



The Kingswinford School



A part of the Windsor Academy Trust

STUDENT INFORMATION PACK Confidential to the School

It is vitally important that these forms are returned to us ASAP In the addressed envelope provided

PERSONAL DETAILS (see Appendix 1, Section 1)

Student Legal Forename	
Middle Name(s)	
Student Legal Surname	
Preferred Surname	
Preferred Forename	
Date of Birth	
Gender	
Address	
Postcode	
Previous School	
Ethnicity	
First Language (see appendix 1,section 2)	
Asylum Status	
Religion	
English as an additional language	Yes/No
Country of Birth	
Nationality	

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. In the first instance, we would normally contact the parent/carer but if you wish to add further contacts please do so and **place the names in the order you wish them to be contacted.**

Emergency Contact 1. Surname with title (eg Mr Smith)	
Forenames	
Relationship to child	
Address (if different to student)	
Post Code	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
(see appendix 1,section 3) Email Address Home	
Email Address Work	

Continue over..

Emergency Contact 2. Surname with title (eg Mr Smith)	
Forenames	
Relationship to child	
Address (if different to student)	
Post Code	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Email Address Home	
Email Address Work	

Emergency Contact 3. Surname with title (eg Mr Smith)	
Forenames	
Relationship to child	
Address (if different to student)	
Post Code	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
Email Address Home	
Email Address Work	

Family Details

Please give details of other brothers/sisters in the family in order of age (optional)

Surname	Forenames	Date of Birth	School
1)			
2)			
3)			
4)			

Travel Arrangements

Please tick the mode of transport your child will **usually** take to travel to school

Bicycle	Train	Car/Van	Walk	Taxi
School Bus	Public Bus	Rail	Other	Car Share

Meal Arrangements

Please tick

Packed Lunch	School Meals	Both Packed Lunch and School Meals	Free School Meal (to be confirmed by Dudley MBC)
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Dietary Needs

Please tick

Gluten Free	
Halal	
Lactose intolerant	
Vegetarian	
Pescatarian	
Any allergies? Please state	
Any other please state	

Permission's (see Appendix 2)

During the time students are at the school it is usual to receive many items of correspondence from parents/carers. Occasions do arise, however, when we have reason to doubt the source of the documents or the validity of the signatures. To avoid such instances, please give us a sample of each of your signatures on the form below so that this may be retained for future references.

SAMPLE OF PARENTS'/CARERS' SIGNATURES

Mother/Carer 1 _____

Father/Carer 2 _____

Cashless Catering System - Biometric fingerprint recognition

We use a cashless catering system in order to purchase food and drink. A unique mathematical image is created from the fingerprint and the fingerprint is then discarded. It is not possible to recreate the fingerprint from this image. Existing guidance and further information is available on the Academy's website [http://www.kingswinford.windsoracademytrust.org.uk/useful-information/index.cshtml?f=Cashless%20Catering%20\(iPay\)](http://www.kingswinford.windsoracademytrust.org.uk/useful-information/index.cshtml?f=Cashless%20Catering%20(iPay))

If you are unable to access the internet, contact the school and we can provide a paper copy.

Please tick relevant box below.

Students entitled to free school meals are also included in this process.

Please tick the relevant box below:

I agree for my child to use this system

I do not agree for my child to use this system

SIGNATURE OF PARENT/CARER _____ Date: ____/____/____

School Visits

I understand that there will be activities within the extended school day (8am until 5pm). e.g. sporting, nature visits etc., which will take my child off school premises in the local area or other locations within the Windsor Academy Trust. They may walk or go in a minibus or coach, public or private transport.

I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital, home, sporting fixtures or other activities.

I agree that my child be allowed to take part in these activities as indicated above without requiring further information/permission.

PLEASE NOTE

For other activities, and for any event involving an overnight stay or participation in a hazardous activity, full details of that activity will be given and consent sought on an individual basis.

SIGNATURE OF PARENT/CARER _____ Date: ____/____/____

Photographing of Students (see Appendix 2, Section 1)

To comply with General Data Protection Regulation 2018 we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date where shown.

Please circle your answer

I agree to WAT/Academy taking images of my child	Yes / No
I agree to images of my child being used in internal displays	Yes / No
I agree to images of my child being used on the WAT/academy websites	Yes / No
I agree to images of my child being used in the WAT/academy prospectus	Yes / No
I agree to images of my child being used on Twitter	Yes / No
I agree to images of my child being used for staff training and development purposes	Yes / No
I agree to image of my child to be included in professional group photography for restricted sale to parents/carers (e.g. in whole year group or class photo)	Yes / No
I agree to images of my child being used after my child leaves this school	Yes / No

As a parent or carer I understand that I am **not** permitted to take photographs or make video recordings for anything other than by own personal use and will not distribute or post images online (this includes social networking sites such as Facebook and video sharing websites such as You Tube)

SIGNATURE OF PARENT/CARER _____ Date: ____/____/____

Please note: Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

The conditions for use of these photographs and recordings are shown below.

Conditions of Use

- This form remains valid until you decide to withdraw your consent, you can do so at any time, by writing to the school.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in other printed school publications.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed school publications.
- If we use photographs of individual students we will not use the name of that child in the accompanying text or photo caption.
- If we fully name a student in the text we will not use a photograph of that child to accompany the article.
- We may include pictures of students and teachers that have been drawn by the students.
- We may use group or class photographs or footage with very general labels such as “a Science lesson” or “making Christmas decorations”.
- We will only use images of students who are suitably dressed to reduce the risk of such images being used inappropriately.

Student Acceptable Use Policy for ICT – see Appendix 2, Section 2

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others. It is important that you read this policy carefully. If there is anything that you do not understand, please ask.

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.**
- ✓ **PART 1 - Acceptance of the above conditions:**



Full Name of Student: _____

Signed by Student: _____

Signed by Parent/Carer: _____ Date: _____

Sex Education

Sex and relationships education (SRE) is learning about our bodies, health, and relationships; with a particular focus on puberty and growing up, sexual health, sexuality, sexual intimacy, dealing with emotions and managing personal relationships. At the Kingswinford School SRE is taught gradually, so that learning can be built up year-by- year in a way that is appropriate to the age and maturity of each child. The school will inform parents/carers when aspects of the SRE programme are taught and parents have a legal right to withdraw their child if they so wish.

Tick as applicable:

I do

do not

consent to my child receiving Sex Education.

SIGNATURE OF PARENT/CARER _____ Date: ____/____/____

HOME SCHOOL AGREEMENT (see Appendix 2, Section 3)

The Kingswinford School 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

We have read and agree to the terms of the Home School Agreement

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

***Please note that all school policies are available on our website
www.kingswinford.windsoracademytrust.org.uk***

Medical Information (see Appendix 3, Section 1)

Name of Doctor		
Address of Surgery		
Telephone Number		
Student NHS Number		
Registered Young Carer?	Yes / No	
Does your child have a Health Care Plan in place at current School?	YES	<i>If yes please state the reason for the Care Plan below and enclose a copy with this form.</i>
	NO	
Details of child's health: (eg ADHD, Diabetes, Asthma etc. Please continue on page 8 if necessary)		
Does your child normally require medication during the school day for any of these issues? Please add details on Page 8		Yes / No
Are they registered as Disabled?		Yes / No

Medical Consent

My son/daughter to be given first aid by a trained member of staff during any on-site or off-site activity	Yes / No
My son/daughter to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered by the medical authorities present, during any on-site or off-site activity	Yes / No
My son/daughter's information to be shared with the NHS and other relevant health professionals	Yes / No

Asthma Health Care Plan (see Appendix 3 – Section 2) (only fill in if your child is diagnosed as Asthmatic)

Date Asthma Diagnosed	
Clinic/Hospital Contact Name	
Telephone Number	
Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'	
Describe their daily care requirements	

