



Parental Consent Forms

Please find enclosed our Parental Consent Forms.

Please may I ask you to carefully read all of the enclosed information and complete as appropriate.

Some of the sections will need the student to also read and give consent.

Copies of all of our School Policies can be found on our website. The following link will take you directly to the Policies section where you can review each of our policies:
<https://www.buckinghamschool.org/policies>

Once completed, please return this booklet, together with the other admissions forms, to our Admissions Officer via the Main Reception.

Thank you for your assistance with this process.

Student's Name _____

Parent/Carer Name _____ Date _____

CONSENT FORMS

Please note that your consent is required separately for each section

1. EDUCATIONAL VISITS AND JOURNEYS PERMISSION FORM

Although most of your child's learning takes place in the classroom or in other school premises, from time to time worthwhile educational opportunities are available to enhance this learning away from the school site.

Where this is a specific event or an organised trip or visit, you will be given full details and your consent required before your child can participate.

However, other activities occur from time to time during normal lesson arrangements, which could not be classified as a trip or special event, but do mean supervised groups leaving the school premises. Examples of these are visits to other schools within Buckingham, field studies or surveys of Buckingham, interviews or questionnaires with employers or residents and sporting events or matches.

Writing for your consent on each of these occasions would be time consuming for us all.

If you are happy for your child to participate in such occasional events and to give your medical consent in the case of an emergency illness, could you please sign where indicated.

EDUCATIONAL VISITS AND JOURNEYS CODE OF CONDUCT

The School expects students to follow the Behaviour for Learning Policy when on school trips and visits. In addition to this is the following code of conduct that all students are expected to adhere to.

Students will:

- Follow the instructions of staff and supervising adults, without delay or argument
- Take responsibility for their actions and do nothing to endanger themselves or others
- Report all accidents or damage to the group leader or a member of staff
- Wear school uniform or other suitable clothing (as required)
- Show respect and act with courtesy towards others, including the general public, in particular, respect the laws and culture of the host country (if overseas)
- Be helpful, co-operative and considerate to others, including the general public.

Students will not:

- Smoke
- Consume alcohol
- Take illegal substances
- Act inappropriately that will endanger themselves or others
- Use inappropriate language
- Leave the group and go off on their own
- Take part in any activity which has not been authorised by their parents or group leader
- Drop litter or do anything that might damage the environment.

EDUCATIONAL VISITS AND JOURNEYS CODE OF CONDUCT continued

When using transport all students will:

- Stay seated and face forwards and do not speak to the driver while the vehicle is in motion
- Wear seat belts where provided
- Follow instructions for the safe embarkation and disembarkation from the vehicle
- Ensure that bags are safely stored and do not block emergency exits
- Not eat or drink on the vehicle without the permission of the group leader
- Clear any litter at the end of the journey.

When a student is on a school trip or visit, the student is representing the School and themselves. Therefore, they must do nothing that will bring the School or themselves into disrepute.

The School reserves the right to withdraw any student from a school trip or visit that does not meet the expectations outlined above. Where a student is withdrawn from a school trip or visit, parents or carers will be responsible for any costs involved in transporting their child and accompanying member of staff. No refund of money will be given.

Mobile Devices IT Code of Conduct on Trips and Visits

Students will:

- Be held accountable for all actions on mobile devices whilst on school trips.
- Treat others with respect at all times and not undertake any actions that may bring the school into disrepute.
- Not engage in filming or photography unless by express permission of the Trip Leader.
- Continue to abide by The Buckingham School's IT Acceptable Use Policy for Pupils. Any serious breach of this policy could result in serious sanctions being applied in line with the School's Behaviour for Learning Policy.

TO THE HEADTEACHER

"I have read the information above about out of school activities that may be arranged during the coming year.

Where these are short trips to other schools or colleges, supervised walks, visits, interviews or surveys in Buckingham and the surrounding area during normal lesson time or sports events or matches, I give my consent for my child to take part.

I agree that if my child urgently requires medical treatment during an out of school activity and it is not possible to contact me or my wife/husband or legal guardian of the child, the teacher-in-charge of the party is authorised to give consent on my behalf."

