



Guidance for Parents / Carers

Please ensure that you read all pages of this booklet very carefully and provide all required information.

This entire booklet must be returned to Bishopshalt School by **Friday 10th July** for the attention of Lisa Cookson, Admissions Officer.

You can return this booklet by hand to the School Office, or by post to:

F.A.O Admissions Officer
Bishopshalt School
Royal Lane
Uxbridge
Middlesex
UB8 3RF

Failure to fully complete this booklet, or to return it on time, will be detrimental to your child's smooth transition from primary to secondary school.

If you have any questions at all please contact our Admissions Officer, Lisa Cookson (lcookson@bishopshalt.school).

Summary of contents:

- Data Collection form - **Complete ALL sections**
- Parental Consent Sheet – **Complete ALL sections**
- Medical Information – **ALL parents to complete and sign**
- Acceptable Use of ICT – **ALL pupils and parents/carers to sign**
- Home/School agreement – **ALL parents/carers to sign**
- Overview of Behaviour Policy - **ALL pupils and parents/carers to sign**
- Free School Meals – **Complete IF eligible for Free School Meals**
- Modern Foreign Languages – **Complete IF you have a preference**

A copy of this booklet is available for reference on the Bishopshalt School website at www.bishopshalt.hillingdon.sch.uk (Join Bishopshalt - Year 6 Transition)

DATA COLLECTION

IT IS EXTREMELY IMPORTANT THAT YOU COMPLETE ALL SECTIONS OF THIS FORM ON BOTH SIDES

Legal Surname: _____ Preferred Surname (If different): _____

Legal Forename: _____ Middle Name: _____

Preferred Forename (If different): _____ Date of Birth: _____

Address: _____

Postcode: _____ Home Telephone: _____

Please ensure you provide an email address if you have one – as we will send a variety of important information out via this route:

Parent's Email: _____

If Applicable, The Names of Siblings at this school:

Please supply at least **TWO** telephone numbers for all persons who have **parental responsibility** and anyone else you wish to be contacted in an emergency. Place them in the order of priority to contacted in an emergency:

| |
|---|
| Priority One: Name: _____ Relationship to Child: Mother/Father/Carer/Other Address _____ Phone Number: _____ Phone Number: _____ Email address: _____ |
| Priority Two: Name: _____ Relationship to Child: Mother/Father/Carer/Other Address _____ Phone Number: _____ Phone Number: _____ Email address: _____ |
| Priority Three: Name: _____ Relationship to Child: Mother/Father/Carer/Other Address _____ Phone Number: _____ Phone Number: _____ Email address: _____ |

Please continue on a separate sheet if you would like to add further contacts.

PLEASE NOTE - Continued over sheet 📄

School Meal Arrangements

School Meal Packed Lunch From Home

Is your Child currently entitled to Free School Meals? Yes / No

Delete as applicable

Medical: GP Details.

Dr's Name _____ Telephone _____

Address: _____

Ethnicity: _____

Religion: _____

First Language: _____

**Please note: If
Ethnicity, Religion and
First Language are not
completed we will**

NAME & ADDRESS OF PREVIOUS SCHOOL ATTENDED:

Are either parent employed by the British Armed Forces: Yes/No (*delete as applicable*)

Would you consider your child to be a Young Carer (e.g. does he/she help to look after someone in the home how has a disability or long term illness?) Yes/No (*delete as applicable*)

Data Protection Act 2018: The School is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and DfES.

Signed: _____ Date: _____

**PLEASE ENSURE YOU HAVE COMPLETED ALL
SECTIONS OF THIS FORM**



Parental Consent Form

Please read carefully and tick each individual section to give consent.

Name of Student:

MEDICATION

- Please note, if a student requires medication for occasional illnesses, medication such as antibiotics MUST be handed into the Pupils' Office.
- Any Medication must be clearly labelled with your child's name and for, and directions for use and/or dosage must be stated. Under no circumstances should students carry medication with them in school or take medication without the supervision of the Welfare Assistant.
- We are not permitted to give any medication without written permission. If you would like us to be able to give your child paracetamol or other occasional medication without contacting you first please tick the box.

I give consent for my child to be given medication as above.

Photographs

- During the course of the year, opportunities arise for publicity photographs to be taken. These photographs are used to highlight achievement and the various activities pupils undertake. News releases, brochures and other marketing materials may feature these photographs.
- Most students and parents will share this opportunity of celebrating success, however, if you feel strongly that your son/daughter's photography should not be used, please write to Mrs Bermingham, Office Manager, at the school address.

I give permission for my child's photography to be used in school publicity literature.

Every Child Matters – Pastoral Care & Counselling

The school employs a highly qualified counsellor because a small minority of our students benefit from having pastoral or counselling support at certain times. We ask that all parents give their consent for their child to access this service if the necessity arises.

