

OPPORTUNITY • ACHIEVEMENT • EXCELLENCE

Year 9

New Starter Information Pack

2023-24

Please find contained in this pack information which will assist you in complete the [New Starter Form](#), due to be completed by **25th April 2023**.



New Starter Information Pack
Contents

This pack is designed to help you complete your New Starter Form and contains information on the following:

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Qualifying Benefits for Free School Meals



The qualifying benefits to receive free school meals for children in Year 3 and over are:

- 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 Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and you have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit)

Free School Meals stay with pupils for 6 years from any occasion of any of the above claims. This is known as FSM6.

How to apply for free school meals:

If you think you meet the free school meals eligibility criteria, please call Central Bedfordshire Council on **0300 300 8306**. When you call to apply for free school meals, please have the following information ready:

- National Insurance numbers and dates of birth for you and your partner
- dates of birth for your children
- if you receive support from the National Asylum Support Service, your NASS number

Getting free school meals after making an application:

As soon as the local authority have confirmed that you qualify, they will tell Samuel Whitbread Academy that their free school meals can start from the date you apply. Your child can then get a free school meal every day from the standard menu at the school's canteen or cafeteria.

Free school meals - telling us about changes in your circumstances:

You are responsible for telling Central Bedfordshire Council any changes in your circumstances which might affect your child's free school meals, such as:

- you no longer wish to receive free school meals
- a new partner joins your household
- you move house
- your child changes their name
- you change your name
- another child reaches the qualifying age for free school meals
- your child goes into care
- your child changes schools
- your child moves between parents and / or guardian

If you are in any doubt, please contact Central Bedfordshire Council on **0300 300 8306**. A failure to report a change in circumstances could result in free school meals being stopped.

If you need any further information, please contact the local authority:

https://www.centralbedfordshire.gov.uk/info/53/benefits/4/free_school_meals

You can also visit the free school meal website: <https://www.gov.uk/apply-free-school-meals>

Service Children in Education



When completing the New Starter Form, please indicate whether the information below is applicable to you.

The service premium gives schools extra funding to support children and young people with parents in the armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve)
- they have been registered as a 'service child' on the January school census at any point since 2015.
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

Children have to be flagged as service children ahead of the January school census deadline. Service parents need to make the school aware of their status by talking to the head teacher or school admin staff.

Eligible schools receive the SPP so that they can offer mainly pastoral support during challenging times and to help mitigate the negative impact on service children of family mobility or parental deployment.








Mobility is when a service family is posted from one location to another, including overseas and within the UK

The service premium is paid to schools as they are best placed to identify eligible pupils and assess what additional provision they need. Schools are responsible for using the service premium funding effectively.






If you should need to contact the school at any time to discuss the Service Premium please contact on the main school number or by emailing Robert Graves, Associate Principal at rgraves@bestacademies.org.uk

ARE YOU A YOUNG CARER?

DO YOU CARE FOR SOMEONE AT HOME? DOES IT INVOLVE THE FOLLOWING?

-  Listening, talking or comforting that person
-  Providing emotional support
-  Help with paperwork of any kind, paying bills etc
-  Washing, cleaning, cooking/preparing meals
-  Help them to shower/bath, shave or dress
-  Look after and care for siblings, maybe taking them to school
-  Give medicine or support someone to the doctors/hospital

HOW DO YOU FEEL THIS IMPACT'S ON YOUR EVERYDAY LIFE?

-  Interrupted sleep/ feeling of tiredness
-  Continually worry about that person/friendships/school work
-  Stay in the house and never go out in case they need you
-  Poor attendance and punctuality
-  Lack of homework/school work affected

Please indicate on the New Starter Form if your child is a Young Carer.

Samuel Whitbread Academy strives to support Young Carers in their emotional wellbeing as well as educational outcomes. We offer pastoral support, access to homework clubs, coursework catch-up sessions, revision sessions, after school clubs and much more.

If you require any additional support or advice, please contact SWA-YoungCarers@bestacademies.org.uk for more information.

Biometrics



Samuel Whitbread Academy wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of **catering**. 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. The academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with the catering facility.

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 when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the academy *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);
- (b) the academy must ensure that the information is stored securely;
- (c) the academy must tell you what it intends to do with the information;
- (d) unless the law allows it, the academy cannot disclose personal information to another person/body – you should note that the only person/body that the academy wishes to share the information with is our catering company. This is necessary in order to allow your child to have an account to use the catering facilities at the academy.

Providing your consent/objecting:

As stated above, 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 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 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 academy 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 to purchase items from the catering facility.

Please note that when your child leaves the academy, or if for some other reason he/she ceases to use the biometric system, their biometric data will be securely deleted.

Further information and guidance:

This can be found via the following links:



- Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff': <https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>
- ICO guide to data protection for organisations: <https://ico.org.uk/for-organisations/guide-to-data-protection/>
- ICO guidance on data protection for education establishments: <https://ico.org.uk/for-organisations/>

If you consent to the school taking and using information from your child's **finger measurements** by **Samuel Whitbread Academy** as part of an automated biometric recognition system, this biometric information will be used by **Samuel Whitbread Academy** for the purpose of **catering**.

In giving permission you are authorising the academy to use your child's biometric information for this purpose until he/she either leaves the academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing or via email. The email address that you can use to opt your child out of biometric services is SWA-Info@bestacademies.org.uk. The address to send opt-out letters to is **Samuel Whitbread Academy, Shefford Road, Clifton, Shefford, Bedfordshire. SG17 5QS**.

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the catering office.

Youth Support Services



As part of the transition process we collect the information provided by you, about your child, to help us support teaching and learning and to provide the support your child needs.

The information you give us is treated as confidential and processed in compliance with the Data Protection Act.

In certain circumstances, we have to pass this information on to other organisations such as the Local Authority (LA), the Government's Department for Education (DFE), the Qualifications and Curriculum Development Authority (QCA) and to any other school your child may transfer to.

As your child is aged 12 or over, we are required to pass information to the Youth Support Services run by the Central Bedfordshire Local Authority, which provides advice, guidance and access to personal development opportunities to all young people aged 13 -19. This information consists of names and addresses of the child and their parents and the date of birth of the child.

We will ask you to update your consent when your child is in Year 11 as Youth Support Services will need consent in order to offer support post-16. The school will ask your child what their intended destination is and in the term after your child has left the school we will ask again either by email or phone where they are currently employed or training to ensure they have found an apprenticeship, college placement or sixth form place. Anyone who has yet to decide their next steps will be referred to YSS for support. If consent has not been given for YSS to contact your child, your child will not be able to access this service post-16.

Please be aware, as a parent or carer, you can choose not to allow the school to disclose any further information about your child other than your child's name and address to the Youth Support Service. When your child is aged 16 or over, your child has the right to decide whether information is passed onto Youth Support Service. The following link will give you access to further information regarding the Youth Support Service.

<http://www.centralbedfordshire.gov.uk/children/youth-support/about/service.aspx>

The accompanying **Privacy Notices** (see below) explains how we deal with your child's information and the rights you or your child has to access this information.

If you need further information or need to discuss the role of Youth Support Services further, please contact Samuel Whitbread Academy via email at SWA-Info@bestacademies.org.uk.

Privacy Notices



Bedfordshire East Academies Trust (BEST) is required to publish specific information on how the trust, and its academies, including Samuel Whitbread Academy, uses pupil's and parents or carers information.

All of BEST's Privacy Notices are available on its website at the following link:

<https://www.bestacademies.org.uk/page/?title=Governance&pid=7>

Parents and Carers Privacy Notice:

To access BEST's Privacy Notice for parents and carers, please navigate to the following link:

https://www.bestacademies.org.uk/_site/data/files/governance/legal/5C9DECA59969DBC63B8681243C4DFBB.pdf

Pupil's Privacy Notice:

To access BEST's Privacy Notice for pupils, please navigate to the following link:

https://www.bestacademies.org.uk/_site/data/files/governance/legal/E118A0545B29C73A2335BA319864EAAE.pdf