



New Student Admission Pack 2016-17

Student Name:

Date of Birth:

Tutor Group:

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Parent/Carer Consent Form

Overview

The safeguarding of our students is of paramount importance to us and during their time at The King Alfred School your son/daughter will be involved in certain aspects of school life for which we need your consent. These are described below. Please read the details provided and then complete, sign and return the consent form as appropriate.

1. Appropriate use of Information and Communication Technology (ICT)

Students need to use ICT as an integral part of their learning. Students will explore the internet and consequently they may deliberately or inadvertently access material that is inappropriate or unsuitable. The use of the school network is only permitted via the use of a specifically assigned Logon ID and password. Students should be aware that the school monitors internet traffic and restricts access to unsuitable material. Our monitoring systems will reveal any attempts by individuals to access illegal websites. Information gathered may be passed on to the appropriate authorities for action, which means that students who deliberately seek to misuse school ICT facilities may be identified and asked to explain and account for their actions. **Where necessary the privilege of using ICT at the school may be withdrawn.**

2. Participation in routine off-site activities

Routine off-site activities are those activities which may take place within the vicinity of the school as part of our regular programme of work. These may include such things as:

- Music, Art or Drama activities in the Highbridge and Burnham-on-Sea area;
- Curriculum enhancement activities such Religious Education visits to local places of worship;
- Primary school liaison visits;
- As part of the Physical Education programme, students may be selected for sporting events and may need to be transported by mini buses or coaches to other local schools and venues to participate.

All such events are fully supervised by staff and further details will be forwarded to you at the appropriate time.

3. Use of photographic and video images

Sometimes we may take photographs or video images of the students at our school. We may want to use these in our school prospectus or other printed publications, as well as on our website or on project display boards at our school. We may also make video recordings for educational use.

From time to time, our school may be visited by the media, education researchers, education providers etc who will take photographs or video images of a visiting dignitary, high profile events, students working on a particular aspect of the curriculum and so on. Students will often appear in these images, which may appear in local or national newspapers, on television or published in text books, research papers and education journals. It is also the case that these images will appear on the websites of these organisations as well.

4. Medical information for trips and visits including sports fixtures

We regularly run trips and visits throughout the year each requiring a medical consent form. Rather than ask parents/carers to complete a new form on for each trip/visit please complete the attached form which can be used for all trips and visits including fixtures. This does not apply to residential trips for which a separate medical consent form is required.

It is important that any updates to these details are made known to the school and to the trip/visit organiser. On each Return Slip for a trip/visit you will be asked to confirm that the medical details that the school holds for your son/daughter are still accurate.

All young people are covered by the Somerset County Council's third party liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

5. Permission to administer non-prescription medication

There may be occasions during the school day when the First Aider judges it necessary to administer non-prescription medication e.g. paracetamol. The attached consent form confirms your agreement for the school First Aider to administer non-prescription medication in such circumstances.

1. Consent to use ICT Facilities and Services	
	✓
I have read and understood the information given here about acceptable and appropriate use.	

2. Permission to participate in routine off-site activities	
I know of no medical reason why my son/daughter should not participate in routine off-site activities. It is my responsibility to inform the school if he/she is unable to participate in such activities.	
I am aware that: <ul style="list-style-type: none"> - The school has Activities Insurance for students for all trips and activities on and off the school site the key details of which are available from the Finance Office. - All school trips/visits are risk assessed. - Parents should consider taking out additional insurance cover for their son/daughter if they require benefits above those provided by the school. - The Local Authority only provides cover at the school against proven or agreed negligence by the Authority and its employees. 	

3. Permission to use images of your son/daughter	
I agree to The King Alfred School using my son/daughter's image in all printed publications that they produce for promotional purposes and on project display boards including the school's plasma screens.	
I give permission for The King Alfred School to use my son/daughter's image on the school website.	
I give permission for The King Alfred School to record my son/daughter's image on video or webcam.	
I give permission for my son/daughter's image(s) to appear in the media.	

4. Medical information for routine trips and visits including sports fixtures	
I have completed the Medical Consent Form and understand that I need to inform the trip/visit organiser if there are any changes to the information that I have provided. I agree to my son/daughter receiving medical care including first aid if required.	

5. Permission to administer non-prescription medication	
I understand there may be occasions during the school day when the First Aider judges it necessary to administer non-prescription medication e.g. paracetamol. I consent to the First Aider administering non-prescription medication in such circumstances.	

Parent/Carer Signature	
Parent/Carer Name	Date
Please note this consent will be deemed valid from the date signed and for the period of time your son/daughter's records are retained by the school. Please contact us at any time should you wish to amend these consents.	

PARENT/CARER MEDICAL CONSENT FORM FOR REGULAR EXTERNAL ACTIVITIES

<p>1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during any of the regular activities/trips/visits please give brief details</p> <p>.....</p> <p>.....</p>
<p>2. If your son/daughter has any allergies or is allergic to any medication please supply details</p> <p>.....</p> <p>.....</p>
<p>3. If your child has had any recent illness, accident or injury which staff should be aware of please supply details:</p> <p>.....</p> <p>.....</p>
<p>4. Date of your child's last anti-tetanus injection:</p> <p>.....</p> <p>.....</p>
<p>5. Family doctor Name/Address:</p> <p>.....</p> <p>.....</p>
<p>If you feel that further detail or a discussion is required regarding any of the information that you have supplied please contact the school.</p>

		Contact/Priority 1	Contact/Priority 2
<i>Name (for adults with legal parental responsibility)</i>			
<i>Relationship to Pupil</i>			
<i>Contact address if different to pupil</i>			
<i>Contact Telephone Numbers/email</i>	<i>Home:</i>		
	<i>Work:</i>		
	<i>Mobile:</i>		
	<i>Email:</i>		
<i>Contact in an emergency (please tick)</i>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Alternative emergency contact 1:

Name: Relationship to student:

Address:

Tel Home: Work Mobile

Alternative emergency contact 2:

Name: Relationship to student:

Address:

Tel Home: Work Mobile

Home School Agreement

Our School Ethos

At The King Alfred School we want every student to succeed, to enjoy their education, to achieve their full potential and turn 18 with the knowledge, skills and qualifications that will give them the best chance of success in adult life in the 21st century. Working in partnership with parents and carers is the most effective way of ensuring this.

Our values:

- successful learning is the best gift which we can give to all our students
- we are committed to developing the 'whole person' – building confidence and self-esteem
- we are entitled to a sense of dignity, trust and mutual respect
- we have high and consistent expectations regarding effort and behaviour

Our rights:

- to be treated with respect and dignity
- to feel safe
- to learn
- to allow teachers to teach

Our responsibilities:

- to let others learn
- to listen
- to respect each member of the school community
- to make the school a safe place

Our rules:

- to be ready and equipped to learn
- to respect others' personal and physical space
- to listen to each other and value everyone's contribution
- to respect the school and other people's property

The School Responsibilities to Students and Parents/Carers

The school will:

- promote self-discipline and a proper regard for those in positions of authority
- encourage good behaviour and respect for others by modelling these behaviours
- ensure students' behaviour is acceptable by setting and reinforcing clear boundaries
- calmly and consistently challenge students who misbehave
- respond promptly to parental contact
- create a positive, pleasant, safe and orderly learning environment
- recognise and celebrate individual students' success
- implement the Learning and Teaching Policy
- plan and deliver stimulating and challenging lessons, taking into account individual needs
- provide clear information to parents/carers
- inform parents/carers regularly about students' progress



Signed: _____ (Headteacher) Date: _____

The Student responsibilities

The school has the following behaviour for learning expectations:

- Students will line up and wait to be invited into the room.
- Staff will be met and greet students at the door.
- Uniform will be checked and challenged where necessary.
- All cost and scarves will be removed.
- Work will be provided to settle the class.
- Students will complete work to an expected standard.
- Students will be silent when staff/other students are speaking.
- Resources will be returned at the end of the lesson.
- Students will wait to be dismissed and will exit in an orderly fashion.

It is the responsibility of all students to:

- arrive to the lesson on time
- follow the school's Positive Behaviour Policy
- adhere to the school uniform policy
- have the correct equipment and books, including homework diary, for every lesson
- follow the teacher's instructions without questioning
- use appropriate language and volume
- listen to others' views and work co-operatively
- use any ICT in accordance to the agreed school policies
- accept responsibility for your own behaviour
- try my best in all aspects of school life

Signed: _____ (Student)

Date: _____

The Parent/Carer Responsibilities

I/We the parent(s)/carer(s) will help my/our child to make good academic and pastoral progress at school by:

- ensuring my/our child attends school regularly and punctually
- informing the school when my/our child is absent
- ensuring that my/our child leaves home every day appropriately dressed, equipped and prepared for the school day
- actively supporting the school in its efforts to ensure that my/our child's behaviour and attitude are always appropriate and in the best interests of all students, allowing successful learning and the highest possible achievement for all to occur
- actively supporting my/our child with homework, making effective use of the homework diary and provide a suitable space for study at home
- informing the school, initially via the Form Tutor, of any areas of concern/problems that may affect my/our child's learning or behaviour
- making every effort to attend school information evenings and parents'/carers' meetings
- **ensuring that the KAS Parent/Carer Consent Form is accurate and kept up to date. This is vital to ensure that we are able to contact you in an emergency.**

Signed: _____ (Parent/Carer)

Date: _____

Student Acceptable Use Agreement

The King Alfred School has a clear policy when allowing students to access the schools ICT network. This document is designed to keep you and other users safe:

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network with my own user name and password.
- I will follow the school ICT security system and not reveal my password to anyone.
- I will only use my school email address in when communicating at school.
- I will make sure that all my communication with students, teachers or others is responsible and via the school email accounts.
- I will be responsible for my behaviour when using the internet, including the resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report immediately to my teacher.
- I will not give out any personal information such as name, phone number or address and will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network without permission.
- I will ensure that my online activity, both in school and outside school will not cause my school, the staff, pupils or others distress or disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these expectations are designed to keep me safe and that if they are not followed, school consequences will be applied and my parent/carer may be contacted.

Please complete the section below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Signed: _____ (Parent/Carer) Date: _____

Signed: _____ (Student) Date: _____

Mobile Phone Agreement

Students must sign this agreement if they wish to bring a mobile phone into school. You must not take a mobile phone or any other digital device into a public examination. The school will withdraw this agreement and ban mobile devices if the agreement is not followed.

Students are reminded of the anti-harassment and behaviour codes.

Make sure that your phone:

- Does not disrupt lessons and other school events
- Is not used to harass or otherwise intimidate any person
- Is always used in accordance with the guidance below

I understand that:

- Mobile phones are permitted in school provided the rules below are observed.
- My mobile phone is my responsibility at all times and is brought into school at my own risk. As such the school cannot accept liability for any loss/damage.
- Mobile phones must be switched off and out of sight at all times during the school day, other than break or lunchtime.
- I must give my mobile phone to a member of staff if I am asked to do so.

I will not use my mobile device to:

- Display, distribute, or save offensive messages or images.
Access other peoples devices without permission.
- Harass, insult or attack others using email, text or other digital media. Distribute information about another person without permission.
- Make digital media files (eg, video, photographic or sound recordings) of other people without permission.
- Post digital media files recorded in school – even if obtained with permission – on any website or any social media such as Facebook, Twitter, Snapchat etc.

I will not:

- Use someone else's mobile device in school
- Save or distribute copyright materials.

I agree to all of the above rules and promise to abide by them at all times.

I understand that King Alfred School takes a 'zero tolerance' approach to breaches of this code and will apply appropriate sanctions to me if I break this agreement.

Signed: _____ (Student)

Date: _____

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support our pupils' learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care; and
- Assess the quality of our services

The Headteacher and Governors of this School are committed to the eight principles of the Data Protection Act 1988:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained only for lawful purposes, and must not be further processed in a way incompatible with that purpose.
- Personal data shall be adequate, relevant and not excessive.
- Personal data shall be accurate and kept up to date.
- Personal data must be kept no longer than necessary for the purpose for which it was collected.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Steps must be taken to ensure the security of data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and information such as their ethnic group, any special education needs they may have as well as relevant medical information.

Once pupils reach the age of 13, the law requires us to pass on certain information about them to Careers South West Services who have responsibilities in relation to the education or training of 13-19 year olds. Careers South West holds information on students on behalf of the Local Authority. It starts in secondary school and continues, usually up to the pupil's twentieth birthday. Careers South West do not share the information with anyone else unless there is a legal obligation to do so. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. The reason for collecting this information is to make sure that pupils receive the services that they are entitled to. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Careers South West by informing Mrs Hurr, Headteacher. This right is transferred to the child once he/she reaches 16. For more information about services for young people, please go to our local authority website www.somerset.gov.uk.

For more information about Careers South West please contact:
Careers South West, 3 Mendip House, High Street, Taunton, Somerset TA1 3SX
(Tel: 01823 281250)

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

Information Governance Team, Somerset County Hall, Taunton TA1 4DY

Email: informationgovernance@somerset.gov.uk

The DfE website at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you would like to receive a copy of the information about that we hold, please contact Mrs Hurr, Headteacher.

INFORMATION SHARING PARENT/CARER CONSENT FORM

		Yes	No
In your child looked after by the Local Authority?			
Have any other professionals been involved with your child?			
If you answered "Yes" to the previous question, please list Professionals involved			
Name of professional	Job Title/Role	Dates involved	
		From	To
		Yes	No
At this stage, would you be happy for the King Alfred School to contact any of these professionals, if necessary?			
Is there anything else you feel is important for the teaching staff to know at this point?			
I agree that King Alfred School may liaise as necessary for advice and guidance with appropriate professionals to support my child's education. King Alfred School Inclusion Team works in close liaison with a range of professionals such as School Nursing Team, Post-16/18 Careers, Parent Family Support Workers, Educational Psychologists, education Attendance Service and Child and Adolescent Mental Health Service (CAMHS).			
Signed		Date	