



## **SIXTH FORM ADMISSIONS - SIGNATURE BOOKLET**

Academic Year September 2023 – 2024

Student Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO SIXTH FORM ADMISSIONS BY Monday 18<sup>th</sup> September 2023**

**Vyners School**  
Warren Road, Ickenham,  
Middlesex, UB10 8AB  
Tel: **01895 234342**

office@vynersschool.org.uk  
**www.vynersschool.org.uk**

**Mr Gary Mullings BA (Hons) Headteacher**



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## **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
	<b>Parental responsibility ?</b> <b>Yes / No</b>	Phone  Mobile	Work email (only give if willing to receive emails at work)
	Emergency contact	Email	If member of Armed Forces please tick <input style="width: 40px; height: 20px;" type="checkbox"/>
2	Name	Home address	Work landline
	Relationship (mother, father etc.)		Work mobile
	<b>Parental responsibility ?</b> <b>Yes / No</b>	Phone  Mobile	Work email (only give if willing to receive emails at work)



	Emergency contact	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 ?  Yes / No	Phone  Mobile	Work email (only give if willing to receive emails at work)
	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		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 (below)			
Free School Meals Entitlement (contact our Student Services Team 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	
White - Cornish		White Norther Irish		Other White British		White Eastern European	
White and Black African		White and Black Caribbean		White Western European		White other	
White and Pakistani		White + any other Asian background		White and Chinese		White and Indian	
White + any other ethnic group		Black - Angolan		Black / Asian		Black European	
Black - Congolese		Black - Ghanaian		Black - Nigerian		Black – Sierra Leonian	
Black - Somali		Black - Sudanese		Other Black African		Black and Chinese	



Black North American		Black Caribbean		Other Black		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	
Asian / Chinese		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	
Asian and any other ethnic group		I do not wish an ethnic category to be entered					

Our school community is a diverse one, and many of our students speak a language other than English at home. If your son or daughter is not fluent in written / spoken English, they may need some extra help to access the curriculum. This may be particularly the case if a child has moved to the UK from overseas in the last 3 years.

What is the language your child first learned and speaks best?	Please state language(s)
My child may need extra support in written / spoken English as English is not their first language and/or they recently arrived in the UK.	YES / NO Date of arrival in UK (month, year)
My child speaks the following languages at home (other than English)	Please state language(s)

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. ☐

<b>Student Name</b>						<b>Tutor group</b>			
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 Student Services	Yes		No	
Anaphylaxis	Yes		No		If yes - my child carries their own Epipen	Yes		No	
					I have provided spare Epipen for 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.	<b>Signed:</b> (Parent/Carer)	
	<b>Print Name:</b>	
	<b>Date:</b>	





## **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.
- Careers support.
- 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: \_\_\_\_\_



## **SPECIAL EDUCATIONAL NEEDS AND EXAM ACCESS ARRANGEMENTS**

Do you have any special educational needs that require additional support in, or out of, the classroom?	Yes		No	
If yes, please give details:				
.....				
.....				
.....				
.....				

In Year 10 and 11, did you have access arrangements agreed for exams ?	Yes		No	
If yes, please give details:				
.....				
.....				
.....				
.....				

Is English your first language ?	Yes		No	
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**If No:**

Have you entered the UK within the last three years with no prior knowledge of the English language?	Yes		No	
What was your date of arrival into the UK ?				

Within the last three years, have you attended an International School in another country where some or all lessons were taught using the English language or you have been prepared for an IGCSE or other qualification where the question paper was set in English? Please give details:	
.....	
.....	
.....	
.....	



Please give details of any support you have had regarding having English as an additional language in the classroom, outside of the classroom and in exams, such as having had access to a bilingual dictionary, extra time etc.

.....

.....

.....

.....

