

# BIDDENHAM TRANSITION 24

BIDDENHAM INTERNATIONAL  
SCHOOL & SPORTS COLLEGE  
Y6 INTO Y7 TRANSITION 2024



**“OPENING MINDS,  
TRANSFORMING LIVES.”**  
1ST EDITION

## Friendship & Compassion

Nurturing and inclusive relationships, and the values of equality and respect are at the heart of our school family. We create safe, secure and happy educational environments where we embrace diversity in all its richness, individuals feel a sense of belonging and we care for the welfare and wellbeing of others.



## Biddenham International Core Principles & Values



**Mission:**  
'Opening Minds,  
Transforming Lives.'

## Inspiration

Through personal challenge, high expectations and the development of self-motivation, we encourage a passion for learning. We stimulate curiosity and engagement through inspirational teaching and leadership, and motivate individuals to continue learning confidently throughout their lives.



## Determination

We encourage a positive, optimistic outlook, and build stamina and personal resilience. Through this we develop moral courage, integrity and leadership, and enable individuals to work well both independently and as part of a team.



## Enjoyment

We ensure that both children and adults experience the joy of learning; and whether this be from the exuberance of discovery, the ascetic pleasure of completing an arduous piece of work or the simple glow of pleasure from insight and understanding, we ensure that learning is rewarding, fulfilling and enjoyable.



## Success

We ensure that individuals experience success in a range of curricular and extracurricular activities. Through good teaching and the development of high quality support we encourage individuals to aim high and exceed their own and others' expectations as part of a balanced approach to school life.



**TIMINGS OF THE SCHOOL DAY 2024 - 2025**

Year 7 and 8				Years 9-13			
Monday				Monday			
	Time	Mins	Break/ Transition		Time	Mins	Break/ Transition
Tutor	8.00 - 8.20	20		Tutor	8.00 - 8.20	20	
Transition			5	Transition			5
Period 1	8.25-9.25	60		Period 1	8.25 - 9.25	60	
Transition			5	Transition			5
Period 2	9.30-10.30	60		Period 2	9.30 - 10.30	60	
Break	Food		20	Break	Food		20
Period 3	10.50 - 11.50	60		Period 3	10.50 - 11.50	60	
Transition			5	Transition	No food		5
Period 4	11.55 - 12.50	55		Period 4	11.55 - 12.55	60	
Lunch	<b>12.50 - 13.30</b>		40	Lunch	<b>12.55 - 13.35</b>		40
Period 5	13.30-14.30	60		Period 5	13.35 - 14.35	60	
Leave	<b>14.30</b>			Leave	<b>14.35</b>		

Tuesday				Tuesday			
	Time	Mins	Break/ Transition		Time	Mins	Break/ Transition
Staff training	7.45-8.45	60		Staff training	7.45-8.45	60	
Period 2	<b>8.50 - 9.50</b>	60		Period 2	<b>8.50 - 9.50</b>	60	
Transition		5 mins		Transition		5 mins	
PSHE	9.55 - 10.45	50		PSHE	9.55 - 10.45	50	
Break		5 mins		Break		5 mins	
Period 3	10.50 - 11.50	60		Period 3	10.50 - 11.50	60	
Transition		5 mins		Transition		5 mins	
Period 4	11.55 - 12.50	55		Period 4	11.55 - 12.55	60	
Lunch	12.50 - 13.30			Lunch	12.55 - 13.35		
Period 5	13.30 - 14.30	60		Period 5	13.35 - 14.35	60	
Leave	<b>14.30</b>			Leave	<b>14.35</b>		