PARENT/CARER SIGNATURE:

2: USE OF IMAGES CONSENT FORM

Occasionally, we may take photographs of children at our school. We may use these images in our School Prospectus or in other printed publications that we produce, as well as on our website, on social media or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local newspapers.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 5 below, then sign the form where shown.

| Please circle your answer | Please circle your answer |
|--|---------------------------|
| 1. May we use your child's photograph in the School Prospectus and other printed publications that we produce for promotional purposes or on project display boards? | Yes / No |
| 2. May we use your child's image on our website? | Yes / No |
| 3. May we use your child's image on social media (i.e. our Facebook page)? | Yes / No |
| 4. May we record your child's image on video or webcam? | Yes / No |
| 5. Are you happy for your child to appear in the media? | Yes / No |

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Please also note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

The conditions for use of these photographs are accompanying this form.

CONDITIONS OF USE

- This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. Consent for any of the use of images can be withdrawn by the parent/child at any time in writing to the school
- We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter/bulletin if the student has won an award/made a marked achievement.
- If we name a student in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 2 above.)
- We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of students and teachers that have been drawn by the students.
- We may use group or class photographs or footage with very general labels, such as "a Science lesson" or "making Christmas decorations".
- We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

PARENT/CARER SIGNATURE:

3: CASHLESS CATERING SYSTEM FORM

Our Cashless Catering System improves our ability to serve food quickly and efficiently, reduces the amount of cash circulating within school and makes the process of getting a school lunch easier. It is also convenient for you as lunches can be paid for in advance, online.

The Live Register system uses the latest biometric technology to scan the student's finger print. This generates a unique number in the system to identify your child and allow them to spend money from their cashless account. The fingerprint image is not stored and cannot be used by any other system. Please see the full information document on our website.

The process is simple:

Step 1

Registration into the Live Register system; the student's cashless account has been set up and their finger scanned to associate the student with their account.

Step 2

Cash is loaded onto the student's account by using ParentMail, our online payment system (see link from the website) and paying in by credit/debit card. Cash or cheque may be accepted if you have no access to the internet.

Step 3

The student chooses their school lunch items and scans their finger print at the till; this displays their name, photo and account balance to the till operator who then enters the cost of the food items, deducts the total from the account and the transaction is complete.

Consent to use Cashless Catering

I hereby give consent that my child can be registered into the Cashless Catering System using a biometric scan of their thumb/finger print

I understand consent may be withdrawn by writing to the School at any time.

PARENT/CARER SIGNATURE:

4. PHYSICAL EDUCATION – MULTI STAGE FITNESS TEST

PARENT/CARER CONSENT

I consent for my child to participate in the Multi Stage Fitness test. This is a maximal cardio-vascular Endurance test that measures VO2 max (the body's ability to utilise oxygen). This test should not be attempted by students with heart conditions.

Students with Asthma should have their inhaler with them at all times.

PARENT/CARER SIGNATURE:

5: SCHOOL EMERGENCY SALBUTAMOL INHALER CONSENT FORM

Please complete the information below which refers to your child's medical condition.

I give permission for my child (Name) _____
to use the School's Emergency Salbutamol Inhaler, using a spacer when required.

PARENT/CARER SIGNATURE:

6: LEARNING RESOURCE CENTRE AND LIBRARY CONSENT FORM

STUDENT CONSENT

As a student of The Buckingham School, I agree to comply with the Learning and Resource Centre Code of Conduct and Rules.

I will use the computers in the Learning Resource Centre in a responsible way, for schoolwork only and I will observe all restrictions imposed by the school. I agree to abide by the IT Code of Conduct in this respect.

I have read and understood my responsibilities with regards to the borrowing/returning of resources within the Learning Resource Centre.

I will be a trusted member of the school community and use the resources available to me in a responsible way, obeying the rules at all times, and understand that I will be held accountable for my own actions.

STUDENT SIGNATURE:

PARENT/CARER CONSENT

I have read and understood the Learning Resource Centre Code of Conduct and Rules and as the parent/carer of the student signing above, I grant permission for them to access and use the resources available to them.

I understand that any resources that are lost or badly damaged by my child will need to be replaced and agree to pay for the replacement of these items should the situation arise.

I accept responsibility for conveying the importance of following school rules to my child and also for ensuring they understand, acknowledge and accept that they are deemed accountable for their own actions.

