

# King Charles I School



Year 7

Parents/Carers  
Information Pack  
2017-18



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# General Information

**Headteacher:** Mr Brownlow

**Deputy Headteachers:** Mr Butler  
Mrs Delahaye

**Assistant Headteachers:** Mrs Allen  
Miss Bott  
Mrs Elliott  
Mr Gibson  
Mr Wilkinson

## School contact details

Telephone: 01562 512880  
Fax: 01562 512881  
Main office email: [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)  
Website: [www.kingcharlesschool.co.uk](http://www.kingcharlesschool.co.uk)

**Attendance Officer:** Mr Allen

# School Policies

The following school policies are available on our school website at [www.kingcharlesschool.co.uk](http://www.kingcharlesschool.co.uk):

- Accessibility Plan
- Assessment Policy
- Attendance Policy
- Behaviour (including Anti Bullying) Policy
- Behaviour for Learning Protocols
- Behaviour Principles
- British Values
- Careers Education, Advice and Guidance Policy
- CCTV Policy
- Charging and Remissions Policy
- Collective Worship Policy
- Complaints Procedure
- Controlled Assessment and Coursework Policy
- Curriculum Policy
- Data Protection Policy
- Drug, Alcohol and Substance Misuse Policy
- E-safety Policy
- Early Entry Policy
- Equality Policy
- Examination - External Candidates Policy
- Examinations Policy
- Exclusions Policy
- Freedom of Information Publication Scheme
- Health and Safety Policy
- Homework Policy
- ICT Acceptable Use Policy - Student
- Intimate Care Policy
- Lettings Policy
- Looked After Children Policy
- Malpractice Policy
- Marking Policy
- Mobile Phones, MP3 Player and Games Console Policy
- Non Examination Assessment Policy
- Photography and Images of Students Policy
- Positive Handling Policy
- Privacy Notice
- Pupil Premium Policy
- Recruitment and Selection Policy
- Rewards Policy
- Safeguarding Policy
- SEND Policy
- SEN School Offer
- Sex and Relationships Education Policy
- SIMs Learning Gateway Acceptable Use Policy
- Supporting Students with Medical Conditions
- Work Experience Policy
- Year 7 Parent-Carer Information Pack 2017-18
- Years 8-11 Parent-Carer Information Pack 2017-18
- Year 12 Parent-Carer Information Pack 2017-18
- Year 13 Parent-Carer Information Pack 2017-18

Paper copies are available on request from reception.

# Communication with parents/carers

We are keen to keep all our parents/carers informed about their son/daughter's progress and general school events. However, we are also keen to reduce our carbon footprint and so we communicate with parents/carers in the following ways:

- From 1<sup>st</sup> September 2015 we stopped sending home paper copies of generic letters (those that start with 'Dear Parents/Carers') and instead we email them to parents/carers on Fridays and place them on the 'Letters' page of our website (available via the 'Parents' link). There may be some parents/carers who would still like to receive the paper copies and we will provide these on request. If you would like to continue to receive paper copies of generic letters, please let Mrs Hardy know as soon as possible or use the 'Agreement Form' at the end of this information pack. Personalised letters will continue to be issued by post or given to students to take home.
- Reminders and important updates are also sent as messages and texts via ParentMail.
- Parents/carers will be able to access up-to-date information about their son(s)/daughter(s) via the online SIMS Learning Gateway platform-SLG.

It is important to note that parents/carers will only receive the weekly email and text messages if we have their correct email address and mobile telephone number. Any parents/carers who do not currently receive the weekly email or text messages or have recently changed their email address and/or mobile telephone number can update our records by emailing their new contact details to Mrs Hardy (our Administration Manager) at [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk).

At the beginning of September 2017, parents/carers will receive a letter containing information about how to sign up for and access ParentMail and the online SIMS Learning Gateway platform-SLG.

## ParentMail

ParentMail is used by over 6,000 schools, nurseries and children's clubs. The new service will be simple and user-friendly ensuring messages get to you reliably and on time and with emergency or important information being sent by text message. There are many benefits to the service including:

- Free iPhone and Android Apps are available so you can access messages on the go and important messages, letters or notices never get lost in busy email boxes
- Messages can be sent directly to mums, dads and other carers at the same time
- Quick and easy booking of parents' evening appointments

We will be using be using ParentMail in a variety of different ways such as:

- Booking parents' evening appointments online
- Sending you letters and texts
- Enabling completing of consent forms or acknowledging receipt of letters and forms at the click of a button
- Sending you reminders about up and coming events

## SIMS Learning Gateway (SLG)

At King Charles I School we use an online platform called SIMS Learning Gateway (SLG). SLG gives you access to key up to date information about your son/daughter(s) as well as improving the way we share information with you and help you to further engage in your son/daughter's education. Once registered, you will be able to log onto the gateway and access the following information about your son/daughter(s):

- timetable
- attendance

- achievement points
- behaviour points
- progress reports
- full reports

SLG allows you to access up to date information at any point in the day through a PC or mobile devices, such as laptops, tablets and smartphones.

### **Parent/Carer SIMS Learning Gateway Acceptable Use Policy**

SIMS Learning Gateway (SLG) allows you, as parent/carers, to view key information about your son/daughter. The information that you have access to may be sensitive and/or personal and therefore we ask you to adhere to the following guidance in order to protect your son/daughter(s) information:

- Parents/carers will not share their password with anyone;
- Parents/carers will use a strong password. Please see password guidance section below;
- Parents/carers will not attempt to **amend or delete** data of their own children, another user or the school;
- Parents/carers will not use SLG for any illegal activity, including the violation of data privacy laws;
- Parents/carers will not publish information taken from SLG elsewhere without permission;
- Parents/carers will not access data or any account owned by another user;
- Parents/carers who identify a security problem with SLG must notify King Charles I School immediately, without demonstrating the problem to anyone else.

### **Password guidance**

In order to ensure that your account remains secure your password must be a “strong” password, including at least eight characters, at least one symbol, at least one number, at least one lower case letter and at least one upper case letter. An example of a “strong” password would be **C0mb\$rt\*n**. If you have particular problems remembering passwords, one strategy is to choose a memorable phrase/word then substitute numbers and symbols for letters - e.g. **K1ngCh4r!35**. If you use a similar password when an old one expires, you must completely change the password after three changes. e.g. **K1ngCh4r!35.01** could be changed to **K1ngCh4r!35.02** and then **K1ngCh4r!35.03** but the “**K1ngCh4r!35**” section would have to be replaced on the fourth change.

### **Further advice**

- Always log out, or “lock” the screen when leaving your computer unattended.
- Don’t write passwords down or leave them near the computer;
- Don’t save passwords in web browsers;
- Don’t ever email your password or use it in an instant message;
- Always turn off your computer using the “Shut Down” option;
- Be aware of people watching you as you enter passwords or view sensitive information;
- Don’t use unsecured public wireless hotspots.

If you wish to sign up for this service please use the ‘Agreement Form’ at the end of this information pack. In September 2017 you will then be provided with your individual username and secure password and guidance on how to access the gateway

If you have any questions or queries about either ParentMail or SLG, then please do not hesitate to contact Mrs Allen by email at [rallen@kingcharles1.worcs.sch.uk](mailto:rallen@kingcharles1.worcs.sch.uk) or by telephoning the school.

# Cashless Catering

At King Charles I School, we use a biometric system whereby all staff and students are recognised by an image of their right index finger.

The biometric system does not require the student to carry an identification card but makes use of a biometric scan in order to establish the identification of the student when making a payment or selecting a meal. The system does not store any biometric data other than an algorithm which is calculated during the biometric scan. This data does not leave the school and it is not possible to create a finger print from this stored information. The introduction of the Protection of Freedoms Act 2012 requires permission of a parent/carer, to enable us to use a student's biometric data.

The system calculates account balances and can produce a statement of payments made by any student and details of the meals purchased. This information will be available for parents/carers and can be used to help resolve queries with regards to a student's diet.

Students will be able to make cash payments into their account and this can be done using a revaluation unit in the school. Alternatively payments can be made by cheque which should be made payable to 'Shire Services'. Your son/daughter's name and tutor group must be put on the reverse of the cheque. Cheques should be received prior to 10.00am and placed in the cheque box which is situated outside the library on the Borrington Site and in the Oldfield Hall on the Hillgrove Site. Payments can also be made using the relevant link on our website (please navigate to the 'Parents' link) or by logging onto [www.parentpay.com/Parents/Login](http://www.parentpay.com/Parents/Login). A letter giving you log in instructions will be sent out in August.

If you have any questions, please contact me at school.

Jessica Bushell  
Business Manager



# Cashless Catering

## **What is a biometric cashless system?**

At the heart of the biometric cashless system is a software program which recognises each individual customer, holds individual cash balances and records expenditure and cash received. It also records where and when money is spent and on what food.

## **How are students recognised by the system?**

All students will be registered by biometric measurement and photograph. The biometric measurement takes a part image of some of the coordinates of the fingerprint. This information is then converted, encrypted and stored as a unique number. This data cannot be converted back into any image of a fingerprint, nor can it be used by any other source for identification purposes.

## **What data will be held on the system?**

Certain data will be held on the system to enable accurate operation. This will include the student's name, tutor group, photo, account balance, meal entitlement and the biometric number. Other than the biometric number, this data is already held on the Academy's administrative systems. All the data will be handled under the guidelines of the Data Protection Act. The data will only be utilised for the purposes of the cashless catering system and will be destroyed when the data is no longer relevant (such as when a student leaves the academy).

## **Do I have to give consent for this to happen?**

Under The Protection of Freedoms Act 2012 informed consent from at least one parent/carer to use this information will be required. Also if a student objects, we cannot continue to use his/her biometric information for inclusion on the system. Consent can be withdrawn at any time, in writing by parents/carers and verbally by students.

## **How is the biometric system utilised to obtain food?**

A finger will be placed on a biometric scanner at a till. This will activate an individual's account which will be displayed on screen for the catering operator, including name and current balance. The operator will then enter the selected food and drink into the system from an itemised keyboard, while the amount spent and the new balance will show on the display.

## **How is money entered into the system?**

There are 3 methods:

- a) Payments can be made using the relevant link on our website (please navigate to the 'Parents' link) or by logging onto [www.parentpay.com/Parents/Login](http://www.parentpay.com/Parents/Login).
- b) By putting cash or notes, into an automatic cash 'revaluation' terminals located outside the library on the Borrington Site and in Oldfield Hall on the Hillgrove Site. After activation via a biometric scanner, the terminal will show the current account balance. Cash is then entered and, finally, a red button pressed to mark the end of the transaction.
- c) By putting a cheque made payable to 'Shire Services' in the cheque box situated outside the library on the Borrington Site and in Oldfield Hall on the Hillgrove Site. Please make sure your son/daughter's name, year and tutor group is on the reverse of the cheque.

## **What about students entitled to a 'free school meal'?**

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way.

The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at dinner break.

The system will then allow on a daily basis the required cash amount for each individual student to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The student can also add extra cash on to his or her balance in the system by using the revaluation station, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

**If we pay for a set number of school meals, can it be spent in one day?**

No, a daily spend limit of £5.00 will be set for all students and no food above that limit can be bought. On request, an individual student limit of your choice could also be set, to include a school dinner and break time snacks

**How will the student be able to check what the current cash balance is held in the system at any one time?**

**(a)** By using the revaluation station. Place their finger on the scanner display the current cash balance. There is no need to deposit any money, just press the red button to finish.

**(b)** Also a remote display at the point of sale will show the new cash balance when the food service is finished.

**What is meant by 'dietary control'?**

Should the student have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular student, by automatically locking out relevant buttons on the keyboard.

**Data Handling**

Certain data will be held on the system to enable accurate operation. This will include your son/daughter's name, class, account balance and meal entitlement. This data will be handled under the guidelines of the data protection act and only used by parties directly involved with the implementation of the system. If you have any concerns please contact Jessica Bushell (school business manager).

# Attendance Information

## Introduction

Our expectation is for all students to have 100% attendance and 100% punctuality to school and all lessons. There is strong statistical evidence to show that students who achieve this are more successful in school, make greater progress and that they are more likely to achieve their academic potential. The table below further highlights the link between attendance and learning:

| If attendance over the school year is.. | ..the student will miss this many days | ..and this many lessons |
|---|--|-------------------------|
| 100%                                    | 0                                      | 0                       |
| 95%                                     | 10                                     | 50                      |
| 90%                                     | 19                                     | 95                      |
| 85%                                     | 29                                     | 145                     |
| 80%                                     | 39                                     | 195                     |
| 75%                                     | 49                                     | 245                     |
| 70%                                     | 58                                     | 290                     |

In addition to the academic reasons for attendance, national research also shows:

- Children with poor attendance often become the victims of bullying
- Prolonged absence from school can lead to loneliness. It can make it harder for your child to get along with other children and make friends.

