



MID YEAR STARTER PACK

Please kindly complete the enclosed forms as soon as possible and return them to The George Eliot School on the day agreed for your child to start or before

Confidential Information for School Records

Separated Parents Form

Data Collection From

Student E-Safety Policy Agreement

Medical Emergency Authority

Medication Consent Form

Image Consent Form

Home School Agreement

Biometric Information

SEN Support Form

Information on the 'Pupil Premium'

Prospects Assent Form

Uniform Information

Term Dates for 2020/21

School Day Timings

Parental Agreement for Attendance

GDPR Data Protection Policy 2018

Confidential information for The George Eliot School records

(Please complete both sides of this form)

Student Information:

(LEGAL) Surname:

(CHOSEN) Surname:

Forenames:

Date of Birth: Sex (M/F):

Year Group: Tutor group:

Date above named student will start at The George Eliot School:

Is there an older brother or sister attending The George Eliot School? Yes/No

Name of older brother or sister:

Previous School Information:

Name of last school attended:

Town: County:

Tel. No: Date of leaving:

Reason for leaving:

Medical information:

Name of student's doctor:

Address:.....

Tel. No:

In the space below please list any medical conditions which could affect your child's education or safety at school (e.g. does your child suffer from asthma/wear glasses etc.)

.....
.....
.....

We are very lucky to have a reading dog come into school and work with the pupils. Can you please let us know if your child is allergic/scared of dogs.

Parent/Carer Information

To comply with the Children's Act we need on record all persons with parental responsibility for a student. In the event of an accident or emergency we require a telephone number to contact a responsible adult.

Father/Step Parent/Carer/ Legal Guardian Details

Has this student ever been in Foster Care (looked after?) Yes/No

Is this student in Foster Care (looked after?) Yes/No

*Please delete as necessary

*If Carer please state nature of relationship with student

Surname: First name:

Home address:

..... Post Code:

Mobile No: Home No: Work No:

Email address: Work: Home:

Does the student live at this address? (Y/N) Do you have parental responsibility? (Y/N)

Mother/Step Parent/Carer/ Legal Guardian Details

Has this student ever been in Foster Care (looked after?) Yes/No

Is this student in Foster Care (looked after?) Yes/No

*Please delete as necessary

*If Carer please state nature of relationship with student

Surname: First name:

Miss/Ms/ Mrs (Please delete as appropriate)

Home address:

..... Post Code:

Mobile No: Home No: Work No:

Email address: Work: Home:

Does the student live at this address? (Y/N) Do you have parental responsibility? (Y/N)

If you wish to supply the school with several contacts please use a separate sheet of paper and these names will also be entered on to the computer system.

Contact: This is the first person who will be contacted if neither parent can be contacted.

Surname: First name:

Home address:

..... Post Code:

Mobile No: Home No: Work No:

Email address: Work: Home:

Relationship to Student:

First emergency medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Second emergency medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Third emergency medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Fourth emergency medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Fifth emergency medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Separated Parents Form

(Please only return if the separated parent requires school information to be sent directly to them)

Name of Student: Tutor Group:

Name of separated parent:.....

Home address:

.....Post Code:

Telephone number:

Email address:

Court Order? (Y/N)

Are there any safeguarding concerns we need to be aware of? If so, please write them here.

Data Collection Form

Student's Name: Form:

Our Ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision wherever necessary. Students aged 16 or over can make this decision for themselves.

Please study the list below and tick one box to indicate the ethnic background of the student or child named above. Please also tick whether the form was filled in by a parent or the student.

White

British ☐
Irish ☐
Traveller of Irish Heritage ☐
Gypsy/Roma ☐
Any other White background ☐

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any other Asian background ☐

Chinese

Black or Black British

Caribbean ☐
African ☐
Any other Black background ☐

Mixed

White and Black Caribbean ☐
White and Black African ☐
White and Asian ☐
Any other mixed background ☐

Any other ethnic background: _____

I do not wish my ethnic background category to be recorded ☐

This information was provided by

Parent ☐

Student ☐

Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools.

OTHER INFORMATION

Country of Birth Nationality

Does your child speak English as their first language?

Yes ☐

No ☐

Is there another language as well as English spoken at home?

Yes ☐

No ☐

Main family language at home:

English ☐
Hindi ☐
Cantonese ☐

Bengali ☐
Punjabi ☐
Other, please state _____

Gudjurathi ☐
Urdu ☐

Religion

Buddhism ☐
Islam ☐
No religion ☐

Christian ☐
Judaism ☐
Other, please state _____

Hinduism ☐
Sikhism ☐

Mode of transport to school

The Local Authority have asked the school to record the way students travel to and from school each day. Could you therefore tick which mode of travel your child uses to attend school each day?

Walk ☐
Bus ☐
Train ☐

Car/Van ☐
Taxi ☐
Other, please state _____

Car share ☐
Bicycle ☐

E-Safety Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

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

Safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I will treat my username and password completely private – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of 'stranger-danger' when I am communicating on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Sharing:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use, such as games.
- I will not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube) or music.

Good Manners:

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

Security:

- I will not use a USB or handheld device in school without permission from a member of staff.
- I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not try to fix the fault myself.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites in school.

When using the internet for research for recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

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

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

Please complete the sections of the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

E-Safety Policy Agreement Form

This form relates to the E-Safety Policy, see attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the E-Safety Policy. If you do not sign and return this agreement, access will not be granted to the school ICT systems.

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

- I use the School ICT systems and equipment (both in and out of school).
- I use my own equipment in the school (when allowed).
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school e-mail, VLE, websites etc.

Name of Student:

School name:

Year/Form Group:

Signed: Date:

Parent/Carer's Name:.....

Signed: Date:

Medical Emergency Authority

Occasionally accidents occur that result in a student needing to seek immediate hospital advice.

Hospitals will sometimes insist on parental permission before they will administer any treatment. Therefore I would ask if you can complete the form below as it is not always possible to contact parents, despite every best effort to do so.

This form gives permission for any treatment and also any medical contact numbers which we can then transfer to the hospital.

This form will be kept by the school office and will only be used in a medical emergency.

Should you have any medical concerns about your child then please feel free to contact the school office.

Medical Authority Emergency Form

I give consent for the medical examination of my son/daughter when needed and also give my permission for any treatment/operation considered necessary by the examining doctor. This includes dental, medical or surgical treatment, the use of anaesthetics or a blood transfusion.

Date: Signed: (Parent/Carer)

Name of student: Tutor Group (if known)

Please indicate below any relevant medical condition and emergency contact numbers

Medical Conditions:
.....

First emergency Medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Second emergency Medical contact:

Name:..... Telephone number:.....

Email address (if available):

Relationship to Student:

Request for school to give medication

Only return this form if your child is on regular medication

Name of student: Tutor Group (if known)

My child has been prescribed the following medication by the family doctor:

.....
.....
.....

This medication needs to be administered during the school day at the following times:

.....
.....
.....

The medication is clearly labelled indicating contents, dosage and the child's name in FULL.

Medication WILL NOT be accepted in school unless this letter is completed and signed by the Parent/Carer of the child and administration is agreed by the Principal.

I accept that this is a service which the school is NOT obliged to undertake, and the Principal reserves the right to withdraw the service.

Inhalers/Epipens should be carried by the child, though it is possible for a spare inhaler/Epipen, clearly labelled to be left at school. Children will be allowed to use only their personal prescribed inhalers.

Signed.....Parent/Carer

Date.....

Consent Form for Recording Images of Children

Dear Parent/ Carer,

During your child's time with us we may wish to record images/film images and audio of activities that involve your child. The images may be used for displays, publications and on a website by us, by North Warwickshire & South Leicestershire College or by local media.

Images and audio will only take place with the permission of the Principal and under appropriate supervision. When recording images and audio, students will only be named if there is a particular reason to do so (e.g. they have won a prize) and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with materials on issues that are sensitive.

Before taking images and audio of your child, we need your permission. **Please answer the questions below, sign and date the form and return it to The George Eliot School.** You can ask to see images of your child held by the school. You may withdraw your consent at any time.

Name of Child (Block Capitals):.....

Name of person responsible for the child:.....

I understand that:

- The local media may take images and audio of activities that show The George Eliot School and children in a positive light, e.g. drama and musical performances, sports and prize giving.
- Photographers acting on behalf of The George Eliot School or North Warwickshire & South Leicestershire College may take images for use in displays, publications or on the school's website.
- The images will not be associated with distressing or sensitive issues
- The school will regularly review and delete unwanted material.

I give my consent for images to be taken and used:

(Please tick relevant boxes)

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| a) Internally within The George Eliot School | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) In a country wide context (e.g. in a library) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Including child's name | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) Externally (e.g. within the media) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Signature of person responsible for the child:.....

Relationship to the child:.....

Date:.....

NB: There may be other circumstances, beyond these identified above, in which images and audio of students are requested. The George Eliot School recognises that in such circumstances specific consent from you will be required before recording of students can be permitted.

If you wish to attend The George Eliot School functions and take images of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you

The Midland Academies Trust Home School Agreement

The Student:

I shall:

- Attend school regularly and on time
- Wear the correct uniform without alterations or additions
- Bring all the equipment and books I need every day
- Use my School Planner to help my personal organisation
- Do my classwork and homework as well as I can
- Support the school's code of conduct by behaving in an appropriate way
- Be respectful, polite and co-operative to members of staff, students and visitors
- Treat school property and the property of others with respect
- Adhere to the school policy on mobile phones and earphones

The Parents/Guardian:

In sending my child to School I/we agree to abide by all the schools policies, procedures and systems.

I/we shall:

- Work co-operatively with the school to answer any concerns or solve any problems which might affect my son/daughter's behaviour or progress.
- Communicate with staff in a polite and respectful way.
- See that my son/daughter goes to school regularly, and avoid taking holidays in school time.
- See that my son/daughter goes to school on time, in uniform and properly equipped to learn.
- Keep the school informed of any concerns or problems which might affect my son/daughter's work or behaviour.
- Accept the school's policies and guidelines for behaviour.
- Ensure my son/daughter complete their homework and support other opportunities for engagement in home learning.
- Attend parents' evening and discussions about my son/daughter in order to work with the school to ensure his/her progress.
- Accept and agree to abide by the school policy on mobile phones.

The School:

The school will:

- Work hard to ensure that its aims and aspirations become a day to day reality.
- Care for your son/daughter's safety and happiness.
- Provide a balanced curriculum and meet the individual needs of your son/daughter.
- Keep you regularly informed and consulted about general school matters and about your son/daughter's progress in particular.
- Offer a broad curriculum from 11-16 and a wide range of public examination opportunities.
- Invite your son/daughter to participate in a wide range of extracurricular opportunities.
- Work with you to solve any problems, which could affect your son/daughter's progress at school.
- Celebrate the achievements of your son/daughter.

All Parties must read, agree to, and sign this Agreement before a student will be taken on Roll.

School Signature:.....

Date:.....

Parent/ Guardian Signature:.....

Date:.....

Student Signature:.....

Date:.....

Biometric Information

Dear Parent/Carer

The Midland Academies Trust wishes to use information about your child as part of an automated recognition system. This enables your child to access services in the Dining Hall. The information from your child that we wish to use is referred to as 'biometric information' (see below for further details). Under the Protection of Freedoms Act 2012 (Sections 26 to 28), we are required to notify each parent/care of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprints. The George Eliot School would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to services in the Dining Hall.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurement taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example,

- a) A school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents/carers, i.e. as stated above.
- b) The school must ensure that the information is stored securely.
- c) The school must tell you what it intends to do with the information.
- d) Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cunninghams Cashless Systems, the supplier of the biometric system. This may be necessary in order to deal with any queries or problems.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. That means that, if you give consent but later change your mind, you can withdraw this consent.

Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing.

We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to the Dining Hall.

If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form to The George Eliot School.

Please note that when your child leaves The George Eliot School, or if for some reason he/she ceases to use the biometric system his/her biometric data will be securely deleted.

CONSENT FORMS FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using information from your child's fingerprint by The George Eliot School as part of an automated biometric recognition system. This biometric information will be used by The George Eliot School for the purpose of students accessing services in the Dining Hall.

In signing this form, you are authorising The George Eliot School to use your child's biometric information for this purpose until he/she leaves The George Eliot School or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to The George Eliot School at the address at the bottom of the page.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by The George Eliot School.

✂.....

Having read guidance provided to me by The Midland Academies Trust, I give consent to information from the fingerprint of my child:

Child's name:

Being taken and used by The George Eliot School for use as part of an automated biometric recognition system for access to services in the Dining Hall.

I understand that I can withdraw this consent at any time in writing.

Please tick appropriate box

Yes ☐ No ☐

Name of parent:

Signature: Date:

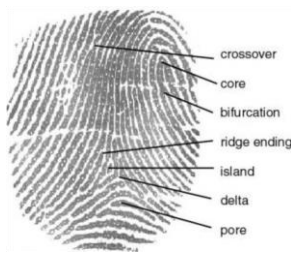
Impact Biometrics at The Midland Academies Trust

We are pleased to announce that the Catering Services within The Midland Academies Trust operate a cashless bio metric system. The system has many advantages including:

- Students are fed very quickly and efficiently
- Queuing times are significantly reduced
- Anonymity for students entitled to a free school meal.
- The potential to block the sale of specific foods for those students with dietary or allergy requirements.



Make up of a fingerprint



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Methods of payment:

All cash has to be entered onto the system by the student using the relevant cash terminals – no cash will be taken by canteen staff.

Alternatively, cheques can be made payable to The George Eliot School and placed in the post box provided in the dining area. Please write the full name of the student and tutor group on the back of cheques.

Students who are entitled to a free school meal will have their daily allowance automatically added before lunch service.

Frequently Asked Questions

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique reference will then be used instead of a swipe card

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint in to a mathematical algorithm. The image of the finger print is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint

What happens when my child leaves the School?

When a student leaves school all data will be deleted.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger print with the unique digital signature held in the database





SEN Support Form

To be completed by parent/carer/guardian if student has any learning needs; social and emotional/communication/mental ill health and/or medical needs that may impact upon your child's learning.

Child's Name				Date of Birth		
Current/Previous School						
Name of person completing form						
Relationship to child		Referral	S-Statement	E-Education Healthcare plan		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
What is the nature of the child's additional needs?	e.g. Cognition & Learning, Communication & Interaction, Social/Emotional/Mental Health, ADHD, ASD					
Has this been formally diagnosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Can evidence be provided and/or is attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Medical Information			Medication required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What is the nature of the child's medical needs & how may this impact their learning?						
Has the above information been included in your school induction forms/notes to TGES?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Has your child been involved in the CAF/ Early Help process?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
If Yes, for what reason and what stage is it at present?						
Is your child 'Looked After'?	Yes <input type="checkbox"/>		No <input type="checkbox"/>			
Other Agencies involved	<input type="checkbox"/>					
Educational Social Worker	<input type="checkbox"/>					
Educational Psychologist	<input type="checkbox"/>					
YOT	<input type="checkbox"/>					
CAMHS	<input type="checkbox"/>					
EIS	<input type="checkbox"/>					
Other (please name)	<input type="checkbox"/>					

Any other relevant information/assessments, please give details

To be returned to your School, this will be forwarded onto the Learning Support Department on your behalf.

Thank you

Dear Parents and Carers

Did you know... just registering your child for Free School Meals means that the school gets extra money?

Register now to make sure we don't miss out

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'

For every child registered the school gets £935 this year.

With this money we could provide additional teaching and learning support, purchase additional resources such as books, IT equipment and offer a wider variety of experiences at school, e.g. activity weeks to enhance children's learning.

Please register before Christmas or sooner to make sure your child and others in their class don't miss out.

How it works?

1. First, check if you qualify- it is not just if you are unemployed, so please look at the list on the next page.
2. Registering is really quick and easy- if you think you qualify you can apply online at www.warwickshire.gov.uk/freeschoolmeals or by telephone on 01926 742060
3. If you want your child to have a free, healthy meal at lunchtimes that's great- they will get the free meal (saving you more than **£350 a year**), extra benefits and the school gets £900 extra.
4. If you don't want your child to have the school meals they can continue as normal- as long as you qualify and are registered, the school still **gets £900 extra.**

No one will know you have registered and it will not affect any other benefits you are claiming.

We can help you to register your child today.

Yours sincerely

Homeira Zakary

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income-Based Job Seeker's Allowance or
- Income-Related Employment Support Allowance (Contribution-Based JSA and ESA do not qualify)
- Income Support
- Child Tax Credit (but no entitlement to Working Tax Credit for claimant or partner) and annual income not in excess of £16,190
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit 'run on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Come and talk to us if you're not sure

SCHOOL UNIFORM YEARS 7-11

A GUIDE FOR STUDENTS, PARENTS AND CARERS



At The George Eliot School, we pride ourselves on having the highest expectations of our students. Our school uniform is an essential part of our school ethos and we work hard to ensure all of our students follow our strict policies on uniform and appearance. In the competitive world that we all live in, both adults and students are judged on their appearance and it is essential that we teach students the importance of good personal presentation. Our school uniform is designed to be hard wearing, smart and affordable. All students should come to school every day in neat and clean uniform, showing the pride that they have in belonging to The George Eliot School.

All members of staff will support the uniform policy, both in class and around the school. The uniform policy supports the ethos of the school by determining the boundaries of acceptable dress. The wearing of the school uniform will support equal opportunities at The George Eliot School.

School Bags

Bags used for school should only be school bags which are appropriate for carrying equipment and essential personal items, not handbags. Bags displaying inappropriate images are not acceptable. School bags should be large enough to fit the following items that are typically required in school:

- A4 folders
- A4 exercise books / text books
- Homework planner
- Transparent colourless pencil case containing writing equipment (pen, pencil, green pen, 30cm ruler, eraser, pencil sharpener, coloured pencils.)

Jewellery, Make-Up & Accessories

No jewellery other than a watch, school badges and one, small pair of plain ear studs may be worn. The wearing of jewellery in body piercings is not allowed for health and safety reasons. The wearing of jewellery in PE is also not allowed. Please note that necklaces and chains should not be worn. Hats must not be worn on the school site. Separate instructions will be issued to students during excessively cold or sunny weather. Where a student is from a religious background that requires the wearing of a headscarf or similar, it must be plain black and fastened with a safety pin only. Scarves should not be worn inside the buildings, belts must be plain black with a small buckle. Earphones should not be worn on the school site, if seen they will be confiscated and will only be allowed to be collected by a parent.

Hairstyles

Please keep hairstyles simple and safe. In general they should not be excessive or extreme, long hair should be tidy and tied up for health and safety reasons and should not cover eyes. The following hairstyles are not acceptable; colouring that stands out and is obviously different from the student's natural hair colour (e.g. pink, blue, red, green etc.), tramlines (shaved areas that leave hair at different lengths), hair shaped into patterns. Please be aware of recent trends where the sides and back of the head is cut short leaving a distinct line/edge between that area and the rest of the hair, this type of haircut is not allowed. **Parents should not allow their children to have hairstyles that break these rules during term time. If your child is considering a hair style which differs from the norm or maybe considered extreme please seek guidance from the school BEFORE visiting the hairdresser.** Please bear in mind that hair dyes takes several days to wash out and tramlines take several days to grow back.

Make-up

The wearing of make-up is not encouraged. Year 7 and 8 students are not allowed to wear make-up, Years 9, 10 and 11 can wear a discrete amount but excessive make-up will have to be removed. Nail varnish or acrylic nails should not be worn and will need to be removed. It is illegal for students to have tattoos under the age of 18; students with tattoos will be reported to the appropriate Child Protection Officer.

PLEASE LABEL ALL BELONGINGS CLEARLY WITH YOUR CHILD'S FULL NAME

PE Girls	PE Boys
Black and green sports polo top with logo.	Black and green sports polo top with logo.
Black and green shorts with logo or track pants with zips at the ankles.	Black and green shorts with logo or track pants with zips at the ankles.
Black sports socks (no logo needed).	Black sports socks (no logo needed).
Black sports leggings; these are the only leggings that are acceptable to wear (optional).	Black and green rugby shirt with logo (optional).
Cotton black and green long sleeved training top (optional).	Cotton black and green long sleeved training top (optional).
Training shoes	Training shoes

Shoes

Black flat shoes with no other colours or marking. No trainers, boots, heels or pumps e.g. Converse footwear. Shoelaces MUST be black.



Trousers

Trousers should be tailored; that is, trousers that are smart and business like. **No jeans, leggings or tight trousers are allowed.**



The George Eliot School
School Day 2019/20

Period 1 (first registration mark taken)	08:45- 09:45
Period 2	09:45-10:45
BREAK	10:45-11:05
Period 3	11:05-12:05
Period 4 (second registration mark taken)	12:05-13:05
Lunch	13:05-13:45
Preparation/ tutor time/ assemblies	13:45-14:10
Period 5	14:10-15:10
End of school day	15:10

LEAVE OF ABSENCE DURING TERM TIME 2019-2020

INFORMATION FOR PARENTS

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, govern all requests for leave within term-time. When considering such requests for a leave of absence, the school are obliged to act within the law.

The amended regulations removed references to 'holiday' and 'extended leave', as well as the statutory threshold of 10 school days. It is now clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, Head Teachers are able to determine the number of school days a child can be absent for.

The Government has not defined 'exceptional circumstances' as referred to in the 2013 regulations. It is for the Head Teacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted.

The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

Where applications for leave of Absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount **of £120 each, totalling £240 for** both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

Your child's progress academically as well as socially is our shared priority.

PARENTAL AGREEMENT FOR ATTENDANCE

I _____ the Parent/Guardian
of _____ (Name of Student)

have read and understood the requirements of The George Eliot School regarding attendance and punctuality and agree to ensure that my/our child attends The George Eliot School at all times unless they have an authorised reason for their absence and The George Eliot School has been notified or evidence provided if requested.

Signed _____ Parent/Guardian

Signed _____ Parent/Guardian

