

Wickersley School and Sports College

**Transition
Booklet 2021**

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Wickersley School & Sports College Paracetamol Consent Policy

In order to safely manage medication within school, in accordance with statutory guidelines, I need to bring your attention to the following procedures:

- Whenever possible medication should be scheduled to be given out of school hours.
- All medication should be stored with the First Aid Officer. Students under the age of 16 are requested **NOT** to carry any medication within school (Except for an Inhaler and/or an Epipen) however, in exceptional circumstances permission may be granted for other types of medication to be carried by a student but only when accompanied with the written consent of their parent/guardian.
- Medication is to be handed in at the reception.
- All medication to be administered in school to students under the age of 16 **must** be accompanied with the **written consent** of their parent/guardian. It is the responsibility of the student's parent/guardian to request the relevant school consent form(s) as stated below from the reception or school First Aid Officer.

School Consent Forms

MP1 Form - For **All** medication to be administered in school.

MP4a Form - For an Epipen to be carried by a student

MP4b Form - For an Inhaler to be carried by a student

MP4 Form - Medication to be carried by a student at the request of their parent/guardian (other than an Epipen and/or Inhaler)

Please note: CONTROLLED MEDICATION must not be carried in school.

- All medication must be sent into school in its original packaging (**unboxed tablets will not be accepted**) complete with the instruction leaflet (when available) and display a visible use by date, and should be labelled with the students name and directions of use.

Only prescribed medication issued in the name of the student is permissible in school.

- Medication will **only** be administered in accordance with the dosage instructions as stated on the printed Pharmacy label (prescribed) or packing/instruction leaflet (non- prescribed)
- It is the responsibility of the students' parent/guardian to ensure that there is sufficient medication for their child in school, to replenish supplies on a regular basis and to dispose of any out of date/unwanted medication. Parents should deliver/collect medication to the Main Reception in school.
- Medication containing **Aspirin is not permitted in school** unless the medication has been prescribed by a GP/Health Care Professional
- Parents of students, who carry an Epipen and/or Inhaler in school, are advised to keep an additional supply of the medication in the school's medical room in case of an emergency.
- **Paracetamol** – School will provide paracetamol to students who have a completed Paracetamol Consent Form. Paracetamol may be administered by members of staff in the event of: feeling unwell, headaches, earaches, toothaches, stomach cramps or muscular pains.

The consent will last for the duration of your child's education at Wickersley School & Sports College and should circumstances change and you wish to withdraw your consent, you must send this in writing to school and your child's records will be amended accordingly.

By signing the consent, you understand that school will not contact home before paracetamol is administered to your son/daughter.

- All Y11 students, regardless of age, should adhere to the same procedures as stated in this letter.

If you have any queries in relation to this matter please do not hesitate to contact Mrs N Ducker, First Aid Officer
nducker@wickersley.net

Wickersley School and Sports College - HOME/SCHOOL AGREEMENT

The Parents/Guardians – I/We shall:

- Ensure that my child attends school regularly, on time, properly equipped and wearing school uniform
- Make the school aware of any concerns or problems that might affect my child's work or behaviour and respond promptly to concerns raised by the school
- Support the school's policies and procedures for behaviour, attendance and uniform
- Support my child in homework and other opportunities for home-learning
- Try to attend parents evenings and discussions about my child's progress
- Get to know about my child's life at school
- Monitor my son's/daughter's use of social networking sites
- Contact the school directly with any concerns and not resort to posting defamatory or abusive statements on social media

The School will:

- Care for your child's safety and well-being
- Provide opportunities for your child to achieve his/her full potential as a valued member of the school community
- Provide a broad and balanced curriculum
- Set and maintain high standards of work and behaviour and make every effort to ensure that each pupil achieves his/her highest possible levels in public examinations
- Aim to build and promote good relationships and develop a sense of responsibility throughout the school community so that pupils show respect for each other and a commitment to learning
- Rigorously uphold its policy against bullying
- Keep you informed about general school matters and about your child's progress in particular and inform you promptly if causes for concern become apparent.
- Our preferred methods of contact with regards to non-urgent matters are via our Parent App – My Child at School or email. We use third party providers, including Bromcom and Google.
- Take photographs of all students for identification purposes
 - Information given on the Admission Card and/or Data Collection Sheet may be used at a later date.

Signature **Headteacher**

The Pupil – I shall try to:

- Attend school regularly and on time, bring all equipment I need for each day
- Wear the correct school uniform and be tidy in appearance
- Do all my classwork and homework as well as I can
- Be polite, helpful and respectful to others and show respect for the community which the school serves.
- Speak to staff in an appropriate manner
- Appropriately use facebook/social media, and **DO NOT** post abusive or defamatory statements about other students, the school and/or its staff.
- Help keep the school free from litter and graffiti

What Are Biometrics?

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include finger image, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

The history of biometrics

Once the domain of the local constabulary, biometric technology is now being used at many locations around the country. Banks, supermarkets and now even schools and colleges are adopting this increasingly popular technology. Biometrics are not new, their roots have been traced back to ancient Egyptian times. The use of finger images as a security device started with Chinese officials using them to seal documents in the second century BC. Over the last few years the technology has begun to find favour commercially.



Whilst the use of Biometrics has been steadily growing over the last ten years, the past couple of years have seen an explosion in development, interest and vendor involvement.

Our Catering Services have installed a 'biometric' system to be used to enable students to purchase food in the school canteens. Students will now be identified by their finger scan instead of their dinner card. We are asking all parents sign up to this system. There is more information on the school's website that has been supplied by Cunningham's, the Company who have installed this new system.

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image. The future is in your hands!

Frequently Asked Questions

Why do you need to take my child's finger image?

By taking an image of your child's finger we can turn this information into a digital signature.

Can finger images be used by any other agency?

No, the software we use turns your child's finger image in to a mathematical algorithm. The image of the finger is then discarded. The information that is stored cannot be used to recreate an image of the child's finger.

What happens when my child leaves the School?

When a student leaves school all data can be deleted very easily.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger image with the unique digital signature held in the database.

How do I remove consent?

To remove consent, email contactus@wickersley.net requesting the removal.

Wickersley School and Sports College Uniform

Students are expected to be neat, tidy and appropriately dressed for a place of work and study. At Wickersley School and Sports College we are very proud of our smart uniform and we work hard to maintain high standards of dress, relying on the support of parents in upholding this standard.

Our authorised distributors of Wickersley School and Sports College uniform, who work in close partnership with us are **Pinders Schoolwear, 16 College Walk, Rotherham S60 1QB, A-Print Ltd, 138 Morthen Road, Wickersley, Rotherham S66 1EA** and **Ella Bella's, 1 Main Street, Bramley, Rotherham** (See enclosed flyer)

Below are full details of the current uniform at Wickersley School and Sports College; these items are available to purchase from our distributors.

Item	Colour	Logo
Compulsory Uniform		
V Neck Sweatshirt or Cardigan	Bottle Green	Y
Clip-on Tie	Bottle Green/Black/Gold Diagonal Stripe	Y
Coat	Black/Grey Fleece lined	Optional
PE T-shirt	Black	Y
Hoodie	Black	Y
Shorts	Black	Y
Optional Uniform		
Socks	Bottle Green	N
Skirt	Black	N
Tracksuit Trousers	Black	N
Base / Thermal Layer	Black	N

For an additional payment there is also an option to have an initial and surname screen printed on the reverse of the black hoodie. **A strict policy of FORENAME INITIAL and/or SURNAME ONLY (no nicknames) will be adhered to by our authorised distributors; no variation of this policy will be permitted.**

All students are expected to wear:-

- A white, collared, button front, long or short sleeved shirt, tucked into trousers or skirt. Fitted, collared shirts are permitted for girls.
- Black tailored trousers, worn around the waist (no skinny or slim fit, no studs, no combat styles, no harem style, no jeans or jean style, no tracksuit or jogging bottoms) or black skirts, knee length (no denim, mini, puffball, tiered or other fashion styles)
- Sensible, completely black, leather shoes, black laces (No trainers, canvas shoes or fashion boots). From October half term until Easter, students can wear plain black flat heeled ankle boots or sensible winter boots.

Please be aware that only clip-on ties are now current uniform.

See our section on www.wickersley.net under parents / general information / school uniform for images of uniform.

If you require clarification on any item of school uniform or, if you have any queries regarding uniform, please contact Mrs Lesley Frith (lfrith@wickersley.net).

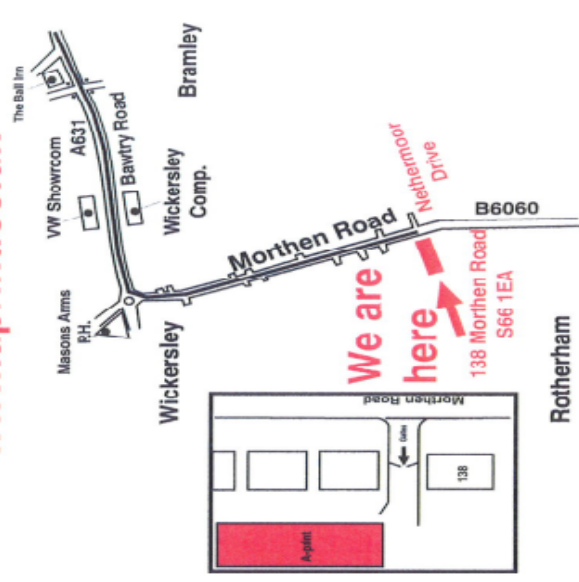


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FOR ALL OTHER ENQUIRIES PLEASE EMAIL

ELLAREED15@HOTMAIL.COM

WWW.ELLA-BELLAS.COM

Mobile App – My Child at School

On the App you will be able to see details of Attendance, CFP's (Cause for Praise), Timetable and Reports. We will send you the Invitation Code in September, so that you can download the App and view your child's details.

ParentPay

Wickersley School and Sports College uses an online payment system called **ParentPay** to accept payments from parents for school meals, visits, music lessons and much more. Payments can be made by credit/debit cards using this system and it is available to parents 7 days a week 52 weeks of the year. The website for ParentPay is www.parentpay.com and can be easily accessed via the Edulink One App.

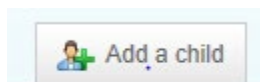
Once registered parents can start using the system straight away. Parents will receive emails informing them of new payment items. ParentPay holds an electronic payment history for all payment items which can be reviewed at any time. Please note that no card details are stored in any part of the system.

How do I register to use ParentPay?

An activation letter will be sent to you in September, this letter will include a unique username and password. The username and password can be changed to whatever you want it to be. However, it may be good practice for you to consider using your email address for your username.

What do I do if I already have a child at Wickersley and already use ParentPay?

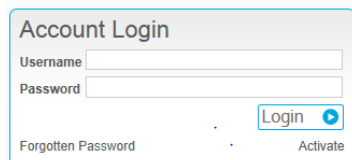
If you already have an account, you can add your additional child to your existing account. This is done by logging on to ParentPay and clicking on the "add a child" button on the home tab.



Use the unique username and password on your activation letter to add your additional child to your existing account.

What do I do if I forget my password?

If you forget your password you can reset this yourself by logging onto the ParentPay website and clicking on the "forgotten password" link on the main log in screen. You will be sent a link via email to enable you to reset your password.

A screenshot of the "Account Login" form. It features two input fields for "Username" and "Password". Below the password field is a "Login" button with a blue arrow icon. At the bottom left, there is a link for "Forgotten Password" and at the bottom right, there is a link for "Activate".

Paying by Cash

Parents/Carers who wish to make payments by cash may do so using the PayPoint network at local convenience stores. The system uses a barcode to receive payments and send them to third parties such as Wickersley School and Sports College. PayPoint locations can be found at www.paypoint.co.uk/paypointlocator

Paying for other items by cash

If you wish to pay for anything else such as music lessons, trips etc. you will need a barcoded letter. The barcode is unique to each service or trip and is linked to your individual child. You will need a separate letter for each of your children. Take this letter to a PayPoint location and once a payment is made the school will be informed that you have paid for your child.

We hope you will find ParentPay a convenient and secure method of making payments.

Frequently Asked Questions

When can I register to use ParentPay?

You can register for an account as soon as you receive your unique username and password. However you will need a valid email address to complete the registration process.

Which cards can I use?

ParentPay accepts Mastercard and Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details

How can I check that it is secure?

Standard website addresses begin with *http*; the address for a secure site will always begin with *https*.



You will also see a padlock symbol in the website address line



Never enter your card details or personal data on any web page whose address does not start with *https*.

What about our personal information?

ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account; however ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.

Will ParentPay ever contact me?

ParentPay will **NEVER** contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers.

I don't have a home PC so how can I use ParentPay?

Wickersley Community Library on Bawtry Road provides internet access to anyone free of charge. The Library telephone number is 01709 544134.

Opening Hours are as follows:

Monday	9:00am – 5:00pm
Tuesday & Thursday	9:00am – 7:00pm
Wednesday, Friday and Saturday	9:00am – 1:00pm
Sunday	Closed

Is there any guidance available to parents to help them use ParentPay?

Once you log onto your account, there are a number of guides that are available including an interactive tour of the system.

Free School Meals and Funding for Schools

The number of pupils entitled to take free school meals affects funding for schools – i.e. the more pupils in school entitled to take free school meals the more money the school receives. A number of families who are entitled to claim free school meals do not do so, either because they do not know they can or because they do not wish to claim. It does not matter if pupils do not take the free meals once approved – the important thing is the number of applications that the Education Department receives. Even if your child prefers sandwiches please make a claim anyway. Our canteens have a wide selection of different options to choose from.

Please also note that if you have already have a child/ren who qualify for free meals their younger siblings starting school do not automatically qualify, therefore you will need to apply for them separately.

You can claim free school meals for a child who lives with you and who you are responsible for.

Your claim will be automatically processed if you receive Housing Benefit or Council Tax Support and get any of the qualifying benefits.

Your child is eligible for Free School Meals if you get one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income based Jobseekers Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run- on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

In addition, the following pupils will be protected against losing their free school meals as follows;

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer in receipt of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary)

An application form can be completed on line using the following link:

<https://www.rotherham.gov.uk/benefits/apply-free-school-meals/1>

Change in circumstances

Contact Rotherham Council if your circumstances change. For example, if you no longer receive benefits, move house or change school, as this may affect your right to claim.

Privacy Notice/Fair Processing

Wickersley School and Sports College collects information from you and may receive information about you from your previous school and the Learning Records Service.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)

It is a requirement that this information is collected and this information is shared where appropriate with the DfE, LEA and 3rd party providers associated with the school. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

Your information – the principle way in which school collects personal information is when students enrol with us and through the annual data sheet updates. We also collect information on a daily basis relating to student attendance, behaviour, progress, achievement, health & disability, special educational needs. We also collect information when parents and students voluntarily complete surveys & questionnaires. Website usage is collected using cookies.

We collect and use pupil information under Article 6, and Article 9 of the GDPR and according to the Education Act 1996 and the school census, this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data until the child is 25 years of age

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Jane Jackson in our data team.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact: Helen Alderson halderson@wickersley.net