## Overview

- All students must arrive to school and all lessons on time.
- The school uses a SIMs system called Lesson Monitor to record student attendance during am/pm sessions and for all lessons. We ask that if a student cannot attend school on a particular day, that the parent/carer phones the Attendance Officer (01562 512880) to report the absence. We ask that this procedure is repeated for any subsequent days' absence. The Attendance Officer checks the registers and if a student is still absent by 9:00am and no communication has been received from the student's parent/carer then contact will be made with the student's parent/carer.

Parents/carers should note that ideally all medical and dental appointments should be arranged for after school so that students do not miss any lessons. Where this proves to be impossible then students should bring an appointment card to school, show it to their head of year who will issue them with a card which details that they will need to leave the school at a specific time. The student should then sign out at reception before leaving the school.

In cases of long term absence or where a student's attendance is causing concern, doctor's notes or copies of medication will be requested.

## Monitoring

There are a number of staff at the school who monitor attendance and punctuality: designated member of SLT team, Attendance Officer (AO); form tutor; and head of year.

- The Attendance Officer is responsible for monitoring the attendance and punctuality of all students and informing the head of year of any causes for concern. The Attendance Officer will contact parents/carers, if no communication has been received from the student's parent/carer regarding an absence. On a weekly basis, the Attendance Officer will provide data to show each Year group's attendance, authorised absence, unauthorised absence and persistent absence. This information will be disseminated to the head of year, headteacher, and designated member of SLT.

- The head of year working in conjunction with the designated member of SLT, monitors attendance for the whole year group. They are responsible for ensuring that their year group meets or exceeds the school attendance target. The head of year will contact parents/carers where attendance falls below 97%, which may result in a meeting in school to devise an attendance strategy.
- The head of year is responsible for monitoring punctuality and for setting lunch-time detentions for any student who attends school late (after the start of the tutorial session at 8:40 am). As with attendance issues, this may result in an invitation to parents/carers to attend a meeting at school to support student punctuality.
- The Attendance Officer works with all students whose attendance has fallen below 90% in addition to any other student whose attendance gives cause for concern and who is referred by the head of year (see above). The AO will meet with all students whose attendance is below 90% or whose attendance gives cause for concern, to devise an attendance strategy, under the direction of the head of year. The AO will also contact all parents/carers of students whose attendance is below 90% to attend a meeting at school to support student attendance, again under the direction of the head of year. The AO monitors student attendance and, if it continues to fall, will refer to the Educational Investigation Service (EIS) for potential prosecution.

### **The Education Investigation Service (EIS)**

The school will refer a student to the EIS if:

- A student's attendance declines below 90% unless appropriate medical evidence is provided to excuse absence.
- A student's attendance declines rapidly and there is little evidence of parental/carer engagement.
- A student's attendance declines rapidly and parents/carers refuse to accept their responsibility for ensuring that their son/daughter attends the school every day and on time.
- Parents/Carers condone their son/daughter's absence or truancy.
- Parents/Carers remove their son/daughter from school for unauthorised absence – including for family holidays.

We are obliged to refer any issues to the EIS who will decide whether to issue a Penalty Notice.

### **Parental/Carer support**

We ask that parents/carers support us by:

- not letting their son/daughter(s) take time off school for minor ailments;
- arranging appointments and outings after school hours, at weekends or during school holidays;
- not taking holidays during term time;
- ensuring that their son/daughter attends punctually at 08:40am every day;
- ringing or emailing by 9:00am on the first morning of all absences with the reason and saying when the student will return (we have a dedicated section of our phone line for this purpose). We ask that this procedure is repeated for any subsequent days' absence;
- sending in a note explaining the reason for absence on the student's return to school after an illness (this is a legal requirement);
- keeping us informed by telephone or letter on every subsequent day of absence after the first day;
- letting us know if there is any on-going medical reason that prevents their son/daughter attending school.

To be able to cope with the rigour of the new GCSE courses, it is essential the foundations are in place in Years 7 and 8. Good attendance is a key factor in establishing this. We reserve the right to keep any students back a year, if their attendance has an impact on their attainment.

# Privacy Notice

## **Data Protection Act 1998: How we use your information**

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We hold this personal data to:

- support our students' learning;
- monitor and report on their progress;
- provide appropriate pastoral care;
- assess the quality of our services; and
- support a young person in their transition to a post-16 provider of education or training.

The information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to Worcestershire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/carer can request that only their son/daughter's name, address and date of birth be passed to Worcestershire County Council by informing Mrs Hardy (Administration manager). This right is transferred to the child once he/she reaches age 16. For more information about services for young people, please go to our local authority website <http://www.worcestershire.gov.uk/>.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Hardy at school on 01562 512880 or via email at [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk)

We are required, by law, to pass information about our students to the Department for Education (DfE). This information will, in turn, then be made available for the use by the local authority (LA). The DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received> If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.worcestershire.gov.uk/> and search for privacy notice; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you have any concerns about any of the information above, please contact the school in the first instance. For further information or concerns, please contact the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

# Photographic Images of Children Policy

## 1. Introduction

This document provides guidance on the appropriate use of images of children at King Charles I School. It covers still, video and electronic photographic images wherever they are used. The guidance is for staff who wish to use images of students at King Charles I School.

There are many occasions when staff and parents/carers will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines, which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

This guidance sets out to ensure that:

- Images are only used for the purpose intended
- School's use of images is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered
- Parents/carers and children are given the right to opt out.

## 2. Definition

- The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the internet or other technologies.

## 3. Typical Uses of Photographs

- For GCSE examination submissions.
- Performing arts including dance and movement, concerts and drama performances.
- Sports days and sports fixtures and the use of photographic equipment by parents/carers.
- Media, including newspapers and television.
- Displays in school.
- The school's website-e.g. prospectus and other publications.
- The school's twitter account.
- Staff training and professional development activities.
- Site security CCTV videos.

## 4. Ownership

Human Rights legislation and the Data Protection Act 1998 give people rights and it is the right to 'privacy' that is the issue when using photographs. We will take steps that respect the rights of people in photographs.

The Copyright, Designs and Patent Acts 1988 moved the ownership of copyright to the photographer (or their employer) and away from the person commissioning and paying for the photographs, unless there is an agreement otherwise.

## 5. Safeguarding Children

The welfare and protection of our students is paramount and consideration should always be given to whether the use of photography will place our students at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites. For this reason, consent is always sought when photographing students and additional consideration given to photographing vulnerable students, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

## 6. Data Protection

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. We ensure we are registered with the Information Commissioner's Officer every year. Failure to notify the ICO is a criminal offence. Notification is always necessary when we process personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) must be included in our notification. Further information on data protection as well as details on how to notify can be found at: [http://www.ico.gov.uk/for\\_organisations/data\\_protection/notification.aspx](http://www.ico.gov.uk/for_organisations/data_protection/notification.aspx)

In October 2007, the Information Commissioner's Office issued the following advice: *"The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos, which provide many with much pleasure. Where the Act does apply, a common sense approach suggests that if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance.*

- *"Photos taken for official school use may be covered by the act and students should be advised why they are being taken.*
- *Photos taken purely for personal use are exempt from the Act."*

**Please note that although notification is mandatory in most cases the data protection guidance within this document is 'recommended guidance' and the school must take individual responsibility for their own data protection issues in accordance with the Data Protection Act 1998.**

## 7. Good Practice

The following advice represents good practice in the use of photographic images involving children.

- (a) When taking a picture we must obtain the consent of the person in the picture or from their parent/carer.
- (b) If using a photo from the media or commissioning a photograph, have a signed agreement.
- (c) Use the image in its intended context. Examples of this not happening are:
  - When a picture taken by a national newspaper of a child accepting an award was used by the National Front in a story with a completely different story angle.
  - When a photo of the public boarding a bus to launch a rural transport initiative is used to illustrate a story attacking rural transport shortages.
- (d) Follow the commitment made in the consent forms-for example:
  - not to name the child;
  - not to use the photograph out of context;
  - not to use the photograph to illustrate sensitive or negative issues.
- (e) When photographing children:
  - Ensure that parents/carers of young people have signed and returned to the school the consent form for general photography. Any images going beyond the school will need additional specific consent.
  - Ensure all children are appropriately dressed.
  - Avoid images that only show a single child with no surrounding context of what they are learning or doing.
  - Photographs of three or four children are more likely to also include their learning context.
  - Do not use images of a child who is considered very vulnerable, unless parents/carers have given specific written permission.
  - Avoid naming young people. If one name is required then use the first name only where possible.
  - Use photographs that represent the diversity of the young people participating.
  - Report any concerns relating to any inappropriate or intrusive photography to the head teacher/manager.



- Do not use images that are less likely to cause distress, upset or embarrassment.
- Regularly review stored images and delete unwanted material.

## **8. Parental Consent**

On admission of a student to the school, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their son/daughter. Consent will be discussed with the students by the parent/carer. Your son/daughter will also be asked to sign the consent form. A list of students for whom consent has been refused will be maintained by the school and every effort will be made by staff not to include these students in photographs or video footage. The list will be updated regularly.

Parents/carers are asked to confirm, in writing, that they will inform the school if they no longer wish images of their son/daughter to be used for any reason. They need to be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

When a parent/carer does not agree to their son/daughter being photographed, the headteacher will inform staff and make every effort to comply sensitively.

For example, if a student whose parents/carers have refused permission for photography is involved with a sports event, e.g. a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents/carers is therefore essential. With discussion it may be possible to agree other options. The parents/carers may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team. When photographic images are transmitted or shared beyond the establishment e.g. television broadcasts, images on intranet sites, specific permission should be obtained.

## **9. Inter-School Fixtures**

We will apply these guidelines to inter-school events. If a vulnerable student is involved, it will be necessary to liaise with a member of staff from the other establishment so that they are aware of the wishes of the parents/carer of the student and seek the cooperation of the parents/carers of the opposing team.

## **10. Teacher Training and Portfolios**

During teacher training and with newly qualified staff, colleagues need to compile portfolios with photographs of students during lessons. Staff should act responsibly in compiling these images. A member of the senior leadership team may wish to oversee the compiled images as part of the management process and consider their appropriateness.

## **11. Displays in School**

It is perfectly acceptable to display images of students in the school environment with their names attached for the purpose of celebrating progress and achievement or assessment. However, the school must give consideration to displays when rooms are available for other purposes. Photographs shown on displays and video clips available during open/parents' evenings should depict children in an appropriate way. We will not display images of students in inappropriate or revealing clothing so appropriate levels of integrity are maintained. We will not use photographs or images likely to cause embarrassment.

## **12. Parents' Evenings, Concerts and Presentations**

In many cases, images taken at school events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents/carers are welcome to take images of their own son/daughter at award ceremonies, concerts/shows and sporting events, with the permission of the headteacher/member of the senior leadership team. However, care must be taken

not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. Parents/carers will ensure that:

- They will respect the school's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including children **other than their own, must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of students so as to cause offence or harm.

To allow the appropriate recording of children's images by parents/carers:

- ensure that children are appropriately dressed;
- obtain parental permission;
- be aware of any child who should not be photographed; and
- monitor the use of cameras and anyone behaving inappropriately.

### **13. Practical Examination Evidence**

This covers the use of video material recording students' level of performance in examined practical aspects that are unable to be assessed during the moderating examiner's school visit. The protocol laid down by the major exam boards is that this material should be returned to the establishment when the examiner has completed his/her judgments. It would therefore be good practice for colleagues to establish what will happen to the video evidence in discussion with the external examiner during their visit.

### **14. Students Photographing Each Other**

This practice can occur extensively during offsite activities particularly during residential periods. There may be incidents where children take inappropriate photographs, perhaps showing friends and other students inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents/carers are responsible for monitoring their son/daughter's use of cameras and subsequent use of their images involved.

### **15. The Use of Cameras and Video Recordings by Children**

From time to time, students may be given the opportunity to use school equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity. Students should not use personal equipment in school for the purpose of taking photographs or video footage, unless being used as a learning resource in line with our Acceptable Use Policy (AUP). This includes the use of personal mobile phones. The only exception to this is on a school trip or visit where students may be allowed to take photographs for their own personal use. It should be made clear that these images should be taken responsibly and not used to upset any other student.

**The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with our behaviour and anti-bullying policies and may be viewed as a criminal offence.**

### **16. Use of Internet/Intranet Sites**

The site manager should know good practice and ensure that we only use appropriate images that follow this guidance. For example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than leotard.

### **17. Newspapers**

On occasions, the media are asked to cover events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Parents/carers will be informed by school in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other

titles with the same syndicate. Any child whose parents/carers have withheld permission, will not be photographed by the media.

### **18. Mobile Phones**

Phones must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, and recording videos) between the hours of 8.40 am and 3.20 pm.

### **19. Closed-Circuit Television (CCTV)**

Such equipment is used:

- As a method of controlling access
- An aid to site management in monitoring incorrect parking, manoeuvring vehicles, delivery arrivals etc.
- Student behaviour issues/bullying. As a behavioural tool during breaks and lunch times it can be used to identify hot spots of inappropriate behaviour. It may also be to monitor within the building, corridors and areas out of sight or not frequently trafficked by staff, for example in the vicinity of toilets.
- As an aid to members of staff with particular responsibility for behaviour management.
- To monitor personal safety for site supervisors, caretakers, cleaners etc.
- To monitor site safety and security.
- As an effective deterrent for crime.

### **20. School Publicity**

Photographs of student's activities and achievements may be published in the school newsletter or prospectus, posted on the school website or on the school's Twitter account. Names of individual students will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

### **21. Social Media**

The school has an official Twitter account that is used to keep parents/carers up to date on a day to day basis. The account can be accessed via our website as well as the Twitter website. Photographs may sometimes be used during the following circumstances:

- Photographs of students taking part in school events,
- Photographs of students taken during trips,
- Photographs of students taking part in sporting events.

Names of individual students will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

### **22. Photography**

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the website, in the prospectus or newsletter, as evidence of the student's development or as part of publicity in the media. Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use school equipment for taking images.
- They will never photograph children in a state of undress, for example whilst changing for PE or a performance.
- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Person following the school's safeguarding procedures
- They have parental permission to take; store and/or display the images.

## Storage of Images

- Photographs retained will not be used other than for their original purpose, unless permission is obtained from the subject.
- Images should always be stored securely on the staff area of the school server.
- Photographs should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Photographs taken for publicity and promotional purposes should be retained for a maximum of two years. Photographs contributing to the history of the school, its children, activities or the community, may be retained indefinitely

Several scenarios can occur:

### 1. Team Photographs:

- When everyone is prepared to allow team photographs and full names to be published. In this situation publication can occur.
- If a parent/carer is not happy to have their son/daughter's name printed on a photograph then consideration could be given to publishing the photograph with no names. The headteacher/manager should make every effort to ensure, in conjunction with the newspaper editors, that this occurs.
- If parents/carers of a student have indicated that the child is vulnerable and should not have a photograph printed then a team photography may not be appropriate.

### 2. Photo opportunities:

- When we invite a newspaper to celebrate an event, the headteacher or relevant member of the senior leadership team should make every effort **in advance** to ensure that the newspaper's requirements can be met.
- Almost without exception, this means the paper will prefer to publish the full names of anyone in a photography they print. The only exception to this might be (as above) in a larger group shot (e.g. a group of more than 10 students).
- However newspapers usually prefer to work with smaller groups of students-e.g. three or four, and for this number names would definitely be required.
- It is not acceptable to invite a newspaper to take photographs and then refuse to provide any names. Newspapers will not print anonymous photographs. Establishments must give thought to this beforehand and parental permission/opinion must be their key guidance.
- This might mean offering only those children whose parents/carers are happy for publication of photographs and names for inclusion in any photo opportunities.
- If this is not possible (for instance because a specific group of children have achieved something, and parental permission re the publication of full names is withheld for one or more of the group) it might be possible to negotiate a 'first names only' agreement with the newspaper.
- Otherwise establishments must be prepared to forego newspaper publicity.

### 3. School Photographer

Class and individual or group photographs are often an annual event. Parents/carers will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

## Types of Recorders

**1. Regular auditing of the stored images** should be undertaken by a senior member of the leadership team.

### 2. Digital Images

Increasingly the images are retained on computer hard drives. They should also only be stored for designated periods and then erased from the hard drive.

In both incidences it is essential that the images are retained securely and are viewed by designated, competent members of staff.

### **3. Cameras**

Several types of cameras are used, notably:

- Fixed-Wide angle lens
- Dome cameras (rotary) with 360 degrees capacity
- Corner mounted cameras with 270 degrees capacity
- Manually operated pan tilt-zoom lenses. These have infinitely variable distance and angle capabilities and so can zoom onto individuals. It is therefore crucial that authorised and designated staff only have access to the equipment and that occasional and periodic monitoring of the images saved is undertaken by a senior member of management. Images should be destroyed after the designated period.

### **4. Camera Sightings**

Every effort should be made to avoid inappropriate images and cameras should not be sited in toilets, changing rooms or other sensitive areas.

### **5. Out of School Hours**

Cameras may record inappropriate activities taking place on the school site, without the school's knowledge. If they are of a criminal nature, consideration should be given by a member of the senior leadership team to referring the information to the police. Again images should be erased in accordance with the procedures above. While CCTV can be an extremely effective and useful crime reduction/deterrent device, careful use of the images and control by competent responsible staff is considered crucial.

# ICT Acceptable Use Policy for Students

## Aims

The aims of this Acceptable Use Policy are:

- To ensure that students may benefit from the learning opportunities offered by the school's network and internet resources in a safe and effective manner.
- To protect the school's ICT infrastructure from misuse and attack.

## The school undertakes to:

- Prioritise Data Protection and adhere to strict guidelines on the use of personal or sensitive information.
- Provide a safe and productive digital learning environment
- Provide students with training in the area of internet safety
- Supervise students' network and internet access wherever possible
- Monitor students' network and internet activities using software systems
- Provide internet filtering (Smoothwall) in order to minimise the risk to inappropriate material
- Ensure there is a secure and regular backup of student data wherever possible. Nevertheless, students are still primarily responsible for backing up their own data and work.
- Ensure that robust and up to date virus detection and security systems are in place to protect students' data.
- Only publish students' projects, artwork or school work on the School Website/Internet in line with agreed school policy.

## Important information for all students:

- Use of ICT Facilities is forbidden unless supervised by a member of staff
- Network and Internet use and access is considered a school resource and a privilege
- If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.
- Designated staff can review student files and communications to ensure that the system is being used responsibly. They also have the right to access computer storage areas, accounts and removable media, including USB Flash Drives and CD-ROMs
- Designated members of staff can remotely view a student's computer screen at any time, without them knowing, in order to ensure compliance and appropriate use of the King Charles network.
- Students are subject to the provisions of the Copyright, Designs and Patents Act 1988;
- The school will provide information on the following legislation relating to use of the King Charles network, which teachers, students and parents/carers should familiarise themselves with: The Data Protection Act 1998; Data Protection (Amendment) Act 2003; Video Recordings Act 1989; Copyright, Designs and Patents Act 1988; and Computer Misuse Act 1990.

## Students will:

- Only contact members of the King Charles I School staff via the school email system.
- Ask a teacher before using any personal USB flash drive, CD-ROM or similar device in school.
- Observe good etiquette at all times and behave in a way that reflects well on them and the school.
- Use the King Charles network for school related matters only, use computers for educational purposes and adhere to the student print policy.
- Make sure they take regular backups of their work.
- Respect other computer users and never harass, harm, cause insult or offence.
- Respect the security protocols in place on the computers and not attempt to bypass or alter security settings put in place on the King Charles network. Attempting to bypass or breach the school security systems is a serious offence.
- Use approved school email accounts for school use only. Personal email accounts such as hotmail and gmail are prohibited.

- Only use discussion forums or other electronic communications that have been approved by the school.
- Report any damaged ICT equipment (accidentally or otherwise) to the supervising member of staff immediately.
- Read and adhere to school information on e-Safety, cyber-bullying and social networking guidance.

**Students will NOT:**

- Contact any member of the King Charles I School staff via social media.
- Attempt to upload, download or transfer any software from the internet or portable media.
- Attempt to bypass the school's internet filters (Smoothwall). Violation of this is a serious offence.
- Copy software or multimedia content unless it has been approved by a member of staff.
- Install, attempt to install, or store programs of any type on the King Charles network.
- Use the internet, computer systems, portable media or other mobile devices for playing non-educational games.
- Store personal photographs, music, games or other prohibited/inappropriate content in their user area (N: Drive) or anywhere on the school network.
- Damage, disable, dismantle or otherwise cause, or attempt to cause harm to the operation of computers, or any other ICT equipment or cables.
- Attempt to connect mobile equipment (e.g. laptops, tablets, PSPs, mobile phones etc.) to the school network.
- Eat or drink in any room where there is ICT equipment.
- Reveal their password to anyone, or use someone else's username or password. Students are responsible for the actions of anyone who is using their username and password, so must immediately tell a member of staff if they suspect that someone else has this information.
- Access or alter other people's folders, work or files without permission.
- Visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials, including any website containing any form of extremist propaganda or promotion of radicalisation. Any such sites should be reported to a member of staff immediately.
- Send or receive any material that is illegal, obscene, defamatory or intended to annoy or intimidate another person.
- Use social networking sites, such as Twitter or Facebook while in school, or use such platforms to make public comments about King Charles I School, its staff or students, which are defamatory, liable to cause offense or bring the school into disrepute.
- Pass personal information on (like real names or addresses) to anyone on the internet

# King Charles I School

## Mobile phone, MP3 player and Games Console policy

### Rationale

Mobile phones are a feature of modern society. King Charles I School recognises the wishes of a number of parents/carers for students to carry a mobile phone to assist with safe journeys to and from school.

### Mobile Phone Acceptable Use Policy (Years 7 – 11)

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the policy below:

1. Phones must not be used for any purpose (e.g. phoning, texting, surfing the internet, taking photos, checking the time, taking videos) between the hours of 8.40 am-3.20 pm (Mondays, Tuesdays, Thursdays and Fridays) and 8.40am-3.05pm (Wednesdays).
2. Phones must always be switched off (not on silent mode) and kept out of view. If a student breaches these rules the phone will be confiscated and taken to reception. Parents/carers will be required to collect the confiscated item from school on behalf of their son/daughter. Please note that the reception closes at 4 pm. **If it is not possible for a parent/carer to collect the phone, then it will be released to the student from whom it was confiscated at the end of 5 working days.**
3. Any subsequent breach of the rules or any use of such equipment to record or to download inappropriate material, will result in confiscation until the end of the half term in which the offence is committed.
4. Phones must not be taken into examinations.

*'No Mobile Phones, iPods, MP3 players, pagers or any other products with text/digital facilities are permitted in the examination room. Possession of unauthorised items is an infringement of the regulations and could lead to disqualification from the current examination and the overall qualification. Candidates are advised that mobile phones in particular must not be in their possession whether or not switched on'* (Joint Council for Qualifications statement 2008).

### Mobile Phone Acceptable Use Policy (Years 12 & 13)

Students in Year 12 and 13 are subjected to the same conditions as those outlined above for Years 7-11, with the exception that they are allowed to use their phones during the school day **in the Sixth Form area only. They should not be used in other areas of the school.**

### Emergencies

If a student needs to contact his/her parents/carers they will be allowed to use a school phone. If parents/carers need to contact students urgently they should phone the school reception and a message will be relayed promptly.

### Security for mobile phones and other valuables:

The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices, nor for theft, loss or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other valuables are insured. During PE lessons, or other times when the phone needs to be kept secure, students should keep their phones in the lockers that they have been provided with.



### **MP3 and other music and multimedia players and hand held games consoles**

Students in Years 7-11 should not bring MP3 and/or other music and multimedia players or games consoles into school **at any time** and consequently they should not be used in lessons or around the school. The high value of these items creates added security issues within school for both the student and supervising staff. Any student who brings such items into school will be subject to the sanctions described previously.

# Behaviour for Learning Protocols

## Introduction

Our aim is to establish the highest possible standards of behaviour at King Charles I School. This is important so that the school is always a warm, caring, friendly and happy place where learning can flourish. Students' behaviour around the school should be impeccable; every lesson should be characterised by a relentless focus on learning, free from distractions. Every student and every member of staff should be able to feel relaxed and happy, confident that their working environment is one where people are kind, courteous and respectful at all times.

We have very high expectations of our students and a belief that every student is capable of meeting them. The rules are only there because we need them to help us make sure learning can happen in the best possible conditions. Everyone has to follow the rules so that the systems work and everyone benefits.

Our Behaviour for Learning system has been developed by learning from the best practice in different schools across the country. It is based on the principle that, once students know the rules and the consequences, they can make the right choices for themselves and for others. When children thrive at school and at home, it is usually because the boundaries are very clear and there are clear consequences if they stray beyond them. Clear boundaries and discipline are completely compatible with a caring and happy atmosphere full of humour and love.

At school, in every situation where there are rules, students either choose to follow them or they make a choice to break them and face the consequences. The rules have to be clear and the consequences need to be consistent for this to work and that is our aim in implementing this system.

## Student Code of Conduct

At King Charles I School and in the local community, students must do whatever it takes to help create a safe school and local community which respects the rights of others by:

- listening to members of staff and following instructions politely and calmly
- walking in single file, not running or shouting, and being calm in corridors
- going straight to my lessons and holding doors open for others when the corridors are busy
- never damaging school property, defacing the building, dropping litter or spitting
- never insulting, undermining or swearing at anyone
- remembering I am always an ambassador for King Charles I School. Leaving school and making my way home in an orderly, responsible way
- when travelling on public transport, I will respect those around me, speaking to teammates, transport staff and members of the public quietly and politely respecting the local environment, by being considerate to our local community, obeying shop rules, and never dropping litter, defacing or trespassing on private property

Students must understand that there will be consequences if they do not observe their Code of Conduct.

## Classroom Expectations

### All students will:

- follow instructions the first time of asking.
- follow the behaviour for learning protocols, allowing teachers to teach and students to learn.
- put pens down and track teachers when they are talking.
- work in silence when instructed to do so.
- have manners, patience and respect others. This includes listening, not talking when others are talking and being kind in what they say.

- sit up, face the front and not slouch.
- answer a question and do not give 'I don't know' as an answer.
- stay on task and work hard even when they find work challenging.
- complete their homework as specified, to a good standard and on time.
- produce their best work, otherwise they will do it again.
- only ask for help when needed.
- ensure books/folders to be neat and tidy e.g. no pieces of paper will stick out/fall out of books.
- include the title and date and underline them.
- not graffiti/doodle on their books/folders/planner.
- make corrections to their work where highlighted and improve their work after feedback.

### **What is meant by good behaviour?**

Good behaviour is not simply the absence of 'poor behaviour'. Good behaviour includes aiming towards students' flourishing as scholars and human beings. The following are examples of what we mean by good behaviour:

- being ambitious and wanting to do as well as possible. For example, seeking to extend myself through additional effort, reading, research and target setting;
- being motivated to improve and achieve. For example, asking questions to further my knowledge, acting as a role model and accepting responsibility;
- being caring towards others for example demonstrating politeness, care, concern and respect for all other members of King Charles I School and for members of the general public;
- being attentive and looking others in the eye when they are talking to you;
- being courageous in the face of adversity for example having several more attempts if I think I have failed, attending school even if I feel a little under the weather;
- being determined to succeed even when things get difficult for example doing what I'm told, speaking when I'm spoken to and not challenging instructions;
- being friendly towards others, always saying 'please' and 'thank-you'; holding the door open for others to pass without being prompted to do so;
- being sympathetic towards others for example asking how they are;
- being positive, even when things are tough;
- being open minded to the views, religions and cultures of others;
- playing my part in keeping the school buildings, furnishings and Site in good order, in particular, free from graffiti and litter for example emptying pockets of rubbish before running around at break or lunchtime.

### **Rewards**

We celebrate achievement in all its forms, including academic success, sporting success and attitude to learning and operate a comprehensive rewards system through awarding achievement points and positive acknowledgements: postcards and letters home, headteacher's awards, attendance certificates, rewards trips and rewards lunches. We do not believe it is appropriate to give rewards for good behaviour day-to-day; students should learn to behave well as a matter of principle, not in response to short-term incentives. However, we will acknowledge and celebrate all students who: show outstanding academic achievement; receive excellent attitude to learning grades throughout the term/year; have the lowest behaviour points; and have outstanding attendance and punctuality.

A rewards report is sent home each term for every student showing the total number of reward points awarded for attendance, punctuality, attitude to learning, academic achievement and effort for that term. Parents/carers are able to view their son/daughter's reward points on the SLG portal.

Students can earn reward points for academic achievement, effort, attendance and punctuality.

## **Rewarding academic achievement and effort**

- A student will automatically receive a reward point each time they receive a 1 for attitude to learning on a full or progress report.
- A student will be awarded a reward point each time a staff member recognises their academic achievement and effort.
- Students will be eligible to be nominated for the half termly headteacher's award which is awarded based upon nominations by teaching staff to students who have worked hard during the half term and/or shown academic excellence. All students nominated for the award will receive 3 reward points and the winner will receive 3 extra reward points.
- Students who achieve all grade 1s and 2s for attitude to learning on their progress report each term will receive a letter home.
- Students with the highest number of attitude to learning grade 1s and no grades below a 2 are invited to a reward lunch each term and are presented with a certificate to recognise their achievements.
- At the end of each academic year a letter is sent home to the parents/carers of those students who have achieved all 1s and 1s/2s for attitude to learning on all three reports issued during the year. Certificates celebrating this achievement are given out in assemblies.
- A letter will be sent home each half term to the parents/carers of those students who have received no SIMs behaviour points in that half-term.
- All year groups have a rewards trip each academic year.
- Once every half term teachers nominate a minimum of two students from each class in every subject to receive a postcard home for outstanding achievement and/or effort.
- Each term the top ten students in each year group for achievement and progress are awarded a certificate to recognise their achievements.
- Every week all heads of year award 'stars of the week'. All students awarded this will receive 5 reward points.
- Net behaviour versus achievement points will be calculated and count towards points for each college.

## **Attendance and Punctuality**

- A reward point is automatically awarded every week for all students who have achieved 100% attendance during the week or made an improvement in their attendance from the previous week.
- A reward point is automatically awarded every week for all students who have been punctual to all sessions for that week.
- All students who achieve 100% attendance during a half-term will receive a certificate to celebrate this achievement and 10 reward points.

## **What do students gain for their reward points?**

100 reward points = Bronze certificate and pin badge

200 reward points = Silver certificate and pin badge

400 reward points = Gold certificate and pin badge

## **Stationery and equipment for lessons**

At King Charles I School we place high importance on personal organisation and getting the 'basics' right. It is vital that students come to school every day with the right equipment 'ready to learn' each lesson. When students arrive to lessons without the correct equipment, there is a disruption to learning for every student. Therefore, not having the expected equipment results in a consequence. We feel it is essential that we clearly identify what we mean by the 'basics' in regards to equipment.

We expect every student to bring the correct stationery and equipment:

- Exercise books/folders
- Knowledge organiser

- Planner
- Pen and a spare (black ink)
- Pencil
- Ruler
- Subject specific equipment including: PE kit, protractor, compass, scientific calculator (Casio fx-83GT Plus or Casio fx-85GT Plus Black) and cooking ingredients.
- Other useful equipment but not specified in the 'basics' would be an eraser (rubber), coloured pencils and a highlighter.

In order to offer support in getting the basics right, pens, pencils, rulers, rubbers are available to purchase at a discounted rate each morning from 8.20am until 8.35am in the library on the Borrington Site and during tutorial on the Hillgrove Site.

## The Consequences

The consequence system is underpinned by 5 core standards (non-negotiables):

1. Arrive to school and lessons punctually and ready to learn
2. Maintain a clear focus on learning
3. Wear the correct school uniform correctly
4. Ensure you are properly equipped
5. Complete homework to deadline and to a good standard

To make the system easy for everyone to understand, we have introduced a set of consequences for disruption of learning within the classroom called C1, C2, C3, C4 and C5 for basic behaviour expectations at all times within school. These are described below:

**C1** A first warning, firmly given. This is a signal warning a student that their behaviour is unacceptable and is affecting learning and therefore needs to be changed. For a C1, a student's name will be listed on the whiteboard but if no further problems arise, no further action is taken.

**C2** This indicates that the student has repeated some disruptive behaviour and is continuing to affect the learning taking place in the classroom. Again, the student's name is listed and they are expected to serve a 45-minute detention the following day. The incident is recorded in SIMs. Parents/carers are informed of the detention by text message. At this stage, teachers will reiterate the consequence of receiving a C3. If the student does not attend a C2 detention, a C3 detention will be issued.

***All C2 detentions will take place the following day in the designated classrooms from 3.20-4.05pm, Monday, Tuesday, Thursday and Friday and 3.05-3.50pm on a Wednesday.***

**C3** Students who disrupt learning persistently or significantly will be issued a C3 and will be removed from the classroom. Our member of staff on behaviour learning walk will be called and the student will be sent to the parking room. Generally, they will return to lessons the following period having being spoken to by the member of staff in the room. Any student who is sent to parking twice in one day will remain in parking and not return to lessons that day. This will also result in a parental phone call. Parents/carers will be informed of the detention by telephone. If the student does not attend a C3 detention, a Friday after school detention will be issued.

***All C3 detentions (except those for homework not completed on time or completed to a poor standard) will take place the same day in the designated classrooms from 3.20-4.50pm, Monday, Tuesday, Thursday and Friday and 3.05-4.35pm on a Wednesday.***

All C2 and C3 detentions should be completed without negotiation. It is the responsibility of the individual student to attend and to use the time productively. Students can continue the work

from the lesson they missed, complete assignments, engage in productive study or, if they have no other work to do, they can read.

C2 and C3 detentions will be supervised by members of staff, timetabled on a rota.

**Friday after-school detention (3.20pm-5.20pm) will take place in the designated rooms, given by heads of year and/or achievement leaders for failure to attend a C3 detention.**

Text messages (C2 detentions and C3 detentions for homework not completed on time or completed to a poor standard) will be sent and phone calls (C3 detentions given for anything except for homework not completed on time or completed to a poor standard) will be made as soon as we can to give as much notice as possible. We will assume that parents/carers have received the message we send. We will take action if students contact their parents/carers during the school day in order to protest about their C2/3 detentions. This will undermine the system.

Parents/carers should inform the school immediately if their contact details have changed. A C2/3 detention takes priority over any other activity within school and the school will consider it an extension to the school day and compulsory to attend, which includes appointments made directly after school.

If students receive multiple C3 detentions, they must all be served on consecutive days until all detentions have been completed. If a student receives three or more C3s in a week this will result in a day in isolation.

**C4** A full day in our Isolation Room under strict supervision. Students who repeatedly fail to follow the Behaviour for Learning protocols or the sanctions issued will be required to sit in isolation (8.40am– 5.00pm), to work in silence and to complete the work that is set. This is a very serious sanction. It signifies that the student has made choices that are unacceptable within our community. The isolation day gives them a chance to reflect on the choices they have made. This sanction will involve a phone call to the parents/carers or possibly a parental meeting by the either the teacher issuing the sanction, a member of the Senior Leadership Team or the head of year. Students who misbehave during their time in the Isolation room, or refuse to complete a C4 sanction, can receive a fixed term exclusion.

Parents/carers will be contacted to inform them that a C4 detention has been issued. Every effort will be made to contact parents/carers to explain why this sanction has been issued, but if contact cannot be made student will be expected to complete the isolation. Whilst inconvenient there is an expectation that parents/carers make themselves available to attend a meeting if this is deemed necessary.

**C5** Could result in isolation, a fixed term exclusion (combined with isolation), personalised timetables, governor behaviour panel, managed move or permanent exclusion.

| C1   | C2   | C3  | C4  | C5   |
|--|--|---|---|--|
| <p><b>Examples of low level disruptive behaviour are:</b></p> <ul style="list-style-type: none"> <li>▪ Not listening</li> <li>▪ Off task</li> <li>▪ Calling out or talking out of turn</li> <li>▪ Poor effort</li> </ul> | <p><b>Given for repeat of C1 offences or:</b></p> <ul style="list-style-type: none"> <li>▪ A poor response to being given a C1 eg shrugging shoulders, answering back, tutting, smirking etc</li> <li>▪ Not bringing the correct stationery and equipment</li> <li>▪ Chewing gum</li> <li>▪ Eating in a lesson</li> <li>▪ Uniform not worn correctly.</li> </ul> | <p><b>Given for further repeat of C1 or C2 offences or:</b></p> <ul style="list-style-type: none"> <li>▪ Disturbing an exam</li> <li>▪ Foul/sexual language</li> <li>▪ Mobile phone out in lesson</li> <li>▪ Being out of bounds</li> <li>▪ Homework not completed on time or completed to a poor standard</li> </ul> | <p><b>Examples of serious incidents are:</b></p> <ul style="list-style-type: none"> <li>▪ Defiance, including walking away when being spoken to by any member of staff</li> <li>▪ Truancy</li> <li>▪ Harassment or bullying (including cyber-bullying)</li> <li>▪ Threatening behaviour</li> <li>▪ Verbal abuse towards a student or member of staff</li> <li>▪ Videoing on mobile phones</li> <li>▪ Vandalism, damage to property or theft</li> <li>▪ Dangerous behaviour</li> <li>▪ Smoking, including e-cigarettes.</li> </ul> | <p><b>Examples of very serious incidents are:</b></p> <ul style="list-style-type: none"> <li>▪ Drug related issues</li> <li>▪ Alcohol related issues</li> <li>▪ Carrying an offensive weapon</li> <li>▪ Serious actual or threatened violence against another student or a member of staff</li> <li>▪ Racist, sexist or homophobic language</li> <li>▪ Bringing the school into disrepute</li> </ul> |

## Report system

| Autumn Term Reports | Thresholds | Spring Term Reports | Thresholds | Summer Term Reports | Thresholds |
|---------------------|------------|---------------------|------------|---------------------|------------|
| Yellow              | 10         | Yellow              | 20         | Yellow              | 30         |
| Amber               | 20         | Amber               | 30         | Amber               | 40         |
| Red                 | 30         | Red                 | 40         | Red                 | 50         |

## Further clarification for C4 and C5

**C4** Removal from class straight away - in extreme cases, students may need to be removed by a member of staff on the emergency rota (without going through the warning system above). This may result in being spoken to and returned to the class; however, it usually results in time being spent in isolation or, in certain cases, exclusion. Incident recorded on SIMs. A C4 requires parents/carers to be contacted.

**C5** Could result in isolation, fixed term exclusion, personalised timetables, governor behaviour panel, managed move or permanent exclusion.

## Report Cards

1. Actions that do not relate specifically to poor behaviour in or out of class will not accrue behaviour points.
2. The thresholds at which a report will be issued will be increased each term to reflect where we are in the academic year-see above. The points will not default to zero but the threshold will be raised at the start of the spring and summer terms.
3. All students on report at the end of a term must successfully complete the report before being taken off.
4. Heads of year may use discretion when evaluating the appropriateness of a student being placed on yellow report-eg a student has 19 behaviour points at the start of the spring term in one subject only, this issue should be referred to the subject area leader for intervention (parental contact & subject report).

5. Students who are on report are expected to behave exemplary. The consequences are stated on the report cards.

### **Punctuality**

All students must arrive to school and all lessons on time.

- School begins with a tutorial session (including registration) at 8.40am. If a student arrives late without an appropriate reason (for example a medical appointment, supported by a letter or appointment card) they will be expected to serve a 20 minute late detention.
- Students who arrive late for a lesson without an appropriate reason are placed into a 20 minute lunchtime detention.

If a student is marked as late twice in a week to school or lessons then they will be placed in a C2 detention which takes place between 3.20pm and 4.05pm on Mondays, Tuesdays, Thursdays and Fridays/3.05pm and 3.50pm on Wednesdays. For three or more lates to school or lessons in a week, the student will be placed in a late detention, which takes place on a Friday between 3.20pm and 5.20pm. If a student is persistently late to school or lessons, then they will be placed in isolation.



# King Charles I School Rules: Summary

Students should...

1. **Neither take part in or tolerate bullying or any form of discrimination.**
2. **Treat other members of the school community with respect.**
3. **Be correctly dressed in the school uniform.**
4. **Be on time to school and all lessons.**
5. **Walk on the left along corridors and on stairs.**
6. **Behave in lesson time**
  - *queue up outside the classroom until the member of staff gives permission to go into the room.*
  - *enter in silence and stand behind their place until told to sit by the member of staff.*
  - *follow the teacher's (or other member of staff's) instructions.*
  - *wait until they are invited to speak in the classroom and not shout answers out.*
  - *respect the teacher's and other students' contributions and not talk while others are giving feedback.*
  - *ensure the classroom is an orderly environment to learn in and not get out of their seat, unless given permission to do so.*
  - *not eat but may drink (only) water – with the teacher's permission.*
  - *at the end of the lesson wait behind your place until you are dismissed.*
7. **Bring the correct stationery and equipment to all lessons.**
8. **Remain on the school premises throughout their break and lunch times (if they are in Years 7-11).**
9. **Only eat food in the designated areas.**
10. **Stay 'in bounds' during break and lunch times.**
11. **Follow school rules regarding mobile phones.**
12. **Not bring in prohibited items. For example:**
  - *Matches*
  - *Lighters*
  - *Cigarettes*
  - *Illegal substances*
  - *Weapons*
  - *Chewing gum*

# King Charles I School Rules Details

You are expected to behave in a responsible manner, showing consideration, courtesy and respect for other people at all times. The rules set out below apply at all times i.e. in school, travelling to and from school and whilst on school trips/activities.

## A. Conduct

1. Good manners and behaviour are most important. Boisterous and disorderly behaviour are not acceptable.
2. You are part of a community and a team, and should look after and support each other. Conflict and bullying are destructive and will not be tolerated at King Charles I School.
3. Look after your surroundings. Litter should be deposited in the bins provided inside and outside school. Chewing gum must not be brought onto the school premises.
4. Wear your school uniform with pride. Uniform must be worn on all journeys to and from school and on official school occasions unless special permission is given by the headteacher.
5. Smoking, gambling and taking or possessing alcohol or drugs, other than those prescribed by a medical practitioner, are forbidden.
6. Chewing gum is forbidden in school. It can cause considerable damage to clothing and is a nuisance when deposited inappropriately.
7. Knives, radios, laser pens, etc. must not be brought onto the school premises or taken on school events. If you are unsure about the things you can wear, bring into school etc, ask your form tutor or head of year.
8. Do not run in the corridors or in enclosed areas as this can be dangerous to yourself and others. Keep to the left in corridors and show consideration when passing through doorways.
9. In the event of a fire or other emergency, listen carefully to all instructions given and leave the building in an orderly manner as practised during Fire Drills.

## B. Areas out of bounds

For reasons of safety and to ensure that we can continue to work and live in extremely pleasant surroundings, the following areas are out of bounds:

1. The school sites **before** 8.30 am and after 3.30 pm (3.15 pm on Wednesdays). Students who are on the school sites before 8.30am and after 3.30 pm (3.15 pm on Wednesdays) are not supervised and so the school cannot accept responsible for students outside these hours as staff are not on duty before this time, unless special permission has been given e.g. involved in a school activity, or detention etc.
2. All flower beds, the Renwick pond, roofs of all buildings, fences and walls, the 'Fives Court Area' and the cycle pound unless you are depositing/collecting your bicycle. Little Scotland (including the banked area), behind the Sports Hall, the Rose Garden on the upper school site and the bike sheds and behind the art block on the Borrington Site. Both sites outside of school hours.

## C. Teaching Rooms

You gain great benefit from working in clean, tidy and well-equipped rooms - look after them and their contents.

1. Do not interfere with computers, notice boards, displays, blinds, desks etc.
2. Only enter a teaching room on the instruction of a teacher. Wait silently in an orderly queue until he/she arrives.
3. If a teacher does not arrive to your lesson, a member of your class should inform reception.

#### **D. General routine**

1. If you are one of the few people here to be given a detention, it is your personal responsibility to do it at the time/day set. It must not be postponed without the permission of the person giving the detention.  
**Detentions take precedence over all school activities.**
2. For your own safety you are not allowed to leave the school at break or lunchtime. Permission to leave the site during school hours must be obtained from your head of year who will sign an **Exeat** which must then be handed in at reception before you depart.
3. Food is served daily in the Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site) at break and lunchtime. It should be eaten in Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site). You can bring your own food into school and eat it in the Oldfield Hall (Hillgrove Site) and Main Hall (Borrington Site) and picnic areas. You must not eat on the school fields or in classrooms or corridors. Water may be taken into classrooms, except for laboratories, workshops or computer rooms.

#### **E. Personal and school property**

1. If you find or lose anything at school, you should quickly report this to reception.
2. Look after your property and any school property used by you. Report any damage to your head of year immediately.
3. You must not go into any locker other than your own or interfere with the private property of another person, even if your intention is only to 'borrow' that property.
4. You must not interfere with firefighting equipment and alarms. There may a time when you have need of them in a real emergency.
5. For reasons of security, valuables and large sums of money must not be brought into school. Monies brought in to pay for school trips etc. must be paid directly to the appropriate member of staff and not carried around the building during the school day. If for any exceptional circumstances you do have expensive items or large sums of money in school, it should be handed to your head of year or reception for safekeeping until the end of the school day. All personal items should be clearly marked with the owner's name and tutor group. No items of value should be left in bags or pockets in cloakrooms or changing rooms during PE lessons. The school is not responsible, or insured for, student loss, theft etc.

#### **F. Cars, motorbikes and cycles**

1. For security and safety reasons, you must gain written permission from the headteacher, if you wish to bring a cycle, motor cycle, or car on the premises during the school day or for an afternoon/evening activity. Standard regulations concerning such vehicles must be adhered to e.g. your vehicle must be road-worthy. (M.O.T., tax and insurance, if a motorised vehicle.)
2. If travelling to and from school on public transport, treat it with the same respect that you would treat your own home and property.

**Remember, school rules are in place not to make your life more difficult, but to ensure that you get the very best out of your time at King Charles I School.**

# King Charles I School

***Bullying is not acceptable!***

What is bullying?

Bullying is any form of repeated behaviour that attacks another person over time. It may involve:

- Hitting, punching, shoving etc
- Name calling and teasing
- Gossiping and spreading lies
- Using Facebook, or other on-line media to be cruel

All of these things are **Not Acceptable** at King Charles I School

If you think that you:

- Are a victim of bullying
- See someone bullying another student
- May have done something that might be bullying

**You must report it to your tutor or the Year Office**

# Health and Safety

## Supporting students at school with medical conditions

### Medical Information

It is essential that you provide the school with details of any medical condition that your son/daughter may have and consequently inform the school of any updates of changes in your son/daughter's medical circumstances. We will not be responsible for any outcome in relation to changes not notified to us.

As a school we have procedures in place for supporting students with medical conditions and managing any medication whilst it is on the school premises.

'Supporting students with medical conditions' policy can be viewed on our website-please navigate to 'Parents' and then 'Policies'. The policy contains three forms, which are also included in this pack:

- Form 1: Individual healthcare plan (two pages)
- Form 2: Parental agreement to administer medicine
- Form 3: Consent form for the use of an emergency salbutamol inhaler

### New medical conditions

Could you please contact Mrs Hardy (our 'Administration Manager') by telephoning the school or emailing her on [office@kingcharles1.worcs.sch.uk](mailto:office@kingcharles1.worcs.sch.uk) by Friday 23<sup>rd</sup> June if your son/daughter has a medical condition? She will then notify the relevant member of staff who will take advice on the necessity to complete an Individual Health Plan (IHP):

- Emma Reedman or Ryan Burkin for students in the Communication Centre;
- Stacy Bott for all other students on the SEND register;
- David Allen for all students who are not on the SEND register.

The school does not have to wait for a formal diagnosis before providing support to students. Should an IHP be necessary, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the school nurse (where appropriate) and any other necessary health professionals/specialist support services. Where a student is identified with a special educational need but does not have an EHC or Statement, this should be stated on an IHP.

### Prescribed Medicines

Students are not allowed to carry their own prescribed medicines, with the exception of inhalers, epipens and insulin. All prescribed medicines can only be administered to students under 16 years with parents/carers written permission. Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. The school will keep prescribed medicines securely stored at main reception. Named staff have access to this storage. A record is kept, and countersigned, of all medicines administered.

### Medicines – Administration

We will accept prescribed medication on the following basis:

- a) Only medication prescribed by a doctor will be accepted.
- b) Medication will only be administered following a written request from parents/carers which clearly states the name and class of the student, together with the dose and the time(s) of day at which it should be taken and any special conditions for the storage of the medicine (e.g. to be kept in a refrigerator).
- c) Medication must be clearly marked with the name of the student, together with the dose and the time(s) of day at which it should be taken.

d) Medication will be kept in a locked cabinet in the medical room and in locked cabinets in the communication centres on the Borrington and Hillgrove Sites. The only exception is emergency medication i.e. epipens which are also kept in reception for ease of access.

**Pain killers (e.g. aspirin or paracetamol, including “junior” forms such as Calpol) will not be administered to students, even at the request of parents/carers.**

For further details on our policy for managing medication please see the ‘Managing Medicines in schools and early years setting’ booklet held in the Medical Rooms.

### **Emergency Salbutamol inhalers in school**

From 1<sup>st</sup> October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by students for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student’s prescribed inhaler is not available (for example, because it is broken, or empty). Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for your son/daughter and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their son/daughter to school. This does not negate the parent/carer’s responsibility to ensure that their son/daughter has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack. An asthma register will be accessible to staff and designed to allow a quick check as to whether or not a student is recorded as having asthma, and consent for an emergency inhaler to be administered. The register will include a photograph of your son/daughter, with your parental consent, to allow a visual check to be made.

### **Food Testing**

As part of food technology lessons, your son/daughter will be able to taste food prepared in demonstrations or as part of sensory analysis lessons.

This is an important part of the course in Years 7-11 so that students are able to think carefully about why a particular product is pleasant to eat or not. Students are never forced to take part though the experience does support their learning.

A very small number of students suffer from food allergies and it is important that the staff know about these so that students do not taste food which might be harmful to them. I would ask you to notify your son/daughter’s food technology teacher, in writing, if they cannot take part in these lessons.

# School Uniform

At King Charles I School we are proud of our standards of school uniform that are the result of a high degree of co-operation between parents/carers, students and the school.

We are firm believers in a school uniform that is properly and consistently worn. We believe that this helps young people to develop a real pride in themselves and their school and to look smart helps them to think smart too. Uniform helps students to feel part of our community, and makes the point that there is no discrimination. It sets a standard which supports our expectations of work and behaviour. We find it helps maintain the right environment for learning.

All students wear their uniform both in school and when representing the school at events or on visits. When the students are travelling to and from school in the community we expect that the same high uniform expectations are met with the students wearing the uniform with pride and role modelling our beliefs. Outdoor coats may be worn over, but not instead of, blazers which are compulsory in Years 7, 8, 9, 10 and 11. In this respect we expect no less from our students than an employer would expect of their employees.

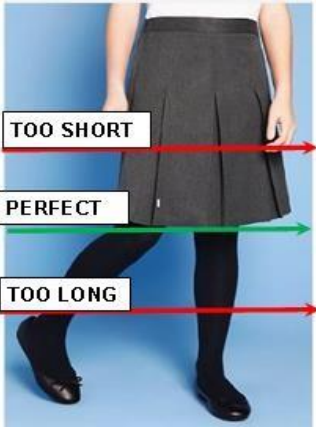
We recommend that name tapes should be put into all garments.

The school keeps a stock of uniform and shoes. If students attend school dressed inappropriately, they will be expected to borrow items and change. If this is not possible we reserve the right to place students in isolation until the issue has been rectified and our expectations have been met.

## Boys' Uniform

|                    |   |
|--------------------|---|
| Blazer             | Navy blue with school badge. Blazers should be worn at all times.   |
| Jumpers (optional) | Navy blue, long sleeved V necked jumper with school crest. They may be worn as well as, but not instead of, blazers. Students are not permitted to wear hoodies.  |
| Trousers           | Formal black trousers. Please see the examples of acceptable trousers. They must be black, plain smart trousers and of a boot cut style. They must not be low rise, skinny fit, tight fitting, denim/jean or chino trousers.  |
| Shirt              | Plain white and formal style. Short or long sleeves with collar (no motifs). Coloured or patterned T-shirts are not to be worn under shirts. Shirts should be tucked in at all times.   |
| Shoes              | Formal plain black shoes. Students are not permitted to wear black trainers, canvas shoes or boots. Shoes with buckles, studs and logos are not permitted. Please see the examples of appropriate and inappropriate footwear. |
| Socks              | Plain black or navy blue.   |

## Girls' Uniform

|                    |  |
|--------------------|--|
| Blazer             | Navy blue with school badge. Blazers should be worn at all times.  |
| Jumpers (optional) | Navy blue, long sleeved V necked jumper with school crest. They may be worn as well as, but not instead of, blazers. Students are not permitted to wear hoodies.   |
| Trousers           | Formal black trousers. Please see the examples of acceptable trousers. They must be black, plain smart trousers and of a boot cut style. They must not be low rise, skinny fit lycra, tight fitting, denim/jean or chino trousers. The trousers must not have external buckles, rivets, zips or logos. No other variation will be acceptable.  |
| Skirt              | Formal black or navy blue school skirt. Please see the examples of acceptable skirts. The skirt needs to be of an appropriate length (see below). It must be knee length and must not be of stretchy lycra material that is tight fitting. The skirt must not have external buckles rivets, zips or logos. No other variation will be acceptable.<br><br> |
| Shirt/blouse       | Plain white and formal style. Short or long sleeves with collar (no motifs). Coloured or patterned T-shirts are not to be worn under shirts/blouses. Shirts/blouses should be tucked in at all times.  |
| Shoes              | Formal plain black shoes. Students are not permitted to wear black trainers or canvas shoes. Shoes with buckles, studs and logos are not permitted. Girls are not permitted to wear boots. Maximum heel height of an inch is acceptable. Stiletto type heels of any height are not acceptable. Please see the examples of appropriate and inappropriate footwear.  |
| Socks              | Plain black or navy blue. Trainer socks are not acceptable.  |
| Tights             | Plain navy blue or black opaque tights may be worn. During the summer term, girls may wear flesh coloured tights. Fake tan is unacceptable as a substitute to flesh coloured tights.   |

## Ties

The clip-on tie will reflect the College your son/daughter is in by a band of colour across the tie. Students in Blounts will need to purchase a tie with a yellow stripe, students in Chads a blue stripe and students in Queens a green stripe. The tie should be attached correctly at all times.

## Make-up

Make-up (including nail varnish and false nails) should not be worn at all by students.

## Jewellery

Jewellery should not be worn at all by students. Boys and Girls with pierced ears may wear small plain gold or silver stud earrings, which must not be 'jewel style' earrings. There should only be one earring in each lobe. No other piercing is allowed.



## Hair

As a health and safety measure, long hair should be tied back from the face whenever students are required to do so. This applies to both boys and girls. Hair bobbles used to tie the hair back should be brown or black-other colours are not acceptable. Hair bands must be brown, navy or black. Hairstyles should be in keeping with a formal place of work. Therefore, no extreme hair styles or colours are permissible-eg dip dyeing, extreme bleaching, patterns shaved into the hairstyle or eyebrows are not permitted.

## Bags

Students in Years 7, 8, 9, 10 and 11 should have a suitable bag that is appropriate for day-to-day use. All students have the use of a school locker where they should leave their bag at the beginning of the day. They should ensure that they take all appropriate equipment from their lockers to lessons. Lockers can be accessed before and after school and at break/lunch times. They should not be accessed between period 1 and 2/4 and 5 or during lessons.

## PE kit

Years 7, 8, 9, 10 and 11 students should have the following PE kit:

| Girls' PE kit   | Boys' PE kit  |
|---|---|
| *King Charles polo shirt  | *King Charles polo shirt  |
| *King Charles hooded top (optional)   | *King Charles hooded top (optional)   |
| Navy blue shorts or tracksuit bottoms (fashion shorts and tracksuit bottoms are not permitted. The tracksuit bottoms should be predominately navy with no large logos or writing) | Navy blue shorts or tracksuit bottoms (fashion shorts and tracksuit bottoms are not permitted. The tracksuit bottoms should be predominately navy with no large logos or writing) |
| Navy blue football socks (as directed by staff)   | Navy blue football socks (as directed by staff)   |
| White Socks (as directed by staff)  | White Socks (as directed by staff)  |
| Training shoes (not fashion pumps). Astroturf trainers or rubber moulded boots are the most appropriate for the field and 3G astroturf facility.                                  | Training shoes (not fashion pumps). Astroturf trainers or rubber moulded boots are the most appropriate for the field and 3G astroturf facility.                                  |
| White or navy base layers (optional)  | White or navy base layers (optional)  |
| Navy or black gloves (directed by staff)  | Navy or black gloves (directed by staff)  |
| Years 9, 10 and 11 students only-one piece swimsuit (no bikinis) and swimming hat   | Years 9, 10 and 11 students only-trunks or swim shorts and swimming hat   |

\* these items can only be purchased from The School Shop

All students opting for examination PE at key stage 4 or 5 have the opportunity to purchase an examination polo top, hooded top and rain jacket.

Shin Pads: For safety and protection, shin pads are compulsory for all football lessons, training and fixtures for all girls and boys.

Mouth guards: The wearing of personally designed mouth guards is recommended as a valuable means of protection for rugby training and fixtures. Lessons in Year 7 & 8 will involve 'touch rugby' and therefore would only be optional due to tackling restrictions.

Studs for football boots: Students wearing football boots should ensure that their studs are of the new composite type carrying the British Standard Kite mark. Rubber moulded studs are the most appropriate but blades and metal studs are not permitted on the 3G astroturf facility on the upper site.

NB: Several curriculum lessons are timetabled on the 3G astroturf in Years 9 to 13 so please be aware of this when buying new trainers.

No jewellery of any kind can be worn in PE lessons. This includes any piercings on any part of the body. Removal of any jewellery will be insisted upon, so please take this into account when considering piercings and the healing period. Plasters placed over piercings are not permitted.

### **Technology**

Students will be provided with aprons for their technology lessons. All students opting for GCSE catering will need to purchase chef whites, hat, hair net and a navy and white butcher's apron.

### **Where to Purchase Uniform**

The uniform can be bought at The School Shop, Prospect Hill, Kidderminster, Worcs. DY10 1PA.

### **Sixth Form Dress Code**

The dress code for students in the sixth form is smart casual wear and they should wear items from the following lists:

#### **Male students**

- Jacket, smart tailored cardigan or smart jumper.
- Trousers-smart black jeans are acceptable.
- Shirt-long or short sleeves with a collar (no large motifs). Polo shirts are acceptable. Coloured or patterned T-shirts are not to be worn under shirts. Long sleeved shirts should be tucked in at all times.
- Shoes (leather or leather looking).

#### **Female students**

- Jacket, smart tailored cardigan or smart jumper.
- Skirt (knee length).
- Trousers-smart black jeans are acceptable.
- Smart dress.
- Shirt/Blouse with a collar (no large motifs). Coloured or patterned T-shirts are not to be worn under shirts. Shirts/blouses should be tucked in at all times.
- Shoes (leather or leather looking).

Students studying PE, BTEC sport or dance must attend school following the dress code and then change into their kit for practical lessons only.

The following items of clothing are not allowed: hats, trainers, canvas shoes, high heels, flip-flops, short skirts, shorts, thin strapped tops, sun dresses, leggings, jeggings, any type of jeans except for smart black ones, tracksuit bottoms, sweatshirts, hoodies, denim shirts and military clothing (except for CCF activities).

Please note that:

- students with pierced ears may wear small plain gold or silver stud earrings, which must not be 'jewel style' earrings. There should only be one earring in each lobe. No other piercing is allowed.
- hairstyles should be in keeping with a formal place of work. Therefore, no extreme hair styles or colours are permissible-eg dip dyeing, extreme bleaching, patterns shaved into the hairstyle or eyebrows are not permitted.

Students in the sixth form who attend school wearing the incorrect dress will be sent home to change.

## Girls-skirts and trousers

Available from the school shop

**David Luke Senior Pleat Skirt (DL972)**

from £18.99



**David Luke Pleated Skirt (DL973)**

from £15.99



**David Luke Straight Skirt (DL969)**

from £13.99



**Senior Girls Trousers**

from £16.99



Available from Marks & Spencer  
**Girls' Traditional Pleated Skirt with  
Triple Action Stormwear™**

T761285

£9.00 – £14.00



**Girls' Adjustable Waist Skin kind™ Skirt**  
T760177S

£8.00 - £12.00



Available from Marks and Spencer  
**2 Pack Girls' Crease Resistant Adjustable  
Waist Regular Leg Trousers with  
Triple Action Stormwear™**

T761285  
£11.00 – £17.00



Available from Tu at Sainsbury's  
**Girls Teen Black Woven Trousers (10-16  
years)**

**2 pack** From £6.00



Available from Tesco  
**F&F School Girls Pleat Skirt**  
From £3.50 - £6.50



Available from Asda  
**Girls School Pleat Skirt – Black**  
From £6.00



## Boys-trousers

Available from Marks and Spencer  
**Boys' Pleat Front Supercrease™  
Straight Leg Trousers with  
Crease-Resistance & Triple Action Stormwear™**

T764620G  
£9.00 – £14.00



Available from Tu at Sainsbury's  
**Boys Black Woven Trousers 2 Pack**  
From £7.00 Longer leg from £12



## Footwear for girls and boys

Formal plain black shoes. Students are not permitted to wear black trainers or canvas shoes. Shoes with buckles, studs and logos are not permitted. Girls are not permitted to wear boots. Maximum heel height of an inch is acceptable.

| ✓   | ✗  |
|---|--|
|    |    |
|   |   |
|  |  |
|  |  |



# Physical Education Protocols

The health and safety considerations in physical education continue to be of paramount importance. Great care and attention have been given to the King Charles I physical education policy to ensure the safety of our students. Our protocols have been underpinned by the safe practice in physical education and school sport document

The following policy must be adhered to in all physical education lessons and extra-curricular activities.

## **Kit**

Students must always be wearing the school's physical education kit.

Where kit has been forgotten students will be expected to wear the spare kit provided and will be sanctioned appropriately.

At the end of the school day if students wish to return home in full King Charles I School physical education kit it should be accompanied with the school blazer. The teacher reserves the right to insist that a student changes into school uniform if it is deemed necessary.

No physical education kit is to be worn in classroom lessons unless special authorisation has been given by a member of physical education staff.

## **Jewellery**

No jewellery of any kind can be worn in physical education lessons. This includes any piercings on any part of the body. Removal of any jewellery will be insisted upon. Plasters placed over piercings are not permitted.

Any piercing should be made over the summer break or if a two week healing period is sufficient then the Christmas or Easter break may be appropriate. Non participation is not a suitable alternative and removal will be necessary.

## **Requests for non-participation**

If unable to physically participate in a lesson a note must be presented from parents/carers at the start of the lesson and the student will still change into kit.

In extreme circumstances where a student is unable to physically change into kit, due to a medical condition, the student will be excused from wearing kit.

If unable to participate for more than 3 weeks or if experiencing a recurring problem a medical note must be provided.

**NB:** A note is a request. It is at the teacher's professional judgement whether the student should be entirely excused or have modified roles/tasks.

## **Changing Rooms**

Students must not enter changing rooms unless a staff member has given permission.

All behaviour in the changing room must comply with the school's behaviour policy and all students must adhere to the amended rules during examination periods. In these instances students must enter, change and leave in silence.

Aerosols are not permitted in the changing rooms and therefore only roll on deodorant should be used.

### **Extra curricular activities including sports fixtures**

Students have the responsibility for informing parents/carers of their attendance to any events after school. They need to inform them of the activity they are attending and the approximate finish time. Parents/carers are responsible for the safe journey home of any student involved in out of hours learning.

On occasions where clubs are cancelled, the relevant staff will inform students of these changes, via verbal communication and/or a notice. Where possible a text will be sent home and students can always use a school phone on request.

### **Security of Student Valuables**

During physical education lessons a phone or other valuables need to be kept secure, students must keep their phones and valuables in the lockers that they have been provided with. No student should ever take photographs in a changing room and PE staff will monitor students' behaviour whilst they are changing. Personal possessions should not be left in changing rooms and students should not ask staff to 'look after them.' This also applies to students taking part in extra-curricular club activities.

### **Sports' fixtures**

All students should leave any items of value in school lockers rather than travel with them to away fixtures, however if a student does have a phone on their person no responsibility is taken for loss or theft either at school or on the away fixture.

It must be remembered (as the school buildings are sometimes closed when students return from away fixtures) that items left in lockers would not be retrievable until the following morning.

Non-valuable items will be stored on the school mini bus, but left at the students' own risk.



# Music Tuition

I would like to take this opportunity to welcome you to the music department at King Charles I School and draw your attention to the fact that it is time to start making plans for the 2017/18 academic year

We are very fortunate that our instrumental and voice lessons are provided by highly trained peripatetic teachers coming into school once a week. Students receive 35 lessons over the course of the year and will be taught individually or in small groups (maximum of 4) for between 20-30 minutes each week. If a teacher is absent and the lesson cannot be made up, the lesson will not be charged for and we will carry your payment over to the next term or reimburse as necessary. Students are expected to notify their teacher in advance if they know they will miss a lesson e.g. due to a school trip. Unfortunately, if a student is absent or if the school is closed due to heavy snowfall or an emergency there will no reimbursement and the lesson will not be made up.

Although some lessons do take place before and after school and at lunchtime, the majority of teaching occurs during the school day. It is therefore inevitable that part of a school lesson will be missed, but a rotating timetable tries to ensure that it is not always the same one. It is vitally important that students catch up on any work missed. If there are any difficulties with lesson times, please discuss it with the peripatetic teacher or your son's/daughter's music teacher.

Regular practice is a necessity and we would ask you to monitor this in the student practice diary supplied by Severn Arts formerly Worcestershire Youth Music. Students are assessed regularly, and you will receive a written report towards the end of the academic year.

All students will be expected to learn an instrument for the whole of the academic year. Should your son/daughter decide to give up the lessons during the year **we will require one full terms notice**. Exceptions may be made for Year 11 and 13 students in the summer term as long as at least half a term's notice is given in writing. Notice must be given in writing to finish at the end of the next complete term. Please note that you will be required to purchase music and woodwind reeds or strings from time to time.

It is school policy that students receiving instrumental tuition are expected to play in school ensembles upon recommendation by their teacher and that all students having singing lessons sing in the school choir.

If your son/daughter receives free school meals, you are entitled to apply to Severn Arts remission on tuition fees of £40 per term and free instrumental hire. Please contact me for more details or see the Worcestershire Youth Music website at [www.severnarts.org.uk](http://www.severnarts.org.uk).

The fees for 2017/18 academic year are set out below and all lessons must be paid for in advance:

- £18.75 per 30 minute individual lesson
- £12.50 per 20 minute individual lesson
- £6.25 per paired 20 minute lesson
- the fees for shared 30 minute lesson is dependent on how many are in the group (max. 4)

Instrument hire fees will be £30 per term, again payable in advance. This is arranged directly through Worcestershire Youth Music via the website [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk). If you are thinking of purchasing an instrument for your son/daughter, it is possible for the VAT to be claimed back, if the purchase is made through Worcestershire Youth Music (details are available on their website).

In order to work out the number of teaching hours required, we need to know as soon as possible if you would like your son/daughter to start receiving instrumental tuition from September 2017. No

payment will be needed until next term and you will be invoiced in September for the number of lessons on offer in the autumn term. Would you please complete the reply slip and return it to your son/daughter's primary as soon as possible and no later than Friday 23<sup>rd</sup> June. However, if your son/daughter does not attend one of our feeder primary schools, please return to the Borrington Site reception to Mrs Morgan or Mrs Henderson by no later than Friday 23<sup>rd</sup> June.

# King Charles I School

## TERM DATES

### Academic Year 2017/2018

#### Autumn Term 2017

|             |   |
|-------------|---|
| TED 1       | Friday 1 <sup>st</sup> September 2017                                     |
| TED 2       | Monday 4 <sup>th</sup> September 2017                                     |
| TED 3       | Tuesday 5 <sup>th</sup> September 2017                                    |
| TERM STARTS | Wednesday 6 <sup>th</sup> September 2017 for Years 7 and 12               |
| TERM STARTS | Thursday 7 <sup>th</sup> September 2017 for all year groups               |
| TED 4       | Friday 13 <sup>th</sup> October 2017                                      |
| HALF TERM   | Monday 23 <sup>rd</sup> October 2017-Friday 27 <sup>th</sup> October 2017 |
| TERM ENDS   | Tuesday 19 <sup>th</sup> December 2017                                    |

#### Spring Term 2018

|             |   |
|-------------|---|
| TED 5       | Tuesday 2 <sup>nd</sup> January 2018  |
| TERM STARTS | Wednesday 3 <sup>rd</sup> January 2018                                      |
| HALF TERM   | Monday 19 <sup>th</sup> February 2018-Friday 23 <sup>rd</sup> February 2018 |
| TERM ENDS   | Thursday 29 <sup>th</sup> March 2018  |

#### Summer Term 2018

|             |   |
|-------------|---|
| TERM STARTS | Monday 16 <sup>th</sup> April 2018                                |
| HALF TERM   | Monday 28 <sup>th</sup> May 2018-Friday 1 <sup>st</sup> June 2018 |
| TERM ENDS   | Friday 20 <sup>th</sup> July 2018                                 |

|                      |                                    |
|----------------------|------------------------------------|
| Good Friday          | Friday 30 <sup>th</sup> March 2018 |
| Easter Monday        | Monday 2 <sup>nd</sup> April 2018  |
| May Day              | Monday 7 <sup>th</sup> May 2018    |
| Whitsun Bank Holiday | Monday 28 <sup>th</sup> May 2018   |

# School Hours

## Monday, Tuesday, Thursday, Friday

|       |               |
|-------|---------------|
| 8.35  | Warning Bell  |
| 8.40  | Tutorial      |
| 9.10  | Period 1      |
| 10.10 | Period 2      |
| 11.10 | Break         |
| 11.35 | Period 3      |
| 12.35 | LUNCH         |
| 1.20  | Period 4      |
| 2.20  | Period 5      |
| 3.20  | End of school |

## Wednesday Only

|       |               |
|-------|---------------|
| 8.35  | Warning Bell  |
| 8.40  | Tutorial      |
| 8.55  | Period 1      |
| 9.55  | Period 2      |
| 10.55 | Break         |
| 11.20 | Period 3      |
| 12.20 | LUNCH         |
| 1.05  | Period 4      |
| 2.05  | Period 5      |
| 3.05  | End of school |

**There is no supervision at the school before 8.30am and after 3.30pm.\* The school cannot accept responsibility for students in the grounds outside these hours. Students should be off the premises by 3.30p.m.\* unless they are required for a school activity.**

\* 3.15pm on Wednesdays.

# Frequently asked questions

## **What time does my son/daughter need to be in school?**

All students must arrive to school and all lessons on time.

- School begins with a tutorial session (including registration) at 8.40am. If a student arrives late without an appropriate reason (for example a medical appointment, supported by a letter or appointment card) they will be expected to serve a 20 minute late detention.
- Students who arrive late for a lesson without an appropriate reason are placed into a 20 minute lunchtime detention.

If a student is marked as late twice in a week to school or lessons then they will be placed in a C2 detention which takes place between 3.20pm and 4.05 pm on Mondays, Tuesdays, Thursdays and Fridays/3.05pm and 3.50pm on Wednesdays. For three or more lates to school or lessons in a week, the student will be placed in a late detention, which takes place on a Friday between 3.20pm and 5.20pm. If a student is persistently late to school or lessons, then they will be placed in isolation.

## **What should my son/daughter do if they arrive late to school after registration?**

Up until the end of registration, students should go to their tutor room where their tutor will mark them as late. After that they should go to reception where they will be registered as late.

## **What number do I ring if my son/daughter is ill?**

Please ring 01562 512880 by 9:00am on the day your son/daughter is ill and again for any subsequent day's absence.

## **What do I do when my son/daughter returns to school after an illness?**

Please provide a signed absence note on the first day your son/daughter returns to school after an illness. Your son/daughter should give this to his/her form tutor.

## **What should my son/daughter do if they feel ill during the school day?**

They should tell their teacher straightaway. They may be sent to reception, where a trained first aider will take care of them. If they are too ill to remain at school or if hospital treatment is necessary then parents/carers will be contacted to make suitable arrangements. This is why it is so important we have up to date emergency contact numbers. Under no circumstances should they leave the school, contact their parents/carers themselves on a mobile or go home without permission.

## **Who do I write to if I need to take my son/daughter out of school for medical reasons?**

Please send a note to your son/daughter's form tutor requesting absence for medical/dental appointments 48 hours in advance.

## **Who should my son/daughter see if they have to leave school for an appointment?**

Your son/daughter needs to see their head of year who will sign an Exeat which must be handed in at reception before they leave school for an appointment.

## **Can my son/daughter bring medicines to school?**

Students are not allowed to carry their own prescribed medicines, with the exception of inhalers, epipens and insulin. All prescribed medicines can only be administered to students under 16 years with parents/carers written permission. Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. The school will keep prescribed medicines securely stored at main reception. Named staff have access to this storage. A record is kept, and countersigned, of all medicines administered. Parents/carers should refer to the 'Supporting Students with Medical Conditions Policy' on our website.

**What am I looking for in the planner? When should I sign it?**

All homework tasks and their deadlines should be recorded in the planner. Subject teachers and tutors also use the planner as a way of communicating with parents/carers. The planner should be signed on a weekly basis by parents/carers and form tutors.

**Who should I contact if my personal details change?**

If your personal details change, please inform Julie Hardy (our 'Administration Manager'). Alternatively, you can update your personal details using our secure online service-SIMs Learning Gateway (SLG).

**How do I speak to my son/daughter's form tutor?**

Please telephone the main reception. A message will be sent to the form tutor. Alternatively, you could send in a letter or put a request in your son/daughter's planner. Please note that it may not always be possible to speak to the form tutor immediately due to teaching commitments but we will contact you within 24 hours.

**Who should I contact first if I want to discuss a confidential matter about my son/daughter?**

Please contact your son/daughter's form tutor to discuss the matter in the first instance. If it is highly confidential or of a sensitive nature, please contact your son/daughter's head of year. Please note that it may not always be possible to contact the head of year immediately due to teaching commitments but we will contact you within 24 hours.

**Who should I contact first if I want to discuss my son/daughter's progress in a subject?**

Please contact your son/daughter's subject teacher to discuss the matter in the first instance. A message will also be sent to the relevant head of department. Please note that it may not always be possible to contact the subject teacher or head of department immediately due to teaching commitments but we will contact you within 24 hours.

**What if I need to pass on an urgent message to my son/daughter?**

Please contact the school switchboard (01562 512880) and we will pass the message on immediately. The email addresses of all middle and senior leaders are to be found on the school website on the contact link.

**Does the school provide a locker for my son/daughter?**

The school possesses locker accommodation for all students. If a student is allocated a locker, then a deposit of £5 for the key issued will be charged. The student is responsible for the safekeeping of the key and the condition of the locker. Loss of the key will result in the forfeit of the deposit. Deposits will be collected and returned by the head of year concerned. Damage to lockers will result in a charge being made for repair and/or replacement.

**Can my son/daughter bring valuables to school?**

For reasons of security, valuables and large sums of money must not be brought into school. Monies brought in to pay for school trips etc. must be paid directly to the appropriate member of staff and not carried around the building during the school day. If for any exceptional circumstances they do have expensive items or large sums of money in school, it should be handed to reception for safekeeping until the end of the school day. All personal items should be clearly marked with the owner's name and tutor group. No items of value should be left in bags or pockets in cloakrooms or changing rooms during PE lessons. The school is not responsible, or insured for, student loss, theft etc.

It is our policy to allow students to have a mobile phone with them in school should they choose to do so under the conditions outlined in the 'Mobile phone, MP3 player and Games Console policy'. The school cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile devices, nor for theft, loss or damage to any other valuable item, or for the theft or loss of money. It is the responsibility of parents/carers and students to ensure mobile phones and other

valuables are insured. During PE lessons, or other times when the phone needs to be kept secure, students should keep their phones in the lockers that they have been provided with.

**Does the school operate a lost property system?**

Finds and losses should be reported to reception without delay. Property left about the school premises during holidays will be disposed of.

# Cycle Permit Scheme

- Cycles must be dismantled once on school grounds.
- During the day cycles should be secured. Cycles must not be left over night.
- Students must always wear a helmet if they choose to cycle to school.
- All students cycling to and from school, accompanied by their parents/carers or on their own, should have undertaken appropriate cycle training. Parents/carers must satisfy themselves that their son/daughter has the necessary cycling skills to enable them to cycle to school safely. The decision on how a student travels to or from school is a matter for the student's parents/carers and the student.
- It is the responsibility of parents/carers who wish their son/daughter to cycle to school to make sure that their son/daughter's cycle is roadworthy. Regular parental checks on brakes, steering, tyres, lights etc are essential.
- It is strongly advised that all students who cycle to school should wear a cycle helmet.
- Cyclists need to be visible at all times. Cycles should have lights and reflectors fitted and in good working order. Bright clothing and reflective strips on clothes and bags is also strongly advised.
- The rules and principles relating to cycling as detailed in the Highway Code should be adhered to.
- The school cannot accept responsibility for the safe keeping of any cycle left on the school premises for whatever reason. It is recommended that it is left padlocked, that the number of the frame is known and that the frame is marked in some way which is easily identifiable by the owner.
- It is the parents'/carers' responsibility to ensure that students' cycles are insured, if they deem it appropriate. The school does not maintain cover in this respect and will accept no responsibility for lost stolen or damaged cycles / cycle equipment.
- It is recommended that parents/carers discuss and agree the safest cycling route with their son/daughter, discussing how to deal with any potential hazards.
- Cycle permits can be taken away if guidelines or rules are not followed.
- The owner of the cycle may not give permission for any other persons to borrow or to interfere with the cycle.
- The cycle must be pushed with the rider dismounted, at all times (evenings, weekends, holidays included) when within the school grounds.
- If you wish your son/daughter to travel to school by cycle please complete the form and return to your son/daughter's primary school. This form must be renewed each year.

King Charles I School reserves the right to revoke this permit in the event that these conditions are ignored.



# Form 1: Individual Health Care Plan (page 1 of 2)

Name of School: King Charles I School

Tutor group: .....

Student's name: .....

Date of birth: .....

Home Address: .....

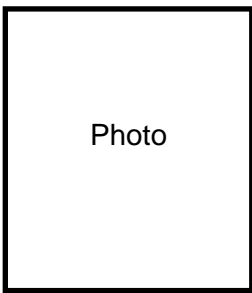
.....

.....

Medical Condition: .....

Date: .....

Review Date: .....



| Medication  |       |
|-------------|-------|
| Description | Times |
|             |       |
|             |       |
|             |       |
|             |       |

| Family Contact 1 |  | Family Contact 2 |  |
|------------------|--|------------------|--|
| Name             |  | Name             |  |
| Relationship     |  | Relationship     |  |
| Work             |  | Work             |  |
| Home             |  | Home             |  |
| Mobile           |  | Mobile           |  |

| GP/clinic |  |
|-----------|--|
| Name      |  |
| Phone No. |  |
| Address   |  |

# Individual Health Care Plan (page 2 of 2)

Please describe the medical details and symptoms:

.....  
.....  
.....  
.....  
.....

What are the daily care requirements:

.....  
.....  
.....  
.....  
.....

Please describe what constitutes an emergency and the action to be taken:

.....  
.....  
.....  
.....  
.....

Please describe the details of any prescribed medication:

.....  
.....  
.....  
.....  
.....

Signature of parent/carer:.....

Date: .....

# Form 2: Parental agreement for school setting to administer medication

Name of School: King Charles I School

Date: .....

Student's Name: .....

Tutor Group: .....

Name and strength of medication: .....  
.....

Expiry date: .....

How much to administer: .....  
(i.e. Dose to be given)

Times to be given: .....

Any other instructions: .....

Number of tablets/quantity to be given to school: .....

Daytime phone number (Parent/Carer): .....

Name and phone number of GP: .....

Agreed review date to be initiated by: .....

### **Note: Medicines must be in original container as dispensed by pharmacy**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/carer's signature: .....

Print name: .....

If more than one medicine is to be given a separate form is to be completed

# Form 3: Consent form for the use of an emergency salbutamol inhaler

## Student showing symptoms of asthma / having asthma attack

1. I can confirm that my son/daughter has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him/her to school every day.
3. In the event of my son/daughter displaying symptoms of asthma, and if his/her inhaler is not available or is unusable, I consent for his/her to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. I give my consent for my son/daughter's photograph to be kept on the register to allow a visual check to be made.

Signed: .....Date: .....

Name (print): .....

Student's name: .....Tutor group: .....

Parent/Carer's address and contact details:

.....  
...  
.....  
...  
.....  
...

Telephone: .....

E-mail: .....

***Please complete and return this consent form to your son/daughter's primary school or post directly to the Borrington Site reception by Friday 23<sup>rd</sup> June. Thank you.***

# Music Tuition

***Please complete and return this reply slip to your son/daughter's primary school or post directly to the Borrington Site reception for the attention of Mrs Morgan or Mrs Henderson by Friday 23<sup>rd</sup> June. Thank you.***

I would like my son/daughter to start/continue instrumental tuition on the

.....(instrument/voice)

and have a (please indicate preference(s) number as appropriate)

- 30 minute individual lesson
- 20 minute individual lesson
- 20 minute paired lesson (2 students)
- 30 minute group lesson (up to 4 students)

Please note that shared and group lessons depend on other students of similar ability being available. The groupings will be decided at the discretion of the peripatetic teacher concerned.

I accept that I am making a firm commitment to my son/daughter receiving lessons **for the whole of the 2017/18 academic year** and that if he/she decides to give up I will be expected to pay tuition fees for the remainder of the year. I understand that he/she will be expected to participate in choir/school ensembles as appropriate.

I agree to pay tuition fees and the hire charge if appropriate.

Signed: .....Parent/Carer

Student's name: .....

Tutor group.....

Please include an email address if you are happy to be contacted via email:

Email:.....

# Cycle Permit Scheme

**Please complete and return this reply slip to your son/daughter's primary school or post directly to the Borrington Site reception by Friday 23<sup>rd</sup> June**

Name of Student..... Tutor Group.....

Cycle serial no..... Lock serial no.....

Cycle make..... Model.....

Cycle colour..... Features.....

I accept the cycle permit scheme conditions and request permission for my son/daughter to be given access to cycle parking at the school.

Signed..... Date.....  
Parents/Carers

Signed..... Date.....  
Student

Signed..... Date.....  
Headteacher

Permit No: ..... *Please transfer this to sticker*



# King Charles I School

## Agreement form

### Academic year 2017/18

|                    |                   |
|--------------------|-------------------|
| Student name ..... | Tutor group ..... |
|--------------------|-------------------|

Please indicate, by ticking 'Yes' that you have read and support this aspect.

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| <b>High Expectations</b><br>I have read and support the high expectations at King Charles I School.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Cashless Catering</b><br>I give permission for the school to use biometric information from my son/daughter as part of the school meal system.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Code of Conduct</b><br>I give my full support to the Code of Conduct.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>SLG</b><br>I have read the SLG Acceptable Use Policy and I agree to abide by and support these rules. I understand that if I violate any terms of the Acceptable Use Policy that I may lose my privilege to use SLG. I confirm that I am the legal parent or carer of the student(s) named above and am not prevented by court order or other legal means from contact with the above.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Privacy Notice</b><br>I have read and support this agreement.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Photographic Images of Children Policy</b><br>I have read and support this policy.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Student ICT Acceptable Use Policy</b><br>I have read and support the information/policy provided. I agree that my son/daughter's work may be electronically published.  | <input type="checkbox"/> | <input type="checkbox"/> |
| I give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials, but I appreciate this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the internet and I agree the school is not liable for any damages arising from the use of the internet facilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Mobile phone, MP3 player and Games console Policy</b><br>I have read and support this policy. As the parent/carer of the above student, I have read the above and grant permission for my son/daughter to bring a mobile phone into school.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>School Rules</b><br>I have read and support the school rules.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Health and Safety</b><br>I have read and agree to the medical update, emergency salbutamol inhalers in school and food testing information.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>School Uniform</b><br>I have read and support the school uniform policy and guidelines.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Physical Education Protocols</b><br>I have read and support the physical education protocols.   | <input type="checkbox"/> | <input type="checkbox"/> |



Continued overleaf....

|  |  |  |
|--|--|--|
| <p><b>Inter-School Sporting fixtures etc</b><br/>I give my consent for my son/daughter to take part in and travel to and from inter-school sporting fixtures, competitions and activities organised by the school's physical education department.</p>   |  |  |
| <p><b>Permission to travel between Sites</b><br/>On occasions when my son/daughter needs to attend the other Site of King Charles I School (Hillgrove or Borrington) in order to fulfil curricular or extra-curricular requirements, I agree to my son/daughter transferring between Sites either on foot, via minibus, staff car etc and at times, without supervision of school staff eg after school physical education activities.</p> |  |  |

**Declarations**

I have read and understand the information that I/we have been given. I will undertake to fully support King Charles I School in implementing all the agreements and policies in the parents/carers information pack. My decision on whether to give consent will remain valid throughout my son/daughter's time at King Charles I School, unless I give written notice to the contrary.

**Signed (Parent/Carer) .....**

**Date .....**

I agree to abide by all the agreements and policies.

**Signed (student) .....**

**Date .....**

# Photography and Images of students

Having read the information, do you give consent for photographs and other images where your son/daughter can reasonably be identified to be taken and used?

Please indicate, by ticking 'Yes' that you have read and support this aspect.

|   | Yes | No |
|---|-----|----|
| May we use your son/daughter's photograph in printed publications? (please note that most publications are hosted on the school website)  |     |    |
| May we use your son/daughter's photograph on our internet website?  |     |    |
| May we use your son/daughter's photograph on our official school Twitter account?   |     |    |
| May we allow your son/daughter's photograph (e.g. as part of a team or record of an event) to be used for publication in a newspaper? (please note that the use of photographs in newspapers is subject to strict guidelines) |     |    |
| May we use any photograph or video of your son/daughter internally, as part of regular activities within the school?  |     |    |
| May we use any photographs or video of your son/daughter to share good practice with staff from other settings?   |     |    |
| May we use images of your son/daughter on an external website or for publicity or for campaigns by national government agencies?  |     |    |

This form is valid from the date of signing until your son/daughter leaves the school. Photographs and videos may be securely archived after your son/daughter has left the setting. Photographs and videos used for publicity purposes may continue to remain in circulation after your son/daughter has left the setting. You may withdraw your consent, in writing, at any time **but it may not be possible to remove images that are already in circulation or have already been published** although every effort will be made to do so.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their son/daughter's achievements. The school is happy to allow this, at the discretion of the headteacher, on the understanding that such images/recordings are used for purely personal family use. Images containing students **other than their own** should not be put on the internet for any reason, without first seeking permission from the other students' parents/carers.

## Declaration

I have read and understand the information regarding use of photographs/images. My decision on whether to give consent will remain valid throughout my son/daughter's time at King Charles I School, unless I give written notice to the contrary.

Name of student.....

Signed (by student).....

Signed (Parent/Carer) ..... Date.....