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. Students falling behind in work may be asked to undertake extra timetabled activity. Students falling behind will also be required to complete a compulsory study session (CSS) on a Wednesday 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 and be placed on a behaviour contract. 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 their time in school, students are expected to put something back into the school community. They can do this by opting for one or more of the following:**

- **Becoming part of the Sixth Form Council:** Represent their tutorial and make their voice heard. Meetings are usually every two weeks.
- **Prefects / Student Leaders or Leadership Team / House Heads:** Represent the school and support staff and house (students will need to apply).
- **Assistant Tutors / Subject Mentors:** Becoming a co-tutor in the lower school or helping out once a week in a particular subject.

If students are late after am registration they 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 S1 and a 1/2 hour, same day lunchtime detention.

Students **must sign out from the study room** if they are leaving the school site, and back in again if they return. This is an important safety requirement which enables the school to check who is on site in the event of an emergency evacuation.

Students are required to be on site for tutorial, Periods 1 and 2. Once all lessons have been completed, they may leave site for the day. Students may be required to stay longer at school if academic intervention is required.

If a teacher is absent, students are required to stay onsite and sign in with the study room supervisor.

I have read, understood and agree to the 6th Form Code of Conduct

Name: \_\_\_\_\_ (Student)      Signed: \_\_\_\_\_ (Student)

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.

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: \_\_\_\_\_



## **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 will 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: \_\_\_\_\_



## **GOOGLE WORKSPACE FOR EDUCATION PERMISSION FORM**

Vyners School utilises Google Workspace 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 Google Workspace 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 use Edulink to keep track of homework assigned and completed.

### **Google Meet**

Meet is a videoconferencing system which will be used in conjunction with Google Classroom.

### **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 Google Workspace 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. **Google Meet:** Students are expected to maintain the same standard of behaviour as they would when in a physical classroom whilst participating in Google Meet sessions. Any students exhibiting inappropriate behaviour will be removed from the session and parents will be contacted. Repeated poor behaviour may result in an appropriate sanction under the Rewards and Consequences Policy. Students are explicitly prohibited from recording, photographing or taking a screenshot of the Google Meet session.

4. **Access Restriction.** Access to and use of student email and Google Workspace for Education 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.

5. **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.

6. **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 Google Workspace 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 Google Workspace for Education account. This means my child will receive an email account, access to Google Docs, Calendar, YouTube\* and Classroom.

I understand that by participating in Google Workspace for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Workspace for Education [https://edu.google.com/intl/en\\_uk/trust/](https://edu.google.com/intl/en_uk/trust/).

Name: \_\_\_\_\_ (Student)

Form: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

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





## **PRIVACY NOTICE – DATA PROTECTION ACT 2018 – APRIL 2023 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](http://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](mailto: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. This may include information about the Covid-19 or vaccination status of your child or other members of your family. household
- 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.

### **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
- To comply with national requirements around controlling the Covid-19 pandemic, and to keep individuals within our school community as safe as possible
- 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 may seek that consent in writing, electronically or verbally and, in some instances, we will seek joint consent from yourself and your child
- 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.

### **Right to withdraw consent**

Where we have got permission to use your data, this consent may be withdrawn this at any time by contacting Miss Williams.

Parents are advised that, under the legislation, students have a legal right to control their own personal data once they are old enough to understand their rights. This is usually around age 14 years, but will vary from person to person.

The school is conscious of the need to balance the rights of students, with the necessity to ensure that parents remain informed about their child's wellbeing and educational progress. Students continue to be legal minors (regardless of these rights), and the school will not allow students to use the Data Protection Act to withhold information which it is reasonable (or indeed legally necessary) for a parent to receive.



