



ADMISSIONS BROCHURE

Academic Year September 2020 – 2021

Student Name: _____ Year Group: _____

Signed: _____ (Parent/Carer) Date: _____

PLEASE COMPLETE AND RETURN TO THE ADMISSIONS DEPARTMENT

(An electronic copy of this document is available on our school website for future reference)

Vyners School

Warren Road

Ickenham

Middlesex

UB10 8AB

Tel: **01895 234342**

Fax: **01895 237955**

office@vynersschool.org.uk

www.vynersschool.org.uk

Mr Gary Mullings BA (Hons) Headteacher



Vanguard Learning Trust

Registered in England and Wales Number 07796938



INDEX

SECTION 1 - INFORMATION	5
1.1 MISSION STATEMENT / VALUES	7
1.2 SCHOOL COMMUNICATION.....	8
1.3 TIMINGS FOR THE SCHOOL DAY	10
1.4 TERM DATES 2020 – 2021	11
<u>1.5 ATTENDANCE - STUDENT ABSENCES NOTIFICATION</u>	12
1.6 REWARDS AND CONSEQUENCES.....	13
1.7 CLASSROOM EXPECTATIONS	16
1.8 ONLINE PAYMENT SYSTEM (sQuid).....	17
1.9 STUDENT LOCKERS.....	18
1.10 LESSON EQUIPMENT	19
1.11 SPECIAL EDUCATIONAL NEEDS (SEN)	20
<u>1.12 PUPIL PREMIUM / FREE SCHOOL MEALS</u>	21
1.13 MODERN FOREIGN LANGUAGES POLICY	22
1.14 PARENT PORTAL WEBSITE ACCESS	23
SECTION 2 - POLICIES.....	25
2.1 UNIFORM POLICY	27
2.2 ASTHMA POLICY AND GUIDELINES.....	32
2.3 STUDENTS WITH SEVERE ALLERGIES (Anaphylaxis) POLICY	33
SECTION 3 - FORMS FOR SIGNATURE.....	35
3.1 STUDENT INFORMATION FORM	37
3.2 ANAPHYLAXIS ARRANGEMENTS.....	40
3.3 HOME – SCHOOL PARTNERSHIP.....	41
3.4 OFFSITE / EXTRA-CURRICULAR ACTIVITY PARTICIPATION	42
3.5 ICT ACCEPTABLE USE POLICY	43
3.6 G SUITE FOR EDUCATION PERMISSION FORM.....	44
3.7 PRIVACY NOTICE - Data Protection Act 2018.....	46
3.8 PORTABLE DEVICES (Phone, tablet, iPad, Laptop etc) USAGE CONTRACT	52
3.9 BIOMETRIC CONSENT	53
3.10 PERMISSION TO CYCLE TO SCHOOL.....	54
3.11 FUTURES FUND	55
3.12 FRIENDS OF VYNERS SCHOOL	56



Section 1 - INFORMATION



MISSION STATEMENT / VALUES

Mission Statement

At Vyners we aspire to be an outstanding school in every sense of the word and our aim is that we can be confident that, hand on heart, 100% of our students get a better deal here than they would in any other school. Every decision is made with the question in mind '*Will this help the students to learn better and achieve more?*' We believe in a relentless focus on high achievement in all areas of the life of the School.

At our core is an understanding that every individual has the opportunity and responsibility to impact positively on the lives of others; that every individual in our community is unique and has gifts and talents that should be celebrated at every opportunity.

Values

Our community begins with its set of values because they say, "*This is what is important to us and this is what we want to see and feel in our school*". Our values shape our policies and can be summarised as **CARE**:

- **C**ommunity
- **A**spiration
- **R**espect
- **E**ndeavour

The Vyners' 10

The Vyners' 10 reminds us of what our community expectations are:

1. I am proud of who I am and what I have achieved today
2. I actively participate in lessons and school activities
3. I can if I think I can, and I strive to do my best even when learning is difficult
4. I value others and understand that our individuality makes our community stronger
5. I share in and celebrate everyone's success
6. I do as I'm asked, the first time I'm asked
7. I am always in the right place at the right time, doing the right thing
8. I understand that school is a formal environment; I dress and behave accordingly
9. I attend regularly and arrive on time with the correct equipment.
10. I am proud of our school, helping to look after it and create a positive learning environment.

SCHOOL COMMUNICATION

We place a high value on frequent and clear communication channels being established and maintained between the school and home. Detailed below is guidance on ensuring how these communication channels can be kept as efficient and effective as possible:

1. All students in Year 7 will be given a planner. This is the student's personal organiser. It contains space for their timetable and space to record their homework. Homework is also issued on google classroom and this will be explained to students and parents at the beginning of the autumn term. The planner should be signed weekly by parents and will be counter-signed by form tutors.
2. Parents will receive regular reports on the academic progress of their child each term. Reports will contain information on each student's targets for the subjects they study and updates as to their progress. In the final term of each year, each student will receive a full report with their overall progress and a written comment on achievement and areas for development written by their tutor.
3. Letters will normally be emailed home, and it is therefore vital that the school holds an up to date email address at all times. Occasionally letters will be posted via Royal Mail. The school also operates a 'texting' service.
4. Information meetings with parents will take place in the autumn term for all year groups, as well as an informal Cheese and Wine party, held by Friends of Vyners for all Year 7 parents. In addition, the Parents' Evening which is held in the Spring Term is an important opportunity to discuss your child's progress with their individual subject teachers. You will need to make appointments online prior to this evening. Students are expected to attend in full school uniform, and we aim to have 100% parental attendance.
5. The 'Vyne Newsletter' is emailed weekly to all parents on a Friday afternoon. This is a one-page document which includes an overview by the Headteacher and a brief summary of important information regarding current and upcoming matters and events. At the end of each term 'The GrapeVyne' magazine will be emailed out to all parents. This is a more detailed and comprehensive magazine, including articles from students and staff featuring highlights and events from the current term.
6. Should you wish to speak to your child's tutor or subject teachers before then, please phone 01895 234342 or email the school on office@vynersschool.org.uk or send an email via the website.
7. School Reception is open from 8.00 am – 4.15pm daily, Monday to Friday. If you come to the school site, you must always report to Reception which is clearly signposted. If you visit by car, please park in the designated visitor's spaces. In the event that the main barrier to the car park is closed, please use the intercom at the gate to speak to a member of staff. Parents are reminded that there is no routine vehicle access to the school site in order to drop off or pick up students. This is to ensure pedestrian safety.



Expectation of parents / carers

Vyners School welcomes dialogue with, and feedback from, its parents / carers community. Our 'Policy on Stakeholder Communication', available from the school website, sets out in detail how we communicate and consult with you, and how to direct any queries or concerns. Addressing your query to the right person helps us respond to you quickly and effectively, so please follow the guidance in the document.

The School understands that parental concerns are important and that a failure to immediately speak with the relevant member of staff can cause anxiety and frustration. Parents are, however, reminded that many teachers are in the classroom all day, and delivering extra support and extra-curricular activities for your children outside this time. These activities, by their nature, limit their ability to respond immediately to queries.

Parents are asked to respect the right of staff to have a private life. The school does not expect its staff to respond to emails or make phone calls home before 8am or after 5pm, or during school holidays. Parents / carers are asked not to contact staff via unofficial channels, including social media. This respects the privacy of staff outside normal working hours and also enables them to respond to you more effectively when they are in school with all the necessary information to hand. Please note that the school has a policy of not responding to comments, feedback, or concerns posted via social media platforms.

Parents are asked to maintain an appropriate standard of courtesy. Aggressive, verbally abusive, or physically abusive behaviour (either verbally or in person) to school staff will not be tolerated and may ultimately result in parents being refused access to the school site.

TIMINGS FOR THE SCHOOL DAY

Breakfast Club	08:00 – 08:25
Late Bell	08:30 Students who arrive after 8.30am are late
Registration/Tutorial/Assembly	08:30 – 08:50
Period 1	08:50 – 09:50 Registers close 9.15 am
Movement time	9.50 - 9.55
Period 2	9.55 - 10.55
Morning Break	10:55 – 11:20
Period 3	11:20 – 12:20
Movement time	12:20 – 12:25
Period 4	12:25 – 13:25
Afternoon Break	13:25 – 14:00
Period 5	14:00 – 15:00

There will be no bells rung between lessons.

A bell will be rung at 8.30am to clearly indicate when students are late.

A bell will also be rung 5 minutes before the end of break and lunch, to signal to students it is time to make their way to their next lessons.

Parents are advised that, unless their child is attending a scheduled intervention session or extra-curricular activity, there is no staff supervision in place for students arriving before 8am or remaining after 3.15pm. Parents who drop their children at school before 8am do so at their own risk.



TERM DATES 2020 - 2021

Autumn Term 2020

Staff Development Day	Wednesday 2nd September 2020
First Student Day	Thursday 3rd September 2020 Year 7 Arrive 9.25am - Register 9.30am - Offsite by 1.15pm Years 8 - 11 Arrive 1.45pm - Register 2pm Year 12 Arrive 1.15pm - Register 1.30pm Year 13 Arrive 1.45pm - Register 2pm
Normal Lessons (Years 7-11)	Friday 4th September 2020
HALF TERM	Monday 26th - Friday 30th October 2020
Staff Development Days	Thursday 26th & Friday 27th November 2020
Term Ends	Friday 18th December 2020

Spring Term 2021

Staff Development Day	Wednesday 6th January 2021
Term Starts	Thursday 7th January 2021
HALF TERM	Monday 15th - Friday 19th February 2021
Term Ends	Wednesday 31st March 2021 (Easter Weekend Friday 2nd – Monday 5th April)

Summer Term 2021

Term Starts	Monday 19th April 2021
May Day	Monday 3rd May 2021
HALF TERM	Monday 31st May - Friday 4 th June 2021
Staff Development Day	Friday 25th June 2021
Term Ends	Friday 23rd July 2021

ATTENDANCE - Student Absences Notification

Attendance at school is directly linked to achievement and we therefore have very high expectations of students. We regard the minimum acceptable level of attendance to be 97% and we would encourage students to aim for 100%. Student absence below 90% is classed by the government as Persistent Absenteeism and can be reported to the Participation Team at the London Borough of Hillingdon. Please support the school in emphasising the importance of good attendance.

