

PHILIPS HIGH SCHOOL

Admission Forms



Please read carefully, sign the permissions on the back cover and return the whole booklet to school.

Any questions please contact Mrs Reed at the school. Tel 0161 351 2200. Email: info@philipshigh.co.uk



Home/School Agreement

We are writing on behalf of the staff and governors of Philips High School to welcome your child as they join us here. We hope that his/her time in our school will be happy and that you, as parents will be satisfied with the high standards of education we offer.

Your acceptance of a place at the school carries with it the assumption that you will give us your support on a number of issues. Our expectations are high and the school rules are devised to be constructive and in the interest of everybody's safety and well-being. Please ensure that your child is fully aware of what is expected.

In particular, we wish to draw your attention to the following:

1. Full attendance and punctuality are expected.
2. Pupils should **not** be taken on holiday in term time.
3. The school uniform policy should be adhered to at all times.
4. The co-operation of parents is required in respect of fostering self-discipline, mutual respect, courtesy and responsible behaviour within the community beyond and within school.
5. Homework is compulsory and must be completed on time. Pupils and parents should regularly check the 'show my homework' site.
6. Pupils are not permitted to share or publish any school work/examination work on the internet.
7. Formal detention must be attended. (see Behaviour Policy).
8. Lunchtime - food purchased from the canteen or packed lunches must be eaten in the canteen.
9. Text messaging is our preferred form of communication.
10. You have read, understood and agree to the GDPR privacy notice.
11. You agree to observe and adhere to all school policies.

We ask you to sign on the back cover and return it, to signify your acceptance of the above and as confirmation of your full support in maintaining high standards of work and behaviour at Philips High School.



THIS MUST BE COMPLETED IN FULL

CONFIDENTIAL PUPIL DETAILS

Surname		Year	
First Name		Form allocated (This is for school use)	
Second Name		Entry Date	
Legal surname		Previous School	
Date of birth		Name(s) of brothers/sisters who currently attend Philips High	
Gender	Male/Female		

DETAILS OF PARENTS/CARERS WHOM PUPIL LIVES WITH

TITLE	FIRST NAME	SURNAME	RELATIONSHIP TO PUPIL	TICK IF HAVE PARENTAL CONSENT
Mr /Mrs/Ms/ Miss				
Mr /Mrs/Ms/ Miss				

HOME ADDRESS

Street name & No:			
Town:		Postcode:	
To whom should mail be addressed?			

EMERGENCY CONTACTS:

(This would be the first person we would contact in an emergency) WE MUST BE GIVEN AT LEAST TWO CONTACTS

Name of 1st contact:			
Home address			
Relationship to pupil			
Mobile Tel No (Used for text messages for events & emergencies)		Work No.	
Home Tel No:			
E-mail:			
Name of 2nd contact:			

Home address		
Relationship to pupil		
Mobile Tel. No.		Work No.
Home Tel No.		
Name of 3rd contact:		
Home address		
Relationship to pupil		
Mobile Tel. No.		Work No.
Home Tel No.		

MEDICAL INFORMATION:	
Doctor's Name	
Practice Name	
Address	
Tel. No.	
Medical notes: Please detail any medical condition, i.e. asthma which you feel we should be aware of:	

Does your child wear prescription glasses?	Yes	No
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Please contact school confidentially if your child is 'adopted from care', under a 'special guardianship order' or 'child arrangement order' as extra funding is available for school.

MEALS

Please indicate below what arrangements you wish to make for your child's lunch. (Only Year 10 & 11 students are allowed to be off site. You will be contacted via text about this).

Tick one box only, therefore please indicate which is the overall arrangement.

SCHOOL MEALS		OFF SITE (Year 10 & 11 Only)	
PACKED LUNCH		HOME	

SCHOOL TEAMS

Under current legislation, we are required to have permission for pupils to play for school teams. Would you please indicate if you wish to give this permission.

I give permission for my child to play in school teams	Yes/No
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MODE OF TRAVEL

Please indicate by a tick which of the following best describes how your child travels to school:

Tick one box only, therefore please indicate which is the overall mode of travel.

Walk		Tram	
Bicycle		Car	
Bus			

We are requested by the DfES to obtain the following information. It will be kept in school, in confidence. Any details sent to the Department will be overall statistics only, and no individual details will be released. We appreciate your co-operation in filling in this section of the form. Please indicate by a tick which of the following best describes your child's ethnic origin:

WBRI – White British		ABAN – Asian/Asian British– Banagladeshi	
WIRI – White Irish		AOTH – Asian/ Any other background	
WOTH – White – Any other background		BCRB – Black/Black British – Caribbean	
MWBC – White/Black Caribbean mixed		BAFR – Black/Black British – African	
MWBA – White/Black African mixed		BOTH – Black/– Any other background	
MWAS – White/Asian mixed		CHNE – Chinese	
MOTH – Any other background		OOTH – Any other ethnic group	
AIND – Asian/Asian British - Indian		OARA – Arab	
APKN – Asian/Asian British – Pakistani		REFU – Parent/pupil preferred not to say	

Please state the language normally used at home:

English		If not English, please state:	
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Please indicate, by a tick, your religious belief:

Christian		Buddhist		Greek Orthodox		Sikh	
Hindu		Jewish		Jehovah's Witness		Other	
Mormon		Muslim		No religion			

Please state if Service Child in Education (eg Parent in Armed Forces)	Yes/No
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Pupil Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Pupils are not permitted to store or publish any school work/examination work on the internet.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- I will not meet people off-line that I have only communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are only intended for educational use only.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones/USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

- I will not use social media sites at any time in school.

When using the internet for research, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Pupil Acceptable Use Agreement

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

As the parent/carer, I give permission for my son/daughter to have access to the internet and ICT systems at school.

I know that my son/daughter will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have any concerns.

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras provided by the school to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. The school will comply with GDPR and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names. We respect everyone's privacy and in some cases protection, parents/carers are not allowed to record videos and digital images of their children at school events for their own personal use.

I agree to the school taking and using digital/video images of my child/children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I understand that I am not allowed to record videos or take digital images during school events.

Parental Consent For Outdoor Education Activities Within The School's Locality.

During the course of the year and as part of the schools' Curriculum, your son/daughter will be given the opportunity to participate in events or lessons within the school locality but not always on the school site, eg: College visits, representing the school at sport, etc.

The school is seeking to gain your consent for us to operate a single permission letter to cover these events. You will always be informed of such events before they take place.

This single letter of consent will cut down on the paper work and allow the school to concentrate more carefully on the success of your child's experiences and quality of their work. Where school visits range further afield or are deemed to be longer or exceed the locality boundary, we will always inform you and seek further authority from you as parent or guardian.

Should you wish to withdraw your consent to any outside trips, you need to inform the school in writing.

If your child has a pre-existing medical condition, such as asthma, they must have their medicine with them, otherwise they will not be allowed on the trip.

When pupils are representing the school at Sports Fixtures, KS4 pupils will be allowed to make their own way home from local events. KS3 pupils will be returned to school.

ACTIVITIES

I agree for my child to take part in visits in the school locality.

I agree for my child to make their own way home from local sports fixtures when in Year 10 or Year 11

BEHAVIOUR DISCLAIMER

A high standard of behaviour is expected by your child, both prior to and during the trip. If your child displays negative behaviour prior to the trip, Philips High School staff accompanying the trip will have the right to remove your child from the trip. No refunds will be given for the travel (coach) expenses and/or for the visit (unless another pupil offers to take the place). If your child truants from school, prior to the trip, this could also result in being removed from the trip. Health and safety of all pupils has to be taken into consideration.

I UNDERSTAND AND AGREE FULLY TO THE ABOVE TERMS AND CONDITIONS. I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present.

BIOMETRIC CASHLESS CATERING

In order to ensure maximum efficiency in taking payment for food we use a cashless system using biometrics for payment at the tills.

This system will significantly improve efficiency with benefits including:

- Improved security for handling cash transactions in the school
- Reduction in opportunities for bullying because there is nothing that can be stolen for use by another student
- Pupils will not have to remember to bring cash
- Reduction in queuing time

Students and staff will purchase their lunch and snacks by placing their index finger on the Biometric Reader. Payment is then deducted from their online account. School catering accounts can be topped up online using ParentPay. Students who qualify for FSM may also opt for the biometric system in order to continue to receive their lunch.

The biometric identification system in use at Philips High School uses the finger and its image to uniquely identify each person. The system measures many aspects of the finger to do this. Each student has their fingerprint registered, which will then be translated to a unique identification code which is entered into the system. **The system does not create or store an image of the fingerprint.**

When a student uses the biometric identification systems, they are identified by their identification code. This form of identification is called Biometrics, which translated means measurements of human characteristics. This is not fingerprinting. The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data which cannot, therefore, be compared to existing records of fingerprint images. **It is a system similar to that used on the latest iPhones.**

We will not use the biometric information for any purpose other than school catering. Philips High School will store the biometric information collected securely in compliance with GDPR. We will only share this information with the suppliers of our biometric identification systems and will not unlawfully disclose it to any other person.

We must obtain parental consent to take and process biometric data from your child's finger and use this information for the purpose of providing your child with school catering. Attached to this letter is a consent form which requires signing and returning to school to enable your child to use school catering. You can withdraw your consent at any time by writing to us. In addition, your child may at any time object or refuse to allow their biometric information to be used even if you have given your consent. We would appreciate it if could you explain this to your child.

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, where possible, reasonable alternative arrangements that allow them to access the relevant services.

Should you agree to the processing of your child's biometric information, please note that when he/she leaves Philips High, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.



PHILIPS HIGH SCHOOL

SUCCESS, TOGETHER, ASPIRE, RESPECT

Headteacher: Ms T J Owen B.Ed (Hons) NPQH
Higher Lane, Whitefield, Manchester M45 7PH
Telephone: 0161 351 2200
Web: www.philipshigh.co.uk
Email: info@philipshigh.co.uk
Twitter: twitter.com/PhilipsHigh

Dear Parents/Carers

I am writing to let you know about Philips High School's work with Place2B, a national charity supporting schools to improve the confidence and wellbeing of children and young people.

Place2B provides emotional and therapeutic support to pupils, families and staff in more than 250 schools nationwide.

It gives pupils a space to express themselves through talking and creative work and to think about any worries they might have. Place2B also provides support for parents and staff too.

Place2Talk

One of the most popular aspects of this service is called 'Place2Talk'. It's open to all pupils, and they can make an appointment to spend 15 minutes with a trained counsellor, either by themselves or with a friend. On average, about a third of pupils in Place2B's schools take advantage of this service every year. Pupils often talk about friendships or any worries they may have.

Place2B will record your child's name, date of birth, year group, gender, ethnicity, the broad topic of discussion and any actions taken as a result of the session. This information is stored securely. It is used in key coded form to evaluate Place2B's service and improve our work.

Yours sincerely

Ms T Owen
HEADTEACHER





PHILIPS HIGH SCHOOL

SUCCESS, TOGETHER, ASPIRE, RESPECT

Headteacher: Ms T J Owen B.Ed (Hons) NPQH
Higher Lane, Whitefield, Manchester M45 7PH
Telephone: 0161 351 2200
Web: www.philipshigh.co.uk
Email: info@philipshigh.co.uk
Twitter: twitter.com/PhilipsHigh

Dear Parent/Carer

Re: Free School Meals and Additional Funding for your Child's Education

We have been asked by the Local Authority to see if there are any of you who are eligible to benefit from free school meals and additional funding for your child's education.

As part of Bury Local Authority it is important that all pupils who are entitled to free school meals apply for both free school meals but also additional school funding. This is done by completing an online application for free school meals. This can be submitted through the following website:
www.bury.gov.uk/freeschoolmeals or ring 0161-253-5858

All children at High School will be offered a free healthy school lunch if their parent is receiving any of the following welfare benefits.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Registering for free meals will also raise an extra **£935** for your child's education at Philips High School. This will help pay towards valuable support like extra tuition, additional teaching staff, revision guides or after school activities. This additional money is available from central government. It is therefore important to sign up for free school meals so that your child receives as much funding as possible while at school.

Thank you in advance for helping to make sure your child's school is as well funded as possible.

Yours sincerely

Ms T Owen
HEADTEACHER



GDPR Privacy Notice

How Philips High School processes your information.

Philips High School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs J Wiggins (Temporary DPO) acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0161 351 2200 or DPO@philipshigh.co.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Philips High School upholds are imposed on the processor.

Mrs J Wiggins is our temporary data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0161 351 2200 or DPO@philipshigh.co.uk.

Why we collect and use your information.

Philips High School holds the legal right to collect and use personal data relating to pupils and their families, we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

Article 6 EU GDPR (Lawfulness of Processing)

Article 9 EU GDPR (Processing of special categories of personal data)

Education Act 1996.

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

To support pupil learning.

To safeguard pupils.

To provide appropriate pastoral care.

To monitor and report on pupil progress.

To support the use of the canteen biometric payment system.

To assess the quality of our service.

To comply with the law regarding data sharing.

The categories of pupil data that we collect, hold and share include:

Personal information – e.g. Names (known & legal), pupil identification numbers and contact addresses.

Extended personal information – e.g. Ethnicity, language, nationality, country of birth and free school meal eligibility.

Relevant medical information – e.g. Allergies, on-going medical conditions and medical contact information.

Biometric data (Fingerprints) – For the canteen payment system.

Attendance information – e.g. Number of absences, absence reasons and other attendance statistics.

Assessment information – e.g. National Curriculum assessment results (including previous school assessment information).

Information relating to SEN.

Behavioural information – e.g. Number of temporary exclusions, detentions and other behaviour statistics.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis (e.g. Biometric data). When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for.

Personal data relating to pupils at Philips High School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who do we share pupil information with.

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Philips High School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

Conducting research or analysis.

Producing statistics.

Providing information, advice or guidance.

The DfE have robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

Who is requesting the data

The purpose for which it is required

The level and sensitivity of data requested: and

The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

The school will also routinely share pupils' information with:

Pupils' destinations upon leaving the school

Our Local Authority & possibly other authorities including NHS and for references.

Approved educational suppliers that provide services to us.

Our biometric payment system service provider (Cunninghams)

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Why we share pupil information.

Philips High School will not share your personal information with any third parties without your consent, unless the law permits us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

Youth support services

Careers advisers

What are your rights.

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

Be informed about how Philips High School uses your personal data.

Request access to the personal data that the School holds.

Request that your personal data is amended if it is inaccurate or incomplete.

Request that your personal data is erased where there is no compelling reason for its continued processing.

Request that the processing of your data is restricted.

Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Requesting access to your personal data.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact the data protection officer Mrs J Wiggins on 0161 351 2200 or via DPO@philipshigh.co.uk.

If you have a concern about the way Philips High School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

**Please read carefully,
complete the confidential
pupil details sheet inside and
also indicate your
preferences on the back
cover, then return the whole
booklet to school.**

**All this information is
available on the school
website.**

Name of Pupil

Form

Home/School Agreement

I accept the Home/School Agreement
(Must be accepted to attend Philips)

Yes/No

Pupil Acceptable Use Agreement

I accept the Pupil Acceptable Use Agreement
(Pupil cannot have access to the internet if 'no')

Yes/No

I agree to the use of Digital/Video Images

Yes/No

**Parental Consent For Outdoor Education Activities Within The Schools
Locality**

I give my consent for the Outdoor Activities including
Year 10 & 11 making their own way home from sports fixtures

Yes/No

Biometric Cashless System

I give consent for my child to participate in the scheme

Yes/No

Place2Talk

I give permission for my child to go to Place2Talk should
they feel the need to.

Yes/No

Signature of Parent/Carer **Date**

Signature of Pupil **Date**

Please return this booklet to school marked 'For the attention of Mrs Reed'.

If you change your mind to any of the above at any time then please contact us.