

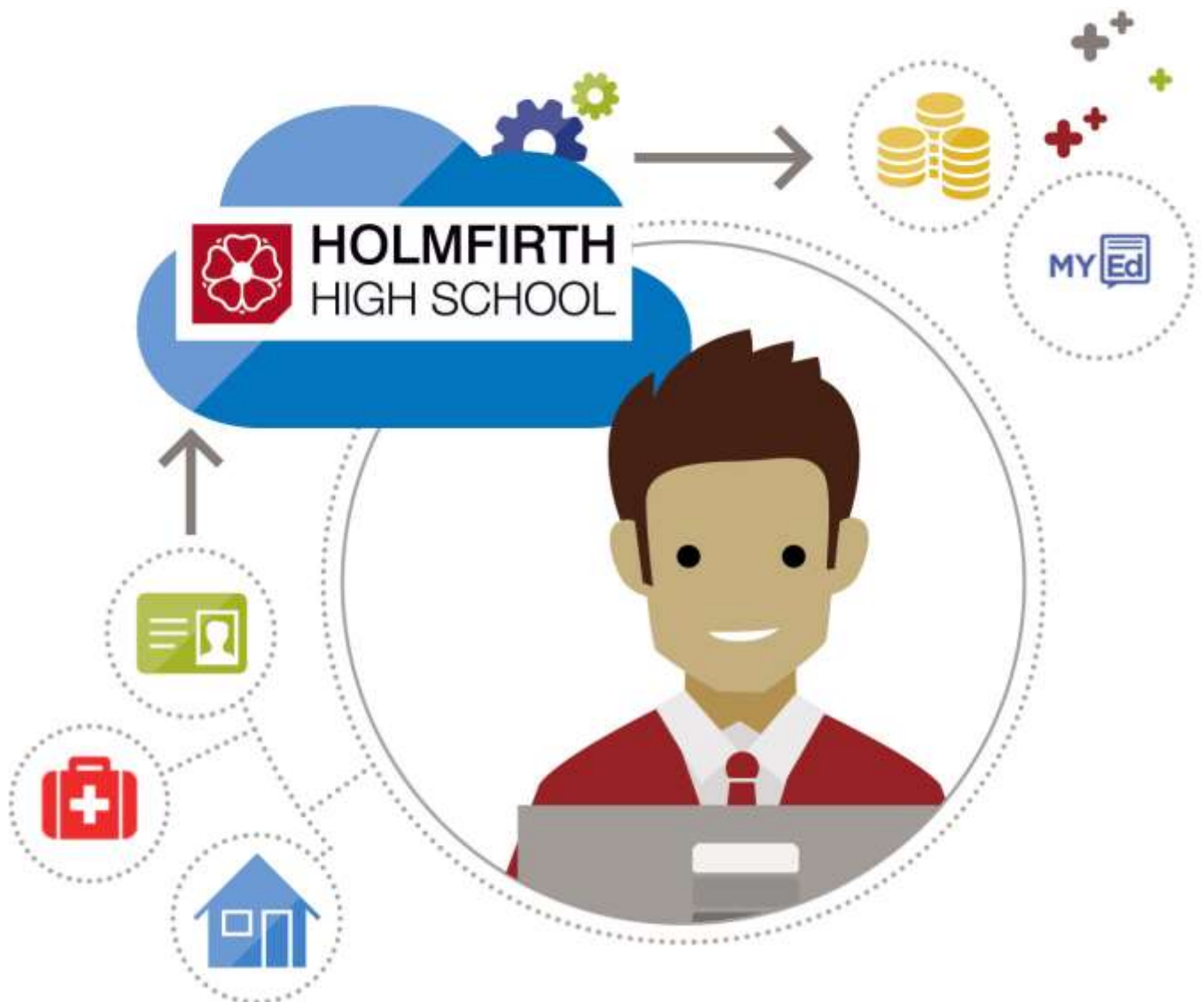
Data Collection and Parental Consent

Holmfirth High School is committed to providing our community of parents¹ with effective and efficient methods of viewing, updating and deleting the personal data relating to themselves and their children.

Rather than parents being required to complete a number of paper-based data collection forms and consent slips, parents have the ability to manage all their data at any time throughout their child's school career via a secure online system (SIMS Parent).

SIMS Parent offers parents complete transparency and gives parents complete control of their personal information and consent preferences. The platform can be accessed on any device with internet access including desktop computers, tablets and mobile phones.

This booklet acts as a guide to registering for and accessing SIMS Parent, explains the importance of data collection as well as providing a complete overview of each area of consent and details of to what you will be consenting to.



