

BOW STREET SCHOOL



**Please Place
Photograph Here**

Admission, Agreement and Parental Consent Forms

Student name:

Please return this completed booklet to Bow Street School

Bow Street School Admissions Form

Welcome to Bow Street School.

As part of a student's induction to the school we need to collect quite a lot of data about your son/daughter. It is important that our data is accurate and up-to-date. Much of our data is kept on a file in a secure place.

Please use **BLOCK CAPITALS** to complete **all sections** of the form

1. PERSONAL INFORMATION

Student's **legal** surname:

Surname student known by:

Forename:

Middle name:

Chosen name (if different):

Gender:

Date of birth:

School year:

LAC (Looked after child)? **YES / NO**

2. CONTACT INFORMATION

We sometimes need to contact you about your son/daughter e.g. if they are ill. Please indicate overleaf where each parent/carer can be contacted during school hours. Complete them in order of contact.

If the nature of your occupation makes daytime contact difficult, please give contact details of other person(s) who may act on your behalf in an emergency.

Contact 1	Contact 2
Surname	Surname
Forename	Forename
Title	Title
Address	Address
Post Code	Post Code
Home Tel. No.	Home Tel. No.
Mobile Tel.No.	Mobile Tel.No.
Email address	Email address
Work Tel. No.	Work Tel. No.
Relationship to Student	Relationship to Student
Other info	Other info

Contact 3	Contact 4
Surname	Surname
Forename	Forename
Title	Title
Address	Address
Post Code	Post Code
Home Tel. No.	Home Tel. No.
Mobile Tel. No.	Mobile Tel. No.
Email address	Email address
Work Tel. No.	Work Tel. No
Relationship to student	Relationship to student
Other info	Other info

3. OTHER PERSONAL INFORMATION

Sometimes families split up. In this event, we are required to keep information about **all** the parents of a child. Please give details below (if known).

You should list all adults who have 'parental responsibility' but do not live with the child.

Full name	Relationship to child	Address

Are there any court orders which relate to the child e.g. Custody Orders/Section 8 Orders under the Children Act 1989? **YES / NO**

If YES please give details

4. EDUCATION HISTORY

Previous school	Date of leaving	Reason for leaving

Is your child subject to a Statement of Needs? **YES / NO**
If **YES** please attach a copy of the statement.

5. OTHER INFORMATION

Name of family doctor / GP:

Address of doctor / practice:

Doctor's telephone number:

Does your child have any medical conditions of which you wish the school to be aware?

YES / NO

If **YES** please give details:

Does your child have asthma? **YES / NO**

If so does your child have an inhaler? **YES / NO**

It is your responsibility to ensure that your child carries their inhaler and brings it with them to school.

Does your child take any medication? **YES / NO**

If **YES** please give details:

Are there any other factors that may upset the child's education?

Child's hobbies or interests:

Please make a note of anything else you wish us to know:

How will your child travel to Bow Street School?

Your child will automatically receive free school meals at Bow Street School, however your child may wish to bring in their own lunch.

Data Collection Form

Identifying a Child's First Language

Student name:

Why we need this data

England has historically been thought of as a monolingual country in which it is normal to have English as a first and only language. At present English is probably the most successful language worldwide and for many people it is the language of success. So people are keen to learn it and be good at it.

It is increasingly recognised that the future lies with bilingual and multilingual people who add other languages to their English or who have English in addition to their first language(s). 70% of the world is multilingual. First languages are sometimes called home languages or mother tongue.

Parents, carers and teachers have sometimes been slow to recognise the advantages of bilingualism. The Department for Education and Skills (DFES) is collecting more detailed data on the first Languages of school pupils. This began in January 2007. The purpose of this collection is to reinforce the drive to respond positively to bilingualism in education. We need to ensure that schools track bilingual pupils' progress and make appropriate provision.

Who can complete this form

The information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Parents, carers and pupils should be assured that bilingualism is an advantage and that pupils learn English successfully when their home language is recognised for positive learning.

Please study the list overleaf and tick one box only to indicate the language of the pupil or child named above. Please also tick whether the form was filled out by a parent or the pupil.

