



Haydon Bridge High School

Admissions Pack

Name: _____

Please complete and return to your current school by Friday 17th July 2020

Haydon Bridge High School

Student Data Collection Sheet

PLEASE PROVIDE THE INFORMATION BELOW IN FULL:			
Student Surname:			
Student Forename(s):			
Chosen Name:			
Date of Birth:			
Gender:			
Year Group:		Tutor Group:	
Address:			
Post Code:			
Home Tel No:			
Mobile No:			
Email Address:			
Coming from which school:	Names of brothers or sisters in HBHS:		
TRAVEL ARRANGEMENTS – HOW DOES YOUR CHILD TRAVEL TO HAYDON BRIDGE HIGH SCHOOL? – PLEASE TICK THE RELEVANT BOX:			
SCHOOL BUS:	<input type="checkbox"/>	CAR:	<input type="checkbox"/>
WALK:	<input type="checkbox"/>	PUBLIC TRANSPORT	<input type="checkbox"/>
TAXI	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>
PLEASE GIVE DETAILS OF ANY MEDICAL CONDITION/DISABILITY YOUR CHILD HAS:			
Medication can only be given to students if it has been prescribed by a doctor and a consent form has been signed by the parent/ carer (consent forms are available from school)			
Medical condition:			
Disability:			
Name/Address of Medical Practice			
Tel No:			
FOR PARENTS/CARERS WHO ARE SERVICE PERSONNEL ONLY:			
Father serves in regular military unit	<input type="checkbox"/>	Mother serves in regular military unit	<input type="checkbox"/>
PLEASE GIVE DETAILS OF ANY SPECIFIC DIETARY REQUIREMENTS YOUR CHILD HAS:			
Specific dietary requirement:			
Specific meal arrangement required:			
ANY OTHER RELEVANT INFORMATION			
PLEASE GIVE DETAILS OF ETHNICITY/RELIGION:			

Ethnicity:		
Religion:		
First Language:		
PLEASE GIVE DETAILS OF ALL PERSONS WHO HAVE PARENTAL/CARER RESPONSIBILITY AND ANYONE ELSE YOU WISH TO BE CONTACTED IN AN EMERGENCY. PLEASE PLACE THEM IN THE ORDER THAT YOU WISH THEM TO BE CONTACTED:		
	Priority 1	Priority 2
Name:		
Relationship:		
Do you have parental responsibility?		
Home Address:		
Home Tel No:		
Mobile No:		
Work Address:		
Work Contact No:		
EMERGENCY CONTACT (ALTERNATIVE TO ABOVE) PRIORITY 3		
Name:		
Address:		
Home Tel No/Mobile no:		
Relationship:		
Is there a parent who does not live with the student to whom school information should be sent? YES/NO if yes, please give details below		
Name:		
Address:		
Home Tel No/Mobile no:		
Relationship:		
Do you have parental responsibility?		

Haydon Bridge High School accepts no responsibility for information that is different to this form, unless otherwise notified to us in writing.

Data Protection Act 1998: Haydon Bridge High School is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

Signature of
Parent/Carer: _____

Date: _____

OFFICE USE: Data updated by _____ Date: _____



Haydon Bridge High School

Home/School Agreement

THE STAFF OF HAYDON BRIDGE HIGH SCHOOL WILL:

- Provide a safe and caring environment
- Expect high standards of behaviour and uniform
- Expect good attendance and punctuality and liaise with parents/carers as appropriate
- Expect and promote a positive attitude to learning
- Set and mark homework regularly
- Monitor the learning, progress and achievement of each student regularly and provide parents/carers evenings to discuss this
- Recognise and celebrate the achievement of students
- Promote equality of opportunity

WE TRUST THAT YOU, AS A PARENT/CARER, WILL:

- Positively support the school and work with us to ensure success for your son/daughter
- Support 100% attendance and punctuality and inform school promptly of any reason for absence
- Support the school in the implementation of the 'Haydon Bridge's High Five' expectations for learning
- Support the school's behaviour management policy
- Ensure that your son/daughter follows the school uniform policy
- Ensure your son/daughter completes homework and check and sign their diary regularly
- Attend parents/carers evenings to support the achievement of your son/daughter and communicate any issues regarding progress
- Support the school in ensuring the e-safety policy is adhered to