¹ The term 'parent' includes any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Registering for SIMS Parent

1. All parents for whom we have an up-to-date email address will receive a registration email from noreply@sims.co.uk containing a unique invitation code.

You will need this code to set up your SIMS Online Services account. If you have not received a registration email, please check your SPAM/JUNK folder before contacting our school.

IMPORTANT NOTE: To register for SIMS Online Services products, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.

2. Simply click on the link within the email from your tablet, PC or smartphone to activate your account. If the link does not work then copy and paste this into your internet search bar.

You will then be asked to register your SIMS Parent account by signing in with an existing **Microsoft, Office 365, Google, Facebook** or **Twitter** account that you are the owner of.



3. You will be asked a date of birth for one of your children at the school to authenticate your account.
4. You have now registered your SIMS Parent account. **Your login details are the same as those you used to register your account in step 2.**

Accessing SIMS Parent

You can access SIMS Parent along with the personal data relating to you and your children in two ways.

1. Visit the SIMS Parent website via the following URL on any desktop or mobile device with internet access.

www.sims-parent.co.uk

2. Download the SIMS Parent mobile app by searching for '**SIMS Parent**' in the app store.

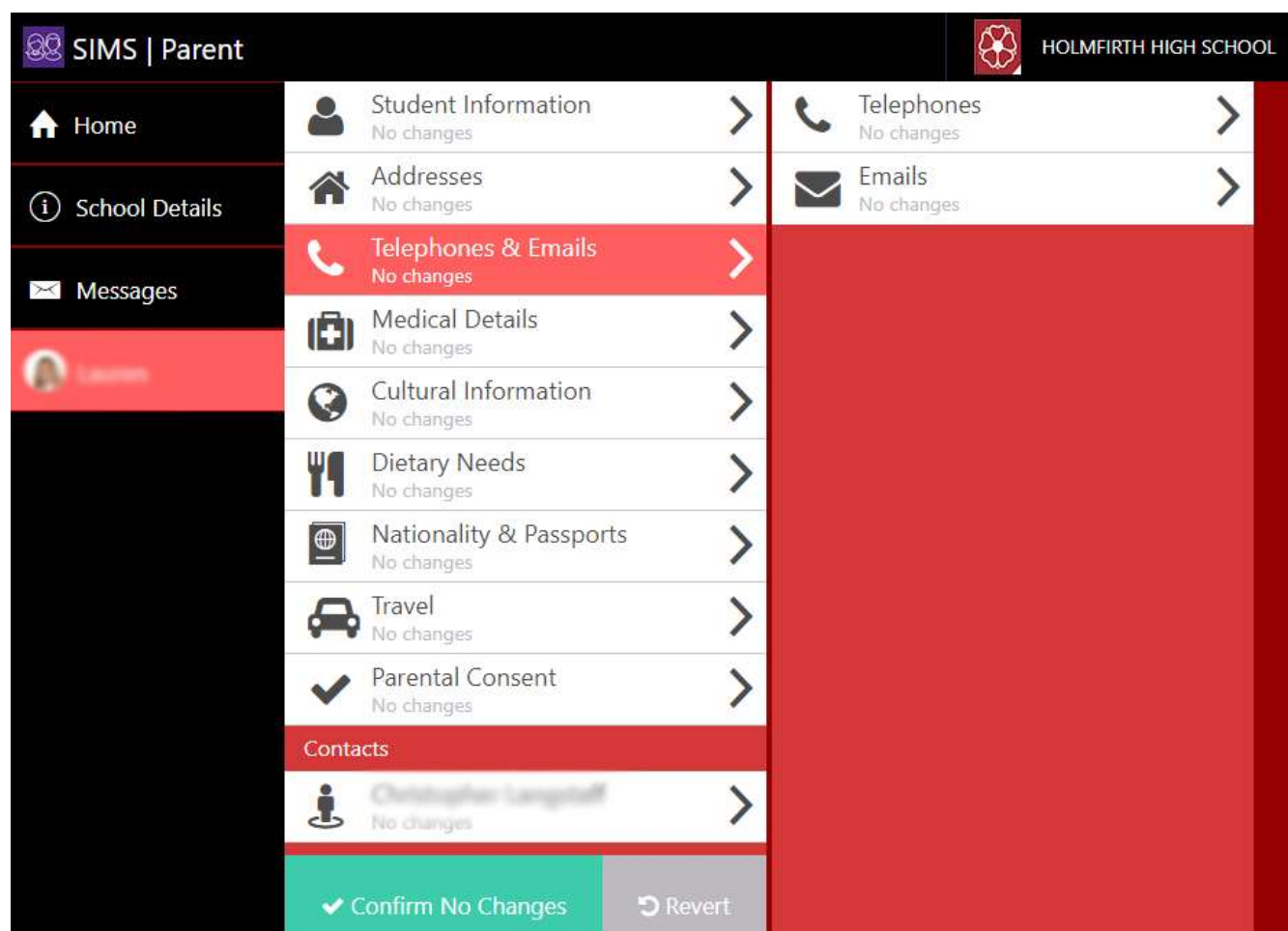
Using SIMS Parent

Once you have gained access to the SIMS Parent platform you can view update and delete the personal data relating to yourselves and your children by selecting your child then selecting each individual area of data. You can also provide parental consent by ticking the relevant boxes.

IMPORTANT NOTICES FOR USING SIMS PARENT:

Please DO NOT update the 'Telephone & Emails' section as this is for school use only. To update parental contact details use the 'Contacts' section. Each parent will see their own contact information.

Once you click 'Finish' then 'Submit Changes' after making any alterations, SIMS Parent will be locked to view only mode. You will be unable to make further amendments until the school has reviewed the changes you made. We would advise making all your changes in one go if possible to speed up the data collection process.



For those parents unable to utilise the SIMS Parent facility or who would prefer a paper alternative, this can be arranged by contacting the school via the details below.

Email: office.holmfirth@holmfirthhigh.co.uk

Telephone: 01484 691460

Holmfirth High School
Heys Road
Thongsbridge
Holmfirth
HD9 7SE

Data Collection

It is important that the data we hold for parents and students is populated and accurate to ensure that we can offer parents the best possible service, ensure the safety of students and meet the legal requirements set out within the General Data Protection Regulation.

Although it is important that all the data we hold for parents is accurate, with advancements in technology, **it is particularly important that the email address we hold for parents is up-to-date.** Many of our online services such as the My Ed app and SIMS Parent now rely on us having an accurate email address for parents to function effectively.

Academic reports at Holmfirth High School are also now emailed directly to parents upon completion

For more information on the school's data collection of student and parent personal data, please see our Privacy Policy via the link below.

www.holmfirthhigh.co.uk/privacy-policy

General Data Collection

Within SIMS Parent there are a number of areas of data for parents to view and update. These are as follows.

- **Student Information** (name, date of birth, gender etc)
- **Addresses** (students home address)
- **Telephone and Emails** (*students contact details. We ask that you **do not** update this area as this is for school use only*)
- **Medical Details** (Medical conditions, Medical Practice etc)
- **Cultural Information** (Ethnicity, Religion etc)
- **Dietary Needs** (Allergies, dietary requirements)
- **Nationality and Passports** (nationality, passport number etc)
- **Travel** (travel mode and route to school)
- **Parental Consent** (parental consent options)
- **Contacts** (parent contact details such as name, address and contact details)

Medical Conditions Data Collection

You may appreciate our need, as a school, to be well-placed to be well-informed about our students' medical conditions. This would include, for example, the case of allergies triggered by certain foods. In order that we are well informed, we are asking you to help us update the medical information we currently hold on your child.

Please use the SIMS Parent app to indicate the nature of any medical complaints, which are relevant to your child. **We would appreciate you selecting 'NO MEDICAL CONDITION' if no medical complaints are present for your child.**

NO MEDICAL CONDITION



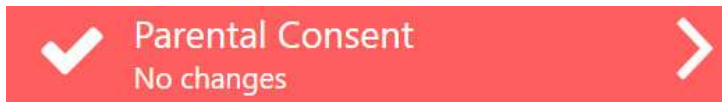
We are sorry if this is duplicating any information that you have already supplied, but we feel it is 'better to be safe than sorry'. Please also remember that the school has a Student Welfare Officer, Louise Holden, if ever you wish to discuss any concerns please feel free to contact Louise on ext. 251.

A paper booklet to collect more detailed medical information will be sent home to students with medical conditions. It is important that parents who receive these paper booklets complete and return them to the school promptly.

Areas of Consent

Parental consent is required for a number of facilities and services we offer at the school. We ask that parents carefully read each paragraph below detailing the area of consent.

In order to provide consent please access SIMS Parent and tick the appropriate boxes under the 'Parental Consent' tab shown below.



When the Parental Consent area is accessed you will be able to tick each area for which you wish to provide consent.

