



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

Transition Information Booklet
Sept 2017

Parental Consents



Home School Agreement

The Teachers will:

- provide exciting, stimulating and varied learning experiences.
- ensure the learning needs of all students are met.
- use marking and assessment to inform learning and raise achievement.
- make learning fun
- seek to develop new approaches to learning based on best practice and new technologies
- set independent learning/homework opportunities to support home learning and progress
- work in partnership with parents

All staff:

- work as a team
- respect and value young people
- are proud of our school
- promote excellence and high standards
- communicate clearly with parents
- are reflective and seek to improve and learn

The Student will:

- aim for 100% attendance
- come equipped for learning
- wear the school uniform proudly and correctly
- show respect for all staff and students
- work hard to achieve their personal best.
- behave well so everyone can learn
- follow the school rules.
- get involved in school life
- accept responsibility for their actions
- bring a fully charged iPad to school

The Parent

By sending our child/ren to be educated at Ilkley Grammar School we agree to:

- work in partnership with the school to ensure my child achieves their best.
- ensure excellent attendance and no holidays in term time
- monitor and sign the student planner.
- attend parents' evenings.
- support learning at home
- support the school standards including uniform and conduct



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Data Protection and Use of Images

Use of Images

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

There will be occasions when we may take photographs of the children at our school or be requested by the media to submit photographs. We may use these images in our school's documentation, website, Twitter and project boards or video screens. We may also make video or webcam recordings for school-to-school conferences, website and project boards or video screens, or other educational use.

Photographs or film footage by parents or carers of their children at school events is permitted under an exemption in the Data Protection Act 1998. There is also a journalistic exemption with regard to the media, and students' images may appear in local or national newspapers, or on televised news programmes.

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

Please also note that the conditions for use of these photographs are below:

- *We will not use the personal details or full names of any child or adult in a photographic image on video, on our website or in our documentation without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award or deserves celebration or recognition for a sports' achievement or charity work, involvement in a visit or project.*
- *We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website or in any school documentation.*
- *We may use group or class photographs or footage with very general labels, such as 'a Science lesson' or 'Geography fieldwork'.*
- *We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.*

Data Protection

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 Education Authority, Youth Support Services Agreement, Examination Boards, Joint Council for Qualifications (JCQ) and with the Department for Education (DfE).

For processing Post 16 applications (for university/college destinations, etc), the use of relevant data may be shared by Further Education (FE) organisations. This information will not be used for any other purpose without my consent unless authorised by law.

Finance Agreement

IGS is a cashless school; all items can be paid for via Parent Pay. Any queries about Parent Pay should be directed to the finance office.

Biometric Catering

IGS operates a Biometric Cashless Catering System – pupils will be registered on ParentPay with immediate effect.

Students can top up their dinner money account using the ‘Reval’ machines in school. If necessary, payments can be accepted by cheque or cash. In this situation the student must take the payment to the finance office where they will be issued with a receipt.

Dinner Money

All accounts must maintain a positive balance.

If a student is overdrawn they will be asked to top-up their account in the first instance. They will still be served.

Each week a reminder letter will be sent out to parents of all students who have overdrawn accounts. It is expected that these accounts will be settled promptly. If this does not happen the parents will receive a telephone call asking for immediate payment.

If an account remains persistently overdrawn, parents will be advised that the student will only be served a sandwich until the account is settled.

Students in receipt of FSMs should scan their thumb at meal times and their account will automatically be topped up with the FSM allowance. Please note: this does not cover purchases made at break time and these additional items must be settled separately via Parent Pay.

Trips & Visits

At the start of a trip a letter will be sent home detailing the total cost and payment schedule that will be made available on Parent Pay.

An initial, non-refundable, deposit will be required to secure a student’s place.

It is expected that all further payments will be made on time – failure to do so may result in the student losing their place on the trip. If you need to discuss an alternative payment schedule, please contact the finance office.

Instalments will become non-refundable closer to the date of departure subject to the school payments to external operators and airlines. Specific dates will vary by trip. Queries about deadlines should be directed to the finance office.

In the event of a student being unable to travel due to medical issues, the school will process an insurance claim upon receipt of an appropriate medical certificate. All refunds will be subject to the outcome of an insurance claim.

