

2021/22

**PART A**

***Parent Information Booklet***



***Fulford School***



Dear Parents and Carers,

Welcome to Fulford School. I am delighted that your child will be joining us in September. You can look forward to becoming part of our Fulford family. We work cooperatively together in pursuit of our core purpose of realising potential and creating the future. We all have a responsibility to enable our young people to be the best they possibly can be, bring happiness and positivity into the world, looking after others and doing the right thing.

Academic excellence is central to all we do. We want your child to make progress and get the best possible results they can. Along with this we have a total commitment to our core heart values and enabling your child to excel in the wider aspects of their life. A successful school is so much more than exam results. There is a big world outside and we want to share the joy and wonder it has to offer with your child and prepare them to be world citizens. We will continue to uphold the school's long tradition of care, support, and inclusivity.

We will celebrate your child's achievements and share your pride in their ongoing successes as they fully embrace our school community.

There is a lot of information in this booklet and you can find more on our website. We understand the need for good communication. If you have any concerns or worries please contact us at school. Likewise if you would like to tell us what is going well and keep us up to date with any activities your child is engaged in outside of school we would love to know.

Part A of the booklet explains general information about school procedures and routines.

Part B contains a number of essential forms for you to sign and return to us.

These can be returned to the school between now and the end of July.

I hope you and your child are excited about joining Fulford School in September. Rest assured that we have a talented group of committed teachers and support staff who will nurture your child. We will stimulate their intellectual curiosity, challenge them academically and support their development into outstanding young men and women who will be ready to help create a fairer, kinder world. As we never tire of saying we are here to realise potential and create the future.

Welcome to the journey.

Steve Lewis

Headteacher

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## General School Code of Conduct

This code of conduct has been created by both staff and students. It aims to create a safe and secure learning environment where tolerance and respect are shown towards everyone in the school community.

### All students of the school should:

- Follow the Fulford Way.
- Use the HEART core values in everything you do.
- Be correctly and smartly dressed.
- Respond to instructions first time, every time.

### To be in a school where all students feel safe:

- Do not put up with bullying; report it when you see it.
- Do not put up with bullying amongst your friends.
- If you are worried go to your friends, tell a member of staff, tell your form tutor, tell your parents.

### When moving around school:

- Walk calmly, quietly and keep to the left.
- Be punctual to lessons, form time and assemblies.
- Queue in single file in an orderly, sensible way.
- Ensure you adhere to the out of bounds areas.

### For the health and safety of all:

- All personal property should be clearly named.
- The possession of cigarettes, e-cigarettes, lighters, matches, laser pens, aerosols or any other illegal or dangerous substance or weapon is forbidden.
- The selling of any items in school or on school transport is forbidden.
- Do not bring in expensive items or large sums of money to school. The school cannot take responsibility for any such items that are lost or stolen.

### For a clean and tidy school:

- Chewing gum is not allowed in school due to the damage it can cause.
- Lunches and other snacks should be eaten in designated areas only. Food should not be taken out of the canteen.
- Litter should be placed into the bins provided.
- Recycling is promoted throughout the school and the correct bins should be used at all times.
- All property and the school premises must be treated with respect.

**Outside:**

- Ball games are restricted to designated areas.
- Do not enter out of bounds areas.
- Use the paths provided when entering or leaving school.

**Travelling to and from school:**

- Maintain our high standards of behavior, courtesy and consideration in our local communities and when on school transport.
- All cyclists travelling to and from school are recommended to wear a safety helmet.
- Cyclists must dismount and walk their cycles when on school premises.
- All cycles in school should be stored in the lockable cycle sheds.
- Only students depositing or collecting bikes should be in the cycle sheds.

For lessons and in order to maximise your learning and use your talents to the full:

**Be READY to listen, work and learn:**

- Have the correct books and equipment.
- Sit down properly on chairs or benches.
- Be ready to start the lesson in a quiet, purposeful manner.
- Focus your attention on the teacher and the tasks set during the lesson.

**Be RESPONSIBLE for your behaviour:**

- Arrive on time for registration and lessons.
- Follow all instructions carefully.
- Enter and leave the classroom in a quiet, orderly and safe manner.
- Bring your planner to all lessons.
- Use class charts to monitor homework and complete it as instructed.
- Hand homework in on time.
- Copy up any work missed through absence.
- Treat resources with respect and keep them in good condition.
- Complete all work set to the best of your effort and ability.

**Be RESPECTFUL to any member of staff and to one another**

- Listen to and respect the views of others in the class.
- Respect the learning of the students in your group and allow them to do their best without comment or distractions.
- Be polite to staff and students and treat them as you would wish to be treated yourself.

## Home to School Travel and Behavioural Policy

As you will know, we all take pride in insisting on a high standard of behaviour from our students. We would wish to maintain and improve our reputation in this respect. The purpose of the attached policy document is to seek support from both you and your children in maintaining these high standards when they are travelling to and from school, particularly bearing in mind that this is a time when students have been unsupervised. The policy also addresses health and safety issues. Abiding by the policy should, therefore, ensure that students enjoy a journey which is, as far as possible, safe and trouble-free.

Fulford School works in close partnership with the Transport Planning Unit to ensure high standards of behaviour on the buses and consequently everyone's safety. Alongside the Transport Planning Unit the school operates a system of bus monitors. These bus monitors are appointed sixth form students who travel on the school buses with a view to maintaining expected standards of behaviour. Their role is not to intervene but to report any pupils who fail to comply with these guidelines. The pupils will then be dealt with appropriately by Senior Staff.

We should be grateful if you would take the time to read through the policy with your son/daughter and then ask them to sign the slip attached to record their agreement. Please confirm your and their support by signing as indicated.

Should you have any questions regarding the policy, please do not hesitate to contact us.

### General

1. The way you behave when going to and from school says a lot about you and the school.
2. This policy gives good advice on how to behave in a manner which brings credit to you and the school.
3. Please read this alongside any code of behaviour issued by the Local Education Authority.
4. When travelling to and from school, the normal school rules apply, including:
  - a. the wearing of school uniform correctly
  - b. no fighting
  - c. no bullying
  - d. no smoking
  - e. no spitting
  - f. no vandalism
  - g. no swearing or verbal aggression
5. If you see any misconduct, please report it to the driver, bus monitor, Pastoral Support Team or Head of Year or any member of the Senior Leadership Team.

### Travelling on Foot or Bicycle

1. Use approved footpaths and roads only. Do not take shortcuts through private property.
2. Follow the Highway Code.
3. Ensure your cycle is roadworthy and has the correct lights.
4. Avoid cycling in large groups.
5. Do not walk in large groups which others may find threatening
6. Respect other people's property

## **When Travelling by Bus**

1. Students who have a right to travel on school buses also have a responsibility to behave well.
2. Wait for the bus in an orderly manner without disturbing others
3. Take care when getting on and off vehicles
4. Sit one person per seat and remain seated throughout the journey
5. Do not shout or disturb the driver
6. Do not throw things inside the vehicle or out of windows
7. Do not intimidate or be rude to other passengers and respect the rights of other students to travel without fear and bullying or disturbance
8. Carry out any instruction given by the driver
9. Seat belts must be worn if fitted

## **The School's Response to Students who fail to Observe This Policy**

1. Complaints about misconduct will be investigated and appropriate disciplinary action taken which might include:
  - Official warnings
  - Adoption of a seating plan
  - Detentions
  - A ban from travelling on the bus
  - Internal or external exclusion from school
  - Payment for any damage caused
  - Involvement of the police
2. Criminal damage or behaviour will be reported to the Police.
3. Unacceptable behaviour will not be tolerated. Such issues will be treated seriously.

## IT and Electronic Services Permission

As part of the school's IT programme, we offer students supervised access to the Internet, computers and virtual managed learning environments. Before the school allows students to use the computer system it is essential that they understand the rules of acceptable use.

Various projects have proven the educational benefits of Internet access, which will enable students to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised and filtered in our school, families will wish to be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

Therefore, we are asking you to support the school in promoting safe and proper use of the Internet and IT facilities. Consequently, please complete and return the form on page 11 of the accompanying Part B booklet, or complete the form online, as evidence of your acceptance of our policies and your approval in this matter. Thank you in advance for your support and co-operation.

All student school accounts and equipment are monitored by Smoothwall Monitor (formally VISIGO).

Smoothwall Monitor is a real-time, digital monitoring solution which flags incidents as they happen. By monitoring both keystrokes (what is typed) and screen views, senior staff are informed, when users try to view or type harmful content.

This is a remote monitoring arrangement aimed at protecting students from risks of computer misuse, online bullying, and students who may be at risk of wellbeing or safeguarding concerns. This monitoring software will enable staff in school to provide the required support where necessary and identify any incidents of computer misuse.

Students will see warnings and reminders regarding this monitoring software as they log on.

It is important that your computer use, and the data this creates, will be processed by ourselves and another third party (Smoothwall Monitor). The appropriate data processing agreement has been entered into with Smoothwall Monitor to protect relevant data. Further information on how your data is used and protected can be found in the following places:

<https://smoothwall.com/online-data-processing-agreement/>

<https://www.fulford.york.sch.uk/data-protection/>

## Use of Mobile Technology

The school aims to recognise the benefits to learning of mobile technology and, on occasions, teachers will offer students the opportunity to use their own mobile devices (laptop, tablet or mobile phone) in school to support their learning. Applications such as a calculator, a camera, a voice recorder and a timer are available on most mobile

devices and can be used to support learning in lessons as can a range of websites that can be accessed through the school Wi-Fi under the direction of their class teacher. As a result, students are permitted to use their mobile device to assist learning in lessons as and when directed by their teacher. The students are responsible for ensuring that they use their device appropriately and sanctions will be applied to any student who fails to do this.

Mobile devices must be on silent mode (or turned off) and must not be used outside of lesson time whilst on the school site.

## Students Acceptable Internet Use Policy

Please read this document carefully, only once it has been agreed to will access to the Internet and the School's computer systems be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to services will be denied and the student will be subject to disciplinary action.

### 1. Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

### 2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of the School. I am personally responsible for this provision at all times when using the electronic information service.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. I will be held responsible for any unlawful activities I commit.

### 3. Privileges

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. The Network Manager will rule upon inappropriate use and may deny, revoke or suspend usage.

### 4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

**BE POLITE.** Never send or encourage others to send abusive messages.

**USE APPROPRIATE LANGUAGE.** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

**PRIVACY.** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

**PASSWORD.** Do not reveal your password to anyone. If you think someone has obtained your password, change it and contact a member of staff immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

#### 5. Services

Fulford School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Fulford School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Fulford School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

#### 6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the network manager at once. Never demonstrate the problem to another student. All use of the network must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the network and be subject to disciplinary action.

#### 7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the network. This includes, but is not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage or the defacing of any computer-related hardware.

Anybody determined to have vandalised the system may have their access rights stripped and will have to pay for any damage caused.

#### 8. Online Ordering systems

One of the many facilities available via the Internet is the ability to order goods and services whilst online. This technology is still undergoing development and several questions have been raised with regard to the issue of security of online credit card ordering etc. Because of the security and other ethical issues attached to this facility, Fulford School has a moral responsibility in this area. It is therefore strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature.

#### 9. Electronic Mail

Electronic mail (Email) is widely available via the Internet and through the School's own e-mail system. Students are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

Random checks will be performed on users' mailboxes and anybody found to be contravening the rules will have their access to the School's e-mail system removed immediately.

## 10. Miscellaneous

Members of IT staff will monitor the use of the network and its services. This includes checking the data stored in the users' personal folders. If it is found that the system is being abused, access may be withdrawn without notice.

Questions relating to any part of the acceptable use policy should be directed to: [Year6Transition@fulford.york.sch.uk](mailto:Year6Transition@fulford.york.sch.uk)

### **Photography and website permissions**

We are always seeking to improve the quality of information we make available to parents and as part of this we are enhancing our website. This will be a place where in addition to information regarding courses, general information about the school, diary and calendar, the achievements of students can be celebrated. As part of this celebration, we may often wish to include photographs or video images of students. Photographs of our students are also often published in the press.

If you wish to consent to your child's image being used in this way please complete the relevant sections of the Parent & Carer Consent Form in Part B.

## Privacy Notice – Pupils and Parents

South York Multi Academy Trust.

This privacy notice has been written to inform prospective, current, and former pupils and parents, of South York Multi Academy Trust Schools, about how and why the Trust uses their personal data.

### Who are we?

Fulford School is a member of the South York Multi-Academy Trust (the Trust) which is a Data Controller as defined by Article 4 (7) of the General Data Protection Regulation.

This means that the Trust determines the reasons why and the way in which, your personal data is collected and used in the organisation. The Trust has a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with Data Protection legislation and is upholding the Data Protection Principles. You can contact the DPO on: 01904 552943

### What data do you collect which is about me?

The Trust will collect, create, and use personal data about you which includes but is not limited to:

- Names, addresses, and contact details of pupils, parents and other family members,
- Pupil gender and date of birth,
- Pupil educational achievements,
- Attendance information,
- Eligibility for Free School Meals,
- Information about a pupil's behaviour,
- Photographs used for internal identification purposes

We will also collect, create, and use personal data about you which could be deemed as sensitive data. These are known as 'Special Category Data' and include:

- Medical Information about mental or physical health (i.e. allergies, disabilities, or special educational needs),
- Racial and Ethnic Origin (for equality and diversity purposes),
- Sexual Activity or Sexual Orientation (for student welfare and/or safeguarding purposes),
- Religious or Philosophical beliefs (for equality and diversity purposes),
- 'Biometric Data' (for example thumb prints in order to use ParentPay)

The Trust will ensure that this data has extra protection to ensure against accidental loss or destruction.

### Why do you need my Personal Data?

The Trust requires your personal data in order to:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services

### Who has access to my Personal Data in the Trust?

Your name, contact details, and address will be held on the Trust's central databases that we can contact you and also easily identify you should you contact us.

Employees of the Trust may only access your personal data if they require it to perform a task. There are procedures and checks in place to ensure that employees do not use your data for their own personal benefit. Only employees of the school which you or your child attends will have routine access to your information. On some occasions back office functions, such as administration, may be shared across the organisation in order to provide a more efficient service to you in which case other schools in the Trust may have limited access to your personal information.

Our appointed governors and trustees may also require your personal data for the governing of the school. Personal Data will only be disclosed to these individuals if there is a legitimate governing purpose.

Who do you share my personal data with?

### **Third Party Processors**

In order to deliver the best possible service the Trust often uses third party organisations. These organisations will sometimes require access to your personal data in order to complete their work. If the Trust does use a third party organisation it will always have an agreement in place to ensure that the other organisation keeps your data secure and only uses it for the agreed purpose(s).

### **Other Organisations**

Occasionally the Trust is required to pass your data to other organisations. This could be because of a legal requirement or because a court orders the Trust to do so.

For example the Trust may need to share information with the police to help prevent or detect a crime. The Trust may not have to tell you if we do share with other organisations.

We may also be required to routinely share pupil information with:

- The educational establishment that the pupil attends after leaving the Trust,
- Our Local Education Authority (City of York Council),
- National Health Service bodies
- The Department for Education (DfE)

For more detail on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the Trust unless we have your consent or we have an applicable legal power or authority to do so.

### **Youth Support Services**

Once our pupils reach the age of 13, we will also pass information to our Local Authority and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of pupil/parents, gender, ethnicity, and any other information necessary for the provision of the service.

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 / pupil once they reach the age 16.

For more information regarding services for young people please visit our Local Authority's website:

<https://www.york.gov.uk/children>

The Trust's internal auditors, data protection officer, health and safety officers, and external auditors may also have access to your personal data in order to complete their work.

### **How do you protect my personal data?**

The Trust is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees and governors on how to handle personal data,
- Policies and procedures detailing what officers can and cannot do with personal data.
- A number of IT security safeguards such as firewalls, encryption, and anti-virus software,
- On site security safeguards to protect physical files and electronic equipment.

### **How long do you keep my personal data for?**

The Trust will keep your data in line with its Information Management Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the Trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. The Trust will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the Trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

### **What are my Data Protection rights?**

Data Protection legislation gives you, the data subject, a number of rights in regards to your personal information: Right of Access to Personal Information to request access to your personal data that we hold, and be provided with a copy of it

Right of Erasure to request that your personal data is erased where there is no compelling reason for its continued processing

Right of Rectification	To request that your personal data is amended if inaccurate or incomplete
Right of Restriction	To request that the processing of your personal data is restricted
Right of Objection	To object to your personal data being processed

If you would like to exercise any of these rights you are encouraged to contact your school or the Data Protection Officer in writing.

### **What is your lawful basis for processing my personal data?**

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of the General Data Protection Regulation. This states that the school must have a lawful basis when processing 'Personal Data' and 'Special Category Data'.

Our lawful basis for processing your personal data, in line with Article 6(1)(c) and Article 9(2)(b) include, but may not necessarily be limited to:

- Education Act 1944, 1996, 2002

- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra-curricular activities

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this. On some occasions, when an individual's life may be in danger, the Trust would rely on processing 'Personal Data' and 'Special Category Data' in accordance with Article 6(1)(d) and Article 9(2)(c) whereby processing is necessary to protect the vital interests of a data subject.

How do I complain about the way in which you have handled my personal data?

If you have concerns about the way in which the Trust has handled your personal data then please initially raise this with the Office Manager or Headteacher. Concerns can also be raised via contact with our Data Protection Officer by contacting: 01904 552943

You may also want to complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which the Trust has handled your personal data. You can do so by contacting: [ico.org.uk](http://ico.org.uk)

For more information about your Data Protection rights please visit the website of the Information Commissioner's Office: [www.ico.org.uk](http://www.ico.org.uk)

## Term Dates

Please refer to the school website ([www.fulford.york.sch.uk](http://www.fulford.york.sch.uk)) for term dates and the school calendar.

## School Fund

With your help, we would like to expand and enhance the facilities already available by asking parents to contribute to our School Fund, a fund which in recent years has been used to:

- Provide equipment for the Resource Centre
- Contribute to the building and equipping of new science laboratories and MFL classrooms.
- Provide more computer related equipment for use around school.

In order to make the most of your donations the School Fund is registered as a Charitable Fund, which allows donations to be gift-aided, enabling the school to claim back tax from the government. Effectively a £20 donation means a donation of approximately £25 - so it really is worth doing it!

You simply need to complete the enclosed form to cover this and future years, and the School handles the administration thereafter until the Declaration expires or you cancel it. When you return the completed form there is no need to send any payment with it. Your bank will organise to transfer the donation to the Fund account each year.

