



Hove Park School
“Together We Achieve”

Important Information for Parents/Carers



Canteen Cashless Payment System Frequently Asked Questions - Information for Parents/Carers

What will happen on Transfer Day?

- All Year 6 students are offered a **free** lunch in the canteen.
- Your child will not be able to buy anything so they do not need to bring cash.
- Your child must bring a water bottle or a drink on the day and any snacks that they may want for break time.
- ***If you have provided consent to biometric registration***, the catering company will take finger scans to register your son/daughter. This will mean that you can receive your Wisepay account details well in advance to make sure your child has lunch money added in time for the beginning of the Autumn term. We recommend that students who normally bring a packed lunch also register so that you can give them an emergency dinner money float. Your Wisepay account will also be used for trip payments/lockers etc.

Why do we use a Cashless Payment System?

- Students do not have to carry cash.
- Parents/Carers know that lunch money is being spent in school.
- Students entitled to free school meals are not singled out in any way.
- The system is used to encourage healthy choices.

Are there any disadvantages?

- If there is no money on the student's account then they cannot buy anything, even if they have cash with them.

What is biometric registration?

- Students are registered on the catering company's tills using a finger scan.
- This is called biometric registration.
- The scanner measures 6 points on the finger, it does not take a fingerprint.
- The information from the measurement is converted into a unique number. It is this number which is stored.
- This number cannot be converted back into an image of the fingerprint.
- The number cannot be used by any other source for identification purposes.

How do I make lunch money payments online?

- You will need to have agreed to the Parent/Carer Acceptable Use Policy.
- You will be sent login details for your Wisepay Account by letter.
- Wisepay is a secure website, no card details are stored on the Wisepay system and these details are not accessible to either the school or Wisepay.
- You can make payments on your Wisepay account using either a debit card or a credit card.

What if my child has free school meals?

- Students entitled to free school meals also have a Wisepay account.
- The cost of the main meal is added daily to the canteen tills automatically and will not show on your WisePay account.
- The main meal includes a pudding, but does not include a drink.
- Parents/Carers can add payments to the account so that items can be bought at break time.
- Any underspend on the daily free school meals allowance is carried over until the end of that week.
- No-one except the staff in the school office and on the tills in the canteen will know if a child has free school meals.

What happens at the till?

- The student's finger is scanned, the cashier will see the student's name and photograph to check they are charging the correct account.
- The name and photograph information are only stored within the school's computer network, they are not stored in the catering company's computer system.
- The cashier enters the items purchased.

What happens if there isn't enough money on the account?

- Your child will only be able to buy items worth less than the amount in the account. If the balance is very low this may mean that they cannot buy anything at all.
- There are no 'overdraft' facilities.
- It is not possible to make payments in cash in the canteen.

What if my child has a packed lunch?

- If your child is registered for the system and you have your Wisepay account details then you can provide a small 'emergency' float.

What if I do not want my child to use the biometric system?

- A list of pupils who have not provided consent will be passed to the cashier in the canteen. Your child will be asked for their name at the till when making a purchase and the cashier will look up your child by surname. The cashier requires this information to ensure they charge the correct account.
- Lunch money payments are made to the account as explained above.

What if I do not want the school to have a digital photograph for identification purposes?

- If you wish your child to use the canteen but do not want the school to have a digital photograph for identification you must complete a digital image and biometric registration opt-out form. This can be obtained by emailing admissions@hovepark.org.uk.
- You must send 2 passport photographs of your child with the form (one for the school office, one for the canteen).
- You must update these photographs every September.
- Dinner money payments are made to the account as explained above.
- Your child's surname will be entered by the cashier to make sure they are charging the correct account.

What should I do if I need help with using Wisepay?

- Contact us by e-mail wisepay@hovepark.org.uk (we can only guarantee a response during term time).



We are pleased to inform you that your User Name and Password to log in to your WisePay 'Wise Account' is:

Account User Name : Example

Account Password : Example

How to Log In and Make an Online Payment

Please go to your school's web site <http://www.hovepark.brighton-hove.sch.uk/> (ie not WisePay's web site) and click on to the WisePay logo. You will be taken to your school's payment pages.

On the right-hand side of your school's payment page, you will see a Login Area –

WISEPAY Please use your personal User Name and Password above to log in.

Can I Change My Password?

You need to log in for the first time using the User Name and Password given above. However, after you have logged in you are able to change the password given above to one of your choice.

To do this, please go to 'Change Password' and follow the on-screen instructions. Please be aware that your email address becomes your User Name if you change your password.

For security purposes, please ensure that your 'Wise Account' password you choose is unique to your 'Wise Account' and that you do not use it for any other login. WisePay recommends that you change the password issued above to your own password.