All student absence must be reported on a DAILY basis by notifying Student Services (Attendance) on 01895 234342, ext. 4207 or by email to attendance@vynersschool.org.uk

An automated text system is used to notify parents if their child is not in school. This system is in place to safeguard children and to pick up any truancy. The system will automatically call if your child is not marked in at morning (AM) registration.

Failure to notify the school of absence will result in the mark showing as unauthorised.

Absence will be authorised for dental, hospital and doctor's appointments. In the event of a family bereavement or funeral, authorisation can be given by the Student Attendance Officer.

All other absence, classed as exceptional circumstances, will be subject to approval by the Headteacher, Mr Mullings, and should be addressed to him, in writing, at least two weeks prior to the dates requested to allow time to respond. You should be aware that family holidays do not fit into this category and will not be authorised.

All appointments during school hours should be kept to an absolute minimum. Ideally students should attend school prior to appointments and then sign out, this maintains their attendance. It is expected that students should sign out for an appointment and then return to school straight after. It is not acceptable for students to take a whole day off to attend a medical appointment which (in most instances) will take only ten minutes out of the day.

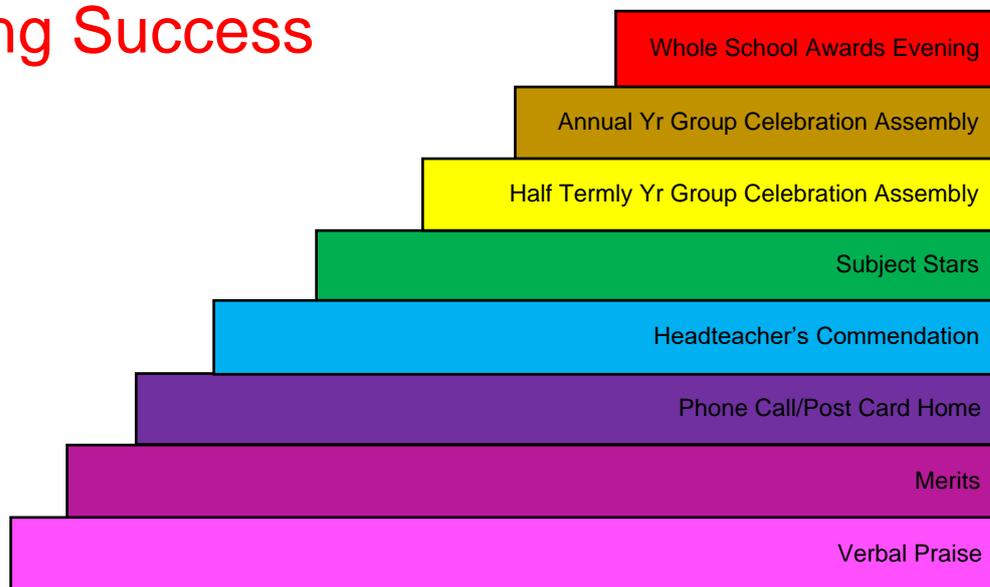
Students who have to leave school for appointments will need to show evidence of this, either by an appointment letter/card or a letter from a parent. They will be required to show this to their class teacher and also Student Services staff when they sign out. On their return they will sign back into school via Student Services.

Students coming into school late should sign into Student Services with a letter/appointment card to confirm where they have been. Failure to provide this will result in a detention.



REWARDS AND CONSEQUENCES

Celebrating Success



Our community begins with its set of values because they say, “This is what is important to us and this is what we want to see and feel in our school”. Our values shape our rewards and consequences system. It is important that students are rewarded for good behaviour and that there are consequences for poor behaviour.

Students are rewarded in the following ways when they demonstrate our school values:

Reward Code	Behaviour	Reward
MC MA MR ME	Demonstrating school values in and out of the classroom	Merit Stickers
PC	Excellent work or effort in a subject area	Postcard home
HC	Outstanding work, effort or contribution in any area of school life.	Headteacher commendation

MERITS			
<u>Certificate</u>	<u>KS3</u>	<u>KS4</u>	<u>Issued by</u>
Bronze	25	15	Tutor
Silver	60	40	Year Leader
Gold	100	70	Senior Leader
Platinum	130	105	Headteacher
Diamond	200	150	Headteacher

Celebration of Merits awarded:

All Merits will be recorded by staff in a student’s planner. Each half term all Merits will be added up and the Year Leader will issue certificates to the students with the most Merits in each tutorial. All winners will be rewarded with a ‘queue jump’ pass for the canteen for one week. At the end of each term, all winning students will be invited to take part in the end of year rewards trip (payment will be required).

Additional Awards:

Subject Star Awards:	Certificates issued half termly at a celebration of achievement assembly and pictures of winning students are displayed in department areas.
----------------------	--

Our school rules reflect our values. These rules are important to enable our school community to be the best it can be. Vyners School believes that students should be given the chance to behave. If they choose not to behave, they will be given a warning. It is a student’s choice to regulate their behaviour but if they fail to do so, there will be a consequence.

Our consequence system will be applied by all staff consistently and is based on giving students chances, choices and consequences.

Basic Rules of the Consequence System

- Staff will always try to build relationships with students and encourage students to choose the correct behaviour.
- Once a Consequence has been given, it cannot be taken back except through consultation with a Deputy Headteacher.
- Consequences cannot be “given blind” and students will always be told why they have received a Consequence.

C3 Detentions

Students are informed of a C3 detention on the day they misbehave. They are then given the evening to inform their parents/carers; the detention will also be recorded on parent portal. On day three, students complete a one-hour detention in silence from 3.05-4.05pm. If a student fails to attend a C3 they will be given 24 hours to rearrange the detention with the Behaviour Manager. After this time, they will receive a C3+ Saturday detention.

C4 Internal Exclusion

If a student is given a C4, then the same procedures will follow as for a C3. Instead of an hour detention, students will work in the Internal Exclusion Room for the school day and then join the C3 detention for an hour after school. Work will be provided for them and they will have supervised breaks and lunchtimes. Students may bring a packed lunch, or they will be able to buy a sandwich from the canteen.

Students serving a C4 consequence are expected to exhibit a high standard of behaviour. They are also expected to work productively throughout the day. Should a student fall short in these expectations, they may be required to re-serve the consequence.



CONSEQUENCE	BEHAVIOUR	SANCTION
C1	Disrupting the learning of others Talking/arguing/out of seat Uniform/appearance Lack of equipment	VERBAL WARNING
C2	Repetition of any C1 offence	2ND VERBAL WARNING
C3	Repetition of any C2 offence Rudeness to a member of staff Refusal to follow instructions Inappropriate language including swearing in conversation Littering Lateness to lessons > 5 minutes Offsite at lunch time Abuse of open access – being out of bounds Use of phone/mp3 player Failure to attend department homework detention Eating out of bounds No standards card / no planner Truancy	ONE HOUR DETENTION
C3+	Failure to attend C3 detention Misbehaviour in a C3 detention	SATURDAY MORNING DETENTION
C4	Repetition of any C3 offence Dishonesty/lying to a member of staff Swearing across a room Swearing at another student Chewing gum Walking away from a member of staff Use of discriminatory language Deliberate defiance Fighting Bullying incident Any 2 C3 incidents in one day	INTERNAL EXCLUSION
C5	Persistent C4 behaviour Gross disobedience Swearing at or about a member of staff Smoking and or the possession of smoking paraphernalia including, but not limited to cigarettes, lighters, filters, tobacco, papers. Being in the vicinity of smokers The possession and or consumption of alcohol Assault Persistent bullying Racist or homophobic abuse Inappropriate use of a mobile phone /computer Theft, Graffiti or Vandalism Poor behaviour during C4	FIXED TERM EXCLUSION
C6	Persistent C5 behaviour Possession of offensive weapon Serious theft or vandalism Possession of illegal drugs Violence toward a member of staff	PERMANENT EXCLUSION

CLASSROOM EXPECTATIONS

At the start of the lesson, students will be expected to:

- Where appropriate, line up outside the classroom before entering.
- Enter the room quietly and sensibly.
- Remove jackets, outside coats, scarves, gloves before entering the room.
- Make sure their uniform is correct; shirt tucked in; top button fastened.
- Stand behind their desk at the start of the lesson.
- Sit in the correct place within the seating plan.
- Ensure their student planner and equipment is out on the desk.
- If late, apologise to the teacher and explain why. Students will be expected to make up the time at break or lunch.

During the lesson, students will be expected to:

- Take pride in their work. Underline titles, date and signpost every piece of work (Cwk, HL, Ext).
- Listen to other people's opinion and respect their views.
- Not talk whilst the teacher is talking.
- Put up their hand if they wish to make a point or ask a question.
- If stuck, try to solve the problem themselves first by asking a classmate, reading through notes or checking the textbook.
- Not leave their seat unless asked to do so.
- Record Home-learning in their planner or on Google Classroom.
- Aim to contribute at least once every lesson.

At the end of the lesson, students will be expected to:

- Pack away all equipment but only when asked to by the teacher.
- Put all rubbish in the bin.
- Stand behind the desk until dismissed by the teacher.
- Check they understand the home-learning tasks.
- Be clear about the content of the next lesson so they can prepare for it.
- Leave the chairs under the tables, or on the tables at the end of the day.
- Go straight to the next class.

Finally, but most importantly, students will be expected to:

- Carry out at once and without argument, any reasonable request from a member of staff. There is no excuse for rudeness, disrespect or insolence towards any member of staff.



