



WELLFIELD HIGH SCHOOL

*'Inspire - Challenge - Achieve - Nurture'*

# YEAR 7 INDUCTION FORMS

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June 2020



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**Additional forms which are included in the pack. These should be completed and returned to school in the self-addressed envelope provided along with this completed booklet.**

Data Collection Sheet
Photographic & Video Consent Form



## **Welcome to Wellfield High 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 and the Data Collection form and Photographic and Video Consent form 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**

Wellfield High 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.

Wellfield High 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 Wellfield High 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 school on 01772 421303 or via email on [enquiries@whs.lancs.sch.uk](mailto:enquiries@whs.lancs.sch.uk)**

### **Answering Your Questions**

With this booklet you should also have the following,

- Year 7 Induction Information Booklet;
- Data Collection Sheet
- Photographic & Video Consent Form
- Privacy Notice for Students at Endeavour Learning Trust
- Lancashire County Council Free School Meals and Pupil Premium Form;
- Chromebook information

### **Policies**

All school policies are available on the [Wellfield High School website](#)

**STUDENT MEDICAL FORM (CONFIDENTIAL)****TO BE COMPLETED BY PARENT/CARER:**

Full name of student: \_\_\_\_\_

Year/Tutor Group: \_\_\_\_\_

1. Does your child receive treatment for any of the following conditions?

	YES	NO
Asthma		
Eczema		
Hayfever		
Fits/Convulsions		
Bone or joint problems		
Allergy e.g. food/medication		

	YES	NO
Bowel/Bladder disorder		
Diabetes		
Migraine		
Visual defects		
Hearing defects		
Other (please detail in section 2)		

2. If you have answered YES to any of the above please provide further details. If you answered NO to all, please go to Section 5.

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3. Does your child have a current care plan\*? YES/NO (\*Office use only – if yes, please advise First Aid Coordinator)

4. Is your child taking any medication, injections or inhalers? If YES, please state type of medication and frequency:

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*\* Should your child need to take medication whilst at school, please contact the First Aid Coordinator.*

5. Is there any further information which you feel would be of any help to us regarding your child's medical welfare? If YES, please give details:

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6. Would you like a member of staff to contact you to discuss any of the above? YES/NO

**Signature:** \_\_\_\_\_ **Parent/Carer** **Date:** \_\_\_\_\_

This information will be used on a computerised system. Wellfield High School will process data in accordance with its legal obligation under the GDPR. Pupil data will be used for statutory returns to the Local Authority and registered Government Agencies.



## YEAR 7 INDUCTION FORMS





### Students Riding Bicycles to School

We completed a review of the use of bicycles by students to come to school and have now created a clear bicycle policy. The safety of our students is of paramount importance to us and by introducing these clear guideline e.g. they must wear a bicycle helmet; we are looking after their wellbeing and safety.

We now require all students who come to school on their bicycle to have permission from parents and follow the [Policy for the Use of Bicycles](#), available on the website. We request that you go through this policy with your son/daughter and if you are happy that they are able to comply with the policy then you give your child permission to ride their bike to school by completing the attached slip.

Please note that students who leave their bicycles on the school premises do so at their own risk and we are not responsible if anything happens to them.

Please complete the details below to ensure your child can be issued with a bicycle pass which will allow them to ride their bicycle to school and store it in the designated area.

If you require any further information please do not hesitate to contact the school via [enquiries@whs.lancs.sch.uk](mailto:enquiries@whs.lancs.sch.uk)

I have the read the bicycle policy provided to me by Wellfield High School

☐

I give consent

☐

I do not give consent

for my son/daughter to come to school on their bicycle and that they will follow the policy. I understand the consequences of not following the policy may mean their bicycle is kept or school or they are not allowed to come on a bicycle in the future.

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

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



## YEAR 7 INDUCTION FORMS





**Network Use Permission Form**

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

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

**For Student & Parent Use:**

Student Name \_\_\_\_\_

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, the school 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:**

Staff/LAC/Governor Name \_\_\_\_\_

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

**For Office Use:**

Username	
Tutor Group (if applicable)	
Job Title (if applicable)	



## YEAR 7 INDUCTION FORMS





## Home School Agreement

### Parent Responsibilities

#### I/We agree to:

- Ensure that my child attends school regularly and punctually;
- Support the school's policy for behaviour and uniform;
- Inform school about any concerns that might affect my child's work or behaviour;
- Take an active interest in my child's work, particularly homework;
- Attend parents' evenings and discussions about my child's progress;
- Abide by the school's policy not to take pupils out of school during term time;
- Take an interest in the wider community activities of the school;
- Ensure that my child understands how to travel safely and sensibly to and from school;
- Encourage my child to read as often as possible.

### School Responsibilities

- Establish a code of behaviour which provides a safe and caring environment;
- Strive to realise individual potential through high standards of work and behaviour by building good relationships and developing a sense of responsibility;
- Provide a balanced curriculum which meets your child's needs as a valued member of the school community and promotes excellence for all;
- Keep you informed about school matters, particularly your child's progress and provide constructive feedback as soon as possible on completed work;
- Be open and welcoming and offer opportunities for you to become involved in the community life of the school.

### Student Responsibilities

#### I agree to:

- Attend school regularly and punctually;
- Wear school uniform properly and be tidy in my appearance;
- Adhere to all school rules and procedures;
- Do all my classwork and homework to the best of my ability and hand it in to meet staff deadlines;
- Be polite and considerate to others in the school community;
- Respect the school environment and its wider community;
- Strive to reach my individual targets.

Tutor signature: \_\_\_\_\_

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

Parent signature: \_\_\_\_\_

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

Student signature: \_\_\_\_\_

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



## YEAR 7 INDUCTION FORMS





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# Wellfield High School

Yewlands Drive, Leyland, Lancashire, PR25 2TP

Telephone: 01772 421303 Term time e-mail: [enquiries@whs.lancs.sch.uk](mailto:enquiries@whs.lancs.sch.uk)

[www.whs.lancs.sch.uk](http://www.whs.lancs.sch.uk)

Mrs L A Gwinnett, Executive Head

Mr J Lewis, Head of School



June 2020