PARENT/CARER SIGNATURE:

LEARNING RESOURCE CENTRE CODE OF CONDUCT

The Buckingham School Learning Resource Centre Code of Conduct is based on a simple procedure:

All members of the school community have the right to be treated with respect and to work in a clean, calm environment.

Students will:

- Show respect for others by working sensibly in the Learning Resource Centre and not disrupt the learning of others
- Show respect and consideration for others by moving around the Learning Resource Centre quietly and carefully
- Show respect for others by treating the books, equipment and furniture in the Learning Resource Centre carefully, as they are resources to be used by everyone.
- Show respect for all members of the Learning Resource Centre
- Not eat or drink in the Learning Resource Centre because of the possible damage that could be caused to the stock.

LEARNING RESOURCE CENTRE RULES

To be a responsible member of the school community by following these simple rules:

- No chewing gum/food or drink (other than plain water) at any time
- Inappropriate language or behaviour is not acceptable and any occurrences will be registered on the school's behaviour database and you will be asked to leave immediately. Continual disruptions will result in a temporary or permanent ban and parents/carers will be notified
- Be considerate to others working around you, keep the noise levels down
- If you move chairs around, please be kind enough to move them back once you have finished
- After viewing books, please return them to the right place on the bookshelf
- Computer use is purely for school work, no game playing is permitted. If caught, it will be noted and continuous abuse may result in internet restrictions being applied
- When borrowing resources, they must be returned by the stipulated time (stamped in/on the resources) and any late returns or lost resources must be paid for.
- In the event of overdue loans, no further borrowing will be permitted until this situation is resolved
- Only mobile devices provided by the LRC may be used. No other mobile devices are permitted.

IT ACCEPTABLE USE POLICY FOR STUDENTS

This is a policy for students. All users of WIFI and IT equipment are aware of what is considered appropriate behaviour.

Students will:

- Not interfere, change or adapt any school IT equipment.
- Not bring food and drink into IT suites or consume food and drink in close proximity to IT equipment.
- Not engage in any activity **that threatens the security** of the School Network, or access information that they are not authorised to view.
- Treat others with respect at all times and not undertake any actions that **may bring the School into disrepute**.
- Use their school email accounts in communicating within school. Students must not send or receive any material which is illegal, obscene, defamatory, or that is intended to annoy, harass, bully or intimidate another person.
- Not use the internet to make defamatory or insulting comments or images about staff working at the school.
- Not reveal their own or other peoples' personal details, such as addresses, telephone numbers or pictures, in line with e-safety guidance.
- Under no circumstances view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate context, including images of a sexual nature.
- Not download, upload or use any material which is copyrighted, without the permission of the owner or acknowledging the source.
- Be aware that the School uses software to monitor pupils' use of the internet, memory sticks, laptops and computers, including pupils' personal network storage areas, and records inappropriate images and words and any activity which may be suspicious. Deleting inappropriate words and images from internet, email, and general computer use will not stop the IT Support Department from being able to retrieve them.
- Be held accountable for all actions which take place under their username. Students must never reveal their password to other pupils, even to those whom they trust. If pupils believe that the security of their password has been compromised they must inform a member of staff.
- Sixth Form students who bring their own laptops into school must have anti-virus protection installed on those devices and all chargers must be checked for electrical safety.

Any serious breach of the AUP will result in serious sanctions being applied in line with the School's Behaviour for Learning Policy.

7: INTERNET AND EMAIL POLICY CONSENT FORM

STUDENT CONSENT

I would like to have use of the Internet

I would like to have an email account

Student Agreement:

- As a user of the School Network, I agree to comply with the school rules on its use. I will use the network in a responsible way, for school work only and I will observe all restrictions imposed by the School.
- I agree to abide by the IT Acceptable Use Policy for Students.
- I understand that any photographs of other people are also personal items of data and are not mine to communicate, publish or share.
- I promise that I will use the computer system and internet in a responsible way and obey these rules at all times, and understand that I will be held accountable for my own actions.

STUDENT SIGNATURE:

PARENT/CARER CONSENT

- I have read and understand the school rules for responsible IT use and the IT Acceptable Use Policy for Students and, as the Parent/Carer of the student signing above, I grant permission for my child to use the internet, email and other IT facilities at school.
- I understand that the School will take reasonable precautions to ensure that students cannot access inappropriate materials, but accept that ultimately the School cannot be held responsible for the nature and content of materials accessed through the internet.
- I accept responsibility for setting and conveying standards for my child to follow when selecting, sharing and exploring information and media, and acknowledge that he/she will be deemed to be accountable for their own actions.
- I agree that the School is not liable for any damages arising from use of the internet facilities.

