



MEDEN
SCHOOL

Transition Guide

**ASPIRATION
EXCELLENCE
ACHIEVE**



Part 1: Pupil Information

Welcome Newcomer,

We are pleased that you are coming to Meden School. We hope that this pack answers some of the questions you have been asking so that you can settle in quickly and with ease.

Meden is a medium-sized school; there will be over 1000 students on roll when you join us. You will probably know some of them already and you will soon make friends with the other students.

All the staff are keen for you to succeed and want to help you make the most of whatever talents you may have. You will get to know your teachers very quickly.

Be prepared to work hard and be kind, taking advantage of all the opportunities we have to offer. This includes the variety of extracurricular activities and clubs.

We hope your experiences at Meden will be happy and successful.

Who's Who?

You will soon know most of the staff, but to help you initially, here are some key people:

Headteacher	Mr J Smith
Deputy Headteacher:	Mr S Morton
Deputy Headteacher:	Miss A Mann
Assistant Headteacher:	Miss K Hickinbotham
Assistant Headteacher:	Mr M Hamer
SENDCO:	Miss K Hickinbotham
Achievement Leader Year 7:	Mr Hyatt
Achievement Leader Year 8:	Miss L Clogg
Achievement Leader Year 9:	Mr S Bird
Achievement Leader Year 10:	Mr P Buxton
Achievement Leader Year 11:	Mr W Byrne
Head of College:	Mrs. H Smith



What happens at Lunch Time?

School Meals

Meden School offers a variety of hot and cold food that can be purchased in the dining halls. There are various 'Meal Deals' that offer excellent value for money and a set menu for each day of the week.

When you first come to Meden we will ask if we can take a picture of your finger using our Biometric system. This system allows you to add money to your account, either online (using your Parentpay account) or by using the machines in school. When you have chosen your food, you place your finger on the scanner, near to the till, and the money is taken off the balance on your account. Menus and price lists are on our website <https://www.medenschool.co.uk/page.php?p=canteen>

If you qualify for 'Free School Meals,' you will receive an allowance, currently £2.70 to use at lunch time on that day. Your FSM allowance will only be available at lunchtime every day. If you want to buy anything at break or before school, you will need to top up your Parentpay account with extra money. When you place your finger on the scanner, staff can see if you are FSM but nobody else sees this.

Packed Lunch

If you prefer to bring your own lunch, there are designated areas in school where you may eat this. Please make sure all your rubbish is placed in the bin. Cold drinks are on sale in the dining halls. **Please do not bring drinks in flasks or glass bottles as this can be extremely dangerous. Fizzy drinks and energy drinks are not permitted in school.**

Break times and before school.

There are arrangements in the morning and at break for you to purchase food and drinks from the dining halls. We also offer some FREE breakfast items if you have not had the opportunity to get your breakfast before school and these include bagels and cereals.

Remember: you may have a school meal or bring a packed lunch.

You will not be allowed to leave the premises for your lunch, under any circumstances.

What if I lose something?

Please make sure that you clearly mark your name on all your belongings.

If you lose something, please let a member of staff know and they will direct you to 'lost property'. Student services is where most items are taken but if you lose your PE kit then ask the PE team first. It is advisable to revisit the places you visited before you lost your item.

Lockers

There may be some lockers available to students for a small deposit. These are useful to keep your belongings in, which will save you carrying them around. Please ask Student Services for more details. Please note that these will not be available during the first couple of weeks.

Equipment

All students will be issued with a lanyard in their year group colour and this will form part of your school uniform. We will also provide students with a pencil case containing all your basic equipment such as pens, pencil, ruler, rubber etc. Tutors will do an equipment check every morning and can help with broken items or items that are no longer working but you do need to take responsibility for looking after your own things. Students are expected to look after all their equipment and ensure they have it with them each day. All students will need a scientific calculator.



What do I do if I need to go out of school during the school day or arrive late?

If you must go to a medical appointment, please bring in your appointment card or a letter from home and show it to your Tutor. Parents can contact attendance directly on attendance@medenschool.co.uk.

If you are being collected during break or lunch, please go to reception to wait for your Parent/Carer. We are unable to let you leave without prior permission.

If you need to leave school for any other reason, please ask parents to contact attendance on the following email attendance@medenschool.co.uk.

After you have been given permission to leave school, please go to Reception and sign out. If you return before the end of the day, sign in at Reception and then report to the Attendance Officer. You will then be given a note to hand to your teacher so that they can mark you present.

Checklist

There are many things for you to remember each day. Use this checklist to help you:

Have you remembered?	Checklist
	Correct uniform including your lanyard.
	Have you got your Culture Card?
	Dinner money or packed lunch
	Refillable water bottle – water fountains are in both canteens.
	Pencil case with pens, pencils, crayons, ruler, rubber, notebook, calculator, and a School bag to put it all in.
	Check your timetable:
	<ul style="list-style-type: none"> Do you need your PE kit? Do you need your library book? Do you need your calculator?
	Tutor note if required.

Are all your belongings clearly marked with your name?

Please do not bring any of the following to school:

- Large sums of money in case you lose it.
- Jewellery or articles of great value.
- Aerosols – aerosols are banned in school due to health and safety.

Do not worry if this seems a lot to understand or remember.

All the staff will be able to answer your questions when you are in school.

There is always somebody around to help.



School Day and Lesson Timings

Our school day looks like this:

Event	Time
School gates close (5 mins to get to tutorial)	08:45 am
Tutorial	08:50am
Period 1	09:25am
Period 2 / Break	10:15am
Y11, y9 & College Break 1- 10:15 to 10:35am then P2 starts at 10:35am Y10, Y8 & Y7 Break 2 - 10:15am & then break from 11:05am to 11:25am	
Period 3	11:25am
Period 4 / Lunch	12:15pm
Y11, Y9 & College Lunch 1 - 12:15pm to 12:50pm then P4 starts at 12:55pm Y10, Y8 & Y7 Lunch 2 - P4 at 12:15pm & then have lunch 1:05pm - 1:40pm	
Period 5	1:45pm
Period 6 (No Period 6 on a Friday)	2:35pm
Extra Curricular Sessions - Mondays and Tuesdays only (non compulsory)	3:25pm to 4:05pm

Part 2: Parent/Carer Information

Pupil Guidance and Support

Upon entering Meden School your child will be placed in a tutorial with approximately 30 students in it. The tutorials are in year groups and will be led by a Tutor who is responsible for the pupils' daily registration, welfare, and academic progress.

During tutor time students will follow a program of Personal Development. More details are on our website <https://www.medenschool.co.uk/page.php?d=pshe&p=intro>

Each year group has a designated Achievement Lead who is responsible for the guidance, and support of students, as well as for achievement and monitoring progress. The Achievement Lead for Y7 is Mr Hyatt.

There will also be a team of pastoral staff who support each year group which includes attendance, safeguarding and behaviour mentors.

Communication

We aim to provide high quality, frequent and responsive communication to our learning community (pupils, parents/carers, staff and partners) and to the wider population who have an interest in Meden School. Our communication will be written in plain English and if we must use jargon, we will explain what is meant by it. We will also use a range of media to make our messages more engaging and interactive.

We strive to make it easy for parents/carers to communicate with us, and there are several platforms in place for this.

If you have a non-emergency query, we ask that instead of calling reception, which is often very busy, you contact one of the following groups in the first instance

General enquiries – office@medenschool.co.uk

Attendance enquiries – attendance@medenschool.co.uk

SEND enquiries – send@medenschool.co.uk

Finance enquiries – finance@medenschool.co.uk

Medical enquiries – agargas@medenschool.co.uk

If you know your child's tutor you can contact them directly or email the office@medenschool.co.uk email and they will put you in touch.

We aim to respond to all enquiries within 1 working day wherever possible but during busy times this may take slightly longer. Often though we can respond within a few hours depending on the time of day but for teaching staff it can often take longer depending on their teaching commitment that day.

If your query cannot wait, then please phone Reception 01623 843517. Please do not turn up to Reception and expect to see a member of staff without an appointment as this is often impossible. We can, however, arrange for you to speak to someone as soon as possible.

Communication between school and parents should be respectful at all times and abusive language or aggressive behaviour will not be tolerated.

What if my child is unwell?

If your child is unwell during the school day their teacher will contact Student Services, and a First Aider will see them. We will contact Parents/Carers at home to arrange for them to be collected from school if necessary, so please ensure we have up to date contact numbers.

Your child must not use their mobile phone to contact you themselves and will be given a sanction if they try to do so.

Medications

If your child needs to take medication during the day, whether long or short term, please contact our Medical Officer Miss Gargas agargas@medenschool.co.uk for advice. To safeguard all students, medication should be always kept in the medical room.









How do we communicate with you?

All Parents/Carers will need to download the MCAS app. This is the Parent/Child portal that you can use to do the following things.

- Provide/update contact information.
- Receive school messages.
- Send your child's reports / progress information.
- Check attendance and timetable information for your child.
- Check rewards and behaviour events.
- See exam timetables.
- And much more

The app is available to download on all devices and is very simple to use. From September we will be doing more and more through the Parent Portal, so it is vital to have access so that you do not miss out on any information. To receive a MCAS notification like a text message, please enable your notifications. You will then receive messages immediately rather than having to log in to the app.

We also communicate in other ways as shown below.

	 Website	 Text message	 Email	 MCAS app	 Social media	 Newsletter	 Local radio/ press	 Post
Emergency information (e.g. School closure notification)	✓		✓		✓		✓	
News stories/press releases	✓	✓			✓	✓	✓	
Event notification (e.g. Parents' Evenings/Awards events)	✓		✓		✓			✓
Student achievements	✓	✓		✓	✓	✓		✓
Progress information				✓				
Important reminders	✓	✓	✓		✓			✓

Conduct in and around school.

Good discipline, based on respect for the school and all other members of the school community, is a matter of considerable importance.

Culture Card

We use our Meden School Culture Card for rewarding positive behaviour and for correcting poor conduct between lessons. Students will be issued with a card when they start that they should keep with them at all times. This is what it looks like.



The image shows two forms. The first is a 'Culture Card' with a dark blue header and footer. It features the Meden School logo and a title 'Culture Card'. Below the title are fields for 'Name', 'Tutor', and 'Date'. The card is divided into two main sections: 'Positive Mark' (green background) and 'Negative Mark' (red background). Each section has two empty boxes for signatures and a list of criteria. The 'Positive Mark' criteria are: Kind, Polite, and Responsible. The 'Negative Mark' criteria are: Uniform, Equipment, and Social time behaviours. At the bottom, it states: 'You must have a Culture Card with you at all times. No card will result in an after-school detention.' The second form is an 'Out of Lesson Pass' with a light blue header and footer. It features the same school motto 'ASPIRATION | EXCELLENCE | ACHIEVE' at the bottom. The form is a table with 5 columns: 'Tutor', 'Student Services', 'Staff Code', 'Time', and 'Date'. There are 10 rows for recording passes.

Students can receive a positive staff mark for being:

- Polite
- Kind
- Responsible

It can be for simple things such as using manners, offering help to peers or staff, saying 'good morning', showing kindness to others.

Students may receive a negative staff mark for:

- Lack of equipment
- Incorrect uniform
- Poor social time behaviour (break/lunchtime)

When one side of the card is filled with 2 signatures (either 2 green or 2 red) the card is confiscated and replaced with a blank one. Students then start afresh.

Cards filled with positive marks gets logged and the student receives ATL points & a message is sent home. If the card is filled with negative marks, a detention is logged for the same day after school (20m mins). It is essential the students always carry their card and can produce it when asked otherwise a sanction may be given.



Classroom Behaviour Protocol

As you are aware, here at Meden School, we strive to put students first in everything that we do. We aim to maximise student attainment across all aspects of the curriculum to ensure that all students are able to strive towards a common goal, success.

As you will appreciate, achievement is directly linked to behaviour and our classroom expectations are transparent and clear to all.

- Arrive at lessons on time and with the correct equipment.
- Follow instructions given by the staff member, the first time.
- Listen to the person who is talking.
- Keep hands, feet, and unkind words to yourself.
- Put your hand up if you want attention.

The classroom behaviour protocol uses a consequences pathway which warns students when 'off task behaviours' are noted by teachers, which affect learning. The following pathway will now be consistently used in every classroom:

Students are told 'the rule and consequences reminder' before being issued with the first warning:

- C1 Misbehaviour
- C2 Further Misbehaviour

When a child is issued with a C2 a member of the behaviour team will collect them and take them to the reflection room where they remain for the rest of that lesson and two periods following this. The purpose of this is for the child to reflect on the reasons for their behaviour. Students can access live lessons whilst in the reflection room. Students will also be given a same-day detention afterschool. We will contact you regarding this.

If students' behaviour is severe enough, they may be issued with a 'Seclusion' sanction. This is for behaviours such as truancy, smoking/vaping, failing to follow a reasonable request and verbal aggression towards another student or staff member. This list is not exhaustive.

Please note that if a student fails to behave or attend 'Seclusion' or for any other incident that the Headteacher deems serious, a fixed term exclusion may be issued.

Detentions (Same-Day)

Detentions form part of our sanctions for unacceptable behaviour in school and your full support is appreciated. Detentions are set for after school and may be given in the following *circumstances*.

- Receiving a C2 in lessons
- Completing a Conduct Card with negative signatures
- Derogative language or being rude to other students/staff.
- Lateness

Detentions will be set for the same day, and you will be notified via text so you must ensure that we hold the latest contact details in school. You will be able to see the behaviour log on to MCAS and it will tell you more details about the detention i.e. for a C2, for lateness, for 2 x negative marks on the culture card. There is a cut-off time after which any detention set will go on to the following day and this is so that we can inform parents.

Please remember that all students are expected to attend detention. We can rearrange the date in some circumstances but **only via arrangement with a Parent/Carer and not the child**. If your child catches a bus and receives a detention which means they are unable to get home, it is your responsibility to contact school to rearrange this. Detention is a sanction for not meeting school standards and should be viewed as such.



Exclusion Procedure and Parental Rights

Exclusion will be used for serious offences, only after other sanctions have failed. Exclusion is a serious matter for the pupil, the family, and the school. A pupil may be excluded by the Headteacher:

- For a short, specified period
- Permanently

Parents/Carers have well defined rights of representation and appeal, which will be made clear through standard documentation when exclusion occurs. It is important that parents/carers appreciate their role and their legal responsibilities in respect of their child's behaviour, both in and out of school and are aware of the school rules and discipline. The school will always seek the involvement and support of parents/carers when serious disciplinary measures, including exclusion, have to be taken.

Attendance



Regular school attendance is essential for students to make good progress, achieve their academic potential and consequently have better opportunities in life. Every student at Meden School, in line with Government expectations, is expected to maintain an attendance level of **96% or above**. It is the responsibility of everyone in our school community; parents, students, staff, and governors to ensure they achieve this, and therefore we constantly monitor and review the attendance of all students. Just a few days absence from school can have a massive impact on the overall attendance percentage for a child.



Mrs. Guy is our Attendance Officer, and she is based in the Attendance Office at the bottom of the blue stairs. Mrs. Guy is very understanding but it is her job to ensure that students are in school, and you may receive a call from her or from her assistant, Mrs. Enoch, if your child is not in school for any reason.

Illness

If a child is ill and cannot attend school, it is important to contact the school immediately by **telephone 01623 843517 option 2)**

or email attendance@medenschool.co.uk

to explain the absence. If we do not receive a message about the absence, a text message will be sent informing parents/carers that a child is absent from school. A quick response to this text is necessary, so that we know a child is safe.

It is essential to make sure the school holds an up-to-date mobile number and a current address for all parents / carers so that these vital messages are received.

Meden School's advice is to always send students to school, even with slight signs of illness and staff will support as required.

Lateness

Punctuality is particularly important. Please make sure your child leaves home early enough to be on time for the start of the school day. Registers are taken during each lesson.

The first lesson is your TUTOR PERIOD, which begins promptly at 8:50am. therefore **students need to be in school before the gates are locked at 8.45am.**

We use the large digital clock on the side of school for our timings, which automatically syncs with GMT.



If a child arrives late to school, they will automatically receive a same-day after school detention. A member of the attendance team will take their name and inform them of this. You will also receive a text message.

Medical Appointments

We ask that wherever possible, all non-emergency doctor and dental appointments are made outside of school time. If it is necessary to miss lesson time for a medical appointment, then you must let attendance know in either of the following ways:

- Email attendance informing them of the appointment and attaching proof.
- send a letter with your child (or write a note), explaining why they need to be taken out of school.

If you are collecting your child during the school day, they must sign out of school at Reception before waiting to be collected from school. Avoid collecting during the lunch break to avoid delays in locating your child on the school site.

Please note we will only allow people named on the contacts of the child with PR to collect them from reception, so if you would like someone to collect on your behalf then you must contact us beforehand with details.

Holidays

The policy regarding school attendance specifically aimed at holidays taken during the academic term changed in January 2013 in line with government regulations.

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability, and aptitude. Taking children out of the academic year for a holiday does not allow them to receive an efficient full-time education.

If you are thinking about taking your child on holiday during term time you must consider your decision very carefully. Full information is available under the Administration section of the website.

The procedure for requesting time off for a holiday is as follows:

- All holiday requests will need to be submitted on a 'Leave of Absence' form which can be collected from the Attendance Team or downloaded from the school website.

Contact attendance@medenschool.co.uk for more guidance

- Holiday requests will be considered by the Head and will only be authorised if it is for exceptional circumstances (armed forces or police). Reasons will need to be submitted on the holiday request form. You will receive notification of your holiday request from the school once it has been reviewed, and a decision made.
- If parents still take their child out of school for a holiday, which has been unauthorised by the Head, then the school will refer them to Targeted Support to recommend a fixed penalty notice.

Unauthorised Absence Fixed Penalty Notices

- In Nottinghamshire, parents can be fined if their child has in excess of 5 days (or 10 half days) of unauthorised absence over a 10-week period. A penalty notice is charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years. In a case where the national threshold is met for a third time (or subsequent times) alternative action could be taken instead.

Nottinghamshire County Council's guidelines and further information on Fixed Penalty Notices can be found on their website: www.nottinghamshire.gov.uk

Reporting lost days and spells of absence

To support parents/carers in gaining a clearer picture as to how much their child has been absent from school, it will now clearly state on Progress and ATL reports, how many 'days lost' and how many 'spells of absence' have occurred.

- Days Lost – how many days a student has not been in school.
- Spells of Absence – how many separate occasions the student has been absent.

Example:

- If your child has 3 days off back-to-back, this will state that they have 3 days lost with 1 spell of absence.
- If your child has 1 day off in week 1, 1 day off in week 4 and 1 day off in week 12. They would have 3 days lost with 3 spells of absence.



School Closure due to Bad Weather

Wherever possible we will endeavour to keep the school open but there may be occasions, for health and safety reasons, when a decision will be made to close the school. If we have heavy snow overnight and staff are unable to get to work, a bulletin will be posted on all the local radio stations to keep you informed. Parents will be informed about school closure by the following methods:

- Local radio
- Capital FM
- Mansfield 103.2
- Radio Nottingham
- School website: www.medenschool.co.uk and Twitter @MedenSchool
- School answer phone message
- E-mail or text message.

If school needs to close during the normal school day:

- Parents/carers will be contacted by text message, the MCAS app and/or e-mail.
- Students who have no pre-arranged place to go (i.e., home, a friend or relative's house) will not be permitted to leave the school without parental permission.
- We will arrange, where possible, for our Meden School buses to collect students early & will keep students in school until they arrive or until you contact us with alternative instructions.

We would recommend that all Parents/Carer discuss what a child should do in the event of school closure

It is imperative that you inform us of any changes to the contact information relating to your child. Please contact Reception to do this or e-mail us on office@medenschool.co.uk.



Parent Portal

All Parents/Carers with parental responsibility will be given access to the Parent Portal MyChildAtSchool (MCAS). MCAS is an online portal for parents that enables you to view your child's performance at school in real-time via the internet.

