



Year 6-7 Transition 2025-26

Data Collection & Permissions



Congratulations!

We are so excited
to welcome you to
our fantastic
school!

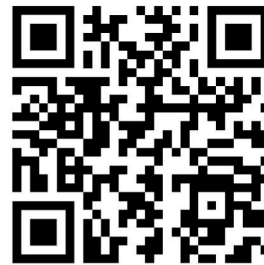


Thursday 3rd April
4.00 - 5.00pm

Join us for a **special welcome event** where you can meet the Leadership Team, get to know the school, and start your journey at Harefield with confidence.

This event is for parents, carers, and new Year 7 students and will be held between **4.00pm & 5.00pm on Thursday, 3rd April.**

Please complete the online Data Collection form that has been sent via email. You can also access this form using the QR Code here:



Copies of the forms can be found within this pack:

- 1 Home - School Agreement
- 2 Acceptable ICT User Agreement
- 3 Home - School Agreement
- 4 Cashless Payment Information
- 5 Biometric Information
- 6 Photograph & Media Permission
- 7 Relationship & Sex Education Permission
- 8 Free School Meals Application





HOME-SCHOOL AGREEMENT

This agreement has been created to ensure every student is provided with the opportunity to achieve their academic potential in a safe, caring and inclusive environment. This agreement will be signed by all parties to ensure a consistent approach to every student's education.

As a school we will:

- Provide an aspirational, broad and balanced curriculum that caters for all children, including when delivered remotely.
- Promote high standards of behaviour and outline clear expectations in our behaviour policy so we can maintain a safe environment for all children.
- Set homework that supports the delivery of the curriculum and mark it where appropriate.
- Offer opportunities for parents and carers to get involved in school life.
- Communicate between home and school through notices, newsletters, text, email and the school website.
- Respond to communications from parents in a timely manner, following school policies.
- Support your child's wellbeing and safety by providing a safe, supportive and caring environment.
- Help and encourage your child to reach their full potential.
- Monitor and update on your child's progress at parent meetings and in termly reports.
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent or carer and respond to any concerns from your child or parents/carers.

Parents/carers

I will:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent.
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to school.
- Support the school to make sure my child maintains a consistently high standard of behaviour.
- Encourage my child to try their best so they can reach their full potential.
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn.
- Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff.
- Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that.
- Make sure that my child completes their homework on time and raises any issues with their teachers.
- Read and follow the school's policies.
- Treat all members of the school community with care and respect.
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child.
- Read any communications sent home by the school and respond where necessary.

Student

I will:

- Arrive at school and my lessons every day on time and ready to learn.
- Try my best to do my work and ask for help if I need it.
- Do my homework on time and raise any issues with my teachers.
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour.
- Speak to an adult about any concerns I have about my or other pupils' safety.
- Wear the correct school uniform.
- Bring to school all the equipment I need each day.
- Treat all members of the school community with care and respect.
- Understand and follow the school rules.
- Look after school equipment and show respect for the school environment and local community.
- Behave appropriately on the way to and from school.





ACCEPTABLE ICT USER AGREEMENT

Harefield School's ICT Acceptable Use Agreement for students.

- Your password is confidential and must not be given to anyone else.
- You must not allow anyone else access to the network through your network account.
- You must not damage any computer equipment. Students are responsible for the safekeeping of any IT equipment in their use or possession. Any equipment damaged intentionally or accidentally is likely to result in charges. This applies to all equipment used in the school day and any equipment lent to the student for educational use.
- You must not undertake any activity that could lead to damage of any software on the network.
- You must not disconnect any of the computer equipment.
- You must not eat or drink near any of the computer equipment.
- You must not copy any software or data onto the network that infringes British Law or may be considered offensive. (This includes any copyrighted music and video files)
- You must not copy, delete or modify any files on the network that are not in your user account area.
- You must only use the Internet for activities that are directly related to your registered School course, you cannot access chat rooms, games or download ring tones, etc.
- You must not send any e-mail messages that could be considered to be offensive.
- You will be responsible for all information and data stored in your account area of the network (H:)
- You accept that all of your files that you store or access on Harefield School's network can be remotely and locally viewed by any member of school Staff.

Please indicate that you have agreed the terms above through your online admissions form.

