

14th September 2018

Dear Parents/Carers

School have been using a behaviour management system called Behaviour Watch to support pupils. Behaviour Watch are a web based behaviour management system that centralise schools recording systems and log incidents online. All information logged onto the system from our schools is not shared with any persons that are not members of the Prince Albert Community Trust team.

Below are the reasons school has decided to use the program:

- It's a fast and efficient referral system for pupils to receive pastoral support and provision
- It lets staff receive real time notifications and will increase the response time in dealing with behaviour incidents
- It provides an accurate and up to date log of all activity/reports and pastoral provision in place for pupils

In order for your child to continue to receive the benefits from Behaviour Watch the software requires the following personal data for each pupil (the data needed is to monitor incidents, incentives and provision for different categories of pupils in order to make continual improvements to the schools systems and procedures):

- Childs name (for identification purposes)
- Gender (used for statistical data and analysis)
- Year (used for statistical data and analysis)
- Class (for identification purposes)
- Eligible for free meals (used for statistical data and analysis)
- Ethnicity (used for statistical data and analysis)
- English as additional language (used for statistical data and analysis)

None of the information above will be shared with any third parties. The system resets at the beginning of every academic year. This information will be shared with Behaviour Watch for set up purposes only. Once the management system has been set up by Behaviour Watch the information on the system will not be accessed by any of the Behaviour Watch team unless support with administration is required. All information will be kept by Behaviour Watch for the duration of the time your child attends Highfield school. Once your child is no longer on roll at our school their information is stored for 6 years. If you would like to exercise your right for your child's information to be forgotten you may request this and your request will be honoured.

In order for school to start setting the management system up for this academic year to be used in our schools we require your consent. Please complete the slip below and return it the class teacher by Friday 21st September 2018.

Kind regards

Miss K.Magee

I, as parent/carer of _____ (child's name) in class _____ give Highfield School permission to share the following personal data with **Behaviour Watch**.

- Childs name
- Gender
- Year
- Class
- Eligible for free meals
- Ethnicity
- English as additional language

Signed: _____ (parent/carer of named child) Date: _____

If you wish to withdraw your consent you are able to do this at any time by notifying the class teacher and completing another form stating your wishes.