	Absence request form S2	

The law states that the Principal can authorise absence in exceptional circumstances and that this must be sought in advance of the proposed absence using the S2 Form.

### Unauthorised Absences

More detailed information on absences is available from the Attendance Policy on the school website. Examples of Unauthorised absence are;

Looking after younger children/sick relatives	Attending concerts/events	
Birthdays (student/relative)	Relatives visiting/visiting relatives	
Resting after a late night	Holiday during term times	Truancy
Any absence the school is not informed about and not approved		

## Your role as a Parent/Carer

**You play a very important role in ensuring the good attendance of your children.**

All parents/carers want the best for their children and a good education helps ensure that children have the best start in life. School equips them for succeeding both academically and socially so that they can achieve in the exams and learn how to make and manage relationships. **AS A PARENT/CARER YOU HAVE LEGAL RESPONSIBILITY TO ENSURE THAT YOUR CHILD ATTENDS SCHOOL REGULARLY AND PUNCTUALLY.**

**Please note that you must call the College on EACH day to report your child will be absent.**



# THE SIDMOUTH COLLEGE WAY

## READY

**On time** - We are in the right place at the right time, calm and prepared to learn.

**Equipment** - We are organised, have the correct equipment & use it correctly.

**Uniform** - We wear our uniform correctly & with pride.

## RESPONSIBLE

**Follow Instructions** - We are responsible for our actions.

**Positive attitude** - We work hard to do our best and show pride in our work.

**Keep everyone safe** - We behave safely, are kind, polite and care about others.

## RESPECTFUL

**Others** - We listen to others and speak respectfully.

**Myself** - We show a positive attitude & follow requests by adults.

**Environment** - We leave the college environment as we expect to find it.



# Praise

We will always seek to praise effort, commitment and achievement of every sort and, where appropriate, celebrate it publicly through displays of work, our regular newsletter, awards evenings and through the local press.

All students will routinely collect stamps in lessons which recognise when they are organised, well prepared and ready to learn. Stamps are collected in the Student Planner each lesson and monitored by tutors each week. **'The Sidmouth College Way'** follows a Praise (P) system. Students earn points as set out below:

**Students' hard work will be celebrated in a number of ways, with the opportunity of on-going celebration on reaching Sidmouth College milestones. Nominated students and top achievers will be recognised at Awards and Celebration Events throughout the year.**

