

Year 7 FORMS booklet

STUDENT NAME…………………………………….

**Forms to Be Completed in This Booklet**

Ormskirk School Home/School Agreement Page 4

(Both parents & students need to read and complete this agreement)

Parental Consent for the Use of Biometric Information in School Page 8

Network Use Permission Form Page 10

(Please refer to the Endeavour Learning Trust Acceptable Use Policy)

Parental Agreement for School to Administer Prescribed Medicine Page 12

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**Welcome to Ormskirk School**

We are very excited that your child will be joining our school community. We know that they will enjoy their learning journey with us.

We need some information from you, so could you please follow the steps in this booklet and return the completed booklet in the self-addressed envelope.

To ensure a smooth transition for your child it is essential that all forms are completed, signed and dated and returned to school by the requested date. Please note that some forms need to be signed by both parent and student.

**Personal Data**

Ormskirk School collects and uses personal data in order to meet the legal requirements and legitimate interests set out in the GDPR and UK law. The data collected will be used to meet legal requirements, support student learning and provide pastoral care.

Ormskirk School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. All personal data collected by the school is stored in line with the GDPR Data Collection Policy and records are only kept for as long as is necessary to fulfil the purpose for which they were intended. For further information please see the **Privacy Notice for Students at Endeavour Learning trust,** which accompanies this pack, and is also available on the website.

Students have the right to: be informed about the use of their personal data; access the data the school holds; request data is amended if it is inaccurate or incomplete; request data is erased where there is no compelling reason to continue processing it; request data is restricted and object to the processing of their personal data. Where the processing of data is based on consent, as a parent at Ormskirk School you have the right to withdraw this consent at any time.

**Parents are requested to keep school up to date with any changes to contact details and medical information. Please let us know of any changes by contacting the General Office on 01695 583040 or via email on** **enquiries@ormskirk.lancs.sch.uk**

**Answering Your Questions**

With this ‘Year 7 Induction Forms’ booklet you should also have the following,

* Year 7 Induction Information Booklet;
* Bus Information Booklet;
* Privacy Notice for Students at Endeavour Learning Trust;
* Lancashire County Council Free School Meals and Pupil Premium Form;
* Uniform Information Letter – Uniform Update September 2022.

**Policies**

All school polices are available on the website Home / Our School / Policies

At Ormskirk School we are very fortunate to have supportive parents who recognise that educating young people is a process that involves a strong partnership between home and school, positive working relationships and clear lines of communication. The aim of this home-school agreement is to work together to ensure a safe and positive school environment.

**Ormskirk School Home/School Agreement**

**‘Great schools at the heart of our communities’**

**Our Schools are driven by our Trust values:**

**Truly Collaborative** - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve

**People Centred** - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest

**Inclusive** - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best

**Unique** - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools

**Aspirational** - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

**Parent Responsibilities:**

**I/We agree to**

* Ensure that my child arrives at school on time at 8.45am and that they are prepared for lessons that start at 8.50am;
* Ensure that my child wears full school uniform appropriately;
* Ensure that my child attends regularly and provide a phone call to the attendance line with an explanation if my child is absent;
* Attend Tutor and Subject Consultation Evenings to discuss my child’s progress;
* Support my child with the organisation and completion of homework;
* Support and reinforce the school’s policies and guidelines for behaviour and regularly review my child’s achievements and behaviours through the school’s ClassCharts system;
* Let the school know about any concerns or problems that might affect my child’s work or behaviour;

**Ormskirk School Home/School Agreement**

* Work together with school staff for the benefit of children. This includes approaching the school to make appointments to discuss and resolve any issues of concern;
* Park with consideration and respect for others when delivering and collecting children from school.

**Students Responsibilities:**

**I agree to:**

* Attend school regularly aiming to achieve an attendance of 98%;
* Arrive at school on time before 8.45am;
* Be fully prepared for lessons with the correct equipment;
* Wear school uniform properly and be tidy in my appearance;
* Adhere to the school rules and procedures;
* Do all my classwork and homework to the best of my ability and hand it in to meet the deadlines set by staff;
* Be polite and considerate to others in the school community;
* Respect the school environment and its wider community;
* Strive to reach my individual targets.

**Social Media:**

Social media and social networking sites play an important role in the lives of many youngsters. This agreement gives clarity to the ways in which social media is used by students, school staff and parents at Ormskirk School.

* Parents should make complaints through official school channels rather than posting them on social networking sites. Parents who do this will be requested to attend a meeting at which the relationship between school and home will be discussed and parameters set;
* Parents should not post malicious or fictitious comments on social networking sites about any member of the school community. In the event that any pupil or parent/carer of a child educated at Ormskirk School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. The school will also expect that any parent/carer or pupil removes such comments. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites;
* Cyber-bullying and the use by any member of the school community to humiliate or intimidate another by inappropriate social network entry will be dealt with as a serious incident of bullying.

