



Eltham Hill
SCHOOL

**Guidance Notes
for the completion of the
Admission Booklet, and other useful
information**



Free School Meals

If you are entitled to a free school meal and you do not live in Royal Borough of Greenwich, you must contact Riverside House to confirm entitlement. Failure to do so will mean a delay in the provision of free meals.

Please telephone: 020 8921 2530 or download an application form:

<http://www.greenwich.gov.uk/Greenwich/BenefitsGrants/HelpWithEducationCosts/SchoolChildren/StudentBenefitsApplicationForm.htm>

If you live in RBG your free meal entitlement will automatically transfer to Eltham Hill.

Medical Matters

Students will not be sent home for minor ailments e.g. headache, period pains, a cold. In situations where it is apparent that a child is too unwell to remain in school, arrangements must be made for them to be collected (a student who is well enough to go home unaccompanied is able to remain in school).

Medicines

Please would parents/carers note the following important information; these regulations are in place for the safety and well-being of students and staff :

- Students must not carry medication with them except for inhalers and adrenaline pens.
- Students needing to take medication during the school day must leave it at the General Office before morning registration.
- Prescribed medication must be in its original packaging complete with the pharmacy label and any guidance notes.
- Non-prescribed medicine must be in its original packaging and must be accompanied by a written note, signed by a parent/carer, stating the name of the medicine, the time(s) it is to be given and the dosage.
- Non-prescription aspirin or ibuprofen will not be given.
- School staff are not allowed to administer eye or ear drops or to apply creams/ointments.
- Students needing to use an inhaler must always carry one in their school bag. A spare inhaler, clearly named, should be left in the General Office for emergency use.
- Students who might need to use an EpiPen must always carry one in their school bag; a second EpiPen must be provided for the school office, in a clearly labelled plastic box with a lid.

Eltham Hill School has a zero tolerance policy to drugs in school.

No exceptions to these procedures can be made. Please contact the Office Manager (ext: 202) if you have any queries.

Ethnicity and Language

Please read these notes to help you to complete the relevant pages in the Admission Form.

Royal Borough of Greenwich has been collecting information on the ethnicity, language(s) spoken at home and religion of school students since 1990/91. The concept is supported by the Equality and Human Rights Commission as a means of identifying specific needs and helping to ensure fair and equal treatment for all in our multi-cultural society.

Submission of this information is voluntary; by giving this information the RBG will be in a better position to:

- Plan and target resourcing more effectively
- Make effective bids for resources in order to help raise the achievement of students
- Track the progress and destinations of particular groups of students
- Identify possible discrimination
- Monitor whether our equal opportunities policies are working

If you, as a parent/carer, do not wish to complete this form, your child will be counted as 'not provided'. It should be appreciated that any such non-response will reduce the value of the exercise.

Ethnicity

Our ethnicity describes how we think of ourselves. This might be based on many things including for example language, culture, ancestry or family history. **Ethnicity is not the same as nationality or country of birth.**

The Information Commissioner (formerly Data Protection registrar) recommends that young people aged over 11 years have the opportunity to decide their own ethnicity. Parents/carers are asked to support or advise those children aged over 11 in making this decision wherever necessary. Students aged 16 or over can make this decision for themselves.

Please select one ethnicity only.

Country of Birth and Nationality

Please provide this information as it is required for the school census that is taken three times each year.

Your nationality usually comes from the country where you were born; you will be a citizen and your passport will be issued by this country.

Language

Please answer all the questions in this section so that the school can provide language support if your daughter needs it.

Disability Information

Please read these notes to help you to complete the Admission Form.

Schools in England are required to provide data on children with disabilities. This information will help schools to:

- Promote equality of information;
- Promote positive attitudes towards disabled people;
- Assess and monitor the impact of their activities on disabled people;
- Make reasonable adjustments to ensure disabled children are not disadvantaged;
- Improve outcomes for disabled people.

It is not always easy to know whether a child is disabled, the questionnaire in the Admission Booklet (pages 7-8) has been produced to help schools to consult with parents/carers. By completing the questionnaire you will enable the school to identify any difficulties that have not already been brought to our attention. This information will be used to promote the well-being of children in school and will not be published in a way that would identify individual children.

Please complete the information even if you do not consider that your daughter has any disabilities. Your response will be seen by a member of the office administrative team and sensitively shared only with school staff who support your daughter. Please indicate the name(s) of any staff with whom you would not like this information to be shared.

Privacy Notice - Data Protection Act 1998

We, **Eltham Hill School**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well we are doing

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

Information for students enrolling in Year 9 and above

If you are enrolling for post-14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

Information for students enrolling in Year 8 and above

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in our area. This is the local authority support service for young people aged 13 – 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post-16 provision.

Parents can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please write to **Mrs Dean, Office Manager**, if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at:

<http://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We are required by law to pass some information about you to our Local Authority and the Department for Education. If you want to receive a copy of the information about you that we hold or share, please contact **Mrs Dean, Office Manager**.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

http://www.royalgreenwich.gov.uk/info/17/school_-_information_and_advice/1046/school_privacy_notice

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

Performance Analysis Service
Children's Services
1st Floor
The Woolwich Centre
35 Wellington Street
London SE18 6HQ

Telephone: 020 8854 8888
Website: www.royalgreenwich.gov.uk
Email: contact-centre@royalgreenwich.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website:
<https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

School Trip Consent

Your daughter's studies at this school will include the opportunity to take part in visits outside the school e.g. museums, places of historical interest, sports facilities etc. You will be sent information about any trip involving your daughter but will not need to return a consent form if the visit is a curriculum-based trip that takes place during normal school hours. **If you wish to be consulted about each trip that is arranged, please put this request in writing to Mrs Dean, Office Manager.**

A separate consent form will be sent for any residential trip, recreative trip or when part of the trip takes place **outside** normal school hours.