WisePay Mobile App

Once you have set up your account you can use the WisePay Mobile App using the organization code 31149586

What Can I do on My 'Wise Account'?

Once in your 'Wise Account' you can make payments online. You can also view your payment history by clicking on 'my Wise Account' tab at the top right of the page.

I have More than One Student at the School

If you have more than one child at the same school, you will receive a User Name and a Password for each child.

Who to Contact if you have Any Questions

WisePay has given your school further information to provide to you and this should answer any questions that you may have. Due to data protection and confidentiality considerations, unfortunately, WisePay cannot take questions over the telephone on individual accounts. Therefore, if you do have any questions, please go to your school who should be able to answer them directly or will channel them to WisePay on your behalf if they cannot.

wisepay@hovepark.org.uk

We hope you find the WisePay Service of benefit to you.



Information & Communication Technology

Student Acceptable Use Policy

This Acceptable Use Policy is intended to ensure:

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

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

2) **For my own personal safety:**

- a) I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- b) I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password, and I will change it when told to.
- c) I will be aware of "stranger danger", when I am communicating on-line.
- d) I will not disclose or share personal information about myself or others when on-line.
- e) If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- f) I will immediately report to teacher/tutor/parent/carer any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

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

- a) I understand that the school ICT systems are primarily intended for educational use and that **I will not use the systems for personal or recreational use unless I have permission to do so**. I will not allow others to use any school ICT equipment on loan to me.
- b) 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.
- c) **I will not use the school ICT systems in lessons for anything on-line unless I have permission of a member of staff to do so.**

4) **I will use school ICT systems and my personal ICT equipment (e.g. iPad, mobile phone) within the following guidelines:**

- a) In lessons, **use school resources relevant to the task set** and, if in doubt, ask permission.
- b) In lessons, **use personal equipment only with permission.**
- c) At other times **the following uses are banned unless you have written permission** from a member of staff:
 - i) Taking photographs or filming.
 - ii) Use of school email account for any use not directly related to learning and lessons and courses at school.
 - iii) Use of personal email account for any purpose.
 - iv) Use of social networking, chat, instant messaging, blogs and user-generated content sites (e.g. facebook, twitter, MSN, YouTube).

- d) I will act as I expect others to act toward me.
- e) 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.
- f) **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.
- g) **I will not take or distribute images of anyone without their permission.**

5) 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:

- a) I will only use my personal hand held / external 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 were using school equipment.
- b) I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- c) I will immediately report any damage or faults involving equipment or software, however this may have happened.
- d) I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- e) I will not install or attempt to install programs of any type on a school owned device / machine, nor will I try to alter settings on school owned devices.
- f) I will only use chat and social networking sites with permission and at the times that are allowed.

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

- a) **I should ensure that I have permission to use the original work of others** in my own work.
- b) Where work is protected by copyright, I will not try to download copies (including music and videos).
- c) 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.
- d) **I should acknowledge sources** by showing the url (web site address) of all information I use.

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

- a) 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).
- b) **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, suspensions, contact with parents/carers and in the event of illegal activities involvement of the police.



**Parent/Carer Agreement
Student Acceptable Use Policy
Provision of School email Address
Use of Photographic and Video Images, including Digital Images**

Student Acceptable Use Policy

The Student Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Parents/Carers are required to sign the pink agreement form to show their support of the school in this important aspect of the school's work. Students will not be granted access to the school's ICT systems without

Provision of School email Address

All students are provided with a school email address which is to be used in support of their learning (e.g. asking a teacher for help). The address includes year of entry, surname and first initial (e.g. 12jonest).

Use of Photographic and Video Images, including Digital Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in:

- Places accessible to the general public, such as the school website and the public media
- Places only accessible to members of the school community, such as newsletters and HPS Digital. All users with access to digital images have signed an Acceptable Use Policy agreement which clearly states that they cannot make use of these images or other personal data not their own.

To comply with the Data Protection Act the school is requesting parents'/carers' permission before taking images of students. We will also ensure that when images are used in public media that the young people cannot be identified by the use of their names unless explicit permission has been sought and granted.

What if I do not want my child's photograph to be used publicity?

- Please email admissions@hovepark.org.uk and we will make a note on your child's record according.

Note that this does not cover the use of digital images for purposes of identification.



Parent/Carer Acceptable Use Policy Agreement

This Acceptable Use Policy is intended to ensure:

- that parents/carers will be responsible users while using the internet and other communications technologies provided by the school in support of their child's learning.
- that school ICT 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 parents and carers have good online access to relevant information to enhance opportunities to support students' learning and will, in return, expect parents/carers to agree to be responsible users.

