

THE  
TURING  
SCHOOL

# Parental Consent Pack 2025 / 2026

Student Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

Dear Parents & Carers, please read through the following policies carefully, then please sign and date each section.

---

In line with GDPR regulations we require parental permission to ensure we have up-to-date records for all our students.

The following consent forms need to be read and signed for by a parent / carer and returned to the Main Office. This information is not shared with anyone outside of the school or academy.

#### Sections:

- Section 1: Student Acceptable User Agreement Form (**to be signed by student**)
- Section 2: Parent ICT Permission Form
- Section 3: Use of IT Cloud Systems Permission Form
- Section 4: Use of Digital / Video Images
- Section 5: Emergency School Closure Consent
- Section 6: Biometric Data Collection Information
- Section 7: Consent to First Aid / Medical Treatment at School

Please complete and return to the **main school office** as soon as possible once done.

## **Section 1 - Student Acceptable Use Agreement**

### **School Policy**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Policy is intended to ensure:**

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

### **Acceptable Use Policy Agreement**

I understand that I must use school ICT system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT system and other users.

#### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure- I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that some may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school system or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/ organisation who set the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install, attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

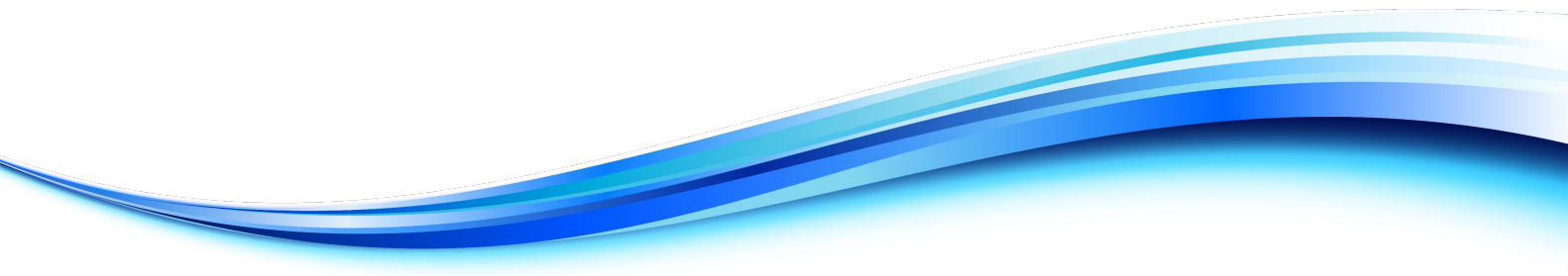
**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/ internet, detentions, exclusion both internal and external, contact with parents and in event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

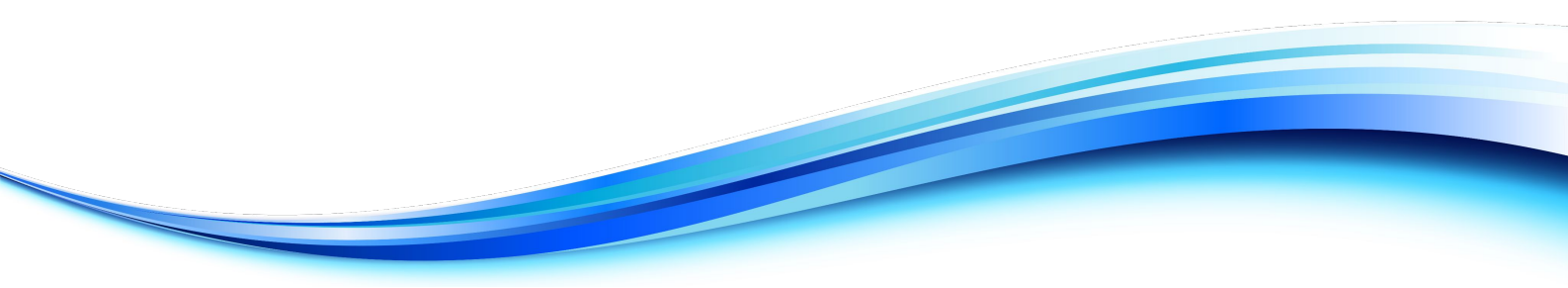


## **Student Acceptable Use Agreement Form**

This form relates to the Student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

**I have read and understand the above and agree to follow these guidelines when:**

- I use the school systems and devices (both in and out of school)
  - I use my own devices in school (when allowed) e.g. mobile phones, gaming devices, USB devices, cameras etc.
  - I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email VLE, website etc.
- 

