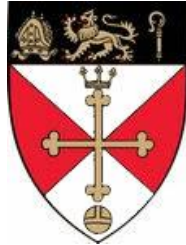


MALMESBURY SCHOOL



NAME _____ TUTOR GROUP _____

**PLEASE COMPLETE
ALL FORMS AND
RETURN TO SCHOOL**



MALMESBURY SCHOOL - DATA ENTRY FORM

A charitable company limited by guarantee, registered in England & Wales, as The Athelstan Trust
Company No: 7699625

Please complete the form below and overleaf. It is important that this information is accurate and kept up to date, as it may be needed in case of an emergency or illness. The school is registered under the Data protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, the Department for Education, and other agencies. Full details are in the school's Privacy Notice.

Legal forename:

Middle names:

Legal surname:

Preferred surname:

Preferred forename:

(Where preferred surname is different to legal surname please tick box confirming both adults with parental responsibility have agreed)

Date of Birth:

Male or Female:

Student's Address:

.....

Postcode:

Home Telephone Number:

Dinner Arrangements – please tick one box only

School dinner – free

School dinner paid

Sandwiches

Home

Medical Information

Name of Doctor:

Address of Doctor/Practice:

Telephone Number of Doctor/Practice:.....

Medical conditions or information that you wish the school to record:

Educational History

School	Address	Date of Admission	Date of Leaving
.....
.....
.....

Travel Arrangements – please tick one box only

Bicycle	Dedicated School Bus	Car	Bus (Other)	Taxi	Walks

Ethnicity: Ethnic origin:Home Language:..... First Language.....

Religion.....

Armed Forces family: yes no **please tick as appropriate**

If the student has any brothers or sisters currently in the school, please give the name(s) and year group(s)

.....

Signature(s) (Parent/Guardian)

NOW PLEASE ADD CONTACT DETAILS OVERLEAF

Please give details below of parent(s), step-parent(s) or carer(s) who have parental responsibility, and live at the same address as the student:

Surname.....	Surname.....
ForenameTitle	Forename Title
Contact Priority Number (e.g.1, 2)..... Gender (F/M).....	Contact Priority Number (e.g.1, 2)..... Gender (F/M).....
Home Tel. No:	Home Tel. No:
Mobile Tel. No:	Mobile Tel No:
Daytime Tel. No: (if different):	Daytime Tel. No: (if different):
Day Place:	Day Place:
Preferred e-mail address:	Preferred e-mail address:
Relationship to student.....	Relationship to student

Now please give details of any parent, who has parental responsibility, but who does not live with the student (please include address).

Surname	Please state if there are any COURT ORDERS in place restricting contact with your child? Please give details below:
ForenameTitle.....	
Home Address.....	
.....	
.....	
Contact Tel No:	
Mobile Tel No:	
Preferred e-mail address:	
Relationship to student:	

Please give details in this box of local contacts (e.g., grandparent, neighbour, friend) who can be called upon in an emergency if you are not available.

Relationship	Name	Home Phone	Mobile Phone	Daytime phone (if different)

Ethnicity, Nationality and Language Data Collection Form

Student's name.....

Registration Group

Ethnicity

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 (formerly the Data Protection Registrar) has recommended 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 only** 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

- White British
- White Irish
- White Traveller / Traveller of Irish Origin
- White Turkish / Turkish Cypriot
- White Eastern European
- White Western European
- White Gypsy
- White Roma
- White other

Code

WBRI
WIRI
WIRT
WTUR
WEEU
WWEU
WROM
WROM
WOTW

Mixed

- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Any other mixed background

MWBC
MWBA
MWAS
MOTH

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Nepalese
- Other Asian

AIND
APKN
ABAN
ANEP
AOTA

Black or Black British

- Black Caribbean
- Black African
- Any other Black background

BCRB
BAFR
BOTH

Chinese

- Chinese

CHNE

Any other ethnic background

- Filipino
- Japanese
- Moroccan
- Thai
- Any other Ethnic Group

OFIL
OJPN
OMRC
OTHA
OOEG

- **I do not wish an ethnic background category to be recorded** REFU

Student's First Language

Please record a first language, where it is other than English, if your child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If your child was exposed to more than one language (which may include English) during early development, please record the language other than English, irrespective of the child's proficiency in English.

My child's first language is English.

My child's first language is _____.

I do not wish a first language to be recorded.

Any information you provide will be used to compile statistics on the school careers and experiences of students from different ethnic backgrounds. The information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics, and to help ensure that all students have the opportunity to fulfil their potential. The information will also be passed on to future schools, to save it having to be asked for again.

