



Carlton Bolling

Year 7 Transition Guide 2020

Information for Pupils and Parents
of Year 7

A very warm welcome from your Year Team

Dear Parents/Carers and Students,

It is a pleasure to welcome all new parents and students into our school community at this exciting time of transition. As a school, we represent a culture of high aspiration, high expectation and success. Our aim is to ensure that all students have access to outstanding teaching and learning which will develop them as individuals, as well as a collective. Part of our ethos is to ensure that all students engage in a learning journey which will challenge and inspire them; therefore, our partnerships with parents are highly valued. By sharing the same educational goals and working together, we are able to form the solid foundation needed to cultivate the highest levels of achievement for your child.

Transition and Induction can be a difficult time for students moving to the next stage in their education; our aim is to ensure the experience is a positive one for everyone involved. We take particular care in helping new students to settle quickly into the larger community of a secondary school and we work closely with primary schools to support the changeover. All staff work together to help students settle in to life at Carlton Bolling quickly and seamlessly. A virtual video is on our Carlton Bolling website; <http://www.carltonbolling.co.uk/our-school/transition/>

With the current Covid-19 pandemic, our normally robust transition is unable to take place and we are ensuring by liaising with your child's primary school that we have as much information as possible to make decisions about your child's transition.

Enclosed you will find:

- Letter
- Term dates
- School times
- Uniform list
- Literacy information
- GDPR privacy notice

Section to be returned to your child's form tutor:

- Data Collection Sheet
- Confidential Medical Form
- Conduct Agreement
- Free school meal information and application form

We would urge you to ensure the forms above are returned promptly as, without them, your child's transition to Carlton Bolling could be affected or even delayed.

Due to the current situation unfortunately, we will not be having a Transition Day before the new term.

Nevertheless, all parents are invited to meet the Headteacher on Wednesday 9th September 2020 at 9.30 to 10.00 or 5.00 to 5.30. in the Main hall. We appreciate that there is a lot to remember as your child moves to secondary school and some of the important information is given below:

The Learning Resource Centre

This is a very popular place for our Year 7 students; it is a safe, quiet and pleasant environment in which to work or read.

Opening times:

Monday – Thursday 8:00am – 3.45pm

Friday 8:00am – 1.00pm

Books

There are currently about 10,000 items on the catalogue including fiction, non-fiction (classified using the Dewey Decimal system) and general reference books. The books are also numbered by the Accelerated Reading Program. Students and staff are regularly consulted for their ideas so that the stock is useful and up-to-date. You may borrow up to two books for a period of three weeks.

ICT provision

The ICT room has many networked computers and an interactive whiteboard. A schedule of the rooms open for after school provision will be shared with you September.

Periodicals

Daily and weekly newspapers can be found in the LRC for you to keep in touch with the news.

All Year 7 students will be shown round the LRC and given instruction on its use in the first term; we aim to give you the skills to become independent users of information and to become responsible for your own learning.

Homework club

The LRC is open for homework and printing during the following times:

Monday - Thursday 8am - 8.15 and 2.40 - 3.40. Breaks and lunch times.

Friday 8am - 8.15. Break times.

Dinner Money

We are a cashless school. Payment for lunches, school trips and other items can only be made using the school's secure online schools' gateway app. Information on how to download the app can be found later in the pack. Please remember that your child will need to place money into their own account to be able to access lunch. If you are eligible for a free school meal please fill in the form included in this pack and return immediately, or go to https://online.bradford.gov.uk/ufs/FREE_SCHOOL_MEALS.eb?ebd=0&ebp=10&ebz=1_1523972241113

New Term

The first day of school will be **Monday 7th September. Students are expected to arrive at 8.20 am.** Please ensure the documents included in this folder are filled in and handed to your child's Form Tutor on the first day of school or deliver them to the reception at Carlton Bolling prior to September.

Punctuality and Attendance

It is absolutely imperative that students arrive at school in good time to be in their classroom by 8.20am each day. Students who are late will have to serve an after-school detention on the date of the late arrival. For persistent lateness, parents will be subject to a Fixed Penalty Notice (you will be given ample notice of this but we hope it will not occur). There is a sheet containing term dates in this pack – please ensure your child attends each school day to enable him/her to gain the very best education. Excellent, consistent attendance is crucial to enable you to succeed. It is so important that you do not miss occasional days which would result in missing valuable lesson time and falling behind. Universities and Employers place great emphasis on consistent attendance, and good punctuality and attendance will be mentioned in students' Record of Achievement every year. You will receive lots of prizes and certificates if you have high attendance.

Requests for absence during term time will not be authorised.

If your child is ill please telephone school **before 9am** on the day of absence through illness.

Stretch Programme

We have many enrichment opportunities for our students this year and I am confident that you will support and encourage your son or daughter to seize every chance to get involved in all or some of these activities. Participation in these events will enhance their academic development and lead to a broader all-round educational experience. Most of these opportunities take place after school from **2.45pm to 3.45pm.**

Parents' Events

We encourage and value the support of our parents and are keen to work in partnership with you. We hold regular Parent Consultation Evenings where you can meet with your child's teachers and find out about progress and it is important that you attend these events. The first **Parents' Evening is on Monday 19th October 2020 between 3.15 and 5.30pm** – please make a date in your diary now.

Please contact us without hesitation if you have any concerns or questions.

Yours sincerely

I Laher

Mr. I Laher - Deputy Headteacher



Term Dates 2020 - 2021

Autumn Term 1	Open 7th September 2020	Close 23 rd October 2020
Autumn Term 2	Open 2 nd November 2020	Close 18 th December 2020
Spring Term 1	Open 4 th January 2021	Close 12 th February 2021
Spring Term 2	Open 22 nd February 2021	Close 26 th March 2021
Summer Term 1	Open 12 th April 2021	Close 28 th May 2021
Summer Term 2	Open 7 th June 2021	Close 22 nd July 2021

Holiday Dates

Autumn Half Term Holiday	26 th October 2020 to 30 th October 2020
Christmas Break Holiday	21 st December 2020 to 1 st January 2021
Spring Half Term Holiday	15 th February 2021 to 19 th February 2021
Easter Holiday	29 th March 2021 to 9 th April 2021
Summer Half Term Holiday	31 st May 2021 to 4 th June 2021

Other Holiday Dates

Disaggregated Days: 12th & 13th May 2021
20th July 2021
23rd July 2021

Bank Holiday: 2nd & 5th April 2021
3rd May 2021

School Day 2020 -2021

Monday- Thursday

← Break/Tutor Time →

← Lunch/Period 5 →

Years 9&11	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-10:25 Break	10:25-10:55 Tutor Time/Assembly		10:55-11:45 Period 3	11:45-12:35 Period 4	12:35-13:00 Lunch	13:00-13:50 Period 5		13:50-14:40 Period 6
Year 7	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-10:25 Tutor Time/Assembly	10:25-10:40 Break	10:40-10:55 Tutor Time/Assembly	10:55-11:45 Period 3	11:45-12:35 Period 4	12:35-13:00 Period 5A	13:00-13:25 Lunch	13:25-13:50 Period 5B	13:50-14:40 Period 6
Years 8&10	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-10:40 Tutor Time/Assembly		10:40-10:55 Break	10:55-11:45 Period 3	11:45-12:35 Period 4	12:35-13:25 Period 5		13:25-13:50 Lunch	13:50-14:40 Period 6

Friday

Years 9&11	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-10:30 Break	10:30-11:20 Period 3		11:20-12:10 Period 4	12:10-13:00 Period 5		
Year 7	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-11:00 Period 3		11:00-11:50 Period 4		11:50-12:10 Break	12:10-13:00 Period 5	
Years 8&10	8:20-9:20 Period 1	9:20-10:10 Period 2	10:10-11:00 Period 3		11:00-11:20 Break	11:20-12:10 Period 4		12:10-13:00 Period 5	

Carlton Bolling Uniform and Equipment

Uniform is **COMPULSORY** at Carlton Bolling. Lanyards/Student ID cards and timetables must be worn at all times. All students **MUST** have a school bag and be fully equipped for learning. Students must have their **Knowledge Folders** with them **every day** alongside their school planner.

Lanyards in year colour

Year 7 Red	Year 8 Purple	Year 9 Green	Year 10 Orange	Year 11 Yellow
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Equipment list

- Blue/black pen
- Red pen
- Pencil
- Sharpener
- Ruler
- Rubber
- Coloured pencils
- Pencil case
- School bag
- Planner

Uniform

- Coloured lanyard with timetable/ID card
- **Plain black** school shoes (no trainers or canvas/fabric or boots)
- Blazer with School logo
- Black School trousers (NOT Jeans/Leggings)
- White buttoned shirt, worn tucked into trousers/skirt and with top button done up with school tie
- Black jumper with School logo (wearing the jumper is optional)
- Tie
- Black socks
- Girls' traditional dress is permitted but must conform to the following:
 - Plain black Abaya (no embroidery/lace/edging)
 - Plain black headscarf
 - White shirt with school tie worn below abaya
- Only the School jumper with logo is allowed. No other jumper or cardigan is allowed.

PE kit for all students

Compulsory:

School logo – T shirt

School logo black tracksuit bottoms

School logo black hooded top

White sports socks

Trainers with gripped soles

Optional plain black shorts

All items should be marked with the owner's name: please place iron-on initials on the kit.

Parents/carers in receipt of Income Support may qualify for a uniform grant. Please enquire at school reception or telephone 01274 633111 for details on how to apply.

Further Guidance

- Outdoor clothing must **NOT** be worn in the building.
- We reserve the right to send students home who are persistently not in uniform.
- One pair of small stud-type earrings are allowed. Multiple ear piercings and/or other piercings are not allowed. Students will be asked to remove them and they will be confiscated.
- Other jewellery must not be worn. Only a watch is permitted. Items of jewellery will be confiscated.
- No unnatural coloured hair or **extreme hairstyles** (including 'tram lines' and other pattern etchings) are permitted in school.
- No makeup, false eyelashes, cosmetic contact lenses or false nails are allowed.

Suppliers of Carlton Bolling Uniform are:

- Natasha's School wear, 12 St John Street, Bradford BD12QZ, telephone 01274 724676
- Academia Uniforms, 11A Edward Street, Bradford BD4 7BH telephone 01274 735527
- The Uniform Shop, 54 Darley Street, Bradford BD1 3HN, telephone 01274 736300
- Windsor Shoes, 339 Thornton Road, Girlington Bradford BD8 9ER, telephone 01274 495016
- Plain black Abayas can be bought from MD Garments - 17 Bradford Plaza

THE FIRST DAY

Your first day will be **Monday 7th September**. You will spend part of the day finding your way around the school, meeting staff who will explain the 'routine' of school and you will experience your first lessons in Secondary school. An important book will also be given to you, called a Student Planner. This is like a diary so you can organise yourself. In here you should record information such as homework, attitude to learning and attainment grades, notes and achievements.

On your first day, your Form Tutor will give you your timetable and tell you which rooms you need to go to and who will be teaching you. The Student Planner is part of the school uniform and as such an important document which all students at Carlton Bolling are expected to use and value every day.

Parents are encouraged to check your Student Planner every week to make sure it is being used properly so that, together, we can check your progress and organisation of your work.

Student Planners will form the most important tool for home-school communication.

If for any reason you lose your Student Planner, you need to inform your Head of Year who will ask for your parent/carers pay account to be allocated a planner payment (£3.00). Once this had been paid your Head of year will give you a replacement planner.

All students are expected to make sure they are prepared for school.

We strongly advise you to buy a dictionary to help you improve spelling and grammar.

Other items that may be useful will depend on the subject areas e.g.: compass, protractor and calculator for when you have Maths. You will not need Tipp-ex as it is not allowed at Carlton Bolling

Mobile Phones

If you carry a mobile phone, it is your responsibility. It **must** be switched off during lesson times. It is forbidden to use a mobile phone during the school day, or in the school grounds. If you use your mobile phone during this time it will be confiscated and returned to your parents at the end of the week (on Friday at 1:00pm).

Literacy at Carlton Bolling

At Carlton Bolling, we pride ourselves on literacy and as a result our students are making great progress in reading and writing because of our efforts. Our reading lessons will take place three times a week in tutorial. It is extremely important to us that students enjoy these lessons, as well as gaining reading skills that they can carry with them beyond school.

How can parents help?

Reading at home is vitally important. Your child should be reading for a minimum of 20 minutes every day. Perhaps set aside a time for your child to read, such as before bed. This will support them in their learning journey and help them to develop crucial skills such as: vocabulary development, comprehension, analytical thinking and writing skills. Reading with your child is even more beneficial and discussing a book will support your child further – try asking your child about the characters, the plot or ask them to predict what might happen next. Even asking your child what their book is about will help their development.

Another way to support your child is to sign them up to the local library. We have a library at school, where students can borrow a range of books, but visiting the local library can also motivate children to read.

Signing up and borrowing books is free and you can find your local library here: <https://www.bradford.gov.uk/libraries>

What could your child be reading over the summer? Our students recommend:

Lemony Snicket's A Series of Unfortunate Events

Moondust – Gemma Fowler

Lion Boy - Zouzou Corder

Carrie's War - Nina Bawden

Matilda - Roald Dahl

Harry Potter (Books 1 - 4) - J. K. Rowling

The Hunger Games Trilogy – Suzanne Collins

Useful websites that will support your child's literacy

<http://theday.co.uk/> – an online newspaper which allows students to learn about the world whilst developing reading skills

Phonics: online phonics programmes which support reading

<http://www.starfall.com/> www.phonicsplay.co.uk <http://www.ruthmiskin.com/en/parents/>

BBC Bitesize: <https://www.bbc.com/education/>

Top Ten Tips for Success

Congratulations!

You have a place in an **OUTSTANDING** school.

In order to learn well and be successful students need to be organised. These tips are basic common sense; however, they will help students to stay on top of their learning:

1. Carpe Diem! Be willing to try something new, meet someone new and challenge yourself to do your very best.
2. Be kind to others and yourself, show respect and take responsibility.
3. Attend school every day; be on time for the start of school and on time for every lesson.
4. Get your uniform right. If you look good, you will feel good and work much more effectively and feel a real member of our team.
5. Get your equipment right:
 - ✓ a bag for all your school books;
 - ✓ the writing and drawing things that you will need: pens, pencils, coloured pencils, etc.
 - ✓ ruler and calculator.
6. Use your Student Planner every day to write down what you have to do, when it has to be done by and any special things you may need such as equipment or kit.
7. To support your Independent Study use our personalised Google Apps for Education account (you will be provided with a Username and Password) and be sure to hand your work in on time. Never copy and paste from the Internet.
8. Make sure that you know your teachers (try to remember their names and do not be afraid to ask questions if you are not sure of something) and timetable to ensure that you are prepared for every school day before you leave home. The best way to do this is to check your Student Planner and bag every night before you go to bed.
9. Attend an extra curriculum club.
10. **Smile. Do not panic. We are all here to help you be as successful as you can be.**



CARLTON BOLLING COLLEGE PRIVACY NOTICE FOR PUPILS

ABOUT THIS NOTICE

This notice explains what personal data we hold about pupils, how we collect it and how we use and may share personal information. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

WHO COLLECTS YOUR INFORMATION AND WHY?

Carlton Bolling (CB) is a data controller and collects and processes personal data relating to pupils. We process personal data in order to meet the requirements set out in UK law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009
- Education Act 1996
- Education Act 2005

HOW WE COLLECT PERSONAL DATA

We collect personal data from pupils for example, when a registration form is filled out, and from previous schools at the time that the pupil joins CB. We may also collect data from medical professionals and other agencies with whom we may work.

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

- Personal information (such as name, unique pupil number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment information (such as results of internal assessments and externally set tests)
- Pupil and curricular records
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Special educational needs (including the needs and ranking)
- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school.

We may also collect store and use information about your child that falls into 'special categories' or more sensitive personal data. This includes information about (where applicable): race, ethnicity, religious beliefs, sexual orientation, health, including any medical conditions, and sickness records.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Where we have obtained consent to use pupils' data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

WHY WE COLLECT PERSONAL DATA AND WHAT WE DO WITH IT

We may use pupil data:

- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- Protect pupil welfare
- To keep children safe (food allergies, or emergency contact details)
- Administer admissions waiting lists
- Carry out research
- To assess the quality of our services
- To meet statutory duties placed upon us for DfE data collections.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

To collect and use pupil information under article 6 EU GDPR and, for special category data, under article 9 EU GDPR. Most commonly, we process it where:

- We need to comply with a legal obligation (for example Departmental Censuses under the Education Act 1996 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>)
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way (for example photographs)
- We need to protect the individual's vital interests (or someone else's interests).

STORING PUPIL DATA

We hold pupil data whilst pupils attend CB. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy contains further information; this is available on our school website.

We will only retain personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which we process personal data and whether we can achieve those purposes through other means, and the applicable legal requirements, including the Records Management standards.

WHO WE SHARE PUPIL INFORMATION WITH

- Schools that the pupil attends after leaving us
- Your parents/carers
- Our local authority
- The Department for Education
- Youth support services (pupils aged 13+)
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for*
- Health authorities, professional advisers and consultants
- Police forces, courts, tribunals.

*Where necessary, third parties may be responsible for processing pupils' personal information. Where this is required, CBC places data protection requirements on those third-party processors to ensure data is processed in line with pupils' privacy rights.

Youth support services

Once our pupils reach the age of 13, we also pass pupil information to our LA 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.

A parent/carer 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 pupil once he/she reaches the age of 16.

We will also share certain information about pupils aged 16+ with our LA and/or provider of youth support services as they have responsibilities in relation to the education of 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

For more information about services for young people, please visit the Bradford Council website.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils 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 pupils 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 pupils 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 and 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. Decision on whether DfE release 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 arrangement in place to store and handle the data

To be granted access to pupil 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 pupil information, (and for which project), please visit the following website:

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

WHY WE SHARE PUPIL INFORMATION

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

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

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

YOUR LEGAL RIGHTS

Pupils have rights under data protection laws in relation to their personal data. Those rights are listed below. A parent/carer can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. You have the right to:

- **Request access** to your personal data (a "data subject access request"). This means you can receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of your personal data: This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** You can ask us to remove personal data where there is no good reason for us continuing to process it. You also have this right where you have successfully exercised your right to object to processing, where we may have processed your data unlawfully or where we are required to erase your personal data to comply with law. We may not always be able to comply with your request where there are particular legal reasons.
- **Object to processing** of your personal data where we rely on a legitimate interest basis and if the processing impacts on your fundamental rights and freedoms. You can also object to direct marketing. In some cases, we may demonstrate that we have grounds to process your data which override your rights and freedoms.
- **Request restriction of processing.** You can ask us to suspend the processing of your personal data: if you want us to establish the data's accuracy; where our data use is unlawful but you do not want us to erase it; where you need us to hold the data even if we no longer need it, to establish, exercise or defend legal claims; or you have objected to use of data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request a data transfer.** We will provide to you, or your chosen third party, your personal data in a structured, commonly used, machine-readable format. This only applies to automated information which you provided consent for us to use or necessary to perform a contract with you.
- **Withdraw consent at any time** where we rely on consent to process your personal data. This will not affect the lawfulness of processing carried out prior to withdrawing consent.

CONTACT

If you have any questions or require further information about this privacy notice, including any requests to exercise your data privacy rights or your child's privacy rights, please address your query in writing to:

Inam Laher
Deputy Headteacher
Address: Carlton Bolling, Undercliffe Lane, Bradford, BD3 0DU
Email: i.laher@carltonbolling.co.uk

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, like the opportunity to assist you with any concerns before you approach the ICO so please contact us in the first instance using the details above.

CARLTON BOLLING IS COMMITTED TO A BEING A PAPER LESS SCHOOL. TO HELP US PLEASE DOWNLOAD THE SCHOOL GATEWAY APP. THIS APP WILL SHOW YOU THE FOLLOWING INFORMATION.

DOWNLOAD OUR SCHOOL GATEWAY APP

E-COMMUNICATION AND PAYING FOR SCHOOL DINNERS

We use School Gateway for communicating a whole range of items to parents including topping up dinner money.

PAYMENTS & DINNER MONEY

This allows parents/carers to login and put money on the students' lunch account pay for trips or even revision books. It lets you top up and check their lunch account anytime together with what they have spent money on.

ACHIEVEMENT AND BEHAVIOUR

Receive your child's latest achievement or behaviour points every day, which will keep you up to date with their progress in school.

ATTENDANCE

Advise school of absences and keep track of your child's attendance rate.

REPORTS

Receive school reports straight to your phone so you stay up to date with your child's progress.

TIMETABLE

View your child's school timetable via the app and website. A good conversation prompt and can help save last minute P.E kit dramas. We do need each child's main contact's email address and mobile phone number so this facility can be available for you. If the school hasn't got these please ring the school with your email address and/or mobile phone number so we can update them.

REGISTERING WITH THE SCHOOL GATEWAY

Follow the below instructions it will take no more than a couple of minutes: -
Get the App free available on the App store or Google Play.



1. Register

Register using the same email address and mobile number held by the school



2. Four-digit PIN

School Gateway will send you a text with your PIN (save you pin as this is your password)



3. Login

Login, you are ready to go

Sections to be Returned

(on 7th September
to your form teacher)

Name

Form

**Data Collection Sheet – Please fill in all details below and return to School
Registration Group**

Student Details

Student Surname

Student Forename

Form Group

Middle Name(s)

Date of Birth **Gender**.....

Home Address

Post Code

Student Home Tel No.....

Parent/Carer Details

Name of first contact

Relationship

1st Telephone Number.....

2nd Telephone Number.....

Address (if different to student).....

Home Email Address.....

Parent/Carer Details

Name of Second contact.....

Relationship

1st Telephone Number.....

2nd Telephone Number.....

Address (if different to student).....

Home Email Address

Other Information

Any Medical conditions/Allergies.....

Medical Practice

Ethnicity

Home Language**Religion**.....

Country of Birth **Student Nationality**.....

English as additional language (Y/N)

Data Protection Act 2018: The school is registered under the Data Protection Act 2018 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 Education Authority and with the DfES.

Parents

Signature.....**Date**.....

Supporting Students with Medical Needs- the Administration of Medicines in School Request

Parents/Carers to complete if you wish the school to administer medication.

Please ensure that all information you have given over the page is correct as this information will be used to contact parents/carers in case of an emergency.

The school will not give your child any medication unless you complete and sign below.

Condition/illness.....

Medication

Date Dispensed..... Expiry Date.....

Dosage/Amount frequency.....

Special storage instructions (school or home daily).....

I understand that I must deliver the medication personally to the Lead First Aider at the Main Reception and I request that authorised staff administer the above medication to my child.

I accept that this is a service which the school are not obliged to undertake.

Signature..... Date.....

Each item of medication must be delivered in its original container within a zip bag and must be clearly labelled with the following information:

Student's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

Failure to comply with the above may result in your child's medication not being administered.

.....

Parental Agreement for use of student Photo

Dear Parent/Carer

We would like to take an opportunity to inform you about the Carlton Bolling website where important information is available. Our school image and the way we promote our school to students, parents and the community is very important. We are a successful school and would like to showcase our students' achievements. Our website can be found at www.carltonbolling.co.uk

Throughout the academic year we will be taking photographs of our students on activities in school and on visits out of school. We may use these images in our School Prospectus magazine or in other printed publications that we produce and distribute along with displays around school and on our website. To comply with the General Data Protection Regulation, we need your permission before we can photograph your child for this purpose. To give your consent, please tick those that apply.

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications and on websites

I Agree

I Disagree

I give permission for images of my child to be used by the Telegraph & Argus local newspaper, in printed and/or electronic form and stored in their archives. This might include images sent to the Telegraph & Argus by the school and images the T&A takes themselves if invited to the school to cover an event

I Agree

I Disagree

If at any time you wish to withdraw your consent, please contact our Data Protection Officer, Inam Laher at Carlton Bolling, Undercliffe Lane, Bradford, BD3 0DU.

Signature.....Date.....

Conduct Agreement

Name:

Form:

Form Tutor:

Student's Responsibilities

I will:

1. Follow school code of conduct rules and accept the consequences/sanctions if I break these expectations.
2. Attend every day, be punctual to lessons, follow the uniform/dress code and be fully equipped for learning.
3. Remain on site unless signed out by my Head of Year.
4. Complete all homework and meet all deadlines.
5. Attend all revision/Stretch/ intervention classes as required.
6. Use the Internet/ICT facilities responsibly.
7. Be respectful and co-operate with staff, students and visitors to school.
8. Look after the school building and equipment within it.
9. Behave in a manner which upholds the good name and reputation of the school.
10. Attend student review meetings/Parents' Evenings.

Signed: (Student)

Date:

Parent/Carer Responsibilities

I/we will:

- 1) Ensure that my child attends every school day, on time, in full uniform and fully equipped for learning
- 2) Inform school of any reasons for any absence or lateness.
- 3) Ensure that my child follows school code of conduct which outlines our expectations for behaviour, supporting sanctions where necessary.
- 4) Support my child in learning at home including the completion of homework.
- 5) Agree for photographs/images of my child to be used by school for promotional purposes.
- 6) Be responsible for any financial costs or damage caused by the reckless behaviour or deliberate actions of my child.

Signed: (Parent / Carer)

Date:



www.carltonbolling.co.uk

Carlton Bolling
Undercliffe Lane, Bradford BD3 0DU

T: +44 (0) 1274 633111
F: +44 (0) 1274 630635
E: admin@carltonbolling.co.uk

Dear Parent/Carer,

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help students establish healthy habits for life. Healthy school food can also help to improve students readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child's school.

In order to further support your child's education for every completed form we receive we will send out a £5 gift voucher.

If you have any queries please do not hesitate to contact the school office.

Many thanks

Mrs J Girt
Head of School

Free School Meal Questionnaire

About your child/children

Child's Last Name	Child's First Name	Child's Date of Birth	Name of School

Parent/Carer details

	Parent/Carer 1	Parent/Carer 2
Last name		
First Name		
Date of Birth (DD/MM/YYYY)		
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes No Unsure

Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

Your joint gross income is your household income before taxes are taken into account.

Yes No Unsure

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian:

Date:

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits.

The information will also be used in relation to pupils in year 7 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

You should contact the school or local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals.

The information may also be shared with other Council departments to offer benefits and services.