## **Section 2 - ICT Parents' Permission Form**

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

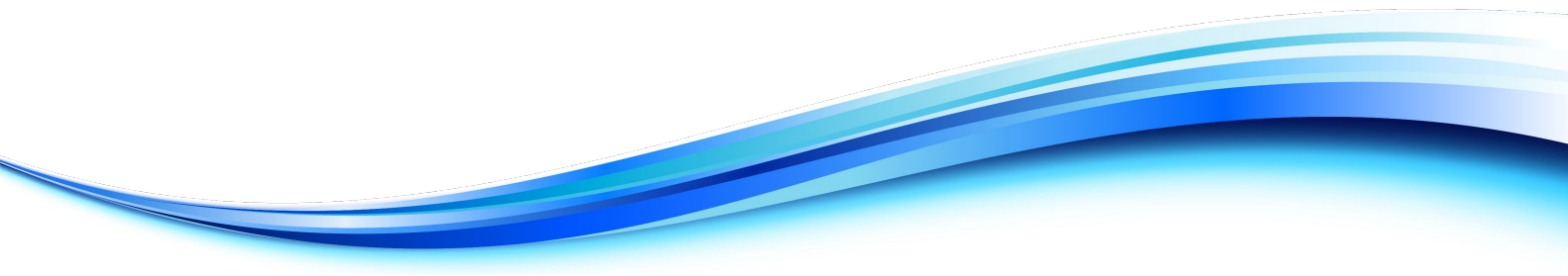
As the parent / carer of the above student, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot be ultimately responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.



## Section 3 - Use of IT Cloud Systems Permission Form

The school uses Google Apps for Education for students and staff. This permission form describes the tools and student responsibilities for using these services.

The following services are available to each student and hosted by Google as part of the school's online presence in Google Apps for Education:

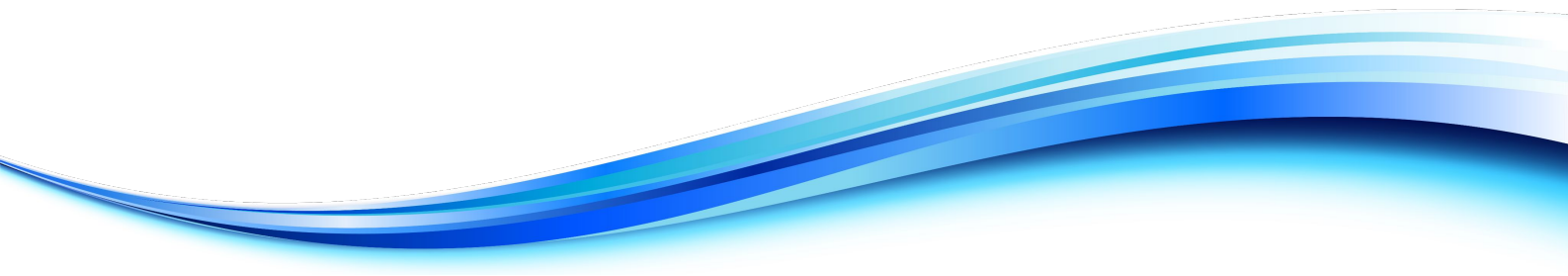
- Mail** - an individual email account for school use managed by the school
- Calendar assignments** -an individual calendar providing the ability to organise schedules, daily activities, and assignments
- Docs** -a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Site** -an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and members of staff. These services are entirely online and available 24/7 from any internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school believes that use of the tools significantly adds to your child's educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account:

As the parent / carer of the above Student, I agree to my child using the school using Google Apps for Education.



Pupil Name:	
Pupil Date of Birth:	
Your Name (if you are not the pupil):	
Your Relationship to the Pupil (if you are not the pupil):	

### Photograph and Video Image Consent Form

As part of our activities, we may take photographs and record images of individuals within our schools.

We require written consent from parents/carers for pupils, and from pupils themselves in post-16 education if they are deemed to have the mental capacity to do so, for photographs and videos to be taken for communication, marketing and promotional materials.

Uses may include:

- Within school on notice boards and in school magazines, brochures, newsletters, etc.;
- Outside of school by external agencies such as the school photographer, newspapers, campaigns;
- Online on our school and Trust websites and/or social media pages;
- Promotional items such as school banners, marketing leaflets, recruitment packs and/or staff training packs.

When using photographs and videos in this way we may accompany them with other personal information, such as the pupil's name, year group and school.

