



Appendix

DO NOT RETURN THIS SECTION TO THE KINGSWINFORD SCHOOL

Appendix 1- Section 1

Personal Details

How we use your Information

Under new data protection laws, from 25 May 2018 organisations that use your personal data need to provide clear information on:

- The legal grounds for processing your data.
- The types of data collected.
- The purpose for collecting your data and who it will be shared with.
- Your rights in relation to the information held about you.

The academy is part of Windsor Academy Trust (WAT). WAT operates the academy and is ultimately responsible for how the academy handles your personal information. WAT has therefore produced data protection privacy notices detailing how we comply with the new law and your rights in relation to it which can be found on our website. <http://www.kingswinford.windsoracademytrust.org.uk/useful-information/index.cshtml?f=Policies>

Appendix 1 - Section 2

Collection and Recording of Student's First Language

This section asks about your child's First Language. This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.

If your child's first language is a language other than English, please record this language. (The question is not about how well your child speaks English).

The information you provide will be held confidentially. It will be used to provide the school with better information about your child and help us to ensure that all children have the opportunity to fulfil their potential.

From time to time, this information will be passed to the Local Authority and the Department for Education to contribute to local and national statistics. The information will not be published in a way that allows individual children to be identified and the information will not be used for any other purposes.

Information about your child's First Language will be passed on to any other school to which your child transfers to save you having to be asked for it again.

You can ask to check the information about your child's First Language at any time and, if you wish, to have the information changed or removed.

Appendix 1 - Section 3

Schoolcomms

To keep your child/ren safe and ensure their well-being, we are constantly looking for ways to improve our links with you and keep everyone up-to-date and well informed. Sending written information home is sometimes unreliable; we use Schoolcomms, an electronic school communication system. This will enable you to receive all your information from school as quickly and reliably as possible. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message. If you have an Apple or Android mobile phone the app is **free** to download.

You will:

- Receive letters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text or app message if we need to contact you urgently
- Still get paper letters if you don't have email
- Not need to rely on your child for delivery
- Be able to reply by email, text or app message, and be able to send us any reasons for absence via text, email or app message

We can:

- Send more letters and information
- Save money on administration time, printing and paper
- Contact you urgently when necessary

Next steps:

1. The school will use the email address and mobile number that we hold for the **Priority one** contact(s).
2. **If you do not have an Apple or Android device, skip to step 6**
3. Go to your app store and search for "School Gateway" and download the **FREE** app.
4. Once downloaded, select the "I'm a New User" button; enter your email address and mobile number that we have on record for you. Select Send PIN and a PIN number will be text to your mobile phone
5. Log in with your email address and the PIN, your account is now active and you will receive instant notifications of messages in your notifications bar
6. **If you change your contact details, please let the school know as soon as possible**

Schoolcomms is compliant with the GDPR 2018 . All information you provide will be kept private and will not be passed on to any other organisation. Your details will only be used for the purpose of school business. You will not receive any SPAM or marketing material.

Appendix 2 – Permissions

Section 1 - Photographing of Students

We sometimes take images (e.g. photographs and video recordings) of our pupils/students. We really value the use of images to be able to showcase what our pupils/students do and to show what life at our academies is like to others. We use these for example in our prospectus, on our websites and on our display boards. Full names are not published alongside images unless express consent is obtained from you for that specific instance. We may continue to use these images after your child has left the academy.

We are asking you to consent to the taking of images of your child for us to be able to use them in the ways described . If you do not agree to this, then we will accommodate your preferences.

Please could you consider the information provided in the privacy notices and the documents entitled "Taking and storing and using images of pupils/ students" which can be obtained from the WAT website using the following link https://www.windsoracademytrust.org.uk/wp-content/uploads/2018/05/WAT_note-usingimagesofpupils_students_May2018.pdf or by contacting our Data Protection Lead, Mr Lane, on 01384 296596 and agree or otherwise by completing the attached consent form.

Appendix 2

Section 2 - Internet Access

The Internet offers important, exciting opportunities in education. It has become the major source for educational materials and student research. Its use in supporting teaching and learning will no doubt continue to grow.

There are well-publicised concerns regarding access to material on the Internet that would be considered unsuitable for school students. Whilst it is impossible to ensure that a student will not access such material, the school, is taking all reasonable steps to minimise a student's access to unsuitable material.

These include:

- Education of students on e-safety and validity of information
- Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent and abusive material.
- The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult.
- Use of tracking and monitoring software when using school computer systems.
- Education of students as to the potential legal consequences of accessing certain types of inappropriate material.

Acceptable Internet Use Policy

All users of school computer equipment are expected to abide by the Acceptable Internet Use Policy. Users not doing so may have their right to use the school computer systems withdrawn. For some offences, the Police or other authorities will have to be involved.

Publishing information about students on the school website

The school website, www.kingswinford.windsoracademytrust.org.uk includes information about many aspects of school life. We may publish information about students on this site, however the following simple guideline is always followed (this is in line with Dudley LA Guidelines).

'If a student is fully named we do not include their photograph, If a photograph is used, the student is not fully named'

Please indicate on the form your willingness for any reference to your child to be included on the school web site. If you want to discuss any of the issues surrounding the use of the Internet or the content of this appendix, please contact the school.

I agree that:

- I will not share my password with anyone, or use anyone else's password. If I become aware of another individual's password, I will inform that person and a member of the school staff.
- I will use a 'strong' password i.e. one that contains letters (upper case and lower case), numbers and possibly symbols which I will change on a regular basis.
- I will use school equipment properly and not interfere with the work or data of another student.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- Before I use or connect my own equipment (mobile phone, iPod, non-school laptop/tablet etc) I will check with a member of staff to see if that is allowed.

- If I use a flash drive or other storage device, I will use them appropriately.
- I am responsible for all e-mail, chat, sms blogs etc that I post or send and will use language appropriate to the audience who may read them. I will be respectful in how I talk to and work with others online and never write or participate in online bullying. I will report any unpleasant material or messages sent to me. I understand my report will be confidential and may help protect other students and myself.
- I know that posting anonymous messages and forwarding chain letters is forbidden.
- Any files attached to an email will be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system.
- I will not download or bring into school unauthorised programmes, including games and music, or run them on school computers, net books, tablets or laptops.
- I will not access inappropriate materials such as pornographic, racist or offensive material or use the school system for personal financial gain, gambling, political purposes or advertising.
- When using the internet including a 'chat room' facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will always follow the 'terms and conditions' when using a site. I know content on the web is someone's property and I will ask a responsible adult if I want to use information, pictures, video, music or sound to ensure I do not break copyright law.
- I will think carefully about what I read on the Internet, question if it is from a reliable source before I use the information, crediting the source.
- When undertaking an activity related to a school based course, I will get permission from a teacher before I order online.
- I will not make audio or video recordings of another pupil or teacher without his/her permission.
- I will always check with a responsible adult before I share or publish created content of myself or others.

✓ **I am aware of the CEOP report button and know when to use it.**



✓ **I know that anything I share online may be monitored.**

✓ **I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**

Appendix 2

Section 3 – Home School Agreement

The Kingswinford School, Academy is committed to providing a safe and welcoming environment where staff, parents / carers and students all work together to achieve their full potential

We aim to be recognised as a school demonstrating outstanding:

- learning culture
- levels of achievement
- working with our students, parents / carers and wider community
- contributions to developing lifelong learners by making learning accessible and enjoyable for all
- young people who make positive contributions as confident and responsible citizens
- opportunities to empower young people by nurturing their creativity
- young people who make informed choices about healthy lifestyles
- We are committed to ensuring that our school is at the heart of the community and based on:
 - honesty, fairness and openness in our dealings with others
 - accepting responsibility for ourselves, our actions and our environment, respecting the right of others to learn
 - treating one another with courtesy and respect, caring for and supporting each member of our school community
 - striving to be the best we can be, demonstrating perseverance and resilience

In order to achieve this we will also commit ourselves to the following:

Aspect	The School and Governing Board will endeavour to:	As a student I will:	As a parent/carer I will:
Teaching and Learning	Provide a safe, pleasant learning environment that is as well resourced as funding will allow	Work hard and do my best at all times	Reinforce the teaching in school by assisting, supporting and encouraging learning at home
	Deliver a broad and balanced curriculum that is personalised as far as possible to meet individual needs	Know my subject targets and try to achieve my learning goals	Ensure that my son/daughter is properly equipped for school by encouraging him/her to be organised
	Ensure that students receive the support and guidance they need to achieve and make progress and to become independent learners	Take responsibility for being fully equipped for learning	Encourage my son/daughter to think independently
	Review each Student's Planner regularly	Make full use of my Student Planner to record home learning, progress, targets and achievements	Check and sign my son/daughter's Student Planner regularly
Conduct in school and beyond the school gates	Ensure that the school's relevant policies are all implemented fairly and that students with difficulties are not overly represented in the school's sanctions	Contribute sensibly to the school's Behaviour for Learning Policy and obey the school rules so that everyone is kept safe and treated with respect	Contribute to the school's consultation on the Behaviour for Learning Policy
	Ensure that staff implement the Behaviour Policy for Learning in a fair and consistent way	Behave in a reasonable and sensible manner and never disrupt the learning of others	Support the school in its implementation of the Behaviour for Learning Policy

	<p>Ensure that good behaviour is taught and that students are encouraged and rewarded for correct behaviour</p>	<p>Take responsibility for my own safety and that of others by ensuring that I am aware of the consequences of risk in my lifestyle</p> <p>Recognise that behaviour out of school reflects upon myself, my parents / carers and the school and that good behaviour is expected on trips, buses, college placements and Work Experience</p>	<p>Ensure that my son/daughter is aware that his/her behaviour out of school is as important as his/her behaviour in school</p>
	<p>Ensure that the school's E-safety Policy is followed</p>	<p>Follow the E-safety Policy in school and at home because it is there for my own protection and the protection of others</p>	<p>Ensure that my son/daughter follows the e-safety guidelines</p>
Home Learning	<p>Set homework that is relevant and purposeful on a regular basis in order to support and complement Schemes for Learning and Learning Objectives</p>	<p>Recognise that homework is an important part of learning and submit it punctually and completed to the best of my ability</p>	<p>Provide a suitable environment for my son/daughter to do his/her home learning</p> <p>Encourage my son/daughter to be an independent learner</p> <p>Ensure home learning is submitted punctually and completed to the best of my son/daughter's ability</p>
Dress and Appearance	<p>Communicate the uniform requirements clearly</p> <p>Ensure that students understand the relationship between uniform and attitudes to learning and the school community</p> <p>Be consistent in the implementation of the school uniform regulations</p>	<p>Maintain high standards of dress and appearance at all times in accordance with the school uniform regulations</p>	<p>Support the school in the implementation of the dress code by ensuring that my son/daughter attends school wearing the school uniform and understands the importance of being sensibly dressed</p>
Attendance and Punctuality	<p>Publish term dates as far in advance of the school year as possible</p>	<p>Aim to achieve 100% attendance</p>	<p>Ensure that my son/daughter attends school on published term dates</p>

	<p>Encourage excellent attendance and only authorise absence in exceptional circumstances and after a formal application has been made to the school</p> <p>Ensure that students with a poor attendance record receive the support to improve their attendance</p> <p>Ensure that parents / carers understand the relationship between attendance and attainment</p>	<p>Be punctual to school and to lessons</p>	<p>Not seek to remove my son/daughter from school unless it is in exceptional circumstances, in which case I will make a formal application to the school</p> <p>Ensure that my son/daughter arrives at school punctually</p>
Environment	<p>Provide a high quality, safe, pleasant and well resourced environment</p>	<p>Respect and care for the school environment</p>	<p>Encourage my son/daughter to contribute to maintaining the school's environment by caring for the school, its property and resources and the property of others</p>
	<p>Provide a climate of respect for each other and the school and wider environment through the taught curriculum and by praising and rewarding positive, caring behaviour</p>	<p>Maintain a working atmosphere by moving sensibly around the building</p> <p>Help staff to keep the school clean, tidy and free from graffiti</p> <p>Take good care of the books, resources and equipment I use</p> <p>Respect plants and trees in the school grounds and respect the property of others</p>	<p>Ensure that my son/daughter takes good care of the school's books, resources and equipment</p>
Extra Curricular activity	<p>Provide a varied programme of extra curricular activities</p>	<p>Endeavour to participate in extra curricular activities designed and planned by staff to enrich my educational experience</p>	<p>Provide appropriate support in order to enable my son/daughter to participate in extra curricular activities</p>

	<p>Ensure that all students, including those with special educational needs, are encouraged and enabled to participate in a range of activities</p> <p>Ensure that students are kept safe on activities and that parents / carers/carers are provided with appropriate information well in advance</p>		<p>Encourage my son/daughter to participate in new and challenging experiences to enrich his/her education</p>
<p>Home School Communication</p>	<p>Arrange consultation time for parents / carers to discuss their son/daughter's progress</p> <p>Keep parents / carers informed about school activities through regular newsletters</p> <p>Communicate with students and parents / carers about progress and behaviour</p> <p>Consult with parents / carers on important school issues and enable them to participate in school events</p>	<p>Accept responsibility for helping the school to communicate with my parents / carers/carers by ensuring that all letters and circulars are taken home and given to my parents / carers</p>	<p>Attend Parents / Carers Evenings and other meetings where appropriate</p> <p>Respond to communications from the school and remind my son/daughter to check their bags for school/home communications</p>

Well-being / Safeguarding	Ensure that all students and staff understand what bullying is and that bullying comes in many forms Ensure that students know how to access help and support when needed	Through my actions and conversations treat all people with respect in and out of school Ensure that I follow the school's Code of Conduct on bullying	Work in partnership with the school to identify and eradicate all forms of bullying including cyber bullying Ensure that my son/daughter knows what to do if he/she is being bullied at school and ensure that they know that some of their own behaviour may be construed as bullying Ensure that my son/daughter understands peer pressure and is aware of the dangers of alcohol and substance abuse
	Ensure that the school is a safe and friendly place to be in and to learn in	Help to keep the school environment safe by not bringing any weapon or harmful substance onto the school site	Support the school in maintaining a safe and secure environment by ensuring that my son/daughter does not bring a weapon or harmful substance into school
	Ensure that students understand that the choices made about their diet, exercise and lifestyle will affect their personal wellbeing	Ensure that my diet, exercise and lifestyle keep me safe and ensures that I am ready to learn	Encourage my son/daughter to eat healthily and take regular exercise Ensure that my son/daughter knows how to access help and support when needed (safeguarding)

Appendix 3 – Medical Information

Section 1 - Supporting Pupils at School with Medical Conditions

Statutory guidance from the Department for Education on Supporting Pupils at School with Medical Conditions requires us to share with all Parents and Carers information about the administration of medicines within school hours:

- Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours. If a student needs to take medication within school hours, a Medical Care Plan must be put in place and reviewed accordingly.
- No student under 16 should be given prescription or non-prescription medicines without their parents/carers written consent – except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. If parents/carers have issued students with prescription or non-prescription medication without informing the school, the school will not be responsible for the administration and monitoring of the medicine. It is an offence for a student to pass medication to another student for its use.
- Schools will only accept medicines that are prescribed for the student, in-date, labelled, provided in the original container as dispensed by a pharmacist which include instructions for administration,

dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.
- If a child refuses to take medicine or carry out a necessary procedure, staff must not force them to do so. Parents will be informed so that alternative options can be considered.

This guidance is now in force and we thank you for your support. Please note that a full version of the school's Medical Policy can be found on The Kingswinford School website. If you have any further questions, please do not hesitate to call.

Appendix 3

Section 2 - The School Asthma Health Care Plan



As part of accepted good practice and with advice from the local Clinical Commissioning Group, hospital specialists, and the Department for Education & Skills, our school has established a School Asthma Policy.

As part of this policy, we now ask all parents / carers of children with asthma to help us by completing a School Asthma Health Care Plan for their child/children. The completed School Asthma Health Care Plan will store important details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. This Plan will help school staff to better understand your child's individual condition and needs.

All children with an individual Asthma Health Care Plan, need to have, prescribed by their GP an emergency metered dose inhaler, reliever medication. It is necessary for school staff to have access to this medication in order to treat a severe asthma attack correctly. It is best practice to treat a severe asthma attack with a volumatic spacer and reliever. This is because only a metered dose inhaler is compatible for use with a spacer. All schools have access to a volumatic spacer and the Asthma Leads staff have been trained about their use in a severe attack.

Please complete the Asthma Health Care Plan and return it to the school along with your child's normal reliever medication (to be stored accordingly to your child's age and ability) and an emergency reliever metered dose inhaler.

Please note that due to new legislation, The Kingswinford School Academy has chosen to buy an emergency salbutamol inhaler from our local pharmacist, in accordance with Department of Health guidance (Sept 2014). It remains the parent's / carer's responsibility to provide the school with a volumatic spacer and emergency salbutamol for your individual child.

ADVICE FOR PARENTS

Remember:

- 1. It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medication**
- 2. It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name**
- 3. It is your responsibility to ensure that your child's asthma medication has not expired**
- 4. Your child should not be exposed to cigarette smoke**

Information

The School Day

Structure: 50 minute lessons

Monday - Friday

08.40	-	09.00	Registration/Tutor Time
09.00	-	09.50	Period 1
09.50	-	10.40	Period 2
10.40	-	11.00	Break
11.00	-	11.50	Period 3
11.50	-	12.40	Period 4
12.10	-	13.30	Lunch
13.30	-	14.20	Period 5
14.20	-	15.10	Period 6

From time to time the school may decide to make minor changes to the school day, during a school year. Parents/Carers would be informed/consulted should this be decided.

Attendance and Punctuality at The Kingswinford School

Every child has the right to full-time education and we at The Kingswinford School Academy recognise the vital importance of regular school attendance by all students.

We expect parent/carers:

- To actively encourage your child to attend school on a regular basis.
- To contact the school whenever your child is unable to attend school on the first day of absence and confirm that initial contact in writing when the child returns to school.
- To ensure that children arrive at school in good time for registration, dressed appropriately with the right equipment and well prepared for the school day.
- To positively engage with the school and inform the appropriate member of staff of any issue/problem which may hinder your child's regular attendance at school. (usually your child's Form Tutor or Head of House)

We expect students:

- To attend school regularly.
- To arrive on time to registration periods and lessons and be appropriately dressed and prepared for the school day.
- To inform a member of staff of any difficulty that may hinder attendance at school.

What to do if your child is going to be absent from school:

- Telephone school before 8.30 am on 01384 296596, select option 1 and leave a short message stating student full name, reason for absence and likely return date to school.
- If your child attends a medical appointment during school hours we will require evidence on their return. For example, a copy of the appointment card or letter.

What would happen if your child didn't attend school regularly?

- Students who do not attend school regularly do not achieve their full potential
- Attendance is requested by colleges/future employees. Poor attendance could result in them not being offered a college place/job.
- Poor attendance could result in a referral to the Education Investigation Services

Leave of absence during term time

The Education (Pupil Registration 2006) (England) (Amendment) Regulations 2013 came into force on 1st September 2013 and states. 'Leave of Absence' shall not be granted unless: (a) an application is made in advance to the school and (b) the Headteacher considers the request to have exceptional circumstances relating to that application.

If 'Leave of Absence' is taken after the Headteacher has considered it and deemed it NOT to be for exceptional circumstances, the absence will be marked as unauthorised absence and may be referred to the Education Investigation Service. This might mean that you could be subject to: a warning notice being issued; a Fixed Penalty fine; Legal action; the possible loss of your child's school place.

Illness during the academic year

We will authorise up to 10 days of illness per academic year as long as we are satisfied with the reason provided. However, should illness continue beyond 10 days within any one academic year we will ask you to provide further evidence for us to consider supporting the continued use of the authorised absence code. Such evidence could be in the format of a prescription, medical note, or an appointment card.

We thank you for your cooperation with the above and wish your child a happy and successful future at The Kingswinford School.

SCHOOL UNIFORM

All items of School Uniform and PE Kit must be labelled clearly with student names

School uniform is prescribed by the school rules because we believe that it brings an atmosphere of scholarship and self-respect to the school. The uniform has been designed to wear well and not involve special garments for different times of the year.

Above all, students must appear smart. Parents/carers who are uncertain if an item of school uniform is suitable or not should check with the school before buying the item or wearing to school.

The school will retain a small stock of shoes and uniform. If a student is in breach of the uniform policy, they will be asked to wear suitably sized, clean uniform until the breach is rectified.

Girls' Uniform

- Pale blue shirt style blouse
- School clip-on tie with correct House colour
- Black blazer with school badge showing House colour and lapel edged in royal blue
- Skirts must be plain mid-grey or black, knee length to mid-calf length only
(tight or immodest skirts are not acceptable)
- Plain, formal black trousers as strictly prescribed by the school
(not leggings, denim, stretch, corduroy or "chinos" type)
- Black** V-neck pullover with school logo. (ONLY available from Totally Uniform in Kingswinford)
- Plain ankle or knee length socks in black, grey or navy
- Grey or plain black tights without patterns or motifs
(thick black tights may also be worn when appropriate)
- Plain** black formal shoes that can be polished with no obvious logos
(not boots, canvas shoes/pumps, trainers, platform, stiletto or other extreme styles)

Boys' Uniform

- Pale blue shirt.
- School clip-on tie with correct House colour
- Black blazer with school badge showing House colour and lapel edged in royal blue
- Plain, formal black trousers **(not denim, corduroy or 'chinos' type)**
- Black** V-neck pullover with school logo (ONLY available from Totally Uniform in Kingswinford)
- Plain black, navy or grey socks
- Plain black formal shoes that can be polished with no obvious logos
(not boots, canvas shoes/pumps, trainers, platform or other extreme styles)

Girls' PE Kit

- Compulsory**
- Unisex polo shirt
- Shorts or skirt
- Long black football socks
- Active sports jacket
- Football boots

Optional

- Rugby shirt reversible
- Black thick leggings

Boys' PE Kit

Compulsory

- Unisex polo shirt
- Shorts
- Long black football socks
- Rugby shirt (reversible)
- Football boots

Optional

- Active sports jacket
- Black tracksuit trousers

Gum shield and shin pads for rugby and hockey are highly recommended
The colour of PE kit is Black and Amber
It is available from our approved stockists listed overleaf.



Jewellery

In the interests of safety, the jewellery allowed by the school is one watch, one small simple ring and one pair of the simplest smallest stud earrings. One pair means one earring in each ear – multiple earrings are not allowed. Additionally, we do not allow nose studs, eyebrow studs or any other form of body piercing. Chains, necklaces, bracelets and bangles are not allowed.

Make Up

Discreet, natural make up can be worn by girls in Years 10 and 11. Girls in Years 7, 8 and 9 must not wear any make up.

Nail Varnish

Nails should be kept short and not coloured. The wearing of coloured nail varnish or false nails is not allowed at all.

Hair Styles

In keeping with our high standards of appearance, extreme hairstyles are not allowed in school. Examples of this are multi-coloured hair, sections of coloured hair, unusual vibrant coloured hair, tram lines, shaved patterns, shaved hair etc.

Any change in uniform will be notified in writing and due notice will be given.

Our approved suppliers are:

- The Sports Shop, Kingswinford - www.custom-clothes-the-sports-shop.myshopify.com
- Totally Uniform, Unit 2, Park Street, Kingswinford
- A Oakes (Babyland of Dudley), 27 Churchill Precinct, Dudley

If you have any difficulty with uniform, particularly financial, please contact the school who will treat such incidents as confidential.

Equipment

All students will need a white cotton/fabric apron which ties at the back for Design and Technology. In addition to the clothing required, we would recommend that the following equipment is essential:

Strong, waterproof bag, clear plastic pencil case, calculator, English dictionary, French/English dictionary, pen, pencil, ruler, eraser, protractor, compass.

Lost Property

Lost property is kept at reception, at the end of each half term if items are not claimed they are donated to a local charity shop.