



SIXTH FORM ADMISSIONS - SIGNATURE BOOKLET

Academic Year September 2020 – 2021

Student Name: _____ Year Group: _____

Signed: _____ (Parent/Carer) Date: _____

PLEASE COMPLETE AND RETURN TO SIXTH FORM ADMISSIONS BY Friday 11th September 2020

Vyners School
Warren Road, Ickenham,
Middlesex, UB10 8AB
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Mr Gary Mullings BA (Hons) Headteacher



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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	
Nationality		Country of birth	
Address			
		Postcode	
Siblings at Vyners School	Name & Tutor Group		
Name & address of current school if you are an external student			

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 <input type="checkbox"/> Please tick	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 <input type="checkbox"/> Please tick	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 <input type="checkbox"/> Please tick	Phone	Work email: (only give if willing to receive emails at work)
		Mobile	



Emergency contact		Email		If member of Armed Forces please tick <input type="checkbox"/>	
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
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 (contact our 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		
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Home Language	English	Other - Please state language
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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 Epi pens.

Please tick to confirm you have read and understood the above procedure.

Student Name		Tutor group	
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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 Epi pen	yes		no	
					I have provided spare Epi pen 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:	

POST-16 LEARNING AGREEMENT

As a student you have the right to expect:

- Information, advice and guidance about the best learning programme for you.
- An agreed learning programme based on a personal timetable.
- A healthy and safe school, and protection of your rights as set out in the school's Equal Opportunities Policy and under the law.
- Support from careers.
- An outline of each part of your learning programme.
- Account being taken of what you already know and can do (with accreditation if available).
- Staff who manage each learning session.
- Full information about how you will be assessed and accredited and any appeals procedure relevant to your programme.
- Clear guidelines about deadlines and expected targets; staff preparing you for assessed tasks, including the criteria to be used and help in working on your own.
- Information about support and resources to help you learn and how to use them, including the LRC.
- Feedback on your work, guidance for improving it, and assistance in catching up on sessions you couldn't help missing.
- Regular chances to ask questions, check your understanding and comment on teaching and learning styles.
- The support of your tutor, who will give you the chance to talk about how the agreement is working on both sides.
- Guidance and advice on how to progress in your studies.
- Opportunities to become involved in the life of the school.

I have read, understood and agree to the terms and conditions laid out in the School's Post-16 Learning Agreement.

Signed: _____ (Student) Form: _____
Signed: _____ (Parent/Carer) Date: _____



CODE OF CONDUCT

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 should be aware there is a zero tolerance of negative behaviour and we do not expect students to incur behaviour points or detentions. However, should students behave inappropriately, a parent/carer will be contacted. Those who fall behind with work will be invited to stay after school for Super 6 Sessions on a Wednesday from 3.00 - 4.30pm. Teachers can also refer students to a Compulsory Study Session (CSS) on a Friday after school. Should an occasion arise where it is necessary to deal with more serious behaviour, parents will be asked to come in for a meeting to discuss the way forward and a student may be required to complete a period of isolation from the school community. If the issues were to persist, the school retains the right to withdraw the student's place in the Vyners Sixth Form. (please see School Behaviour Policy)

ID badges must be worn at all times. During study periods, students are expected to work in one of the following rooms:

- **Study Room (Timetabled sessions):** Independent study. Computers should be used for school work only. Work for these sessions may be provided by subject teachers.
- **LRC:** Same applies as above. Staff may ask students to leave if they have booked the LRC for a lesson.
- **Free Rooms / other:** Timetable of free rooms posted outside study room and LRC. Students should leave the room as they found it and are not to use the teacher's desk or anything on there.

Chromebooks can be logged out by the hour with the sixth Form supervisor.

During your time in school you are expected to put something back into the school community. You can do this by opting for one or more of the following:

- **Becoming part of the Sixth Form council:** Represent your tutorial and make your voice heard. Meetings are usually every two weeks
- **Prefects / Student Leaders or Leadership Team / House Heads:** Represent the school and support staff and house (you will need to apply)
- **Community Service:** 20 hours to be logged on Unifrog and on the Community Reward Card.

If you are late after am registration you must sign in, in the study room and state the reason. Students that do not have a valid reason for being late to school will be issued with an S3, one hour detention, the next working school day.

You must sign out in the study room if you are leaving the school site, and back in again if you return.

Students are required to stay on site for the whole school day unless study leave had been granted by the Sixth Form team. If you are free period 5 you must sign in either in the study room or via a biometric scanner before 2.15pm.

If you have an absent teacher you are required to stay onsite and sign in with the study room supervisor.

Name: _____ (Student) Signed: _____
(Student)

Signed: _____ (Parent/Carer) Date: _____

Section 3.4

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.

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.

Name: _____ (Student) Form: _____

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.

Name: _____ (Student) Form: _____

Signed: _____ (Student) Date: _____

Parent/Carer

As the parent/carers, 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: _____ (Parent/Carer)

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/.

Name: _____ (Student) Form: _____

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 – STUDENTS April 2019 Issue

Under Data Protection law, you have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

Vyners School is part of Vanguard Learning Trust, which is a registered 'data controller' for the purposes of Data Protection law.

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

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details (and those of your parents and possibly some other relatives)
- Your test results and regular assessment by your teachers of your progress in all your subjects
- Curriculum records, such as your option choices and lesson timetable
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Facilitate your safe participation in co-curricular activities and school trips
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:



- We need to comply with the law
- We need to use it to carry out a task in the public interest (i.e. in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests)

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time by contacting Miss Williams.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our school. We will also keep it after you have left the school, where we are required to by law.

Information will be destroyed in accordance with the Information and Records Management Society's Record Retention Guidelines (a copy of which is available from Miss Williams). In most cases, all data held about you will be destroyed at the end of the academic year when you turn 25 years old.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- The **London Borough of Hillingdon** – we are legally obliged to share certain information with them, such as safeguarding concerns, information about school admissions, student exclusions and where you go once you leave the school.
- The **Department for Education** and **Ofsted** – we are legally obliged to share certain information in relation to student progress and to facilitate the statutory inspection of state schools
- Your parents (including those who might not live with you) and any other nominated family representatives
- Other educational providers or third party organizations - to enable you to take part in extracurricular activities and cross-school activities. This will particularly be the case if you are a post-16 student studying as part of the 4H Consortium.
- Other schools within Vanguard Learning Trust, where data sharing enables us to support extracurricular activities or the provision of educational provision
- **Examining bodies** – in order to enable you to sit GCSE and A Level exams
- Suppliers and service providers – particularly **Squidcard**, **Biostore** and **Capita Sims**. These companies supply our cashless catering and management information system. **London Grid for Learning (LGFL)** helps us to check your eligibility for free school meals.

Vyners School

- 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 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, for the purposes of crime prevention or to provide assistance to a student in an emergency.

From time to time, we will recommend online tools and apps in order to support your learning. These include, but are not limited to: Unifrog, Tassomai, Dr Frost Maths, Pixl apps Kerboodle, My Maths, Maths Watch, Collins Connect, and ExamPro. In order to create an account for you, we may need to share your full name, tutorial group and school email address. We will seek your consent before sharing any further information.

We may also make information public in order to congratulate students on their achievements and to show others what a great school Vyners is. This might include using your photo in the school prospectus and in other marketing information, putting pictures round the school of your learning taking place, adding your name to concert programmes or the school's Facebook / Twitter accounts, putting information in the school newsletter etc. The School will never share any personal information which will put you 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 enables staff to recognize you.

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

Certain subjects (in particular drama and performing arts) require us to take film footage of your controlled assessment. This will be supplied to exam boards for formal moderation.

The School often takes photos at events and within class to help promote the school. Such images may be used in our prospectus, on the website, or around the school. Both you and your parents have the right to say that you would prefer such photos are not taken. If you take a different view from your parents, we will not take or use your image, and would encourage you to talk to your parents about this issue.

6th Form students will be asked to make their own decision about the taking and use of photos when they enrol.

Biometric information

The School collects and securely holds biometric information on you in connection with the cashless catering system. We also use biometric data to facilitate the registration of 6th Form students (necessary for safety reasons). Specific consent was sought from your parents to hold this information when you were first admitted to the school. If you prefer that the school does not hold this information, we can supply an alternative method of identifying you. Please let Miss Williams or one of the ICT technicians know.



National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education's webpage. You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you 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.

Your parents/carers can contact our Miss Williams to ask us to only pass your name, address and date of birth to the London Borough of Hillingdon in connection with these services. This right passes to you once you reach the age of 16 years.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights - How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organization electronically in certain circumstances.

If you want to make a request please contact Miss Williams.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

Vyners School

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting Miss Williams.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 to reflect the way we use data in this school.



Section 3.8

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 you 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-reocgnition-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 canteen 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:

Name: _____ (Student) Form: _____

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:

Name: _____ (Student) Form: _____

Signed: _____ (Student) Date: _____

Signed: _____ (Parent/Carer) Date: _____

*While this is whole school policy, specific guidelines for use for portable devices by Sixth Form students will be communicated by the Sixth Form team.