Year 7&8				Years 9-13			
Wednesday, Thursday, Friday				Wednesday, Thursday, Friday			
	Time	Mins	Break/ Transition		Time	Mins	Break/ Transition
Tutor	7.50 - 8.20	30		Tutor	8.00 - 8.20	20	
Transition			5	Transition			5
Period 1	8.25-9.25	60		Period 1	8.25 - 9.25	60	
Transition			5	Transition			5
Period 2	9.30-10.30	60		Period 2	9.30 - 10.30	60	
Break	Food		20	Break	Food		20
Period 3	10.50 - 11.50	60		Period 3	10.50 - 11.50	60	
Transition			5	Transition	No food		5
Period 4	11.55 - 12.50	55		Period 4	11.55 - 12.55	60	
Lunch	<b>12.50 - 13.30</b>		40	Lunch	<b>12.55 - 13.35</b>		40
Period 5	13.30-14.30	60		Period 5	13.35 - 14.35	60	
Leave	<b>14.30</b>			Leave	<b>14.35</b>		

**SCHOOL TIMINGS ARE SUBJECT TO CHANGE**



# WELCOME TO

## Biddenham International School & Sports College



### ATTENDANCE

Regular attendance at school is essential if your child is to make progress in their learning. On occasions, ill-health or other circumstances may prevent your child from attending and it is important that the school is able to authorise the absence.

To help do this, parents/carers are asked to contact the school each day an absence occurs.

Please telephone the school on 01234 342521 and press Option 1 to leave a message for the Attendance Officer (Before 7.30 am please leave a message on the night service answering machine).

Notes should be taken to the Attendance Officers (in R Block) by the student; or parents/carers can call the Attendance Officers on the above number.

**MEDICAL APPOINTMENTS:** Should be taken after 2:40pm or during school holidays as much as possible. If your child has an appointment, e.g. doctor, dentist, etc., your child must show the appointment card or a permission letter from you to the Attendance Officer before they leave the school.

Holidays during term-time are not permitted.

Students may not leave the school site during the day.



### MEDICAL MATTERS

If your child feels unwell in class - they must tell their teacher who will give them a note so that they can go to the Sanctuary at break. Paracetamol tablets will not be administered without the prior written consent of parents/carers and only during break and lunchtime.

If your child has an accident - they must tell a teacher who will make arrangements for them to go to the Sanctuary and receive First Aid treatment.

(If they need to be taken home because of illness or hospital because of injury - you must collect your child from school).

Students who need to take medicines at school (except those using asthma inhalers) must hand in the medicines/tablets to the Sanctuary and report there for doses at the appropriate times.

# STATIONERY

IT IS VERY IMPORTANT THAT YOU HAVE THE FOLLOWING EQUIPMENT WITH YOU WHILE AT SCHOOL.

**PENS and Pencil**  
(blue or black and green biro)



**PENCIL CASE**



**RULER**



**RUBBER**



**SHARPENER**



**COLOUR PENS/PENCILS**



**SCISSORS**



**GLUE STICK**



**PROTRACTOR SET**



**SCHOOL BAG**



**COMPASS**



**SCIENTIFIC CALCULATOR**



**HEADPHONES**  
(for Chromebook)



**READING BOOK**  
(these can be borrowed from the school library)



**SHINPADS**  
(in addition to PE kit)



**CHROMEBOOK AND CHARGER**  
(provided by school)





# Biddenham International School & Sports College Uniform List



At Biddenham International School it is entirely the choice of the student which items of clothing they select.



BISC111552

**Blazer**  
COMPULSORY



**Year 7 and 8 Tie**  
COMPULSORY



BISC111367

**V-Neck Jumper**  
OPTIONAL



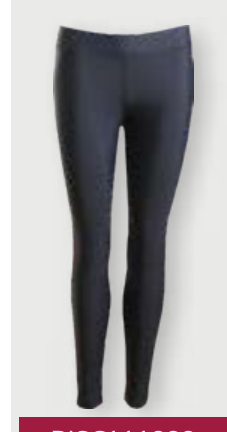
BISC111683

**Shorts**



BISC111885

**Training Pants**



BISC111888

**Leggings**



BISC111889

**Skirt**

COMPULSORY - YOU MUST CHOOSE ONE ITEM OF THE ABOVE PE KIT AS WELL AS THE POLO SHIRT



BISC111037

**Sports Socks**  
COMPULSORY



BISC111680

**Vapour Polo**  
COMPULSORY



BISC111687

**Cuatro Fleece**  
OPTIONAL











# HARPUR TRUST

Over the last 10 years we have supported more than 2,000 children with the cost of a new uniform