ONLINE PAYMENT SYSTEM (sQuid)

The school operates a cashless system for school trips/activities and for paying for items purchased in the school canteen. It also operates a biometric system where students use their finger to uniquely identify themselves. The biometric system converts an image of an individual's fingerprint into a unique alphanumeric code. All data is held securely on the school servers and no image of the fingerprint itself is retained.

The online payment system is a really positive aspect of life for Vyners School, for the following reasons:

1. Customer throughput in the canteen is speeded up during the busy break and lunchtime periods, enabling more students to be served.
2. Students eligible for free school meals are offered anonymity, thus removing any stigma attached to accessing the service.
3. Parents and carers can view canteen purchases to ensure a balanced diet is being consumed.
4. Students do not need to bring 'real' money into school, reducing the risk of loss in transit and the risk of any bullying.
5. The system is a quick, secure and convenient way for parents / carers to make a number of payments to the school online at once.

No cash is accepted in the school dining areas. To pay for food, students need to have money added to their online account in advance. Parents are asked to respect the fact that the school does not have money to advance students either lunch money or to meet the cost of late payments for trips. Prompt payment is vital.

Students are not obliged to be biometrically registered and, in line with the 'Protection of Freedoms Act 2012', we require your written consent to hold and 'process' their biometric information. Please complete the consent form at the end of this section. Once consent is given, a Biometric ID will be taken. If you do not wish to give your consent to this aspect of the system, a 'look up' facility in the canteen will enable your child to make purchases. Alternatively, a swipe card can be issued (subject to payment of a £5 refundable deposit).

You will be handed a registration letter at the New Intake evening on Tuesday 30th June 2020. Please do not register an account until you have this letter.

If you have more than one child at Vyners School, this new account can be added to your existing account. Please see the specific guidance posted on the school website under "cashless at Vyners".

STUDENT LOCKERS

Like many other secondary schools, Vyners School makes available key operated lockers for students' personal use. The school has enough lockers for one per student in Years 7-11. Lockers are grouped on a tutorial basis, with some situated in tutor rooms. Where space prohibits this, they are situated in corridors around the school.

We believe strongly that providing the right environment for students encourages and reinforces good behaviour, resulting in improved outcomes in the classroom. The School therefore replaced every student locker over the summer of 2014, at considerable expense. In order to support continued investment of this nature, we now charge a modest fee of £5 per key operated locker per year. This payment enables us to keep lockers in good repair and is in line with the practice already adopted at other schools.

If you wish to reserve a locker for your child, please pay the £5 fee via sQuid, our online payment system. Cash and cheques will not be accepted. To pay using this system, please log-on (www.squidcard.com) and select the 'trips/activities purse'. This payment will be clearly visible (**Lockers 2020**) and must be specifically selected by their year group next academic year (i.e. Year 7) in order to make payment. Please follow the instructions on screen. An emailed receipt will automatically be sent to you by the system once payment is made. Detailed information on how to use the cashless system is on the school website under 'cashless at Vyners'.

Students who have registered their eligibility for Free School Meals before the end of this academic year will be issued a locker key free of charge in September.

To guarantee issue of a locker key in the first week of term, the deadline for payment is **Monday 17 August 2020**. This key must be returned at the end of the school year. Lost / replacement keys will be charged at £5 (including keys not returned at the end of the year).

Once the initial issue of keys has taken place, students may obtain a locker key by making payment to Student Services.

Please note that the school will not issue refunds for lockers vacated mid-year. Lockers purchased mid-year will similarly not be available at a discount. Due to the number of lockers issued to students, it is not possible to allocate lockers on the basis of student / parental preference.



LESSON EQUIPMENT

Standard Equipment

All students need a basic set of stationery, including a range of highlighters, blue, green and red pens, pencils, pencil sharpener, rubber, pencil case, ruler **and a glue stick**. A range of coloured fine liner pens would be useful but are not essential.

Mathematics Department

All students need a set of basic mathematical equipment:

- 30cm ruler
- Protractor
- Pair of compasses
- Casio scientific calculator. It is essential it is a proper 'scientific' calculator and not a non-scientific model with only four operations, memory and percentage where processing logic is inappropriate. Casio are generally the most user-friendly and teaching approaches are simplified by students purchasing same models. It is recommended that solar powered calculators also have a battery back-up.

Art Department

The majority of equipment and materials needed are provided by the school. The following equipment needs to be supplied by the student:

- HB and 2B pencils
- Rubber – preferably soft and uncoloured
- Colouring pencils

PE Department

The PE curriculum includes activities such as hockey and rugby. These sport's governing bodies strongly recommend the wearing of custom fitted mouth guards and school policy is to advise students to adhere to these guidelines. Mouth guards can be purchased from most sports shops and if you would like to purchase a custom fit mouth guard you can do from <https://www.opro.com/>. If you would like further information please contact Mr Hall on thall@vynersschool.org.uk or 01895 234342, ext. 4241.

SPECIAL EDUCATIONAL NEEDS (SEN)

Vyners School pays due regard to the Code of Practice when carrying out its duties towards all students with special educational needs and ensures that parents are notified of a decision by Vyners School that SEN provision is being made for their son/daughter. Partnership with parents plays a key role in enabling our students with SEN to achieve their potential. Vyners School recognises that parents hold key information and have knowledge and experience to contribute to the shared view of their son/daughter's needs and the best ways of supporting them. All parents of students with special educational needs will be treated as partners and supported to play an active and valued role in their son/daughter's education.

All departments and subject staff aim to meet the needs of all the students they teach through the use of differentiation, a range of teaching strategies and techniques and appropriate grouping. When this 'quality first' teaching does not prompt progress, students may be brought to the attention of the SENCO to ascertain if they need support that is additional to and different from normal classroom practice.

During the summer term, the SENCO obtains information from Year 6 class teachers and primary SENCOs on those students who have been identified as having additional needs. Further information comes from the student's primary school records. Before the start of the new school year, all Year 7 subject teachers are given brief details of students, who have been identified as possibly needing additional support. In the autumn term Year 7 students who were identified by their primary school as having additional needs are given reading and spelling tests and cognitive ability tests.

Following on from testing, parents will be informed if their son/daughter is going to be put on the SEN register at Vyners School.

The Senco, Ms Samantha Kendall, welcomes any relevant information from parents relating to the educational needs of their son/daughter and can be contacted via the school office or via email to skendall@vynersschool.org.uk



PUPIL PREMIUM / FREE SCHOOL MEALS

Pupil Premium

Pupil Premium is money specifically granted by the Government to help schools raise the attainment of disadvantaged students. There is evidence that those students who have experienced disruption in their domestic family arrangements, or who have experienced financial hardship lag behind their peers in terms of educational achievement. Pupil Premium funding is in place to enable schools to ensure that there is no attainment gap between these students and other students. It is used in many ways, from funding places on curriculum essential school trips and visits, to meeting the cost of revision/specially targeted intervention sessions for eligible students.

Whilst a child's eligibility for FSM is a known fact, we are conscious that a student's home circumstances are a private and often sensitive matter. The school can only apply for funding for students if they are known to us. Parents / carers therefore need to 'self-declare' their eligibility to the school. If you believe this applies to you, please contact Mrs A Foster in confidence to discuss your eligibility.

Free School Meals (FSM)

Free School Meals are available to any full-time student who is still at school and eligible. Your child may get Free School Meals if you or your partner gets any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Once your child is successfully registered for FSM, their cashless catering account will be credited with £2.30 every day. This can be spent on whatever they would like in the canteen. A hot cooked meal will always be available at this price.

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are on 31 March 2022.

How do I apply for FSM?

Apply online at <https://pps.lgfl.org.uk> and you will receive an immediate answer. If you are eligible, the school will be immediately notified. If you are unable to access a PC or would like us to apply on your behalf, please contact the Finance Manager, Mrs Ela Nazari on 01895 200840.

Please note we are unable to backdate claims for FSM to cover unpaid dinner money, or to refund dinner money paid prior to the date of a successful application.

Funding for Essential Trips

For curriculum essential trips and Duke of Edinburgh Award Scheme, the school endeavours to automatically identify Pupil Premium students and encourages them to participate by funding their place. Non-essential trips and activities are typically not funded, however should you feel that your financial situation is preventing your child participating, please contact the group leader in confidence, so that consideration may be given to part funding your child's place via Pupil Premium.

MODERN FOREIGN LANGUAGES POLICY

You should have already received a copy of the school prospectus where comprehensive details of school practices are included. In particular, we would like to draw your attention to the organisation of Modern Foreign Languages at the school.

In line with National Curriculum recommendations for diversification in languages, we have been teaching French or German as a first foreign language for several years now. In 2019, we added Spanish as an option. It is the custom to allocate students to a foreign language prior to beginning their time at the school. The allocation is made by school staff.

Only in very exceptional circumstances are we able to change a child's allocation. If you feel there are exceptional circumstances why your child should be allocated to a particular language (e.g. they may already be fluent in French, German or Spanish) please let us know by Monday 15th June, so we can give consideration to your request. If your son or daughter is already bi-lingual, please consider challenging them to learn a new language. Your request for a specific language must be in writing or email and include reasons for your request. Please direct your request to the Admissions Department. Absolutely no requests for changes will be considered after the deadline given.



PARENT PORTAL WEBSITE ACCESS

At the start of the academic year, an email will be sent to you providing log-on details which will provide you with secure online access to view your son/daughter's data 24 hours a day via PC, laptop and some mobile devices which have internet connection.

Parent Portal is a gateway accessible from the Parent Zone of the school website which allows you to view:

- Our Parents' Evening booking system
- Your personal data
- Attendance and behaviour information for your son/daughter
- Your son/daughter's timetable
- Progress checks
- External examination entries and results

Below are some useful suggestions on use:

1. To login and access the Parent Portal website, either:

Visit <https://insight.vynersschool.org.uk/insight>

Or

Visit the link on the school website in the Parent Zone.

2. Please ensure you change your password the first time you login.
3. To change address, phone number or email address, click the entry and make the changes.
4. To delete a phone number, enter 11 zeros. To delete an email address, enter 0@co.uk.
5. If you are using a shared computer, please consider carefully whether or not to allow the computer to remember your username and password, as others may be able to access your data.



Section 2 - POLICIES

Please refer to the website for a comprehensive list of our current school policies. The three policies included in this section require immediate attention and response prior to commencement date.



UNIFORM POLICY

OUR SCHOOL AIMS

MISSION STATEMENT

At Vyners we aspire to be an outstanding school in every sense of the word and our aim is that we can be confident that hand on heart 100% of our students get a better deal here than they would in any other school. We believe in a relentless focus on high achievement and high expectations in all areas of the life of the School.

At our core is an understanding that every individual has the opportunity and responsibility to impact positively on the lives of others; that every individual in our community is unique and has gifts and talents that should be celebrated at every opportunity.

VALUES

Our community begins with its set of values because they say, "This is what is important to us and this is what we want to see and feel in our school". Our values shape our policies and can be summarised as **CARE**.

- Community
- Aspiration
- Respect
- Endeavour

THE VYNER'S 10

The Vyners 10 reminds us of what our community expectations are:

1. I am proud of who I am and what I have achieved today.
2. I actively participate in lessons and school activities.
3. I can, if I think I can, and I strive to do my best even when learning is difficult.
4. I value others and understand that our individuality makes our community stronger.
5. I share in and celebrate everyone's success.
6. I do as I'm asked, the first time I'm asked.
7. I am always in the right place at the right time, doing the right thing.
8. I understand that school is a formal environment; I dress and behave accordingly.
9. I attend regularly and arrive on time with the correct equipment.
10. I am proud of our school, helping to look after it and create a positive learning environment.

UNIFORM POLICY STATEMENT

It is our policy that all children should wear the Vyners School uniform with pride when attending school, on their way to and from school or when participating in school-organised events outside normal school hours.

UNIFORM POLICY AIMS

Our policy is based on the notion that a school uniform:

- promotes a sense of pride in the school
- engenders a feeling of community and belonging
- is practical and smart
- identifies the students with the school
- ensures students feel equal to their peers in terms of appearance
- is regarded as suitable, and good value for money, by most parents
- has been designed with health and safety in mind
- is inclusive at all levels – socially, culturally and religiously

CLOTHING LIST

STUDENTS IN YEARS 7-11

A range of uniform items is available from the following suppliers:

Beat School Uniforms

Unit 1
Paramount Industrial Estate
Sandown Road
Watford
WD24 7XZ

Tel: 0844 879 7288

www.beatschooluniforms.co.uk

Pullens

50 High Street
Northwood
Middlesex
HA6 1BL

Tel: 01923 840050

www.uniform4kids.com

Parents are advised **not** to buy items from other, non-approved, suppliers. The School will continue to issue consequences to students who are wearing the wrong uniform, even if those items were purchased in good faith from other suppliers.

If for any reason it is felt necessary for a student to wear anything other than specified uniform, he/she should bring a note asking permission to do so before it is worn.

All clothing and belongings should be clearly marked with the student's name.

1. OUTDOOR CLOTHING

- a. The school blazer must be worn by students at all times including journeys to and from school.
- b. The school tie should be worn at all times, including to and from school.
- c. Other outdoor clothing should be restricted to a plain raincoat, overcoat or anorak. Detachable fluorescent bands or strips may be worn on dark mornings or evenings. Hoodies or coats with logos are not permitted.
- d. If a scarf is required, it should be in the school colours of plain bottle green or black.
- e. It is recommended that parents of cyclists insist that fluorescent arm bands and helmets are worn.



2. INDOOR CLOTHING

ALL STUDENTS

ALL STUDENTS		
a.	The school blazer must be worn in school by all students.	
b.	The school tie must be worn by all students. The design of the tie will vary depending on which tutorial/house students belong, from 2019, please note there are two new houses and therefore two new ties. When tied, the school logo should be clearly visible beneath the knot. Parents of transferring Year 6-7 students will be informed of their child's tutorial at the New Parents' Meeting in June. For mid-term admissions, parents will be informed on confirmation of accepting a place in the school.	
c.	Plain white shirt or blouse with a collar suitable for a tie in non-transparent fabric (not Aertex, cheesecloth, etc). Shirts must be tucked into the waistband of the skirt/trousers and all buttons should be done up, including the top button. They should have either long sleeves or short sleeves, but must not be sleeveless, and there should be no trimmings. Vests or T-shirts worn under shirts/blouses should be plain white. A clean shirt/blouse should be available for any official school function.	
d.	Pullovers are not essential as the buildings are always well heated. If worn, they should be purchased from one of our uniform suppliers and carry the school logo.	
e.	Shoes should be plain black, leather or leather-effect, flat or lace-up styles, with closed toes and heels. Canvas plimsolls, ankle boots, 'Kicker' style boots, Vans style leather plimsolls or black leather trainers are not allowed. Training shoes may only be worn during PE or games activities, or when a Year Leader has agreed their use for special medical reasons when a doctor's note will be required. Boots may be worn to and from school in the winter, but not around the school buildings and such boots should not have hardened toecaps or studded soles. For GIRLS shoe soles may not exceed 1cm and heel height may not exceed 5cms when measured at the back of the heel. Because of slippery staircases and the particular danger of accidents in practical rooms and laboratories, all sandals, open front or sling-back style shoes are not permitted. Stiletto heels are never acceptable.	
BOYS		
GIRLS		
f.	<p>Plain black trousers of worsted or Terylene or similar fabric. Trousers should be smart, suit-style and have a waistband. They must be worn around the waist and not any lower. Extremes of style must not be worn. They should not be tight-fitting around the legs. Similarly, they should not be 'drain-pipe', flared or 'boot-cut' in style. Jeans must never be worn. Belts should be plain black with a simple buckle.</p>	<p>f. Pleated school skirt of approximately knee length in plain dark bottle green to match the blazer. The skirt must be of the agreed style and should not be folded or rolled over at the top. All skirts are fitted with an internal adjuster to enable them to be individually fitted at the waist.</p> <p>The only trousers allowed for girls are the Trutex style available from Beat School Uniforms or Pullens. No other trousers are acceptable.</p> <p>Trousers should not be tight-fitting around the legs. Jeans must never be worn.</p>
g.	<p>Only plain black or dark grey socks should be worn.</p>	<p>g. Tights or socks should be worn. Tights should be of a plain style in black. If socks are worn, they should be plain white ankle socks (not trainer socks). If trousers are worn, socks should be plain black or dark grey.</p>

3. PHYSICAL EDUCATION CLOTHING

Compulsory items	Optional Items
Polo shirt - bottle green/scarlet/white panels, embroidered with school logo*	Hooded top - bottle green/scarlet/white panels embroidered with school logo* (please note this will be the only jumper/hooded top that will be allowed to be worn for PE)
Shorts or Skort - bottle green/scarlet/white panels*	Tracksuit bottoms - black with white piping
Socks - bottle green with VYNERS text	
Trainers	
Shinpads	
Gum shield	
Compulsory for boys/optional for girls	
Rugby shirt - bottle green/scarlet/white panels*	
Football boots	

* Option to have initials printed on right breast in white

All PE clothing, including boots and trainers, should be clearly named both on the inside and outside of the garments (initials not sufficient) in order to enable the PE staff to identify misplaced kit easily.

PE kit must be kept in an appropriate sports bag and labelled clearly. All kit must be taken home regularly to be washed.

4. OTHER ITEMS OF CLOTHING AND EQUIPMENT

Jewellery. This may not be worn apart from a wristwatch. If ears are pierced, then only one small plain gold or silver coloured stud may be worn in either one or each ear lobe. No sparkles or coloured studs are allowed. No other piercings are allowed, including, but not limited to, piercings in the nose, eyebrow, tongue, lips etc. Earrings and watches must be removed for PE or covered with tape. The school can accept no responsibility for losses of jewellery. Students will be asked to remove any unacceptable jewellery immediately or be placed into a C4 internal exclusion until such time as it can be removed.

Every student will require a sturdy carrying bag or rucksack to ensure that books, which are the property of the school, are not damaged when taken home for homework. (Students will be held responsible for the good order and care of schoolbooks and will be required to replace any books which may be lost or damaged). Cyclists should ensure that they have a safe and adequate place to carry their bags whilst riding.

Those students who rent a school locker are strongly advised to have a sturdy key ring on which to store the key. Locker keys are, by their nature, small and can be easily lost. Lost keys must be replaced at a cost of £5 per key.

5. HAIR STYLES

Extremes of hairstyle are not acceptable. These include unnatural hair dye, shaved heads, Mohicans or shaven patterns or lines, including those made in partings. Hair must be one natural colour and a "grade 2" haircut is the shortest allowed. No lines or shapes are permitted to be shaved into eyebrows. Any decision regarding 'extreme' haircuts will be left to the discretion of the Headteacher.

6. MAKE-UP AND NAILS

Make-up, eyelashes and nail varnish (including Shellac, gel and nail extensions) should not be worn. Students found to be wearing artificial nails / nail varnish will be asked to immediately remove ordinary nail varnish and/or cut nails to an acceptable length. Where nails need specialist removal, this will need to be done by the following day and the student will be placed into an immediate C4 internal exclusion until such time as they are removed.



7. LOST PROPERTY

This is located in Student Services. Please ensure that all items are clearly labelled. Students will be notified when named items are in lost property. It is their responsibility to collect items. Items not collected, or not named, will be disposed of every half term.