Consent Types

Biometric consent	<input checked="" type="checkbox"/>
Home School Communication - Parents	<input checked="" type="checkbox"/>
Internet Access & Responsible Usage	<input checked="" type="checkbox"/>
Photograph Permissions	<input checked="" type="checkbox"/>
Travel Arrangement - Visits	<input checked="" type="checkbox"/>

Home-School Communication - Parents

Holmfirth High School is committed to providing parents with the information they require about the school and their child's progress. The types of communication we would like to send home to parents include school academic reports, attendance updates, study support information and periodical school publications. Some of our periodical school publications may include advertisements for local non-profit events. In order for the school to contact you for the above we require your consent.

In today's society a large proportion of this type of communication is dealt with using technologies such as email and text messaging. For some time now we have been successfully using these methods as ways of communicating with parents. We have also introduced a number of online services such as the online Parents' Evening system, online payment system (ParentPay) and homework platform (Frog). On occasion we still use paper communication, as well as putting information on our website.

If you agree to the school communicating with you as above, please provide your consent via SIMS Parent for the option listed below.

Home School Communication – Parents

No response will indicate that you do not consent to the school contacting you for the above purposes.

Internet Access and Responsible Usage

As part of our students' curriculum enhancement and the development of ICT skills, we are providing supervised and monitored access to the internet.

Students will be able to exchange electronic mail with peers, access a variety of online learning platforms and research information from museums, libraries, news providers and suitable websites as part of their programme of learning. Although there have been concerns about students having access to undesirable materials, we have taken positive steps to deal with that possibility. We have purchased our internet access from an educational supplier who operates a filtering system, which restricts access to inappropriate materials and is continually updating its database of known offensive sites.

Should you wish to discuss any aspect of internet use (or see a lesson in operation), please contact the school to arrange an appointment.

Attached is our Acceptable Use Agreement for students (Appendix 2) which both you and your child should read. Students will be required to sign a copy of this agreement in their ICT lessons.

Also attached is our Parent Acceptable Use Agreement (Appendix 3).

If you agree to your child having internet access and agree to the terms detailed within the Parent Acceptable Use Agreement please provide your consent via SIMS Parent for the option listed below.

Internet Access & Responsible Usage

No response will indicate that your child does not have parental permission to use our internet facility.

Biometric Consent

Biometrics is a method of recognising an individual based on their biological characteristics such as a finger print. Sensors are used to scan the child's finger and converts the information into an electronic digital picture, this is then stored and used to recognise each individual student within the school.

In school we use the Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd for the payment of our school meals service, and we require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

If you choose not to have your child registered the school will provide alternative methods of identification such as (4-digit PIN code or Smart Card). The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-

If you agree to your child having internet access, please provide your consent via SIMS Parent for the option listed below.

Biometric Consent

operation regarding this matter.

No response will indicate that your child will not have their finger print taken to use for our school meals service.

Travel Arrangement – Visits

During their time at Holmfirth High School your child may be required to travel between our school and external venues. This could be for a variety of reasons such as competing for a school sports team in a competition, visiting other schools and theatre trips.

When travelling to external venues or other schools, your child will usually be transported by the school minibus or by coach. On certain occasions we may have to use staff at school to help transport students by car. If such staff are used, we can assure you that they will hold the appropriate *Business Use* insurance.

If you wish your child to be transported to such events in a car by another parent, then this should be arranged privately by you. The school cannot be held responsible for any issues which may arise from this arrangement.

If you agree to your child being transported to external venues by members of the school staff using their own vehicles, please provide your consent via SIMS Parent for the option listed below.

Travel Arrangement - Visits

No response will indicate that your child does not have parental permission to travel to and from school events within a staff members personal vehicle.

Photograph Permissions

During the course of the school year there are occasions when your child could be involved in photographic opportunities. This might occur when members of the local press are attending the school to report on a particular event, during a school trip, or alternatively if school promotional material is being updated. These photographs help us to share the excellent work and achievements going on around the school.

These photographs could appear in the local press, on the school website or in periodicals generated by, or on behalf of, the school. For any photographs of your children to be utilised we require your consent.

We therefore wish to ascertain whether you give your permission for your child to appear in publications of this nature.

If you agree to photographs of your child being used in the manner outlined above, please provide your consent via SIMS Parent for the option listed below.

Photograph Permissions

No response will indicate that your child does not have parental permission to have their photograph used within public media outlets.

You may amend or withdraw your consent preferences at any time.

To amend or withdraw your consent preferences please access the SIMS Parent online platform or alternatively contact the school using the details below.

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Telephone: 01484 691460

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