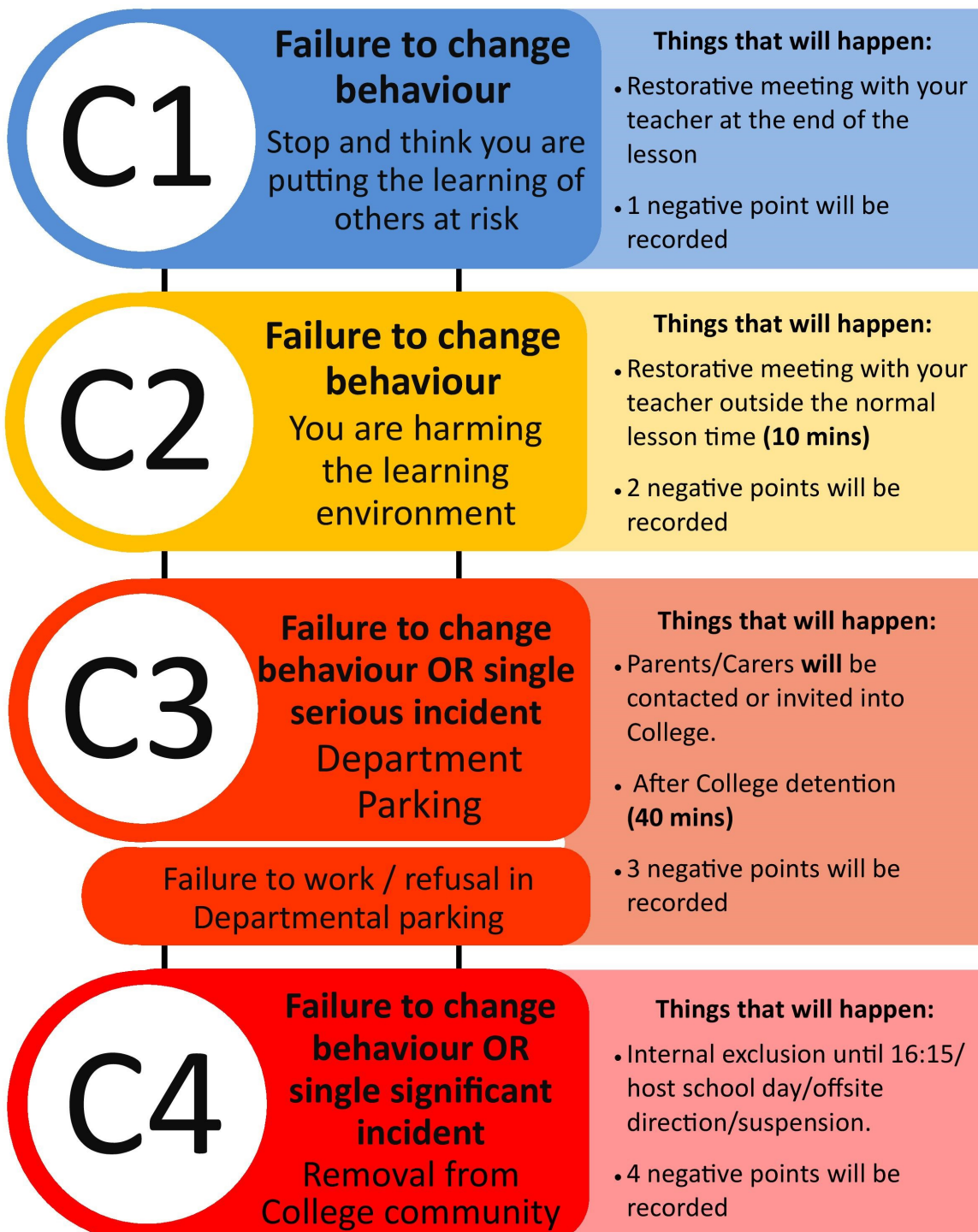
HOUSE POINTS	HOUSE COMPETITIONS	POSITIVE CHOICES
<div>P1</div> <div>Work well for yourself</div> <div>+1 Point</div>	<div>2</div> <div>House points for all participants</div>	<div>Good behaviour in:</div> <div><div>• P1 Ready</div><div>• P1 Responsible</div><div>• P1 Respectful</div></div>
<div>P2</div> <div>Being a good role model for others</div> <div>+2 Points</div>	<div>10</div> <div>House points for 3rd place</div>	<div>Outstanding behaviour in:</div> <div><div>• P2 Ready</div><div>• P2 Responsible</div><div>• P2 Respectful</div></div>
<div>P3</div> <div>Outstanding Representative for the College</div> <div>+3 Points</div>	<div>20</div> <div>House points for 2nd place</div>	<div>Behaviour seen over a half term:</div> <div><div>• P3 Ready</div><div>• P3 Responsible</div><div>• P3 Respectful</div></div>
<div>P4</div> <div>Achievement which benefits the College &amp; wider community</div> <div>+4 Points</div>	<div>30</div> <div>House points for 1st place</div>	<div>Behaviour seen over a term:</div> <div><div>• P4 Ready</div><div>• P4 Responsible</div><div>• P4 Respectful</div><div>• P4 Pride of Sidmouth College winner</div></div>
<div>Stamps - doing the right thing every day, every lesson, earns you house points</div> <div><div><div>0 - 19 stamps</div><div>20 - 24 Stamps</div><div>25 Stamps</div><div>26 - 30 Stamps</div><div>31 - 36 Stamps</div></div><div><div>= 0 house points</div><div>= 3 House points</div><div>= 5 House points</div><div>= 8 House points</div><div>= 10 House points</div></div></div>		

# Consequences

To support 'the Sidmouth College Way', it will sometimes be necessary to apply consequences, ranging from verbal warnings, meeting with teachers, detentions or, where necessary, internal/external exclusions.