8. YEAR 12 & 13 CLOTHING

Sixth Form students are role models for younger students and are expected to set an example to the rest of the school through their business-like dress. The intention of the Sixth Form dress code is to dress as if they were working in a smart office environment. A sixth former should be able to leave the school site and immediately attend a formal interview without having to change their appearance. A jacket must be worn when walking around the school, as well as for assemblies and other formal occasions.

Boys – a suit or tailored jacket and plain trousers with a shirt and tie must be worn. If a pullover is worn it must be a V neck and also in a plain colour. Smart shoes must be worn. Jeans (of any colour), skinny trousers, trainers/casual shoes, heavy boots, sweatshirts/polo shirts/t-shirts and denim jackets/ 'bomber' style jackets are not allowed.

Girls – a suit or a plain tailored jacket must be worn, together with a blouse or a plain top and a skirt, tailored trousers or a dress. Smart shoes must be worn. Jeans (of any colour), leggings, trainers/casual shoes, Ugg style boots, biker/chunky boots, sweatshirts, t-shirts, sleeveless/strappy tops and denim/'bomber' style jackets are not allowed. Skirts should be worn no shorter than just above the knee. Skirts/dresses should not be too figure hugging.

Outdoor coats - These should be plain with no designs or logos. Outdoor coats must be removed in the school buildings.

All students:

- Hooded tops are not to be worn, with the exception of official school PE / Performing Arts clothing.
- Facial piercings are not allowed (other than in ears).
- Practical lessons – students may need to bring in appropriate clothing to change into for that lesson.

Any Sixth Form student who breaches the school dress code can expect to be sent home to change.

House Colours

Cheshire	-	Gold
Fry	-	Blue
Gell	-	White
Huxley	-	Purple
John Miles	-	Green
Windsor	-	Yellow
Jaggar	-	Silver
Parks	-	Royal blue

ASTHMA POLICY AND GUIDELINES

The school:

- Welcomes all students with asthma.
- Will encourage children with asthma to participate fully in all aspects of school life.
- Recognises that asthma is an important condition affecting many school children.
- Aims to allow all students to take responsibility for their own medication.
- Has a clear understanding of what to do in the event of a child having an asthma attack.
- Will help all parents, students and staff to be well informed about asthma and adopt a responsible attitude in its treatment.

1. Use of Inhalers in School

- 1.1 All students must have their own inhaler with them at all times. They should also take their inhaler with them to PE and on any school journey or trip.
- 1.2 It is vital that all students also have a spare inhaler at school. This should be clearly labelled with the student's name and kept in Student Services in case of emergencies.
- 1.3 In the case of an emergency if a student's inhaler is lost, a spare inhaler is available to use. There are also spare inhalers in all first aid bags in PE, Science and DT.

2. Spacer

- 2.1 A spacer is available in Student Services and all first aid bags in PE, Science and DT.
- 2.2 A spacer can help a child to take their inhaler more effectively (especially of importance during a severe attack).
- 2.3 If you would like your child to have their own spacer in Student Services, please ensure it is clearly labelled.

3. What the school will do in the event of a severe attack

- 3.1 Arrange for the student to be taken to A&E at Hillingdon Hospital. The parent/carer will be contacted in order for them to accompany the student in the ambulance, for reassurance. If the parent/carer is uncontactable or unable to arrive before the ambulance leaves, a member of staff will accompany the child to hospital and wait / meet the parent/carer at A&E.
- 3.2 While waiting for Paramedics, students will be instructed to continue with blue relief inhaler (10 puffs every 15 minutes) until medical help arrives or symptoms improve.



STUDENTS WITH SEVERE ALLERGIES (Anaphylaxis) POLICY

1. It is the parents' responsibility to inform Student Services about a student's condition before commencement of school.
2. The school will arrange a meeting with the parent and school nurse, if necessary. Action plans and protocols will be drawn up.
3. Parent/Carer will send in a copy of the students' Care Plan from the hospital specialist. It is the parent's responsibility to update medical instructions and provide consent for the administration of medication.
4. It is the responsibility of the parents to provide at least 1 Epipen, oral antihistamine and inhaler (if prescribed) which will be kept in Student Services for emergency use.
5. It is the responsibility of the student to carry an Epipen, oral antihistamine and inhaler (if prescribed) at all times, including all school activities within or outside school grounds.
6. It is the school's responsibility to check the expiry date of medication and notify parent/carer by text. It is parental responsibility to replace medication immediately, which is due to expire or has been used.
7. The school will ensure that all first aiders and other staff volunteers have received recognised training and updates.
8. All staff will have attended the annual Anaphylaxis training, this will include practical supervised sessions on the administration of adrenaline injection (Epipen/Anapen) and will have access to a student's condition by the Care Plans which are displayed in the Staff Room, in the Green Folder in Student Services and on the IT network.
9. The school will hold all appropriate medications, accessible during the day, under secure conditions and ensure they are locked up at night.
10. Parents will provide a snack/packed lunch as required. Where a parent wishes a student to purchase food at school, the parent must supply written consent in advance, see attached form.
11. Prior discussion will take place between school and parents regarding provision of food and medicine when school outings are planned.
12. When planned curriculum involves contact with food items (e.g. cookery), prior discussion will take place between the school and parents/carers to agree on suitable ingredients.



Section 3 - FORMS FOR SIGNATURE

Please complete and sign all forms in this section



STUDENT INFORMATION FORM

All information will be treated as confidential

PLEASE PRINT CLEARLY

Surname		Legal surname (if different)	
Legal forename		Middle name	
Preferred name		Gender	
Date of birth		Tutor group	
Name of previous school		Start date of previous school	
Home Address			
		Postcode	
Siblings at Vyners School	Name Tutor Group		

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. (Please tick appropriate box). Place them in the order that you wish for them to be contacted in an emergency. We require a minimum of two contacts. We cannot make any assumptions about contact details so please ensure full details, address, phone numbers etc, are entered for each contact.

Priority	Contact name	Home contact details	Work contact details
1	Name:	Home address:	Work landline:
	Relationship (mother, father etc)		Work mobile:
	Parental responsibility	Phone:	Work email: (only give if willing to receive emails at work)
	Emergency contact	Mobile:	
		Email:	If member of Armed Forces please tick <input type="checkbox"/>
2	Name:	Home address:	Work landline:
	Relationship (mother, father etc)		Work mobile:
	Parental responsibility	Phone:	Work email: (only give if willing to receive emails at work)
	Emergency contact	Mobile:	
		Email:	If member of Armed Forces please tick <input type="checkbox"/>
3	Name:	Home address:	Work landline:
	Relationship (mother, father etc)		Work mobile:
	Parental responsibility	Phone	Work email: (only give if willing to receive emails at work)
	Emergency contact	Mobile	
		Email	If member of Armed Forces please tick <input type="checkbox"/>

Vyners School

Travel arrangements – please indicate the method(s) your child uses / will use on a regular basis to travel to and from school												
Bicycle		Over ground train		Underground train		Car		Car share		Taxi		Bus
Walk		Van		Other – please specify								
Lunchtime meal arrangements												
Will the child named on this form have				Packed lunch		Paid for school meal		Free school meal		See below		
Free School Meals Entitlement (see Mrs Ela Nazari, Finance Manager for more information / forms)												
Is the child named on this form entitled to free school meals?										Yes	No	
If 'yes', have you applied online or completed and submitted the required form to the school?										Yes	No	

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves. Please study the list below and tick one box only to indicate the ethnic background of the student or child named above. Please also tick whether the form was filled in by a parent or a student.

THIS INFORMATION WAS PROVIDED BY: PARENT/CARER STUDENT

White English	White Scottish	White Welsh	White Irish
Other White British	White Eastern European	White Western European	White other
White and Black African	White and Black Caribbean	White and Chinese	White and Indian
White and Pakistani	White + any other Asian background	White + any other ethnic group	Black - Angolan
Black - Congolese	Black - Ghanaian	Black - Nigerian	Black – Sierra Leonian
Black - Somali	Black - Sudanese	Other Black African	Black European
Black North American	Black Caribbean	Other Black heritage	Black and Chinese
Black and any other ethnic group	Traveller of Irish heritage	Gypsy/Roma	Albanian
Bosnian/ Herzegovinian	Croatian	Greek	Greek Cypriot
Italian	Kosovan	Portuguese	Serbian
Turkish	Turkish Cypriot	Indian	Kashmiri Pakistani
Kashmiri other	Mirpuri Pakistani	Other Pakistani	Bangladeshi
Sri Lankan Sinhalese	Sri Lankan Tamil	Sri Lankan - other	African Asian
Other Asian	Arab	Afghan	Egyptian
Iranian	Iraqi	Kurdish	Lebanese
Libyan	Moroccan	Nepali	Yemeni
Hong Kong Chinese	Singaporean Chinese	Malaysian Chinese	Other Chinese
Chinese & any other ethnic group	Filipino	Japanese	Korean
Malay	Taiwanese	Thai	Vietnamese
Polynesian	Latin/South/ Central American	Any other ethnic group	Other mixed background
I do not wish an ethnic category to be entered			

Home Language	English	Other - Please state language
---------------	---------	-------------------------------



First Language is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community. If your child's first language is a language other than English, please record this language. The question is not about how well your child speaks English.

Religion														
Buddhist		Christian		Hindu		Jewish		Muslim		Sikh		Other Religion		No Religion

Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students' to be identified. From time to time the information will be passed onto the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed onto future schools.