The facility allows you to

- Update contacts/vital information.
- Access your child's attendance,
- Check behaviour and achievement,
- View school reports.

You can check whenever you want for the latest available information about your child.

You will be asked to log on to this app and update contact information before your child starts school. You can download the app for free from the App Store or Google Play stores (MCAS Parent Portal). More information is on the school website.

Homework and Enrichment

The term 'homework' refers to any work undertaken by a student outside of the classroom and is considered an important part of the education and self-discipline of children of secondary school age. While work may be set by a teacher to be completed at home, work may also be accomplished at break time or at the end of the school day. We wish to emphasise the importance of children taking responsibility for their own success and seek the support of parents/carers in creating a suitable learning and study environment.

Work set outside of the classroom will vary according to the subject. Some work may take longer to complete. Some work may need to be handed in the next day and because deadlines will vary it is important for pupils to organise their time carefully and make notes of any deadlines given.

More information about homework and how it will be set will be given at a later date.

Cycles and Scooters

Students who cycle to school must ensure that their cycle is in a safe state of repair and keep to the rules of the road. All students should wear the proper safety equipment, including a safety helmet when riding a bike or scooter to school. **Students will not be allowed to cycle/scoot to school without a helmet.** Students must not cycle/scoot in the school car parks or on school premises. Students who leave their cycle/scooter on the school premises do so at their own risk and are advised to use a safety lock.



Mobile Phones

Mobile phones should not be brought to school. Smart watches, iPods, MP3 players, CD players and all other similar equipment are also forbidden in school. If a phone is seen or heard it will be confiscated by a member of staff. It must then be collected by parent/carer at the end of the day. If a phone is confiscated a child will be issued with a same-day afterschool detention.

The school will not, under any circumstances, accept responsibility for mobile phones. We feel that they are not necessary as students are allowed to use the school's external telephone system providing it is considered appropriate. Furthermore, parents/carers can contact their children in an emergency through School Reception.

Energy Drinks

Energy drinks are detrimental to learning and should not be consumed on the way to or in school. These will be confiscated and thrown away if they are brought on to school premises. There are water fountains in both of the dining halls, and we encourage students to use refillable water bottles for drinks in school.

Uniform, Equipment and Personal Property

Meden Uniform is available from the online shop. Please use the following link to set up an account.

<https://just-schoolwear.co.uk/product-category/meden-school/>

Please note that whilst the online ordering system does offer a selection of uniform items for instance, trousers, shirts, shorts, PE socks, you are not obliged to order these items here but can, in fact, purchase them anywhere you wish to, providing they meet the required standard below.

School Dress Code

We pride ourselves on having high standards of dress in school and ask for the co-operation of students and parents in maintaining these. A high standard of dress impacts on the working ethos of the school and how the wider community views our students. If we notice that uniform is not correct we will challenge this with students.

Blazer	Black Blazer with Meden School Badge only available from the online shop.
School Tie	Blue striped tie for all year groups
Trousers	Black trousers for all students must be properly tailored cloth, NOT tight fitting. No Leggings or Jeans are permitted.
Shirt	White formal shirt with stiff collar. Can be short or long sleeved. No fitted shirts or blouses permitted. Shirts must be tucked in at all times.
Jumper	Though not compulsory, a V-Neck jumper may be worn under the blazer. (No cardigans, hoodies, or round neck jumpers)
Shoes	Plain black lace-up or slip-on (heels no more than 2") – NO trainers or boots to be worn.
Coat	Plain dark raincoat, duffel or anorak is preferred. A discreet logo is allowed. Hoodies are NOT permissible and will be confiscated from the student.



Hat	Hats should NOT be worn in and around the school building.
Jewellery	Students should NOT wear jewellery except a wristwatch and one pair of small stud earrings. No other piercings are permitted.
Hairstyles	Hairstyles should be neat and presentable. Natural hair colours only – NO extreme styles including patterns shaved into hair. The school will be the final arbiter of the term 'extreme'.
Make-up	Should not be worn in Yr. 7 & 8. Subtle make-up can be worn at in Yrs. 9,10 & 11. Students will be asked to remove any make up that is judged to be unsuitable or that does not adhere to these guidelines. No false nails or Eyelashes.
False Nails/ Eyelashes	Long/false nails and false eyelashes are not appropriate for school. We appreciate that during the holidays or on special occasions students may choose to wear these, but we would ask that these are removed before returning to school.
Belt	Plain black discreet belts are permissible.

