

# Jubilee High School

"Committed to Excellence in Learning & Teaching"

**STUDENTS NAME:** \_\_\_\_\_

 A signature is required on all pages that have this symbol.



# Jubilee High School

## Student Details

|                      |  |
|----------------------|--|
| <b>Student Name:</b> |  |
| <b>Ethnicity</b>     |  |
| <b>Religion:</b>     |  |

|                 |  |
|-----------------|--|
| <b>Address:</b> |  |
|-----------------|--|

## Contact Details:

|  | Main Contact | Emergency Contact 1 | Emergency Contact 2 |
|--|--------------|---------------------|---------------------|
| <b>Name/<br/>Relationship<br/>to Student</b> |              |                     |                     |
| <b>Telephone<br/>Numbers:</b>                |              |                     |                     |
| <b>Home:</b>                                 |              |                     |                     |
| <b>Mobile:</b>                               |              |                     |                     |
| <b>Work:</b>                                 |              |                     |                     |
| <b>Email address:</b>                        |              |                     |                     |



Parent Signature: \_\_\_\_\_

**Data Protection.** 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 Dept. for Education.

# JUBILEE HIGH SCHOOL HOME-SCHOOL AGREEMENT

*This agreement has been drawn up in consultation with pupils, parents, staff and governors and all pupils and parents are requested to read, agree and sign it when they join the school.*

## THE PUPIL

**NAME:** .....

### I will:

- Ensure my attendance is above 95% for school and be punctual to both school and lessons
- Abide by the school expectations and be polite and helpful to others
- Wear the correct school uniform at all times
- Show acceptable behaviour and treat all members of the community with respect, including when travelling to and from school.
- Look after and respect the school environment, including keeping the school free from litter
- Be prepared, organised and correctly equipped for school every day
- Take responsibility for my own and be aware of others' safety
- Do my school work to the best of my ability and take responsibility for my own learning
- Always complete my homework to the best of my ability



**Student Signature:** .....

## PARENTS/PERSON WITH RESPONSIBILITY FOR CHILD

### I/We will:

- Ensure that my/our child's attendance is above 95% for school and is punctual to school
- Take all holidays during school holiday times
- Ensure that my/our child is prepared, organised and correctly equipped for school every day

- Support the school's behaviour policy, which includes:
  - support the uniform policy
  - support the school rewards system
  - support sanctions set by the school (e.g. detentions)
- Encourage my/our child to participate in the school extra-curriculum programme
- Regularly read and sign the Student Planner
- Support my/our child to complete their homework
- Contact the school whenever important issues concerning my/our child arise
- Update the school when any essential data and information changes (e.g. change of telephone number/e-mail address)
- Support the wider life of the school in line with school policies
- Attend parents' evenings and discussions on my/our child's progress.



Parent Signature(s) .....

Name.....

**THE SCHOOL**

The school will:

- Care for the well-being and safety of your child and ensure that your child achieves his/her full potential as a valued member of the school community
- Offer a broad and balanced curriculum to meet the individual needs of your child
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- Offer opportunities for enrichment through a wide range of extra curricular activities
- Provide parents with regular information on the school and your child's progress
- Be open, welcoming and offer opportunities for parents to be involved in the life of the school
- Provide well-qualified teachers and the best possible resources for learning.

# **JUBILEE HIGH SCHOOL**

## **OUR CASHLESS CATERING SYSTEM**

Like most Secondary Schools Jubilee High School operates a cashless catering system. This is based on a simple fingerprint scan which allows the students to purchase food in school without the need to carry money

### **Biometric information and how it will be used**

The system does not store or retain an image of your child's fingerprint but uses a template of measurements based on the scan.

You should note that the law places specific requirements on schools when using personal information, about pupils for use in biometric systems. For example:

- a. the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s)
- b. the school must ensure that the information is stored securely
- c. the school must tell you what it intends to do with the information
- d. unless the law allows it, the school cannot disclose personal information to another person/body – in this case the only body that the school wishes to share the information with is Surrey Catering Services who provide our school's catering service.