Medical Information										
You must notify us of any medical condition affecting your child and any medication that we need to administer as a result of this condition.										
In the event of a new medical condition arising which requires medication to be taken at school, a separate Medical Information form must be completed at that time. This form can be obtained from Student Services.										
You should be aware that administering medication is a service which the school is not obliged to undertake. However, where medication is required to be taken at school, the medicine must be delivered personally to Student Services who will ensure it is taken correctly.										
Students ARE NOT permitted to carry medication around the school. The ONLY exceptions to this being Asthma Inhalers and Epipens.										
Please tick to confirm you have read and understood the above procedure. <input type="checkbox"/>										
Student Name							Tutor group			
GP Name:					GP Address:					
Please indicate below any medical condition(s) affecting your child										
Asthma	yes		no		If yes – my child carries their own Inhaler	yes		no		
					I have provided a spare Inhaler for the Student Services	yes		no		
Anaphylaxis	yes		no		If yes - my child carries their own Epipen	yes		no		
					I have provided spare Epipen for the Student Services	yes		no		
Hay Fever	yes		no							
Other condition (please specify)										
Name of condition:										
Name of medication:										
Dosage and method:										
Procedures to be taken in an emergency:										

I confirm that the information provided on the Data Collection and Medical sheets is correct.	Signed: (Parent/Carer)	
	Print Name:	
	Date:	

ANAPHYLAXIS ARRANGEMENTS

Please only complete this section if your child is Anaphylactic

Name of Student: _____

Date of Birth: _____

Name Parent/Carer: _____

I take full responsibility for my child in purchasing and consuming food within the school grounds as well as during any organised school activities/trips.

Signed: _____ (Parent/Carer) Date: _____



HOME - SCHOOL PARTNERSHIP

1 Vyners School will:

- 1.1 Provide a suitable curriculum appropriate to the needs of each student.
- 1.2 Keep parents informed of their child's progress and contact them at the earliest appropriate opportunity should difficulties arise.
- 1.3 Do its best to ensure that all students attain their full potential.
- 1.4 Provide opportunities for students to develop beyond the school curriculum through extra-curricular activities.
- 1.5 Keep parents informed of general school matters.
- 1.6 Insist on the highest possible standards of discipline and behaviour.
- 1.7 Encourage students to be responsible and caring members of the school and local community.
- 1.8 Set and mark home learning tasks in accordance with the school assessment policy.
- 1.9 Do its best to ensure the safety and wellbeing of the students.

2 As a parent / carer I will:

- 2.1 Take an active interest in my child's life at school.
- 2.2 Support my child's learning.
- 2.3 Make sure that my child attends school regularly, on time, properly equipped and in full school uniform.
- 2.4 Support the school in upholding its rules and behaviour policy.
- 2.5 Make sure my child completes home learning tasks to the best of his / her ability.
- 2.6 Make the school aware of any concerns or problems that might affect my child's work or behaviour.
- 2.7 Encourage my child to participate in extra-curricular activities.
- 2.8 Attend parents' evenings and discussions about my child's progress.
- 2.9 Avoid taking my child out of school during term times.

3 As a student I will:

- 3.1 Work to the best of my ability in school and at home.
- 3.2 Attend school regularly and on time.
- 3.3 Bring the correct equipment for school each day.
- 3.4 Wear my uniform correctly in and out of school.
- 3.5 Complete my home learning tasks in good time.
- 3.6 Keep to the school rules, be polite and helpful at all times, both in school and to and from school.
- 3.7 Give service to the school where possible.
- 3.8 Get involved in any extra-curricular activities which interest me.
- 3.9 Behave in a manner which shows respect for others in my school, supporting other students where possible.

Student Name: _____

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/Carer) Date: _____

OFFSITE / EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Throughout their time at school, your child will take part in various local visits and trips during their lessons. Such work is always supervised and follows 'best practice' guidelines on running trips. Notice and information will always be given.

In addition, there is also a full range of extra-curricular activities on offer. Details of these will be available on the website, on school notice boards and given during tutorials.

Please sign below to indicate your permission for your child to participate in both types of activities.

Student Name: _____

Signed: _____ (Parent/Carer)

Date: _____



Section 3.5

ICT ACCEPTABLE USE POLICY

The school facilitates access to computers and Internet access to help student learning. Each time a student logs on to the Vyners School Network, they are required to agree to certain rules which keep everyone safe and help us be fair to others. They are listed below:

1. I will use the computer responsibly and I will not change settings or deface the computer in any way.
2. I will only access the system with my own login and password, which I will keep secret.
3. I will log-off when leaving the computer.
4. I will not access other people's files.
5. I will only use the computers for school learning.
6. I will only email people I know, or my teacher has approved. Year's 7-10 internal email access only, Year's 11-13 internal and external email access.
7. The messages I send will be polite and responsible.
8. I will not give my home address or telephone number, or arrange to meet someone unless my parent, carer or teacher has given permission.
9. I will report any unpleasant material or messages sent to me and I understand that my report would be confidential and could help protect other students and myself.
10. I understand that the school may check my computer files and may monitor the PC for inappropriate use and improper Internet sites I visit.
11. I understand that any inappropriate use may result in action being taken under the Rewards and Consequences policy.
12. I will not eat or drink whilst in an IT room or using the computers around the school
13. I understand that the list above forms only part of the School's 'Acceptable Use Policy' and that by signing below I agree to all of the terms of the 'Acceptable Use Policy'.

Student

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in action being taken under the Rewards and Consequences Policy and the removal of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, extremist views and any act likely to cause offence or other issues described above.

Student Name: _____ Form: _____

Signed: _____ (Student) Date: _____

Parent or Carer

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for Vyners School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to Vyners School to permit my child access to electronic information services and I certify that the information given on this form is correct.

Name: _____

Signed: _____ (Parent/Carer) Date: _____

G SUITE FOR EDUCATION PERMISSION FORM

Vyners School utilises G suite for Education for students, teachers and staff. The following services are available to each student and are hosted by Google as part of the Vyners School online presence in G suite for Education:

Mail

A student email account for school use managed by Vyners School IT Dept.

Calendar

A student calendar providing the ability to organise schedules, daily activities, and assignments.

Docs

Word processing, spreadsheet, drawing, and presentation.

Google Classroom

Classroom is designed to help teachers create and collect assignments electronically. A Google Drive folder is created for each assignment and for each student in order to help keep everyone organised. Students can easily keep track of what is due on the Assignments page and begin working with just a click. Teachers can quickly see who has or hasn't completed work, and provide direct, real-time feedback to students. Parents can sign up to a Google Classroom Summary to keep track of homework assigned and completed.

Google Blogger (for students aged 13 and above studying Media)

Blogger is a tool that makes it easy to instantly publish weblogs or "blogs." Blogs are simple web pages, often made up of short, informal, and frequently updated posts. Blogger makes it easy to create blogs, post text and pictures, and start generating feedback in minutes.

YouTube (restricted access)

Where there is a requirement for students to view YouTube videos as part of their studies temporary access may be provided at the discretion of the teacher. Only videos approved by Vyners Staff will be viewable by students on school computers.

Guidelines for the responsible use of G Suite for Education by students

- 1. Official Email Address.** All students will be assigned a username@vynersschool.org.uk email account. This account will be considered the student's official email address until such time as the student is no longer enrolled with Vyners School.
- 2. Prohibited Conduct.** Please refer to the ICT Acceptable Use Policy.
- 3. Access Restriction.** Access to and use of student email and G Suite Apps is considered a privilege accorded at the discretion of Vyners School. The School maintains the right to immediately withdraw access to and use of these services (including email) when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to a senior member of staff for further investigation and adjudication.
- 4. Security.** Vyners School cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the school cannot guarantee that users will not be exposed to unsolicited information.
- 5. Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. By default, advertising is turned off for Vyners School in G Suite for Education. No personal student information is collected for commercial purposes. By signing this permission form, parents/carers are allowing the school to act as their agent for the collection of information within the school context. The school's use of student information is solely for education purposes.



Students should treat electronically stored information in individual files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access google accounts, including current and archival files, where there is reasonable suspicion that unacceptable use has occurred.

I give permission for my child to be assigned a full Vyners G Suite for Education account. This means my child will receive an email account, access to Google Docs, Calendar, Blogger*, YouTube** and Classroom.

I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of G Suite for Education https://edu.google.com/intl/en_uk/trust/.

Student Name: _____

Signed: _____ (Parent/Carer) Date: _____

* Only for students over 13 years of age who undertake Media Studies.

** Only approved videos will be viewable on School Computers.

Privacy Notice – Data Protection Act 1998 / 2018 Parents – April 2020 Issue

Under Data Protection Law, individuals have a right to be informed about how the School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about our **students**.

It is issued in hard copy upon first admission to the school. Thereafter, updates are posted on the school website.

Vyners School is part of Vanguard Learning Trust, which is a registered 'data controller' for the purposes of Data Protection law. The Trust has a central Data Protection Policy, a copy of which can be obtained from the Trust website (www.vlt.org.uk).

Each School within the Trust has appointed a Data Protection Lead (DPL) who is your first point of contact for any queries or subject access requests.

The DPL for Vyners School is – Miss Karen Williams

The Trust is also required to appoint a **Data Protection Officer**. Your DPO is:

Miss Karen Williams, Business Manager, kwilliams@vynersschool.org.uk, 01895 234342

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Student, parent and emergency contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests, including progress checks
- Curriculum records, such as options choices
- Characteristics, such as ethnic background, religion, eligibility for free school meals, or special educational needs
- Exclusion / behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including previous schools, local authorities and the Department for Education.

With effect from September 2019 (i.e. the new intake of students for the 2019/20 academic year), the School will no longer be asking parents to supply information about their country of birth, nationality or national identity. This information was originally requested at the request of the Department for Education. The school is investigating the deletion of this data for existing students.

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress



- Provide appropriate pastoral care and protect student welfare
- Facilitate student participation in extra-curricular and enrichment activities
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest (i.e. it is needed to facilitate the effective education of your child)

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time by contacting your DPL in writing (or by email).

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible implications of not complying.

How we store this data

We keep personal information about students while they are attending our school. In order to continue to comply with our legal obligations, we will retain some of the information once your child has left. Information will be destroyed in accordance with the Information and Records Management Society's Record Retention Guidelines (a copy of which is available on the Trust website and may be requested from the Business Manager).

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- The **London Borough of Hillingdon** – to meet our legal obligations to share certain information with it, such as safeguarding concerns, school admissions, student exclusions and student destination data at the end of Year 11 and 13
- The **Department for Education** and **Ofsted** - to meet our legal obligations to share certain information with it in relation to student progress and to facilitate the statutory inspection of state schools
- Those with parental responsibility for the student and any other nominated family representatives
- Other educational providers or third-party organizations - to facilitate the provision of extra-curricular activities and cross-school activities. This is particularly the case for students studying post-16 as part of the 4H Consortium
- Other schools within Vanguard Learning Trust, where data sharing enables us to support extra-curricular activities or the provision of educational provision

- **Examining bodies** – in order to facilitate the entry of our students into public exams
- Suppliers and service providers – particularly **Squidcard, Biostore** and **Capita Sims** to enable them to provide the service we have contracted them for, such as the provision of our cashless catering and management information system. **London Grid for Learning (LGFL)** supplies our free school meal eligibility checker
- Our Payroll Bureau (currently **SGW Payroll** from 1 April 2019) and **HMRC** – to facilitate payments to students who undertake paid work for us
- The **Health and Safety Executive** – to comply with our statutory obligation in relation to accident and RIDDOR reporting
- Security organizations – in particular **Bonnells** who service our CCTV system
- The emergency services (Police, Fire, Ambulance) – where information needs to be shared for safeguarding reasons or to provide assistance to a student in an emergency

The School will facilitate access to a range of online tools in order to support the learning of our students. These include, but are not limited to: Unifrog, Tassomai, Dr Frost Maths, Pixl apps, Kerboodle, My Maths, Maths Watch, Hegarty Maths, Creative Cloud (for photography students), Collins Connect, ExamPro, Code Combat. In order to create students accounts, the school will share the full name, tutorial groups and school email address of the student. Informed consent will be obtained for the sharing of any further information.

The School uses G Suite for Education (from Google) to support the delivery of education. Students will be routinely issued with a google email account, access to google calendar, Blogger (media studies students only), restricted access to You Tube and access to Google Classroom. The Privacy Notices for this suite of products can be separately accessed via the following link: https://edu.google.com/intl/en_uk/trust/.

The School will also routinely put information into the public domain in order to congratulate students on their individual achievements and to demonstrate the high standards of education being delivered at Vyners School. Such information may include photos included in the school prospectus and other marketing information, pictures of learning taking place around the school, references on the schools facebook / twitter accounts, information supplied via regular school newsletters, names in concert programmes etc. The School will, in all cases, remain conscious of its safeguarding responsibilities and will not share any personal information which will put a child at risk.

Photographs/ film footage of students

The School will routinely take and retain a photo of every student in the school. This will be stored securely on our management information system (SIMS) and made available internally to staff to facilitate the delivery of education.

The photos are taken and supplied by the School's external photographer – currently **Tempest Photography**.

In order to facilitate the external assessment of students in some subjects (particularly drama and performing arts), the school is required to take film footage of assessed performance, and to supply this to exam boards for moderation.

The School respects the right of parents, and students to object to photographs being used to promote the school. All parents will be asked to specifically let us know whether they are happy for photos of their child to be used for publicity / marketing purposes, as part of the admissions process for joining the school.

Under the Data Protection Act 2018, students over the age of 13 have the right to consent in their own right to the processing of their data, including photographs. A separate privacy notice has been prepared for students.

Whilst students over the age of 13 have the right to consent to their photos being taken and used, the School respects that some parents feel strongly on this issue. Where parents and students take a different view on whether photographs can be taken and used to promote the school, the presumption will be in favour of photos not being taken or used. In such a situation, parents and students will be asked to discuss the issue at home.



Biometric information

The School collects and hold biometric information on students in connection with its cashless catering system. Biometric information is also used to facilitate registration of our 6th Form students (required for safety reasons). Specific consent is sought to hold and process this information. Please see our Data Protection Policy (downloadable from the School website) for full details.

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to the London Borough of Hillingdon, as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, can contact the DPL to request that we only pass the individual's name, address and date of birth to the London Borough of Hillingdon in connection with these services. This right passes to the child once they reach the age of 16 years.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection Law.

Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent. Where parents wish to make a request for a child over the age of 13 years, the School will routinely ask for evidence of the child's consent to provide this data.

The School has prepared a Privacy Notice for students, making them aware of their data protection rights. This document is downloadable from the School website.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them personally.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organization in certain circumstances.

If you would like to make a request, please contact the DPL.

Parents in maintained schools are entitled to a copy of their child's educational records under the Education (Pupil Information) (England) Regulations 2005. This provision does not apply to academy schools. Vanguard Learning Trust however considers it is in the best interest of students to ensure that parents are well informed about the educational experience and progress of their child.

Information will therefore be provided to parents, or those with parental responsibility, on a voluntary basis, so long as such disclosure does not otherwise conflict with the provisions of the DPA 2018, including the subject access rights of the student themselves.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the DPL.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.

This is an extract from the School Admissions Booklet, which all parents are asked to complete as part of their child joining Vyners School.

Consent to use student photographs for wider marketing / promotional purposes

I have read the information above regarding how my child's photograph will routinely be used. I understand that the school wishes to use photographs and video to support the learning of others, and to promote the school more widely. I understand that I have a right to object to such use, on behalf of my child.



I agree to give my permission for:

- Photos of my child to be used for wider school publicity purposes: Yes No
- Videos of my child to be used for school publicity purposes: Yes No
- Videos of my child to be used to support the learning of others: Yes No

Student Name: _____

Signed: _____ (Parent/Carer)

Date: _____

PORTABLE DEVICES (Phone, tablet, iPad, Laptop etc) USAGE CONTRACT

1 Usage:

- 1.1 Portable devices must only be used with the permission of the member of staff in charge of the activity for which the device is required. They must be turned off and out of sight at all other times between 8.20 am and 3.05 pm.
- 1.2 Before 8.20 am and after 3.05 pm, portable devices may only be used without additional permission outside the school building.
- 1.3 School trips are considered to be lesson time and portable devices usage will be at the discretion of the teacher in charge.
- 1.4 Portable devices are not allowed in examination rooms, even if turned off and in a bag. (*These are National Examination Board rules*).
- 1.5 It is not acceptable to use a portable device in place of a calculator at any time.
- 1.6 A portable device may only be brought to school if this contract is completed and signed.

2 Responsibility:

- 2.1 The portable device is solely the responsibility of the owner at all times and the school accepts no responsibility at any time. Students are discouraged from bringing expensive items into school (e.g. iPhones, Smart watches etc).
- 2.2 No responsibility is taken by the school for any portable device related illness caused by usage within the school site.

3 Sanctions:

- 3.1 Any breach in the agreed rules will result in the confiscation of the portable device and a C3 detention in the first instance.
- 3.2 Confiscated portable devices will be taken to Student Services by the teacher who confiscates them. Student Services will log and secure any confiscated phone.
- 3.3 The portable device will be returned to the owner at the end of the school day provided this document has been completed and signed.
- 3.4 Following a second offence a further C3 detention will be issued and the portable device must be collected by the Parent / Carer.

I / we agree to the policy on portable device usage within school:

Student Name: _____

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/Carer) Date: _____



BIOMETRIC CONSENT

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, e.g. information from their fingerprint. The school would like to take and process biometric information from your child's fingerprint and use this information for the purpose of providing your child with certain services. This information will be used as part of an automated biometric recognition system. Such a system will store information which digitally represents measurements relating to your child's fingerprint rather than an image of your child's fingerprint and will be used in order to identify or recognise your child when accessing services.

Further information and guidance can be found via the following links:

Department for Education's '*Protection of Biometric Information of Children in Schools – Advice for Governing bodies, Headteachers and school staff*'

<http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems>- School ICO guidance on biometrics in schools 2008.

Biometric Data Consent Form

Please sign and date the form below if you agree to your child's biometric information (as described above) being used by the school as part of an automated biometric recognition system until your child leaves the school. The school currently uses the system in the school dining rooms and to register students in the Sixth Form. Any plan to extend the use of the system will be clearly communicated to parents/carers before implementation.

Please note the school will not use the biometric information for any purpose other than that communicated to parents. The school stores the biometric information collected securely in compliance with the Data Protection Act 1998 and does not share this information with the School's supplier of Identity Management Software and will not unlawfully disclose it to any other person. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. It would be appreciated if you could explain this to your child. Should you agree to the processing of your child's biometric information, please note that when he /she leaves the school, or if for some other reason he / she ceases to use the biometric system, biometric data will be deleted.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide reasonable alternative arrangements that will allow them to access the school canteen and any other systems.

I agree / do not agree to my child's biometric information being processed by the school: Yes No

Student Name: _____

Signed: _____ (Parent/Carer) Date: _____

PERMISSION TO CYCLE TO SCHOOL

Vyners School is very fortunate in that it had new cycle sheds installed by the London Borough of Hillingdon in 2014. The school has always supported students walking and cycling to school.

The school is keen to continue this ethos and to see the cycle sheds used to their full capacity by students.

The benefits of cycling to school include:

- Improving student health and wellbeing, via physical exercise.
- Promoting student independence and improving safety awareness.
- Reducing traffic and congestion on Warren Road, with its associated risks to students on foot and inconvenience to residents.
- Cycling is also a more environmentally friendly way to travel and, after the initial investment, is a cheap form of transport.

However, in order to safeguard the safety of students, the school has certain expectations:

- That students will ride sensibly and with due regard to the Highway Code and other road users.
- That cycles are maintained in a roadworthy condition.
- The school insists that students wear helmets, have lights fitted to their cycles and wear some kind of reflective material when travelling in the dark.
- No cycling is permitted on the school site. Students should dismount at the school gates and wheel their cycle to the sheds.
- Students are responsible for ensuring their cycle is locked when in school. The school accepts no liability for loss or damage to cycles whilst on school property and recommends that cycles are appropriately insured. Please note that the school insurance does not cover the theft of student cycles from school premises.

Whilst the school will continue to support students who wish to cycle to school, the decision as to whether a student should cycle to and from school ultimately rests with the parent / carer. It is for parents to assess their child's competence and confidence on the road, and ensure they are appropriately equipped.

Parents who wish their child to cycle to school, either regularly or occasionally are asked to sign the agreement below. Students should also sign the agreement as acceptance of their responsibilities.

The school will conduct periodic 'spot checks' of student cycling to school, to ensure they are doing so with parental consent.

Parent/Carer Declaration

- 1: I consent to my child, _____ cycling to school.
- 2: I understand that it is my responsibility to ensure that their cycle is roadworthy and well maintained.
- 3: I understand that the school does not insure my child's cycle against theft, and that I therefore need to make my own arrangements.
- 4: I acknowledge the school's stipulation that cyclists must wear a helmet and have lights / reflective clothing when it gets dark.
- 5: I have ensured my child has been briefed on road safety.

Signed: _____ (Parent/Carer) Date: _____

Student Declaration

I understand that it is my responsibility to lock my cycle every day. I understand that cycling is not permitted on the school site. I understand that on my journey to and from school, I am representing Vyners School and should therefore show consideration to other road users, in line with the Vyners Values.

Signed: _____ (Student) Date: _____



FUTURES FUND

If you are an existing parent, you will be aware that the school has invested heavily in the fabric of the school building. Over the last five years, students have benefitted from the replacement of every classroom desk and chair in the school as well as the ancient dining room furniture, the carpeting and redecoration of corridors, the purchase of new student lockers, a full refurbishment of the gym block and refurbishment of the former playground, to make it a more sociable space for students. The futures fund will next be helping us transform the area by the music block into a brand-new social space for students.

Whilst we are delighted to have been able to fund these improvements, like many other schools, there have always been many 'over and above' facilities we would like to provide for our students that our budget will simply not stretch to. Regrettably, the current critical position of education funding in the UK (well documented in the media) is now resulting in us having to freeze virtually all non-essential projects. It is unavoidable that this will have a negative impact on our students.

The 'Futures Fund' was established to improve and enrich many aspects of school life not directly concerned with the curriculum. In 2016, the Fund enabled the School to refurbish the double tennis courts – a facility used on a daily basis by students. In 2017 and 2018 we were able to extend the benching available to students.

We can continue to improve the learning experience for our children if the whole of the Vyners community works together. A small contribution of £10 per family per month raises over £50,000 for the school, which is a hugely impressive sum that enables us to make significant changes. None of the money raised via the Fund will be used to pay for core education provision e.g. staff costs, building running costs or teaching resources such as textbooks. All money collected will go directly into improving the student experience.

Enclosed separately within this brochure is a donation form as we are asking you to commit to a regular contribution. As an academy school we are an exempt charity, eligible to recover gift aid on all voluntary contributions made to the school. If you are a UK taxpayer, it is therefore vital that you register your donation for Gift Aid which increases the value of your contribution by 25%.

Without your support, many of the experiences previously enjoyed by students at Vyners School will simply stop happening. Thank you in advance for your contribution, and for helping make Vyners School a truly outstanding place of education and learning environment.

FRIENDS OF VYNERS SCHOOL

Friends of Vyners (FOV) has been established since the school was founded and over the years has supported the school by providing volunteers for events as well as raising crucial funds for the school. The aim of FOV is to raise funds for the school through different events such as regular quiz nights, Christmas fayre, raffle tickets, summer ball etc. Students directly benefit from this fundraising as FOV lease the minibuses; they invest in the school environment and improvements, and provide equipment that students use on a daily basis.

All parents / guardians of students at Vyners School are automatically members of FOV and the FOV committee would be grateful for your help with fundraising activities. This can be helping with selling refreshments at school productions, helping at the Christmas fair or quiz nights or attending meetings to plan future fund-raising activities.

If the thought of getting involved with FOV seems daunting, the reality is that we are looking for a group of people that can commit to one or two events / projects a year so that the load can be shared. Great schools rely on excellent partnerships between home and school and the PTA is a central pillar and an invaluable association. If you are able to spare a couple of hours occasionally through the school year then please do contact jdavey@vynersschool.org.uk for further details.

We have a fundraising page <https://www.easyfundraising.org.uk/causes/foyners/> that provides the school with a small percentage of the purchase price of goods you buy online by linking through their website. It doesn't cost you anymore, but it does provide FOV with funds to help the students in school. A small change in your online shopping habits could have a big impact on our fundraising. Participating retailers include ebay, John Lewis, Argos, Amazon, M&S, Sainsbury's and hundreds of other fashion, food, drink and travel companies. Every Little Helps!

FOV 100 Club

As part of the fundraising activities of FOV we invite all parents/carers to take part in the 100 Club. A payment of £12 buys twelve £1 shares and at committee meetings we draw winners from the shareholders with prizes of £25, £50 and £100.

Please read the information on the 100 Club rules and General Conditions and FAQs. Application forms will be available at the FOV cheese and Wine evening in early October and can be requested via email 100club@friendsofvyners.co.uk

100 CLUB RULES

1. **NAME** - The club is called the Friends of Vyners (FOV) 100 Club.
2. **AIM** - The aim of the club is to raise funds for Vyners School PTA.
3. **STATUS** – The club is a subsidiary part of 'Friends of Vyners' and is under the control of the officers of the FOV.
4. **ELIGIBILITY** - Shares in the Club may be purchased by parents / relatives / guardians of pupils or by members of staff, or by those who wish to support the FOV. Membership can continue indefinitely so long as the annual subscription fee is renewed when due. The FOV committee reserves the right to refuse applications to the Club.
5. **SUBSCRIPTION** - Membership of the club is initially divided into 100 shares. The subscription for a share is £1 per calendar month, payable as £12 annually in advance.
6. **PAYMENT** - Payment may be made by cash, cheque or standing order. A member qualifies to take part in the monthly draw in the month following receipt of subscription and in the eleven subsequent months.
7. **DRAW** - Random draw(s) for the winning share(s) will take place at the meeting of the committee of the FOV following the month(s) for which a draw(s) has yet to take place. Each draw shall take place in the



presence of at least 3 members of the FOV committee. Prize winners will be notified individually according to the details held on their application and all winning numbers will be published in the School/FOV newsletter.

8. PRIZE FUND -

An annual prize fund of £600 will be allocated from subscriptions.
This fund will be allocated as prizes in the following way:

12 Monthly Prizes of £25

4 Quarterly Prizes of £50 (March, June, September, December)

1 Annual Prize of £100 (December)

In the event of less than 50 members participating in the club, the monthly draws (i.e. £25) will take place, but the quarterly and annual draws will not take place (i.e. prizes of £50 and £100).

In the event of 100 but less than 200 members participating in the club, an annual prize fund of £600 will be allocated from subscriptions as detailed above in point 8: Prize Fund.

Thereafter, additional clubs will be launched under identical terms and conditions if membership increases by multiples of one hundred. For example:

In the event of 200 but less than 300 members participating in the club, a second club will be launched under identical terms and conditions, with an annual prize fund of £1,200.

In the event of 300 but less than 400 members participating in the club, a third club will be launched under identical terms and conditions, with an annual prize fund of £1,800, and so on.

The FOV Committee may appoint a member of the FOV to act on its behalf as club organiser, and winners' cheques should be cashed within 6 months of the issue date. Regrettably under no circumstances can cheques be re-issued.

All correspondence relating to the club should be directed to the organiser stated on the face of this form, either by telephone, e-mail or via the school at the address specified.

Any dispute arising from membership of the club will be decided by the current president of the FOV, this being the Headteacher or Acting Headteacher.

FAQs

"I want to help but can't, I don't have the time."

Like everything in life it's about priorities! We all have busy lives, but if you want to help and really can't spare the time then we ask that you at least join the 100 Club and purchase your online shopping via our website: <https://www.easyfundraising.org.uk/causes/fovyners/>

"I can't volunteer on a regular basis – I have other commitments."

It doesn't matter – any help will be appreciated, there will always be a place for you. You don't have to help on a regular basis.

"How much of my time will it take up?"

A committee member will only need to attend no more than two short meetings a term plus the AGM. An 'occasional helper' can do as little or as much as they want.

"Is FOV open to everyone?"

Yes – that is why all parents and staff are automatically members.

"Isn't the PTA a clique full of the mums from junior school?"

No – we are just a group of parents who want to try to help enrich the education of all the children in the school; we are an open, friendly and diverse group of parents who care.

"What will FOV really do to help me and my child(ren)?"

Provide extra funds to buy equipment and benefit the whole school i.e. fund trips that your child/children might want to go on in the future.

Vyners School

Enhance your social life – you can have fun and make new friends as we run a number of social evenings including quiz nights throughout the year and it's a chance for you to meet other parents.

Provide a vital link between parents and teachers.

FOV offers the opportunity to be actively involved in your child's school and get to know their world.

“Has FOV made a difference to Vyners?”

Yes! With the help of parents, FOV have already raised over £200,000 since 1990.

FOV has paid out over £25,000 in 100 Club prizes, so don't forget to hand in your completed form to become a member of the FOV 100 Club to stand a chance of winning one of the monthly drawn prizes.

Supported modern, clean and safe minibuses that are used for school trips and sporting fixtures.

Supported the Wi-Fi network throughout the school.

Enabled the school to access additional specialist funds through matched funding, i.e. if the school raises £10,000 the external funder will match it.

Supported 'Art' & other projects around the school.

Supported the famous 'Vyners School' drama productions.

Purchased 'specialist' items which cannot be funded via normal budgets for departments that include science, music, modern foreign languages, art & sport.

Funded equipment for the 'Duke of Edinburgh' Award scheme.

Provided refreshments at school events.

And much more, as well as making the world a slightly better place.....