



FUTURES

Community College

Parent/Carer:
**Forms to be signed
and returned.**

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Application for Free School Meals

TO BE SIGNED AND RETURNED TO THE SCHOOL OFFICE

Are you in receipt of one of the following benefits? If so your child may be eligible for Free School Meals.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

To apply, the person claiming benefits must fill in the details below and return to the school office.

Student name:

Date of birth:

Parent/carer name:

Date of birth:

Parent/carer address:

.....

.....

Parent/carer National Insurance Number:

Declaration:

I certify that the above information is to the best of my knowledge correct and I understand that legal action will be taken for falsifying information. I am in receipt of one of the benefits listed above and I agree to notify the school if my benefits or circumstances alter.

Parent/carer signature:

Date:

Print full name:

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Data Collection Sheet

TO BE COMPLETED, SIGNED AND RETURNED TO THE SCHOOL OFFICE

- Please complete all the details below.

CHILD'S PERSONAL DETAILS			
Legal forename		Legal surname	
Preferred forename		Preferred surname	
Middle name/s			
Date of birth		Gender	
Ethnicity		Religion	
Country of birth		Nationality	
First language		Language used at home	
Is this a child in care		Parent in service	
Adopted from care		Special guardianship	

HOME DETAILS	
House / Flat number	
House / Flat name	
Street	
Town	
County	
Postcode	

- Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.
- Place them in the order that you wish for them to be contacted in an emergency.

Priority	Parent / Carer name Relationship to child	Home address, phone no. Mobile number Email address	Work phone number Email address
1	Name: Relationship:	Address: Home tel: Mobile: Email:	Work tel: Work email:
2	Name: Relationship:	Address: Home tel: Mobile: Email:	Work tel: Work email:
3	Name: Relationship:	Address: Home tel: Mobile:	Work tel: Work email:

Travel Arrangements

If the information below is incorrect, please tick the appropriate box:

- Bicycle Train Car/Van Walk Taxi School Bus Car Share
 London Underground Public Bus Service Metro/Train/Light Rail Other

Disabilities**Medical condition(s) and notes****Dr's Name, address and telephone number**

Data Protection Act 1998: The School is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Parent/carer signature:

Print name:

Date:

ICT Acceptable Usage Policy and Responsible Internet Use for Students

TO BE SIGNED AND RETURNED TO THE SCHOOL

The school computer system provides secure internet access to students and staff. The following rules must be strictly adhered to at all times. Failure to comply will result in internet privileges being withdrawn.

1. Parental/carer permission must be obtained prior to being allowed to use the internet.
2. Access must only be made by the user's authorised account and password.
3. Students must not share their user name or password with anyone else.
4. Students must only access those services that they have been given specific permission to access and all sites used must be appropriate to the student's education.
5. Students must not access the service without a member of the school staff being present.
6. The work or activity on the internet must be directly related to school work. Private usage of the internet is not permitted.
7. Copyright and intellectual property right must be respected. If you cannot obtain permission from the owner, before using material, **do not use**.
8. Under no circumstances must personal, teachers or student's photographs, addresses, telephone / fax numbers be used or shared.
9. Use of student's first names and photographs for publicity will require the written permission of parents/carers. Permission will be recorded on the Use of Student Images parental/carer permission form.
10. Under no circumstances should any student view, upload, download or share any material of a dangerous, violent, sexual, extremist or racist nature. If there is any uncertainty check with the staff member on duty.
11. Always respect the privacy of files belonging to other users. Do not enter the file storage area of other students or staff without obtaining permission from the file owner via the staff member on duty.
12. Students must lock their computers using 'Ctrl+Alt+Delete' or log off when away from their workstation.
13. Students must agree for the ICT technical staff to view any material stored on the school computers or storage devices that are used on the schools computers.
14. Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which can be interpreted as libel.
15. Users are responsible for any content they send via email and contacts made.
16. Emails should be written carefully and politely at all times.
17. Anonymous messages and chain letters must not be sent under any circumstances.
18. The use of public chat rooms is prohibited.
19. The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
20. Irresponsible use may result in the loss of access.

Failure to comply with these rules will result in one or more of the following:

- A. A ban, temporary or permanent, on the use of the internet facilities at the school.
- B. A letter will be sent informing parents/carers of the nature and breach of these rules.
- C. Appropriate sanctions and restrictions placed on access to school facilities. The level of restriction will be decided by a member of the Senior Leadership Team and Curriculum Leader.
- D. Any other action decided by the Principal and Governors of Futures Community College.

The school may exercise its right by electronic means to monitor the use of the school’s computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the schools computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

If you do not understand any part of this ICT Acceptable Usage Policy and Responsible Internet Use for Students document, you must ask your registration tutor or a member of the ICT team.

Student Agreement:

I have read and understand the ICT Acceptable Usage Policy and Responsible Internet Use for Students document. I will use the computer system and internet in a responsible way and follow the rules at all times.

Student signature: Date:
Print full name:

Parent/Carer Agreement:

I have read and understand the ICT Acceptable Usage Policy and Responsible Internet Use for Students document. I give my permission for my child to access the internet and I understand that the school will take all reasonable precautions to ensure my child 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 the usage of ICT facilities and the internet.

Parent/carers signature: Date:
Print full name:

Parental/Carer Consent for Web Publications of Work

I agree that if selected, my child’s work may be published on the school web site.

Parent/carers signature: Date:
Print full name:

Use of Student Images

TO BE SIGNED AND RETURNED TO THE SCHOOL

As a responsible educational establishment, Futures Community College is aware of the sometimes sensitive issues surrounding the use of student images for promotional purposes in and around the school, or its publications. We would like to make you fully aware of our policy

We will....

- Not publish images without the full parental/carer and student consent. This will be collected via a form in the attached pack.
- Not use a full name in conjunction with the student image. First names only may be used unless specific permission has been given by the parent/carer.
- Not knowingly use an image that would cause embarrassment or unease by any student member of the school.
- Not allow students to take photographs of each other in school without prior permission from a senior member of staff or teacher. Should permission be granted, supervision will be used at all times.

We ask all parents/carers....

- To be thoughtful about taking photographs of students at home or social gatherings. Be sure that all children are happy to have their photograph taken.
- Not to upload any images of students from Futures Community College to any social networking sites e.g. Facebook, MySpace, You Tube whilst wearing Futures Community College uniform, unless permission has been given in writing from a senior leader, parent or carer.
- Not to submit full names of Futures Community College students in conjunction with Futures or any images used in publications outside of the school or on the internet.

Where we WILL use an image of your child....

- For your child's student profile within the school database for identification purposes only. All year 7 students will have their photograph taken within the first few days at school and this may be updated during their time at Futures Community College.

Where we MAY use an image of your child, only with permission....

- School website
- Newsletters, sporting activities, school trips etc.
- In school displays; classrooms and corridors etc.
- Performing Arts promotional leaflets
- Promotional documents, school prospectus etc.

Parental/Carer and Student Consent for the Publications of Photographs

I agree that photographs and video recordings that include my child may be published as per the Use of Student Images policy. Photographs will not include full names nor will home address be published.

Student signature:

Date:

Print full name:

Parent/carers signature:

Date:

Print full name:

If at any time you wish to withdraw consent, this must be made in writing and sent for the attention of the Office Manager.

Visits during the School Day

TO BE SIGNED AND RETURNED TO THE SCHOOL
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Throughout the school's academic year and your child's school life, local outings may be arranged by the school which will take place within the school day to enhance the learning experience.

These might include fieldwork in the local area, sporting events at off site venues or visits to other schools.

For every trip, a full risk assessment is undertaken and we will make sure that there are sufficient staff members and other responsible adults to fully ensure your child's safety. A letter, email or text communication will be sent to provide details of the planned trip.

All visits outside the school area or which extend beyond the school day will require your written permission. Parental / carer permission cannot be given via the telephone.

Parental/Carer Agreement:

I give permission for my child to take part in any local visit organised by Futures Community College during the school day. I understand that this may involve travelling on foot, by public transport, in the school's mini bus or by coach.

Student name:

Date of birth:

Parent/carers signature:

Print name:

Date:

If at any time you wish to withdraw consent, this must be made in writing and sent for the attention of the Office Manager.