



Great Marlow School

Excellence • Compassion • Integrity

PARENT INFORMATION AND CONSENT FORM

2025 2026

Recommended by the Leadership Team:

November 2025

Approved by GMS Governors

December 2025

Adopted by Governors

December 2025

Review Due:

Autumn Term 2026

Indicate as appropriate:

GREAT MARLOW SCHOOL PERSONAL INFORMATION CONSENT FORM

Great Marlow School (GMS) "the School" collects and uses certain types of personal information about students and the parents & carers of those students in order to provide education and associated functions. The School may be required by law to collect and use certain types of information to comply with statutory obligations related to both education and safeguarding.

While the majority of information GMS collect from you is mandatory, there is some information that you can choose whether or not to provide to the school. Whenever GMS seek to collect information from you, it will be made clear whether you must provide this information and if so, what the possible consequences are of not complying and whether you have a choice.

Unless it says otherwise, by providing consent you are allowing GMS to share the data with the relevant external provider(s) by integrating with the school's current Management Information System (MIS) data. The school are required to obtain separate consent for each child at GMS.

The school's website contains details of the Fair Processing Notice which is the Data Protection & Freedom of Information Policy for the school. The policy is intended to ensure that personal information is dealt with properly and securely and in accordance with the UK Data Protection Act 2018 (UKDPN18) and other related legislation. It will apply to information regardless of the way it is used, recorded and applies for as long as the information is held.

Data protection legislation applies to all records, whether held in electronic or paper format. The website also contains details of the school's Privacy Statement which should be read in conjunction with the Fair Processing Notice (Data Protection and Freedom of Information Policy).

For anyone unable to access details from the school website, please call the school reception who will direct you to someone who can discuss alternative ways of sharing the information with you.

Where we hold personal information the School is committed to:

- Keeping information safe and secure, whether that is an electronic or physical record.
- Keeping information up to date.
- Using personal information fairly at all times.
- Keeping data for no longer than it is needed; the school adheres to a retention schedule to ensure that this is the case.

Individuals can correct any information we hold that is incorrect (such as updating addresses) by calling the school reception who will direct you to the relevant department to process the change.

The following pages list where GMS require you to provide specific consent to hold and share the information. Please either tick to allow to consent to all our school approved systems. Or alternatively tick to specifically opt in for the various services.

Please complete the form to enable us to record details of students admitted to Great Marlow School.

Personal Information Consent

Great Marlow School (GMS) "the School" collects and uses certain types of personal information about students and the parents & carers of those students in order to provide education and associated functions. Outside the mandatory services we also use personal information for the following:

1. **Catering** - In order to process transactions in the Canteen or Café in an efficient and hygienic manner GMS, use a dedicated catering management system – Cunningham's.

In order to process transactions in the Canteen or Café in an efficient and hygienic manner GMS, use a dedicated catering management system – Cunningham's. This allows parents/ carers to make direct payment from the school Payment system (see above) and for the students to make secure payments from that system at point of sale by the use of a fingerprint recognition. The platform uses an extract from the MIS to include students' name and their tutor group. This includes entitlement to Free School Meals (if applicable) so that eligible students make secure payments in exactly the same way. If you do not wish to provide consent, then the school will send you separate details on how your child can use a personal identification number (PIN) to make payment at the catering register point.

2. **Sex Education** - This school aims to deliver the full curriculum of age appropriate Sex Education. Some aspects are mandatory.

This school aims to deliver the full curriculum of age appropriate Sex Education. Some aspects are mandatory. If you do not provide consent then your child will be provided with alternative activities when the non-mandatory elements are being undertaken.

3. **Trips and Activities** - In order to manage our extensive offer of trips & activities, GMS use a system called in Evolve+, in collaboration with Buckinghamshire Council who are the school's trip management assessors for Health & Safety

In order to manage our extensive offer of trips & activities, GMS use a system called in Evolve+, in collaboration with Buckinghamshire Council who are the school's trip management assessors for Health & Safety. They review all of the activity details prior to an event. This is a specialist data management platform used by GMS to collate data about any activity that takes place outside the Local Learning Area of Marlow. The platform uses an extract from the MIS to include student names, gender, SEN details (if applicable) & year group. Also attached will be the information that you, as parents/ carers, provide through prior to a visit. This will include such details as emergency contacts, medical or other needs and doctor's details, for example. For health and safety reasons, a student is not able to attend a visit without this information being attached to a visit submission through EVOLVE+ and as such removal of consent would prevent us being able to safely manage the trip event or activity.

4. **Maths Software - Sparx Maths** - Parent Names and Email address of main contact per student are used by Sparx Maths to send email alerts to you regarding tasks/homework

that are due in or deadlines which have been missed for your son/daughter(s). Parent/carer can opt out at any time themselves, if they wish to no longer receive these alerts.

The school uses Sparx Maths, an online education platform to help deliver Maths curriculum, homework, targeted activities to name a few. Main Parent/carer contact name and email address is used by Sparx Maths to send email alerts to you regarding tasks/homework that are due in or deadlines which have been missed for your son/daughter(s). If you do not wish to provide consent we will remove the email alerts being sent to you when homework is due/late etc. Alternatively, if you have given consent and later decide to want to change your mind. You can at any point unsubscribe from Sparx Maths notifications.

5. **Celebrating Success** - The school likes to celebrate the success of students and the school in both educational and extracurricular activities. This can include sharing content on our website which can include Images and in some rare cases videos

The school likes to celebrate the success of students and the school in both educational and extracurricular activities. This can include sharing content on our Website which can include Images. If you do not wish to provide consent then your child's image will not be used nor will your child's name be included.

6. **Careers and Further Education** - This school will work with your child to plan and track careers activities to provide systematic records for each student of their careers activities to support decision making at key transition points. We use Compass+ and Unifrog to deliver these government requirements. Neither product is configured to use personal student data, however for Unifrog we would like to reserve that option for the future if we consider it to be in the best interests of our students. An example might be adding student postcodes so that courses and apprenticeship opportunities are flagged locally rather than nationally.

7. **Pre-Admission** - To start the formal transition of your child from primary to secondary school before the start of the academic year in September. This enables the school to offer you some goods & services earlier, as we commence the on boarding process for the various critical systems listed above

The formal transition of your child from primary to secondary school takes place at the start of the academic year in September.

Our experience has shown that the more we can complete in advance of this, the smoother and easier transition is for your child into GMS. This enables the school to offer you some goods & services earlier, as we commence the on boarding process for the various critical systems listed above.

In order for GMS to provide this benefit earlier please confirm if you give permission for us to process your data in advance of your child starting in September. If you do not wish to provide consent, then the school will complete those processes from the start of the academic year in September.