

# **Edgbarrow School**



**YEAR 7**

**New Admission  
Information Pack**

**2018 - 2019**

# Notes

---

# CONTENTS

- 1 Introduction
- 2 Term Dates
- 3 Leave of Absence During Term Time
- 4 School Medical Service
- 5 School Uniform Information
- 6 Edgbarrow Uniform List
- 7 Modern Foreign Languages
- 8 Privacy Notice Data Protection Act 2018
- 9 Biometric Cashless Catering
- 10 Welcome to Cucina
- 11 School Fund
- 12 PTA Introduction
- 13 Useful Information

## **Enclosures**

1. New Student Registration Form
2. Medical Questionnaire
3. Biometric Reply Slip
4. SEND Questionnaire

# 1. INTRODUCTION

---

We are delighted that you have accepted a place at Edgbarrow School for your child in our Year 7 for September 2018. 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 25<sup>th</sup> May** to Edgbarrow School in an **envelope labelled - Admissions Year 7 - 2018**. 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](http://www.edgbarrowschool.co.uk) and can be emailed back to school: [admissions@edgbarrowschool.co.uk](mailto: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:

<b>Wednesday 4<sup>th</sup> July 2018</b>	-	<b>8.50am – 3.20pm</b>
<b>Thursday 5<sup>th</sup> July 2018</b>	-	<b>8.50am – 3.20pm</b>

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 12<sup>th</sup> 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 4<sup>th</sup> July / Thursday 5<sup>th</sup> July** (induction days) and **Thursday 12<sup>th</sup> 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 12<sup>th</sup> July.

## 2. TERM DATES – 2018/19

---

### **Wednesday 5<sup>th</sup> September 2018**

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

#### **AUTUMN 2018**

Wednesday 5<sup>th</sup> September 2018 – Friday 21<sup>st</sup> December 2018

Autumn Half Term – Monday 22<sup>nd</sup> to Friday 26<sup>th</sup> October 2018

#### **SPRING 2019**

Monday 7<sup>th</sup> January 2019 – Friday 5<sup>th</sup> April 2019

Spring Half Term – Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> February 2019

#### **SUMMER 2019**

Wednesday 24<sup>th</sup> April 2019 – Friday 19<sup>th</sup> July 2019

Summer Half Term Monday 27<sup>th</sup> May 2019 - Friday 31<sup>st</sup> May 2019

#### **INSET Days**

Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> September 2018

Tuesday 23<sup>rd</sup> April 2019

Monday 22<sup>nd</sup> & Tuesday 23<sup>rd</sup> July 2019

Monday 6<sup>th</sup> May 2019 is the Bank Holiday

*Please check the school website for current information*

### 3. LEAVE OF ABSENCE DURING TERM TIME

---

This School's Attendance Policy is set in consideration and consequence of the provisions of the following;

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Department For Education Guidance as from time to time issued on school attendance matters

This School, the Local Education Authority and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there maybe "exceptional" circumstances that may justify a Headteacher's decision to authorise the absence.

The explanatory note to The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which themselves amend The Education (Pupil Registration) England Regulations 2006, states;

**Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application**

This school's Attendance Policy includes the following;

- Any application is to be made in writing, in advance by the parent with whom the child normally resides, using the form headed '*Application For Leave Of Absence During Term time*'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances'. Parent will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice may be issued to each parent for each child.

**THE CURRENT RATE PER PARENT PER CHILD IS:**

**£60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**

**PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME LEAVE BE TAKEN WITHOUT AUTHORISATION OF THE SCHOOL.**

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non payment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non payment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £115.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Note: The term "Parent" is as defined under Section 576 Education 1996, meaning;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person

## 4. SCHOOL MEDICAL SERVICE

---

We would like to outline what our school medical service offers to students 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 students 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.
- Students requiring first aid may bring themselves to the medical room during break and lunchtime.
- During lesson time, students should speak to their teacher who will either send them to the medical room or call reception for first aiders to attend the student.
- **Students 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 by law to supporting students with complex and potentially life-threatening medical conditions via our Individual Healthcare Plan procedure. **It is the parents/carers responsibility to inform the school about student medical conditions and to keep the school updated with changes in medical conditions, then individual healthcare plans can be reviewed and updated as required.**

### 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.

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

The only exception to this rule is emergency medication e.g. severe allergy or asthma medication.

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** – **Student's name must be on the pharmacy sticker**
- Medication must be accompanied by a **fully completed and signed Parent/Carer Medical Consent Form** found on the school website  
<https://www.edgbarrowschool.co.uk/parents/useful-information/forms/>
- 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.**

### **Edgbarrow School Policy – Inhalers in School**

- Asthma Plan downloaded from the school website <https://www.edgbarrowschool.co.uk/parents/useful-information/forms/> completed and returned to the School Office.
- Students must carry a reliever inhaler on them at all times in school and on school trips.
- Inhalers must be CLEARLY labelled with your child's full name and tutor group.
- Spare inhalers should be held in the School Office in case of an emergency.
- It is the responsibility of the Parent/Carer to ensure inhalers are REPLACED and IN DATE.

### **Edgbarrow School Policy – Adrenaline Auto Injectors in School**

- Allergy Action Plan downloaded from the school website at <https://www.edgbarrowschool.co.uk/parents/useful-information/forms/> completed and returned to the School Office.
- One set of medication (Adrenaline auto injector, antihistamine and inhaler if asthmatic) must be supplied to the School Office AND another set of medication (Adrenaline auto injector, antihistamine and inhaler if asthmatic) must be carried by student at all times in school and school trips.
- All medication must be CLEARLY labelled with your child's full name and tutor group.
- Expiry dates to be held by Parent/Carer and medication to be renewed before expiry date.

### **School Paracetamol Service**

Paracetamol is available for students, 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. If pain relief is required on a regular basis, this should be supplied by the parent/carer in accordance with our school policy as above.

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 medication changes.

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

## 5. 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](http://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 4<sup>th</sup> and Thursday 5<sup>th</sup> July until 5pm and from 3.30pm - 5pm on Thursday 12<sup>th</sup> July.

**The cut-off date that guarantees delivery for the start of the school year in September is Monday 6<sup>th</sup> August 2018.**

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](http://www.trutexdirect.com) using the school's code LEA00281SD or SWI [www.swi.co.uk](http://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.

## 6. 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	
Trousers:	Harrow grey, flat front and slim leg	Trousers:	Harrow grey, no stretch fabrics, skinny or tight fit
Belt:	Plain and black	Skirt:	Harrow grey, <u>knee</u> length, stitched down pleats
Shirt:	Pale blue, polycotton (plain) with short sleeves or long sleeves - tucked into waistband.	Blouse:	Pale blue, polycotton blouse with reverse collar (short or long sleeves) - tucked into waistband
Tie:	School tie (SWI or school) worn with badge showing	Blazer:	Dark blue with Edgbarrow badge (SWI)
Blazer:	Dark blue with Edgbarrow badge (SWI)	Jumper:	(Optional) Plain navy with V neckline and Edgbarrow logo (SWI)
Jumper:	(Optional) Plain navy with V neckline and Edgbarrow logo (SWI)	Shoes:	Black leather or leather type with backs and a low heel. Canvas/material shoes are not acceptable for safety reasons
Shoes:	Black – no 'trainer type' shoes Canvas/material shoes are not acceptable for safety reasons	Tights:	Grey, navy, black or neutral
Socks:	<u>Plain</u> grey or black	Socks:	<u>Plain</u> grey, navy or black. (worn appropriately)
BOYS PE KIT		GIRLS PE KIT	
S-tec Milan shorts with Edgbarrow lettering * Polo shirt with Edgbarrow badge * Sport socks with Edgbarrow lettering * Multi-Sport shirt * S-tec Pulse Micro Fleece with Edgbarrow lettering (optional) * S-tec Trinity Track Pants with Edgbarrow lettering (optional) * S-tecX Thermal Baselayer – navy (optional)* Football boots with rugby safe studs for boys wishing to attend afterschool football/rugby clubs (optional) Astro trainers suitable for use on grass throughout the year Shin pads are compulsory for all football and hockey lessons and afterschool clubs and matches Gum shields are compulsory for all contact rugby and all hockey lessons and afterschool clubs and matches		S-tec Milan shorts with Edgbarrow lettering * Polo shirt with Edgbarrow badge * Sport socks with Edgbarrow lettering * S-tec Pulse Micro Fleece with Edgbarrow lettering * S-tec Trinity Track Pants with Edgbarrow lettering (optional) * S-tecX Thermal Baselayer – navy (optional)* S-tec Skort – navy/white (optional)* Astro trainers suitable for use on grass throughout the year Shin pads are compulsory for all football and hockey lessons and afterschool clubs and matches Gum shields are compulsory for all contact rugby and all hockey lessons and afterschool clubs and matches	
*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. Headphones are not part of the uniform and should not be seen or worn during the school day.