### **Consent**

This very fast and convenient method of providing the catering services in school is common across very many Secondary Schools but in order for the school to be able to use the system for your child written consent of at least one parent is required.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, we will provide reasonable alternative arrangements for children who are not going to use the automated system to access the catering facilities in school.

Please note that when your child leaves the school, or if for some other reason ceases to use the biometric system, all data will be deleted.

If you have any other queries please feel free to contact the school.

Please complete the consent form.

# JUBILEE HIGH SCHOOL

## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using your child's Biometric information for the purpose of enabling your child to access the school's cashless catering system.

In signing this form, you are authorising the school to use your child's biometric information for this purpose 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 **in writing** and sent to the school office at Jubilee High School, School Lane, Addlestone, Surrey KT15 1TE.

If in future your child ceases to use the system, the biometric information will be securely deleted by the school.

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### Use of Biometric Information in School

Having read the information provided by Jubilee High School, I give consent for the use of the Biometric Information of my child being taken and used by the school for the purposes of accessing the school's catering facilities.

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

**Name of Parent:** (Please print) .....

 **Signed:** ..... **Date:** .....

**Name of Child:** (Please print) .....

# JUBILEE HIGH SCHOOL

## USING ICT FACILITIES

Student Name: .....

### USE OF COMPUTERS

- Computer rooms are food and drink free zones.
- Remember your login name and password – always keep your password a secret!
- You must not access anyone else’s user area.
- Please seek the permission of a member of staff before printing anything and then **only print once**. If your work does not print, seek help, **do not print again**.
- Remember to log out when you have finished your session on the computer.
- Do not tamper with any of the computers or try to move them.
- Before you leave the workstation make sure your chair is tucked under the desk and the keyboards and mouse are arranged neatly.
- If you think there is a problem or fault with your computer, tell your teacher
- Computers should only be switched off at the end of the day and at the base unit only (not at the screen or the plug)

### USE OF THE INTERNET

- Never go onto the internet in lesson time without your teacher’s permission.
- Never try to get onto a web site where you know there might be material that you would not normally be allowed to see in school or at home.
- Never give your personal details over the internet.
- Never download games or other program files from the internet into your area.
- Never print without asking your teacher
- Always respect the work of others – do not break copyright rules.

### MOBILE PHONES

- Mobile phones and all other personal electronic devices (including headphones) **must not be used in school** and will be confiscated from any student found using them.
- Should you need to get a message to your parent/child, please contact the school office and a member of staff will arrange for the message to be passed on.

### STATEMENT OF COMPLIANCE

**I understand that if I am found misusing ICT facilities I will be denied access to the school network and that appropriate sanctions may be imposed.**

Please sign below to show you have read and agree to adhere to the above terms of use

 Signed: \_\_\_\_\_ (Student)

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



**JUBILEE HIGH SCHOOL**

**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

**Name of child**.....

Please sign and date the form below if you consent for your child:

- To take part in school trips and other activities that take place off school premises; and
- To be given First Aid or urgent medical treatment during any school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, sports fixtures, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

The school will send you specific information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.



**Parent’s Name (Please print)** .....

**Signed**..... **Date**.....

# JUBILEE HIGH SCHOOL

## PERMISSION TO USE PHOTOGRAPHS OF CHILDREN

**Name of child:** .....

To celebrate our student's successes we may occasionally wish to take photographs, or make videos of the students at our school. We use these in our annual prospectus or in other school publications we produce, as well as on our website. In doing so we may wish to:

- Use the name of the child in the accompanying text or caption to photographs of individual students.
- Use a named photograph of a child to celebrate their success or achievement.

Sometimes we may wish to use group photographs or footage with very general labels, for example, "a science lesson".

**We will never** include personal email or postal addresses or telephone/fax numbers.

If you are happy for us to use images of your child in line with the conditions outlined above, then please indicate by signing below.

I give permission for images of my child to be used as outlined above

 **Parent's Name (Please print):** .....

**Signed:** ..... **Date:** .....