WE EXPECT THAT YOU, AS A STUDENT, WILL:

- Treat people and property with **courtesy and respect**
- **Behave responsibly** in school and when travelling to and from school
- Allow teachers to teach and students to learn
- Come to school prepared, on time and **ready to learn** in all lessons (including having mobile phones switched off and away)
- Complete all classwork and homework thoroughly and to deadline
- Wear the correct school uniform
- Abide by the schools e-safety at all times
- Be **positive ambassadors** for the school

DURING THE PHASED REOPENING OF THE SCHOOL THE ADDITIONAL EXPECTATIONS ARE

THE STAFF OF HAYDON BRIDGE HIGH SCHOOL WILL:


- Maintain the highest possible standards of personal hygiene and safety whilst on the school site
- Introduce, enforce and maintain the highest possible standards of hygiene and safety with all students
- Support the wellbeing of both the students and colleagues of HBHS as the issues arising from the period of school closure are resolved
- Work within the current recommendations and guidance from local and central government

WE TRUST THAT YOU, AS A PARENT/CARER, WILL:

- Support the school in ensuring that our sons/daughters adhere to the additional expectations in this Home/School Agreement
- Support the school in ensuring the updated Behaviour Policy is adhered to
- Support the school in ensuring that our sons/daughters maintain the highest possible standards of hygiene and safety with all students, whilst on the school site and during the journeys between school and home
- Reinforce with our sons/daughters the importance of social distancing measures
- Support the wellbeing of our sons/daughters students as any issues arising from the period of school closure are resolved
- Support the work of the school within the current recommendations and guidance from local and central government

WE EXPECT THAT YOU, AS A STUDENT, WILL:

- Maintain the highest standards of personal hygiene and safety whilst on the school site and during the journeys between school and home. This will include washing hands when directed to
- Comply with all social distancing measures put in place at all times
- Behave in an appropriate and considerate manner when dealing with any new routines and expectations
- Support the wellbeing of your fellow students as the issues arising from the period of school closure are resolved
- Apply the skills that you have developed during lockdown to your learning at every opportunity; independence, resilience and empathy
- Follow school advice with reference to current recommendations and guidance from local and central government

SIGNATURES		
PARENT/CARER:	Signature:	Date:
STUDENT:	Signature:	Date:
HEADTEACHER:	Signature: 	Date: June 2020



Haydon Bridge High School

Uniform and Personal Appearance Policy

HAYDON BRIDGE HIGH SCHOOL WILL:

- Work with parents/carers to ensure that their son/daughter complies with the school uniform policy
- Provide items of uniform on a short term basis if required
- Notify parents/carers in advance of a focus on uniform to give students every possibility of complying with school policy prior to the imposition of sanctions / isolation
- Consider requests from parents/carers for financial support should criteria be met


PARENTS/CARERS WILL ENSURE THAT:

- Full support is given to Haydon Bridge High School uniform and personal appearance policy
- Their son/daughter complies fully with uniform and personal appearance requirements

STUDENTS WILL ENSURE THAT:

- They comply fully with Haydon Bridge High School's uniform and personal appearance requirements

PLEASE SEE INFORMATION ATTACHED FOR UNIFORM AND PERSONAL APPEARANCE POLICY.

SIGNATURES		
PARENT/CARER:	Signature:	Date:
STUDENT:	Signature:	Date:
HEADTEACHER:	Signature: 	Date: July 2020



Haydon Bridge High School

Behaviour Policy Covid-19 Addendum 2020

Whilst expectations in our Behaviour Policy remain in place, it is necessary, in light of the Covid-19 pandemic, to make some adjustments and additions for the safety of all pupils and staff. It is to be used in conjunction with, and read alongside, the Behaviour Policy, Anti-Bullying Policy, Remote Learning Policy and the E-Safety Policy. These adjustments are set out below:

Arrivals, Departures and Moving round the school

Students will enter school through their designated entrance at the agreed time. Students will follow social distancing measures at all times (Detailed below) and will keep a 2 metre distance from any other individual. At their designated home time, students will leave the building from their designated exit. Movement around the school will be limited. When the students leave their classroom to go outside for break, lunch or outdoor learning, they will ensure that they stay 2 metres from peers and adults. Students must have a responsibility for their own equipment e.g. pens and water bottles and ensure that these are not shared with other pupils.

Hand washing and Hygiene

Students will be expected to follow all hand washing and hygiene routines while in school. Students will wash hands/use antibacterial gel before entering school, after returning from the outside, before and after eating and at regular intervals during the day. We ask students to follow the 'Catch it, bin it, kill it' mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Students will be reminded not to touch their face, mouth, nose or eyes while at school. Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).



Social Distancing

Students will be expected to socially distance from their peers and adults in school and in all social areas at all times. When students enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Students will put their hand up if they need an adult's support, they will not get out of their seats. Teachers will ensure that pupils, where ever possible, adhere to social distancing measures. Where older pupils are not complying, the usual disciplinary procedures and sanctions will be used (see below).

Posters will be clearly displayed around the site and will be discussed with students on their return to school to ensure that they are aware of their social distancing responsibilities.

Should a student feel unwell

Students will be expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus and staff and students will then follow the guidelines set out in **Annex C** of the emergency school closure safeguarding procedures.

Toilets

Students will be encouraged to use the toilets one at a time. When a child has finished in the toilet they must wash their hands as per the recommended guidance.

Break times

Students will be expected to remain socially distant from both peers and adults during break times. Students must stay in their designated areas at all times.

Behaviour in school

Examples of high risk behaviour could be refusing to adhere to safety measures, such as, hand washing, social distancing, remaining in their classrooms or deliberate behaviours that put themselves or others at risk, such as spitting or deliberately coughing at people. The following sanctions and disciplinary procedures will be used:

- Conversation(s) with pupil(s) which could include a verbal warning, moving seats if logistically possible and other behaviour management strategies in line with our current behaviour policy.
- Once all appropriate behaviour management strategies have been exhausted, contact should be made with the pupil's parent/carer.
- If the health and safety of other pupils and staff members are put at risk by the pupils not adhering to social distancing measures, then the parent/carer will be expected to collect the pupil and a fixed term exclusion will be applied.

Pupils with Special Educational Needs

School acknowledges that students will have had a range of different experiences during the lockdown period which may have an impact on their behaviour presentation upon return to school. Some may present with frustration as a result of being isolated from friends or having missed a significant event or experience; e.g. exams, school trip, etc. Others may have experienced bereavement or loss or another, real or perceived, traumatic episode. For many, the process of re-engagement with learning and the school community, under unusual circumstances, may require some additional input and encouragement. As a result of these varied experiences students may present with behaviour that is not usual, this may include;

- Anxiety; lack of confidence
- Challenging behaviour; fight or flight response
- Anger; shouting, crying
- Hyperactivity and difficulties maintaining attention

For some students, including those with attachment concerns or SEN, and especially those with autism, the change in routines and lack of familiarity will require additional adjustment. School recognises that behaviour could be a sign that for some individual students there is an unfulfilled need and that the behaviour is communicating that there is a problem. The school will undertake an individual risk assessment for the child and use reasonable endeavours to make the necessary adjustments to reduce the stimulus that may be triggering the challenging response. Students with SEN are recognised as being particularly vulnerable and therefore have an urgent need to be re-integrated back into school as soon as reasonably possible. School will work closely with parents to implement supportive strategies that will inform an appropriate response. If necessary, school will seek external support from other agencies such as Educational Psychologists or Early Help.

Individual circumstances that may inhibit your child from adhering to the social distancing guidelines or may display challenging behaviour an immediate safety plan will be agreed upon to ensure appropriate reasonable adjustments can be made.

Pupil's working from home

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful and obedient to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online will be taken very seriously. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.



Haydon Bridge High School

Photograph/Image Consent Form

PHOTOGRAPHY AND USE OF IMAGES:

During the school year, there may be opportunities to publicise some of the activities that your son/daughter is involved with. This may involve filming or photographing students for use in local media.

As a school, we welcome these opportunities and hope that, as parents, you do too. There may also be occasions when we will arrange photography for school purposes, i.e. displays and school prospectus/brochures.

Photography or filming will only occur with the permission of the Headteacher and under the strict supervision of school staff. Where filming or photography is carried out by news media, students will only be named when there is good reason, i.e. prize winning; home addresses will never be disclosed.

Whilst positive publicity benefits the school, your son/daughter will not be involved without your consent. Images of your son/daughter held by the school which are subject to the Data Protection Act can be viewed upon your request.

Please complete the section below to indicate whether you give consent. Please note, consent may be withdrawn at any time by contacting the school.

NAME OF STUDENT:	
I GIVE CONSENT TO THE USE OF IMAGES OF MY SON/DAUGHTER AS OUTLINED ABOVE:	<input type="checkbox"/>
I DO NOT GIVE CONSENT TO THE USE OF IMAGES OF MY SON/DAUGHTER AS OUTLINED ABOVE:	<input type="checkbox"/>
PARENT/CARER:	Signature: _____ Date: _____



Haydon Bridge High School

Sex and Relationships Education (SRE)

The PSHE programme and health education lessons your son/daughter will be taking part in this year will cover sex and relationships issues. These sessions will include information on contraception, relationships, sexually transmitted diseases and other associated topics.

Whilst the SRE curriculum is statutory, parents/carers do retain the right to withdraw their child from certain aspects and this must always be through a written request to the Headteacher. Essentially parents/carers are not able to withdraw their child from aspects of the SRE curriculum which is usually delivered through Science lessons. These deal with the 'mechanics' or biological aspects rather than the feeling/emotive side of this curriculum.

In addition, during Years 10 – 13 the students will receive further education and information on sex and relationship issues during PSHE lessons. If you do not want your son/daughter to take part in these sessions please indicate below.

NAME OF STUDENT:		
I WISH MY CHILD TO TAKE PART IN YEAR 9 PSHE LESSONS AS OUTLINED ABOVE:	<input type="checkbox"/>	
I DO NOT WISH MY CHILD TO TAKE PART IN YEAR 9 PSHE LESSONS AS OUTLINED ABOVE :	<input type="checkbox"/>	
I WISH MY CHILD TO TAKE PART IN YEAR 10-13 PSHE LESSONS AS OUTLINED ABOVE:	<input type="checkbox"/>	
I DO NOT WISH MY CHILD TO TAKE PART IN YEAR 10-13 PSHE LESSONS AS OUTLINED ABOVE :	<input type="checkbox"/>	
PARENT/CARER:	Signature:	Date:



Haydon Bridge High School
Acceptable Usage Policy
for Mobile Phones
and other electronic devices

HAYDON BRIDGE HIGH SCHOOL WILL:


- Provide clear guidelines to students and parents/carers on the acceptable usage of mobile phones in the school
- Take action against those who use mobile phones inappropriately during the school day, including confiscation of phones (to be returned at end of the school day or for repeated infringements of the policy to the student's parent/carer)
- Withdraw the agreement to allow the student to bring the mobile phone into the school where infringements are repeated

PARENTS/CARERS WILL ENSURE THAT:

- They support the school in the sanctions it takes for the inappropriate use of mobile phones in the school, including confiscation of mobile phones for breaches of the acceptable use policy
- They discuss with their son/daughter the seriousness and consequences of inappropriate use of mobile phones

STUDENTS WILL ENSURE THAT:

- They refrain from using their mobile phone during the school day
- They do not use their mobile phone inappropriately. This includes not engaging in personal attacks, harassment of another person, posting private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls

SIGNATURES		
PARENT/CARER:	Signature:	Date:
STUDENT:	Signature:	Date:
HEADTEACHER:	Signature: 	Date: July 2020



Haydon Bridge High School

Acceptable Usage Policy for Computer and Internet Use

GENERAL PROCEDURES FOR COMPUTER AND ICT USE:

- Only logon with your own Username and Password. Keep these safe and do not share them – **YOU** are responsible for **ALL** activity on your account
- Computers are supplied for schoolwork, homework and approved Extended Learning tasks only
- Only connect approved equipment (e.g. USB pen drives, cameras, etc.) to school machines – if in doubt ask for permission from ICT support staff. Access to school services on your own personal equipment (including wireless internet access) is subject to the terms of this policy
- Only ICT support staff are allowed to install software on school machines. Ask if you need to use a program that is not available.
- Respect copyright laws – acknowledge sources when copying material and don't illegally copy materials (such as MP3s, videos, images, etc.)
- Do not use cameras, phones or other devices to harass other members of the school community - recordings (e.g. photographs, videos, sound) should only be made with express permission from staff and used only for the specified purpose. No recordings made in school should be posted to the internet without teacher permission.
- Report damaged equipment to the teacher or ICT support staff as soon as it is discovered. Do not attempt to repair equipment (including mice and keyboards) yourself.
- Food (including chewing gum) and drink are not allowed in computer labs
- Use printers sensibly – print credits are supplied for schoolwork. Try to reduce costs (e.g. proof-read on screen.

