 **MULLION SCHOOL ENROLMENT FORM**

**Meaver Road, Mullion TR12 7EB**

Tel: 01326 240098

[www.mullionschool.org.uk](http://www.mullionschool.org.uk)

Email: **enquiries@mullion.tpacademytrust.org**

(Please note: This admission form does not constitute an offer of admission)

**Please complete all sections**

CONFIDENTIALITY: the information given below will be maintained on the School’s database to which no unauthorised person shall have access and will be subject to strict control under General Data Protection Regulation 2018.

Name of Parent(s)/Carer:

**Section A – Pupils Details**

Legal Forename: Middle Names (s):

Legal Surname: Preferred Forename: Preferred Surname: Previous Surname: Date of Birth: Sex at Birth: Male / Female

Gender: ­­­­­­­­­

**Student Address**

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ House Number/Name: Street: Town/City:

Previous School:

Dates attended (to and from):

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| Surname | Forename | Gender | Date of Birth | Same Address |
|  |  | Male/Female | / / | ✓ / x |
|  |  | Male/Female | / / | ✓ / x |
|  |  | Male/Female | / / | ✓/ x |

**Section B – Siblings** (brothers/sisters including half/step who currently attend Mullion School

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| **Section C – Family/Home** |
| Primary Email address for Parent/Carer:  **Contact 1**  Title: Forename: Surname: Postcode: House Number/Name:  Street: Town/City:  **Parental Responsibility**:  Court Order:  - Complete section G  Relationship: Mother  Father  Step Parent  Foster Parent  Grandparent   Other Relative Guardian  Social Worker   Your preferred primary contact number will be shown as your mobile number unless you indicate with a  otherwise Telephone – Mobile:  Home:   Work:  |
| **Contact 2**  Title: Forename: Surname: Postcode: House Number/Name:  Street: Town/City:  **Parental Responsibility**:  Court Order:  - Complete section G  Relationship: Mother  Father  Step Parent  Foster Parent  Grandparent   Other Relative Guardian  Social Worker   Your preferred primary contact number will be shown as your mobile number unless you indicate with a  otherwise Telephone – Mobile:  Home:   Work:  Email Address:  **To add additional contacts please submit by email** [**enquiries@mullion.tpacademytrust.org**](mailto:enquiries@mullion.tpacademytrust.org) **or writing to the school** |
| **Young Carers:**  Young Carers are children who regularly help look after a relative who has a disability, mental health condition, or long-term illness. Young Carers may look after a parent, care for a sibling, a grandparent or other relative. Please let us know below if this applies to your child.  **My child is currently a Young Carer: Yes / No** |

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| **Section D – Pupil Ethnic/Cultural Information** |
| Mullion School is required by law to provide the information you give below to the  Department of Education.  The School will not use this information for any other purposes.  Country of Birth: Nationality:  **Ethnicity:**  White – Cornish  Other White British  White – Irish   Traveller of Irish Heritage  Gypsy/Roma  Any Other White background   White and Black Caribbean  White and Black African  White and Asian  Any Other Mixed Background  Indian  Pakistani  Bangladeshi  Any Other Asian Background  Black Caribbean   Black – African  Any Other Black Background  Chinese   Any Other Ethnic Group  Refused  Information Not Yet Obtained **First Language:** English  or Other (please specify) Asylum Seeker:  Refugee Status:  Traveller Status:   **Religion:** Buddhist  Christian  Hindu  Jewish  Muslim  Sikh   Other Religion  Do not wish to disclose  No Religion   **Meals:** Free School Meal  Packed Lunch  School Meal   **Mode of Transport:** Bicycle  Car  Public Transport  School Minibus   Taxi  Train  Walk  |
| **Section E – Pupil Medical Information** |
| Please provide all relevant information relating to your child’s medical history.  This information is **strictly confidential** and will only be used by Mullion School staff such as the first aiders who may need access to this in the event of a medical situation or emergency in the School.  ***Please note, key points from this will be given to the designated member of staff for trips and visits away from Mullion School premises.***  **Medical Practice Information:**  Medical Practice: Practice Tel. No:  **Dietary Needs**: Gluten Free  Halal  Kosher foods only  No Dairy produce  No nuts of any type/quantity  No pork  Seafood allergy  Vegetarian  Vegan   Other (please specify) |

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| **Section E – Pupil Medical Information Continued………….** |
| Emergency Medical Consent: I consent to any emergency treatment necessary. I, therefore authorise Mullion School to sign on my behalf any written form of consent required by the hospital authorities should medical treatment, a surgical operation or injection be deemed necessary. This is provided the delay required to obtain my signature might be considered, in the opinion of the medical doctor or surgeon concerned, likely to endanger my child’s health or safety.  I consent  I do not consent   **If you do not consent,** please can you specify below how you would like Mullion School to proceed in the event of a medical emergency involving your child if we are not able to contact any named person who has parental responsibility. Medical Needs: Does your child suffer from any medical condition, disability or allergy? Yes  No   If you answered yes above, please provide full details of any medical condition, disability or allergy that you think may be relevant in order that the school may be in the best position to look after your child, including medication where applicable. Please continue to a separate sheet if needed and attach to this form.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue of Medication: If your child has regular medication, then you will need to provide this as well as completing an Administering Medication Form which is available from the school office. Please write the student’s name on the medication, and place in a named envelope and return to the school. This request will be noted on your child’s school record and you will be sent a **text** confirming what medication has been administered by staff from Smartlog and at what time this occurred.  ***PLEASE BRING ANY MEDICATION FOR YOUR CHILD ON THEIR FIRST DAY.***  **Please note, School first aid trained staff will not issue paracetamol to any student without telephoning a parent for permission first. This ensures that parents can confirm whether a tablet has been taken prior to the student coming into school. Please note, students must not bring their own paracetamol into school or carry any tablets with them. The school holds 500mg Paracetamol in both tablet and liquid forms should they be required.**  Parent/Carer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section F – SEN or Pastoral Needs** |
| **Special Educational Needs:**  Does your child have additional educational needs?   Does your child have a diagnosis of any educational needs?   (If yes please attached a copy of the diagnosis or email [senco@mullion.tpacademytrust.org](mailto:senco@mullion.tpacademytrust.org) )  Can you please describe the educational needs your child has?  Can you describe the support they are currently receiving at their primary school?  Is there anything else you would like us to know about your child?  **Pastoral Needs:**  Does your child have additional pastoral needs (mental health / wellbeing support / behavioural support)?  Please describe your child's needs and any challenges they might have pastorally:  Please describe the pastoral support your child is currently receiving and whether any referrals have been made at their primary school (e.g., nurture, mental health support, time out card, toilet pass etc.): |

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| **Section G – Pupil Additional Information** | |
| Pupil Premium: Introduced in April 2011, Pupil Premium provides additional funding to schools who can then use that funding to raise the attainment of disadvantaged students. Pupil Premium is available to all students who have been eligible for Free School Meals at any time in a period of six years prior to their start date at secondary school, even if they no longer claim this.  My child has been in receipt of /eligible for free school meals at any point in the six-year period before starting at Mullion School. Yes  No    * Call them on 01872 323298. * Complete the online application form at: [www.cornwall.gov.uk/education-and-](http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals) [learning/schools-and-colleges/school-meals](http://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals)  Sharing Student Data with `Careers Southwest’: I consent to the school sharing the following information with `Careers Southwest’. I understand that this will enable them to offer students its full support in their preparations and choices before they leave school and when they transfer to college, university, training or employment. Yes  No    |  |  | | --- | --- | | Full Name | Ethnicity | | Date of Birth | Gender | | Home Address | SEN Level and Type | | Parents’ Name(s) | UPN (Unique Pupil Number) | | Parents’ Address(es) | ULN (Unique Learner Number) | | Telephone Number | Careers Southwest information |   (The school is required by law to provide Careers Southwest with the names and addresses  of its students and parents) Swimming: Can your child swim 50 metres unaided? Yes  No  Child of Service: Parent/s in Armed Forces (Parent serving in Royal Navy, Army or RAF)  Yes  No  Do not wish to disclose  Court Orders: **If the pupil is subject to any Court Orders, please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school understand the pupil’s position. A copy of any Court Orders will need to be provided.** Adopted children and Service Children: You may not be aware but there is additional funding for adopted children or any child that has ever been in care. There is also additional funding for any child who has parents working in the armed forces. This can be used to help with your child’s education.  If you would like to discuss this further and in the strictest confidence, please contact: Mrs Helen Mathias (Deputy Headteacher - Pastoral)  01326 240098 | |
| **Section H – Computer Resource – Acceptable Use Policy** |
| **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. This applies to the IPads that have been provided.  **For my own personal 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 like my toothbrush – I will not share it, nor will I use any other person’s username and password. * I will be aware of “stranger danger”, when I am communicating online. * I will not disclose or share personal information about myself or others when online. * If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take an adult with me. * I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.   **I understand that everyone has equal rights to use technology as a resource and:**   * I understand that the School ICT systems are intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so. * 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 online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have the permission of a member of staff to do so.   **I will act as I expect others to act toward me:**   * I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files. * 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 without their permission.   **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me**  **and to ensure the smooth running of the academy:**   * I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in the School if I have permission. I understand that, if I do use my own devices in the 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 upload, download or access any materials which are illegal or   inappropriate or may cause harm or distress to others, nor will I use any programs 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 open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs. * I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I alter computer settings. * I will not use chat and social networking sites, unless permission has been given. |

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| **Section H – Computer Resource – Acceptable Use Policy Continued………** |
| Parent/Carer Acceptable use policy – Permission Form – to be Read and Signed by Parent/Carer:  * As the Parent/Carer, I give permission for my child to have access to the internet and to ICT systems at Mullion School. * My child has signed the Acceptable Use Agreement enclosed and will receive e-safety education to help them understand the importance of safe use of ICT - both in and outside of Mullion School. * I understand that Mullion School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the academy cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. * I understand that my child’s activity on the ICT systems will be monitored and that Mullion School will contact me if it has concerns about any possible breaches of the Acceptable Use Policy. * I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-safety. * Please also read the device loan agreement which is specific to the IPad provided.   Parent Name:  Parent/Carer Signature:  Date: Student Acceptable use policy – Permission Form – to be Read and Signed by Student:When using the internet for research or 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 download copies (including music and videos). * When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.  I understand that I am responsible for my actions, both in and outside of Mullion School:  * I understand that Mullion School has the right to take action against me if I am involved in incidents of inappropriate behaviour, when I am out of Mullion School, where they involve my membership of the school community (e.g., cyber-bullying, use of video/images or personal information). * I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.  Student Acceptable Use Agreement This agreement relates to the student Acceptable Use Policy (AUP) above. Please complete the sections below 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.  * I have read and understand the above and agree to follow these guidelines when: * I use the Mullion School ICT systems and equipment (both in and outside of Mullion School). * I use my own equipment in Mullion School (when allowed) e.g., mobile phones, PDAs, cameras etc. * I use my own equipment outside of Mullion School in a way that is related to me being a member of this community e.g. communicating with other members of the school, accessing school email, website etc.   Parent Name:  Student’s Signature:  Date: |

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| **Section I - Consent** |
| **Consent for Mullion School Day Trips/Visits and Sporting Fixtures:**  This consent gives the necessary authority to Mullion School to take your child on a day trip/visit/sporting fixture and take necessary action should an emergency arise.  **THIS SECTION MUST BE SIGNED BY YOU TO ENABLE YOUR CHILD TO TAKE PART IN**  **ANY DAY TRIP/VISIT/SPORTING FIXTURE THROUGHOUT THEIR ACADEMIC CAREER**   * I acknowledge the need for my child to behave responsibly at all times. * I understand that the staff responsible for the activities will take all reasonable care of participants. * I confirm that my child does not suffer from any medical condition as confirmed in Section E **OR** where medical conditions exist, I consent to an appropriate summary of the medical information being given to the designated member of staff for trips/excursions away from the School premises. * I consent to any emergency treatment necessary. I therefore, authorise the party leader(s) to sign on my behalf any written form of consent required by the hospital authorities should medical treatment, a surgical operation or injection be deemed necessary. This is provided the delay required to obtain my signature might be considered, in the opinion of the medical doctor or surgeon concerned, likely to endanger my child’s health or safety. * I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LA guidelines. * Please note there is a limited amount of cover for personal accident and loss of personal belongings through the School Journey Insurance. Participants are covered by the Department of Education under the Risk Protection Arrangement (RPA) membership in the event of negligence by one of its employees or agents. Details are available on request. * Data Protection Regulations. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under the Department for Education. The data will not be disclosed to any external sources other than in an emergency, without your written consent.   Please sign to confirm you have read and agree the above:  Parent/Carer Signature:  Date: |

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| **Section I – Consent Continued……….** |
| **Biometric Cashless Catering:**  The school canteen service is now a cashless operation run through Parent Pay. Parent Pay is also used for payment for school trips and other organised events that take place.  The system is activated by using biometrics to read the students’ thumbprints. The thumbprint image is then turned into a mathematical algorithm. The image that is stored cannot be used to recreate an image of the thumbprint. Further detailed information is available on the school website, together with a link to the Parent Pay website.  If you wish your child to buy food from the canteen, please give your consent below. The Finance Office will then send a letter with a unique login and password and instructions on how to set up your Parent Pay account. If you wish to OPT-OUT please tick the box below.  Legislation requires an ‘opt in’ arrangement and therefore requires you to complete the consent below. If you prefer to not have your child registered on the system, an alternative arrangement can be made.  There are two options to credit your child’s account – Online transfer via the Parent Pay website;  Or by paying cash at the till in the canteen.  **I do not consent to my child being included in the biometric thumbprint registration**   **Please sign the consent if you are happy to proceed with the biometric thumbprint at Mullion School.**  Parent Name:  Parent/Carer Signature:  Date:  **Privacy Notice**  We are collecting this personal information from you for the purposes of providing an education to your child and need to process data for the purposes of complying with a legal obligation or performing our public function. You have rights in relation to your personal data and these are set out in our privacy notice available at [www.mullionschool.org.uk.](http://www.mullionschool.org.uk.)  A hard copy is available on request - please contact us on 01326 240098.  Please note that consent may be withdrawn at any time by contacting Mullion School. However, it may not be possible to remove images which have been published.  **Sharing Information**  Sharing personal information between partner agencies is vital to the provision of coordinated and seamless care for our students.  Legislation does not prevent the sharing of information between agencies delivering services; there are important rules and safeguards which are strictly observed by Mullion School.  We will use TIS (Trauma Informed Schools) practices across our school as this is our school’s normal way of working with young people.  If you require further information, please contact us on 01326 240098 |
| **Section I – Consent Continued……….** |
| **Use of Images**  At Mullion School, we sometimes take photographs of pupils. We use these photos in the school’s prospectus, on the school’s website, on display boards around school, in newsletters, on school social media accounts and for the press.  As a TPAT School, Truro and Penwith Academy Trust would also like to use these photos on the trust’s website, in newsletters, marketing materials, for the press and social media accounts.  We would like your consent to take photos of your child and use them in the ways described above. The consent you give will last for the duration of your child’s time at Mullion School  However, if you wish to change any of the authorisations during this time, please email the school on enquiries@mullion.tpacademytrust.org  We will accommodate your preferences please indicate by circling yes or no for all the items below and return the completed form to school.   |  |  |  | | --- | --- | --- | | I give consent for my child’s photograph to appear in publications that the school or trust produce for promotional purposes such as a prospectus both printed and online. | Yes | No | | I give consent for my child’s photograph to appear in the school or trust newsletters (which may be published online). | Yes | No | | I give consent for my child’s image to be used on the school/trust website and social media. | Yes | No | | I give consent for video of my child to be used on the school/trust website and social media. | Yes | No | | I give consent for my child and their details to appear in the media.  For example, in the local press, radio or TV. This may be printed or on their social media. | Yes | No | | I give consent for my child to be included in any school/trust or class yearbook and other mementos on leaving the school/trust. | Yes | No | | I give consent for my child’s name to be released for publication such that they may be identified as an individual or as part of a small group to including sporting activities for fixtures and achievements.  For example, raising money for charity that is recognised in the local media. | Yes | No | | I give consent for my child to be photographed for school/trust group photos, that may be sent out and then bought by other families who have children in the photo. | Yes | No | | I give consent for a professional photographer to take photographs and release to my family for sale. | Yes | No | | Are there any reasons why your child cannot participate in events and performances that may be recorded or photographed and shared with the school/trust community?  If yes, please contact school to explain your concerns. | Yes | No |     Please see Data Protection policy for further information.  **Why are we asking for your consent?**  To ensure we are meeting the requirements of general data protection regulation, we need to seek your consent to take and use photos of your child. We and the trust really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again. For more information on GDPR please follow this link: [www.tpacademytrust.org/gdpr\_-\_general\_data\_protection\_regulations](http://www.tpacademytrust.org/gdpr_-_general_data_protection_regulations)  Parent/Carer Signature:  Date: |

