Cookies Policy

September 2025

Governor Responsibility	Full Governing Body
Policy Owner	Bursar
Review Cycle	Annually
Policy Date and Version	September 2025
Next Review Date	September 2026
Location of Policy	Staff Share

We ask that you read this cookie policy carefully as it contains important information on and our use of cookies on our website.

1. Introduction

This Cookies Policy explains how Moon Hall School uses cookies and similar technologies on our website. It also explains your choices regarding these technologies.

We are committed to being transparent about how we use cookies, ensuring compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Privacy and Electronic Communications Regulations (PECR).

2. What are Cookies?

Cookies are small data files placed on your computer, tablet, or mobile device when you visit a website. Cookies are widely used to:
- Make websites work efficiently.
- Enable certain functionality.
- Provide statistical information to improve website performance, and
- Personalise user experience.

Some cookies are "essential" for the website to function. Others, such as analytics cookies, require your consent before being placed on your device.

3. Types of Cookies we use

The cookies we place on your device fall into the following categories:

- **Strictly Necessary Cookies** - Essential for the website to function (e.g. security, log-in, navigation). These do not require consent.

- **Performance (Analytics) Cookies** - Collect information on how visitors use our website (e.g. pages visited, time on site). These help us improve the site.

- **Functionality Cookies** - Remember your preferences (e.g. language settings). These improve your experience but are not essential.

- **Session Cookies** - Temporary; expire when you close your browser.

- **Persistent Cookies** - Remain on your device for a set period or until deleted.

4. The Cookies We Use

The table below provides more information about the cookies we use and why:

Cookie Name	Provider	Purpose	Type	Duration
_ga, _gid	Google Analytics	Collects information about visitor usage of the site, e.g. number of visitors, pages visited, time spent. Data is anonymised.	Third-party, Performance	Up to 2 years
PHPSESSID (if used)	Website server	Maintains session state across page requests.	First-party, Strictly Necessary	Session
cookieConsent	Website platform	Remembers your cookie preferences.	First-party, Strictly Necessary	1 year

Note: This table will be updated regularly to reflect all cookies in use.

5. Consent to use Cookies

On your first visit to our website, you will see a cookie banner.

•   You can accept, reject, or customise cookie settings.

•   Non-essential cookies will not be placed on your device unless you give consent.

•   You can change or withdraw consent at any time by revisiting the cookie settings link on our website.

6. How to manage or turn off Cookies

You can block or delete cookies through your browser settings. Please note that disabling essential cookies may affect website functionality.

For guidance on managing cookies, see:

ICO guidance: https://ico.org.uk/for-the-public/online/cookies/

About Cookies: https://www.aboutcookies.org.uk/managing-cookies

7. Lawful basis for using Cookies

Strictly necessary cookies are used under the lawful basis of legitimate interests/contract and do not require consent.

All other cookies are used under the lawful basis of consent, which you may withdraw at any time.

8. Updates to This Policy

We may update this Cookies Policy to reflect changes in technology, law, or our practices. Updates will be posted on this page with a new "last updated" date.

9. Contact Us

If you have questions about this Cookies Policy or how we use cookies, please contact:

Bursar, Moon Hall School
Email: bursar@moonhall.co.uk
Telephone: 01306 611470

You also have the right to raise concerns with the Information Commissioner's Office (ICO) at
https://ico.org.uk