PARENT/CARER SIGNATURE:

8. CONFIDENTIAL INFORMATION REGARDING ADDITIONAL SUPPORT

Please return this form stating your child's name, even if there is no professional involvement

Previous School Attended: _____

Please indicate which, if any, of these services have been/are involved with your child:

| | | |
|----|---|--|
| 1 | Child & Adolescent Mental Health Service (Sue Nicholls Centre) | |
| 2 | Educational Welfare Service | |
| 3 | Educational Psychology Service | |
| 4 | Minority Ethnic & Traveller Achievement Team | |
| 5 | Community Nursing Service | |
| 6 | Police | |
| 7 | Pupil Referral Unit | |
| 8 | Social Services | |
| 9 | Youth Offending Team | |
| 10 | Speech & Language Therapy | |
| 11 | Medical Professionals | |
| 12 | Other | |

If you have ticked any of the above, please give details including contact names:

HOME SCHOOL AGREEMENT

The Buckingham School Commitment:

- Ensure that our curriculum and standards of teaching meet students' learning needs
- To challenge all students and have high expectations for learning, in an environment that rewards effort and achievement
- Continually monitor progress and achievement and regularly provide reports and arrange consultation meetings to exchange information and share views on all school matters
- Maintain high standards of behaviour to ensure a safe, orderly and caring environment
- To engage in a meaningful dialogue with parents/carers to alert you to matters relating to student health, behaviour, attendance or learning at the earliest opportunity
- Provide a range of additional opportunities and activities to extend student learning
- Regularly consult to ensure that this agreement continues to enable our commitment to a high standard of education for all our students
- To create an environment where every student has the opportunity to Achieve, Challenge and Enjoy.

Mr A McGinnes
Headteacher
Dated 2022



Mr K Harvey
Chair of Governing Body
Dated: 2022

Student Commitment to The Buckingham School:

- Show that I am ready to learn and to work to the best of my ability to fulfil my potential and have the proper equipment for all my lessons and activities
- Follow the School's 'Behaviour for Learning' and 'Making the Right Choice' policies and support the 'Anti-Bullying' agenda
- Behave with consideration for others, particularly with regard to gender, race, religion and disability
- Treat all facilities with care and respect
- Be aware of and consider the needs of other students', recognising their right to learn without distraction
- Attend school regularly and be punctual throughout the day (our school attendance target is 96%)
- Take care and pride in my appearance by wearing the correct school uniform in the appropriate manner and adhere to the Uniform Policy set out
- Take responsibility for monitoring my performance and progressing towards my targets
- Organise myself to complete all work and Extended Learning to agreed deadlines
- Observe the School's 'No Smoking Policy' – recognising my social responsibility towards others
- Ensure that all home/school communications are promptly delivered
- Observe the School's Mobile Phone Policy

Student's Signature

Dated:

Parent/Carer Commitment to The Buckingham School

- Show an interest in my/our child's studies and take an active part in supporting their work at school and at home
- Monitor home/school information through regular use of student planners, newsletters and by attending information evenings
- Participate in action planning to help set meaningful and challenging targets from my/our child's academic progress and personal development ensuring suitable facilities are available to complete homework.
- Support the School in standards of work, behaviour, and the values it aims to achieve
- Support the School's Policies, particularly with regards to mobile phones and uniform
- Actively encourage my/our child to involve themselves fully in the learning opportunities at The Buckingham School
- Ensure regular attendance, avoiding holidays during term time and ensuring punctuality (our school attendance target is 96%)
- Help my/our child to understand the importance of representing the school with pride in the community
- Share any concerns at the earliest opportunity about my/our child's health, education or behaviour which may affect their progress or attitude to learning with either the Co-ordinator of Learning or Tutor

Parent/Carer's Signature

Dated

Thank you for completing the Consent Forms.
Please return to the Admissions Officer, via Main Reception

The Buckingham School, London Road, Buckingham MK18 1AT
Tel: 01280 812206 Email: office@buckinghamschool.org
www.buckinghamschool.org