

Student Name:



Year 9 September 2017

Please find enclosed a collection of the information we need and the agreements that we need you and your child to agree to. This will help us ensure we communicate with you in the most effective way and have a clear understanding of our expectations and ways of working.

Mr M Cox
Headteacher

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Student Information

To parents of students attending Scott College

Please provide the information printed below and return this form, having completed all sections, to Scott College as soon as possible. The information is confidential and will be kept as such by the employees of Scott College.

Please print in capitals

Student information

1. Surname: 2. Forename(s):

3. Date of Birth:

4. Address:.....

.....Post Code:.....

5. Home telephone number: Code:

Email:

6. Names of other siblings currently at Scott College:

Student's future career interests if known:

Special Education Need (SEN) Information

8. Does your child have a statement of SEN? Yes No

9. Is your child working towards a statement? Yes No

10. Does your child have an SEN provision? Yes No

If Yes, please provide more details:

11. Does your child have any disability that the College should be made aware of? Yes No

If 'Yes' please give details:

.....

Medical Information

12. Doctor's Name: Surgery:

Telephone No:

13. Does your child have any medical conditions of which you wish the College to be aware? Yes No

14. If 'Yes' please give details:

.....

Please note: Medication can be kept in the College providing a letter from parent/guardian is supplied

Religious Information

15. Religion if any :.....

Lunch And Travel Information

16. Lunch arrangements: School Meal Packed Lunch

17. Is your child entitled Free School Meals (FSM) Yes No

FSM may be available to those in receipt of Family Credit or Income Support – please enquire.

18. Travel arrangements: Public transport (bus number) Morning..... Afternoon
or Car Cycle Walk other.....

Parent Information

19. Parent's Name:

Telephone No: Work:..... Mobile:

Email Address:.....

Home Address (if different from child):

.....

20. Parent's Name:

Telephone No: Work:..... Mobile:

Email Address:

Home Address (if different from child):

.....

21. If guardian, please state your name:

Relationship to child: Grandparent Aunt/Uncle Foster Parent

If the child's status is 'in care' please state;

Social Worker's Name: Contact details:

.....

22. Is your child the subject of a court order (e.g. Residence Order, Contact Order, Specific Issues Order, Prohibited Steps Order)?

Yes No

Please give details

EMERGENCY CONTACTS

Person(s) to be contacted if parents are not available – please keep the College informed of any changes to these contacts

Emergency Contact 1:

Name:.....
Relationship:
Home address:
.....
.....
Home telephone:
Mobile:
Email:

Emergency Contact 2:

Name:.....
Relationship:
Home address:
.....
.....
Home telephone:
Mobile:
Email:

Email Address Collection Sheet - Accessing Student Data

Accessing your child’s student data – it is important that you supply an up-to-date email address below, if you have one, to allow future access to your child’s record online.

As parents, if you do not share an e-mail address please enter the individual addresses to allow the system administrator allocate your separate account/s.

Name:

E-mail address:

Signature:.....

Name:

E-mail address:

Signature:

Parent/Guardian’s signature: Date: / /

Student Home College Agreement

We will make every effort to:

1. Provide a broad, balanced and appropriate healthcare curriculum.
2. Contact parents If there is an issue with attendance, punctuality, uniform or equipment.
3. Listen to any parent and/or student concerns and respond promptly to any letters or telephone calls.
4. Inform parents about any concerns that affects their son's / daughter's progress or behaviour.
5. Consistently and fairly apply the College behaviour for learning policy, College rewards and any disciplinary action.
6. Set, assess and monitor class work coursework and homework and provide support when needed.
7. To send regular information home and arrange Parent Evenings or Days at suitable stages of the academic year during which attainment, progress and attitude to learning will be discussed.
8. Provide a range of extra-curricular activities and encourage student participation.
9. Provide a safe, clean, well-equipped and attractive learning environment.

