



6th July 2021

Dear Parents and Carers,

### Year 7 Transition Day and Evening

As previously mentioned, due to COVID restrictions, we have had to cancel our transition day and evening as physical events this year. I am now delighted to inform you what provisions we are putting in place as virtual alternatives, details of which are below. We hope to have all of these live on our website by the end of the week, so please check back then. There will be an announcement on the website banner once all events are uploaded, and these will be found in the 'Joining Us' section.

Below are the details of the virtual events, and a listing of your child's tutor group for next year. We have 4 Year 7 tutor groups next year, with the following codes: 7BHA, 7LLO, 7RMA & 7VSM. As you can see below, one of the videos to view is a short introduction from your child's tutor for next year. The introductions from other tutors will not need to be watched.

### In the 'Joining Us' section of our website, please find the following:

- A welcome video speech from Mrs Bevan, the school's Headteacher.
- Video speeches from Mr Oakwood (Assistant Headteacher – Safeguarding and Pastoral Care), Mrs Easterbrook (Head of Key Stage 3) and Mrs Lewis (SENDCo), explaining their roles in the school.
- A Virtual tour of the school.
- Video speeches from each of the Yr 7 tutors (*you will only need to watch the video of your child's tutor*).
- A PowerPoint video that explains 'The St Dunstan's Way', which includes all of the basic procedures of St Dunstan's School, such as uniform, equipment, expectations, rewards and other procedures.
- PDFs of all the paperwork we have sent to Parents / Carers already, including all letters and forms in case anything still needs to be completed.

### Your child has been placed in tutor group <<>>

### Year 7 Induction Day

I would also like to draw your attention to the Induction Day that will be happening at the beginning of September. Due to further COVID complications, we have had to change the date of this day.

**Induction day will now take place on Monday 6<sup>th</sup> of September**, not on the previous Friday as per earlier correspondence. This will still be a day purely for the new Year 7s, when only they will be in school. This will enable them to get used to the school for a full day before the rest of the students arrive. They will spend the morning with their tutor and be fully briefed on all the opportunities and expectations of St Dunstan's School. They will also be given their timetables and planners, and enjoy a tour of the school to help them find their way around as quickly as possible. They will also begin their formal lessons.

Please see below a checklist of important information for the **Induction Day on Monday 6<sup>th</sup> September**:

- The day will run as a normal school day, starting at 8:45am and ending at 3:15pm.
- Students will need to enter via the main school reception. There will be plenty of staff on hand to assist.
- All students will be expected to be in their new school uniform.
- All students will be expected to have their full equipment, as outlined in our induction pack.
- PE kit will not be required on this day.

We look forward to working in partnership with you over the coming years to ensure the best possible opportunities for your child's future. Should you have any further questions please do not hesitate to contact us.

Yours faithfully

Mr Cyrano Oakwood  
Assistant Headteacher - Safeguarding and Pastoral Care

'Part of the Midsomer Norton Schools' Partnership'







6 July 2021

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Yours faithfully

A handwritten signature in cursive script, appearing to read 'Cyrano Oakwood'.

Mr Cyrano Oakwood  
Assistant Headteacher - Safeguarding and Pastoral Care





July 2021

Dear Parent/Carer

**Re: Pupil Premium Funding/Free School Meals**

Student entitled to Free School meals receive £2.70 a day, but this does not show on the cash loader or on parent pay. Some of this may be spent at break time but if they wish to have the cooked meal this is £2.00 so they must remember not to spend too much at break time. If you wish to do so, you can add extra money to your child's lunch account and this will show on their account/cashloader.

In order to support your child throughout their time at St. Dunstan's we have made some changes to the way that PP funding is allocated. Arrangements in respect of the way Pupil Premium is funded are detailed below:

**Equipment:**

It is extremely important that every child is fully prepared for each day and has all the equipment and uniform that they need in order to be successful within the classroom. We recognise that buying all of the equipment and uniform can be very expensive, as can replacing missing or lost items. We have therefore set up an account for each child eligible for pupil premium to the value of £100 (for each academic year) that can be used to purchase equipment from the school or items of uniform from South West Schoolwear in Wells or for items without the logo these may be purchased elsewhere to make your money go further. This account will allow you to support your child to be fully prepared for the start of each September.

In order to make this system manageable, we ask that, each time you or your child wishes to purchase an item you contact the school for a voucher that you can take to the uniform shop to redeem your uniform or you may purchase items yourself and bring the receipts into school and complete the relevant forms to be reimbursed into your bank account. If you require items (in term-time only) and you wish the school to order them for you; you will need to fill out the Pupil Premium order form. I have included a copy with this letter; the form can also be downloaded from the school website or collected from reception. Once complete, the form needs to be handed into Mrs Gerrard in the office - she will then organise the items for collection from either the school office or your child's learning mentor.

Shoes can be purchased at the uniform shop but, if you prefer to purchase these separately, we will reimburse you for the costs when we receive a receipt for the purchase. If this is likely to cause financial hardship, we will be happy to order the shoes in school but sizes can sometimes be an issue when purchasing this way. I would advise you to check your Pupil Premium Account balance before purchasing shoes separately as we will only be able to reimburse for shoes and equipment up to the value of £100 within any school year.

Please remember that the money in this account can be used at any time during the academic year and does not have to be used only for buying equipment and uniform at the start of the year. Additional resources used to support revision will be supplied, at no cost, by the subject leaders where appropriate.

**Enrichment Opportunities:**

At St. Dunstan's we feel that enrichment activities are particularly valuable for students' enjoyment of school and in developing their understanding in subjects that they are studying. To support your son/daughter to participate fully in all of the activities offered we will contribute 25% of the cost of all trips and activities although there are some exclusions to this including optional residential trips. Please check all residential trip forms for the level of contribution that we will provide for these separately.

If you have any queries please do not hesitate to contact myself or Mrs Gerrard.  
To summarise:

- You have £100 in your account for each school year
- You can purchase items yourself and bring the receipt to school for reimbursement OR you can take a voucher to the uniform shop
- If you wish school to order items for you, please complete and return the form from the website
- You can request items during the year not just in September
- 25% of costs for trips and enrichment activities are covered but there may be some exclusions to this

Yours Sincerely,

Mr C Oakwood  
Pupil Premium Ambassador





June 2021

Dear Parents / Carers

### Parental Portal to Parents

The portal is a web site that you can visit on any computer and most mobile devices over the Internet.

This portal is where parents book their parents' evening appointments. Over time we intend to develop the portal to include information about your son/daughter's behaviour, progress and attendance. We may also add support materials including resources and revision activities that you can use to support your children.

Features that the system currently has:

- **Student Timetable** – The timetable displays all you need to know about which lessons are taught where and when.
- **Homework** – Class teachers will set homework, which parents and students can see online. This will allow parents and students to complete their homework on time. We will continue to also write homework in the planner whilst we embed the new system.
- **School calendar** – An up-to-date school calendar giving details of all the term dates, including inset days and details of other events the school is running.
- **Attendance** - This provides an up to date summary of your child's attendance for the morning and afternoon statutory registers. Absences together with their codes are displayed with the number of times they were used. There is also the option to see the % attendance per term. Please note that for lessons the marks are different and in most cases will simply show if the students was in the lesson or not. If a students is in school but undertaking an activity in another part of the school, the register for the lesson will show that the student was absent for the lesson. This is not something you need to worry about as all statistical data about attendance is taken from the AM and PM registration. Occasionally a lesson may show no mark at all and this may be due to the fact that the teacher was absent and a substitute teacher took the lesson.
- **School Dinners** – The portal links directly to our Cashless catering system allowing you to see your child's menu choices, transactions and cash balances.
- **Parent Evening Bookings** – This feature allows you to book appointments for yourself at parent's evenings. This allows you to select the time of each appointment and which teachers you would like to see. You are also able to leave comments about things you might like to discuss during the consultation. You will need to use this system to book appointments for parents' evenings from September onwards.
- **Easy switching between siblings** – where you have more than one child in the school, you are able to seamlessly switch between your children and see specific details for each child.

Each parental contact on our system will be issued with login details and details of how to access the portal so that you are able to login and see the relevant data. This will be emailed to the parental email addresses we hold. **I do need to stress that the details will be sent to people based on the current data that is held on our management information system (MIS) collected from you. If you believe this information to now be inaccurate, please let the school know as soon as possible.**

You will be emailed with details of how to access the site including your username and password. In most cases your username will be the email address that is registered with us. Where both parents share the same email address only one set of login details will be issued.

I would suggest that you try to gain access to the site when you receive the login information to check that you can see the relevant information about your children. Should you experience an issue please contact the school's main reception and give details of the issue. We will endeavour to look into the issue and where necessary someone will call you back with a resolution.

*'Part of the Midsomer Norton Schools' Partnership'*

I hope that you find the Parent Portal a useful tool.

Yours faithfully

A handwritten signature in black ink, appearing to read 'T Vickers-Armstrong', with a stylized, cursive script.

Mr T Vickers-Armstrong  
Assistant Headteacher





July 2021

Dear Parent /Carer

### Cashless Catering Service

The school has introduced a cashless catering system in order for students to purchase food at lunch time and at break time. This offers some immediate benefits:

- Convenience
- Confidence that dinner money is spent on school food, not in the shops on the way to or from school.
- Healthy eating can be encouraged.
- Children on free school meals remain anonymous; their accounts are automatically topped up each day.
- Problems related to money are reduced: no loss or theft.
- Detailed food and spending reports are available for parents.
- More efficient counter service

This system incorporates the latest technology to scan the student's thumb meaning that there is no need for any pupil to carry a card or cash. We do not store your son or daughter's thumb print – the technology just stores a string of numbers that enable the system to recognise their thumb. The school does not keep an image of the finger print and the way the data is stored means it cannot be transferred to any other organisation. All the information is destroyed automatically when your son/daughter leaves the school. Should you wish to opt out of the biometric system, then we can allocate a 4 digit PIN Code. You should however note that PIN Codes do not have the same level of security and it is possible for other students to find this out and use it. If you select to have a PIN code issued it will be your child's responsibility to remember it and keep it secure. The school cannot be responsible for money spent via PIN Code transactions that have been undertaken fraudulently. Due to Covid 19 we have disabled the biometric thumb print system (which will be reinstated at a later date when it is safe to do so) and introduced a lunch card system. The card is swiped at the till instead of the student using their thumb. The first of these cards supplied are free. After this there will be a charge for replacing them.

For your convenience the system is linked to the on-line payments system, Parent Pay, that the school already uses. Accounts have already been set up and you will have received a "link code" to activate the account. This "link code" will have asked you to setup your username and password and confirm some security details. Many of you have already activated this account and will have little more to do, if you have not activated your account or have lost the details you need to contact the school office who will give you further advice.

Once you have activated the system you can pay in as much as you like to cover the cost of meals for the week or month. Students who receive the free school meal allowance will have their account automatically credited with the daily allowance, however if this is not all used on the day, the amount will be automatically reclaimed from the account. This system does not affect your child's eligibility for free school meals and parents must continue to re-apply for free meals as they currently do.

Our expectation is that the vast majority of parents will pay for school meals in this way, however if parents are unable to pay online, cash can be paid into special 'cash loaders' that will also credit the children's account (the cash loaders are currently disabled due to Covid 19). This machine will be based in the school's dining hall. Any new system will have a few teething issues and we will run a float system for a few days so that students can pay for food with cash, however this option will be withdrawn once the system is fully operational and all transactions will be electronic.

PTO





### Permission for a student to use the biometric (thumb-print) system

Please complete the sections below to show that you have read, understood and agree to your child being able to use the cashless catering system.

Student Name (print clearly)			
Year Group		Tutor Group (If known)	

It is a legal requirement that all parts of this form are completed by both parents/guardians and the children. Forms that are not fully completed cannot be accepted.

#### Student Declaration

<input type="checkbox"/>	<b>YES</b>	I want to use the thumb-print system.	Student Signature .....	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want to use the thumb print system*.		

#### Parent/Carer Declaration 1

<input type="checkbox"/>	<b>YES</b>	I want my child to use the thumb-print system.	Parent/Carer Signature .....	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want my child to use the thumb print system*.		

#### Parent/Carer Declaration 2

<input type="checkbox"/>	<b>YES</b>	I want my child to use the thumb-print system.	Parent/Carer Signature .....	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want my child to use the thumb print system*.		

\* I opt for my child to be given a Pin code. I understand the implications of my child using a PIN Code and that it is not as secure as the biometric system. I also accept that the school takes no responsibility if the PIN Code is used fraudulently.

***This form MUST be signed by both the parent/guardian and the student and returned to the school office.***

***Please return this form to the School Office***







## St Dunstan's Secondary School – Home School Agreement

*Learning at St Dunstan's School is based on a partnership between the school, students and parents/carers.*

### The school aims to:

- Provide a safe, well-ordered and caring environment in which students will be able to enjoy learning;
- Foster spiritual, moral and cultural development and value all students equally whilst respecting and celebrating individual differences;
- Provide a balanced, appropriate curriculum that meets the individual needs of your child;
- Provide high quality teaching and learning with clear targets for achievement and improvement;
- Encourage all students to have high aspirations and achieve their full potential, enabling them to gain academic success and fulfil their ambitions;
- Promote excellent standards of attendance and behaviour that facilitate good learning through building positive relationships and developing a sense of responsibility;
- Encourage student leadership and provide a range of extra-curricular activities that enable students to play a full and active part in the life of the school;
- Work with members of the Community Learning Partnership to ensure that we benefit from any new initiatives and have the same high standards and shared expectations in all our schools and the College.

### The school will:

- Monitor attendance, behaviour and learning; celebrating successes and contacting parents/carers if there are any concerns;
- Track the progress of students through regular assessments and keep parents/carers informed through interim and final reports;
- Work with all stakeholders to ensure that appropriate intervention strategies are put in place to improve performance;
- Ensure that staff are available, by prior appointment, to discuss student's progress or concerns with parents/carers;
- Keep parents/carers informed about general school matters through newsletters, website, letters and consultation meetings.

### As a Parent, Guardian or Carer I /we will:

- Share the high expectations of the School and work in close partnership to ensure my child attends regularly and on time, behaves appropriately and works hard to do their best in order to fulfil their potential;
- Inform the school if my child is absent from school; making sure any absence is covered by a letter or a telephone call to the
- Attendance Officer - understanding that holidays should be avoided in term time and students should not be absent for reasons other than ill health or for circumstances agreed with the school in advance, term time holidays will not be approved.
- Comply with the school's uniform code regarding dress, jewellery and smart appearance;
- Support the personal organisation of my child by ensuring that all necessary books and equipment are taken to school each day
- Support my child's learning – checking the completion of any homework and signing the personal planner weekly; attending parents' evenings and meetings to discuss progress;
- Make the school aware of any concerns or problems that might affect my child's attendance, behaviour or learning;
- Support the school staff in maintaining high standards of behaviour in line with the School's Behaviour Management Policy and Procedures;
- Encourage my child to take a full and active part in school life so he/she benefits fully from the opportunities available;

### As a Student I will:

- Behave sensibly and safely; using appropriate and acceptable language and being polite and helpful to others, respecting the fact that everyone is different, has the right to be happy and safe at school and the right to learn uninterrupted by others;
- Be at school on time every day, wearing the school uniform correctly and ready to work with the correct books and equipment for lessons;
- Listen carefully and complete all my classwork and homework to the best of my ability; doing my best to achieve the learning targets set by my teachers
- Ask for help if I don't understand the work before my work is due to be handed in, attending homework/coursework support sessions as necessary;
- Set a positive example to other students, particularly those younger than myself, and be prepared to support them if they need help
- Help to keep the school a pleasant place to be, clean, tidy and free from litter or damage;
- Get involved with school events and extra-curricular activities and be prepared to give my views in a thoughtful and constructive way;
- Ensure I represent the school in a positive way in the community, particularly on the journey to and from school and when engaged in out of school activities

Head Teacher Signature: 

Parent/Carer Signature: .....

Date:

Student Signature: .....

Date:





# Midsomer Norton Schools Partnership

Dear Parent/Carer

## **ICT ACCEPTABLE USE POLICY (Main School Students)**

Included with this letter is a copy of the Acceptable Use Policy which is applicable to all schools in the Midsomer Norton Schools Partnership Trust. It has been written to help keep students safe while using the ICT systems at school by outlining what is acceptable use of ICT when in school.

The use of ICT (including the Internet, email and mobile technologies) has become an important part of learning in our school and when using the ICT systems we expect all students to be safe and responsible. It is essential that students are aware of eSafety know how to stay safe when using any ICT, and know what to do when something goes wrong.

Students are expected to read and discuss this agreement with you and when they are happy with its contents you should both sign the form below. Any concerns or explanations can be discussed with their form tutor.

Until this agreement has been signed by you both and returned to the school students will not be allowed to access the Internet or use email.

Any specialist questions can be raised with the designated eSafety coordinator for the school. Once the form has been completed it can be returned to the school. You do not need to return the policy document itself, you should keep this for your reference.

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### **For my own personal safety:**

- I understand that the school will monitor my use of all the ICT systems
- I understand that computer storage areas will be treated like school lockers and cannot be regarded as private
- I will not share my, nor will I try to use any other person's username and password
- I will immediately report any unpleasant or inappropriate material or messages that make me feel uncomfortable
- I will adopt a 'think before I click' routine when using the internet (not all websites are appropriate) and will **NOT** simply access a site just because someone else told me to do so
- I will be aware of "stranger danger", when I am communicating on-line, and will not share my personal details with anyone

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not alter any other user's files
- I will be polite and responsible when I communicate with others
- I will never, either in school or out of school, seek to harass or abuse fellow students or members of staff either on the school network itself or via external social networking sites
- I will not take, publish or distribute images of anyone without their permission
- I will only use my personal hand held devices (eg: mobile phones) in school if I have permission. 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 will use email appropriately and will not send emails to a large number of users, and will not use email to bully others or send inappropriate text or images

### **When using the internet:**

- I will make sure that I have permission to use the original work of others and/or I have made reference to it. I understand that exam boards treat this as cheating and will exclude me from exams
- I will not try to download copies, or bring into school any material that is protected by copyright (including music and videos)
- I will adopt a 'think before I click' routine when using the internet (not all sites can be trusted)
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate

### **Respect for the system**

- I will not attempt to bypass any network or Internet security systems
- I will immediately report any damage or faults involving equipment or software







- I will not open any attachments to emails, unless I know and trust the sender
- I will not install or attempt to install programmes of any type on a machine nor will I try to alter computer settings
- I will not connect any laptop or other computer hardware to the system
- I will only print what I need to do my school work. I will only print in colour when it is absolutely necessary.
- I will manage my work area to ensure it is not full.

### Student Application for the Use of ICT Technologies

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. ***This form needs to be signed by both the parent/guardian and the student and returned to the school main office before any Internet and Email access can be provided by the school***

<b>Student First name</b> (print clearly)					
<b>Student Surname</b>					
<b>Key Stage</b>		<b>Tutor Group</b>		<b>Date</b>	

**I have read and understand the rules for acceptable use and agree to follow these when:**

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, laptops, tablets, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg: communicating with other members of the school, accessing school email etc.

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

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, whether I am in or out of school and where they involve my membership of the school community (eg: cyber-bullying or personal information).
- I understand that the school may take action against me if I am involved with inappropriate comments on social media sites.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be punished. This may include loss of access to the school's ICT services including, but not limited to the network, internet or email.
- I understand that the sanction imposed could be detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

<b>Student Signature</b>					
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I, the undersigned, being the parent/guardian of the above named student, do support the school in its attempts to protect the students while using computers at school. I also understand that failure to follow the rules may result in computer access being withdrawn.

<b>Parent/Guardian Name</b>				
<b>Parent/Guardian Signature</b>		<b>Date</b>		

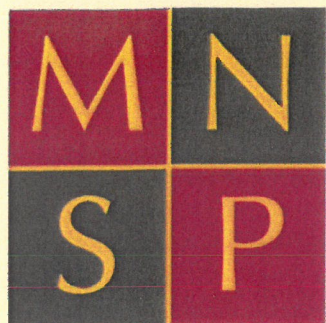
*Office Use only*

Internet		Mail		Signature	
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# Midsomer Norton Schools Partnership

## Expression of Parental Preferences

First Name of Child	
Surname of Child	
Class / Form	
School Name	

Please tick any that apply:

### Unnamed Photographs:

<input type="checkbox"/>	I give permission for unnamed photographs of my child to be used in school eg Display boards.
<input type="checkbox"/>	I give my permission for unnamed photographs of my child to be used for school use for wider publication including: School prospectus and similar information or School website
<input type="checkbox"/>	I give my permission for an unnamed photograph of my child to appear in any external publication

### Named Photographs:

<input type="checkbox"/>	I give permission for named photographs of my child to be used in school eg Display boards.
<input type="checkbox"/>	I give my permission for named photographs of my child to be used in any school publication.
<input type="checkbox"/>	I give my permission for named photographs of my child to be used on the school website.
<input type="checkbox"/>	I give my permission for named photographs of my child to appear in any external non-school publication.

I understand that the school will try to take my preferences into account but that the school must comply with Data Protection Legislation which will give my child rights in his / her own data when he / she has adequate capacity and understanding to make decisions about the publication of his / her photographs for him / herself.

### Parental Details:

Title:			
First Name:		Surname:	
Relationship to child			
Signature		Date:	









# Midsomer Norton Schools Partnership

Dear Parent/Carer

Included with this letter is a copy of the Mobile Devices Acceptable Use Policy which is applicable to all schools in the Midsomer Norton Schools Partnership Trust. This policy was written based on feedback from the students and the student council and reflects what they feel is acceptable use of mobile devices. We accept that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance whilst away from the home.

For the main part mobile devices are used by students in a very responsible way, however there are occasions when they are used to bully or distract others and it is important that students are aware of the importance of when, where and how to use their devices in an appropriate manner, and to be aware of the sanctions should they misuse their device. We expect all students to be safe and responsible when using any mobile device. It is essential that students are aware of eSafety and know how to stay safe when using their mobile devices and most importantly, know what to do when something goes wrong.

Students are expected to read and discuss this agreement with you, and until this agreement has been signed by you both and returned to the school students will not be allowed to bring mobile devices into school. Once the form has been completed it can be returned to school. You do not need to return the policy document itself; you can keep this for your reference. A summary of the terms is listed below:

- 
- I understand that The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.
  - I understand that mobile phones/devices must be turned off and out of sight before entering any classroom for a lesson, detention or any other formal activity.
  - I know that I must not use my mobile phones/devices to record videos, sound or pictures in the school setting unless authorised by a member of staff or on the way to and from school.
  - I understand that I must not display any pictures or videos taken on my device during school on any social networking site eg Facebook, Snapchat, Facetime, Instagram and YouTube.
  - I understand that inappropriate images or sounds of any sort must not be brought in to school.
  - I understand that my mobile phones or devices must always be handed to staff on request. Refusal to do so may result in exclusion.
  - I understand that head phones must not be worn during or between lessons, for reasons of safety and courtesy
  - I understand that Internet enabled phones or devices may be used to access the school network via the wireless access points and that this usage is monitored.
  - I understand that a mobile phone must not be used to phone parents/guardians to ask to be picked up because of illness or to report incidents. Students must go to reception and a member of the pastoral staff will make contact with home as required.
  - I understand that if I am in isolation my phone will be taken at the start of the day and returned at the end of the day.
  - I understand that mobile phones or devices must not be used for bullying or making untrue, inappropriate or unkind comments about others.
  - I understand that mobile phones cannot, under any circumstances, be taken into examination rooms. Breaching this rule will lead to invalidation of that examination and potentially other examinations.
  - I understand that I should protect my phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
  - I understand that I should mark my mobile device clearly with my name and note the IMEI number
  - I understand that It is strongly advised that I use a password/pin numbers to ensure that unauthorised phone calls cannot be made on my phones (eg by other students, or if stolen) and that I must keep these password/pin numbers confidential.
  - I understand that if a mobile phone/device is misused it will be confiscated. I accept that once confiscated it will not be returned until the end of the following school day (if this is a Friday then the return day is Monday). The battery and SIM card must remain in the phone and the phone switched off.









# Midsomer Norton Schools Partnership

## Student Application to bring mobile devices into school

Please complete the sections below to show that you have read, understood and agree to the rules included in the Mobile Phone Acceptable Use Agreement.

<b>Student First name</b> (print clearly)					
<b>Student Surname</b>					
<b>Key Stage</b>		<b>Tutor Group</b>		<b>Date</b>	

**By signing this agreement I am saying that:**

- I have received a copy of the full Mobile Devices Acceptable Use Policy
- I have read and understand the rules for acceptable use of mobile devices
- I agree to follow these rules in school or on the way to school
- I agree to follow these rules when accessing the internet via the school wireless or via the data provided by my mobile provider.

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

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate usage, whether I am in or out of school and where they involve my membership of the school community (eg: cyber-bullying).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be punished and have my mobile device confiscated for a period of time
- I understand that in certain circumstances the school can ask to look at content on the phone and that I will cooperate fully when asked to do so.

<b>Student Signature</b>	
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I, the undersigned, being the parent/guardian of the above named student, do support the school in its attempts to protect the students while using mobile devices. I also understand that failure to follow the rules may result in mobile devices being confiscated for a period of time.

<b>Parent/Carer Name</b>			
<b>Parent/Carer Signature</b>		<b>Date</b>	

***This form needs to be signed by both the parent/carers and the student and returned to the school.***









# St Dunstan's School

## GLASTONBURY

### PARENT/CARER CONSENT FORM FOR REGULAR EXTERNAL ACTIVITIES 2021-22

*This two-page form should be read with the accompanying information regarding the proposed activities.*

*Please answer with details or by stating N/A (Not Applicable) for the medical section.*

*This information is requested to enable staff to be fully informed and act in the best interest of all participants.*

*All sections must be completed. Please complete the GDPR section at the end of the document specific to your establishment.*

#### EXPLANATORY NOTES - This form serves several important functions.

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It gives the supervising staff immediate information on how to contact you in an emergency.
3. It contains information about your child together with your consent to medical treatment if required.
4. It advises you that the Somerset County Council will NOT necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
5. The completion and returning of this form is essential to enable your child to participate in the visit/activity.
6. If you wish to discuss any of the contents of this form please contact the child's Head Teacher/Senior Manager.

#### GENERAL INFORMATION

Name of Son/Daughter: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School : St Dunstan's School

Covering the Activities Listed during the period of: Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

#### MEDICAL INFORMATION

1. If your child has any condition or impairment that may require specific management, medical treatment and/or medication during any of the regular activities/trips/visits please give brief details:

\_\_\_\_\_

2. If your son/daughter has any allergies or is allergic to any medication please supply details:

\_\_\_\_\_

3. If your child has had any recent illness, accident or injury which staff should be aware of please supply details:

\_\_\_\_\_

4. Date of your child's last anti-tetanus injection: \_\_\_\_\_

5. Family doctor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

If you feel that further detail or a discussion is required regarding any of the information that you have supplied, please contact the school.

#### EMERGENCY CONTACT

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency telephone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Alternative emergency contact should parents/guardians not be available:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_



**DECLARATION - Please read and delete where appropriate**

Having been informed through the details supplied. I consent to my son/daughter participating in standard activities off the school/organisation site, but within the County or neighbouring area, for example, environmental studies, swimming and sporting fixtures, joint activities with other schools/organisations. **Our local visits include: Physical Education Fixtures, Glastonbury High Street, Glastonbury Tor, Glastonbury Abbey & Churches, Locals schools and colleges to include (Careers events, Drama productions, Subject events), Strode Theatre, Carol singing at local care homes, Orchestral events and local county walks. Students may be travelling by minibus, coach or on foot.**

**I understand that:**

- Such activities will normally take place within the school/working day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any external activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit.
- My child will be under an obligation to follow all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school/organisation discipline procedures during the visit/activity.
- I must inform the school/organisation of any changes to the medical and emergency contact details supplied.
- All young people are covered by the Somerset County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

**I agree/do not agree** to my son/daughter receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present in the best interest of your son/daughter.

**I give permission/do not give permission** for my child to be photographed/film during visits/activities (for possible use in displays/presentations, marketing materials and press releases).

Full name of parent or carer (print please): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**General Data Protection Regs (GDPR): Notification regarding the processing of any personal data supplied on this form - please amend as appropriate**

**Data Controller - Name of School/Establishment.** (Somerset County Council for SCC corporate service areas)

**Data Protection Officer contact -** [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk) or establishment contact

**Purpose for processing -** *to ensure the safety and welfare of the young person during off-site visits and activities*

**Legal basis for processing -** *e.g. to ensure the health, safety & wellbeing of the young person in our care - Children's Act 2004 Section 11*

**By Law -** *used where statutory instrument allows for processing, e.g. Children's Act 2004, Section 11*

**Legitimate Interests -** *Used where legal basis for processing is legitimate interest i.e. SCC/establishment will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints. E.g. To Identify any limitations or reasons where consent is NOT given for a chosen activity*

**Data Sharing -** the personal data provided will be shared with e.g. emergency services/key school contacts

**Transfers abroad -** this data will not be transferred abroad

**Data Retention -** this data will be retained for a period of up to 5 years to meet school requirements

**Your Rights -** You have the right to ask Somerset County Council/establishment to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However, these rights are only applicable if the Council/establishment has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** If you do not supply this information the young person will not be able to participate in the specified activity

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)





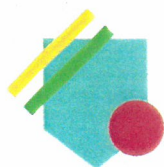
# St Dunstons School

## Daywear

<b>Boys Badged Blazer</b> Chest 28" - 44"	From £33.50
<b>Girls Badged Blazer</b> Chest 28" - 44"	From £33.50
<b>V Neck Jumper (Navy)</b> Age 9/10 - Large	From £14.95
<b>White Blouses/Shirts Twin Pack (Long/Short Sleeve)</b> Chest 22+ & Collar 11+	From £13.20
<b>Boys Standard Trousers (Black)</b> Available in multiple styles & sizes	From £12.00
<b>Girls School Skirt (Black)</b> Available in multiple styles & sizes	From £16.95
<b>School Tie</b> Clip on	From £5.50

## Sports Kit

<b>Logoed PE Polo (Black/Maroon)</b> Chest 30/32 - 46/48	From £13.99
<b>School Rugby Shirt (Maroon/Sky)</b> Size XXS - 3XL	From £20.95
<b>Black Shorts (Rugby/Shadow Shorts)</b> Waist 18/20 - 38/40	From £4.99
<b>Logoed Skort (Black)</b> Waist 22/24 - 34/36	From £17.00
<b>Logoed Sports Leggings (Black)</b> Waist 24/26 - 38/40	From £18.00
<b>Logoed Trackpants (Black)</b> Waist 22/24 - 42/44	From £22.00
<b>Logoed Training Top (Optional)</b> Chest 30/32 - 46/48	From £22.00
<b>Logoed Sports Hoodie (Optional)</b> Size XS - XL	From £15.00
<b>Sports Socks (Maroon/Sky)</b> Shoe 3-6, 7-11 & 12+	From £7.00



**South West  
Schoolwear**

We strive to meet orders for a size outside the normal stock range. If you need this service please call in early to organise your order. We are understandably very busy during August and September, shopping early is advised. Shop online at [swschoolwear.co.uk](http://swschoolwear.co.uk)

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