## 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.
- **Public Health England, NHS Track and Trace** and other public bodies responsible for the management of the pandemic.
- 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 across more than one school.
- 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/IRIS** 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.
- **School Cloud** - our external support provider for remote Parents' Evenings
- **Applicaa Ltd**, who supply the online portal we use to collect data about students joining the school (Admissions+)
- **EduFOCUS Ltd**, who supply the online portal we use to organize school trips and visits (Evolve)
- **EduLink** which in turn uses the Gov Notify service provided by the UK Govt. This service enables the school to send SMS messages to parents. The school uses its texting service to either communicate whole school emergency messages (e.g. about school closures or lockdowns) or individual / small group messages regarding student welfare.
- Our Payroll Bureau (previously **SGW Payroll** and now **Juniper Education from October 2022**) 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 **EST** 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, Sparx Maths, Times Tables Maths, Creative Cloud (for photography and media students), Bedrock Learning, Seneca Learning, Collins



Connect, ExamPro, Oxplore and Eventbrite. 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.

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, restricted access to YouTube 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/](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.

Where photographs are being taken in school, particularly for future marketing, students will always be given the verbal opportunity, on the day, to not be in a photo.



## **Google Meet Lessons**

The global pandemic of 2020-22 and the requirement for schools to transfer to 'remote learning' has resulted in some lessons, tutorials and educational interventions (e.g. mentoring sessions) being conducted via Google Meet. This is the School's preferred video meeting platform.

Whilst the school no longer records live lessons, the use of Google meet is still useful for conducting remote meetings, including delivering live lessons in those cases where you may be in school, but your teacher is having to isolate.

The Schools usual standards of behaviour operate in Google Meet sessions and rewards and consequences may be given remotely.

All Google Meets may be subject to unannounced drop-ins from a member of the Senior Leadership Team. Lessons being conducted in 'real time' will be supervised in school by another member of school staff.

Students, staff and parents are explicitly prohibited from recording, photographing or taking a screenshot of the Google Meet session. Staff or students found to be doing so may be subject to behaviour or disciplinary sanctions.

## **Biometric information**

The School collects and holds biometric information on students in connection with its cashless catering system. Biometric information is also used to facilitate registration of our 6<sup>th</sup> Form students (required for safety reasons). For students in Years 7-11, specific consent is sought from parents to hold this information when a child is admitted to the school. For 6th Form students, joint consent is sought from parents and students during 6th form enrolment. In all cases, if parents or students prefer that the school does not hold this information, we can supply an alternative method of identifying students. Please let Miss Williams or one of the ICT technicians know.

## **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 Trust reserves the right to ask an individual making a subject access request to verify their identity before such a request is actioned. This may involve a request to provide photographic ID, proof of address or proof of relationship to the data subject. Proof of identity is not a mandatory requirement and the school will take a pragmatic approach in deciding whether such evidence is reasonably necessary.

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 organisation 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.*



## **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.

### **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 ☐
- My child to be included in the whole school photo Yes ☐ No ☐  
(This photo is taken every few years, is put on public display  
In the school and available for widespread public purchase)
- 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: \_\_\_\_\_ (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 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-reognition-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. Both the consent of the parent and the student is required to hold and use this information. 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 consent to my child's biometric information being processed by the school:

☐  
Yes

☐  
No

Name: \_\_\_\_\_ (Student)      Form: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_



## **PORTABLE DEVICES (Phone, tablet, smart watch, iPad, laptop etc.) USAGE CONTRACT**

### **1 Usage:**

- 1.1 It is the expectation that personal devices (particularly mobiles, ear pods and smart phones) will be out of sight during the school day.
- 1.2 Personal portable devices may only be used inside classrooms with the express permission of the member of staff in charge of the activity for which the device is required. Should an activity need internet access, the school will provide (where necessary) an appropriate device for students (e.g. the lesson will be held in a designated IT room or a chromebook will be issued for the lesson).
- 1.3 School trips are considered to be lesson time and use of portable devices usage will be at the discretion of the teacher in charge.
- 1.4 Portable devices (including smart watches) are never allowed in examination rooms, even if turned off and in a bag. (These are National Examination Board rules. Any breach of these rules will be reported to the examination board and could jeopardize a student's formal exam results).
- 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.

### **1 Responsibility:**

- 2.1 The portable device is solely the responsibility of the student at all times and the school accepts no responsibility for loss or damage of such items. Students are discouraged from bringing expensive items into school (e.g. iPhones, Smart watches etc.).
- 2.2 Parents are encouraged to have a discussion with their son or daughter about the importance of remaining alert on the journey to and from school. Expensive phones are a known target for criminals and may also distract students from paying attention when crossing the road.

### **2 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, watch or other device.
- 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.



## **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:\_\_\_\_\_



### Section 3.13

## **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 safely 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 give permission for my son/daughter ..... to cycle 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 ten years, students have benefitted from a significant programme of furniture replacement, the carpeting 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. 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.

In January 2021, The Futures Fund was solely responsible for the purchase and installation of two new canopies on the main school quad; a long term investment of over £20,000. This was followed up with the installation of two new canopies in the Music Quad in 2022 – a project part funded by Futures Fund.

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.

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](mailto: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.

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..... ☺





# VYNER'S SCHOOL

## 16-19 BURSARY FUND

### APPLICATION FORM 2023-2024

#### PART 1 – STUDENT DETAILS

Forename	
Middle Name(s)	
Surname/Family Name	
Date of Birth	
Age on 31 <sup>st</sup> August 2023	
Home Address	
Postcode	
Telephone	
Email Address	

#### PART 2 – TYPE OF BURSARY REQUESTED

I wish to apply for the following in 2023/24

- A 'vulnerable groups' bursary (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 and Disability Living Allowance/Personal Independence payment. The benefit is claimed in my own name.

*Please supply a letter from the appropriate agency confirming your circumstances.*

#### PART 4 : DISCRETIONARY AWARDS

Please complete the table below, 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 tick the items in the table below that you wish to be considered for.

Compulsory field trips / day trips ( <i>not all subjects – particularly relevant for those studying, art, geography and science</i> )	
Specialist equipment – art materials / art folders / scientific calculators (please specify)	
Text books	



UCAS application fee (Year 13 students only)	
Travel costs to school (if applicable)	
Travel costs to University open days / interviews / apprenticeship interviews	
Provision of laptop, chromebook or mobile wifi connection	
Provision of a digital camera (for those students studying photography)	
Other ongoing or one-off costs – please specify	

#### PART 5 – FREE SCHOOL MEAL ELIGIBILITY

**Students whose annual household income is £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.lqfl.org.uk](https://pps.lqfl.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**

<b>Signature of student:</b>	
<b>Signature of parent:</b> (if student is living at home)	
<b>Date:</b>	

**Please return Miss Lopes or Ms Alonso in the 6th Form Study Room, Vyners School, Warren Road, Ickenham, Middlesex, UB10 8AB**



*giftaid it*

## VYNERS SCHOOL 'FUTURES' FUND

### Confirmation of online donation

Please tick as applicable and return to the Finance Office, Vyners School, Warren Road, Ickenham, UB10 8AB;

	<p>I have set up a regular monthly payment to Vanguard Learning Trust t/as Vyners School, Lloyds Bank, Sort code 30-98-91 Account number 51018760 for the sum of £..... (Amount in words .....)</p> <p>The first payment will be made on ..... Or as soon as possible thereafter.</p>
	<p>I have made a 'one off' donation of £..... (Amount in words .....) via Squid card and I would like the school to claim Gift Aid on my donation.</p>

Vyners School is eligible to claim back giftaid (equivalent to 25p per £) on all voluntary donations. If you wish the school to claim gift aid on your donation, please complete the declaration below:

**Gift aid declaration.** Please treat any and all donations I make to Vyners School on or after the date of this declaration (unless and until I inform you otherwise) as Gift Aid and reclaim tax on them. I confirm that I have paid, or will pay an amount of UK Income Tax or Capital Gains Tax for each tax year (6 April – 5 April) that at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council tax do not apply. Please tick: ☐

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

Your full name: (please print)

.....

Your address:

.....

Postcode: .....

Email address: .....

I am (please circle): A current parent or carer / current member of staff / past student / past parent or carer / past member of staff.

## THANK YOU FOR YOUR DONATION