I agree that if my child requests to see the counsellor they may do so.

Continued overleaf

VISITS

From time to time during the school day your child will be given the opportunity to participate in local excursions for routine sporting fixtures, environmental studies, religious studies, trips to Uxbridge Library, Brunel University and other places within a 25 mile radius of the school. We would ask that permission for your child to participate in these local school trips be given at this stage. You will of course be notified of any trip that your child is taking part in.

I give permission for my child to participate in local school visits.

BIOMETRIC

The school operates a 'Cashless Catering' system. The system uses biometric finger recognition and no actual fingerprint is stored. The data is encrypted for further security and cannot be used on any other database. The system is operated by ParentPay.

I give permission for my son/daughter to use the biometric fingerprint system for Cashless Catering.

ALLOCATION OF LOCKERS

The rental charge for lockers for the Year 7 to 11 is £20.00, this covers the five years your child is in school. In addition, there is also a one-off deposit of £5.00. This means that a total of £25.00 is payable. The £5.00 deposit is refundable providing the locker key is returned to the Pupils' Office at the end of Year 11.

I would like my child to have a locker and I have paid/will pay £25.00 via the ParentPay system. I understand that a locker will not be issued until the payment has been received.

Please note that due to current circumstances it may take us longer than usual to allocate lockers.

Signed: _____ **Date:** _____

Please ensure you have fully completed this form before signing. Thank you.

Medical Information

Name of Student:

EITHER

My Child has no medical problems (please tick and sign at the bottom of this form)

OR

My child suffers from

.....
.....
.....
.....

My child will need to take the following medication in school

.....
.....
.....

Please note that all medication (except inhalers) must be kept in the Pupils' Office, clearly labelled with your child's name and the required dosage.

Signed:- (Parent/Carer) Date:-

If you wish to discuss your child's medical needs, please contact our Welfare Officer, Mrs Stevenson (cstevenson@bishopshalt.school).

Acceptable use of ICT

General guidelines:

- Pupils will treat others with respect at all times and will not undertake any actions that may bring the School into disrepute.
- The uploading and downloading of non-approved software is not permitted.
- Pupils must never reveal their password to other pupils.
- Pupils must not interfere with, change or adapt any school ICT equipment.
- Individual users of the Internet are responsible for their behaviour and communications over the network.
- Pupils must not upload / send personal addresses, reveal personal details, telephone numbers or photographs of anyone (staff or pupil) at the School.
- Pupils will not intentionally visit sites that attempt to bypass the School filtering and security systems;
- Pupils should not download, use or upload any material which is under copyright without the permission of the owner.
- Under no circumstances should pupils view, upload or download any material which is likely to be unsuitable to children.
- Pupils will not use the Internet, including messaging systems or chat rooms, either in School or through private access, to make defamatory or insulting comments or images about staff working at the School.
- Pupils will use approved accounts only in communicating from and within the School.
- Pupils will not send or receive any material which is illegal, obscene, and defamatory or that is intended to annoy, harass, bully or intimidate another person.
- Pupils should never arrange a face-to-face meeting with someone they know only through e-mails or the Internet.
- Pupils will only use school messaging communication tools for educational purposes.
- The email system is for professional dialogue.

Google Classroom:

- Google Classroom is provided to maximise learning opportunities. All activities undertaken by pupils must conform to this expectation.
- A pupil's personal Google homepage may include non-educational content but this must be appropriate and not offensive or insulting to any other person.
- Discussion contributions should be in support of learning. They should not be defamatory or use inappropriate language of any form.

Storage:

- Only School related documents should be stored on School systems.
- Any non-school data may be deleted by a member of staff, without notice.

Sanctions:

- Failure to comply with the terms of this acceptable use policy may result in disciplinary action.

The ICT acceptable use policy is available on the school website.

We have read and understand the information on the acceptable use of ICT and agree to adhere to Bishopshalt School's expectations.

Signed:

_____ (Student)

_____ (Parent / Carer)

Home / School agreement

I/We (the parents/carers) will:

- see that my child attends school, is on time, in full school uniform and properly equipped;
- let the school know about any concerns or problems that might affect my child's work or behaviour;
- support the school's policies and rules;
- support my child in homework and other out of school learning opportunities;
- attend parents' evenings and consultations regarding my child's progress;
- sign the planner each week to indicate that I have checked for and received any messages from the school.

Bishopshalt School will:

- continually strive to provide the best possible education we can to support your child in becoming an outstanding young adult;
- contact parents and carers if there is concern about attendance, punctuality or equipment;
- send home regular assessments of effort and progress;
- set, mark and monitor homework and provide facilities for pupils to do homework in school when appropriate;
- arrange parents' consultation evenings during which progress will be discussed;
- keep parents and carers informed about school activities and developments;
- give parents and carers appropriate opportunities to become actively involved in the life of the school.