CASHLESS PAYMENT SYSTEM

ParentPay Information

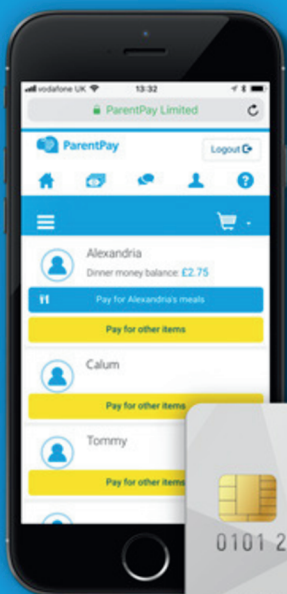
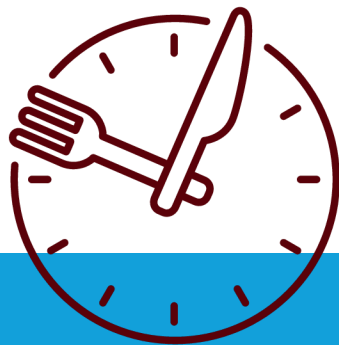
Like many schools across the country, at Harefield School we use a very secure online payment system called ParentPay so parents/carers can make payments. By accessing this website, you will be able to pay for items such as lunch, trips, ingredients, workbooks, etc.

When your child starts at Harefield School, you will be sent details of a new secure online account, activated by using the unique activation username and password. When you log on for the first time, you will be prompted to change these and to keep them safe and secure.

If you already have a ParentPay account, either with Harefield School or another school, once you receive your new activation code, you can simply log in to your old account and add your other children via the Add a Child tab on your home page.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account, you can make online payments straight away.

For further help and guidance, please go to www.parentpay.com/parent-account-faq. Alternatively, you can contact the Data and Exams department at Harefield School or email hhowley@hfschool.org.uk or ldonnelly@hfschool.org.uk



ParentPay
COUNT ON US

**PAY ONLINE FOR SCHOOL
DINNERS, TRIPS AND CLUBS
IT'S EASY, QUICK AND SAFE**

BIOMETRIC INFORMATION

Biometric Information

At Harefield School we use a biometric recognition system, this is for the purposes of cashless catering. 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. Harefield School would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with catering services.

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 the catering services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information.

For example:

1. 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)
2. the school must ensure that the information is stored securely.
3. the school must tell you what it intends to do with the information.
4. unless the law allows it, the school cannot disclose personal information to another person/body.

Providing your consent/objecting

As stated above, to be able to use your child's biometric information, the online 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 cannot 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 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.

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 to access catering services.

If you give consent to the processing of your child's biometric information, please indicate this on your online admissions form.

Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.



PHOTOGRAPH & MEDIA PERMISSIONS

Permission for Student Photographs & Media

Harefield School, as part of their school activities, may take photographs and record images of individuals within our school.

Harefield School may use your child's photograph for media purposes, including the website and internal documentation, whilst they are a student at Harefield School and when they have left.

We will obtain online consent from parents/carers, or students aged 18 and over, for photographs and videos to be taken of students 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 the school websites or social media pages

Consent can be refused or withdrawn at any time. If consent is withdrawn, we will delete the photograph or video and not distribute it further.

Please indicate on your online admissions form. to inform us of your wishes regarding the use of photographs & Media of your child.

Application for Free School Meals

Please complete all sections of this form using black ink and BLOCK CAPITALS

SECTION 1 – PARENT/CARER DETAILS

Title	
Surname/Family Name	
First Name	
Date of Birth	
National Insurance Number	
National Asylum Seeker Number	
Day Time Telephone Number	
Parent/Carer Current Address	
Email Address	
By providing an email address you are agreeing to receive the response by email	

SECTION 2 – CHILD/CHILDREN'S DETAILS

Surname	First Name	Date of Birth	School	Relationship to Child

SECTION 3 – FAMILY INCOME AND BENEFIT DETAILS

PLEASE TICK THE CORRESPONDING BENEFIT YOU ARE RECEIVING			
Income Support	Tick here	Universal Credits (No more than £7,400 take home pay)	Tick here
Income Related Employment Support Allowance	Tick here	Income Based – Job Seekers allowance	Tick here
Child Tax Credit with an annual income less than £16,190	Tick here	Guaranteed element of State Pension Credit	Tick here
Support under part VI of the Immigration & Asylum Act 1999	Tick here		