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| **Section J – Home/School/Student Agreement** |
| **PRINCIPLES:**  N.B. The term 'parents' is employed throughout this policy to refer to parents, carers or others in loco parentis. Mullion School aims to provide the highest quality of education for all students, to enable them to reach high levels of achievement. We see our home-school agreement as an essential element of our strategy, central to the partnership between school, parents and carers and students. This policy should be read in conjunction with the following policies: Behaviour Policy, Online Safety Policy and Uniform Policy.  **Parental Statement:**  **I believe that Mullion has the best interest of my child in mind and I will support the school’s decision making. I understand that by doing this, my child will have greater chance of success, and this is what I want for my child.**  **The Parent/Carer – I/we will:**   * + I will always be polite to all staff at Mullion School, even if I am frustrated.   + I will send my child to school every day and aim for 100% attendance. Only the most extreme circumstances would prevent me from doing this.   + I will organise all routine medical and dental appointments for my child during school holidays, training days and after school.   + I will download the Parent App for Class charts and check this each day, including house and behaviour points, letters home and progress tracking including homework.   + I will ensure that I update my contact details immediately if they change.   + I will make the school aware if there are barriers to this that the school can support me with.   + I understand that it is my responsibility to arrange appropriate transport to ensure my child arrives to school safely and on time, and is able to leave the school safely and promptly, including when attending extra-curricular activities, or if there is a need to leave the school site early.   + I will make contact with the school to discuss any issues and I will not use social media in a negative way about the school.   **Uniform and Equipment:**   * + I will follow all points in the uniform policy, including PE kit.   + I understand that the minimum equipment needed by my child daily is a pencil case, pen, pencil, ruler, rubber, sharpener, scientific calculator and a bag large enough to carry an A4 folder.   + I will ensure that my child’s uniform is washed and presentable for school.   + I will check the website photos of acceptable uniform items and check with a member of the senior team if I am not sure about the styles allowed.   **Behaviour Policy:**   * + I will ensure my child follows all points in the Behaviour Policy.   + I understand that detentions will take place over the lunch break.   + I understand that the school has a no mobile phone policy during the day in place and that they should be switched off as soon as students arrive in school. If students are found to be using their mobile phone during the day, they will be confiscated and returned at the end of the day. If 3 confiscations take place, then parents/carers will need to come into school to pick the phone up. Phones should be switched off and in bags during school time.   + I understand that persistent poor and unacceptable behaviour or serious behaviour can result in a prolonged period of time spent in BASE.   + I understand that students may be disqualified from an examination if they are observed intentionally looking around the room or behaving inappropriately.   + I understand that students may be disqualified from an examination if they are observed using a mobile device or smart watch. Exam processes are shared with parents/carers prior to exams taking place.   + I understand that unacceptable student behaviour which brings the school’s reputation into disrepute will be sanctioned. This applies at any time including when the pupil is not on school premises, for example the journey to and from school or when attending trips, visits or fixtures. |

 Biometric Cashless Catering

I confirm that the information enclosed is true and accurate and that I have read and understood the information and conditions relating to:

* Home/School/Student Agreement
* Use of Image Consent
* School Day trips/Visits/Sporting Fixtures
* Computer Use - Acceptable Policy

**Section K – Parent/Carer Signature**

Parent Name: Parental/Carer Signature: Date:



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