

Please find attached the following:

Home-School Agreement

Responsible Internet Use

Bring Your Own Device (BYOD) to School

Photo Consent Form

DT Allergy Form

Gift Aid Form

SEN Form (if applicable)

Trip Consent Form

PLEASE ENSURE THAT YOU SIGN AND RETURN ALL OF THESE FORMS TO WILMINGTON GRAMMAR SCHOOL FOR BOYS BY WEDNESDAY 8TH JULY

Please post the booklet back to WGSB or hand into the school office between 8am – 4pm, Monday - Friday

Copies of all forms can be found on the WGSB website under 'Policies'

www.wgsb.co.uk



HOME SCHOOL AGREEMENT

The school undertakes to provide:

- ◆ a broad and balanced curriculum, in line with the requirements of the National Curriculum and the expectations of a Grammar School,
- ◆ a high standard of teaching and the expectation that all students should achieve or exceed their target grades,
- ◆ access to the School Library as a resource for students to undertake research or to continue homework assignments,
- ◆ an induction programme when a student joins the School,
- ◆ continuing Form Tutor support & advice throughout a student's education at the School,
- ◆ regular opportunities for parents to discuss their child's progress with their form tutor, subject teachers and senior members of staff,
- ◆ two progress reports and one written report each Academic Year in the case of Key Stage 3 and 4 with half-termly monitoring sheets for Sixth Form students,
- ◆ opportunities to learn about and discuss other aspects of life within the 'Life' curriculum and develop a destination driven focus,
- ◆ opportunities for students to participate in extra-curricular activities, including lunch-time clubs, academic support club, sports teams, musical activities, drama productions and educational visits both within the UK and abroad,
- ◆ the setting and marking of homework on a regular basis. On average students should expect to receive:

Year 7	1 hour of work homework per day
Years 8	1½ hours of homework per day
Year 9	2 hours of homework per day
Years 10 and 11	2½ hours of homework per day
Year 12 and 13	4 to 5 hours per week per subject

- ◆ assistance from the School's Special Educational Needs Co-ordinator where a student is deemed to require additional support.

We expect students to:

- ◆ understand that the School expects the highest standards of work and behaviour from him/her within the School and when representing the School in the community,
- ◆ attend School at all required times, and is not absent for reasons other than ill health and for circumstances agreed with the School,
- ◆ always arrives at School punctually, unless extenuating circumstances prevent this,
- ◆ comply with the School uniform requirements, including the journey to and from home,
- ◆ maintain the highest standards of behaviour whenever they are on School-related activities in the public domain,



- ◆ keep an up-to-date and tidy student planner which is signed by parents on a weekly basis, and is used as a means of communication between home and School,
- ◆ arrive at School with the correct equipment for all subjects,
- ◆ understand that loss or damage to School or personal equipment and property used by him is their responsibility,
- ◆ complete all homework set, to the best of his ability,
- ◆ take a full and active role in the Extra Curriculum programme.

We ask that parents also:

- ◆ telephone or email the School on every day of any unexpected absence their son may have, explaining the nature of the absence and follow this up with a note on the first day he returns,
- ◆ fully support the School's Behaviour & Relationships policy and the School's Dress and Appearance code. This includes ensuring that adequate transport arrangements are made if an after-school detention is set for their son,
- ◆ ensure that all School documents are returned promptly. This includes data checking sheets, and letters concerning school events that require a parental response, detention letters and appointment times for Consultation Evenings,
- ◆ ensure that School books are kept in good condition and free from graffiti, and that text books are handed back in a condition similar to that at the time of issue at the end of the academic year or when requested,
- ◆ do not take holidays during term time. All absence from School has a detrimental effect on a student's learning.

Signed:  Headteacher

Signed: Parent/Carer

Signed: Student

This Document is to be signed by Parent/Carer, Student and Headteacher on year of entry to the school.



RESPONSIBLE INTERNET USE AND RULES FOR ALL INTERNET USERS

The School computer system provides internet access to students and staff.

This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

Access must only be made via the user's authorised account and password, which must not be given to any other person.

- ◆ School computer and Internet use must be used for educational purposes.
- ◆ Copyright and intellectual property rights must be respected.
- ◆ Users are responsible for e-mails they send and for contacts made
- ◆ E-mails should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property
- ◆ Only e-mail facilities provided by the school may be used
- ◆ Anonymous messages and chain letters must not be sent
- ◆ The use of public chat rooms is not allowed
- ◆ The School ICT systems may not be used for private purposes, unless the Head Teacher has given permission for that
- ◆ Use for personal financial gain, gambling, political purposes or advertising is forbidden
- ◆ The security of ICT systems must not be compromised, whether owned by the School or by other organisations or individuals
- ◆ Irresponsible use may result in the loss of internet access.