SECTION 4 – SUPPORTING EVIDENCE REQUIRED

Each application must be supported by the appropriate documents Please ensure that you supply the correct supporting documentation and that it is dated within the last 3 months.	
Income Support/Income Based Job Seekers Allowance	Please provide a letter from the DWP
Child Tax Credit	Please provide a recent copy of your Tax Award Notice (TC602) that states you are receiving Child Tax Credit and your annual income is less than £16,190
Income Related Employment Support Allowance	Please provide a copy of the letter from Job Centre Plus
Guaranteed element of State Pension Credit	Please provide a copy of your Pension Credit M1000 Award Notice
Support under part VI of the Immigration & Asylum Act 1999	Please provide a letter from NASS

SECTION 4 – DECLARATION

By signing this form, I certify that I am currently receiving a qualifying benefit. I can confirm that I will inform Harefield School when I am no longer in receipt of a qualifying benefit. I attached the above requested photocopies of the relevant supporting documentation as stated in Section 4.		
Signed	Print Name	Date

SECTION 5 – NOTES

- Free School Meal are **authorised for 1 year** and you will be asked to reapply. However, if your financial circumstances change you must notify us via info@hfschool.org.uk
- Please return this application with supporting requested documentation as soon as possible for the attention of Lorraine Donnelly – ldonnelly@hfschool.org.uk
- The information that you share will be held in accordance with the Data Protection Act and Harefield School Data Protection Policy Documents which can be found on our website. Should you require any further information regarding this please direct your query via email to hhowley@hfschool.org.uk

RELATIONSHIPS & SEX EDUCATION

Relationships and Sex Education at Harefield School:

Relationships and Sex Education (RSE) is an important part of the curriculum that helps students navigate the challenges and changes that come with adolescence. It aims to provide students with the knowledge, skills, and confidence to make informed decisions about relationships, sexual health, and personal well-being. RSE supports young people in understanding their emotions, relationships, and physical health, as well as teaching them how to respect themselves and others, a key value at Harefield.

How RSE is Delivered at Our School:

In our school, RSE is primarily delivered through Personal, Social, Health, and Economic (PSHE) lessons by form tutors. This ensures that each student receives consistent and supportive guidance throughout their secondary school years. On occasion, we also invite guest speakers and hold workshops to bring expert knowledge and experience to the students, enriching their learning experience. If you wish to opt out, please let us know on our online admissions form.

Topics Covered in RSE:

RSE covers a wide range of topics, including but not limited to:

1. Healthy Relationships:

- What makes a positive, respectful relationship.
- Communication skills, boundaries, and consent.
- Recognising unhealthy or abusive relationships and how to seek help.

2. Emotions and Mental Health:

- Understanding and managing emotions in relationships.
- Developing emotional resilience and coping strategies for stress or conflict.

3. Sexual Health and Well-being:

- Understanding puberty and bodily changes.
- The basics of reproduction, contraception, and sexual health.
- The risks of sexually transmitted infections (STIs) and how to prevent them.
- The importance of consent in sexual relationships.

4. Respect, Equality, and Diversity:

- Promoting respect for different sexual orientations, identities, and relationships.
- Understanding gender equality and addressing stereotypes.

5. Rights and Responsibilities:

- Understanding legal aspects of relationships and sexual activity, including the age of consent.
- Respecting personal rights and responsibilities in relationships.





Our Values



Respect

We cultivate a culture of mutual respect, where every voice is valued, and differences are celebrated, fostering a community of kindness and understanding.



Honesty

We promote a culture of integrity, where truthfulness and transparency are at the heart of all we do, building trust and strong character in our students.



Responsibility

We empower our students to take ownership of their actions and learning, instilling a sense of accountability that prepares them to be conscientious and active members of society.



Aspiration

We encourage every member of our school community to aim high, set ambitious goals, and pursue their dreams with determination and resilience.



Compassion

We nurture empathy and kindness, encouraging our students to support one another and contribute positively to the world around them.

Our values of Respect, Responsibility, Compassion, Honesty and Aspiration exemplify who we are as a school community and form the foundation for everything we do.