The Home / School Agreement is available on the school website.

We have read and understand the Home / School Agreement and agree to adhere to Bishopshalt School's expectations.

Signed: _____ (Parent / Carer)

Overview of behaviour policy

Any behaviour that detracts from the ability of teachers to teach, or students to learn will not be tolerated.

Where sanctions are necessary, the school will identify an appropriate level of response. Pupils and parents will be provided with appropriate guidance, support and advice at each stage.

Certain categories of behaviour will lead to fast track progression to the most serious levels of sanction, including where appropriate fixed term and permanent exclusion. These categories of behaviour include:

- i. Behaviour that disrupts the learning of others. (Students will be removed from the lesson, and possibly further lessons that day. At a minimum they will complete a 1 hour, same day detention.)
- ii. Stealing.
- iii. Unacceptable behaviour outside school.
- iv. Unacceptable conduct towards staff.
- v. Wilful vandalism / arson.

In addition, the following categories of behaviour are regarded with such seriousness that they may result in permanent exclusion on the occasion of the first offence:

- i. Personal or racist harassment, violence, intimidation or bullying of any kind (physical, verbal or emotional).
- ii. Use or possession of an offensive weapon.
- iii. Use or possession of illegal drugs.
- iv. Abuse of the computer system or the Internet.
- v. Sexual misconduct towards staff or other students.
- vi. Being charged with a criminal offence.
- vii. Making malicious allegations against a member of staff.

The full version of the behaviour policy is available on the school website.

We have read and understand the behaviour policy and agree to adhere to Bishopshalt School's expectations.

Signed:

_____ (Student)

_____ (Parent / Carer)

Free School Meals

If your child is currently entitled to receive Free School Meals, please complete the form on the next page of this booklet. You must include your National Insurance number and Date of Birth, so that we can apply online on your behalf. This enables us to finalise your application immediately.

Your benefits must be dated within three months of your application. Once this application is received, Free School Meals are authorised for one year. At the beginning of each academic year you will be expected to complete another application form for the coming year.

If your circumstances change and you are no longer entitled to benefits you must notify the school immediately. Equally, if your employment circumstances change for any reason your child will be entitled to receive Free School Meals on a temporary basis. This will be subject to you providing us with the evidence as above within six school weeks of you completing the Free School Meals Application form.

If you have any questions or queries regarding the process of applying for Free School Meals or your eligibility, please contact our Pastoral Support Coordinator, Miss Colley (ncolley@bishopshalt.school).

You can apply for free school meals if you are in receipt of the benefits below

Please tick ✓ the box indicating which benefit you are in receipt of.

1. Income Support 2. Income Based Job Seekers Allowance 3. Child Tax Credit – with an income under £16,190
4. Income related Employment and Support Allowance 5. The Guaranteed element of State Pension Credit
6. Support under part VI of the Immigration and Asylum Act 1999

N.B. IF YOU ALSO RECEIVE WORKING TAX CREDIT THEN YOU DO NOT QUALIFY FOR FREE SCHOOL MEALS

| | | | |
|--------------------------|--|---------------|--|
| Your Name (Parent/Carer) | National Insurance no (this should be on your benefit details) | | |
| | Date of Birth: | | |
| | Email address | | |
| Address | Postcode | Telephone no. | |

| Child's Forename | Child's Surname | Child's date of birth | Name of the School Child(ren) is/will be attending | Male/Female |
|------------------|-----------------|-----------------------|--|-------------|
| | | / / | | |
| | | / / | | |
| | | / / | | |
| | | / / | | |

I certify that I am currently receiving a qualifying benefit. I confirm that I will inform the School when I am no longer receiving a qualifying benefit. I attach the requested photocopies as outlined above.

Signed

Date

Free School Meals are authorised for 1 year and you will be asked to reapply. However, if your financial circumstances change you must notify the school immediately. Please return your application to your child's school. If your child attends a school that is not in Hillingdon you must apply to the authority where the school is located (e.g. to Ealing if the school is located in the London Borough of Ealing).

Modern Foreign Languages

Students at Bishopshalt study either French or Spanish. You only need to fill in the section below if you have a preference as to which language your child studies. If you have no preference, you do not need to fill in this page.

Please note, whilst we will endeavour to accommodate any preferences, **this will not be possible for all students.**

I would also be grateful if you could indicate if your child is a **native** French or Spanish speaker, so that we can ensure that we meet their needs appropriately. A native speaker is someone who has been able to speak and understand French or Spanish since their early childhood.

Student's name: _____

Year 7 language preference:

French Spanish

Reason (if applicable):

My child is a native speaker (if applicable):

French Spanish