Acceptable Use Policy

- 1) I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- 2) For my personal safety:
 - a) I understand that the school will monitor my use of the ICT systems, email and other digital communications.
 - b) I understand that the rules set out in this agreement apply to use of school ICT systems both in and out of school.
 - c) I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
 - d) I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the appropriate person.
- 3) I will be mindful of my role as parent/carers in my communications and actions when using school ICT systems:
 - a) I will not copy, store or use any copyright material made available by the school except to support the learning of a student at the school.
 - b) I will not copy, store or use any personal data, including images, made available by the school as part of information about school events and activities except where that data relates solely to my own son/daughter or where I have the explicit permission of the individuals concerned (or their parent/carers if under 16).
 - c) I will communicate with others in a polite and respectful manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
 - d) I will only communicate with school staff using official school systems.
- 4) I understand that if I fail to comply with this Acceptable Use Policy Agreement access to the school's ICT systems will be withdrawn. In the event of illegal activities the school will involve the police.



Relationship and Sex Education

Paracetamol Consent

Relationship and Sex Education

All students will have relationship and sex education. This is about promoting equality between genders, healthy and stable relationships and informing students about their rights and responsibilities.

Important lessons include consent, mutual trust and respect. All RSE lessons are taught with sensitivity and we will inform parents/carers throughout the year when lessons are taking place.

Further information is available from Ms Pinney (Personal, Social and Health Education Team Leader).

You have the right to withdraw your child from Relationship and Sex Education. If you wish to discuss this please contact the school to arrange a meeting with Ms Pinney (Personal, Social and Health Education Team Leader).

Paracetamol Consent

Occasionally your son / daughter may become unwell during the school day, if we are able to treat with Paracetamol painkillers i.e. a headache we require your permission to administer this. We always check the safe dose.

This way it will enable your son / daughter to remain in school where possible.

Parent/Carer Consent for the Administration of Paracetamol be signed by Parent/Carer.



Privacy Notices - Data Protection Act 1998

Students

Hove Park School is the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE). If you want to see a copy of the information we hold and share about you then please contact the school's Data & SIMS Manager.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <https://www.brighton-hove.gov.uk/about-website/privacy-and-data>
- <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Data Protection Officer, Brighton and Hove City Council, telephone 01273 291207
- Department for Education, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ
Website: www.education.gov.uk
Contact via: <https://www.education.gov.uk/help/contactus/dfe>
Telephone: 0370 000 2288

Parents/Carers (Adults with Parental Responsibility)

Hove Park School is the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your child's previous school. We hold this personal data and use it to:

- contact you in support of your child's safety, well-being, learning and progress
- contact you with relevant information about your child's school

This information includes your contact details, such as address, telephone numbers and e-mail address and the nature of your relationship to your child.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

If you want to see a copy of the information we hold about you then please contact the school's Data & SIMS Manager.

SCHOOL UNIFORM

Uniform guidelines

Hove Park School uniform supports our school's aspirational ethos and is an important part in raising standards for all students. We believe that a school in which the uniform is smart and consistent provides the opportunity for all students to stand out by way of their abilities and talents.

The school uniform for Years 7-11 is:

- Hove Park School blazer (not needed for Years 9-11)
- Hove Park School tie
- Plain white shirt
- Plain black tailored trousers with dark socks, Hove Park black skirt with black tights/white ankle socks
- Hove Park School jumper/cardigan
- Plain black leather/equivalent shoes with a low heel
- Items described as plain must have no patterns, markings or logos

The following items are not permitted:

- Black jeans or similar with studs or rivets
- Chinos
- Leggings
- Hooded or tracksuit tops

School ties can be purchased from the main office at both campuses for £5.00

The school PE kit is as follows:

- Plain Navy Shorts/leggings
- Half Zipped sweatshirt
- Navy HPS T shirt
- Football socks

- Rugby shirts Football boots
- Trainers
- Gum shield

All items can be bought from Logo Sports - www.logosports.co.uk

It is Hove Park policy that all students wear full official uniform when attending school, representing the school, or when participating in a school organised event outside normal hours. Items of clothing that are worn as part of a students' religious observance are permitted, but we ask that parents and carers try to accommodate the style and ethos of the school.

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Jewellery

We allow one stud or sleeper per ear and one ring only. No facial piercings whatsoever are acceptable in school at any time and jewellery must be removed for PE lessons.

Hairstyles

Extreme styles, bleaches or dyes that are in blatant contrast to natural hair colours are not acceptable or considered part of the school uniform. Likewise, shaved insignia in hairstyles is not allowed. Make up, if worn must be discreet

General appearance

Students must at all times wear their uniform in a smart presentable manner; Shirts, ties and skirts must be worn appropriately and outdoor coats must be removed on entering the building.

School uniform can be purchased all year round via the following website:

www.khalsaschoolwear.co.uk