'The Sidmouth College Way' incorporates the following Consequence (C) system. Students will be deducted points as set out below:

Stop and think, you are putting the learning of others at risk





### Sidmouth College guidelines for Student Presentation

Please use the following guidance to ensure that your book is well presented, shows your learning and can be used for revision purposes.



"ONLY YOUR  
BEST IS GOOD  
ENOUGH"

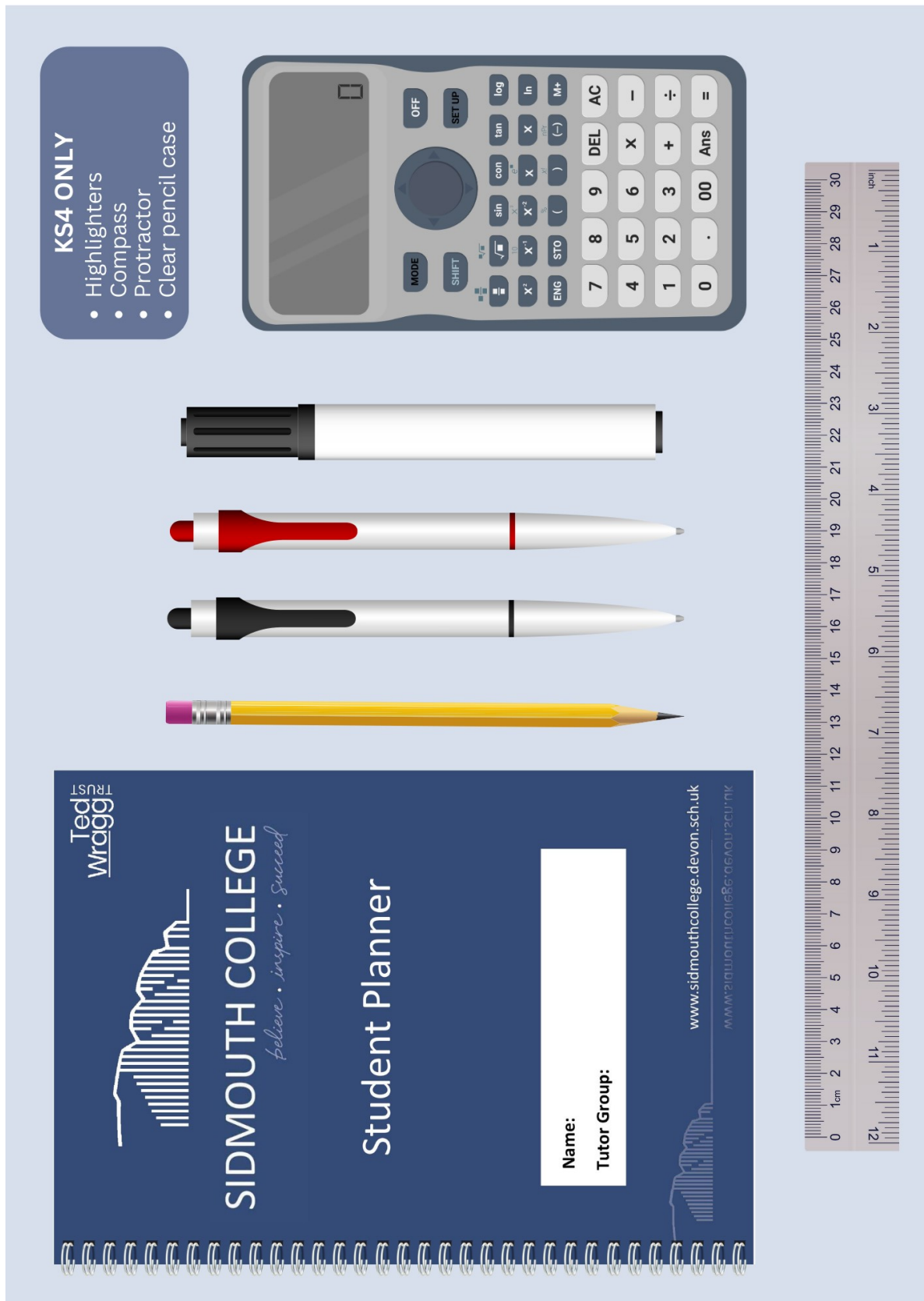
- Date: right hand side, underlined with a ruler.
- Title: middle of the line below the date, underlined with a ruler.
- C/W for classwork and H/W for homework. See example below:

<u>C/W</u>	<u>Title</u>	<u>Date</u>

- For every lesson you will need a **Pen, Pencil** and **Ruler**. You will also need to bring subject specific equipment i.e. calculator
- Write in **black ink**. Use **red ink** for peer or self-marking. Your teacher will mark in **green ink**.
- Draw in **pencil**.
- **Mistakes**: crossed out with one line.
- **Respond to teacher's marking** by answering the response question / task.
- Your book should be **free** from **graffiti** or **scribbles**.
- **Fold** and **glue** all sheets into your exercise books.
- You will be asked to **rewrite** any **poorly presented** work.

# Equipment Map

Students are expected to have the equipment shown below throughout the school day. Planners are provided to all students at the beginning of the year but must be purchased through the college shop if they are lost or damaged beyond usefulness.



# Students:

## Your safety and well-being is very important to us

As a young person you have a right to be protected from any kind of danger, threat or abusive action no matter how small you think these are or who is trying to hurt or upset you.

Staff at Sidmouth College want to help protect you.

If you have any concerns about your welfare or safety, or the welfare or safety of someone you know, talk to one of our trained members of staff.....

Alternatively you can talk to your Tutor, Head of House, or someone in Student Support.



Mrs Shepherd



Mr White



Mrs Wilkinson



## Transition process

At Sidmouth College we believe that it is imperative that Year 6 students have a positive move into Year 7. It is vital that they feel confident and equipped to make the transition into the College at the start of the academic year. From March onwards Sidmouth College staff work with Primary schools to gather information about your child to support them to prepare for transition.

### Our aims

- To reassure Year 6 students about their transition to Sidmouth College and to prepare them for College life.
- To support parents and provide them with all the information they need throughout the transition process.
- To gather relevant information from all our feeder primary schools about each student joining Sidmouth College in September.

The College runs 3 transition days in the Summer term giving students a taster and orientation of the College. This year they will be held **on 30th June, 1st and 2nd July 2025**. We offer additional transition opportunities aimed at students who may find the transition process more challenging than others. Students are identified through consultation with primary schools or parents if a pupil is currently educated at home. We will contact parents at the end of May with further details using the email address you provide on the green admissions form.

Sidmouth College aims to give every student a positive transition experience so they look forward to their start with us in September 2025.

We look forward to welcoming you all in the Summer term.

Best Wishes

Mrs Wilkinson, Mrs Sullivan and Mrs Todd

**Sidmouth College Transition Team**

# Cashless Catering System



*believe • inspire • succeed*

Dear Parent/Carer

## Cashless Catering System

Sidmouth College Restaurant uses a Live Register cashless system for paying for school meals, which uses the latest biometric technology to scan the student's finger; this generates a unique number to identify your child and allow them to spend money from their cashless account. The fingerprint image is not stored and cannot be used by any other system. A full explanation of how biometric scanning works, and how your child's data is protected, is included on the next page.

We decided that the biometric system was the best option, as opposed to other methods of identification, because a fingerprint cannot be lost, will not wear out and cannot be stolen or otherwise misused by a third party. Please be assured that no image of your child's fingerprint will be held by the College or Live Register.

This is a very simple process ...