Student

I will make every effort to:

1. Attend all registrations and lessons regularly, punctually, properly equipped and in correct Scott College uniform.
2. Discuss any problems or concerns relevant to College with members of staff
3. Abide by the College behaviour for learning policy and the acceptable ICT use agreement.
- 4 Complete all homework and assignments set and hand them in by the deadlines.
5. Keep my parents informed of all College activities such as coursework deadlines Parents Evenings and Days, examination timetable and out-of-College activities
6. Be a positive and active member of the College and, where possible, take part in some of the many opportunities made available.
7. Keep the College and its grounds clean, safe and tidy and not deliberately abuse or damage College property.

Parent/Carer

I / we will make every effort to ensure that:

1. My / our child attends College regularly, I / we will inform the College on themorning of the first day of absence
2. My /our child arrives at College on time, in the correct uniform and properly equipped for lessons
3. The College is informed about any concerns or problems that might affect my child's academic progress or behaviour
4. The College's policies and guidelines for behaviour are understood and supported.
5. My/our child is supported with coursework, homework, preparation for examinations and extra-curricular activities.
6. I/we will attend Parent Evenings and Days and talk with staff my / about our child's progress and at other times if concerned.

I/we will respond to letters, correspondence and support early examination entries if felt academically appropriate.

7. My /our child will be encouraged to become involved in some of the many opportunities provided by the College, such as:

preparation for work placement, education visits and trips, extra curricular clubs and sporting activities and teams Music, and drama productions, revision sessions and work experience

8. My/our child understands the need to keep the College environment clean, tidy and safe and that I/we would be called upon to pay for any damage or abuse
9. I / we give permissions for Careers South West to support my child
10. I / we give permission for the college to provide additional support for my child within the college if required.

Signed



Signed

Signed

Headteacher Scott College

Parent

Student

ICT User Agreement

Access to the **Network/internet/Email** is governed by a username and password. The student is responsible for the safety of that password and therefore ultimately responsible for the use of the account and the contents therein. If they are in any doubt as to the contents of any items, in any of their accounts, they should contact their teacher before opening.

Network Agreement; Students should:

- keep their password secret and secure
- change their password when prompted by the Network Software
- take steps to avoid viruses, macros or suspect programmes
- not collect or store images or any other inappropriate material
- use the Scott College BOYD network to connect their personal laptops, tablets, PDAs or any other device

3. Internet Policy; Students should:

- Use the internet safely and in line with safer internet practices
- Keep their home address/phone number/mobile number secure when on the internet.
- Intentionally avoid offensive materials (e.g. distasteful, rude or violent images).
- not publish or share unauthorised web pages with images of the College, It's staff or it's students
- keep information about the College, it's staff or students secure and private
- download software or try to install software only on the instruction of staff
- not download Illegal files or copywrite protected material
- not use online sales sites to buy or sell items

4. Email Agreement; Students should:

- keep their home address/phone number/mobile number secure over email
- not include personal photos without explicit consent from parents.
- follow safe email practice
- use polite and professional language in their emails
- inform the teacher if in receipt of messages with bad language
- not use email to transfer illegal or copywrite protected files
- keep their password secure

5. Student Image and Student Work Agreement

Scott College website is often the first place people turn to when searching for information about the school, its values and its practices. We see the website as our Prospectus, for prospective students and parents to learn more about us. Our priority is to the students and to protecting those students. It is our intention to ensure anonymity for each child.

Any student who is pictured on our site will not be named without consent and only where appropriate.

I accept responsibility, together with the College, for explaining the policies to be followed when using computers at Scott College.

I understand that students will be held accountable for their actions.

Signature of Parent: Date:

Chromebook Home Agreement



Google Chromebook Home College Agreement

September 2017

Dear Parent/Carer

Scott College is about to launch an exciting new learning opportunity for our students. Each student will be issued a Chromebook for his/her exclusive school use throughout their time at Scott College. We are giving students a more collaborative working environment, where resources, assessment and up-to-date changes to any of their courses can regularly be updated.

A Chromebook is a small, lightweight, personal computer. The devices are designed to be used while connected to the Internet. In order to make this run smoothly we as a college will be using Google Apps.

Using their current school email address, students will be able to take full advantage of Google Apps for Education, which have been chosen to complement our curriculum. Students can log into Google Chrome from any computer at home to have full access to their work stored in Google Drive.

To receive a Chromebook, parents/guardians will need to complete the attached Chromebook Acceptable Use Agreement. Please read this document carefully with your child, sign, date, and return the signature page as soon as possible to allow the Chromebook to be issued.

It is likely that we will update our policy from time to time, when we do we will write to you letting you know about the changes. If you have any questions about this program, please get in contact. We will run an information event, where we can answer any questions you may have.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mr M Cox'.

Mr M Cox
Headteacher
Mcox@scottcollege.co.uk

Chromebook Acceptable Use Policy

Scott College

This document provides students and their parents and guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents and guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by Scott College and our filtering and safeguarding partners. Inappropriate use of the technology can result in limited computer use and disciplinary consequences.

Students and their parents and guardians are responsible for reviewing and signing the Chromebook Acceptable Use Policy and returning it to their tutor.

Ownership of the Chromebook:

Scott College retains sole right of possession of the Chromebook. Our staff retain the right to collect and inspect Chromebooks at any time.

Training:

Students will be trained on how to use the Chromebook by trained staff in our induction lessons. Further support sessions will also be introduced, and student will have access to the online help and tutorials provided by “Synergise” from Google.

Responsibility for the Chromebook:

- Students are solely responsible for the Chromebooks issued to them.
- Students must comply with the Chromebook Acceptable Use and all college policies when using their Chromebook.
- Must treat their device with care and not leave it unattended.
- Must promptly report any problems with their Chromebook to the teacher leading the lesson.
- May not remove or interfere with the serial number or other identification.
- May not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or casing.
- May not attempt to install or run any other operating system on the Chromebook
- Must keep their device clean and protected, using the case supplied.
- Must not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Students should arrive at College with their Chromebook fully charged.

Responsibility for Electronic Data:

Users of school technology have no rights, ownership, or expectations of privacy to any data this is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Copyright and File Sharing:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Spare Equipment and Lending:

If a student’s Chromebook is inoperable, the school has a limited number of spare devices for use while the student’s Chromebook is repaired or replaced. This agreement remains in effect for loan Chromebooks.

Where a student forgets to bring their Chromebook to college where it is required a loan Chromebook will be supplied and a charge of £0.20 placed on their ParentPay account.

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add or delete software applications for use in a particular area of study.

Inspection:

Students may be asked to provide their Chromebook for inspection. The purpose will be to check for proper care, maintenance and inappropriate use.

Digital Citizenship:

Students must follow the six conditions of begin a good digital citizen:

Respect Yourself I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will not be inappropriate. I will not visit sites that are inappropriate.

Protect Yourself I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behaviour directed at me. I will protect passwords, accounts, and resources.

Respect Others I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.

Protect Others I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

Respect Intellectual Property I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

Protect Intellectual Property I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.

Damage and Accidental Damage

In the event of accidental damage to the Chromebook we will pay for the first repair, where damage is deemed to be as a result of a lack of care or a repeat of an earlier accidental damage, Scott College will ask for a contribution towards the repair.

Where there is evidence of deliberate or reckless damage, Scott College will seek to recover the whole cost of the repair.

Consequences for Breaches of the Chromebook Acceptable Use Policy

A break of the Chromebook Acceptable Use policy will be governed by the behaviour policy which is available on the college website, consequences include, but are not limited to:

- Removal of unauthorised files and folders
- Paying for repair or replacement.
- Restriction of Internet and Chromebook privileges
- Detention, suspension, alternative school placement or more
- Police referral

Please fill in and sign the home and college to agree to our **Chromebook Acceptable Use Policy** and return the a copy to the Admin Office in order to be issued with a Chromebook for use at College and at home.

Serial No: _____

**Google Chromebook
Student Contract**

Student's name:

Parent/Guardian name:

I certify that I have read and understood the **Chromebook Acceptable Use Policy** and will follow the guidelines listed within

Parent
Signed _____

Date _____

Student
Signed _____

Date _____

Use of Student Image Agreement

From time to time we will use photos and moving images of students in our publications, in our social media and on our website.

In the form below we are asking you to complete it, if you consent for us to use your child's image in our promotion and celebratory publications and on line activities.

I am the parent of a student who is under 18

Student name	
Date of Birth	
Student Signature	
Parent's Name	
Address	
Parent Signature	
Date	

"Fair Processing" under the Data Protection Act

Schools are under obligation to provide certain information about pupils to the Local Education Authority (LEA), the Department for Education and Science (DFE), the Qualifications and Curriculum Authority (QCA) and other schools to whom a pupil has transferred.

In addition there is also a legal requirement under the Learning and Skills Act 2000 to pass information on request to the Careers South West (CSW) Service for pupils in or approaching the Careers South West (CSW) age range (essentially secondary school age).

The information which schools are required to provide consists of:

- a) The names and addresses of pupils and their parents - which must be provided to the Careers South West (CSW) Service.
- b) Other information relevant to the provision of Careers South West (CSW) services. In this case parents and guardians (or pupils themselves if aged 16 or over) have the right to instruct the school not to provide any other information to the Careers South West (CSW) Service.

Please note that under the Learning and Skills Act 2000 the right not to have any other information than names and addresses passed to the Careers South West (CSW) Service is an "opt out" provision. This means that Parents or Guardians must register that "opt out" with the school by making the request in writing. Also please note that this "opt out" right passes from the Parent or Guardian to the pupil at age 16.

The Careers South West (CSW) Service supports young people, helping them to achieve their potential and to realise benefits from education, learning and employment. It is very important that Careers South West (CSW) partnerships receive the information about their clients which they need in order to do this job effectively. The other information referred to in section (b) above will include contact details of pupils and their parents or carers, gender, date of birth, ethnicity, special educational needs, school attended and Key Stage or Examination results.

Should you wish to exercise the right to opt out from the provision of section (b) information, please complete the slip below.

Careers South West (CSW) opt out request

I wish to exercise the right **to opt out** from the provision of any other information than names and addresses to the Careers South West (CSW) Service.

Name:

Signed:

Name of Student:

Registration Group (Yr): (House):

Ethnically Based Information and Home Language Survey

We are required to collect this information for anonymous analysis by the Department for Education.

1. Child's name:

2. Date of Birth: / /

3. ETHNIC ORIGIN - Which of these descriptions best describes your child?
(Please tick the appropriate box)

White UK	<input type="checkbox"/>	White Eastern European	<input type="checkbox"/>
White Other	<input type="checkbox"/>	White Western European	<input type="checkbox"/>
White Irish	<input type="checkbox"/>		
Black Caribbean	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Mixed Other	<input type="checkbox"/>
Filipino	<input type="checkbox"/>	Iranian	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Any Other Asian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Greek/Greek Cypriot	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>

Any Other Ethnic Group:

Country of birth: _____

Pupil Nationality: _____

English as an Additional Language Yes / No

Please Give details of the following:-

Cultural Background	Home Language	Speaks	Understands	Reads	Writes

ParentPay

ParentPay enables you to pay for any item at the College through a highly secure payment website. The site provides a history for all payment activity, emails a receipt of your payment and allows you to create a single account login all children that attend the College. ParentPay gives you the freedom to make payments to the College wherever you like and stops the need for cheques or cash being sent to the College. The secure site for and whenever is quick and secure transactions and even offers the ability to pay for larger transactions, such as College trips, in easy to manage instalments.

Our College benefits greatly from using ParentPay, helping us to provide an even more effective service to our students and families. Administrative duties and banking procedures are far simpler, accurate payment records can be maintained and we have seen a large reduction of paper waste. The reduction of cash on the premises has made for a more secure environment and communication between parents/carers and the College has greatly improved.

You should have your activation letter containing details to enable you to setup your ParentPay account if you have not yet set up ParentPay, please let us know.

Cashless Catering

We will use a system that recognises a fingerprint to pay for school meals. The system is quick and easy and, unlike money or payment cards, students cannot forget them.

The method to load money for your son or daughter is through the ParentPay service (www.parentpay.com), where you can also access details of the food your child has purchased.

Students who are entitled to free school meals automatically have this added to their account each morning, it is always spent first on any meal purchased during the day.

The Scott College Uniform

The Scott College uniform is:

- Scott College blazer
- Scott College tie over white short or white long sleeved shirt
- Black tailored trousers or Scott College skirt
- Black or white socks or black or navy tights
- Black shoes