The School may exercise its right by electronic means to monitor the use of the School's computer systems, including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the School's 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.

When in School, students should use the school Wi-Fi access and not access the internet using their own mobile supplier. Please see the School's Acceptable Use Policy which is on the school website.



RESPONSIBLE INTERNET USE AND RULES FOR ALL INTERNET USERS

Please answer the following questions and return to the school:

Home provision of internet and devices to allow computer based interactive work from outside of School:

Do you have an internet connection at home: **YES / NO**

Is your connection Broadband and do you know the speed of connection: **YES / NO**

Has your son access to a device that he can access work interactively and complete assignments: **YES / NO**

If so can you let us know what device this is?

Has your son only got access to a device (computer/laptop/tablet) that is shared in your household? **YES / NO**

If it was required for your son to carry out lessons from home due to a school closure, would they have difficulty in having access to a device during the day to complete work? **YES / NO / MAYBE**

Student's Name:

Student's Agreement

I have read and understood the School Rules for Responsible Internet Use (page 3 of this document).

I will use the computer system and Internet in a responsible way and obey these rules at all times.

Student Signature: **Date:**



Parent's Consent for Internet Access

I have read and understood the School Rules for Responsible Internet Use and give permission for my son/daughter to access the Internet.

I understand that the School will take all responsible precautions to ensure students 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 use of the Internet facilities.

Parent Signature:

Date:

Please print name:



Bring Your Own Device (BYOD) and Wireless Internet (Wi-Fi) Acceptable Use Policy

Use of personal electronic devices and/or of the School's wireless network by all staff and students must be in accordance with this policy.

Conditions for use of the school's wireless network

The School's wireless network (WGSB-BYOD or 'Wilmington Wi-Fi') is for the use of authorised users only. For the purposes of this policy document an authorised user is defined as a staff, student or other member of the School community issued with a username and password for the School network or intranet by the ICT Network Manager or ICT Technician. Use of the School's wireless network is for educational purposes and all users must have read and agreed to the School's 'Use of ICT and E-Safety' policy.

Conditions for use of personal electronic devices

The School cannot accept responsibility for loss of or damage to any device brought into School by staff or students. The School cannot provide technical support for any hardware or software issues that may be experienced in relation to personal electronic devices.

Personal electronic devices brought into school must not be plugged into any of the school's power outlets.

Use of personal electronic devices on any network other than the School's wireless network (including 3G, 4G, alternative or ad-hoc Wi-Fi networks) is prohibited.

Use of personal electronic devices during lesson time (including Form Time and Assemblies) is allowed only with the express permission of the Teacher or Staff member leading that session. Permission to use headphones, earphones or play audio aloud must be sought separately.

The School's Bring Your Own Device (BYOD) scheme is for educational purposes and all participants must have read and agreed to the school's 'Use of ICT and E-Safety' policy.

Rules for students – You must not use devices to:

- Send or make available offensive, obscene, indecent or copyright-infringing material
- Cause annoyance or disruption to others by playing audio or video content through speakers without express permission
- Use email, text or any Instant Messaging system (including but not limited to BlackBerry Messenger, MSN Messenger, Facebook, Facebook Messenger or Twitter) to send abusive or otherwise inappropriate messages or content.
- Access or attempt to access computers (or other electronic devices), data or resources to which you are not authorised.
- Share account details with any other individual or otherwise allow access to the wireless network through your account including setting up any ad-hoc network via Bluetooth or any other method.
- Attempt to by-pass the School's Internet filter in any way or attempt to access or use an unauthorised proxy server or 'proxy avoidance' site or tool.
- Access or attempt to access any inappropriate content (including but not limited to pornographic, racist, sexist or other materials likely to offend or corrupt).

This document must be signed and returned before devices may be used on the School's wireless network.

Student's agreement

I have read and understand the School rules and conditions for use outlined in the 'Bring Your Own Device (BYOD) and Wireless Internet (Wi-Fi) Acceptable Use Policy'. I will use my personal electronic device, the School's computer systems and the Internet in a responsible way and will obey these rules and conditions at all times. I understand that my use of the School's wireless network will be monitored and that I am responsible for any content accessed using my account.

I agree that my use of these resources will not interfere with the education of others and understand that failure to obey these rules will result in one or more of the following:

- Application of the School's Behaviour for Learning policy to issue consequence as deemed appropriate by the supervising teacher
- Removal or suspension of my right to take part in the Bring Your Own Device (BYOD) scheme and/or my School Internet access.
- Confiscation of my personal electronic device, to be kept by the School office until the end of the day.

Student Signature: **Date:**

Parental Consent

I have read and understood the School rules and conditions for use outlined in the 'Bring Your Own Device (BYOD) and Wireless Internet (Wi-Fi) Acceptable Use Policy' and give permission for my son/daughter to bring their personal electronic device into School and to access the Internet using the School's wireless network. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials, including the use of a web-filter and monitoring pupils' access. I understand that the School cannot be held responsible for the nature or content of materials accessed through the Internet or wireless network. I agree that the School is not liable for the loss of a device or any damages arising from participation in the Bring Your Own Device (BYOD) scheme and/or the use of the School's wireless network.

Parent Signature: Date:

Please print name:



PHOTO CONSENT FORM

Student's Name: Tutor Group:

June 2020

Dear Parents,

At Wilmington Grammar School for Boys we sometimes take photographs of students. We use these photos in the School's prospectus, on the School's website, the School blog, Twitter account, on display boards around School and occasionally in lessons or within press releases for local media. When using photographs of students in published materials we never use students' full names alongside their photographs.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to School.

I am happy for the School to take photographs of my child and for an external photographic Company to take his photo in Year 7, 9 and 11.

I am happy for photos of my child to be used on the School website.

I am happy for photos of my child to be used in the School prospectus.

I am happy for photos of my child to be used in internal displays.

I am happy for photos of my child to be used in the School blog.

I am happy for photos of my child to be used on the School Twitter account.

I am happy for photos of my child to be used in local media

I am NOT happy for the School to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing office@wgsb.co.uk, or writing to the School.

Yours sincerely



Mr Guthrie
Headteacher

Parent/Carer's signature: _____ Date: _____



Design & Technology

During the course of Key Stage 3, students will be involved in a range of projects within their Design and Technology classes including Food Technology. In order to supply some ingredients and equipment items, we ask parents to contribute £15 towards the activities undertaken in Food Technology and DT which will run over the three years.

These can be paid on ParentPay once you receive your activation letter during July. Please can you ensure this payment is made on ParentPay by the Friday 4th September 2020.

If your son has any dietary requirements, is allergic to any food ingredients or cannot eat certain foods for religious reasons, please can you complete the form below.

✂-----

Year 7 – September 2020

Dietary / Food Allergies

Name of Student:

Is allergic to:

Cannot eat:



Gift Aid Declaration

To: Wilmington Grammar School for Boys, Common Lane, Wilmington, Kent DA2 7DA

I confirm that I am a UK taxpayer and wish Wilmington Grammar School for Boys to claim Gift Aid on any donations I make to the school, until I notify you otherwise.

Title: Forename(s): Surname:

Address:

.....

Signed: Date:

Son's name:

Notes

1. You can cancel this declaration at any time by notifying us in writing.
2. Notification should be given if you change your name and address.
3. To qualify for Gift Aid, what you pay in income tax or capital gains tax must at least equal the amount Wilmington Grammar School for Boys will claim in the tax year.
4. Notification should be given if your circumstances change and you no longer pay tax on your income and/or capital gains tax equal to the tax that we reclaim on your donation.
5. If you pay tax at the higher rate you must include all of your Gift Aid donations on your Self-Assessment tax return if you want to receive the additional tax relief due to you.
6. The school will reclaim 25p of tax on every £1 you give, at no cost to you.



CONSENT FORM FOR SCHOOL TRIPS & OTHER ACTIVITIES

Please sign and date the form below if you are happy for your child to:

- a) To take part in School trips and other activities that take place away from School premises; and
- b) Receive medication as instructed and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All non-adventurous off-site visits
 - Off-site sporting fixtures
- The School will send you information about each trip or activity before it takes place. You can, if you wish, refuse permission for your child to take part in any particular trip or activity when you are notified of it. To do so you must email us at office@wgsb.co.uk
- Any residential, adventurous or overseas trip will require specific written parental consent.
- Your consent will be kept on file for the duration of your child's time at WGSB **and it is your responsibility to keep the School informed of any changes to your contact details**, your child's medical needs or your decision to give general consent for trips and other activities.
- Any serious misbehavior may affect their future visits.

Name of Pupil: Form:

Emergency Contact No 1:.....
(Name & Contact No)

Emergency Contact No 2:.....
(Name & Contact No)

Medical Conditions/Allergies/Medication:
.....
.....

Parent/Carer's signature: _____ Date: _____



WILMINGTON GRAMMAR SCHOOL FOR BOYS

SUPPORT FOR ADDITIONAL EDUCATIONAL NEEDS

Each year we find that there are students joining the School who either in the past have received, or at the present time are receiving, support for additional educational needs. This would usually mean that they are named on an Inclusion Register and may have been given certain targets to reach or an IEP (Individual Education Plan) to follow.

In order to ensure that we make adequate provision for all students, we need to be made aware of these needs.

If this applies to your child, please complete the form below and return it with the other forms to the School.

Our Special Educational Needs Co-ordinator will be available during Open Evenings/Days to discuss any points you may wish to raise.

✂-----

Child's Name:

My child has recently received/is receiving (please delete as appropriate)

	Please Tick
English Language Support (for students for whom English may not be the first home language)	
Behavioural Support	
Support for handwriting/spelling	
Support for other learning difficulties such as hearing loss or eyesight problems which may affect normal learning	
Other (please specify)	

Details of current support given:

.....

.....

If appropriate, I am happy for my child's name to be included in the Inclusion Register.

Signed: Date:

(Person with Parental Responsibility)



Consent to access Electronic Information Services

Under the terms of the Data Protection Act parent/carer consent is required for children under the age of 13 to access any Electronic Information Service that requires the child to register as a user of the service. To ensure we are fully compliant with requirements, we need to seek your consent for your child to use the following apps / websites that may require a login or password.

All applications are used for educational purposes to enhance student learning and to provide additional resources for lessons and homework. We only use apps/websites, which are fully GDPR compliant and have all the necessary measures in place to secure people's personal data. Should you choose not to give consent your child may be unable to access all the resources we recommend to enhance his learning.

I hereby give my permission to Endeavour MAT/Wilmington Grammar for Boys to permit my child access to Electronic Information Services, and I certify that the information given on this form is correct.

I am happy for my child to use all the software applications listed on the reverse page.

I do not give consent for my son to be given access to all the software applications listed on the next page.

I do not give consent for my son to be given access to specific software listed on the next page.

Student Name: _____ Form Group: _____

Parent Signature: _____ Date: _____



If you do not wish for your son to have access to certain software please tick the ones that you **DO NOT** want him to access;

Google Classroom (Business & Economics, Computing, DT, English, Maths, Music)
Twitter (Business & Economics, music)
Trading 212 (Business & Economics)
Invester Challenge (Business & Economics)
Tutor 2 U (Business & Economics)
Senca (Business & Economics)
Mark Make (Business & Economics)
BBC iReporter/BBC Factcheck/BBC News (Business & Economics)
Snopes (Business & Economics)
Fullfact (Business & Economics)
The Onion (Business & Economics)
NewsThump (Business & Economics)
Repl.it (Computing)
Unity (Computing)
Snakify (Computing)
Kahoot (Computing, DT, English, Geography/history, Science, Music)
Trinket.io (Computing)
Teach ICT (Computing)
Sctrach (Computing)
Avdesk Formit (DT)
Class of your own workbook (DT)
Peut city (DT)
Sketchup (DT)
Quizlet (English, Geography, MFL, Science)
Prezi (English)
Accelerated reader (English)
Quizzr (Geography)
Historyhomework.com (Geog/History)
Maths Watch (Maths)
Atantot.co.uk (MFL)
Ovocabexpress (MFL)
Liguascope (MFL)
Languages on line (MFL)
Fun with Languages (MFL)
Ovocabexpress (MFL)
Liguascope (MFL)
Languages on Line (MFL)
Fun with languages (MFL)
Cricket HQ (PE)
Educake (Science)
Seneca (Computing, Science)
Coggle (Science)
Kerboodle (Science)
Google Drive (Music)
Audacity (Music)
Sibelius (Music)
Logic Pro x (Music)
Soundation (Music)
Garage Band (Music)
Dance EJay (Music)
Fruity Loops (Music)
Guitar Pro (Music)
Office 365/Teams This is our primary office and remote learning system which students will need access to