NoteAbility (Peri-music) Lessons

Payments for instrument lessons are raised termly on ParentPay.

All payments for the term should be made within 2 weeks of the service being made available on ParentPay. Failure to meet this deadline may result in your student being refused their lesson.

A minimum of half a terms notice is required to cancel lessons. Notice must be provided in writing or by email.

Student Responsibilities & Expectations on Educational Visits

It is usual for Ilkley Grammar School students to behave in an extremely responsible and co-operative manner during school visits. As a result, a wide variety of visits are extremely successful and enjoyable experiences. To avoid any misunderstanding, it is vital to outline the behaviour we expect. This document refers to all types of activity and therefore not all sections below may apply to all visits. We hope parents will discuss this code of conduct with students.

Students are expected to:

- Remain under the jurisdiction of the school and follow the instructions of all adults during the visit.
- Be punctual and polite at all times.
- Dress in a manner appropriate to the character of the visit when not in uniform. Staff will inform students of any specific clothing requirements.
- Ensure coaches and minibuses are kept tidy and undamaged, and that the instructions and requirements of the Coach Company are respected.
- Know where and how staff can be contacted, most specifically during unsupervised time, Exchange Visits and, while on a residential, during the night.
- Never deliberately put themselves at risk; however they should also know what to do in the event of an emergency.

Personal Belongings:

Students remain responsible for their belongings and valuables whilst on visits. On trips abroad staff may make arrangements for the safekeeping of passports and other valuables. NB: wherever possible, students should not take valuable items on a school trip.

Mobile phones and electronic devices should be used responsibly or will be temporarily confiscation.

Prohibited Items:

Possession, purchase or consumption of the following will be considered a serious offence and severely dealt with:

- | | |
|----------------------|----------------------------|
| • Cigarettes | • Fireworks (bangers) |
| • Alcohol | • Bb Guns |
| • Illegal Substances | • Lighters or matches |
| • Flick knives | • Inappropriate literature |
| | • Laser pens |

NB: this list is not exhaustive

Residentials:

- Students should be considerate of other guests on all residential visits, and ensure they remain in their designated accommodation as instructed past 'lights out' time.
- No student will be allowed out of a residential venue on their own. If free time is allowed during the day, students must always be in groups of 3 or more to ensure their safety.



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Please note that further rules of conduct may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

Sanctions:

Any student who is found or considered to have broken any of these rules or who has behaved in any other way that threatens the successful running of a visit will be subject to one or more of the following sanctions:

- Loss of privileges for a period of time.
- Isolation from other students and/or close supervision for a period of time.
- Immediate repatriation.
- Temporary or permanent ban from future school visits.

Parental Liability:

- Any damage incurred by students will be the financial responsibility of parents. If this results in a student being sent home, parents will be required to bear the extra expense and to arrange an escort, if necessary. If a student is extremely homesick and parents request return, extra financial liability will also arise.
- Parents are required to accept responsibility for any damage or costs incurred by their child due to their conduct and actions, whether intentional or not.
- Any claims made by a third party against a student or the School, as a result of their actions, must be met by the student's parents.
- A serious breach of this Code of Conduct or the event of other serious issues may ultimately result in the need for a student to be immediately repatriated or returned home by or at the expense of their parents.



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iPad Use – Home School Agreement

THE SCHOOL WILL:

- Provide a case to protect the iPad, which, if it is looked after should last the length of the programme. Replacement cases can be purchased through the school.
- Provide the Apps and Resources required for educational needs.
- Give parents and students a proper introduction to using and caring for the iPad.
- Monitor the use of the iPad both remotely and directly in and around school.
- Provide ongoing support and advice.
- Provide adequate storage for the iPad during breaks and non-classroom lessons.

STUDENTS WILL:

- Look after their iPad carefully, keep in its case and stored it securely when not in use.
- Use the Apple ID account assigned to them at the initial rollout.
- Take responsibility for setting up secure passwords and not share them with other students.
- Bring it to school every day fully charged.
- Take care when the iPad is transported that it is as secure as possible (e.g. not visible in a vehicle; not left unattended on a bus) *Do not advertise ownership of the iPad.*
- Make sure the iPad is not subject to careless or malicious damage. Failure to observe this may result in repair charges.
- Ensure their iPad is only used for educational purposes whilst in school.
- Allow staff to access their iPad to check for inappropriate materials. Staff will be allowed to remove inappropriate resources.

STUDENTS WILL NOT:

- Use their iPad for any form of cyber bullying or use for sending, accessing, uploading or distributing any insulting, threatening, pornographic, violent or obscene material.
- Use their iPad for sending mass emails (spamming).
- Use their school email account for any form of commercial or financial gain
- Decorate or customise the iPad or its case.
- Take photographs or videos and upload them without the express permission of the subject.
- Install age-inappropriate games and content.
- Jailbreak their iPad. *Jailbreaking is a technique where by installing third party software on the iPad a user can remove the limitations of App installation imposed by Apple and install unsupported software.* Jailbreaking voids any warranty claims and is taken very seriously by the school. This includes, but is not exclusive to any forms of Jailbreaking tools such as Cydia, evasi0n, Absinthe, greenpois0n. Any detection of this kind of software will result in sanctions and possible temporary confiscation.
- Use their iPad to access VPN (virtual private networks). *These apps whilst available on the App store allow the user to bypass any school internet security protocols and access blocked websites or social networking sites.* You will be asked to delete these on discovery.

TERMS & CONDITIONS:

- Failure to take reasonable care or to abide by the other conditions in this document may result in the iPad being reclaimed. The school reserves the right to claim financial recompense in such cases.
- If the iPad is lost we will request the current market value cost towards a replacement iPad. We have a limited ability to track iPad locations but we cannot take responsibility if the iPad is lost within school.
- If the iPad is stolen it should be reported to the police and a crime number should be obtained. Under some circumstances we may charge for a replacement (e.g. iPad left in clear view).
- An Apple ID is essential to using the iPad. The account is created using the students email address. We will supply all school related Apps and advise that you do not add a debit/credit card to the account. Once created the account is the responsibility of the account holder and not the school, so we cannot be held responsible for any student buying Apps and especially any in-App purchases (a feature which many Apps provide).
- All damage or breakages must be reported to school using the process specific to your year group. iPads must not be taken elsewhere for repair. Uninsured breakages will be charged as per the year group iPad specification.
- Use of personal iPads is permitted and (if required) repairs can be made via the IT department, for a charge.
- If you choose to 'opt out' of the scheme you can borrow an iPad from school on a daily basis. Any accidental damage incurred within school will be covered, however damage as a result of careless use may result in a charge being made.
- iPads remain the property of school until it is purchased at the end of the scheme.



iPad Breakages: Change of procedure

For Years 7, 8, 10, 11 & 12 the procedure for repairing iPads is as follows:

- Please report the breakage to C3 (IT Support) where we will print out a set of personalised and detailed instructions to be collected by you the following day. A copy will also be sent home.
- You will fill out your insurance claim directly on the CompuCover website at this web address : <https://www.compucover.co.uk/claims/>
- You will have **two weeks** from the date of the break to fill in the online form or it will not be accepted by CompuCover and you will be liable for the cost of the repair.
- Please fill the form in as thoroughly as possible as CompuCover may query elements of your claim by emailing you directly.
- When CompuCover have emailed you to say the claim has been validated you will need to bring the iPad to C3 (IT Support).
- We will then send the iPad off for repair on the nearest Wednesday after you have returned the iPad to C3 (IT Support).
- The repair company will prepare a report on the iPad and if there are any discrepancies between their assessment and the details on the form you will be contacted for further information.
- When the report is authorised the iPad will be repaired and returned, where it can be picked up from C3 (IT Support) on the nearest Wednesday.
- If the repair is not authorised by CompuCover the iPad must be returned to C3 (IT Support). A charge for the repair will be uploaded to ParentPay, once this has been settled the device will be sent off for repair on the next Wednesday.