Your child is eligible for a **£50 grant** towards the cost of their school uniform if they meet ALL the following criteria:

**Eligible for free school meals**

**Resident in the Borough of Bedford**

**Changing from primary to secondary school**

**You can access the school uniform voucher from your school - don't miss out!**

**Let us know if it's helped your family at [grants@harpurtrust.org.uk](mailto:grants@harpurtrust.org.uk)**

# HOMework at Biddenham

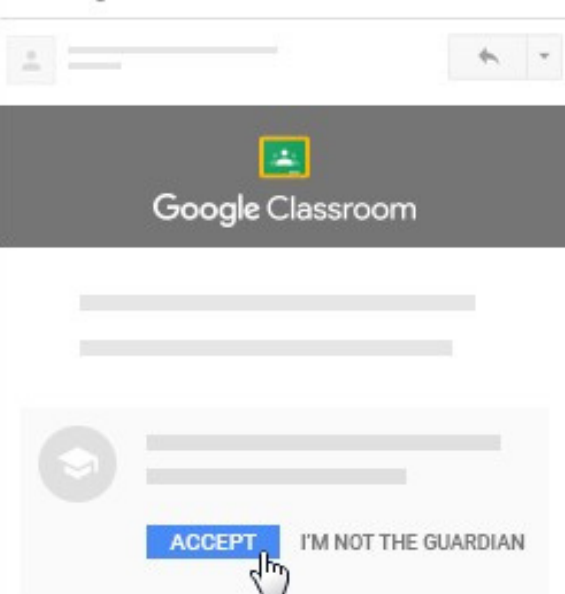
In order to keep up to date with your child's learning please find the step by step guide to joining the google classroom for weekly or daily updates.

Once you have signed up and still have questions please watch this video:

<https://www.biddenham.beds.sch.uk/support-for-parents-and-carers/> to support your child navigating the google classroom at home.

Please note if you need to update your contact e-mail addresses, then please contact Julie Giles on [Julie.giles@mybiddenham.com](mailto:Julie.giles@mybiddenham.com) leaving your child's name and tutor group.

Get Google Classroom email summaries

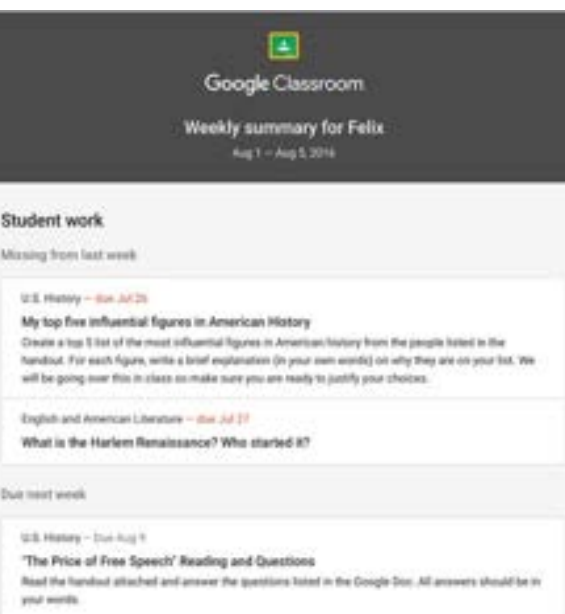


## HOW TO RECEIVE GOOGLE CLASSROOM HOMEWORK SUMMARIES

1. As a guardian, you must receive and accept an email invitation before you can receive email summaries.
2. To join Google Guardians please log into your email account, check the student name and click 'ACCEPT'.
3. Make sure you have google email address

You might find that you would like to change the frequency of the email summaries. If this is the case you will need to manage your email summary settings using this link:

<https://support.google.com/edu/classroom/answer/6388136?hl=en>



## WHAT DOES THE WEEKLY SUMMARY SHOW?



- *Missing work* – Work that's late at the time the email was sent
- *Upcoming work* – Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- *Class activity* – Announcements, assignments, and questions recently posted by teachers

# GOOGLE Classroom



## WHAT IS GOOGLE CLASSROOM?

Google Classroom is a platform incorporating GSuite (Google Docs, Sheets, Slides, Drive, and other Google products), it allows students to access everything they need for a lesson, including homework assignments, projects, lesson material, and even Google meet's for live virtual lessons.

## DO TEACHERS USE GOOGLE CLASSROOM TO TEACH LIVE?

Yes, sometimes. We can use the google meet link on a student's google classroom to offer students live virtual lessons should a student be at home, long term sick, or on the rare occasions that the school may need to close.

## HOW DO YOU SET UP GOOGLE CLASSROOM?

Your child will get an email invite from their teacher with a link or a code they use to join a class. They can log in directly on the google classroom (using their school-created account) to access the class (or classes) their teacher has added them to. Each class is private, only students and teachers invited will be enrolled. Once your child has joined a class, they can use all the features the teacher has enabled for that class, including assignments, announcements and lesson materials.

## WHY HAVEN'T I RECEIVED A GOOGLE GUARDIAN INVITE?

If you haven't received the invitation, check your spam/junk folder. Otherwise, contact your student's school and please check the school has an accurate email address for you. If needed please ask them to send another invitation.

## HOW DO I CHANGE MY GOOGLE GUARDIAN SETTINGS?

Once logged in you are able to change many aspects including frequency of email summaries (daily or weekly) and also have the option to unsubscribe.

## DO I NEED A GOOGLE ACCOUNT OR GMAIL ACCOUNT TO GET ACCESS TO GOOGLE GUARDIANS?

No. To get an invitation for email summaries, you can use any email address.







## **CAN YOU USE GOOGLE CLASSROOM AT HOME?**

A student can access Google Classroom from anywhere, including from their phones, when they download the Google Classroom app.

## **CAN I COMMUNICATE WITH MY CHILD'S TEACHER THROUGH GOOGLE CLASSROOM?**

No, at present we do not offer this feature, should you have any issues please contact your child's form tutor in the first instance.

## **CAN GOOGLE CLASSROOM BE USED FOR CHEATING?**

There's nothing to prevent students from opening up other tabs, such as Wikipedia or Google Search, while they're using Google Classroom. If they're taking a quiz in Google Forms, however, teachers can disable access to other resources using a feature called Quiz Lock.

## **CAN I CHECK MY CHILD'S GRADES ON GOOGLE CLASSROOM?**

No, though teachers can assign grades using the Classroom service gradebook, the teacher has to generate a report and email it to you in order for you to see your child's grades and as a school we have our own reporting system.

## **IS GOOGLE CLASSROOM SAFE?**

When using the school issued chromebooks, the school is able to view all websites that a student has opened, in addition in order to improve the safety we have restricted many sites.

## **HOW DOES MY CHILD FIND OUT ABOUT NEW INFORMATION POSTED IN GOOGLE CLASSROOM?**

Your child's teacher will regularly upload lesson material and will inform the class when homework has been set, in addition when work is put on the Google classroom your child will receive an email. These emails come through your child's school email account.

## **WHO HAS CONTROL OVER THE OPTIONS IN GOOGLE CLASSROOM?**

The school Information Technology department, they set up and manage the account and features. Individual teachers will also have responsibility to manage individual google classrooms. The school administrator can also enable "restricted mode" for YouTube, which limits some mature content.

## **HOW TECH SAVVY DO I NEED TO BE TO HELP MY CHILD WITH GOOGLE CLASSROOM?**

If your child is younger, it's probably a good idea to have some familiarity with Google's G Suite so you can help your child upload documents, check the calendar, and do other tasks. This is however shown and taught to students when they join the school and ongoing support is available to our students.

## **WHERE CAN I GO TO GET MORE INFORMATION ABOUT HOW TO USE GOOGLE CLASSROOM?**

Your child's teacher will be able to provide you with more information should you have any questions or for technical or login issues please contact [enquiries@biddenham.beds.sch.uk](mailto:enquiries@biddenham.beds.sch.uk)

Alternatively there is a wealth of online support via the [Google website](#)





# FOCUS ON LITERACY

## Bedrock Learning



This year we have introduced Bedrock and it is being used by our Year 7, 8 and some Year 9 students. Bedrock is an online learning platform designed to support students with their literacy skills, with a focus on grammar and vocabulary. It has also been used in science as homework for KS3 students, focusing on keywords. Students have been working on Bedrock in tutor time and at home, with our recommendation of a minimum of forty minutes per week.



Scan the QR code for further information on Bedrock Learning. The online video session covers an array of topics such as:

- What Bedrock is and why it is such an exciting and unique platform
- Why it's important for your child to use Bedrock
- How you can support your child in their learning

*Bedrock Learning Information Video*

### *Bedrock Learning Talking Prompts*

In addition to this you may find the curriculum overview link useful as a way to support discussions with your child about the vocabulary they are learning and revising:

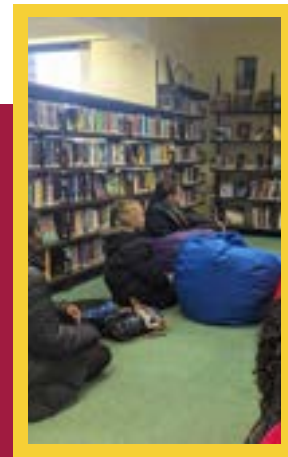


## ROLL UP! ROLL UP! READ ALL ABOUT IT!



As a school, we are passionate about reading and encouraging our students to enjoy a wide range of texts. We aim to create a culture of reading for pleasure to develop our students' reading skills, improve their vocabulary and develop their knowledge and understanding of the wider world.

Scan the QR code and discover our new literacy newsletter. Find out all the ways we are supporting our students with their literacy skills.



Should you have any further questions contact our Whole School Literacy Lead – [caroline.burton@biddenham.beds.sch.uk](mailto:caroline.burton@biddenham.beds.sch.uk)

# STUDENT WELLBEING

Wellbeing Support - Services available for young people. Speak to your tutor, HoY, Mrs Speight or The Sanctuary staff for further information or visit the school website wellbeing section.

## Sixth Form Mentoring

Sixth form mentoring Student Safeguarding Leads. Speak to your tutor about a referral.



## Counselling

Year 7&8 School Counsellor or Mrs Nagrani. Ask your HoY or Mrs Speight for a referral. Alternatively drop into the sanctuary at lunchtime



# CATERING

## BISTRO - H BLOCK

### BREAKFAST - ASSORTED

1.2 Breakfast Panini - £1.00  
Pastries - 60p  
Yoghurts - 50p  
Fruit Pots - 50p

### TUESDAY BREAKFAST CLUB

Cooked Breakfast - £2.00  
Fresh Pancakes - £1.00  
Pain au Chocolate - 60p  
Croissants - 60p  
Over Night Oats - 50p  
Fresh Fruit Pots - 50p

EVERY DAY - FREE BREAKFAST FOR ALL STUDENTS  
BAGELS, CEREALS & PORRIDGE

### LUNCH

Main Course - £1.30  
Potato - £1.00  
Vegetables - 50p  
Pudding - 60p  
Jacket Potato - £1.00  
Baked Beans - 50p  
Tuna Mayo - 50p  
Coleslaw - 50p  
Side Salad - 50p

### SALADS & PASTA POTS

Chicken Salad - £2.00  
Tuna Salad - £2.00  
Cheese Salad - £2.00  
Egg Salad - £2.00  
Tomato and Five Bean Pasta Pot - £1.50  
Tuna Mayonnaise Pasta Pot - £1.50

