

Student Name _____

Tutor Group _____



Montgomery Academy

An Academy within Fylde Coast Academy Trust



Data Collection

2020-21

Dear Parent / Carer

Please read through the important documents included in this booklet.

Your booklet contains forms for up to date contact details and important medical information, Internet use and ICT charter, and permission for photographs of your child to be used.

Please sign and complete all the documents and return it to school as soon as possible.

Whilst there are many forms to complete now we hope it will reduce the need for paperwork throughout in the year.

Should any of this information change throughout the year, please inform school as soon as possible.

Many thanks for your time and co-operation.

Yours sincerely

A handwritten signature in cursive script that reads "Clare Montgomery".

MRS C MONTGOMERY
Senior Deputy Headteacher

Montgomery High School ICT Charter/Acceptable Use Protocol for the school ICT system and Internet

The following are breaches of Montgomery High School's Network and Internet Protocol with consequences (in bold):

1. Allowing anybody to know your password for any reason.
2. Enabling anyone to access computer material, the network and/or Internet as a user other than themselves, whether they are banned or not, under your user name and password.
3. Attempting to access files or folders outside of my personal folder, student shared area or Clipart, or any other unauthorised material.
4. Using non-sanctioned communication, chat, or messenger services.
5. Accessing, non-sanctioned material unrelated to work during or beyond lessons.

a. Parents notified by letter

b. Level 3 sanction, or higher

c. Two week ban

6. Gaining or attempting to gain access to the network and/or the Internet whilst banned.

a. Parents notified by letter

b. Level 3 sanction, or higher

c. A month ban

7. Typing an unsuitable word into a search engine and/or typing an unsuitable URL (website address) into the address bar.

("Unsuitable" is defined as words/statements/material relating to computer based games (including consoles), material of a sexual nature, obscene/swear words, items relating to non-conformist groups or groups of questionable origin/beliefs/political views.)

8. Having, placing or attempting to place unsuitable material:

- On any storage medium
- In your user folder on the network
- In a shared network area
- On a laptop/palmtop or other electronic device

9. Pursuing or attempting to pursue unsuitable results from a search of the above type. Viewing or attempting to view or download any unsuitable results.

10. Entering/attempting to enter a site despite filtering warnings about unsuitable content.

11. Attempting to by-pass, circumvent internet filters by any means

12. Downloading or attempting to download any unsuitable material in any electronic format.

13. Sending or attempting to send any unsuitable material using any type of email.

a. Parents notified by telephone and letter

b. After an appropriate investigation by a member of the Senior Leadership Team, potential external exclusion of at least one day

c. Unlimited (but time defined) ban

NOTE: Material and/or actions suspected of illegality will be referred to the police and Internet Watch Foundation. A Deputy Headteacher may suspend any ban to allow planned curriculum activity.

PARENT/CARER: I have read and understand the AUP. I acknowledge that the college will take every step possible to ensure that unsuitable content is not accessible to my son/daughter/ward whilst using a computer in school. I also accept that the responsibility to adhere to the policy is that of my son/daughter/ward and a breach of any of the conditions above will lead to the indicated sanction being imposed on them. I hereby give my son/daughter/ward permission to use the school computer network facilities, including the Internet.

Parent/guardian signature Print

Name

STUDENT: I have read and understand the AUP. I know that the school will take all steps available so that I cannot access unsuitable content whilst I am using a computer in school. It is my responsibility to exercise common sense and caution when using the computers in school. It is my responsibility to abide by the AUP above and I understand that if I do break the rules I will be subject to sanctions. I understand that I may only use the school computers for school work. I understand that I am fully responsible for the security and content of my own user area and school e mail account and must report any suspected loss of security to the Systems Manager immediately.

Student signature Print

Name

Montgomery High School

Acceptable Internet Use

Please complete, sign and return to the school office

Student: _____ **Form:** _____

Student's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and internet in a responsible way and obey these rules at all times.

Signed: _____ **Date:** _____

Parent's Consent for Internet Access

I have read and understood the school rules for responsible internet use and give permission for my son / daughter to access the internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed: _____ **Date:** _____

Please print name: _____

Parent's Consent for Web Publication of Work and Photographs

I **agree/do not agree*** that, if selected, my son/'sdaughter's work may be published on the school web site and in other school publications.

Do you give permission for your child's photograph to be used in school publications (including website and the press) subject to school rules that students will not be individually identified unless prior parental agreement is sought?

YES / NO*

Signed: _____ **Date:** _____

**Please delete as appropriate*

PUPIL DATA COLLECTION FORM

The information entered on this form will be recorded on the school's computer administration system and will remain confidential. Information has only been requested which will be required by the school for day-to-day administration purposes, which at some point will be required by the Department for Education as part of National statistics. The school is registered under the Data Protection Act and you have the right to check and if necessary correct the information which is held about you. Please also provide a copy of your child's birth certificate.

PUPIL PERSONAL INFORMATION

Legal Surname:		Legal Forename:		
Preferred Surname:		Preferred Forename:		
Middle Names:		Gender:	Male	Female
Date of Birth:		Copy of Birth Certificate Enclosed:	Yes	No

HOME ADDRESS

House name or number:	
Street:	
Town:	
Postcode:	

PARENT/CARER INFORMATION IN PRIORITY ORDER

Title:	Forename:	Surname:
House name or number:		
Street:		
Town:		
Postcode:		
Mobile Telephone:		Home Telephone:
Work Telephone:		Email:
Relationship to Child:		

PARENT/CARER INFORMATION IN PRIORITY ORDER

Title:	Forename:	Surname:
House name or number:		
Street:		
Town:		
Postcode:		
Mobile Telephone:		Home Telephone:
Work Telephone:		Email:
Relationship to Child:		

PARENTAL RESPONSIBILITY

Please list any additional person who has parental responsibility but is not a named contact elsewhere on this Data Entry Form

Title:	Forename:	Surname:
House name or number:		
Street:		
Town:		
Postcode:		
Mobile Telephone:		Home Telephone:
Work Telephone:		Email:
Relationship to Child:		

MEDICAL INFORMATION

Medical Practice: Name, Address, Telephone :		
Medical Condition:		
Educational Health & Care Plan or Medical Care Plan currently in place :	Yes	No

Please circle following choices as appropriate

DISABILITY

Do you consider your child to have a disability?	Yes	No
Details of Disability:		

PREVIOUS SCHOOL

Previous school details:	
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SERVICE CHILDREN IN EDUCATION

(Parent or parents who are Service Personnel, serving in regular HM Forces military units of all forces and exercising parental care and responsibility)

Yes	No	Rather not say
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MEAL TYPE

Free Meal	School Meal -Paid	Sandwiches
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ETHNIC / CULTURAL

Country of Birth:	
Nationality: (e.g. British, Polish etc.)	

NATIONAL IDENTITY

English	Irish	Scottish	Welsh	Other	Refused
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ETHNICITY

White - British	White - Irish	Any other White background	Mixed-White and Black Caribbean	Mixed- White and Black African
Mixed-White and Asian	Any other Asian background	Indian	Pakistani	Bangladeshi
Caribbean	African	Chinese	Any other Black background	Traveller of Irish heritage
Gypsy / Roma	Any other ethnic background	Any other mixed background	I do not wish an ethnic background to be recorded	

Please circle following choices as appropriate

RELIGION

Christian	Roman Catholic	Hindu	Jewish
Muslim	Methodist	Buddhist	Baptist
Sikh	No Religion	Other	Rather not say

HOME LANGUAGE

English	Bengali	Cantonese	Greek	Italian	Portuguese	Spanish	Turkish
Hindu	Punjabi	Urdu	Polish	Tagalog/ Filipino	French	Other	Rather not say

Details of Language if Other: _____

EAL- ENGLISH IS A SECOND LANGUAGE

YES	NO
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If English is not the first language, which is the preferred first language?

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THIS INFORMATION WAS PROVIDED

BY: _____ (Please Print)

RELATIONSHIP TO CHILD: _____

SIGNATURE: _____

This Information will be used on a computerised system. The school is registered under the Data Protection Act to keep such information. Student data will be used to make statutory returns to the Local Authority and registered Government Agencies



HOME SCHOOL AGREEMENT—to be signed by student & parent

Please read carefully, sign and return to school

Montgomery Academy aims to provide every individual in the school with the opportunity and encouragement to realise their full potential. We believe that effective education is a three way partnership involving the school, parents and students.

We look forward to working with you while your child is a student at this school and feel sure you will recognise the importance of this partnership.

School's Undertakings	Parent's Undertakings	Student's Undertakings
To provide work of an appropriate and challenging standard for each student	To encourage my child to complete all work set	To complete all work set to the best of my ability
To support all students, including those with special educational needs	To inform the school of any special needs my child may have	To respect the needs of all students
To set homework regularly	To encourage my child to complete all his/her homework and sign his/her planner each week	To complete all of my homework to the best of my ability and to hand it in on time
To provide written information to parents on their child's progress twice a year and to provide regular feedback to students on their work	To inform the school promptly of any home situation which may affect my child's performance in school	To talk to staff if there are any concerns regarding progress in school
To hold parent teacher interviews once a year and to contact parents at other times if there are specific concerns To respond promptly to parent's enquiries	To attend parent's evenings if at all possible and to attend meetings in school if requested to do so	To attend all appointments made with members of staff
To promote a high standard of dress and behaviour appropriate to the workplace	To support the school's uniform and dress code and encourage high standards of behaviour in my child	To wear the correct uniform and behave in a manner appropriate to the workplace
To inform parents and students of the correct equipment needed for each subject	To ensure my child has the correct equipment	To bring the correct equipment to every lesson
To treat students and parents as individuals and with respect	To encourage my child to treat all members of the school community with respect and to treat members of the school community with respect myself.	To respect all other students and members of staff in and out of school
To encourage all members of the school community to take responsibility for the school environment	To encourage my child to value and look after the school environment	To value and look after the school environment
To record arrival times and inform parents if their child is frequently late	To ensure my child arrives at school on time	To arrive at school on time and to arrive at all my lessons on time
To record all absences and to contact parents if no written explanation is received	To ensure my child attends school every day unless unwell and to provide an explanation for any absence	To attend school every day unless unwell

STUDENT NAME _____ Tutor Group _____ STUDENT SIGNATURE _____

Signed _____ Parent/Guardian _____ Date _____