- **Step 1** Registration into the Live Register system; the student's cashless account is set up and their finger scanned to associate the student with their account.
- **Step 2** Cash is loaded onto the student's account; either by the parent using the existing School Cash Office website and paying in by credit or debit card, or by the student putting money into 'cash loaders' inside the school.
- **Step 3** The student chooses their school lunch/breaktime items and scans a finger at the till; this displays their name, photo and account balance to the till operator who then enters the cost of their food items, deducts the total from the account and the transaction is complete.

If your child is eligible for Free School Meals, they are still registered in the system and have their finger scanned at the till, however, the system will know that they have FSM and will not make a charge unless the amount purchased exceeds the free school limit, currently £2.50.

Registering our new students into the system will take place when they visit us for the New Intake transition days. **Please ensure consent is indicated on the online form:** this will allow us to set up your son or daughter with a cashless account in the Live Register system. This process will be done on arrival for any students starting during the academic year.

With thanks in anticipation of your co-operation.

# Cashless Catering System

## Notification of intention to process pupils' biometric information

Dear Parent/Carer

Sidmouth College wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of our catering service. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph).

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

## Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. Sidmouth College would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to the catering payment system.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services. You should note that the law places specific requirements on schools and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system. For example:

- Sidmouth College cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent (s) (i.e. as stated above)
- Sidmouth College must ensure that the information is stored securely
- Sidmouth College must tell you what it intends to do with the information
- unless the law allows it, Sidmouth College cannot disclose personal information to another person/body – you should note that the only person/body that Sidmouth College wishes to share the information with is the Sidmouth College Live Register Cashless Catering System. This is necessary in order to allocate catering purchases to the correct student.

## Providing your consent/objecting

As stated in the guidance, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, Sidmouth College must not collect or use their biometric information for inclusion on the automated recognition system. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent.

# Cashless Catering System

Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. [Your child's] objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. Sidmouth College is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by Sidmouth College, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to access the College catering service.

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## **SIDMOUTH COLLEGE LIVE REGISTER CASHLESS CATERING SYSTEM**

Please complete this form if you consent to taking and using information from your child's fingerprint by Sidmouth College as part of an automated biometric recognition system. This biometric information will be used by Sidmouth College for the purpose of the administration of the College canteen food service.

In signing this form, you are authorising Sidmouth College to use your child's biometric information for this purpose until he/she either leaves the College or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the College at the following address:

Primley Road, Sidmouth, Devon EX10 9LG

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the College.



# Student Information Privacy Notice: How we use your information

This privacy notice should be read alongside our **main privacy notice** on our website for full details about how we process personal data. [www.sidmouthcollege.devon.sch.uk](http://www.sidmouthcollege.devon.sch.uk)

This privacy notice was updated on 5<sup>th</sup> September 2022

## Personal information we collect about students

We collect the following information about you:

Description	Examples
Personal identifiers	<i>Name, date of birth, contact details, unique pupil number, candidate or examination numbers</i>
Characteristics	<i>Ethnicity, language, religious beliefs and free school meal eligibility.</i>
Safeguarding information	<i>Court orders, professional involvement, observations and outcome.</i>
Travel	<i>School travel arrangements.</i>
Health information	<i>Medical such as doctor's information, child health, dental health, allergies, medication, disability, dietary and other relevant health information (such as COVID19) and special educational needs.</i>
Education	<i>Educational performance, attainments, achievements, test marks, exam grades.</i>
Attendance	<i>Sessions attended, number of absences, absence reasons and any previous schools attended.</i>
Behavioural information	<i>Exclusions and any relevant alternative provision put in place.</i>
Faith and beliefs	<i>Religious or other beliefs.</i>
Images	<i>CCTV, photographs or video recordings of you or your work (such as official school photographs, classwork activities, performances or events, school trips and sports days), visitor management system.</i>
Consent	<i>Your consent preferences</i>
Biometric data	<i>Your fingerprints for our cashless catering or library services</i>

## We need this information to:

- Assess your eligibility to attend our school and process your admission
- Support your learning and help you reach your educational goals
- Monitor and report on your progress, attainment, attendance and behaviour
- Help us build a picture of your educational, social and health needs
- Provide you with catering, library, ICT and learning resources
- Communicate with you regarding homework and other important school matters
- Keep you and other children safe (food allergies, emergency contacts, professional involvement)
- Assess your eligibility for funding, bursaries and grants
- Comply with our laws regarding data sharing
- Help crime prevention, detection and public safety
- Respond to complaints, grievances and discipline investigations
- Assess the quality of our services
- Meet our legal duties placed upon us by the Department for Education

## Who we share information with

We share information with a range of organisations, companies and agencies, where it is necessary for us to carry out our legal responsibilities and duties as a school. We only share information about you where it is strictly necessary for us to do so, and the law and our policies allow us to do this. The following are examples of who we share information with:

<b>Department for Education</b>	<p>We are required to share information about our pupils with the DfE (this is known as the 'school census'), either directly or via our local authority, so the DfE can carry out their statutory duties regarding data collections. Our duty to share this information comes under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.</p> <p><b>Find out more</b></p> <ul style="list-style-type: none"><li>• For school census and our data collection requirements visit the DfE website <a href="#">here</a></li><li>• Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). To find out more about the NPD, visit their website <a href="#">here</a></li><li>• The law allows the DfE to share pupils' data with certain third parties. For more information about the DfE's data sharing process, visit their website <a href="#">here</a></li><li>• To find out which organisations the DfE has provided pupil information to, visit their website <a href="#">here</a></li><li>• To find out how the DfE collects and shares pupil data for research purposes, visit their website <a href="#">here</a></li></ul>
<b>Local authority</b> <i>School Admission &amp; Safeguarding Teams</i>	<p>We have a legal requirement to share certain information about our pupils with our local authority, to ensure that they can carry out their statutory duties under the <a href="#">Schools Admission Code</a>, including conducting Fair Access Panels.</p> <p>We may also be required to share child protection or safeguarding information with them, so we can carry out our statutory duties under section 11 of the Children's Act 2004 (duty to safeguard and promote the welfare of children) and to enable the local authority to carry out their duties under section 47 of the Children's Act 1989 (duty to investigate and take action to safeguard children).</p>
<b>Health partners</b> <i>Educational psychologists, school nurses and health visitors</i>	<p>We sometimes share information about our pupils with health professionals, to help the pupil receive the necessary health, educational and pastoral support they need. This is usually shared with the parent's consent (and if appropriate pupil's consent) unless it is necessary for us to carry out our official duties or safeguard the welfare of the child.</p>

<b>Other schools</b>	<p>We are required to share a pupil's Common Transfer File and educational record with their next school when they leave us. We are also required to share a pupil's 'curricular record' with the pupil's intended school, upon request. We are required to share this data under The Education (Pupil Information) (England) Regulations 2005.</p> <p>If the school has a concern about the safety of a pupil, it has a duty to share relevant information with the next school, to safeguard that pupil or others.</p> <p>Our school complies with the Department for Education: <i>Keeping Children Safe in Education</i> (2021), whenever it shares personal data. Further information about our information sharing practices can be found on our Safeguarding page at <a href="http://www.sidmouthcollege.devon.sch.uk">www.sidmouthcollege.devon.sch.uk</a></p>
<b>Examination boards and moderators</b>	<p>We are required to share information about our pupils with examination boards and moderators, so they can enter those pupils into exams, make accessibility arrangements for them where required, mark their work and issue their grades.</p>
<b>Youth support services and careers advisors</b>	<p>Once our pupils reach the age of 13, we must share pupil information 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 youth support services and careers advisors.</p> <p>A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once they reach the age 16.</p> <p>We must also share certain information about pupils 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 post-16 education and training providers; youth support services and careers advisors.</p> <p>When a student reaches the age of 16, they can object to only their name, address and date of birth being passed to their local authority or provider of youth support services, by informing us. For more information about services for young people, please visit our local authority website at <a href="http://www.devon.gov.uk">www.devon.gov.uk</a>.</p>
<b>Ofsted</b>	<p>We may be required to support an Ofsted inspection, where an inspector asks to see a sample of the school's records. These records could identify a pupil. Any identifiable personal information the inspector may see, will not be taken away or used in their reports.</p>
<b>Law enforcement</b>	<p>We may be required to share information about any person we hold information about, to the police or other law enforcement agencies, to assist them in an investigation or to prevent or detect a crime or safeguard individuals at risk.</p>
<b>Research projects</b>	<p>We may be invited <i>from</i> time to time to take part in important local or national research programmes or initiatives, which are endorsed by the Department for Education. We will let you know if we need to share identifiable pupil data as part of these projects and you will be given the opportunity to opt out from your data or your child's data being used in this way.</p>
<b>Service providers</b>	<p>We use companies that provide us with a service to help us run effectively as a school. The services we often receive are IT support, payroll provision, professional advisors (eg human resources, legal advisors, insurers and auditors), learning or teaching resource providers, communication application providers, catering and transport.</p> <p>We also work alongside other organisations or individuals that provide services directly to our parents or pupils, such as the school photographer, organisers of extra-curricular clubs or activities or companies that run school trips or provide accommodation or transport.</p> <p>To receive these services, we sometimes need to share personal information or use their products to store school data. We have contracts or agreements in place with our service providers to ensure that any personal data shared is protected and handled in line with the UK GDPR.</p> <p>The companies/individuals we use may change on a regular basis. If you would like information about any specific companies or individuals we work alongside or receive services from, please contact us at <a href="mailto:dpo@sidmouthcollege.devon.sch.uk">dpo@sidmouthcollege.devon.sch.uk</a></p>

## Our legal basis

The main legal bases we rely on when we process your personal information are as follows:

<b>It is necessary for us to perform a task which is in the public interest or to exercise our official duties as a College</b>
This broad legal basis is applicable to almost all the processing we do involving personal data.
<b>It is necessary for compliance with a legal obligation</b>
This is applicable where a specific law requires us to collect or share personal data (this usually involves pupil, employee or governor data). This will include sharing data with the Department for Education (DfE), Her Majesty's Revenue and Customs (HMRC) or HM Courts and Tribunal Service (e.g. following a court order).
<b>The data subject has given their consent</b>
<p>Consent is not required for most of the processing we do, however, there are occasions when we ask for consent. For example, if we want to publish photographs or videos of pupils; collect pupil fingerprints to provide them with access to our cashless catering or library systems; share data with other organisations or individuals where we are not legally required to share that data.</p> <p>Where we are processing your data with your consent, you have the right to withdraw that consent. If you change your mind, or if you are unhappy with our use of your personal data, please let us know by contacting the school office.</p>
<b>The processing is necessary to protect the vital interests of the data subject or someone else</b>
This is applicable where a person's life could be at risk and we need to share or make available information to help them. This could involve sharing serious allergy information with staff, paramedics or other medical professionals, or other information requested by the police or social services to assist them in their enquiries to protect that person.
<b>The processing is necessary for our legitimate interests as a College or the legitimate interests of a third party</b>
This is applicable where the processing is not required by law but is of clear benefit to the school or the data subject; there is limited privacy impact on individuals and the individual reasonably expects us to use their data in this way. This legal basis is not relied upon where the school is processing the data to perform its official tasks.

When we process '**special category**' data, we must have another legal basis as well. Special category data is personal data which reveals *a person's racial or ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, genetic data, biometric data (such as fingerprints), health, sex life or sexual orientation*.