For year 9 the procedure for repairing iPads remains as follows:

- As soon as your child becomes aware the iPad is broken it must be taken to the IT Support Team (C3) and an insurance claim form collected.
- Complete the insurance claim form and return to the IT Support Team within 1 week.
- The iPad Apple Account will need to be accessed and erased – please ensure the iPad has been backed up to the iCloud beforehand.
- If the insurance claim is accepted the iPad will be collected for repair.
- All subsequent breaks will have to be paid for and the amount will be posted on Parent Pay.
- Repaired iPads will be available for collection from C3 – the IT Support Team will advise how long the repair will take.
- Whilst an iPad is in for repair, students can borrow an iPad from C3 on a daily basis, collecting it between 8.15-8.30am and returning it by 3pm the same day.



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Rules for Digital Communication Use

- Students will use the internet responsibly and only for educational purposes.
- Students will not violate trade mark and copyright laws and licence agreements. I will give credit to all sources (whatever the format of media) used, whether quoted or summarised.
- Students will not communicate with anyone they don't know or whom their teacher has not approved.
- Students will not give any personal details or arrange to meet anyone, unless a parent, carer, or teacher has given permission.
- The messages they send will always be polite and sensible, and will never use obscene language.
- Students will tell a teacher if they see anything they are unhappy with or receive messages they do not like.
- Students will, wherever possible, avoid sending emails to staff, understanding that it is always preferable to speak to them personally.
- Essential emails to staff, such as those sent to hand in work, will always be politely written. They will start an email with Sir/Miss or the member of staff's name, and always end with thank you and Student name.
- Computer and internet access is monitored at all times including the files in student areas and the internet sites students visit.

Rules for Computer Use

- Students will not use the network or standalone computer to play games, unless they are of educational benefit.
- Students will not install any kind of software on the network or standalone computers.
- Students will not attempt to use, interfere with or modify the system software or files of the network or standalone computers.
- Students will not access or attempt to access the files of another without permission.
- Students will not touch another user's computer unless I am working in a group or have permission to do so.
- Students will always ask permission before printing and print in black and white wherever possible.
- Students will not eat or drink in the computer rooms.
- My behaviour in a computer room will be such as to avoid damage to the facilities or danger to users.
- Students will keep a current copy of my school work and independent learning in my user area and only use a memory stick for transferring files.
- Students will not store personal files in my user area, e.g. music, photos and games.
- Students will not leave my workstation unattended when in use. I understand that this could be a security risk.
- At the end of each session students will ensure the computer is logged out and that the station is left neat and tidy.

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 school
- b) A letter informing your parents or carers of the nature and breach of the rules
- c) Appropriate sanctions and restrictions placed on access to school facilities to be delivered by the Head of Year or curriculum leader



Extra-Curricular Sport

Clubs/Training sessions

Most extra-curricular activities finish at 4.30pm. Students may choose to walk home after the session, but if they are being collected by car, please could parents/carers use the appropriate car park.

Activities which take place at the school sports field on Leeds Road, Ben Rhydding

A hired coach transports all students to the pitches free of charge.

At the end of the session, all students are able to catch the 'games bus' back to school, or, with parental consent, may walk home directly from the Sports Field.

(Alternatively, parents may collect students from the field at 4.30pm)

School Teams –'Away' Fixtures

The minibus / coach returns to the Springs Lane car park (bottom of school)

Students can be collected from either:

- Springs Lane car park (bottom of school)
- Cowpasture Road (top car park)

Teams usually return to school for 5.30/6pm (later for Athletics and less local events).

However, a mobile phone is useful if there are any changes in the return time.

When returning to school, parents/carers may prefer students to be 'dropped off' en route at an official bus stop which is close to home (e. g. in Burley, Ben Rhydding, etc).

Extra-curricular Rugby

The school has very close links with Ilkley Rugby Club, and as such, often uses the Club's facilities for matches and training. With parental consent, students are able to walk to the Club independently after school. (All journeys to the Club during the school day will be accompanied by staff either walking or by minibus/coach).

Year 11 Options

In core PE some Y11 options take place off school site, for example activities at Ilkley Lawn Tennis and Squash club. Unless parents inform school otherwise, it is understood that by selecting off-site activities, students are permitted to walk down at lunch time and leave the activity at 2.45pm in order to get back to school for buses.

Thank you.
PE Dept.