LANGUAGE		LANGUAGE	
Albanian		Lithuanian	
Arabic		Malay	
Azerbaijani		Mandarin	
Bengali		Panjabi	
Cantonese		Polish	
Czech		Portuguese	
English		Romanian	
Estonian		Russian	
Farsi		Serbo-Croatian	
French		Slovenian	
German		Spanish	
Guajarati		Swahili	
Hindi		Thai	
Hungarian		Turkish	
Italian		Ukrainian	
Japanese		Urdu	
Kurdish		Welsh	

If your first language is not included in the list above, please indicate below.

First language:

Date:

This information was provided by:

Ethnic Background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry, or family history. **Ethnic background is not the same as nationality or country of birth.**

Student name:

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

Category

White

- British
- Irish
- Traveller Irish Heritage
- Gypsy/Roma
- Any other White background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Category

Black or Black British

- Caribbean
- African
- any other Black background

Chinese

Any other ethnic background

I do not wish an ethnic background category to be recorded.

This information was

provided by:

Parent

Pupil

The purpose of the Home school Agreement is to ensure your child has a successful school career.

BOW STREET SCHOOL CODE OF CONDUCT:

- **BOW STREET SCHOOL** is a place you come to learn. Make sure you always do your best.
- **TREAT** everyone with politeness, courtesy and respect. Do not use language that is abusive, offensive or rude. Do not shout or call out, interrupt or answer back.
- **CARE** for and look after the school site, the people in it and all equipment. Do not drop litter or damage equipment.
- **THINK** about your safety and the safety of others. Do as teachers tell you to do in classrooms, on site and when out in the community. Your safety may depend upon what you are told. Never eat in lessons.
- **WEAR** appropriate clothing.
- **BE PUNCTUAL** to lessons, enter classrooms quietly and settle down quickly.
- **LISTEN** to the teacher. Don't talk when the teacher is talking to the group.
- **COMPLETE** your classwork, coursework and homework on time and look after school books.
- **REMEMBER** learning can be fun!

UNACCEPTABLE BEHAVIOUR INCLUDES:

- Swearing, inappropriate language or conversation.
- Fighting or physically aggressive behaviour of any kind.
- Refusing to respond to a reasonable request from an adult.
- Bullying in any form.
- Disruptive behaviour in or out the classroom/in the community.
- Behaving in such a way that may be considered as putting any other child or adult at risk, in any unsafe situation, or disrupting the education of other children.

Anti-Bullying Charter

In addition an Anti-bullying Charter is also displayed in every classroom:

- We will not tolerate bullying.
- Bullying will be dealt with seriously.
- We have the right to travel to and from school without being bullied.
- We will not put others down.
- We will not judge others by appearance alone.
- We will accept others regardless of race, religion, culture or disability.
- We are a caring and supportive school – **bullying is too important not to report.**

Student achievement is recognised through a system of praise, rewards and activities.

Student negative behaviours/ rule breaking will be dealt with through the consequence system. Exclusion from Bow Street School is used rarely and as a last resort.

Agreement

THE PARENT / GUARDIAN

I/WE WILL:

- See that my child goes to school regularly, on time, properly equipped and dressed appropriately.
- Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home-learning.
- Attend meetings and discussions about my child's progress.
- Get to know about my child's life at school.

Signature(s) _____ Date _____

THE STUDENT

I WILL:

- Attend school regularly and on time.
- Bring all the equipment I need every day for lessons.
- Dress appropriately and be tidy in appearance.
- Work towards achieving my SMART Targets.
- Complete my classwork, homework and coursework on time.
- Look after the school's environment by keeping it free from litter and graffiti.
- Treat my fellow students and all members of Bow Street School community with respect.
- Take part in the wider opportunities provided at Bow Street School.
- Follow the school code of conduct.

Name _____ Signature _____

Agreement Dated _____

BOW STREET SCHOOL WILL:

- Care for your child's safety and happiness.
- Let parents/carers know about any concerns or problems that affect their child's work or behaviour.
- Ensure that your child achieves his/her full potential as a valued member of Bow Street School.
- Provide appropriate work to meet the individual needs of your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about general Bow Street School matters and about your child's progress in particular.
- To be open and welcoming at all times.

Signature(s) _____ **Date** _____

Consent Form for School Trips and Other Off-site Activities

Student name:

Please sign and date this form if you are happy for your child:

- a) to take part in school trips and other activities that take place away from school premises; and
- b) to be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include all visits that take place during the school day and those activities that may run outside of normal school hours. This may include adventure activities such as quad biking, paintballing, go-karting, high adventure rope activities etc.
- It is important that you tell the school if you do not want your child to take part in any particular school trip or activity, however if you have not stated below a particular concern over an activity you will be agreeing to your child participating in ALL activities organised by the school.
- You will be agreeing to the school signing any permission forms on your behalf that may be requested by the activity organisation.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, unless specifically requested by the activity organisation.

Concerns over activities:

(Please state below if you do not want your child to participate in a certain activity)

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information:

(Please give details of any medical condition that your child suffers from and any medication your child should take during off-site visits)

Parent/guardian signature(s):

Date:

Standard Photography and Video Consent Form

Student name:

Name of parent / guardian:

The school confirms that it shall only use photographic images of your child in line with its code of practice and in order to demonstrate or promote activities relating to Bow Street School.

Please tick the relevant boxes and sign below in all instances where you **do not** give your consent for photographic images of your child being used. Please also indicate whether you do not consent to your child's name being associated with their image.

	Use of Image	My Child Being Named
In Bow Street School materials aimed at the school community		
On Bow Street School web site		
In Bow Street School prospectus		
On display boards at Bow Street School		
As part of your child's ASDAN portfolio of work and other coursework.		
In media coverage of Bow Street School		

I confirm I have read and agree to the terms contained within this consent form.

Signature(s) _____ Date _____
(parent/carer/guardian)

Photographic Code of Conduct

This code of conduct specifies the manner in which Bow Street School Ltd will utilise and make available photographic images of students.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group.
3. Not use photographs of students in PE clothes or swimwear other than for instructional purposes where images are needed to demonstrate the activity to students.
4. Not reveal within the image personal details, such as students name and age, home address or telephone number.
5. Only use side or rear view of students if requested by parents/guardians.
6. Not use close-up pictures of students on the internet or online.

Information for Parents/Carers/Guardians: Computer, Email and Internet use Agreement

As part of your child's curriculum and the development of ICT skills, Bow Street School provides access to the internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Bow Street School Pupil ICT Internet Policy has been drawn up to protect all parties- the students, the staff and Bow Street School, this is available upon request.

A copy of the Bow Street School rules for ICT is displayed in each computer area. In order to be granted access to the internet students and parents/guardians have to sign the following agreement.

Rules for ICT Use

We use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- On a network, I will use the login password issued by my teacher.
- I will not look at, change or delete other people's files or work they have saved.
- I will not try to access inappropriate internet sites which contain, for example, pornographic, discriminatory or violent material.
- I will not use school computers for any inappropriate activities which are for example defamatory, obscene, discriminatory or would give the school a bad name.
- I will not deliberately harm school computer equipment including the school network.
- I will not email anybody unless authorised by a teacher and it relates to an educational matter.

Additionally:

- The messages I send will be polite and sensible and will not contain my home address, phone number, or arrangements to meet someone.
- I will ask for permission before opening an email or email attachment sent by someone I do not know.
- I will not use internet chat or my personal email account on the school computer. This will also include Facebook, Bebo, Twitter and MSN.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school will check my computer files and will monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet and computers. Consistent misuse will be dealt with by the consequence system.
- I must not download any applications onto school's computers and I will not use music CDs/DVDs or computer game software Discs on school computers.
- If I want to save work completed to a CD-Rom I will ask permission and will only use blank CDs that are provided by school.

Although there will always be concerns about students having access to undesirable materials, we take positive steps to deal with this risk at Bow Street School. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

This may not be the case at home and we can provide references to information on safe internet access if you wish.

I agree to the ICT rules above (please sign below):

Student name:

Student signature:

Name of parent / guardian:

Parent / guardian signature:

Date:

Placement Agreement



I agree to my child attending Bow Street School

Name of student:

Name of parent / carer/ guardian:

Parent / carer/ guardian signature:

Date:

Placing establishment:

Placing establishment signature:

Position:

Date:
