



## Admission Form

Full Legal Name Of Student – as stated on birth certificate / passport

Surname		Forename(s)	
Preferred Surname		Preferred Forename	

Please note, if this has been legally changed by 'change of name deed' please can you provide a copy of the relevant documentation.

Date Of Birth		Gender	Male / Female
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Address		Home Telephone No.
		Main Mobile No.
	Post Code	
Main email address this will be used to communicate with you		

Names of parent(s) / guardian(s) (who student lives with)

Title	Forename	Surname	Relationship To Child	Contact Number(s)

Do you have legal custody	Yes / No	If no please state name and address of legal guardian	
Is there any legal order relating to the child			Yes / No
Is there another person with parental responsibility Scott College should send information to? This is a legal requirement.			Yes / No
If yes please give name and address			

### Emergency Contacts

It is useful for us to have at least 3 contact numbers in case of emergency

Title	Forename	Surname	Relationship to Child	Contact Number(s)

### Medical Details

Doctors Name And Surgery Address		Telephone Number	
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**Medical Conditions:** Does your child suffer from any of the following? (Please tick those that apply)

Arthritis	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	Eczema	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	Hayfever	<input type="checkbox"/>	Bee/wasp Sting Allergy	<input type="checkbox"/>	Nut Allergy	<input type="checkbox"/>
Penicillin Allergy	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	Colour Blindness	<input type="checkbox"/>
Other Medical Condition Please State							
Other Sensory Impairment Please State							
Please Give Details Of Any Regular Medication Taken:							

Please answer the following questions	
Is your child currently entitled to free school meals?	Yes / no
Has your child been entitled to free school meals in the past six years?	Yes / no
Does your child have a caf?	Yes / no
Is your child a 'child in need'?	Yes / no
Is your child looked after by the local authority? (Eg. In foster care)	Yes / no
Is your child a young carer	Yes / no
If your child has a designated social worker, please give the details below	
Name:	
telephone number:	
Please help us to identify children who might need extra support, including giving details of any special educational needs e.G. Learning difficulty or a disability below:	

**Ethnic Information**

Nationality	Religion (if any)
Home Language	Is English A Second Language? Yes / No
Country Of Birth	

**Armed Forces Families**

I / WE confirm that (name) ....., the parent(s) of this child, is / are (a) member(s) of the armed forces.  
 Parent / Guardian signature .....  
 Print.....

	Parent(s) / Guardian(s) initials
I / We confirm receipt of the <b>Home College Agreement</b> .	
I / We confirm receipt of the and give permission for my / our mobile telephone number(s) to be used to receive texts regarding my / our child's attendance.	
I / We have read the <b>Google Chrome Home College Agreement</b> and give permission for this child to access the Internet. I / We understand that Internet access is intended for educational purposes only. I / We understand that reasonable precautions have been taken to provide for online safety but Scott College cannot be held responsible if Students access unsuitable websites.	
In relation to the Scott College I / We accept that, this child's schoolwork may be chosen for inclusion on the website. I / We understand and accept the terms of the Acceptable Use Policy relating to publishing Student's work on the Scott College website.	
Students' Biometric Information and give permission for my / our child's biometric information to be processed and used for the specified purpose(s)	
I / We confirm receipt of the information concerning the use of Student Images of this child and give permission for such to be used and stored, please sign as appropriate:	
<ul style="list-style-type: none"> <li>● Scott college displays and concerts</li> <li>● Staff resources</li> <li>● Scott college website</li> <li>● Scott college social media</li> <li>● Scott college press releases</li> <li>● Scott college sporting activities</li> <li>● Scott college off-site trips and activities</li> </ul>	

Parent / Guardian Signature ..... Print..... Date .....

Parent / Guardian Signature ..... Print..... Date .....

Data protection act 2018. Information from this form may be processed for any purposes registered by Scott Medical and Healthcare College and Inspiring Schools Partnership. Individuals have the right of access to personal data held about them by all Scott Medical and Healthcare College and Inspiring Schools Partnership. This information will be disclosed only to those persons authorised to see it. The information will be used to support our Students' learning, monitor and report on their progress, provide appropriate

pastoral care and assess the quality of our services. This may be shared with government departments and the local authority where there are legal powers to do so.

## **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 the morning 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

## IT 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

**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

**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

## 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 2018

Dear Parent and 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,

**Mr M Cox**

Headteacher

Mcox@scottcollege.co.uk

## Chromebook Acceptable Use Policy

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 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 device 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.

### **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