

Edgbarrow School



YEAR 7

**New Admission
Information Pack**

2017 - 18

Notes

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1. INTRODUCTION

We are delighted that you have accepted a place at Edgbarrow School for your child in our Year 7 for September 2017. In order to help us plan for the year we would be grateful if you could complete the enclosed **yellow** forms and return them **by Friday 28th May** to Edgbarrow School in an **envelope labelled - Admissions Year 7 - 2017**. If posting forms, please ensure you use the correct postage, i.e. large letter stamps. Forms are also available to download from the school website www.edgbarrowschool.co.uk and can be emailed back to school: admissions@edgbarrowschool.co.uk.

We will be visiting primary schools this term to gather information about the new year group and to meet students. If you have particular concerns about your child starting school please do not hesitate to contact the school.

We make every effort to ensure that each child has the opportunity to spend time at Edgbarrow School to become familiar with the layout of the school and to meet some of the staff before joining us in September. This year's arrangements are as follows:

Wednesday 5th July 2017	-	8.50am – 3.20pm
Thursday 6th July 2017	-	8.50am – 3.20pm

During the visit students will meet their tutor group and be involved in a varied programme including sampling lessons and team building activities. This year, the students will also complete CAT tests. There is no preparation that the students can do, and please reassure your child that these are nothing to worry about.

Students should arrive at school at the slightly earlier time of **8.40am** and go to the school hall on both days. We have arranged for Edgbarrow students to be posted around the school to show them where to go. Students should bring their normal school equipment together with a set of headphones if your child has them. **Students are not required** to wear their current uniform and should dress appropriately for the two days, they should also bring trainers to change into.

Due to the Biometric cashless catering system there will be a range of complimentary hot and cold food and drinks available for break and lunchtime and therefore students will not need to bring any money. Alternatively they may bring a packed lunch. If your child has any special dietary requirements or you have any other concerns regarding this, please contact us. The day will finish at 3.20pm (normal school time) and students may be collected from the main Reception entrance.

In addition there will be a meeting on **Thursday 13th July from 7pm – 8pm** in the hall for parents/carers and students to meet form tutors. This will take the form of short presentations from the Headteacher and Head of Year 7 and will be an opportunity for students to spend some time in form rooms with their form tutor. Students should bring pens for this activity. Members of our PTA will also attend the evening and will be happy to talk to you about the valuable work they do for the school and how you can become involved.

Our school uniform is available for purchase through Sportswear International (SWI) and full details are given further in this booklet.

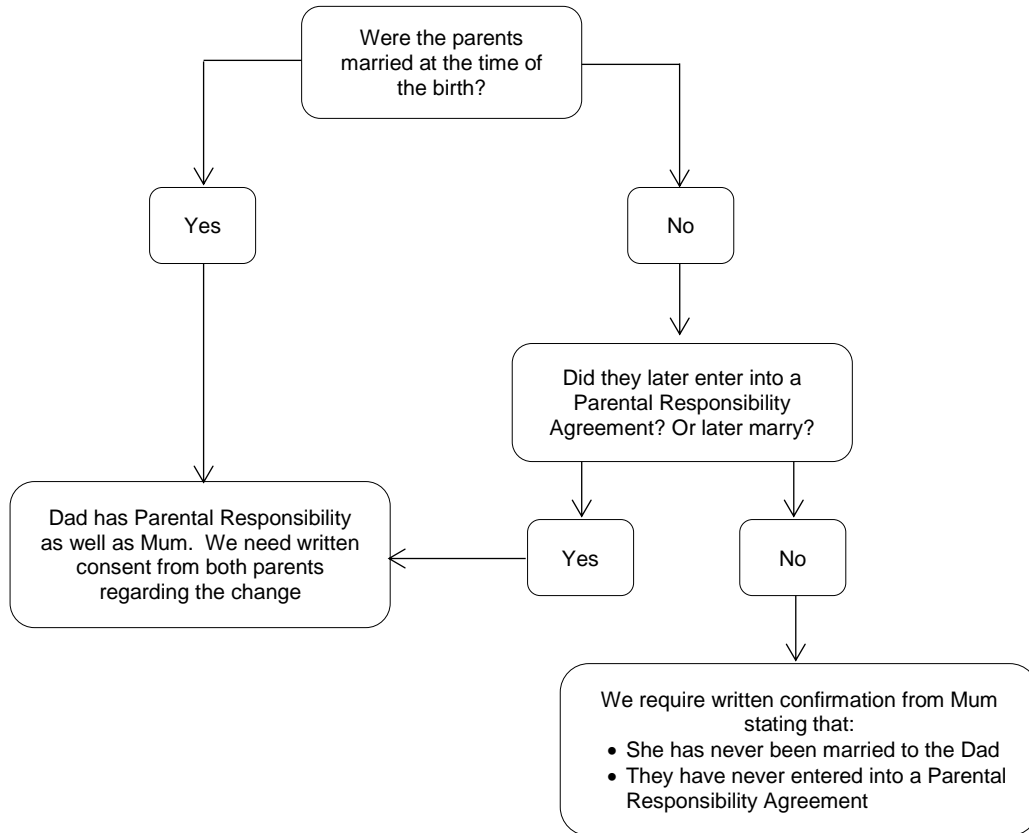
If you would like the opportunity to try on blazers for sizing before purchase, samples will be available after school on **Wednesday 5th July / Thursday 6th July** (induction days) and **Thursday 13th July** from **3.30pm – 5pm**.

We look forward to meeting your child when they spend their day working with us this term and meeting you on 13th July.

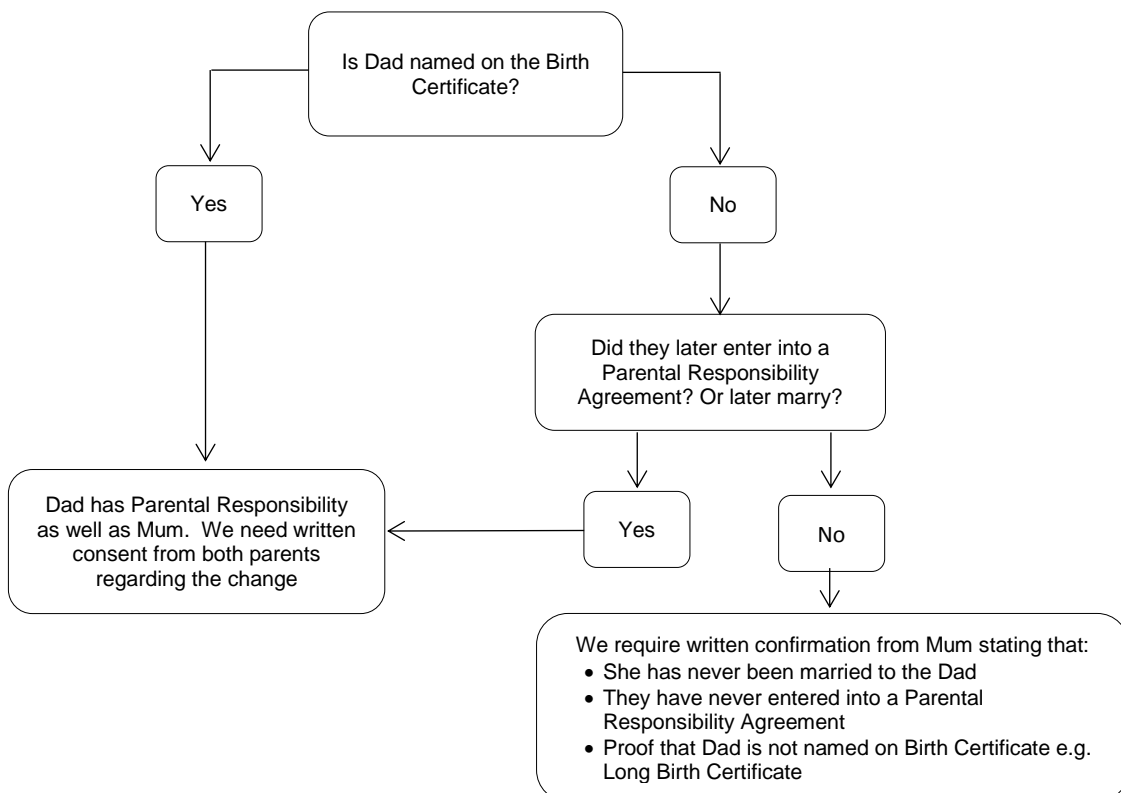
2. NAME FLOW CHART

When completing the New Student Registration form, if your child has had a name change, please check the flow chart below.

NAME CHANGES - Registered before 1st December 2003



NAME CHANGES - Registered after 1st December 2003



Please note: "Known as" names can no longer be used

3. SCHOOL MEDICAL SERVICE

We would like to outline what our school medical service offers to pupils in school.

First Aid Provision

- The school medical room is equipped with basic first aid supplies.
- First Aiders and School Nurse (part time) run the medical service and provide first aid for pupils in school.
- First aid refers to the first assessment, first aid treatment and referral for further medical help, for any injuries or illnesses that arise during the course of the school day, including school trips and sports fixtures. This does not include assessment, treatment and referral for injuries that have arisen outside of school on a previous date.
- Pupils requiring first aid may bring themselves to the medical room during break and lunchtime.
- During lesson time, pupils should speak to their teacher who will either send them to the medical room or call reception for First Aiders to attend the pupil.
- Pupils should not contact their parents directly for assistance while they are in school. They should speak to their teacher, or a First Aider/ School Nurse in the medical room who will make any necessary contact with the parent/carer.

Support for students with diagnosed complex and potentially life-threatening medical conditions

Edgbarrow School is committed to supporting students with complex and potentially life-threatening medical conditions via our Individual Healthcare Plan procedure.

School Paracetamol Service

Paracetamol is available for pupils, after assessment of need by the School Nurse or a designated First Aider, for pain relief or a raised body temperature. Parent/carer verbal consent is obtained over the phone, prior to the administration of liquid or tablet Paracetamol.

Students Own Medication Service

All medication should be handed in at the main School Reception **before morning registration** to be stored in the school office.

Pupils should **not** be carrying medication around with them in school.

The only exception to this rule is emergency medication (e.g. pupils with a severe allergy or asthma whose medication should be kept with them at all times).

This is in addition to a further set of emergency medication which should be handed in at the main school reception for storage in the School Office.

Medication must be handed in according to our school policy which includes:

- Medication must be in its **original container**
- **Name of medication** must be visible on the original medication container
- **Dose of medication** required must be visible on the original medication container
- **Medication expiry date** must be visible on the original medication container
- For **prescribed medication** – **Pupil's name must be on the pharmacy sticker**
- Medication must be accompanied by a **fully completed and signed Parent/Carer Medical Consent Form** (attached, available on the school website and from the main School Reception)

Medication that is brought to reception will be accepted by the school **only if it meets the requirements listed above** and is **accompanied by a fully completed and signed Parent/Carer medical consent form**.

May we remind you that it is the responsibility of your child to come to reception at the correct time to take their medication.

Please also note it is parents/carers responsibility to check and renew out of date medication and inform school about changes to medical condition and medication.

Please do not hesitate to contact me at school if you would like any further clarification on our medical procedures.

Please complete and return the Medical Questionnaire enclosed and ensure that any changes to your child's health are reported to the School Nurse.

Mrs A Clarke
School Nurse

4. SCHOOL UNIFORM

The school uniform list gives full details of the uniform. Items bearing the school badge or name are blazers, jumpers, ties and PE kit. These items are supplied by Sportswear International (SWI) and purchases can be made by visiting their website www.swi.co.uk and ordering via "Parents Online". There is a link to SWI from the Edgbarrow website. Alternatively, orders may be placed by telephone or post.

There is a set of blazers held in school for students to try on to ensure the correct size is ordered, these will be available at the end of the Year 6 Induction Days on Wednesday 5th and Thursday 6th July until 5pm and from 3.30pm - 5pm on Thursday 13th July.

The cut-off date that guarantees delivery for the start of the school year in September is Friday 7th August 2017.

All other items of uniform may be purchased from a range of providers including, Trutex Direct, Marks & Spencer or indeed any other High Street retailer or supermarket, providing that the colour and style conform to the school uniform specifications detailed on the attached uniform list.

Trousers, skirts, shirts and blouses can be ordered from the Trutex website www.trutexdirect.com using the school's code LEA00281SD or SWI www.swi.co.uk

Please note that the length of girls' skirts should be knee length and that the colour of all skirts and trousers for boys and girls should be Harrow grey.

5. SCHOOL UNIFORM LIST

The wearing of the correct uniform while travelling to and from school and during the school day is very important to us. We feel that it sets the standard in terms of high expectations, and a purposeful attitude towards work, while promoting the school and our ethos. We rely very much on the co-operation of students and parents in helping us to set and maintain high standards of dress and appearance.

To ensure consistency and clarity, parents will be offered two recognised suppliers for purchasing some items of uniform.

- Sportswear International (SWI) for all badged items of uniform - Blazers/PE kit and trousers, skirts, shirts and blouses.
- Trutex offer a skirt and trousers for girls and two styles of trousers for boys.

Equivalent items may be purchased from any High Street retailer or supermarket and must be Harrow grey in colour. Harrow grey is dark grey.

All items of uniform and PE kit must be named.

BOYS SCHOOL UNIFORM	GIRLS SCHOOL UNIFORM
<p>Trousers: Harrow grey, flat front and slim leg</p> <p>Belt: Plain and black</p> <p>Shirt: Pale blue, polycotton (plain) with short sleeves or long sleeves - tucked into waistband.</p> <p>Tie: School tie (SWI or school) worn with badge showing</p> <p>Blazer: Dark blue with Edgbarrow badge (SWI)</p> <p>Jumper: (Optional) Plain navy with V neckline and Edgbarrow logo (SWI)</p> <p>Shoes: Black – no 'trainer type' shoes Canvas/material shoes are not acceptable for safety reasons</p> <p>Socks: <u>Plain</u> grey or black</p>	<p>Trousers: Harrow grey, no stretch fabrics, skinny or tight fit</p> <p>Skirt: Harrow grey, <u>knee</u> length, stitched down pleats.</p> <p>Blouse: Pale blue, polycotton blouse with reverse collar (short or long sleeves) - tucked into waistband.</p> <p>Blazer: Dark blue with Edgbarrow badge (SWI)</p> <p>Jumper: (Optional) Plain navy with V neckline and Edgbarrow logo (SWI)</p> <p>Shoes: Black leather or leather type with backs and a low heel. Canvas/material shoes are not acceptable for safety reasons</p> <p>Tights: Grey, navy, black or neutral</p> <p>Socks: <u>Plain</u> grey, navy or black. (worn appropriately)</p>
BOYS PE KIT	GIRLS PE KIT
<p>S-tec Milan shorts with Edgbarrow lettering *</p> <p>Polo shirt with Edgbarrow badge *</p> <p>Sport socks with Edgbarrow lettering *</p> <p>Multi-Sport shirt *</p> <p>S-tec Pulse Micro Fleece with Edgbarrow lettering (optional) *</p> <p>S-tec Trinity Track Pants with Edgbarrow lettering (optional) *</p> <p>S-tecX Thermal Baselayer – navy (optional)*</p> <p>Football boots with rugby safe studs for boys wishing to attend afterschool football/rugby clubs (optional)</p> <p>Astro trainers suitable for use on grass throughout the year</p> <p>Shin pads are compulsory for all football and hockey lessons and afterschool clubs and matches</p> <p>Gum shields are compulsory for all contact rugby and all hockey lessons and afterschool clubs and matches</p>	<p>S-tec Milan shorts with Edgbarrow lettering *</p> <p>Polo shirt with Edgbarrow badge *</p> <p>Sport socks with Edgbarrow lettering *</p> <p>S-tec Pulse Micro Fleece with Edgbarrow lettering *</p> <p>S-tec Trinity Track Pants with Edgbarrow lettering (optional) *</p> <p>S-tecX Thermal Baselayer – navy (optional)*</p> <p>S-tec Skort – navy/white (optional)*</p> <p>Astro trainers suitable for use on grass throughout the year</p> <p>Shin pads are compulsory for all football and hockey lessons and afterschool clubs and matches</p> <p>Gum shields are compulsory for all contact rugby and all hockey lessons and afterschool clubs and matches</p>
*supplied by Sportswear International (SWI)	

OUTDOOR COATS

Students should wear a plain coat or jacket. Tracksuit tops, fleece and denim jackets and clothing with slogans, flags and large motifs are not suitable and are not appropriate. Fluorescent safety bands are acceptable in winter.

The school does not accept haircuts of extreme fashion, engraved design in hair or unnatural colours, piercings (e.g. nose studs); nail varnish/nail extensions (e.g. gels, acrylic nails); or jewellery with the exception of a wristwatch, one pair of earrings – plain silver/gold studs one in each ear and only worn in lower ear lobes. Make up is not allowed in Years 7-9. Girls in Years 10-11 may wear light make-up which is discreet and natural in colour.

Any request for modifying the school uniform for religious reasons must be made in writing to the Headteacher before admittance.

SUMMER UNIFORM - worn from the second half-term in the Summer Term

6. SPORTSWEAR INTERNATIONAL PRICE LIST

Edgbarrow School Uniform & PE Kit 2017 - Available From SWI

COMPULSORY

Uniform

Boys Blazer with Logo - Navy (EBWA21147NAVY)												Quantity	£	Total £
26	27	28	29	30	31	32	33							26.51
34	35	36	38	40	42	44	46	48	50	52				31.32

Girls Blazer with Logo - Navy (EBWA21148NAVY)												Quantity	£	Total £
26	27	28	29	30	31	32	33							26.51
34	35	36	38	40	42	44	46	48	50	52				31.32

School Tie - Navy with Red Stripes (EBWA111723NARE)												Quantity	£	Total £
One Size													7.40	

Boys & Girls V-Neck Jumper with Logo - Navy (EBWA11424NAVY)												Quantity	£	Total £
26/28	30/32	32/33												18.25
34/36	38/40	42/44	46/48	50/52										20.52

Boys S/S Shirts (2 Pack) - Light Blue (AAAA211049LTBL)												Quantity	£	Total £
26	28	30	32											11.70
34	36	38	40	42	44	46	48							14.06

Boys L/S Shirts (2 Pack) - Light Blue (AAAA211050LTBL)												Quantity	£	Total £
26	28	30	32											12.82
34	36	38	40	42	44	46	48							15.23

Boys Oxford Trousers - Grey (AAAA11809GREY)												Quantity	£	Total £		
24/25	24/25	25/25	25/27	26/26	26/28	27/27	27/29							16.41		
28/25	28/27	28/30	29/27	29/29	29/31	30/29	30/31	30/33	32/29	32/31	32/33	34/29	34/31			18.70
34/33	36/29	36/31	36/33	38/31	38/33	40/31	40/33	42/31	44/31							18.70

Girls S/S Revers Blouses (2 Pack) - Light Blue (AAAA11650LTBL)												Quantity	£	Total £
26	28	30	32											12.82
34	36	38	40	42	44	46	48							15.23

Girls L/S Revers Blouses (2 Pack) - Light Blue (AAAA11651LTBL)												Quantity	£	Total £
26	28	30	32											14.06
34	36	38	40	42	44	46	48							16.41

Girls Cambridge Trousers - Grey (AAAA11790GREY)												Quantity	£	Total £		
22/22	22/24	23/23	23/25	24/25	24/27	25/26	25/28	26/25	26/27	26/29				15.85		
28/26	28/28	28/30	30/27	30/29	30/31	32/27	32/29	32/31	34/29	34/31	34/33	36/29	36/31			18.20
36/33	38/31	38/33	40/31	40/33	42/31	44/31										18.20

Girls Pleated Skirt - Grey (AAAA11850GREY)												Quantity	£	Total £		
20/18	22/18	22/20	24/18	24/20	26/18	26/20	26/22	26/24						12.82		
28/18	28/20	28/22	30/20	30/22	30/24	32/20	32/22	32/24	34/22	34/24	36/22	36/24	38/22			15.23
38/24	40/22	40/24	42/22	42/24	44/22	44/24										15.23

OPTIONAL

COMPULSORY

OPTIONAL

PE Kit

Boys & Girls Raglan Polo Shirt with Logo - Navy (EBWA11138NAVY)												Quantity	£	Total £
26/28	30/32	32/33												11.29
34/36	38/40	42/44	46/48	50/52										12.96

Boys & Girls Milan Football Shorts with Logo - Navy/White (EBWALT1489NAWH)												Quantity	£	Total £
22/24	26/27													9.34
30/32	34/36	38/40												11.29

Boys & Girls Sport Socks - Navy/Sky Vertical Lettering (EBWA11055NA5K)												Quantity	£	Total £
2 - 5													4.70	
6 - 9													5.40	

Pulse Micro Fleece* with Logo - Navy/White (EBWA11409NAWH)												Quantity	£	Total £
26/28	30/32	32/33												16.42
34/36	38/40	42/44	46/48	50/52										18.74

* Pulse Micro Fleece is compulsory for girls & optional for boys

Boys Multi-Sport Shirt - Navy/Sky (AAAA11550NA5K)												Quantity	£	Total £
22/24	26/28	30/32	32/33											15.23
34/36	38/40	42/44	46/48	50/52										17.58

Boys & Girls Thermal Baselayer with Print - Navy (EBWA11701NAVY)												Quantity	£	Total £
22/24	26/28	30/32	32/33											15.39
34/36	38/40	42/44	46/48	50/52										18.14

Boys & Girls Trinity Track Pants with Logo - Navy/White (EBWA111414NAWH)												Quantity	£	Total £
22	24	26	28											15.88
30	32	34	36	38	40									18.74

Girls Skort with Logo - Navy/White (EBWA111494NAWH)												Quantity	£	Total £
18/20	22/24	26/27												15.12
30/32	34/36	38/40												17.06

APTUS Female Leggings - Navy/Silver (EBWA11888NA5I)												Quantity	£	Total £
22/24	26/27													15.66
30/32	34/36	38/40	42/44											18.90

This item is for Years 10 & 11 ONLY

Your Information

Students Full Name:

Home Address:

Post Code:

Daytime Tel. No:

Mobile No:

E-mail Address:

Alternative Delivery Address / Instructions For Delivery Courier:

Post Code:

Order Value And Delivery Options

Please Note: Home Delivery
Is Free For Orders Over £70

Please Tick

Home Delivery: £4.00

Total Order Value: £

Payment Method

Please Tick Preferred
Payment Method

Postal Order

Amount: £

Card

Amount: £

Card Account Holders Name:

Cards Accepted: Visa / Mastercard / Maestro

Please Note, We Do Not Accept: American Express Or Diners Club Cards

Card No:

Security Code:

Valid From:

Expiry Date:

Issue No:

Cheque

Amount: £

Cheque Account Holders Name:

Cheque Number:

SWI

Fairoak Lane, Whitehouse Industrial Estate
Runcorn WA7 3DU

Tel: 0845 519 0099

Tel: 01928 752 610

Fax: 0845 519 0055

E-Mail: sales@swi.co.uk



Completing The Order Form Overleaf

The order form indicates items which the School have specified as 'COMPULSORY' or 'OPTIONAL' for Uniform / PE Kit. After measuring your child, place the quantity you require in the box below the selected size of each item, follow the line along and complete the 'Total £' box. If ordering more than one, complete the 'Quantity' box and then the 'Total £' box.

Placing Your Order

Online: Visit our website at www.swi.co.uk and order via PARENTS ONLINE.

By Post: Send your completed order form with payment by cheque or credit card to the address at the top of this form. Please note all cheques are to be made payable to SWI.

By Telephone: Call our team on 01928 752 610.

By Fax: Complete the order form, including your credit card details and fax to us on 0845 519 0055

Delivery

- Orders 'over £70' are delivered to home 'free of charge'.
- For orders 'under £70' there is a '£4 charge' to have them sent to home.

Faulty Items

If for any reason you are not completely satisfied with the quality of your garments please return the item to us within 30 days for a refund. This guarantee is in addition to your statutory rights. In every dispatch we enclose a form with full details of how to return an item. If you require further assistance please call us on 01928 752 610.

Sizing Your Child

For more information on how to size your child, please view the sizing guide on our website at www.swi.co.uk/sizing

Summer Delivery

**We recommend you place your back to school order on or before
Monday 7th August 2017.**

For Internal Use Only: _____

7. MODERN FOREIGN LANGUAGES

Bienvenue and Willkommen to the Languages Department at Edgbarrow School. May I take this opportunity to inform you as to how languages will be taught to our Year 7s in September 2017. In Year 7 at Edgbarrow School, half of the year group will study German and half the year will study French. They will continue with the same language throughout Key Stage 3. In Year 8, we hope to offer some students the opportunity to study Spanish in addition to their first language. This will mean that they will be in the privileged position of studying 2 languages.

Many of your children will have studied some of a particular language at primary school. This experience of language learning is important in that it introduces your child to another language and culture. The skills your child learns can be adapted to any language and therefore it should not be an overriding factor in which language he/she studies in Year 7.

Whether your child studies German or French will depend on his/her tutor group. If you have a particularly strong reason as to whether your child should study one or the other, then please could you let me know by **Friday 26th May** which language you prefer and the reasons why. Unfortunately, we cannot guarantee to be able to meet your request as there are many factors that influence the tutor groups, but we will do our best. You may contact me at sandra.littlehales@edgbarrowschool.co.uk

Thank you for your cooperation.

Mrs S Littlehales
Acting Head of Modern Foreign Languages

Email: sandra.littlehales@edgbarrowschool.co.uk

8. SCHOOL FUNDS

As you will be aware the public sector has been facing significant spending cuts over the past few years. The continued austerity measures are having a significant impact on school budgets. Funding per pupil has been protected but cost increases are having to be funded through savings.

The school and governors have written to, and met with, both the local authority and the local Member of Parliament to discuss our concerns. In particular data from the Department of Education shows that in the last financial year we were funded at £136 per head below the local authority average and over £1,000 below the national average (equating to over £1,000,000 difference). As a successful school we lose out on considerable funding targeted on improvement. The government have announced a review of the school funding formula last year and this may impact on 2018 funding.

Last year parental contributions to the school fund generated nearly £20,000. This money has been vital in protecting the education we deliver. We used the money to protect subject budgets so that lessons had sufficient resources to meet the needs of our students. The donations allowed us to fund a new Key Stage 3 curriculum in English; a new course in hospitality and catering; text books for RE, Geography and History; practical equipment for science; IT equipment for the Sixth Form and a great many other items.

We are very proud of our students and the success they achieve - last year's data showed us to be in the top 7% of schools nationally. These are standards that we are committed to maintaining and we would appreciate your support. **For each family, the school is asking for a voluntary £60 annual donation. This can be paid either as a one off annual payment or through a monthly direct debit for £5.** Of course, should you feel able to donate more, then you would not be limited to this amount, and equally, we will be grateful for whatever help you are able to give us.

We want to make this as easy as possible, so we have created an Edgbarrow page on the Justgiving website: <https://www.justgiving.com/edgbarrowschool/>. You can then choose to donate through a one-off payment or to make a monthly donation. There is also a link on the school website. **We would be very grateful if you could also tick the relevant box to add Gift Aid.**

We would also ask if parents could investigate whether their employers have funds available to support schools and would be grateful for any information in relation to this.

As I am sure you appreciate, we are most uncomfortable with making this request but do hope you understand that our priority is the education of your children and that, where possible, our fantastic parent body may be able to make a significant contribution.

Should you have any queries or comments regarding the School Fund please send them to: schoolfund@edgbarrowschool.co.uk. We have created a frequently asked questions area on the school website with responses. <http://www.edgbarrowschool.co.uk/parents/faqs/>

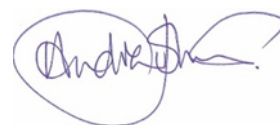
Yours faithfully



Mr R P Elsey
Headteacher



Mr G Oakley
Chair of Governors



Mr A Johnson
PTA Chairman

9. PRIVACY NOTICE - DATA PROTECTION ACT 1998

Edgbarrow School, are a data controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child from your child's previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your child's school is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and relevant medical information. *If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.*

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your child to the Local Authority (Bracknell Forest Council) and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and share about your child, please contact the school.

If you require more information about how the Local Authority (LA) and DfE hold and use your child's information, then please go to the following websites:

www.bracknell-forest.gov.uk

<http://www.bracknell-forest.gov.uk/dataprotectionact>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Performance and Governance
Children Young People and Learning
Bracknell Forest Council, Time Square,
Market Street, Bracknell, Berkshire
RG12 1JD

www.bracknell-forest.gov.uk
e-mail: cypi@bracknell-forest.gov.uk
Tel: 01344 354000

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

www.education.gov.uk
www.education.gov.uk/help/contactus
Tel: 0370 000 2288

Once pupils are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both the pupil's and the parents' names and addresses and any further information relevant to the support services' role.

However, the pupil (if aged 16 or over) or parent can ask that no information beyond name and address and date of birth be passed on to the youth services provider. Please inform the school if you or your parents wish to opt out of this arrangement.

For more information about young peoples' services, please go to the Direct Gov Young People page at www.gov.uk/search?q=young+people

10. BIOMETRIC CASHLESS CATERING SYSTEM

We have a cashless catering system at Edgbarrow using biometrics. This significantly improves the services we are able to offer students and staff, with benefits including:

- The convenience for students of not having to look after and handle cash in school each day.
- Improved security for handling cash transactions in the school.
- Reduction in opportunities for children to lose money.
- A reduction in queuing time at break and lunch.

The school will of course comply at all times with the Data Protection Act and with the provisions of the Protection of Freedoms Act 2012, regarding the use of biometric data.

In order for your child to use the biometric system, one parent or carer will need to read the information provided and to give their consent by signing and returning the enclosed consent form with all the other Year 7 admissions documentation.

We are planning to register all our new students on the Induction Days on 5th and 6th July and will need to have your consent by **Friday 26th May** at the latest.

We will also offer an opportunity to opt out for those students who, on consideration, would prefer to use an alternative form of identification such as a card.

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in schools

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including, for example, a digital photograph, fingerprint or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database, and will only be used by the school to confirm who is using a range of services. In future we may introduce other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else, and will not unlawfully disclose it to any other person.

Current legislation – The Protection of Freedoms Act 2012

The legislation requires schools to:

- Inform parents about the use of biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system, or if your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form below as soon as possible. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

11. WELCOME TO CUCINA

Welcome to Cucina®

fresh thinking!

Cucina's service provides an educational food service by linking the classroom and the kitchen.

Students can see dishes being freshly prepared such as homemade pizza being served fresh from our pizza oven, fresh bread made on the premises daily and a wide variety of freshly prepared main meals, salads, sandwiches, fruit pots and desserts as well as mouth watering homemade muffins and cakes.

For those on free school meals, Cucina are unique in offering any two items from the vast daily menu for their free school meal value regardless of price in recognition of the importance of meals at school.



Cucina's philosophy centres on the premise that eating well is crucial to improving ability and behaviour, as well as academic and athletic success. Cucina makes meals fun and helps students to broaden their knowledge and appreciation of food.

What students see:

- Fresh food prepared in our kitchens every single day
- The use of fresh, locally sourced ingredients
- Growing herbs and selected vegetables
- Linking theme days to the curriculum
- Taste trials for new dishes and unusual foods

I am sure that you will have heard about the food-based requirements for school lunches introduced in September 2006, which were developed by the Schools Food Trust. These requirements were further enhanced to include nutrient based standards from September 2009. Cucina's food offer exceeds these and supports our aim of setting a new benchmark for food service in our area.



Did you know:

- 90% of our menu...or more...is home made
- 80% of our vegetables and fruit are sourced within the UK
- The majority of our meat is red tractor approved and sourced from Great Britain
- All our fish is farmed from sustainable stocks (MSC approved)
- All our eggs are free range
- All our coffee and chocolate is fair trade

TRY OUR
HOME MADE SOUP
WITH freshly
baked BREAD: £1

FREE
SCHOOL MEALS
CHOOSE ANY
2 items
(BUT NOT 2 CAKES!)
AND PAY
NOTHING EXTRA

freshly made
14 INCH PIZZA
TO SHARE OR TAKE HOME
< ORDER NOW >

TAKE HOME A TAKE AWAY
2 PORTIONS OF TODAY'S
HOT SELECTIONS
COLLECT BEFORE YOU
GO HOME

LESS THAN
500
calories
WHERE YOU SEE THIS LOGO

watch out for our
POP-UP PROMOTIONS
BRINGING YOUR
FAVOURITE TAKE AWAY
TO YOU!

ALL OF OUR
DELI RANGE
OF SANDWICHES, SALADS AND DESSERTS
ARE FRESHLY MADE HERE DAILY

WEEK ONE

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

MAINS £2.20

BEEF LASAGNE
ROASTED GARLIC BREAD, ROCKET
& PARMESAN SALAD

CHICKEN TIKKA MASALA
SCENTED RICE, PICKLE TRAY

ROAST TURKEY
YORKSHIRE PUDDING, HONEY ROASTED
VEGETABLES

CHILLI CON CARNE
SOURD CREAM, SALSA, CHEESE, NACHOS

**GINGER BEER BATTERED
FILLET OF FISH
SALMON FISHPASTE**
CHIP SHOP SPECIALS

VEGETARIAN £2.20

OMELETTE BAR ✓
ROASTED GARLIC BREAD, ROCKET
& PARMESAN SALAD

**REGGAE REGGAE SWEET
POTATO CURRY** ✓
SCENTED RICE, PICKLE TRAY

**SUNBLUSHED TOMATO, FETA,
OLIVE & PESTO TART** ✓
ROCKET SALAD

QUORN & VEGETABLE CHILLI ✓
SOURD CREAM, SALSA, CHEESE, NACHOS

QUORNISH PASTY ✓
CHIP SHOP CHIPS, PEAS

WHY NOT TOP IT OFF WITH CHEDDAR FOR ONLY 25p

TUBS TO GO FROM £0.99

CUCINA TOMATO PASTA ✓
MEATBALL MARINARA PASTA

CUCINA TOMATO PASTA ✓
MAC 'N' CHEESE ✓

CUCINA TOMATO PASTA ✓
SPICY SAUSAGE PASTA

CUCINA TOMATO PASTA ✓
SINGAPORE NOODLES

CUCINA TOMATO PASTA ✓
SWEET CHILLI CHICKEN PASTA

GO ON... TRY A SPLASH OF ONE OF OUR HOMEMADE OILS!

SUBS AND BURRITOS SMALL £1.30 LARGE £2.20

PEPPERONI BIG FOOT

CHICKEN WRAP BAR

CHILLI BEEF BURRITO

CHICKEN WRAP BAR

CHEESY CHILLI BEEF BURRITO

CUCINA VALUE FROM £0.49

MINI SHORTBREAD
SAVOURY POPCORN ✓

JAM STRAWS
CHEESE STRAWS ✓

MINI FRUIT JELLY
GARLIC BREAD ✓

MINI FLAPJACK
BUTTERED CRUMPET ✓

MINI COOKIE
BBQ BAGUETTE ✓

PUDS £1.00

HOT >

COLD >

**PINEAPPLE UPSIDE DOWN
PUDDING**
CUSTARD

PANCAKE BAR
TOPPINGS

PEAR & BLACKBERRY CRUMBLE
VANILLA ICE CREAM, CUSTARD

CHURROS
CHOCOLATE SAUCE

**WARM CHOCOLATE SPONGE
CAKE**
VANILLA ICE CREAM

RASPBERRY TIRAMISU

LEMON CHEESECAKE

JAFFA MOUSSE POT

BANOFFEE TUB

CUCINA SUNDAE

WE ONLY EVER SERVE FOOD WE WOULD BE HAPPY TO BE SERVED OURSELVES. MOST OF OUR MEAT IS RED TRACTOR ACCREDITED AND BRITISH, OUR EGGS AND MAYO ARE FREE RANGE, OUR FISH IS CAUGHT FROM SUSTAINABLE STOCKS, OUR COFFEE AND CHOCOLATE ARE FAIRTRADE. TO FURTHER REDUCE FOOD MILES, 80% OR MORE OF OUR FRUIT AND VEG IS GROWN IN THE UK AND WE VISIT THE FARMS WHERE THEY ARE GROWN REGULARLY. BUT SOURCING GREAT INGREDIENTS IS POINTLESS WITHOUT PROPERLY SKILLED CHEFS DETERMINED TO TURN IT INTO GREAT FOOD EVERY DAY, SO WE INVEST IN THAT RARE BREED AS WELL! ALL OF OUR FOODS ARE PREPARED IN AN ENVIRONMENT WHERE NUTS AND OTHER FOOD ALLERGENS ARE PRESENT. IF YOU HAVE SPECIAL DIETARY REQUIREMENTS, PLEASE SPEAK TO OUR EXECUTIVE CHEF WHO WILL BE HAPPY TO FIND SOMETHING SUITABLE.



12. BFC LEAVE OF ABSENCE LEAFLET

Parent Information Leaflet

Leave of absence from school



Holidays are fine - just not in term time!

There are 365 days in a calendar year. Your child is expected to attend just 190 days *AT SCHOOL*.

This means there are 175 days for holidays, birthday treats, special events with families, and non-urgent appointments.

If you choose to take your child out of school for 10 days during term time, your child can achieve no more than 94.7% school attendance for the academic year. This figure is lower than we expect for all pupils in Bracknell Forest - we aim for higher!

NB - Throughout this leaflet reference to parent(s) should be understood to include carer(s).

Further information:
www.education.gov.uk

June 2013

Education Welfare Service
7 Portman Close
Bracknell
RG42 1NE

Tel : 01344 464721/16
Email: education.welfare@bracknell-forest.gov.uk

Term Time Is School Time

Information for Parents/Carers

Children of school-age who are on roll at a school must, by law, attend that school regularly and punctually.

Regular attendance is important, not just because the law requires it but also because the law requires it but also because it is the best way of ensuring children make the most of the educational opportunities available to them.

When a child is absent from school, he or she misses not only the teaching provided on the days when absent, but is also less prepared for the lessons on their return. This will lead to a risk of underachievement, which Headteachers and parents will both wish to avoid.

There may be occasions when a child has to miss school - for example, if unwell. Any other absences should be kept to an absolute minimum. In particular, parents should avoid taking children out of school during term-time in order to go on holiday.

What the Law says

The regulations make it clear that parents do not have any automatic right or entitlement to take a child out of school. Indeed, it is likely that in

most cases Headteachers will refuse to authorise the absence.

The regulations state that Headteachers cannot grant a leave of absence to a pupil except where an application has been made in advance and the Headteacher considers there are exceptional circumstances relating to the application.

How Headteachers deal with requests for absences during term time

All schools in Bracknell Forest have an attendance policy. This policy strongly discourages parents from requesting absences during term-time and states that leave for term-time absences will not be granted unless there are exceptional circumstances.

However, it is the decision of the Headteacher as to what might constitute exceptional circumstances and each request for term-time absence will be considered on an individual basis.

It is recognised that on occasions there may be extenuating or compassionate reasons for an absence to be authorised.

Issues parents need to be aware of

If the absence request is not authorised by the school and the absence is still taken, this will remain unauthorised.

Should leave be granted but the child remain absent for longer than agreed, then this extra time will be recorded as an unauthorised absence. Should a child fail to return to school on the agreed date consideration may be taken to remove them from the school roll. Parents would then be responsible for reapplying for a school place with no guarantee of a place back at the same school.

Any leave of absence that has not been authorised may be referred to the Education Welfare Service. **This may result in the issue of a Fixed Penalty Notice or prosecution proceedings.**

A Fixed Penalty Notice will be issued to each parent of each child of statutory school age and carried a maximum penalty of £120. (Eg. Two parents with two children could incur a total cost of £480). If the matter proceeds to court this carries a maximum penalty of £1,000 per parent per child and a criminal conviction, which may affect your current and/or future employment.

13. TERM DATES – 2017/18

Wednesday 6th September 2017

All Year 7 students to meet in the Year 7 area at 8:45am

AUTUMN 2017

Wednesday 6th September 2017 – Tuesday 19th December 2017

Autumn Half Term – Monday 23rd to Friday 27th October 2017

SPRING 2018

Wednesday 3rd January 2018 – Thursday 29th March 2018

Spring Half Term – Monday 12th to Friday 16th February 2018

SUMMER 2018

Tuesday 17th April 2018 – Friday 20th July 2018

Summer Half Term Monday 28th May to Friday 1st June 2018

INSET Days

Monday 4th & Tuesday 5th September 2017

Monday 16th April 2018

Monday 23rd & Tuesday 24th July 2018

Monday 7th May 2018 is the Bank Holiday

Please check the school website for current information

14. EDGBARROW PTA



Whether you are new to Edgbarrow or your child joining the school in September is a sibling, the PTA is a really good way for you to get to meet new parents and to quickly feel part of the school community.

Our committee are very informal and welcoming, whether you have PTA experience to share from your Primary School or whether you have never been involved before, we would be glad to have you on board.

We organise a few events during the year, and meet each half-term.

The school always give us an update on what has been going on, so it's a good way to know more about your child's new environment.

If you would like to know more, or find out when our meeting is in September, please email me at pta@edgbarrowschool.co.uk

*Andrew Johnson
Chair*

15. USEFUL INFORMATION

DATES TO REMEMBER

26 th May 2017	Yellow Forms to be returned to School Office
5 th & 6 th July 2017	Induction Days
13 th July 2017	Information Evening for Parents and Students <i>Students will have the opportunity to meet their Tutor</i>
6 th September 2017	First Day at Edgbarrow School
October, 2017 (date tbc)	Year 7 Meet the Tutor parents evening

INDUCTION DAYS 5th & 6th JULY

Students are not required to wear their current uniform and should dress appropriately for the two days.

Report to Main Hall at 8.45am

Please remember to bring:

- Pencil case
- Trainers for PE
- Headphones if you have them

CONTACTS

Mr R Elsey	Headteacher
Mrs L Fletcher	Assistant Headteacher i/c of Year 7
Mrs Louise West	Head of Year 7
Mrs S Littlehales	Acting Head of Modern Foreign Languages
Mrs A Clarke	School Nurse

WEBSITE LINKS

Edgbarrow School

<http://www.edgbarrowschool.co.uk/>

Free School Meals

<http://www.bracknell-forest.gov.uk/free-school-meals-form-and-information.pdf>

<http://www.bracknell-forest.gov.uk/freeschoolmeals>

School Uniform

<http://www.swischoolwear.co.uk/>

<http://www.trutexdirect.com/>

We appreciate that moving up to a new school is a huge adjustment for parents and students, if you have any queries on any of the documentation contained in this pack or any questions about your child joining Edgbarrow School, please do not hesitate to contact us.

Tel: 01344 772658

Email: secretary@edgbarrowschool.co.uk

Edgbarrow School

Grant Road Crowthorne Berkshire RG45 7HZ

Tel: 01344 772658

Fax: 01344 776623

Email: secretary@edgbarrowschool.co.uk