<b>The data subject has given explicit consent</b>
This is usually applicable where we ask for health, dietary information or biometric data (such as fingerprints).
<b>The processing is necessary for performing any right or obligation which is imposed on the school in relation to employment, social security and social protection law (e.g. safeguarding individuals at risk; protection against unlawful acts; prevention against fraud)</b>
This is usually applicable where we are performing our safeguarding duties to protect pupils.
<b>It is necessary to protect the vital interests of any person where the data subject is physically or legally incapable of giving consent</b>
This could be relied upon in situations where someone has become seriously ill on our premises and we are asked by medical practitioners (such as paramedics), to share information we know about that person's health or allergies.
<b>The processing is necessary for the establishment, exercise or defence of legal claims</b>
We may share or use special category data where legal action is being considered or underway.
<b>The processing is necessary in the substantial public interest</b>
This may be relied upon in circumstances where our processing is necessary to safeguard children or others at risk or where we respond to requests from the Police or law enforcement bodies, to assist in an investigation to prevent or detect an unlawful act.

This list is not exhaustive.

## How we protect your information

We take our security responsibilities seriously to protect your personal data from accidental or unlawful access, disclosure, loss, damage or destruction. For example:

- Access to our data is on a strict need to know basis
- Our electronic records are held on encrypted servers
- We have strict visitor management security procedures in place
- Our sensitive paper files are locked away with restricted access to the keys
- Our employees, volunteers and governors are subject to Disclosure and Barring Service (DBS) checks and employee contracts contain confidentiality clauses
- We have policies, procedures and training around data protection, security, record disposal and confidentiality. Our Data Protection Policy is available [here](#)
- We use encrypted email or secure file sharing platforms to share personal data with external organisations
- We carry out due diligence checks on our service providers and Data Protection Impact Assessments, where required.
- We use up to date virus and malware protection software; security patches are applied promptly, and we back up our data regularly.

## Storing personal data

The personal information we collect and store is essential for our school's operational use. We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

For more information about how long we keep personal data for see our [Record Retention Schedule](#).

## Overseas transfers

We mainly store our data in the UK or the European Economic Area (EEA), however some of our service providers may store personal data outside these areas (usually in the USA). Where this is the case, we have a contract with these service providers which ensures they process our data securely and in line with our data protection laws.

We use the following service providers who process pupil data outside the UK/EEA:

## Your data protection rights

You have the following rights under the data protection laws:

The right to:

- Be told how your personal data is being processed (see our privacy notices).
- Request access to your personal data.
- Rectify personal data held about you which is inaccurate or incomplete.
- Have your data erased in certain circumstances.
- Restrict the processing of your information in certain circumstances.
- Object to your information being used for public interest or direct marketing purposes.
- Ask that your personal data is transferred from one organisation to another or given to you, in certain circumstances.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Complain if you are not happy with the way your data has been handled, and to escalate this to the Information Commissioner if you remain dissatisfied.

To exercise these rights, please contact us by emailing [dpo@sidmouthcollege.devon.sch.uk](mailto:dpo@sidmouthcollege.devon.sch.uk) You are not usually required to pay a fee and can expect to receive a response within one calendar month. Further information about your data protection rights can be found on the Information Commissioner's Office website at [www.ico.org.uk](http://www.ico.org.uk)

## Feedback and complaints

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right.

To do this, please email the school at [dpo@sidmouthcollege.devon.sch.uk](mailto:dpo@sidmouthcollege.devon.sch.uk) If you would like to make a formal complaint, our complaints procedure is [available here](#).

## Data Protection Officer

Our Data Protection Officer (DPO) is Amber Badley, an external consultant appointed under a service contract. If you have any queries about this privacy notice or any matter relating to the handling of your personal data, you can contact our DPO directly at [DPO@firebirdltd.co.uk](mailto:DPO@firebirdltd.co.uk) or by writing to the school at [dpo@sidmouthcollege.devon.sch.uk](mailto:dpo@sidmouthcollege.devon.sch.uk)

## Contact Us

Postal [address](#) : Sidmouth College, Primley Road, Sidmouth, EX10 9LG

Email address: [generaloffice@sidmouthcollege.devon.sch.uk](mailto:generaloffice@sidmouthcollege.devon.sch.uk)

## Changes to this privacy notice

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 5<sup>th</sup> September 2022.











**SIDMOUTH COLLEGE**

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