**If you/your parent/carer\* consent to your photograph and/or video image being used in this way, please tick the appropriate boxes below, date and sign this form and return it to the school office.**

*Consent can be withdrawn at any time by writing to the school office. At that point photos, videos etc. will not be used in future and we will use reasonable endeavours to remove those already in circulation.*

I give consent for my/my child's\* picture/video to be taken by the school, by Swale Academies Trust, or by a service provider acting on behalf of Swale Academies Trust.

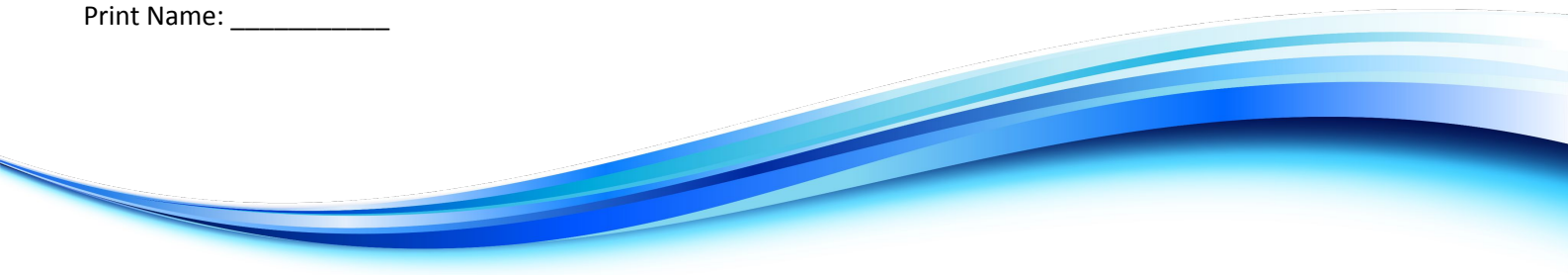
I give consent for my/my child's\* picture/video to be used on the school's and Swale Academies Trust's website, social media pages and/or in any of the school's/Swale Academies Trust's created publications and promotional materials. This could include promotional school banners, marketing leaflets, recruitment packs and/or staff training packs.

I understand that my/my child's\* personal data, as relevant for the purposes as outlined above, may be retained as the school/Swale Academies Trust sees fit, for the relevant duration of time outlined in their retention policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## **Section 5 - Procedure for an Emergency School Closure**

We would like to remind you about how we deal with any severe weather, especially snow, which may affect the school. The Headteacher will monitor each day of any severe weather and will make an assessment about whether it is safe and practical to open the school to pupils. This decision will be made early in the morning, by 7.30am, in enough time to inform you if we need to close.

In the event that we need to close the school during the day, you will be informed by our text and email service. It is therefore vital that you inform us if you have changed your mobile number or email address and give consent for your child to leave school. Please complete and return the form below to update your details and send back as a matter of urgency.

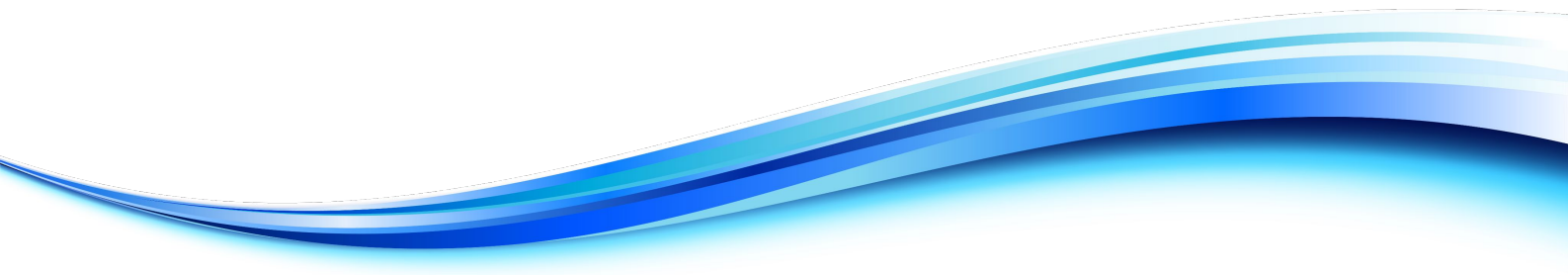
Please indicate on the slip below if there is an alternative means of communication we need to adhere to in the event of an emergency closure. Please also inform us if there is any additional information we need to be aware of to ensure the safety of your child.

