

PLEASE PRINT THESE OUT, SIGN WHEREVER RELEVANT AND SEND BACK TO THE OFFICE PRIOR TO YOUR CHILD STARTING SCHOOL.

PERMISSION FORMS 2020/2021

For the school year 2021/2022 I,, parent ofgive permission for my child to accompany Kimichi School staff members on outside classroom learning trips (non-residential) on whichever day they may happen on within term time.

I,, parent ofgive permission for my child to have their photo/video taken and used by Kimichi School for school purposes, such as website, social media, print and/or press.

I,, parent ofgive permission for my child to go over the road at break or lunch time when following school guidelines (groups of at least 3, signing out, signing in, young ones to be accompanied by older ones.)

Signed.....

Date.....

MEDICATION CONSENT FORM

It is the Kimichi policy, wherever possible, to assist children and parents by supervising the taking of medicines in school time in the presence of a member of the school staff. Parents /students must hand the medicine directly to a member of the school office staff, or the Head / Deputy Head.

In signing this Consent Form parents are acknowledging that the School is acting in loco parentis. If parents agree to the School Staff administering specific medication, they will do so, but parents must fully understand that in the administration of any medication to students the School Staff will not be liable as a result of any adverse outcome to the pupil. Naturally, due care and attention will be professionally assured.

Prescribed medicines: The instructions and dosage must be clear, only the stated dosage will be given.

Non-prescription Medication: The School Staff may/may not (delete where appropriate) act in loco parentis for administering requested medication and may issue standard pain relief in accordance with qualified medical professional guidance: ie. Ibuprofen, nurofen, paracetamol, anti-histamine. You may send in your own brand of medication for your child but it must be clearly labelled with their name and the dose required in its original box with instructions including the expiry date.

I agree to the school's medication policy and agree that The School Staff may / may not (delete where appropriate) act in loco parentis for administering requested medication.

Student's name

Parents' name..... (Please print clearly)

Parents' Signature **Date**.....

DATA PERMISSION FORM

Below you will see a list of platforms that we as a school use and regularly post images to. If you are happy for your child to be included in these images, please circle yes. If you do not wish for your child to be included in these media releases, then please circle no.

Firstly, please respond to the statements below:

I,(Parent/Guardian/Carer) allow/do not allow Kimichi School to take photos and/or videos of my child.....

If my child is included in photos and videos, Iallow/do not allow Kimichi School to use them for the following;

- | | |
|---------------------------------------|--------|
| • Facebook | YES/NO |
| • Twitter | YES/NO |
| • Kimichi official website | YES/NO |
| • Printed school prospectus | YES/NO |
| • Printed school posters and leaflets | YES/NO |
| • Promotional material | YES/NO |
| • Press releases | YES/NO |

As you may know, each student has access to the school entrance via a thumb print ID system. For this to work, each child's thumb print is stored via a programme on a secure school computer. This information will never be shared externally and their thumb prints will only ever be used to gain access into the school building. If this programme expands to other areas of the school, you will be informed immediately.

Please respond to the following statement;

I,..... allow/don't allow Kimichi School to have access to and store my child's biometric data to allow them independent access into the school building. I understand that I can withdraw my child's information at any time via request.

Signed:.....

Date.....

Acceptable Use Policy (Internet)

Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.

The school will regularly monitor students' Internet usage.

Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will report accidental accessing of inappropriate materials in accordance with school procedures.

Students will use the Internet for educational purposes only.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students will never disclose or publicise personal information.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website

The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.

Personal student information including home address and contact details will be omitted from school web pages.

The school website will avoid publishing the first name and last name of individuals in a photograph.

Students are allowed to bring in and use personal devices as long as they are signed into the Student WLAN and do not use data; this will be monitored by the Network Administrator.

We reserve the right to ban mobile phones if they are used in a way that constantly distracts from students' ability to learn or if our one week on/off policy is not strictly adhered to.

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph **I do not accept the above paragraph** *(Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph **I do not accept the above paragraph** *(Please tick as appropriate)*

KIMICHI SCHOOL BEHAVIOUR POLICY

Houses: Osbourne (Ozzy – Black Sabbath) (purple)
Elgar (Edward – Classical) (yellow)
Coleridge (Samuel Coleridge-Taylor – composer b. 1875-1912) (flame)
Hamilton (Andy – b. Jamaica 1918 jazz sax) (red)

Rewards and Sanctions

The school has a clear set of rewards and sanctions that are communicated to staff, students and parents through the staff and student planners, as well as posters displayed prominently throughout the school.

Expectations and Involvement of Staff

All staff are expected, by example, to encourage good behaviour and respect for others in students, and to apply all rewards and sanctions fairly and consistently. Overall responsibility for behaviour lies with the Headteacher and Form teachers. Staff input to policy is encouraged and welcomed through formal and informal conversation with the Headteacher, through written response to communications and consultations in the weekly council meeting and through the termly meetings of Academic & Vocational Staff.

Expectations and Involvement of Students

Students are expected to conform to all the school expectations and rules and to involve themselves fully in all aspects of school life. Good work and behaviour is recognised through the school rewards systems. Failure to conform to school rules and expectations will result in sanctions being imposed. Student input to the school behaviour policy is encouraged through pupil consultation with the school council who are responsible for representing not just their own views, but also those of students in the year group to which they are attached. The school council has the power to discipline students if necessary, up to and including suspension, and help formulate school rules to be adopted by the whole school. As such, members are expected to understand and respect their responsibilities. Student questionnaires are to be used to seek student opinion and encourage input into school policy.

Expectations and Involvement of Parents

Parents will be involved in discipline issues as appropriate. They may be informed of a problem or sanction by letter, email or by phone. In more serious situations, parents will be required to come in to the school to meet with the Headteacher and / or school council. Parental views on school policy will be sought through regular Parents' Newsletters and through individual discussion with parents. Parent questionnaires are to be used to seek parental opinions on this, and other aspects, of the school. Parents views are always welcome under the Kimichi scheme of 'in it together'.

Equal Opportunities

All rewards and sanctions will be applied fairly and consistently and in accordance with the school's Equal Opportunities Policy. Where misbehaviour is related to a mental or physical disability, reasonable adjustment will be made in dealing with the student concerned.

Rewards:

The school believes in individual encouragement through the use of certificates, shields and cups, but encourages pupils to work towards a common goal, ie. house points for house rewards at the end of the year.

Can be given for excellent; Work, Behaviour, Helpfulness, Community Spirit (eg. picking up rubbish, helping with books, clearing up etc.), Musicianship.

House points to be added into school points book weekly.

Other rewards may be given at staff's discretion (such as choosing the changeover music, small prize etc.)

Tie pins will be awarded for excellence in sport and music at any point in the term and handed out at the end of term assembly at staff discretion. These are as follows;

Full purple: all round excellence in musicianship

Full red: deportment and community spirit

Full yellow: sports

A merit cup will be given at the end of each year for the pupil that has gained the most house points/gold stars.

School cups or shields will be given at the end of the academic year to students to be recognised for Effort / Progress and for Achievement in each academic and vocational subject. A variety of

other certificates and shields are also awarded, mainly to senior or sixth form leavers, for outstanding effort / progress or achievement in academic or vocational areas and for Service to the School.

The house with the most points at the end of the academic term will be able to choose a trip/treat that they wish to go on. Only pupils with more than 10 points (ie. Have contributed to the winning amount) will go on the trip as voted by the school council July 2017.

Consequences: Pupils must abide by the laws of the school. The school council will discuss, decide and vote on all rules of the school, but there are 4 laws of the school that will always apply. These will also be displayed prominently throughout the school.

1. Show respect: earn respect.
2. The school council rules.
3. Be a responsible citizen.
4. Be prepared for school.

For such things as; Shouting out, answering back, language and other small disturbances;

Simple disturbances in class should be dealt with accordingly:

- verbal warning;
- pupil moved to another seat;
- punishment exercise;
- detention;
- referred to a senior member of staff;
- excluded from class;

If disruption continues, or escalates, pupil is to be given a strike, (marked in journal and form register).

Six or more strikes in a week, pupil is reprimanded to school council and expected to prepare a defense for their actions for the next council meeting.

School council is to be made up of all pupils wherever possible, but if not, then heads of year,

prefects, head boy/girl and members of staff (to take turn). Any decisions made by the school council MUST be discussed, voted on and documented. School council reads teachers report (from register), and then hears what pupil has to say, then passes judgement.

School council has the powers to award such things as lunch detention, work (essays, lines), cleaning up. They are not limited to the above, and are encouraged to make the consequence best fit the individual disturbance. Should the pupil appear before the school council five times or more in one term, this will mean a suspension of such time as decreed by the school council up to a week. The pupil will be expected to catch up on any work missed. Only the school council has the power to plead against suspension.

Behaviour policy must also follow;

- The need for consistency among teachers in their use of sanctions and rewards; (This means a lot of time spent in discussion, setting up the system and explaining its rationale and a reduction in teachers' autonomy.)
- regular monitoring of how the system is working, looking at patterns of positive and negative referrals, investigating variation amongst departments or stages and taking steps to ensure consistency;
- avoiding rewards which have a monetary value or which signal that school work is not valued - for example being allowed to arrive late or being excused homework;
- ensuring that praise is genuine and deserved not routine and meaningless;
- keeping the system fresh and meaningful - each year with the arrival of a new set of pupils it needs to be reintroduced.

The following should be noted as statutory:

Any pupils involved in any type of physical altercation will be immediately suspended, and, subject to school council discipline, runs the risk of being permanently excluded.

Consistent breaching of the Behaviour Policy will result in suspension and possible permanent exclusion depending on school record.

The following appendices are included in the behaviour & exclusions policy. The inclusion of these appendices should not be taken as an indication that any of these are areas are, or have been, of significant concern at Kimichi.

Appendix 1 Policy on Physical Contact with Pupils and ‘Reasonable Force’

The school adopts the guidelines set out in the Department for Education (DfE) document ‘Use of Reasonable Force – Advice for head teachers, staff and governing bodies’. This document can be downloaded from the DfE website www.education.gov.uk. Physical force is never used as a means of punishment at Kimichi. However, there are occasions in which physical contact with a student is proper and necessary. Examples include:

- When demonstrating an exercise or technique in dance or drama classes
- When administering First Aid
- When comforting a distressed student
- When congratulating or praising a student

In addition, the law empowers those working in schools to use ‘reasonable force’ when this is deemed necessary. ‘Reasonable force’ can be used to either control or restrain. At Kimichi, this would only ever be used as a last resort and in the very unlikely circumstances that it was necessary to restrain or control a student in order to prevent them from hurting themselves or others, from damaging property or from causing disorder.

Appendix 2 Policy on Screening, Searching and Confiscation

The school adopts the guidelines set out in the Department for Education (DfE) document ‘Screening, Searching and Confiscation – Advice for head teachers, staff and governing bodies’. This document can be downloaded from the DfE website www.education.gov.uk. Screening is not used at Kimichi. The Headteacher and any staff authorised by them, would use the statutory power to search students or their possessions, without consent, if the school suspected the student had certain prohibited items. The items that can be searched for under this statutory power are knives or weapons, alcohol, illegal drugs and stolen items. School staff can search a student and their possessions, with consent, for any other items banned under the Kimichi school rules. Any search would be carried out in accordance with DfE guidance and the schools Restraint Policy. School staff can confiscate any banned or prohibited item found as a result of a search which they consider harmful or detrimental to school discipline. Confiscated items will be dealt with in accordance with DfE guidance.

Kimichi School boat usage and permission form

BOAT RULES

1. Follow the instructions given by the adult/s in charge at all times
2. Hold onto any handrails at all times
3. No running or jumping on the dock or on the boat
4. Do not embark or disembark without permission
5. Do not lean over the side of the boat, especially when moving
6. Do not throw items over the side
7. Lifejackets must be worn by Lower School

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I,.....(parent/carer/guardian)give permission for

to accompany Kimichi school staff to the school boat "Time To" when applicable. I understand that the rules (see above) governing the safe use of the boat will be strictly enforced, and non-adherence to them will mean being banned from all boat activities.

I have informed/enclosed any medical information necessary.

I have informed staff of any allergies that need to be considered.

Signed.....

Date.....