**Ormskirk School Home/School Agreement**

**In order to support a calm and safe school environment, the school does not tolerate:-**

* Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
* Using loud and/or offensive language;
* Threatening harm or the use of physical aggression towards another adult or child;
* Approaching someone else’s child in order to discuss or chastise them;
* Physically damaging or destroying school property;
* Abusive, threatening, malicious or inflammatory emails, phone or social network messages;
* Smoking and the consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

**The behaviours on school premises will be reported to the appropriate authorities and Local School Councillors may prohibit an offending adult from entering the school grounds to safeguard our school community.**

Parent/Guardian’s Name:

Parent/Guardian’s signature:

Student’s Name:

Student’s Tutor Group:

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In order that we can protect your child’s interests, and to comply with the Protection of Freedoms Act 2012 and the Data Protection Act 2018, please complete this form to confirm or decline your consent to the school taking and using information from your child’s fingertip as part of an automated biometric recognition system. This biometric information will be used by Ormskirk School for the purpose of the Cashless Catering system provided by Biostore.

**Parental Consent for the Use of Biometric Information in School**

If consent is given, you are authorising Ormskirk School to use your child’s biometric information for this purpose only until he/she either leaves the School or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the School.

Student’s Name:

Tutor Group:

Having read the guidance provided to me by Ormskirk School,

**I give consent**

**I do not give consent**

to information from the fingertip of my child being taken and used by Ormskirk School for use as part of an automated biometric recognition system for a Cashless Catering system for which this data will be used.

I understand that I can withdraw this consent at any time in writing.

Parent Name:

(Block capitals please)

Signature:

Date:

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**Please refer to the Endeavour Learning Trust Acceptable Use Policy on the School website**

**Network Use Permission Form**

**I have read and understood the Acceptable Use Policy and as a school computer user, I agree to comply with all associated policies.**

|  |
| --- |
| **For Student & Parent Use:** |
| Student Name Student Signature Date: Parent or Guardian **(applicable to users aged 16 and under)**I have read and understood the Acceptable Use Policy. As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use school computers, electronic telecommunications, email, school apps, the Academy wireless network and the Internet according to this policy. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.Parent Signature Date  |

|  |
| --- |
| **For Staff Use ONLY:** |
| Staff/Trustee/LAC Signature Date:  |

|  |
| --- |
| **For Office Use:** |
| Username |  |
| Tutor Group (if applicable) |  |
| Job Title (if applicable) |  |

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**Ormskirk School will not administer prescribed medicine unless you complete and sign this form**

**Parental Agreement for School to Administer Prescribed Medicine**

|  |  |
| --- | --- |
| Name |  |
| Tutor |  |
| Medical condition or illness |  |
| **Medicine** |  |
| Name/type of medicine*(as described on the container)* |  |
| Expiry date |  |
| Dosage and method |  |
| Timing |  |
| Special precautions/other instructions |  |
| Are there any side effects that the school needs to know about? |  |
| Self-administration – yes/no |  |
| Procedures to take in an emergency |  |
| **NB: Medicines must be in the original container as dispensed by the pharmacy****Contact Details** |
| Name |  |
| Telephone |  |
| Relationship to Student |  |
| Address |  |

I understand that I must deliver the boxed medicine personally to the General Office.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature Date

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At Ormskirk School, we are extremely lucky to have a brilliant team of highly accomplished musicians who deliver individual music tuition and also contribute to our exciting extra-curricular music programme. We currently offer the following tuition:

**Music Lessons – Expression of Interest**

* *Drums, guitar & bass*
* *Singing*
* *Saxophone/clarinet*
* *Keyboard/piano*
* *Violin/viola/cello/double bass*
* *Flute*
* *Brass*

For more information on our teachers, please see the ‘*Instrumental lessons’* link on the left hand side of the Ormskirk School website, under ‘*Featured Items’*.

Lessons take place during the school day and lesson times are rotated to avoid you missing the same academic lesson every week. We also offer a number of ensemble opportunities for brass, flute, rock instruments, strings as well as choirs, band and a keyboard and music ICT club. The brass, flute, rock and string group training are run for an hour a week by our instrumental teachers, free of charge. This means you not only receive a 20 or 30 minute lesson but also an additional hour of group teaching per week, at no additional cost.

Invoices are sent out before the start of each term and need to be paid in full before lessons commence. Payment should be made via the Ormskirk School website. Please click on the Parent’s tab at the top of the page and follow the “Online Services/Online Payments” instructions to set up your account.

In addition to these and free of charge, we also offer the following extra-curricular activities for all students to take part in: School of Rock, Tutti Fluti, Super Strings, Band (orchestra), Young Voices, Senior Voices & Music Technology Club

There may be some financial assistance that the school can offer for students in receipt of free school meals. Please contact the school if you would like to know more. If you have any further questions regarding these extra music lessons, please do not hesitate to contact Mrs Woods at aw@ormskirk.lancs.sch.uk

Students’ name: Tutor group:

I am interested in my son/daughter participating in an additional music lesson.

Please indicate the instrument or voice:

Parent email address to be forwarded to music tutors:

Signed: (parent/guardian)

Date:

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