If no information is communicated, the school will be open. Should you wish to check reports of closure, you can do so by visiting the school website or East Sussex County Council website [www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/](http://www.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/) where you will find up-to-date information. Closure information will also be shared with the local radio and TV stations for them to use as they wish in their bulletins.

Please be assured that we only decide to close our school in exceptional circumstances where the safety of your child is the primary concern. On occasion this may be due to the availability of teaching staff who travel some distance to reach school, rather than purely conditions for pupils getting to school.

**By signing you hereby give consent for your child to make their own way home from school in the event of an emergency school closure, due to exceptional circumstances, having been notified by text and email.**

If you do not consent to this policy we will keep your child at school until we can speak to you in person or get email confirmation that they can leave or be collected, please tick the below box



## **Section 6 - NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION**

The school 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 cashless catering system in place of students' 4 digit pins. 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/iris/palm]. The school would like to take and use information from your child's fingerprints and use this information for the purpose of providing your child with secure access to their dinner money accounts within the canteen and snack bar area of the school.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprints and convert these measurements into a template to be stored on the system. An image of your child's fingerprints is not stored. The template (i.e. measurements taken from your child's fingerprints) 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:

- the school 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)
- the school must ensure that the information is stored securely
- the school must tell you what it intends to do with the information
- unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only body that the school wishes to share the information with is our catering provider Chartwell Catering. This is necessary in order to have the database on their cashless till system.

### **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, the school 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.

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. The school 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 the school, 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. In this case, students will have to give their name and the canteen staff can look them up using the stored picture for reference so they know they have the right child.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to the school. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

### **CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL/COLLEGE**

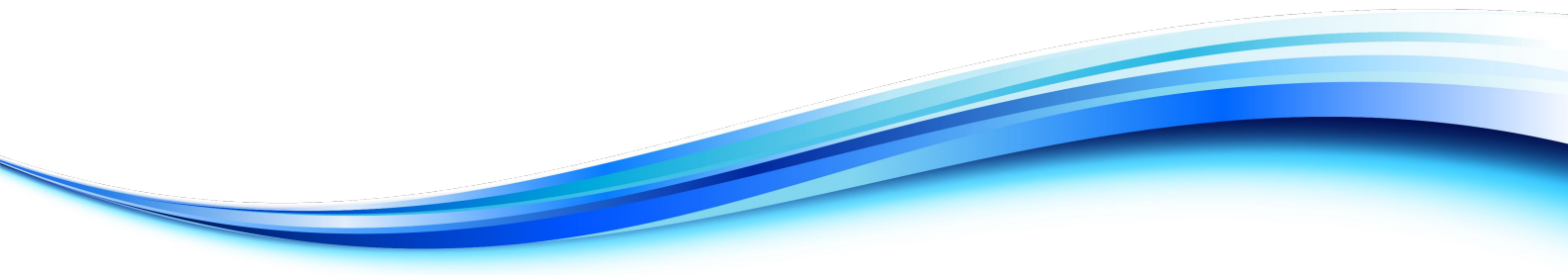
Please complete this form if you consent to the school taking and using information from your child's fingerprint by The Turing School & Cuccina catering as part of an automated biometric recognition system. This biometric information will be used by us for the purpose of gaining access to their school dinner money accounts on the cashless till system. In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she either leaves the school 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 school at the following address: [tts-office@swale.at](mailto:tts-office@swale.at).

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

Having read guidance which is available on The Turing School website, I give consent for the school to store details of my child's fingerprints being taken and used by The Turing School & Cuccina Catering for use as part of an automated biometric recognition system for access to our cashless till system with the Canteen and Snack Area.

I understand that I can withdraw this consent at any time in writing.

I hereby give my consent to my child using their fingerprint for use with using the cashless catering system.



## **Section 7 - Consent for First Aid / Medical Treatment in School or by Emergency Medical Staff / Hospital Staff**

I give consent for my child to received First Aid treatment in school if required. I consent for my child to communicate and be checked by community nurses when in school.

If in worst case scenario your child had an accident at school and needed paramedic/hospital care, we would endeavour to contact priority parents first, failing that we would contact any other contacts listed on your child's records. As a last resort we ask for you to grant permission for our medical officer or in their absence a qualified first aider to act as guardian in charge of care for your child in your adsense. This may involve attending hospital with your child if needed and granting any medical treatment that may be necessary.

You will be contacted separately when the NHS school nurse team come each year to do various vaccinations.

You will also be asked to provide separate consent if your child attends an off-site school trip.

I hereby give my consent to my child to be treated medically by our qualified first aiders..

