



Beths Grammar School

an 11 – 18 selective school with academy status

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Dear Parents/Carers,

Sixth Form Entry 2019 – Enrolment documentation

There are **six** documents required to complete Year 12 enrolment, details of which are outlined below.

These will all be available to download from our website (www.beths.bexley.sch.uk) via the Year 12 Admissions page by the end of May. Your son/daughter will need to bring the completed forms with them when they attend Enrolment on either Tuesday 27th or Wednesday 28th August (document submission day).

A checklist summarising all the documentation we require for enrolment is included in the Information booklet issued this evening, and will also be provided on the website. If you are unable to access these documents electronically for any reason - please email Mrs Hubert at sixthform@beths.bexley.sch.uk who will arrange for hardcopies to be made available to you.

Beths Grammar School complies with the GDPR and our Data Protection Officer (DPO) is Mr M Neylan, Senior Deputy Headteacher. We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary. Two Privacy Notices are included with this letter to explain why we request this data and what we do with it.

Data Collection Sheet:

This form includes information that will be entered on to the Student Database. As you will see all this information is factual and will be used for the purpose of administration by staff at the school. The information may be supplied to other authorities if there is a transfer to another school. Please see a copy of the **Privacy Notice** regarding the control of data. Parents/Carers may, of course, inspect their son/daughter's entry at any convenient time.

Electronic Mail:

We aim to make delivery of correspondence from school to home as efficient as possible and use email to send most information. To do this we use a service called Schoolcomms which enables us to send messages and letters directly to those parents/carers who have parental responsibility (as notified to us via the Data Collection Sheet you have been asked to complete). Our school messages will be sent from the email-address Beths Grammar School SC3035403a@schoolcomms.com so please ensure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your spam/junk filters. There is also a Schoolcomms app available to download which will enable you to see your son's/daughter's timetable, attendance information and progress reports.

Emergency contact information:

We need to have the name and address of an additional emergency contact, other than parents/carers, who could be contacted during the working day to take action or make a decision should your son/daughter be taken ill or meet with an accident. It is very important that these details are kept updated during his/her time at Beths as circumstances change, as it is in your son's/daughter's best interests that the school office staff can always contact someone should the need arise.

Medical Information:

Please keep us informed of any matters relating to your son's/daughter's health or physical fitness that would affect him/her at school or his/her progress. If he/she requires medical treatment during the day, arrangements can be made with the School Office and his/her Form Teacher. The school has a salbutamol inhaler that can be administered in the event of an emergency to students who have a prescription for the use of salbutamol, but cannot find their inhaler or it fails to work. Please complete the **Salbutamol Consent Form**, should you wish us to use this in such an event.

Home School Agreement:

This document forms a contract defining what can be reasonably expected from the three parties involved in your son/daughter's education: the School, the family and the student. We ask that both you and your son/daughter read the document carefully before you sign it in the appropriate place and return it to us, keeping one copy for yourself.

ICT Contract:

All students are encouraged to make full use of the ICT and Internet resources at the School. For everyone's protection we must insist that students abide by the rules of the contract. As with the home school agreement, we ask that both you and your son/daughter read the document carefully before you sign it in the appropriate place.

Consent for School Trips and other Off-Site Activities:

Written consent from parents is not required for students to take part in the majority of off-site activities organised by us. However, you will be told where your son/daughter will be at all times and of any extra safety measures required. Attached is a consent form which will cover your son's/daughter's participation in such activities throughout his/her time at school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities which take place at any time (including during school holidays or at the weekend). You will be told in advance of each planned activity and you will be given the opportunity to withdraw your son/daughter from any particular school trip or activity covered by the form. There are a few activities that need a higher level of risk management, for example a foreign trip, for which we would require separate written consent.

Dress Code Agreement

The young men and women of our Sixth Form are role models to the rest of the school and as such are expected to dress in a smart and businesslike manner at all times. Our Sixth Form dress code, which is broadly in line with other local schools, is included in the booklet issued this evening – *'Information for Parents/Carers of students new to Beths'*. We appreciate your support in implementing this, as students who arrive at school dressed inappropriately will be sent home to change. It is therefore important that they read and fully understand our Dress Code.

Photographs:

Occasionally photographs may be taken of students in school or whilst out on visits that may be used for publicity purposes on the school's website, blog, social media or display boards around the school. On occasions photos of school events may appear in the local press, together with your son's/daughter's name. Additionally, some subject areas film students in lessons to assist them with their learning. If you agree to the above, please tick the appropriate box on the Data Collection Sheet.

Birth Certificate and Examination Results:

Your son/daughter should bring his/her current (valid) passport or original birth certificate with him/her on enrolment day, with a copy for our records. We also require all original examination result slips, including any from examinations taken in previous years, and a copy of the latest (family) home council tax statement.

Please use the checklist (provided in the information booklet and on our website) to ensure that we have all the necessary documentation to complete your son's/daughter's admission on enrolment day.

We look forward to welcoming your son/daughter to Beths Grammar School.

Yours faithfully



Mr R Blyghton
Headteacher