

July 2021

Dear Parent/Carer,

As we head towards what is the end of a very unusual academic year, we hope you and your families are well and that the last few weeks in Year 6 have been successful, with your child managing to enjoy some of the end of year activities that would have usually taken place.

We are very much looking forward to welcoming all new Year 7 students to our academy in September, and would like to take this opportunity to share some really important information with you, before we all break up.

Firstly, we want to thank you for your support so far, helping your child to access the transition website and all the information available on there. If you have not managed this yet, the site remains live and can be accessed via the following link.

<https://transition.freeston.outwood.com/>

To help to try and put your mind at rest, in these unprecedented times, we wanted to let you know what else we have been doing to support Year 6 children in their transition to secondary school. As a Trust, leading executives and senior leaders have been meeting weekly to discuss plans for the Year 6 transition, as we know how important it is to ensure a successful integration into our schools. During these meetings all aspects of transition have been discussed, with our most recent objective to look at bespoke planning for the September start.

Following the updates of the government guidance for this September we are finalising our plans for the first day and first few weeks for Year 7. With this in mind, we are endeavouring to ensure that the necessities of starting secondary school are blended with some of the transition activities missed, whilst also clearly planning for students to gain the skills needed for the next stage in their academic life. In addition, we are considering how best to identify and close any gaps that have appeared in skills and knowledge during the 'lockdown' period.

You may have read about the request to do two lateral flow tests at the start of the new year. The first being on day one of students returning. Further information will come to you regarding this.

We have been in contact with feeder primary schools to gather pastoral and academic data, so we are best placed to plan for all aspects of their schooling, including any additional needs that they may have. Colleagues have also been visiting our main feeder schools.

- Year 7 students will start at our academy on **Wednesday 8 September**, Year 11 will also be starting later on this day.
- Year 7 will be placed into a year group tutor group, and will initially be taught in this group for the majority of subjects.
- We have redesigned the first few weeks for Year 7, and are committed to an enhanced pastoral programme to support students, and their transition to secondary school. This will include tasks and activities to support wellbeing, to gain, and regain necessary study skills, to form a sense of belonging to their new Academy, year group and tutor group, and to identify literacy and numeracy levels to allow for intervention and early support.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

We will continue to work as a Trust and as an Academy to ensure a positive programme back to normality is realised, and look forward to working with parents, students and staff to do this.

In addition to this detail we have some logistics to communicate to you.

Uniform Collection

Attached to this letter are the timings for collection and exchange of uniform. **The collection day is Tuesday 27th July**; staff will be on hand to support distribution and social distancing. We request that just one adult comes to collect the bundle to limit the number of people on site. The bundle can then be taken home and tried on, and if any aspect needs changing then you will be able to bring it back at a designated time on **Wednesday 4 August**.

First Day

As mentioned already, the return date for year 7 will be Wednesday 8 September, and we expect to see students arrive between **8.10 and 8.20am**. All Year 7 students on this first day must use the **gate on the turning circle on Favell Avenue**. Staff in yellow jackets will be there to welcome students.

Students will then have an assembly, be informed of their tutor groups and be taken to their tutor base to start the programme for the day.

During the day students will be provided with their planners and timetables, have a tour of the school, receive a presentation from the Principal and spend time with their tutor, going through lots of the details that they will need to know to successfully get started at Outwood Academy Freeston. The day will finish with an inter form quiz based on the school and the transition information they have received. We hope this will give an informative but fun end to the day.

Lunch

The Academy uses an online payment system 'ipay' for lunches, trips and any additional payments that may be needed whilst your child is at school with us. We are a fully cashless school so students never have to worry about carrying cash.

As part of the cashless catering system we require explicit consent to hold biometric data relating to your child as used by the system. Attached to this letter is a copy of our Biometric Policy and consent form that can be completed by a parent/carer and your child. If you do not consent to holding biometric data, a 4 digit PIN code will be issued to your child on 8 September. In September you will be issued with details regarding how to use the online IPay Impact system. When this is done your child will be able to purchase food from the restaurant. We have scheduled some time in the morning programme on the first day to complete the finger biometric reading process, so that they can start to use the system on day one. If we are unable to set the accounts up prior to the start of term then a packed lunch will be required.

All dietary requirements can be catered for, but please get in touch if you have questions or concerns about the food on offer. Some students still opt to bring a packed lunch regularly, and this is absolutely fine, these students still eat with their peers in the dining room.

Data Packs

Thank you to all who have returned the data packs. It is crucial that all of these are returned so that we know as much as possible about your child, including up to date contact details for at least two adults. If you have not returned yours, please do so immediately.

GDPR

The 'General Data Protection Regulation' (GDPR) has changed how we can use your personal data and keep it safe, and it also strengthens your rights over your own data. The point of this is to make sure sensitive or private information about yourselves and your children stays safe. We have attached a copy of the Privacy Notice for your information, it is also available on the academy's website.

We have enclosed a copy of the Photography Policy and would appreciate it if you filled all of the documentation attached to this letter, and return it to the academy, this could be when you collect your uniform bundle. The information in this form will be used throughout your child's time at Outwood Academy Freeston. You may withdraw your consent at any time by contacting the academy.

In Summary

Although there are still some aspects that need finalising, we hope you find the detail helpful and the overall plan supportive. We will continue to communicate with you until all aspects are clear for everyone.

If you have any questions then please don't hesitate to get in touch, our transition dedicated email is available for use: transition@freeston.outwood.com and for regular updates on Academy news and events, follow us on Twitter @OutwoodFreeston or review our website www.freeston.outwood.com

We are looking forward to a successful start in September.

Yours faithfully



Lisa Allott
Principal

For regular updates on Academy news and events, follow us on Twitter @OutwoodFreeston or view our website www.freeston.outwood.com



TRUTEX DIRECT



Introducing your New Uniform Provider

★★★★★
**MADE
TO LAST**
SCHOOLWEAR

**HASSLE
FREE
RETURNS**

**FREE
DELIVERY
ON ORDERS
OVER £40**

As part of joining Outwood Academy Freeston the trust provides a set of uniform for all students in year 7. **This uniform bundle includes:**



School Blazer



Twin Pack Shirt or Blouses



School Tie



Trouser or Skirt



P.E Polo



Games Jersey



P.E Short



Sports Sock

Bundles:

Outwood Grange Academies Trust works with the school uniform manufacturer Trutex to supply the uniform for these bundles. Distribution will be carried out by time slots throughout the collection day allocated by primary school. If you cannot attend the event you can ask a friend or relative to collect on your behalf.

Sizing:

Trutex provide an online sizing form (one for girls / one for boys) for parents/carers to fill in their children's sizes. There will be online size guides and printable tape measures available should you need them. This form can only be filled in once per student and you must only use the child's surname and first name provided for the academy register. Due to the restrictions in place due to Covid-19 there will be no actual trying on of garments.

To receive the academy provision of uniform this form must be filled out by 28th May 2021

Boys online form - <https://bit.ly/2Pk9d9Y>

Girls online form - <https://bit.ly/2O35Cwt>

Picking up your new Uniform bundle - Distribution Event:

Trutex will attend the academy at agreed dates to distribute the uniform bundles to each student. There will be no opportunity to try on anything when this bundle is collected, this must be done at home. You must make sure if you need to exchange any of the items in your bundle that the packaging is carefully taken off and any hangers are also returned with the item. Trutex cannot exchange socks if they have been tried on due to hygiene reasons, the shoe size is stated on the packaging.

DATE OF EVENT: TUESDAY 27 TH JULY 2021		
Distribution Event Time	Group to attend time slot (First letter of surname)	No of Students (Per time slot)
11am - 11.30am	A, B & F	28
11.30am - 11.45am	C	16
11.45am - 12pm	D & E	14
12pm - 12.15pm	G & K	15
12.15pm - 12.45pm	H, I & J	32
12.45pm - 1.15pm	L, M & N	29
1.15pm - 1.30pm	O & P	16
1.30pm - 2pm	Q, R, & S	31
2pm - 2.15pm	T, U, V, X, Y & Z	13
2.15pm - 2.30pm	W	16

Need to change an item? - Exchange Event

Trutex will attend the academy at agreed date/s after the Distribution Event to provide Exchange Event day/s. During these event days you can exchange any items from the bundle for alternative sizes. You must have a rough idea as to what size will be required as again there will be no trying on of garments. Trutex staff can offer advice on the day. Only 1 x parent/carer and the student will be allowed to attend this event due to current restrictions. Exchange event dates and times are below, if you cannot attend the event you can ask a friend or relative to attend in your place.

DATE OF EVENT: WEDNESDAY 4 TH AUGUST 2021		
Exchange Event Time	Group to attend time slot (First letter of surname)	No of Students (Per time slot)
11am - 11.50am	A, B & F	28
11.50am - 12.15pm	C	16
12.15pm - 12.40pm	D & E	14
12.40pm - 1.05pm	G & K	15
1.05pm - 1.55pm	H, I & J	32
2.25pm - 3.15pm	L, M & N	29
3.15pm - 3.40pm	O & P	16
3.40pm - 4.30pm	Q, R, & S	31
4.30pm - 4.55pm	T, U, V, X, Y & Z	13
4.55pm - 5.20pm	W	16

Queries?

If you have a query about your new uniform bundle please email us outwoodbundles@trutex.com

Need more uniform?

Unfortunately, at the present time Trutex have no planned selling events within school due to the current Covid restrictions in place. However, if you require additional or extra items you can shop with Trutex Direct online at www.trutex.com using LEA code [LEA00938SC](#) or call customer service to place an order on telephone number [01200 421206](#). Please see attached Trutex Direct flyer which gives you all the details required - a copy of this flyer will also be inside your bundle.



3 simple steps to order online...

1

Register or login at www.trutex.com using your school code: **LEA00938SC**

2

Shop your uniform items and choose your delivery – **FREE** on orders over £40

3

Pay using debit card, credit card, Paypal or Amazon Payments

Klarna.

Klarna - Split your order into 3 interest free payments



How to contact us...

Customer Service

For all enquiries relating to your order please contact us using any of the options below:



Online Contact Form

Complete our online contact form at www.trutex.com



Email Us

Email td@trutex.com stating your order number followed by your query



Text Us

Text **64446** and start your message with the word Trutex. Please include your order number and nature of your query



Phone Us

Call **01200 421206** to speak to a Customer Service Representative



Delivery

DPD Ship2shop: £3.50

When placing your order you can choose the DPD Ship2shop service where your order is delivered to your chosen DPD Pick Up shop. There are 2,500 locations to choose. When your order is in stock this service is delivered within 2 working days.

This service is **FREE** on orders over £40

Standard Delivery: £4.98

Orders placed before 2.00pm (Monday - Friday excluding bank holidays) using our Standard Delivery option will be delivered within 2 working days when in stock. Parcels are tracked with proof of delivery under this service.

This service is **FREE** on orders over £40

Next Day Delivery: £6.98

Orders placed before 2.00pm (Monday - Friday excluding bank holidays) using our Next Day Delivery option will be delivered next working day to a specified delivery address, when in stock, within a 1 hour window slot. Parcels are also tracked under this service.



Biometric Policy

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Biometric Information Policy

Key Points

Schools that use students' biometric data (see 1 below) must treat the data collected with appropriate care and must comply with the data protection principles as set out in the General Data Protection Regulation 2018.

Where the data is to be used as part of an automated biometric recognition system (see 2 below), schools must also comply with the additional requirements in sections 26 to 28 of the Protection of Freedoms Act 2012.

Schools must ensure that the parent/carer of each child is informed of the intention to use the child's biometric data (see 1 below) as part of an automated biometric recognition system.

The written consent of the parent/carer or the child, where the child is deemed to have the capacity to consent (see below), must be obtained before the data is taken from the child and used (i.e. 'processed' – see 3 below). In no circumstances can a child's biometric data be processed without written consent.

Schools must not process the biometric data of a student where:

- a) The child (whether verbally or non-verbally) objects or refuses to participate in the processing of their biometric data;
- b) A parent or student has not consented in writing to the processing; or
- c) A parent or student has objected in writing to such processing, even if another parent has given written consent.

Schools must provide reasonable alternative means of accessing the services to those students who will not be using an automated biometric recognition system.

Biometric Data and Processing

1. What is biometric data?

Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person; this can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.

The Information Commissioner considers all biometric information to be personal data as defined by the General Data Protection Regulation; this means that it must be obtained, used and stored in accordance with that Regulation.

The Protection of Freedoms Act 2012 includes provisions which relate to the use of biometric data in schools and colleges when used as part of an automated biometric recognition system. These provisions are in addition to the requirements of the General Data Protection Regulation.

2 What is an automated biometric recognition system?

An automated biometric recognition system uses technology which measures an individual's physical or behavioural characteristics by using equipment that operates 'automatically' (i.e. electronically). Information from the individual is automatically compared with biometric information stored in the system to see if there is a match in order to recognise or identify the individual.

Biometric recognition systems can use many kinds of physical or behavioural characteristics such as those listed in 1 above.

3 What does processing data mean?

'Processing' of biometric information includes obtaining, recording or holding the data or carrying out any operation or set of operations on the data including (but not limited to) disclosing it, deleting it, organising it or altering it. An automated biometric recognition system processes data when:

- a. recording students' biometric data, for example, taking measurements from a fingerprint via a fingerprint scanner;
- b. storing students' biometric information on a database system; or
- c. using that data as part of an electronic process, for example, by comparing it with biometric information stored on a database in order to identify or recognise students.

4 Who is able to give consent

The Data Protection Act gives children rights over their own data when they are considered to have adequate capacity to understand. Most children will reach this level of understanding at around age 13. For this reason, for most children in a secondary school, it will normally be up to the individual child to decide whether or not to provide biometric data. Where the academy considers that the child does not have the capacity (generally recognised at around the age of 13) parents/carers will be asked to provide consent.

Schools and colleges will be required to notify each parent of a child whose biometric information they wish to collect/use. If either parent objects in writing, then the school will not be permitted to take or use that child's biometric data.

5 Length of consent

The original written consent is valid until such time as it is withdrawn. However, it can be overridden, at any time either parent or the child themselves objects to the processing (subject to the parent's objection being in writing). When the student leaves the academy, their biometric data will be securely removed from the academy's biometric recognition system.

6 Alternative to Biometric

The academy cashless catering system allows for an alternative to biometric scanning and any student objecting to the processing of their biometric data will be issued with a PIN code.

Privacy Notice for students (as per Privacy Notice)

Declaration

I, student , declare that I understand that:

- Outwood Grange Academies Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Outwood Grange Academies Trust may share my data with the DfE, and subsequently the LA and other parties as part of providing schooling.
- Outwood Grange Academies Trust will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the Trust's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Consent

- I consent to the auto generation of targets based on data relating to previous academic performance.

Signed (student):

Signed (parent/carer):

Date:

Biometric Consent form (parent/carer) (as Per Biometric Policy)

Student name:

Please sign below if you consent to the Academy taking and using information from your son/daughter's fingerprint as part of an automated biometric recognition system. This biometric information will be used by the Academy for the purpose of charging for school meals.

In signing this form, you are authorising the Academy to use your son/daughter'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 and sent to the Principal. Once your son/daughter ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the Academy.

Parent consent:

Having read the above guidance information, I give consent to information from the fingerprint of my son/daughter being taken and used by the Academy for use as part of an automated biometric recognition system for the purchase of school meals.

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

Parent Name:

Signature:

Date:

Biometric Consent form (student) (as per Biometric Policy)

Student name:

Please sign below if you consent to the Academy taking and using information from your fingerprint as part of an automated biometric recognition system. This biometric information will be used by the Academy for the purpose of charging for school meals.

In signing this form, you are authorising the Academy to use your biometric information for this purpose until you either leave 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 and sent to the Principal. Once you cease to use the biometric recognition system, your biometric information will be securely deleted by the Academy.

Student consent:

Having read the above guidance information, I give consent to information from my fingerprint being taken and used by the Academy for use as part of an automated biometric recognition system for the purchase of school meals.

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

Name:

Signature:

Date:

Photograph Parent Consent Form (as per Photography Policy)

The purpose of this form is to obtain consent from parents/carers to use photographs and other 'media' to promote the academy and to celebrate publicly, the successes and achievements of students, both during and after their education at the Academy.

Where a student is deemed to have the capacity to give consent themselves, then the preferences expressed on this form will be considered alongside the views of the student.

From time to time representatives of the news media are invited to cover events at the Academy. When this happens there is a possibility your child may be photographed, videoed, or interviewed for a news story.

I hereby consent to the use of photographs/videos/interviews taken of my child by the Academy or the media for the purposes of advertising or publicising events, activities, facilities, programmes of the Academy in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

Please tick one of the choices below:

- Yes, I allow my child to be used for publicity by and for the Academy (as mentioned above)
- No, I do not want my child to be used for publicity by and for the Academy (as mentioned above)

There may be occasions where a newspaper or magazine article is written about an event, the success of a sports team or winners of a competition, in these cases the newspaper or magazine will want to publish photographs with names attached.

I hereby consent to the use of photographs taken of my child by Newspapers or magazines to celebrate victories or recognise events to be published with the name of my child associated with the picture.

Please tick one of the choices below:

- Yes, I allow my child to have their name associated with their photograph in newspaper or magazine articles (as mentioned above)
- No, I do not want my child to have their name associated with their photograph in newspaper or magazine articles (as mentioned above)

Social Media:

- Yes, I allow my child to be used on the Academy social media sites
- No, I do not want my child to be used on the Academy social media

Printed Name of Parent or Carer:

Signature of Parent or Carer:

Date:

We do not share your contact information with outside parties.