INTERNET AND EMAIL USE

- Only use Web / email / messaging / video-conferencing during lessons if your teacher has given permission. All messages sent to / from school equipment are monitored and may be used as evidence in investigations of misconduct
- Don't try to access porn, gambling, games, sites promoting bigotry (sexism, racism, abuse of minority groups) or anything illegal
- Attempts to get around school security systems are strictly forbidden – this includes the use of proxy servers or personal mobile equipment (e.g. smartphone) to access banned websites
- Don't reveal personal details over the Internet – only email people you know. {Be safe – don't believe everything strangers say online}
- Always be polite. Don't pass on anything that might cause offence
- If you see something you think might break school's code of conduct for computer use then tell a member of staff. {Don't 'ignore' or 'conceal' it ... it will have registered on your account – you may be asked to explain it later !!}

I have read and I understand the school's Acceptable Usage Policy for computer use. I will use the computer systems and internet in a responsible way in line with the rules above.

SIGNATURE		
STUDENT:	Signature:	Date:



Haydon Bridge High School

Policy on smoking

WHAT WE BELIEVE IN:

Haydon Bridge High School committed to providing the highest quality of education and social development for our students to ensure their emotional and physical wellbeing. We are committed to compliance with anti-smoking legislation, namely Smoke Free (Premises and Enforcement) Regulations 2006 and that all workplaces in England must be smoke free, rendering it a criminal offence to smoke on the school premises. We are committed to providing a healthy, clean and safe working environment for all employees, students, parents, contractors and other visitors.

HAYDON BRIDGE HIGH SCHOOL WILL:


- Help all students to make healthy, informed choices by helping them to learn about the dangers and health risks associated with smoking and by challenging attitudes towards smoking
- Help our students to get appropriate personal support to help them to stop smoking
- Take action against those who smoke or bring smoking materials onto the school premises
- Inform parents/carers when/if we have information which relates to their son/daughter smoking

PARENTS/CARERS WILL ENSURE THAT:

- They support their son/daughter by ensuring that they understand the health consequences of smoking
- They will support the school in the sanctions it takes against those caught smoking on school premises including confiscation of smoking materials brought onto the school site
- Their son/daughter do not take smoking materials onto the school premises

STUDENTS WILL ENSURE THAT:

- They refrain from bringing any smoking related material into the school including cigarettes, lighters, matches, tobacco, cigarette papers or any such material
- They remain within the allowed bounds of the school yards and spaces and not venture into spaces deemed to be 'out of bounds' or be outside the school during normal school hours
- They engage with all the strategies that the school deploys in order to help stop smoking, including attending any sessions with the school nurse, working with outside agencies who have expertise in this area or any other strategy that the school uses for the purpose of support
- They understand that the school has a duty of care and a legal responsibility to take these measures to prevent them from smoking on school premises

SIGNATURES		
PARENT/CARER:	Signature:	Date:
STUDENT:	Signature:	Date:
HEADTEACHER:	Signature: 	Date: July 2020



Haydon Bridge High School

Biometric Consent Form

BIOMETRIC SYSTEM - student recognition system:

This will allow us to make the best use of efficient solutions such as cashless catering, library management, print and copy cost control, access control, and registration.

Background to the use of biometrics in school

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 use 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 and The GDPR 25.05.2018

This legislation requires schools to:

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

If you do not wish your child to use the biometric system or 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 he/she 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.

If you would like to discuss this in more detail, please contact the school.

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using biometric systems until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

NAME OF STUDENT:		
I give consent to the school for the biometrics of my child, to be used by Haydon Bridge High School for use as part of a recognition system as described above. <input type="checkbox"/>		
I understand that I can withdraw this consent at any time in writing.		
I DO NOT GIVE CONSENT TO THE USE OF IMAGES OF MY SON/DAUGHTER AS OUTLINED ABOVE: <input type="checkbox"/>		
PARENT/CARER:	Signature:	Date: