



Sale High School

TRANSITION PACK

REGISTRATION & POLICIES

Please read through the following documentation.

We suggest that you read it with your child as it contains important information regarding their time at Sale High School.

[To complete these forms online please click here.](#)

Alternatively please print, complete and return to school by **5th July 2018**.

If you would like the school to provide a paper copy please call the school office,
Monday - Friday 8:30-4:30.

REGISTRATION

YEAR 7

Please complete the form in **BLOCK CAPITALS** and return to school

Student name

Parent/carer name

Student's full (legal) surname

Student's full (legal) forenames (including middle names)

Student's
Date of Birth

Male

Female

Name that child is known by if different to above. Please leave blank if same as legal name

Surname

Forenames

Student's permanent home address

.....

.....

.....

.....

.....

Post Code

Ethnicity

Student's
religion

Language(s) spoken
at Home

Student's
nationality

Student's
country of birth

Parent (s) / Carer (s) living at the same address as the child:

CONTACT 1

Title	Relationship to Child
Surname	First Name
Mobile no.	Work no.
Home no.	
Email Address	

CONTACT 2

Title	Relationship to Child
Surname	First Name
Mobile no.	Work no.
Email Address	

Is there a LEGAL ORDER relating to the student?
If YES, please provide a copy of this to the school.

Yes

No

If there is a legal arrangement in place and parental responsibility is shared with an adult not living at the same address as the child, please provide details:

Title	Relationship to Child
Surname	First Name
Mobile no.	Work no.
Home no.	
Email Address	
Address	
.....	
.....	
Post Code	

Please provide the name(s) and form group of older siblings currently attending Sale High School

Name

Form

Name

Form

Name

Form

Previous School

Name of School

Address

.....

.....

.....

Post Code

Medical Information

Doctors Name

Address

.....

.....

.....

.....

Postcode

Tel no.

Essential Medical Information (e.g. Allergies, essential medication)

.....

.....

.....

.....

School meals

Packed Lunch

Free School Meals

If you ticked Free School Meals, please complete the following section

Are you in receipt of Income Support ? Yes No

Please provide proof of Income Support to the school

(E.g. a letter from the DWP or sight of Income Support documents)

If you are entitled to Free School Meals you must complete an application via your local council. This FSM entitlement does not roll over from Primary School.

Travel arrangements to and from school

Walk

Bus *

Bike

Car

Metrolink

Taxi

*Please be aware that if you wish for your child to use the Yellow Bus Service, they will need to apply for a Yellow Bus Pass.

For further details www.tfgm.com/buses/yellowschoolbus.co.uk or contact 0161 244 1000

Please be aware that all information given above will be treated in accordance to **GDPR guidance** and accepted as a signed confirmation to the above questions asked of you by the school.

Please acknowledge your understanding by selecting the box below



Guidance on **MOBILE PHONE & ELECTRONIC DEVICES**

Sale High School issues this guidance to **protect our students from misuse** of mobile phones and electronic devices within the school (whether before school, after school or at break/lunch times), in line with our behaviour policy.

We try to encourage our students to become responsible users so that they are safe, ready and respectful.

**Mobile phones and smart watches must be
TURNED OFF within the school premises.**

Sale High School

If a student is seen with a mobile phone or smart watch, staff will confiscate the device and log the confiscation. Confiscated phones will be stored securely at student services. A student may report to student services to collect the phone or device at the end of the school day or after 24 hours if a repeat occurrence.

The school does not accept any responsibility for mobile phones or any other electronic devices. Students must take full responsibility for their safe keeping, if devices go missing, we cannot be expected to take time to search for them.

During examinations students need to make sure all devices are switched off and in the bottom of bags before going into any examination room. Any student with an electronic device on their person, even if switched off, within an examination will be reported to the exam board and may face disqualification.

Guidance for Parents

Parents/carers should avoid contacting their child's mobile phone during the school day. This could disrupt the student's learning. If immediate contact is necessary, with permission from a member of staff, a student can use the school telephone at Student Services to contact parents/carers.

We suggest that parents/carers take out insurance cover for any devices brought into school. The school will not accept any liability for lost or stolen items.

Notification of intention to use images and video of students for

DIGITAL MEDIA & THIRD PARTY EDUCATIONAL SOFTWARE

The use of digital/video images plays an important part in learning activities. Students and members of staff may use digital cameras/IPads etc. to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Staff may not use their own mobile phones/cameras to record students, only school equipment is to be used.

Images and video footage of school students, activities and events can also be used in the promotion of the school the wider community.

Images may also be used to celebrate success through their publication in newsletters, on the school website, social media and occasionally in the public media.

The school must comply with the Data Protection Act and request parents/carers permission before taking images of members of the school.

CONSENT

As the parent/carer of the student, I agree to the school taking and using digital/video images of my child. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. Please also be aware that no student is allowed to post images or video footage of either school staff, students or the school on any internet site without prior consent from the School Development Officer and/or from the persons involved.

Student Name

Parent Name

Signature

Date

I consent to the school taking and using digital/video images of my child.

I do **not** give consent to the school taking and using digital/video images of my child.

Notification of intention to process students

BIOMETRIC INFORMATION

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example information from their fingerprint.

The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with a catering account. They can manage this by adding money at machines provided or parents/ carers can upload funds via parent pay.

An image of your child's fingerprint is not stored on the system, just the measurements that creates a 'template' to access services. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a student and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system. Please note that the law places specific requirements on schools when using personal information, such as biometric information as follows:

The School :

- Cannot use the information for any purpose other than those for which it was originally obtained
- Must ensure that the information is stored securely
- Must tell you what it intends to do with the information

When your child leaves the school, or if for some other reason ceases to use the biometric system, the biometric data will be securely deleted.

CONSENT

Having read guidance on Biometric Information provided to me by Sale High School, I give consent to information from the fingerprint of my child being taken and used by Sale High School for use as part of an automated biometric recognition system.

I understand that I can withdraw this consent at any time in writing.*

I **consent** to the school storing the biometric information of my child.

I **do not** consent to the school storing the biometric information of my child.

* Withdrawing or objecting consent

If you change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing to the school. Even if you have consented, a student can also object or refuse at any time to their biometric information being taken/used. A student's objection does not need to be in writing.

For further information regarding withdrawing consent please contact the school.



ACCEPTABLE USE POLICY

Technology has become integral to daily life and as such use of electronic devices and digital media has become the norm.

Here at Sale High School we want to engage students to become responsible users of digital media and their devices. We have the same high expectations of behaviour online as we do offline and expect that all students are safe, ready and respectful at all times when using technology whether for educational or personal use. The primary intended use of technology within the school is to enrich learning.

As a student I understand that I am responsible for my own actions and must accept the consequences.

I understand that the school will take action if I am involved in an incident, to ensure that all members of the school community are safe and respected.

I understand that if I do not sign and agree, access will not be granted to school ICT systems, including use of the Internet.

THE SCHOOL

IS READY TO:

Investigate any incidents of inappropriate behaviour and offer support and sanctions where necessary. These sanctions could involve the police or other agencies in the event of illegal activities.

WILL KEEP YOU **SAFE** BY:

Monitoring your use of all digital communications on school systems, through the use of security and filtering systems, to prevent access to inappropriate material.

WILL BE **RESPECTFUL** BY:

Accepting technology is an increasingly important part of your life and that everyone has an equal right to use technology as a resource.

AS A STUDENT

I WILL BE **READY** TO:

Report anything I encounter that I feel is inappropriate or makes me feel uncomfortable.

Report any damage or faults to equipment.

I WILL KEEP MYSELF **SAFE** BY:

Not disclosing or sharing personal information, which puts my safety at risk. This includes passwords, personal information and images.

Being aware of 'stranger danger' online, as I would be while not online.

Understanding that not everything I read on digital media will be accurate or truthful and may actually be a deliberate attempt to mislead me.

Not accessing, downloading or uploading materials which are illegal, inappropriate, or may cause harm or distress.

Understanding that if I share something online, there is no way to retrieve it.

Being aware of other and changing dangers that exist online.

I WILL BE **RESPECTFUL** BY:

Understanding that everyone in the school community, including adults, has equal rights to use technology as a resource.

Treating others while using digital media in the same way I would expect others to treat me face to face.

Acknowledging the property of others and not distributing, copying, removing or altering it without the owner's permission.

Not attempting to install programmes or software on any school devices.

Not damaging any school equipment.

Using the school technology as directed by staff.

Students name

Signature

Date



HOME SCHOOL AGREEMENT

At Sale High School, we aim to develop an innovative technological learning community. The central aim of our school is to provide the very best educational opportunities enabling each student to develop their talents, to grow in confidence and self-esteem and fulfil their potential.

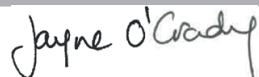
This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

Student Name

AS A SCHOOL WE WILL:

- Provide a carefully **planned curriculum** matched to the needs of your child, along with a variety of enrichment activities
- Keep parents and carers informed about the **work planned for each term**
- Provide a **supportive, secure and caring environment** in which your child can achieve their potential
- Arrange **parent meetings** to discuss academic progress and provide progress reports on a regular basis
- Provide **clear expectations** of behaviour in our behaviour policy
- Contact parents or carers as soon as we become concerned about a **student's progress, behaviour, uniform or equipment**
- **Listen to and respond quickly** to any concerns students, parents and carers may have
- **Set, mark and monitor homework** on a regular basis in line with the school's Homework Policy.
- Keep parents and carers informed about the **school's achievements and activities**
- Make sure that all students and their families are made to **feel welcome** in school and ensure their knowledge, expertise and opinions are valued
- Provide parents and carers **opportunities** to become involved in the life of the school

Mrs J O'Grady, Headteacher



GOVERNORS WILL :

- Seek **financial efficiency** and value for money
- Draw up and publish a **full set of school policies**
- **Consult** with, and report to, parents and carers
- Ensure compliance with **statutory obligations** including Health and Safety Regulations
- **Monitor and review all aspects of the school's work**

Mr G Luccock, Chair of Governors

AS A PARENTS/CARERS I WILL:

Make sure our child attends **school regularly**, on time and in full and **correct uniform**

Ensure our child has all the **necessary equipment** and kit every day to fully participate in school life

Make every effort to **attend school events and parents' meetings**

Keep our **contact details accurate** and up to date

Support the school and its policies as fully as possible

Work with the school to make sure our **child behaves well**

Encourage our child to have a **positive attitude** towards school and to always do their best

Make every effort to **support our child's learning at home** by encouraging them to complete their homework and making sure that their student planner is signed

Avoid taking our child on holiday during term time

Read all **correspondence** from the school and respond quickly when necessary

Make the school aware of any problems which may affect our child's learning or behaviour

Signed

Parent

Date

AS A STUDENT I WILL:

Attend **school regularly** and **on time**. Be on time for lessons, equipped and ready to learn

Wear the **correct school uniform** with pride

Work to the **best of my ability** at all times

Show **respect** for others both in and out of school

Respect the **school environment** and the **local community**

Keep my **student planner** up to date and make sure my books are used properly and looked after

Record and complete **homework** on time

Be responsible for taking **communications** to and from school and home

Have a **positive attitude** towards, and participate fully in, the life of the school

Help to keep other students in the school safe by avoiding any **bullying behaviour** and **reporting any bullying incidents**

Signed

Student

Date