Points to note when filling in the Gift Aid form include:

- The form should be completed by the parent who pays tax.
- If neither parent pays tax please return the form marking it "No tax paid". This will keep the lists of returns complete and stop us worrying that a form has been mislaid somewhere.
- Although we prefer you to make payments through your bank so as to standardise administration, if you need to pay in cash you should complete the top half of the Gift Aid form.

If all the forms are returned completed we should be able to re-claim in excess of £1000 in tax to supplement our funds.

I trust you will help us to deliver the best to your child by making a gift-aid declaration in this way.

## Fulford School PTA

All parents/carers of children in the school are automatically members of the PTA, so we hope that you will want to be involved in some way.

One of our main roles is to raise money for things that pupils will enjoy using, as well as items which the school might otherwise be unable to afford. We try to arrange a number of events across the year, as well as running the Adult Education refreshments and 200 Club (although COVID has restricted our activities over the last period). All the money raised by the PTA goes towards equipment for the school which will directly benefit and be used by pupils. These have included a new school minibus, flip cams for Modern Foreign Languages, video cams used by the English and Drama departments, athletics vests, new pans for the Food Studies department, a contribution towards African drums for the Music department, an extra heavy duty A3 trimmer for the Art department, a spirometer for the Science Department, equipment for the Bridge Club – the list goes on! Any department in the school can ask for funds from the PTA – we try to support as many of these requests as we can.

We always welcome ideas for fundraising events – so please tell us what sort of events you would like us to organise and would support!

### Where to find out what's going on and who to contact

Details of any events being organised and minutes of PTA Committee meetings are posted in the PTA section of the school's website <https://fulford.york.sch.uk/pta/>. Please email our current chairperson, Helen Poulsen ([hdpoulsen@gmail.com](mailto:hdpoulsen@gmail.com)), if you want to know more. We always need new volunteers on the PTA so if you'd be able to help please get in touch. The level of your involvement is up to you – even just an hour per term would help us out!

### Second Hand Uniform

We have a selection of second hand uniform items available for purchase priced at about a third of the cost of new uniform. COVID allowing, we aim to have a stall at the Transition evening for Year 6 students and also at the Parents Evenings for Year 7 and Year 8. Or you can contact Helen by email on [hekruse@hotmail.co.uk](mailto:hekruse@hotmail.co.uk) at any time if you require a specific item.

### PTA 200 club

This is a valuable source of funds which, at the same time, gives you a chance to win one of the monthly draws, with the winning number each month receiving prize money. The cost is £12 per number, which is then entered into each draw, giving you 12 chances to win. The more people who have numbers, the greater the amount of prize money is. This is a fun and easy way to support the school.

To join and boost the monthly jackpot, please complete the application form which outlines how the Club works and either fill in the standing order mandate or pay by cheque and send it with the application form to school marked '200 Club'.

The contact email for enquiries is: [hekruse@hotmail.co.uk](mailto:hekruse@hotmail.co.uk).

## Adult Education Evening Classes Refreshments

Pre-COVID, the PTA sold refreshments on Tuesday and Thursday evenings to people who attend Evening Classes at the school, and we hope to do so again in future. If you can offer your help, please contact us via the refreshments usual contact [suerosser@hotmail.com](mailto:suerosser@hotmail.com).

## Easy fundraising

Effortless fundraising at no cost to yourself!

1. Fulford PTA is a registered good cause on [easyfundraising.co.uk](http://www.easyfundraising.co.uk). This is an easy and free way to raise money for your child's school. By registering with easyfundraising and selecting Fulford PTA York as your good cause you will raise funds simply by shopping online. You can shop with over 2700 top retailers, and with each purchase made, a donation (as a proportion of the sales price) will go to Fulford PTA. You don't pay anything extra.

Please register at <http://www.easyfundraising.org.uk/causes/fulfordpta> and support us when you shop online.

2. We are also registered as a charity on Amazon Smile and this works in the same way. A small proportion of the purchase price will be donated to Fulford PTA.

Please access the site here <https://smile.amazon.co.uk> and set Fulford School Parent Teachers Association as your chosen charity.

## Committee Meetings and Annual General Meeting

Owing to a number of committee members leaving, as their children have now left Fulford School, we need some new faces on the PTA Committee. The time commitment is not that great – 1 to 2 meetings per term, generally held at school, plus any extra help that you feel you can offer at events we are putting on

The AGM is held yearly in October, when we elect the new Committee. If you are interested in finding out what we're about, do come along to the AGM – it is open to every parent/carer of pupils attending the school.

If you are interested in joining the Committee and would like further information about it, please contact **Helen (hdpoulsen@gmail.com)**.

We look forward to meeting you and hope that you and your sons and daughters will thoroughly enjoy their time at Fulford.

## The PTA Committee

## Resource Centre

The Resource Centre has over 20,000 books, CDs and DVDs available for loan, 12 PCs, a stationery shop and organises 2 book clubs. It is open from 8.00-4.30 Monday to Thursday and 8.00-4.00 on Fridays and is always supervised.

Books may be borrowed for 2 weeks and CDs and DVDs for one week. A total of 6 items may be borrowed at any one time. We do not charge for loans or overdue items but do expect to be reimbursed for all items lost or damaged. All DVDs are classified according to the rules of the British Board of Film Classification and we adhere closely to the guidelines set concerning the classifications of 'U', '12,' '15' and '18'. We are required to ask your permission for your child to borrow items with a PG Classification via the slip at the end of this booklet.

Our book clubs are designed to appeal to all readers. Book Review Club judges books for The National Children's Book Award while Book Squad is pupil led with weekly quizzes and competitions.

We look forward to welcoming your child to Fulford School Resource Centre.

## Design and technology projects

All pupils in Year 7 will be making a range of interesting products and modelling solutions to a variety of situations, in addition to carrying out a variety of testing and tasting assignments in Food.

A range of projects have been planned for this year, examples include:

- Electronic night light and housing
- Flat pack toy
- Textiles pet pillow

It is still expected that pupils will bring ingredients when they are preparing food to take home.

We would like to ask you for a donation of £8.00 towards the projects which will help us to continue to stock a variety of modern materials for use in your son's/daughter's work.

If you wish to contribute you will be able to do this at the start of the academic year via ParentPay.

## Art projects

Art and Design at Key Stage 3 is an exciting time to learn a variety of new skills and techniques taught through mostly practical art lessons at Fulford School. We are lucky to have a kiln and a printing press which allow our students to create ceramic works and use a variety of printing methods.

To allow our projects to be versatile and ambitious we ask for a small donation of £5 towards materials that your son and daughter will use throughout the three year key stage at Fulford School. The money will go towards quality clay, printing inks and rollers, acrylic paint, and high gsm cartridge paper. Your son/daughter will also have the opportunity to take all their art work home after it has been displayed around school.

If you wish to contribute you will be able to do this at the start of the academic year via ParentPay.

## Instrumental and singing lessons

We offer a wide range of instrumental lessons, listed below. If your child would like to come and meet the instrumental/singing teacher before formally signing up to lessons, please contact Miss Durham so this can be arranged. Lessons take place on a weekly basis, with a rotating timetable to avoid students repeatedly missing the same lesson.

Instrumental teachers will send invoices directly, and payment is to be arranged with your child's teacher after signing up for lessons. Teachers will provide details of payment dates and methods once lessons have commenced. **Lesson payment should not be paid to Fulford School.** If your child is eligible for pupil premium, then lessons are funded by school. Please contact Miss Durham if you require further information or are unsure if your child is eligible for funded lessons.

### **The lessons are taught by visiting specialists, and instruments/rates are as follows:**

Flute/ piano/ music theory (Joanna Gibbons) - £15/30 mins

Woodwind/piano/music theory (Amy Lacey) - £15/30 mins

Violin, viola (Hannah Crawford) - £15/30 mins

Singing (Emma Dickinson) - £15/30 mins

Classical guitar (Peter Richmond) - £15/30 mins; £12/20 mins

Brass/piano (Nick Garside) - £15/30 mins

Drums (Clark Howard) - £16/30 mins

Please contact Miss Durham if you have any further questions about instrumental/singing lessons.

[DurhamH@fulford.york.sch.uk](mailto:DurhamH@fulford.york.sch.uk)

## Consent form for school trips and other off site activities

Parental consent is not requested from you for all off-site activities offered by the school unless these are of a residential nature.

Please complete the relevant permission & medical information sections of the Parent & Carer Consent Form if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

### Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
  - All visits which take place during term time, school holidays or a weekend other than residential visits.
  - Adventure activities at any time.
  - Off-site sporting fixtures outside the school day.
- The school will send you information about each individual trip or activity before it takes place (with the exception of sports fixtures). You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Please complete the medical information section on the permissions form at the end of this booklet and sign and date this form if you agree to the above. Please note any changes to medical information/contact details must be passed to the School Office to ensure information is up to date. It is the responsibility of the parent/carer to communicate this.

## School Uniform

School uniform has been devised in consultation with both staff and students. It plays a vital part in promoting the ethos of the school and in securing safety on site. Given this:

- Students must be in the agreed and specified uniform at all times
- For security reasons outdoor clothing must be left outside teaching rooms

We have designed our school uniform to be sensible, practical and comfortable.

### **Black blazer with school logo**

### **School tie, in year group colour**

### **Black V Neck Jumper with school logo (optional)**

**Pleated skirt in school colours (minimum length 22 inches) or Black formal trousers (Standard fitting. No skinny fit or jeans/leggings)**

Plain white, long or short sleeved shirt

Tights (plain black/natural coloured)

Black shoes (No pumps, boots, trainers, canvas shoes or high heels)

## KEY INFORMATION

- Pupils to wear black trousers or the appropriate skirt
- Blazers must be worn with the sleeves down.
- Sleeves on shirts, jumpers or blazers must not be rolled up at any time.
- Shirts must be tucked in.
- Shirt top buttons must be fastened correctly.
- Hoodies are not permitted.
- Belts must be dark coloured, with a plain buckle.
- Tights must be plain black or natural coloured.
- Trousers must be standard fit. (Trousers that cling to the leg are not allowed, skinny fit or tapered trousers are not allowed).
- Shoes must be plain black only.
- Shoes must have no patterns, logos or decorative elements.
- No trainers, boots, pumps or canvas/fabric/suede shoes will be allowed.
- Heels should be no higher than 2.5cm/1 inch
- Shoelaces must be black and fastened appropriately.
- If students are not wearing the correct footwear they will be expected to borrow a pair of school shoes from the Pupil Support Unit – the shoes will be treated with a hygienic spray after each use. Failure to wear the shoes will result in sanctions due to refusing a reasonable request.
- Outdoor coats should be fit for purpose and have no large logos.
- Hoodies are not permitted.
- Pupils should have a school bag that can fit a school planner, their equipment and A4 exercise books in.

### Boys PE/Games Kit

White t-shirt  
Navy shorts  
White socks  
Training shoes with non-marking soles

### Outdoor Kit (in addition to above):

Reversible games top (only available from Emblazon)  
White long games socks  
Football boots  
Shin pads (gum shield/mouth protector advised)

### Girls PE/Games Kit

Royal blue polo shirt (only available from Emblazon)  
Navy shorts/skort  
White socks  
Training shoes with non-marking soles

### Outdoor Kit (in addition to above):

School sports sweatshirt (only available from Emblazon)  
Hockey socks (from Emblazon – royal blue & white )  
Football boots  
Shin pads (gum shield/mouth protector advised)

**NB A gum shield must be worn for competitive hockey fixtures**

**UNDER A LOCAL AUTHORITY GUIDELINE, FOR SAFETY REASONS NO JEWELLERY MAY BE WORN DURING PE LESSONS UNLESS SPECIFICALLY AUTHORISED BY A MEMBER OF THE PE DEPARTMENT STAFF**

**ALL ITEMS OF SCHOOL UNIFORM AND GAMES EQUIPMENT SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME.**

### **Approved Stockists:**

Emblazon, 138 Micklegate, York YO1 6JX (Tel: 01904 624379)

<https://www.emblazon.biz/webshop/schoolwear/york/fulford-school/>

Schoolshop, Unit 4-5 Handley Court Industrial Estate, Elvington, York YO41 4AR (Tel: 01904 607331)

<https://school-shop.co.uk/school/fulford-school/>

Parents are able to purchase the other items of clothing (shirts, trousers, shoes etc.) from any other retailer. Please be aware of any specific item requirements when making your purchase.

### **Personal Presentation**

- Nail polish and any type of false nails (including clear gels, acrylics, extensions and Shellac etc.) are not allowed
- Pupils may wear a watch and one plain pair of stud earrings worn in the ear only. No other jewellery is permitted; this includes any facial piercings.
- Noticeable makeup is not allowed. Any makeup must be discreet. False eyelashes are not to be worn.
- Hats are not allowed to be worn inside the building. Baseball caps are not allowed.
- Hair and colour should be sensible. Colouring should be of a naturally occurring tone.

### **Students are required to bring the following to school each day:**

- Planner
- Pens
- Green pen
- Pencils
- Ruler
- Eraser

### **The following would also be useful:**

- Highlighter
- Coloured pencils
- Glue stick
- Scientific calculator
- Compasses
- Protractor

NOTE: Tippex must not be brought to school

## First Aid at Fulford

Our school welcomes and supports pupils with medical and health conditions and we aim to support all pupils in all school activities regardless. This is reflected in our school medical policy (on the school website) which applies not only to those with medical condition but to all pupils, thus it is recommended that it is read in conjunction with the information in this booklet.

In line with our duty of care, we offer a First Aid service to all students in case of emergency, injury or sudden illness. It is important to note however, that we do not offer a full medical service within the school. Our staff are equipped to deal with known conditions and to deal with other illnesses and injury on a First Aid basis rather than in any diagnostic capacity. Where health conditions require this, we will contact parents to seek additional support or treatment where students need to receive this at home or in more specialised care.

For prescribed medication, we would encourage pupils to carry their own medicines and relevant devices and where pupils can self-administer we would provide support as appropriate. We will only administer prescribed medicine at school if essential to do so. Parental/carer written permission is also required (form on website). Where medication cannot be carried by pupils, it will be stored in the medical room. Prescribed controlled drugs are stored in the locked cabinet in the medical room.

Non Prescribed medicines can only be administered when essential to pupil's health and cannot be taken out of school, and again parental/carer written permission needs to be in place and medicine provided (form on website). Please note school does not routinely hold any non-prescribed medicines.

If there is a requirement for medication to be stored in school, it has to be in its original packaging with the name of student, dose and frequency of dose (on prescription label for prescribed medication).

We will always seek to keep our students safe and well. Please be assured that providing the best care, within the resources and expertise we have available, remains a high priority for us as a school. Thank you for your support in this matter and for ensuring you keep us updated of any medical needs your child may have.

## Lockers available for rental by pupils

The school uses an independent locker company ILS to provide lockers for Fulford School Students.

The lockers we provide are owned by ILS and are available for students to rent on an annual basis with ILS being responsible for their maintenance and management. The rental cost for a student locker is £22 per year allowing student use of these for the academic year from September through to July. Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

The locker size is as follows:

Height: 450mm  
Width: 300mm  
Depth: 450mm

Lockers for September 2021 – July 2022 will be available to book from the 1<sup>st</sup> June.

Lockers are subject to availability please book early to avoid disappointment. All available lockers are shown online.

To rent a locker please book online at the ILS website [www.ilsschools.co.uk](http://www.ilsschools.co.uk). Please contact the school for assistance if you are unable to use the online booking system.

If you do not have access to the internet your local library can provide this facility free of charge.

All rentals are subject to our terms and conditions which are available during the booking process.

Please note ILS are a separate entity from the school and all dealings will be directly with ourselves.

## Cashless Catering System

Fulford School has a cashless catering system. The system has allowed us to continue our work in developing and enhancing the school meal experience, and has provided us with more efficiency, speed and an improved quality of service. Crucially, the system will enable you as parents/carers to view the purchase records of your son/daughter and thus will provide information relating to the health of their diet.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (see FAQ's on our website) so there is no need for pupils to carry a card, as the system will recognise the thumb of your child at the top up points and at the tills.

Please note that no cash is accepted at the till points. We have three payment options available to you – online payments, coin and note payments at the top up pay-points, and by cheque. All payment options are explained within the FAQ's. A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a request to staff in school. Any amount of money can be paid into a student's account, and any money spent on food & drink will be deducted on a daily basis.

Full information on the system is on our website and should answer any questions you may have.

## Working Together Agreement

A copy of this document is enclosed for you to sign and return. Details of the commitments being made by the student, the school, parents and carers are as follows:

### **Fulford School will:**

Provide a secure learning environment which promotes a sense of tolerance and understanding amongst all students.

Provide a high quality education appropriate to the needs of each student and provide a broad and balanced curriculum.

Encourage students to be involved in extracurricular activities.

Keep a record of attendance and contact parents promptly if truancy is suspected or if non-attendance is not confirmed in writing.

Check punctuality and inform parents if their child is frequently late.

Supply a uniform list each year and ensure that every student wears the correct uniform.

Ensure homework is set and marked within a reasonable time frame.

Provide students with a planner and check and sign it on a regular basis.

Provide progress reports for each student.

Hold a subject based parents evening once a year for each year group.

Use Class Charts to praise and sanction students.

Send a newsletter regularly to all parents throughout the year.

Acknowledge within two working days any complaint or request for information from parents and provide a considered response as soon as is practicable within the circumstances.

Provide parents with details of the school's code of conduct and behaviour policy and ensure that the code is displayed in each classroom and understood by all students.

**As a student of Fulford School, I will**

Through active participation try to make the most of all the opportunities that Fulford School offers.

Respect the needs and values of others.

Attend school as required.

Bring all necessary equipment for my lessons, respect school books and equipment.

Arrive at school on time and be punctual for my lessons and general school activities.

Wear full uniform and take a pride in my appearance.

Complete all the homework set to the best of my ability and hand it in on time.

Take my planner to all lessons and use it to help my organisation.

Ensure my planner is checked and signed by my parents/carers weekly.

Use Class Charts to monitor my homework and achievements.

Follow the code of conduct

**As parents/carers of a student at Fulford School, I/we will**

Encourage a positive attitude to school and take an interest in all that my/our child undertakes at Fulford School.

Encourage respect for the needs and values of others.

Take all reasonable measures to ensure that she/he attends school every day with correct equipment and inform school of the reason for any absence on the first day of absence and in writing on his/her return.

Ensure that my/our child arrives at school on time.

Provide the full uniform.

Provide a suitable place for homework and offer support and encouragement.

Use Class Charts to monitor my child's homework, achievements and sanctions.

Check and sign my/our child's planner each week.

Respond to my/our child's report with a written statement as appropriate.

Attend the appropriate parent teacher consultation evening.

Take note of letters and respond promptly to general and personal letters from Fulford School.

Ensure that our child follows the school's code of conduct.