We do appreciate that a considerable amount of money is spent on school uniforms and the staff want to help to keep it clean and wearable. If a student can provide an old shirt or apron for use in Art and Craft, it will prevent accidents that may occur when using paint and clay.

PE Kit

Compulsory items

- ✓ Polo PE top- Meden branded – only available from our online ordering system.
- ✓ Navy/Black PE shorts (not cycling shorts) or joggers.
- ✓ Navy PE Socks (football socks)
- ✓ shin pads
- ✓ trainers

Optional items

- ✓ Fleece Meden branded – only available from our online ordering system
- ✓ Mouth guard (highly recommended)
- ✓ football boots (highly recommended when playing football/rugby)

Please ensure that all property is clearly marked with your child's name so that, should they lose it we can return it to them quickly. **If your child is excused from their physical education lesson, it is essential that they still bring their PE kit to the lesson as we will expect them all to change and we will give them a nonphysical role such as keeping score or umpiring.** This will also prevent them from sitting in wet uniform all day if the weather is poor during the lesson and allows them to remain involved with the group.



Biometric Information

At Meden School we have been successfully using biometric identification finger scan technology for cafeteria purchases since 2010. Biometric identification is one of many systems used within Meden School to provide a more efficient service to students and staff.

The biometric identification systems operated at Meden School uses the finger and its image to uniquely identify each student and member of staff. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. The system does not create or store an image of the fingerprint.

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which when translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from digital data which cannot, therefore, be compared to existing records of fingerprint images.

To continue the delivery of these systems and work within updated Governmental directives (Protection of Freedoms Act 2012) every school must obtain parental consent for the use of student biometric data prior to September 2013. Parental consent is required to take and process biometric data from your child's finger and use this information for the purpose of providing your child with certain services, such as the cashless system used in the canteen. We will not use biometric information for any purpose other than the in the cafeteria. Meden School will store the biometric information collected securely in compliance with the Data Protection Act 1998. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

In order to be able to use your child's biometric information in this way, parental consent is required, and this is requested on the pupil consent form on the transition portal. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

If you require further information, then please feel free to contact the school.

Biometrics Frequently Asked Questions

1. What is "biometrics"?
Biometrics is a method of recognizing an individual based on measurable biological characteristics such as the fingerprint. Fingerprints remain constant over a person's lifespan. Surface wear, minimal temporary or permanent scarring and aging may affect but does not alter beyond recognition, the original fingerprint pattern.
2. How is a biometric image collected?
Sensors are used to scan the finger and convert the information to a secure digital format to which it is later compared. Technically, biometric capture devices create electronic digital "pictures" that are encrypted and stored and then compared to "live" pictures to confirm the identity of a person.
3. Is biometric technology safe to use?
Any health concerns are like those encountered in everyday life (touching a fingerprint sensor is equivalent to touching a doorknob). Biometric systems use ordinary computing and video technology that a person typically encounters in their day-to-day activities. Biometrics requires only the placement of a finger.
4. If I provide my biometric (fingerprint), who has access to it and the information associated with it?
The fingerprint scan is stored in a database on one computer at the school in a proprietary format (an actual copy of the fingerprint image itself is NOT stored). Only the fingerprint reader can recognize this format. Fingerprints are not transferred to any other systems.
5. Can my biometric image be used anywhere other than the school?
No. A fingerprint registered on one system will not be valid for another unique system. Only information stored on the database linked to the biometric scanner used is available when a fingerprint is scanned.
6. What if the biometric scanner is stolen?
Data is not stored on the scanner itself. The scanner is a vehicle used to confirm the authenticity of the fingerprint.
7. Can someone steal my biometric (fingerprint)?

A fingerprint is unique. No two people have identical fingerprints. It would be next to impossible for someone to steal someone else's biometric fingerprint.