



STUDENT INDUCTION BOOKLET

STUDENT NAME:

Office use only.

Learner Code: Arbor

UPN:

Year group:

Tutor group:

Learner Data Collection Form

Legal Forename:	
Preferred Forename:	
Legal Surname:	
Preferred Surname:	
Date of Birth:	
Gender:	

Home Address including Postcode	
--	--

Parent/Carer Contact details.

We require a minimum of two emergency contacts by law

1st Emergency contact details

Contact name:	
Relationship to student:	
Contact number/s:	
Address: (If different from above)	

2nd Emergency contact details

Contact name:	
Relationship to student:	
Contact number/s:	
Address: (If different from above)	

3rd Emergency contact details

Contact name:	
Relationship to student:	
Contact number/s:	
Address: (If different from above)	
Contact name:	
Relationship to student:	
Contact number/s:	
Address: (If different from above)	

Medical/Social worker contact details

Name of Doctor/Consultant	
Address	
Telephone Number	
Name of Social Worker (if applicable)	
Contact details of Social Worker – telephone/email	
Details of any agencies involved with my child/family: e.g. CAMHS	

Care Plan information

Name		Date of Birth	Address	
Description of medical condition and symptoms	Medication required		Medication regime/dose	Person responsible for administering medication
Adverse reactions			What to do in an emergency	

Record of allergies

Allergy	Reactions	What to do in an emergency
<i>The above information is accurate (to the best of my knowledge and I give the school consent to administer medicine in accordance with the school's policy. I will inform the school immediately if there is any change to this information</i>		
Parent/Carer signature		
Person responsible for administering medication signature		

Any Dietary requirements

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

Please provide other additional details which will be required by the Department for Education:

Ethnicity:	
Religion:	
Nationality:	
Looked after child:	Yes/No
Eligible for free school meals:	Yes/No

Contract/Agreement for admission to Hartlepool Free School

Your son/daughter has been allocated a placement at Hartlepool Free School.

During the student's placement it is recommended that parents/carers visit on a regular basis in order to develop positive relationships with the school staff and the student. There is a minimum requirement of 3 visits during a school year.

On the start date the student will become registered with the school and cease to be on their previous school roll.

A pre-requisite to the start date is completion of appropriate paperwork.

Independent travel is encouraged and supported by the school. Where necessary transport/bus passes will be provided following the Local Authority Travel Policy and meeting the needs of the student. All students being transported are expected to be on time and follow the expectations set out in the school Promoting Positive Policy.

Acceptable Computer and Internet use for students

The computers are owned by the school and may be used by students to further their education. The school's Internet Policy has been drawn up to protect all parties, the students, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

This statement must be signed by parents/carers and students before any internet access and will be held by the school.

- Internet activity should be appropriate to the student's education

- Activity that threatens the integrity of the school's ICT system, or activity that attacks or corrupts other systems is forbidden
- Users are responsible for all e-mail sent and for contacts made that may result in e-mails being received
- All computer and internet use will be monitored by staff
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- The use of Chat Rooms is forbidden
- The use of Social Networking Sites is forbidden
- Students are forbidden to load onto the school computers any programme or disc brought from home
- Portable hard drives/memory sticks other than those provided and used in school are forbidden

The school reserves the right to remove access to the internet to any student found to be in breach of any of the above.

Student Behaviour Agreement

Attendance

- Parents/Carers must inform the school if their child is going to be late
- Parents/Carers must inform the school on the first day of absence preferably before 8.30am
- We will follow up any unreported absence by phone or home visit
- Persistent absence/lateness will be referred to the Services for Young People
- All routine appointments should take place outside of school hours
- Holidays in term time must be applied for in advance and can only be agreed by the Principal in exceptional circumstances. A holiday in term time is not generally considered exceptional. You cannot usually take your child away during term time. We will work with the Local Authority, but you can face fines or legal action for holidays taken in term time.

Students should

- Follow the positive behaviour policy included
- Staff will use deescalation where possible, but students may be subject to safer handling. Please see policy attached.

Break times:

- Students are required to remain on site
- Respect all equipment which students have access to.

Mobile phones:

All schools are now required to be mobile free. In line with our policy (included). Phones are not permitted in any part of the school day.

Students should not bring phones to school. Where parents request it, phones can be brought in and handed in to the school reception and returned at the end of the day. Students not following the policy may have the phone confiscated and parents would be required to collect at the end of the day. Please see the attached policy and forms to return.

Behaviour

- This is a no smoking school and smoking or vaping will not be tolerated anywhere in or out of the building. Vapes and cigarettes will be confiscated for parents to collect

Student Information

School Vehicles

- Seat belts must be worn at all times
- Food and drink are not allowed on the minibus
- The driver's decision is final
- Travel sensibly remaining in seat at all times during journey
- Damages will be charged for
- Transport will be withdrawn if the above is not adhered to

The Misuse of Substance(s) and Alcohol:

- Illegal substances or alcohol must not be brought into school
- Illegal substances or alcohol must not be sold in school
- Illegal substances or alcohol must not be used in school

Illegal Activities:

- The police and parents/carers will be informed immediately of any suspected or illegal activities including and in addition to those stated above

Use of Photographs/Video Footage:

- Consent from parents/carers to be photographed /videoed on/off site by staff/pupils working at/attending the school for an educational purpose only. Consent given for photographs and footage to be used on websites, display newsletters etc.

Curriculum Offsite Activities:

- Adhere to all directions given by staff during activity
- Rules and regulations governing the activity will be subject to all normal school discipline procedures
- All pupils are covered by RPA insurance.
- Parent/Carer consent to take part in offsite activities, including cinema trips, climbing wall, fitness training, leisure centre, local parks, local beaches, local forests, laser quest, soccer, ten pin bowling, ice-skating, activities at the Ski slope, work related learning placements places of educational value and culture visits. The above mentioned visits will take place during curriculum time, agreed time after school and sometimes without prior notification.

Transport Agreement

If a student does not meet the criteria for a Local Authority transport (email passengers@hartlepool.gov.uk or 01429 284382) they will have to make their own way to and from school. ***Please tick the most appropriate:***

1. I give permission for my son/daughter to make their own way to and from school
2. I will bring and collect him/her to and from school myself
3. Other agreed arrangements: _____
4. When transport to and from school is provided by the Local Authority the provision is with them. Parents are responsible for their children following the Local Authority behaviour guidance on transport. They should also communicate with them for absences and return on to transport. Where students don't follow the Local Authority guidance, students may receive sanctions or have transport withdrawn by the Local Authority.
5. I understand that if my son/daughter leaves school without permission during the school day I will be informed by phone as soon as possible

Consent form

Please read the following and tick if you agree

I understand that the school policy includes the use of 'Team Teach'	
--	--

I give my permission for my child to access the following:

School Nurse	
Educational Psychology Service	
Child & Adolescent Mental Health Service	
Youth Drug & Alcohol Project	
Counselling Services	

- I have seen and understood the Behaviour Policy
- I have seen and understood the Holding Safely Policy
- As a parent/carer I agree to support the Behaviour Policy

I agree to all the above expectations:

Parent/Carer signature.....

Date.....

Student's signature.....