## ALL OUTLETS

Fresh fruit - 30p  
Fresh Pineapple pots - 50p  
Fresh Sweet Melon - 50p  
Fresh Grapes - 60p  
Yogurts - 50p

### DRINKS - ALL OUTLETS

Lemon and Lime Aqua Splash - £1.00  
Fruits of the Forest Aqua Splash - £1.00  
Apple Juice - 60p  
Orange Juice - 60p  
Water - 50p

### BISCUITS - ALL OUTLETS

Chocolate Cracknell - 50p  
Shortbread - 50p  
Ginger Biscuits - 50p  
Flapjack - 50p  
Chocolate Cookies - 50p

## QUAD POD

Margarita Pizza - £1.00  
Pizza of the Day - £1.00

Mon - Southern Fried Chicken Wrap - £1.70  
Tue - Vegetarian Bean and Rice Burrito - £1.70  
Wed - Popcorn Chicken - £1.70  
Thu - Burrito Bowl - £1.70  
Fri

Chicken Burger (Friday Only) £1.00  
Chips (Friday Only) £1.00  
Baked Beans (Friday Only) £0.50

Ice cream / Ice Lollies - £1.00

MEAL DEAL - £2.70  
MAIN MEAL, POTATO,  
VEGETABLES, PUDDING, OR  
WATER

## SANDWICH BAR - D BLOCK

All Homemade  
Sandwiches - £1.50  
Wraps - £1.50  
Baguettes - £2.00  
Salads - £2.00  
Including: Tuna Mayo, Cheese, Chicken Tikka, Chicken Mayo, Egg, Ham (All chicken is Halal)

PACKED LUNCH MEAL DEAL - £2.70  
SANDWICH OR WRAP, BOTTLE OF WATER, FRUIT POT OR YOGURT AND A BISCUIT

## BREAK TIME - QUAD, BISTRO, R BLOCK

Pizza Baguette - 60p  
Pork Sausage Roll - 80p  
Cheese and onion pasty - 80p  
Vegetable Samosa - 80p  
Pain Au chocolate - 60p  
Croissant - 60p

## PASTA KING & PANINI BAR - R BLOCK

Small Pasta Pot - £1.50  
Large Pasta Pot - £2.00  
Cheese Topping - 30p  
Pizza Slice - £1.00  
½ Panini - £1.00  
Assorted Panini Selection including Chicken Tikka, Cheese, Tuna and Cheese, Halal Pepperoni Pizza

Chicken Burger (Friday Only) - £1.00  
Chips (Friday Only) - £1.00  
Baked Beans (Friday Only) - 50p

ALL THE CHICKEN, BEEF AND LAMB USED IN OUR KITCHEN IS HALAL!



# KS3 SCHOOL TRIPS & VISITS 23/24



**Bedford Blues**



**Castleton  
Peak District Residential**



**Tring Natural  
History Museum**



**Hare Krishna Temple  
Watford**



**Christmas Pantomime  
at MK Theatre**



**Queens Park  
Faith Tour**



**Edward Scissorhands  
MK Theatre**



**STEM Climate Summit  
Bletchley Park**



**Christmas Carols  
Bedford Choral Society**

**A FEW EXAMPLES OF KS3 EDUCATIONAL TRIPS & VISITS TO LOOK FORWARD TO!**



# SCHOOL Activities

These clubs will be on at various times throughout the academic year. They are all subject to change. All activities provided by the school are free of charge.



## MONDAY

### Lunchtime

- DT Homework Support Club
- Badminton
- Horrible Histories club
- Book Club
- Sanctuary Drop
- Food Coursework catch up
- Drama catch up/ support/ rehearsal
- Film Club
- GCSE History Catch Up

### Afterschool

- Learning Support Homework Club
- Health and Social Care coursework catch
- Y7/Y8 Netball
- Y7 Football
- Boys Rugby
- GCSE PE Club
- GCSE Graphics Intervention/Catch Up
- GCSE Art intervention/Catch up
- GCSE Maths revision club
- Year 7 and 8 Science Homework Club

## TUESDAY

### Lunchtime

- Chess Club
- Y8 Badminton
- Food Technology coursework catch up
- ICT Drop In
- Sanctuary Drop in
- The Discovery Society

### Afterschool

- Dungeons and Dragons Club
- Learning Support Homework Club
- Girls Football
- Cheerleading
- Drama club
- Student Forum
- Yr 7/8 Further Maths
- MedSoc
- Psychology
- GCSE Languages intervention / speaking preparation

## WEDNESDAY

### Lunchtime

- Wired Differently - exploring Neurodiversity
- Music Grade 5 Theory Club
- Sanctuary Drop in
- Dance catch up/ support/ rehearsal
- Music practice session

### Afterschool

- Choir
- Boxing Club
- Learning Support Homework Club
- Girls Basketball
- Robotics
- Musical Vocal rehearsal
- Y7&8 Art Intervention
- GCSE Business Catch up
- GCSE History Catch Up
- GCSE Media

## THURSDAY

### Lunchtime

- GCSE Health & Social Care Catch Up
- History Society
- Sanctuary Drop in
- Dance Catch up/support/rehearse
- Y7 Film Club
- Y7 Friendship Club

### Afterschool

- Dungeons and Dragons Club
- Learning Support Homework Club
- Debate Club
- Table Tennis
- Girls Rugby
- STEM Club
- Dance Company
- Wildlife Club

## FRIDAY

### Lunchtime

- Choral Society Rehearsal
- Sanctuary Drop In
- Grade 5 theory music exam class
- Lego Club

### Afterschool

- Further Maths

# EXAMPLE OF EXTRA CURRICULAR CLUBS

## Physical Education and Performing Arts

These clubs will be on at various times throughout the academic year. They are all subject to change. All clubs provided by the school are free of charge.

### PHYSICAL EDUCATION

#### Lunchtime (12:50 - 1:30)

- Recreational table tennis
- Loaning of sports equipment
- Y11 coursework catch up
- Badminton
- Futsal
- Dodgeball
- Basketball

#### After school (2:45-3:45)

- Netball
- Football
- Rugby
- Badminton
- Multi Sports club
- Hockey
- Basketball
- GCSE PE practical club
- Futsal
- Rounders
- Cricket - indoor and outdoor
- Tennis
- Athletics
- Volleyball
- Rowing - indoor and on the water Inclusive Sport Club
- Handball
- Golf
- Softball

Sports leadership opportunities will be on offer throughout the year.

There will also be other sports on offer as competitions including dodgeball, handball, swimming, golf and cross-country.

### PERFORMING ARTS

#### Lunchtime (12:40/50 - 1:20/30)

- GCSE Drama catch up
- GCSE Dance catch up
- Vocal/small group/band rehearsals
- Ukulele club

#### After school (2:45-3:45)

- Dance company
- Cheerleading
- Choir
- Body conditioning
- Drama club and tech crew
- Musical Rehearsals

There are numerous internal showcases for students to get involved in each year at Biddenham including a whole school Musical production, Spring into Dance showcase, Music recital night and the Drama showcase. We also provide opportunities for students to be involved in lots of external events, competitions and productions.

The following instrumental lessons are also available on all lessons. Sign up [www.bedsmusic.coop](http://www.bedsmusic.coop) these will cost depending on length of the sessions. FSM 50% discount



### MUSIC

- Violin
- Double bass
- Clarinet
- Trumpet
- Glockenspiel
- Ukulele
- Cello
- Oboe
- French Horn
- Trombone
- Piano
- Viola
- Flute
- Bassoon
- Tuba
- Xylophone
- Banjo



- Euphonium
- Singing
- Composition and songwriting
- Tenor horn
- Recorder
- Guitar - electric, acoustic and bass





# SCHOOL Information



## VISITING THE SCHOOL SITE

### Important Information

All parents must report to Reception in Akabusi Block on arrival at the school.

If you have any concerns, please write a note in your child's planner and their form tutor will contact you.

## PARENTAL SUPPORT AND PAYMENTS

We actively encourage parents/carers to support their child in extra-curricular activities. It is important that this support is positive and appropriate and that our students and staff feel their efforts are valued.

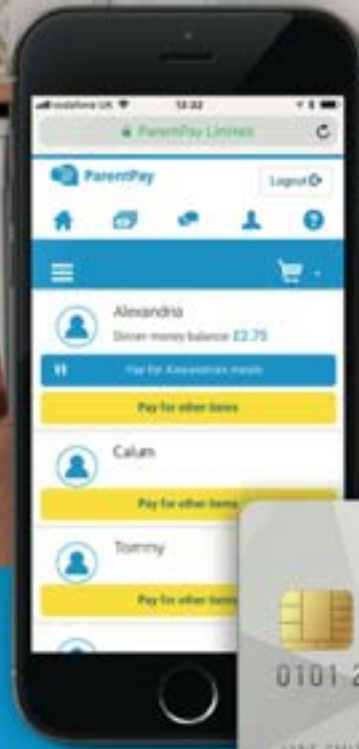
Once your child has been registered on our SIMS Database, and to enable us to reduce the amount of cash and cheques that enter the school and to provide you with greater convenience, we will be sending out invitation codes via email/letter for you to register for our online secure payments solution. Details will be sent to you as a separate letter.



# THE EASY WAY TO PAY

We're using ParentPay so parents can easily pay online for school dinners, trips and clubs.

**No stress, hassle free.**



**SIMPLE  
QUICK  
SAFE**



[www.parentpay.com](http://www.parentpay.com)



**ParentPay**  
COUNT ON US





# PRIVACY Notice

(How we use Parent/Carer and Contact information)

Biddenham International School and Sports College processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. Data will be processed under the UK General Data Protection Regulation.

## For what purpose do we collect personal data?

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations



## On what basis do we collect and handle personal data?

We collect and use student information under Article 6 and Article 9 of the UK General Data Protection Regulation. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect and use data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.



## The categories of student information that we collect, hold and share include:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made
- We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:
  - Any health conditions you have that we need to be aware of
  - Photographs and CCTV images captured in school



## Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this. This includes the use of photographs for publicity.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts, tribunals



## Storing parent/contact data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our [Data Protection Policy](#) sets out how long we keep information about parents and carers.

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.



## Who we share your data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulators, e.g. Ofsted

### Other categories of recipients of data include:

- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Catering System
- Digital communication service providers
- Online booking systems
- Conference platforms
- Police forces, courts, tribunal







## The Department for Education's Data and Local Authority

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels please visit: <https://www.gov.uk/government/publications/school-admissions-code--2>

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) please visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

For more information about the department's data sharing process including the National Pupil Database, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Controller on the email address below.

## Your other rights

As parents/carers you also have the right to:

- be informed of how we use personal data. This is done through this privacy notice.
- have personal data rectified if it is inaccurate or incomplete
- erasure, which is also known as the right to be forgotten
- data portability
- object to processing
- object to automated decision making

The Information Commissioner's Office provides detailed guidelines on the individual rights. This can be found on the link at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>



If you have a concern about the way we are collecting or using personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

## Contact:

If you would like to discuss anything in this privacy notice please contact:

Data Controller - [dc@biddenhambeds.sch.uk](mailto:dc@biddenhambeds.sch.uk)

Data Protection Officer - [dpo@biddenhambeds.sch.uk](mailto:dpo@biddenhambeds.sch.uk)

Tel: 01234 342521

Address: Biddenham International School and Sports College  
Biddenham Turn, Bedford MK404AZ

**Date of Next Review: February 2025**



# BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE



OPENING MINDS, TRANSFORMING LIVES

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