Student Disability Data Collection Form

Student's Name _____ Tutor Group _____

Schools in England are currently required to collect data on information about all disabled students. Collecting this information will help policy and practice to respond to the needs of disabled children and their families in line with the Equality Act 2010.

The Equality Act states that someone is disabled if "*you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities*".

Please study the list below and tick the relevant boxes to indicate any disability

- Not completed
- No Disability
- Problems with Mobility
- Problems with Hand Function
- Problems with Personal Care
- Problems with Eating and Drinking
- Problems with Medication
- Problems with Incontinence
- Problems with Communication
- Problems with Learning
- Problems with Hearing
- Problems with Vision
- Problems with Behaviour
- Problems with Consciousness
- Problems with ASD/Aspergers
- Problems with Palliative Care Need
- Other Disability/Health problem

Any information you provide will be used to compile statistics on the school careers and experiences of students from different backgrounds. The information will be passed on to the Local Authority and the Department for Education (DFE) to contribute to local and national statistics, and to help ensure that all students have the opportunity to fulfil their potential. The information will be passed on to future schools, to save it having to be asked for again.

Malmesbury School

I confirm that I have read, and discussed with my child as appropriate, the information provided in the school handbook.

I give my permission/accept the regulations as indicated below: (please tick appropriate boxes):

	YES	NO
Off site visits in the immediate locality (walking distance of school) during curriculum time.		
Participation in extra-curricular sports.		
Sharing with staff (at the SENCO's discretion) Special Educational Needs & Disability information and Education Health & Care Plans		
Access to in-school counsellors.		
Access to in-school careers advice.		
Use of photographic images of students in: <ol style="list-style-type: none"> 1. Use of Photographic Images on Social Media (Facebook/Twitter) 2. Use of Photographic Images on School/Trust Website 3. Use of Photographic Images for marketing (prospectus/local publications) 		
I have read and understood the statement on Acts of Collective Worship and SRE (contained in the handbook on page 6*). *Parents have a right to withdraw their child from acts of collective worship and Religious Education. You do not have to give a reason for withdrawing your child, but must formally do so in writing. In addition, you have the right to withdraw your child from Sex and Relationship Education (SRE) lessons up until the age of 15. Our Relationships and Sex Education policy is available on the school website in the parents section. Again, if you wish to withdraw your child from SRE, you must do so in writing.		
All data is collected in line with our Data Protection Policy and Privacy Notice. I have read and understood the Privacy Notice (included in this booklet).		

You may change or withdraw your consent at any time by emailing admin@malmesbury.wilts.sch.uk

Signed _____

Parent/Guardian of (Student's name) _____ Tutor Group _____

Date _____

In addition to this form, please complete and sign the following:

- Data Entry Form
- Ethnic Background Data Collection Form
- First Language Data Collection Form
- Disability Data Collection Form
- Home/School Agreement
- Internet Acceptable Use Policy
- Mobile Phone Use Agreement
- Optional Locker Request

HOME SCHOOL AGREEMENT

As a student I will:

- ✓ Come to school every day unless I am too ill to attend.
- ✓ Arrive on time to registration and lessons and be prepared to work
- ✓ Follow the school dress code.
- ✓ Try to do my work as well as I can and to meet deadlines.
- ✓ Be polite, considerate and respectful to other people and their property.
- ✓ Behave well and accept responsibility for my actions.
- ✓ Support and encourage others in their work
- ✓ Keep the school free from litter and help to make it a pleasant environment.
- ✓ Be a full and active member of the school community and take advantage of the range of opportunities made available to me.
- ✓ Be proud of my achievements and also set targets for improvement.

Student Name.....

Tutor Group.....

Signature.....

(Student)

As parent(s) / guardian(s) I / we shall:

- ✓ See that my child goes to school regularly, on time, in uniform and properly equipped.
- ✓ Contact the school on the day of absence on the absence phone line and follow this up with a note
- ✓ Take an interest in my child's life at school, support school events and check and regularly sign the student planner.
- ✓ Support my child in the completion of their homework and provide a suitable place for study
- ✓ Make the school aware of any concerns, problems or changes in circumstances that might affect my child.
- ✓ Support the school in the implementation of the school's policies.
- ✓ Support the school in the implementation of behaviour management.
- ✓ Encourage my child to take advantage of the opportunities offered by the school to enable him/her to reach his/her full potential
- ✓ Attend parents' evenings and discussions about my child's progress and behaviour.

Signature.....

(Parent)

The School will:

- ✓ Care for your child's safety and happiness.
- ✓ Ensure that your child achieves his/her full potential as a valued member of the school community.
- ✓ Monitor attendance and inform you of any concerns.
- ✓ Provide a balanced curriculum and do our best to meet the individual needs of your child.
- ✓ Provide a wide range of extra-curricular activities and opportunities.
- ✓ Recognise and reward achievement.
- ✓ Achieve high standards of work and behaviour through building good relationships and by developing a sense of responsibility.
- ✓ Keep you informed about school activities and offer opportunities for you to become involved in school life.
- ✓ Inform you about your child through reports and parents' evening.

Signature.....

(Chair of Governors)

Signature.....

(Associate Headteacher)

Signature

(Executive Headteacher)

MALMESBURY SCHOOL STUDENT COMPUTER ACCEPTABLE USE POLICY

These regulations apply to the use of all Internet and electronic mail facilities, multi-user computers, laptops, workstations and other electronic devices and any networks connecting them provided by Malmesbury School. The school's aim is to ensure students use the school network effectively for its intended purpose, without infringing legal requirements or creating any unnecessary risk.

The facilities must be used only in connection with the student's learning at school, or other educational purposes permitted by the Headteacher. Private use of the Internet is a privilege at school not a right. Students are required to behave in a responsible and appropriate manner at all times. Students must remember that their 'MyWorkspace' is for their sole use, and must not gain access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people. These actions are in breach of the Computer Misuse Act 1990. Under no circumstances may the facilities be used for commercial gain.

This policy applies to the use of all IT equipment and networks provided by, and connected to, Malmesbury School.

As a student I will agree to:

Use the network as provided by Malmesbury School and not alter any settings or bypass any safety mechanisms.

Use IT facilities for learning and other educational purposes.

Behave in a responsible and appropriate manner at all times.

Be on task during lessons.

Use 'MyWork space' for my sole use and not to gain access to other student's spaces for any purpose whatsoever.

List and quote clearly all Internet material sources in my work.

Use IT for appropriate means and not for commercial gain.

Report any damage found to computers or the network to the Network Supervisors without demonstrating to others any discovered methods of causing such damage.

Use the Internet for educational purposes and understand that private use of the Internet in school is forbidden.

Keep my password private and therefore secure.

As a student I will agree NOT to:

Create, transmit or cause to be created or transmitted material which is

- designed or likely to cause annoyance, inconvenience, needless anxiety or offence.
- obscene, offensive, indecent or defamatory.
- Infringement of the copyright of another person

Use Malmesbury School network for Internet chat rooms or social networking sites.

Play computer games without the express permission of a teacher.

Allow someone to log-on using my user name and password.

Attempt to install software, or copy programs on the network.

Copy sites from the Internet into my own use areas and storage devices.

Download sites from the Internet outside of school and bring to school to upload.

Gain deliberate, unauthorized access to facilities or services accessible via local or national networks

Damage computers, computer systems or networks.

Give out any personal information relating to any member of staff or student at Malmesbury School.

Publish names or photographs of any member of staff or student on the Internet, unless exceptional circumstances for which permission is given by a senior member of staff.

Remove work from or alter work saved in shared areas that I do not own.

PLEASE NOTE

Cyber bullying will be dealt with in accordance with the school's bullying policy.

Breaches of this policy will be regarded very seriously and comply with the school's behavioural policy and its sanctions, which may include replacement costs. Students may find their access withdrawn and persistent misuse of the network could lead to exclusion from school

Network Supervisors will have the right to gain access to all files and to delete any inappropriate material.

Parent/ Student Computer Acceptable Use Policy Agreement.

Name of student _____ Tutor Group _____

I/we have read, discussed and accept the regulations governing the use of computer facilities.

I/we give our son/daughter permission to have access to the Network and other computing facilities and understand that failure to abide by the policy may result in the withdrawal of these facilities.

Signed _____ (Parent/Guardian)

Signed _____ (Student)

Date _____

Privacy Notice for Malmesbury School

How we use student information

Malmesbury School processes personal information relating to our students and may receive information about them from their previous school, local authority and the Department for Education (DfE).

The categories of student information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique learner number, contact number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Special educational and welfare needs information
- Relevant medical and dietary information
- School history
- Assessment information
- Exclusions/behavioural information
- Post 16 learning information
- Photographs

Why we collect and use this information

We use the student data to:

- to support our students' learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- marketing, publishing exam results

The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law (for example the Education Act 1996)
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way (for example the use of biometric data for purchasing school meals, or the use of photos on external publications)
- We need to protect your interests (or someone else's interest)
- Or where we feel it is in your legitimate interest to process it in a certain way which does not outweigh your rights and freedoms

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Storing student data

We hold data until students reach the age of 25.

Who we share student information with

We routinely share student information with:

- education providers that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- examination and assessment authorities

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact The Data Protection Officer: i-west@bathnes.gov.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer : i-west@bathnes.gov.uk

Data Protection Act 1998: How we use your information

MOBILE PHONE (AND OTHER SUCH ELECTRONIC DEVICES) USE AGREEMENT

1. Responsibility

- It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.
- Students should be advised that if they do bring mobile phones (or other such electronic devices) to school, they do so at their own risk. The security of the phone will remain the student's responsibility in all lessons, including PE/Games. All pupils have access to a locker and, additionally, phones can be handed in at the school office for safe-keeping if marked with the student's name and form.
- Students are discouraged from bringing expensive items to school if it is not necessary to do so. A basic and inexpensive pay-as-you-go mobile phone is advised as the most appropriate.
- In line with police advice, students are advised for personal safety reasons not to display expensive or desirable electronic items in public places, for example on the journey to and from school.
- Education as to responsible use, by pupils, of mobile technologies will be delivered by the school and included in PSHE and pastoral programmes. Teachers will be vigilant for the misuse of technology in bullying or as part of classroom disruption.
- We encourage parents/carers to talk to their child about appropriate use and security.

2. Acceptable Use: Students are allowed to carry their personal mobile phones in school and to use them responsibly in accordance with the following principles:

- Mobile phones must be switched off in all classes, corridors and other areas during teaching time. It is not acceptable for phones merely to be put on silent mode.
- Use of the mobile phone during a lesson may be allowed with the agreement of the teacher for the explicit purpose of supporting learning.
- If a student wishes to make a call or send a text message at any time during the school day, he must go to the student support office to seek permission to do this. Parents/carers are reminded that, in cases of emergency, the student support office remains the most appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are permitted to use their mobile phones for the purpose of playing games at break-time and lunch time in the playground or the cloakroom. Phone cameras as well as all communication functions such as text messaging, instant messaging and email are prohibited.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help to prevent 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.
- Sixth Formers are permitted to use their mobile phone discreetly during non-teaching time in the Sixth Form Common Room. They are still bound by the rules on unacceptable use outlined over. The camera function is prohibited.

3. Unacceptable Use: Any use of a mobile phone outside of the principles outlined above will be deemed unacceptable and can result in sanctions. The school will also consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy, resulting in sanctions being taken:

- Photographing or filming staff or other students without their knowledge or permission.
- Posting photographs or other material about a member of staff or another student online without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and other similar areas.
- Bullying, harassing or intimidating staff or students by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or hand over a phone at the request of a member of staff.
- Using the mobile phone outside school hours to intimidate or upset staff or students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.
- The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
- Any student caught using a mobile phone to cheat in exams or assessment will face disciplinary action.
- For public examinations, mobile phones are not allowed in the exam room. Students are advised to familiarise themselves with the rules of the exam board.
- For all other examinations, mobile phones should be turned off if they are to be carried.
- Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
- It should be noted that it is a criminal offence to use a mobile phone to menace or offend another person. As such, in cases of serious misconduct, the school may consider it appropriate to involve the police.
- Students in the on-call room or in the medical room are required to hand in their mobile phones for safe keeping. These will be returned to students at the end of their stay in the room, unless other factors make it inappropriate. Should other factors render it necessary, the procedure for confiscation will be followed.

4. Sanctions

- Students who infringe the rules set out in this document could face having their phone confiscated by a member of staff.
- On the first infringement of this policy, the mobile phone would be confiscated by the teacher and taken to the student support office, where it would be securely stored. A record will be made of the incident and a letter will be sent to parents/carers to inform them and warn of the implications of a further breach of rules on mobile phones. The student will be able to collect the mobile phone at the end of the school day.
- On the occasion of a first confiscation, but where there are aggravating factors such as rudeness on the part of the student, the imposition of an additional sanction will be considered.
- On the second infringement, the mobile phone would be confiscated by the teacher and taken to the student support office, where it would be securely stored. Parents/carers will be informed of the situation and a request will be made that the phone is collected by a parent or carer.
- If the parent or carer fails to collect a mobile phone after a period of seven days, it will be returned to the student with a warning of the implications of a further breach of rules.
- On the third or subsequent infringement, the mobile phone would be confiscated by the teacher and taken to the student support office, where it would be securely stored. Parents/carers will be notified and an after school detention with a member of SLT will be imposed. Parents and the student will be given 24 hours' notice of this detention. The student's repeated infringements will be discussed with the parent and a decision will be made by the school whether or not to withdraw the agreement to allow the student to bring the phone into school.
- For repeated offences, students may be required to hand in their phone at the beginning of the day and collect it at the end of the day for various periods of time.
- Any infringement which involves the disruption of learning or teaching may also be punished with an after-school detention, at the discretion of the teacher.
- If a mobile phone is on a desk, stowed in a student's clothing other than in a pocket or is otherwise obviously apparent in a lesson, during lesson time or during a detention, the student will be given the opportunity to put the mobile phone in their bag. If the student refuses to do so, or if it is taken out of the bag again, it will be confiscated by the teacher and handed to Student Support with a note of the student's name. Further action will correspond to the number of times the phone has already been confiscated, as described above.
- Serious breaches in conduct, particularly involving bullying, will be dealt with by a Senior Pastoral Leader or another suitable senior member of staff. In such cases, parents/carers will always be notified. The sanctions for more serious incidents will vary and will depend on the circumstances, the offence, and the degree to which trust has been breached.
- The Headteacher or a designated staff member will have the right to view files stored on confiscated mobile phones and will seek the cooperation of parents in deleting any files which are in breach of these guidelines, unless these are being preserved as evidence. The involvement of the Designated Safeguarding Lead must be considered at this point.
- If required, evidence of the offence will be preserved. Victims will be encouraged to keep screenshots for this purpose.
- Refusal to comply with the sanctions included in this agreement will be treated as refusal to follow instruction and may result in fixed term exclusion.

5. Trips and Visits

- Mobile phones can be very useful on a school trip. This may be for: maintaining communication with parents; use as an emergency contact; taking photographs because many students no longer use a camera.
- School rules and this policy remain extant on trips and visits.
- Visit leaders must ensure that they consider the students' use of mobile phones on their trip and make reference to this in any risk assessment.
- Students must be briefed about the rules prior to any trip and the details must also be communicated to parents via a letter or parents' meeting as appropriate.

MOBILE PHONE (AND OTHER SUCH ELECTRONIC DEVICES) USE AGREEMENT

Name of student _____ **Tutor Group** _____

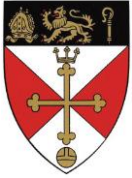
I/we have read, discussed and accept the regulations governing the use of mobile phones and other electronic devices.

I/we understand the consequences of breaching these regulations

Signed _____ (Parent/Guardian)

Signed _____ (Student)

Date _____



Malmesbury School

Corn Gastons
Malmesbury
Wiltshire
SN160DF

T: 01666 829700
F: 01666 829701

admin@malmesbury.wilts.sch.uk
www.malmesbury.wilts.sch.uk

Headteacher: Tim Gilson

JB/RM

April 2020

Dear Parent/Guardian

Year 7 -11 Locker Rental

We have lockers available for rental during your son/daughters' stay at Malmesbury School up to Year 11.

Cost of rental For 5 years from Yr 7 - 11	£25.00
Refund at the end of period Subject to locker being in good condition and the key being returned. Please note that a refund will not be given if the returned key has been copied outside of school or is not the key number that was allocated to the student.	£5.00

The lockers are provided with one key, which will be handed to your son/daughter in September 2020. If the key is lost then a duplicate can be obtained from the Finance Office at school, the cost of a replacement key is £2.80. Students are expected to respect the condition of their locker and to keep it clean and tidy. **Students must not exchange or share lockers and copies of the locker key must not be made externally.** Stickers or graffiti are not allowed to be placed on the interior or exterior of the locker. Any damage to the door, the lock or interior must be reported immediately to Student Services.

If you are interested in renting a locker, please complete the slip below and return it to the Finance Office together with a cheque payment, made payable to 'Malmesbury School' and marked on the reverse with student name and tutor group. **Please return by Friday 22nd July 2019. Please be aware that we cannot guarantee a locker for your child as the School has a limited number available. If a locker is not available your payment will be returned as soon as possible.**

Yours sincerely

John Barrett
Associate Headteacher



Year 7 -11 Locker Rental

Student's name Tutor Group

I enclose a cheque payment of £25.00 made payable to 'Malmesbury School' and marked on the reverse with student's name.