Section 3.10

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: _____

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, and this was reflected in the School achieving a Bronze Sustainable Travel Award in 2011.

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 son/daughter _____ 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 son/daughter 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 son/daughter 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 four 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.

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. The 'Futures Fund' has already contributed to a major redevelopment of the Quad (playground), including new seating. In 2016, the Fund enabled the School to refurbish the double tennis courts – a facility used on a daily basis by 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. We have asked one of our Parent Governors to oversee the operation of the Fund, alongside the Headteacher, and we will report back regularly as projects come to fruition.

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.



Section 3.13

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.

If the thought of getting involved with FOV seems daunting, the reality is that we are looking for a good 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.

Please read the following information below on FOV which will give you more details of the 100 Club Rules and General Conditions and FAQs. Enclosed separately to this Admissions Brochure is the subscription form, email 100club@friendsofvyners.co.uk to join up.

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) have 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. Regretfully 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:

<http://www.spendandraise.com/vynersschool/>

"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.

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.

Vyners 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..... 😊

	<h1>VYNER'S SCHOOL</h1> <h2>16-19 BURSARY FUND</h2> <h3>APPLICATION FORM 2020-2021</h3>
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PART 1 – STUDENT DETAILS	
Forename	
Middle Name(s)	
Surname/Family Name	
Date of Birth	
Age on 31 st August 2020	
Home Address	
Postcode	
Telephone	
Email Address	

PART 2 – TYPE OF BURSARY REQUESTED	
I wish to apply for the following in 2020/21	
€ A 'vulnerable groups' bursary of up to £1,200	(please complete Part 3)
€ A discretionary award	(please complete Part 4)

PART 3 - 'VULNERABLE GROUPS' BURSARY	
Please tick the appropriate box:	
€	I am aged 16-19 and claim Income Support or Universal Credit in my own name
€	I am looked after by the Local Authority (includes students in foster care)
€	I am an unaccompanied asylum seeker.
€	I am a Care Leaver
€	I am a disabled student in receipt of Employment and Support Allowance/Universal Credit <u>and</u> Disability Living Allowance/Personal Independence payment. The benefit is claimed in my own name.
<i>Please supply a letter from the appropriate agency confirming your circumstances.</i>	

PART 4 : DISCRETIONARY AWARDS	
Please complete the table overleaf, so an assessment can be made of household income.	



Proof of income should be supplied in all cases. This may be a copy of the last P60, the last 3 months of payslips, proof of self employment income or confirmation from the appropriate agency confirming the level of benefits being received. A copy of an online Universal Credit statement covering the last 3 months may also be submitted as evidence.

Name	Relationship to you	Age (if under 16)	Income per annum	Name of benefit being claimed (if applicable)
The total amount of household income (per annum) is				£

This bursary is intended to help students with the ACTUAL costs of participating in their courses. This will vary from student to student.

The Government rules require that you supply specific details of the items you need funding for. Please complete the table below. Some examples are given to help you.

Compulsory field trips / day trips (<i>not all subjects – particular relevant for those studying, art, geography and science</i>)	£
Stationary – inc pens, paper, folders	£
Text books / revision materials	£
Specialist equipment – art materials / art folders / scientific calculators	£
UCAS application fee	£
Travel costs to school (if applicable)	£
Travel costs to University open days / interviews / apprenticeship interviews	£
Other ongoing or one-off costs – please specify	£
	£
	£
	£

PART 5 – FREE SCHOOL MEAL ELIGIBILITY

Students who qualify for an automatic bursary or whose annual household income in £16,190 or less will additionally qualify to receive free school meals. This is a monetary allowance, added to the cashless system on a daily basis. Please check eligibility and apply directly via pps.lgfl.org.uk. The system will issue a certificate of eligibility, which you should print out and include with this application.

Please tick this box if you qualify for this extra allowance

PART 6 – OTHER INFORMATION – please complete if applicable

- € I am in Year 12 and received Free School Meals last academic year.
- € I am in Year 13 and received a Bursary last academic year.

I am studying the following subjects (please list)

.....

PART 7 – DECLARATION

I certify that the information given above is correct and understand that the school has the right to reclaim any funds if I am found to have provided incorrect information or do not complete my course.

I understand that there are minimum standards of attendance, conduct and achievement and that the school may stop future payments if I fail to meet the standard required.

I confirm that I have legal right of residency in the UK

Signature of student:

Signature of parent:
(if student is living at home)

Date:

Please return the completed form to:

Finance Manager, Vyners School, Warren Road, Ickenham, Middlesex, UB10 8AB