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

## 7. MODERN FOREIGN LANGUAGES

---

Bienvenue, Willkommen and Bienvenido to the Languages Department at Edgbarrow School. I would like to take this opportunity to outline how languages will be taught to our Year 7s in September 2018. 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 will offer some students the opportunity to study a second language in addition to their first. All our students, whether they study one or two Modern Languages, will be learning an important life skill that employers value highly.

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 language learning skills your child has learned can be applied 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 French or German 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 25<sup>th</sup> 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 [Katie.Brandist@edgbarrowschool.co.uk](mailto:Katie.Brandist@edgbarrowschool.co.uk).

Thank you for your cooperation.

Mrs K Brandist  
Head of Modern Foreign Languages

Email: [Katie.Brandist@edgbarrowschool.co.uk](mailto:Katie.Brandist@edgbarrowschool.co.uk)

## 8. PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS DATA PROTECTION ACT 2018

---

This is a summary of our privacy notice to explain how we use information about you and your child and what we do with it. The information is called 'personal data' or 'personal information'. The full Privacy Notice can be found at [www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk).

**Students and parents/carers are asked to read this notice before completing the school's student registration form.**

### **Who we are**

Your school is called Edgbarrow School and that it is part of the Corvus Learning Trust. The Corvus Learning Trust is the organisation that is in charge of your personal information. This means that the Corvus Learning Trust is called the Data Controller for the purposes of the Data Protection Act.

The postal address of the Corvus Learning Trust is:

Grant Road  
Crowthorne  
RG45 7HZ

Alternatively you can email us at email here [enquiries@corvuslearningtrust.co.uk](mailto:enquiries@corvuslearningtrust.co.uk)

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Edgbarrow School  
Grant Road  
Crowthorne  
RG45 7HZ

### **How we use student information**

The Corvus Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, the local authority and/or 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.

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 access to online learning environments, such as Google Classroom
- Provide facilities for students, parents and carers to pay for services, such as cashless catering in the school canteen
- Communicate with parents
- Provide appropriate pastoral care
- Assess the quality of our services
- Comply with the law about sharing personal data

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us 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 also use photographs of students in accordance with the permissions indicated by you on the student registration form.

The use of your information for these purposes is lawful for the following reasons:

- The Corvus Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard students
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If you give your consent, you may change your mind at any time

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **How long we keep your information**

We only keep information for as long as we need to or for as long as the law requires us. Most of the information we have will be in the student's file. We usually keep these until their 25th birthday (or until their 35th birthday in the case where a student has a statement for educational needs) unless they move to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and it can be found at <https://www.edgbarrowschool.co.uk/about-us/school-policies/>

### **Your rights**

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found at <https://www.edgbarrowschool.co.uk/about-us/school-policies/>

## 9. 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 2018 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 4<sup>th</sup> and 5<sup>th</sup> July and will need to have your consent by **Friday 25<sup>th</sup> 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, and we will contact you before any changes are introduced.

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, which 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 2018 and the General Data Protection Regulations (GDPR). 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.

Further details of our data protection policy can be found on our website:

[www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk)

# 10. WELCOME TO CUCINA

## Welcome to



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.

## Free School Meals

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



## School Food Standards

I am sure that you will have heard about the food-based requirements for school lunches originally developed by the Schools Food Trust. The latest guidelines of January 2015 saw a return to the food based standards first introduced in 2006, moving away from the nutritional guidelines launched in September 2009. However as Cucina continue to be at the forefront of enhancing nutrition and usage within schools and academies across the country, we still ensure our menus comply with the nutritional standards as a best practice principle.

## Foodie Groups & Student involvement

Cucina are always looking for feedback, and who better to ask than our very own customers? In each of our schools we cater in, we look for people to act as Cucina Ambassadors and to help us provide a restaurant and food offer that meets the needs of you and your friends.

*What do you think? Something that you might be interested in?*

### The role of the Cucina Foodie:

- To be an ambassador of Cucina
- Attend a termly meeting hosted by the Cucina
- Gain feedback from your peers on the topics / subjects that we set you
- Tell us what we are doing well and what we could do better
- Have direct contact with your Chef
- Tell us what's new on the high street

### What you get

- A 'Foodie' badge which will entitle you to a range of perks:
- You get to the jump the queue with one friend
- Receive a voucher, after the meetings, that entitles you to a whole pizza free to share with your friends
- Get to taste, free of charge, new items we have on trial

## 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
- Our Menus are Vegetarian Society Approved
- We have an Executive Chef in all of our schools to cook healthy, tasty food as well as educate our customers
- We run a theme day every 2 weeks to provide a variety of menu choice
- Take away is available on any of our main meals, except fish & chips on Friday, so if you haven't got time to cook...we can do it for you.

## WEEK ONE

MAIN PLATE £2.30

THE VEG PATCH £2.30

PASTA POT

MEDIUM £1.80 LARGE £2.20

1 POT

MEAT →  
NON MEAT →  
BASE →  
SAUCE →

£2.30

HOT BREAD

PIZZA £1.30 WRAPS £2.30

CUCINA BASIC 50P

PUD £1.10

HOT >  
COLD >

### CLASSIC FAVOURITES MONDAY

MAC BAR TOPPINGS, ROCKET & PARMESAN SALAD
BROCCOLI & CAULIFLOWER BAKE ROCKET & PARMESAN SALAD
SIMPLE TOMATO PASTA CHEF'S SPECIAL PASTA
HONEY FRIED CHICKEN
SWEETCORN FRITTERS
VEGETABLE RICE
SWEETCORN JAM SAUCE
MARGHERITA PIZZA
PEPPERONI PIZZA
MINI BROWNIE
SAVOURY POPCORN
TOFFEE & BANANA CRUMBLE ICE CREAM
ICE CREAM VAN TOPPINGS

### eastern TUESDAY

CHICKEN KATSU CURRY JAPANESE CRACKERS
AUBERGINE FRITTERS KATSU CURRY SAUCE
SIMPLE TOMATO PASTA CHEF'S SPECIAL PASTA
SCANDINAVIAN MEATBALLS
GRILLED HALLOUMI DICE
DICED POTATOES
NOT IKEA SAUCE
CHICKEN WRAP BAR
MINI FRUIT JELLY
CHEESE STRAWS
PANCAKE BAR TOPPINGS
JAFFA CAKE CHEESECAKE

### Great BRITISH WEDNESDAY

ROAST PORK YORKSHIRE PUDDING, STUFFING & ROASTED VEG, PAN GRAVY
VEGGIE TOAD IN THE HOLE ROASTED VEGETABLES, VEGETARIAN GRAVY
SIMPLE TOMATO PASTA CHEF'S SPECIAL PASTA
REGGAE REGGAE CHICKEN
SWEET POTATO BITES
RICE 'N' PEAS
SPICY REGGAE REGGAE SAUCE
MARGHERITA PIZZA
BBQ CHICKEN PIZZA
CHOCOLATE STRAWS
MINI MUFFIN
STEAMED CHOCOLATE SPONGE CHOCOLATE CUSTARD
TREACLE TART

### SOUTHERN style THURSDAY

CHILLI CON CARNE SOURD CREAM, SALSA, CHEESE, NACHOS
QUORN & VEGETABLE CHILLI SOURD CREAM, SALSA, CHEESE, NACHOS
SIMPLE TOMATO PASTA CHEF'S SPECIAL PASTA
CRISPY CHILLI BEEF
SHOESTRING CARROTS
ASIAN NOODLES
SWEET CHILLI SAUCE
SOUTHERN FRIED CHICKEN WRAP BAR
SHORTBREAD MINI
MINI FLAPJACK
CHURROS CINNAMON SUGAR
WHOOPIE PIE

### FISH and CHIP FRIDAY

CHIP SHOP BATTERED FILLET OF FISH SALMON FISHPASTE CHIP SHOP SPECIALS
QUORNISH PASTY CHIP SHOP SPECIALS
SIMPLE TOMATO PASTA CHEF'S SPECIAL PASTA
SWEET & SOUR LEMON CHICKEN
TEMPURA VEGETABLES
VEGETABLE RICE
SWEET & SOUR SAUCE
MARGHERITA PIZZA
HAM PIZZA
MINI COOKIE
NACHOS BAG
RASPBERRY & WHITE CHOCOLATE SPONGE HOT CHOCOLATE SAUCE
CUCINA SUNDAE

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

FREE SCHOOL MEALS  
CHOOSE ANY 2 items (BUT NOT 2 CAKES!)  
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 300 calories  
WHERE YOU SEE THIS SIGN

watch out for our POP-UP PROMOTIONS  
{ BRINGING YOUR FAVOURITE FOOD TO YOU }

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

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, 90% 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.



## 11. 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. The government have been looking at setting up a new funding formula; we believe this new formula will eventually benefit Edgbarrow. At present we continue to have a cash flat budget settlement which means that the school has to absorb any cost increases by generating savings. Should the new formula be put in place we may receive some relief from September 2018, but anticipate that this will still be a below the rate of inflation.

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 English work books; practical equipment for science such as microscopes and desk top video cameras; laptops for the Sixth Form and maths department and a great many other items.

We are very proud of our students and the success they achieve. 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](mailto: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 S Matthews**  
Headteacher



**Mr G Oakley**  
Chair of Governors



**Mr A Johnson**  
PTA Chairman

## 12. 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](mailto:pta@edgbarrowschool.co.uk)

Andrew Johnson  
Chair

## 13. USEFUL INFORMATION

---

### DATES TO REMEMBER

25 <sup>th</sup> May 2018	Yellow Forms to be returned to School Office
4 <sup>th</sup> & 5 <sup>th</sup> July 2018	Induction Days
12 <sup>th</sup> July 2018	Information Evening for Parents and Students <i>Students will have the opportunity to meet their Tutor</i>
5 <sup>th</sup> September 2018	First Day at Edgbarrow School
October, 2018 (date tbc)	Year 7 Meet the Tutor parents evening

### INDUCTION DAYS 4<sup>th</sup> & 5<sup>th</sup> JULY

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

Report to Main Hall at 8.40am

Please remember to bring:

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

### CONTACTS

Mr S Matthews	Headteacher	<a href="mailto:headteacher@edgbarrowschool.co.uk">headteacher@edgbarrowschool.co.uk</a>
Mrs L Fletcher	Assistant Headteacher i/c of Year 7	<a href="mailto:Louise.fletcher@edgbarrowschool.co.uk">Louise.fletcher@edgbarrowschool.co.uk</a>
Miss R Knowles	Acting Head of Year 7	<a href="mailto:Rachel.knowles@edgbarrowschool.co.uk">Rachel.knowles@edgbarrowschool.co.uk</a>
Mrs K Brandist	Head of Modern Foreign Languages	<a href="mailto:Katie.brandist@edgbarrowschool.co.uk">Katie.brandist@edgbarrowschool.co.uk</a>
Mrs A Clarke	School Nurse	<a href="mailto:Alexis.clarke@edgbarrowschool.co.uk">Alexis.clarke@edgbarrowschool.co.uk</a>

### SCHOOL DAY

8.50am	-	9.10am	Registration
9.10am	-	10.10am	Lesson 1
10.10am	-	11.10am	Lesson 2
11.10am	-	11.30am	Break
11.30am	-	12.30pm	Lesson 3
12.30pm	-	1.30pm	Lesson 4
1.30pm	-	2.10pm	Lunch
2.10pm	-	2.20pm	Registration
2.20pm	-	3.20pm	Lesson 5

## **WEBSITE LINKS**

Edgbarrow School

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

School Uniform

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

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

Free School Meals

<https://www.bracknell-forest.gov.uk/school-meals/could-my-child-be-entitled-free-school-meals>

Changing a Pupils Name on Education Records

<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/changing-pupils-name-education-records>

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](mailto:secretary@edgbarrowschool.co.uk)

# Notes

---

# Notes

---

**Edgbarrow School**

Grant Road Crowthorne Berkshire RG45 7HZ

Tel: 01344 772658

Fax: 01344 776623

Email: [secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk)