



OPPORTUNITY • ACHIEVEMENT • EXCELLENCE

Year 9

New Starter Information Pack

2025-26

Please find contained in this pack information which will assist you in completing [New Starter Form](#) the which must be completed by **Friday 28th March 2025.**



TRANSITION TIMELINE

Transition Information Pack

- This includes forms to be completed and useful information to prepare students for the transfer, and a positive start at Samuel Whitbread Academy.

Tutor Group Formation *Throughout April - June 2025*

- Balanced tutor groups to be constructed determined by academic decisions and not friendship groups. Group lists are shared with Middle Schools for approval.

Tutor Groups Finalised *(June - July 2025)*

- Tutor group lists will be confirmed and these final lists will be shared with Middle Schools. Parents/Carers will receive this communication shortly before the Transition Days in July.

Transition Evening Information *Week Commencing 16th June 2025*

- Letter sent to parents/carers informing them of who their child's form tutor will be at Samuel Whitbread Academy. It will also confirm which house they are in and therefore which Transition Evening to attend.

SEND Visits *One Day Induction June - July 2025*

- Students with EHCPs will be invited to visit the SEND team for an induction at Samuel Whitbread Academy. Parent communication will be sent directly to those involved.

Transition Evening *1stst July 2025*

- This is an opportunity for parents/carers and students to meet the Year Team, Senior Leaders, their Form Tutor (not all tutors will be available) and tutor group. Total Clothing (our uniform provider) will be available for their sizing event at SWA.

Taster Days *2nd July 2025: All EXCEPT RBA 3rd July 2025: RBA ONLY*

- Students from Middle Schools will have a day of lessons where they will get to know their surroundings and understand what it is like to be an SWA student. Students will meet SWA staff and engage in subject lessons across the curriculum.

Transition Induction Day *4th July 2025*

- This is an opportunity to spend the day at SWA for all Middle School students. They will meet the Year Team and work with Sixth Form students who will also act as a buddy. Themes of the day include anti-bullying and ice-breaking activities.



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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School Transport

Student Privacy Notice






Parent & Carers Privacy Notice

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 & Catering



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 behavioral characteristics that can be used to identify them, for example, information from their fingerprint. The academy's catering contractor would like to take and use information from your child's fingerprint and use this 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 purchase items from catering facilities.

You should note that the law places specific requirements on schools when using personal information from students, such as biometric information, 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 academy 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 providing this information if they wish to do so.

The academy is also happy to answer any questions that you or your child may have. If you do not wish for your child's biometric information to be processed by the academy, or if your child objects to such processing, the law states 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. Students are still able to access canteen facilities by giving till staff their name and year group when making purchases.

When your child leaves the academy or ceases to use the 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 Samuel Whitbread Academy taking and using information from your child's **finger measurements** 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.

Catering facilities

The academy has a number of catering outlets across the site. Year 9 students are able to access The Street hatch or The Pit Stop servery as well as the main canteen at break and lunchtime. The Pit Stop is a dedicated catering areas for year 9 only.

More information about catering locations, cost and current menus can be found in the parents section of our website. Alternatively, this can be accessed using the following link: <https://www.samuelwhitbread.org.uk/page/?title=Catering&pid=319>

The catering team will obtain your child's biometric information, where consent has been given, on the first day in September. Biometric accounts can be topped up via ParentMail (pmx.parentmail.co.uk) and parents will be sent a login for this over the summer holiday.

On transition days and during the first week of term in September, the catering contractor will be happy to accept cash payments and card payments (main canteen only for card), to allow time for your child's account to be topped up. Please be aware that after the first week, payments are strictly account (biometric) or card only



Youth Support Services

As part of the transition process, we collect the information that you provide about your child, in order to help us support your child with their learning.

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 Service (YSS) which is run by the Central Bedfordshire Local Authority. The Youth Support Service provides advice, guidance and access to personal development opportunities to all young people aged 13 -19. This information consists of the name and address of the child, their parents and the child's date of birth.

We will ask you to update your consent when your child is in year 11 in order for The Youth Support Service to offer post-16 support. The school will ask your child for their intended destination after year 11 and in the term after your child has left the school, we will again make contact find out where your child is employed or training. This is to ensure that they have found an apprenticeship, college placement or sixth form place. Anyone who is yet to decide their next steps will be referred to the 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 that 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 The 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) explain 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 The Youth Support Service further, please contact Samuel Whitbread Academy via email at SWA-Info@bestacademies.org.uk



School Transport

For information about all of our current bus routes, timetables & the 'Code of Conduct' please visit the travel section of our website.

<https://www.samuelwhitbread.org.uk/page/?title=Travel&pid=38>

Please note that all routes are subject to change by the academy or Central Bedfordshire Council (CBC) at any time. Finalised timetables will be published on our website in August 2024.

In Catchment Services:

To apply for a place on an *in catchment route* ('J' bus), please do so via the [CBC 'Apply for School Transport' page](#). **The deadline for applications to Central Beds is the 31st March 2025, and this deadline is not flexible nor managed by Samuel Whitbread Academy.**

Out of Catchment Services:

In addition to the catchment routes provided by CBC, the academy offers three out of catchment routes. These serve Sandy, Biggleswade, Bedford and some of the surrounding villages.

You will need to register your interest for an out of catchment service. Please see the separate letter sent to you with this information pack for further details.

Spaces are offered on a first come first served basis after current Samuel Whitbread students. Whilst every effort will be made to accommodate your application, a space cannot be guaranteed. **The deadline for applications is the 31st March 2025.**

If you require financial assistance on these routes, Central Bedfordshire may be able to support in some instances but this is dependent on their qualifying criteria. More information about this can be found [here](#). The academy is unable to offer financial assistance at this time.

If you have any questions about home to school transport, please contact a member of the transport team by emailing: SWA-Transport@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/

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/