Medical Treatment

If a medical emergency arises the teacher in charge of a trip might be asked to give consent for urgent medical treatment. The school will make every effort to contact a parent/carer in the first instance. **If you do not give your consent to this, please put it in writing to the Office Manager.**

It is essential that the school is kept up to date with any changes in relation to your daughter, e.g. medical factors, emergency contact numbers.

Photographs

Photographs of students engaged in school activities are sometimes taken by agencies we are working with. Photographs of students might be used in a variety of ways:

- The school prospectus and other printed publications that we produce for promotional purposes, including school displays.
- The school website.
- Press events agreed by the school.

If you do not wish your daughter's photograph to be used for the above purposes, please write to Mrs Dean, Office Manager. Please note that it is the student's responsibility to tell anyone taking photographs if she is not to be photographed.

Cashless School

Eltham Hill is a cashless school. We use an online payments system, ParentPay, for school meals, trips and the purchase of other items. Our dining hall does not accept cash, although there are two cash loader machines in school.

You will be provided with a login to ParentPay so that you can set-up your account.

The school collects biometric data (please see information below) from students. This information is used when paying for school meals and using the cash loader machines. **Please write to Mrs Dean, Office Manager, if you do not wish your daughter's biometric data to be captured.** A pincode will be provided for her use.

The Use of Biometrics in School

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems we will record a biometric measurement taken from a finger. When the figureprint is scanned, the picture is converted into a series of numbers; **the number sequence is stored but not the fingerprint image.** The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible and reduce the risk of loss of data.

The data that is held cannot be used by any other agency for any purpose. The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely, in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedom Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent/carer if the school is to process biometric information for their child.

- Allow children to choose an alternative way of being identified if they wish.
- If you do not wish your child to use the biometric system, or your child chooses to use an alternative form of identification, we will provide a reasonable alternative arrangement that allows them to access current and future services.

When your daughter leaves the school, or for some other reason ceases to use the biometric system, her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school either by e-mail info@elthamhill.greenwich.sch.uk or by telephone.

Internet Information

As part of the school's IT programme we offer students supervised access to the Internet, the global network of computers. Access to the Internet enables students to explore thousands of libraries, databases and bulletin boards whilst exchanging messages with other Internet users throughout the world.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. Our Internet provider specialises in educational use of the Internet and thus prevents students from viewing sites that are known to be unsuitable.

During school hours teachers will guide students towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, mobile telephones, cinema, radio and other potentially offensive media.

Student Guidelines for Internet Use

General

Students are responsible for good behaviour on the Internet just as they are in all areas of the school. General school rules apply. The Internet is provided for students to conduct research and communicate with others. Access is a privilege that carries responsibility at EHS.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or USB will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they would also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following behaviours are not permitted and will carry sanctions:

- Sending or displaying offensive messages or pictures; using obscene language
- Cyber-bullying; harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Sanctions

Violations of the above rules will result in a ban on Internet use. In addition, further disciplinary action may be used in line with school policies.

School Uniform

The school's uniform is only available to order online or by post. Samples of uniform sizes are available in school for students to try. We strongly advise you to take advantage of this as parents are responsible for the cost of returning uniform to the suppliers if it does not fit.

Uniform samples will be available on the interview day. If you prefer to arrange a uniform fitting at another time, please telephone or e-mail to arrange an appointment: info@elthamhill.greenwich.sch.uk

Uniform fittings, other than on the interview day, are strictly by appointment only.

A uniform price list is included with your offer information.

Our uniform is a very important part of our school identity and we know you will wear it with pride, both at school and in the community.

Uniform items are available to order. Items delivered to your home will incur an extra charge. There is no extra cost for items ordered and collected from Reception; delivery is on the second and fourth Mondays of each month only.

Except for PE shorts and the scarf, all items of uniform are compulsory and must be purchased from the school's supplier. Blouses may be purchased from an alternative supplier, as long as they have a reverse collar.

Please note that some minor changes to the school uniform might be introduced before September 2017. You will be offered a uniform fitting as part of the interview process during June 2017; any changes will be notified at this time.

Uniform List

Illustrations and pricing information are provided in the accompanying Uniform List Price Guide.

Jacket

- Navy with the school logo; to be worn as part of your suit every day
- Enamel lapel badge in year group colour

Skirt/Trousers

- Navy with the school logo only.
- Skirts will be knee-length; an ankle-length skirt is also available

Blouse

- White with a reverse collar

Jumper

- Navy V-neck with coloured stripe to reflect year group

Hijab/Headscarf (if worn)

- Plain navy blue with school logo

Coat

- Waterproof or showerproof, fleece-lined, reversible coat with school logo is the only coat permissible

Scarf (optional)

- Navy with school logo and coloured stripe to reflect year group or a plain navy scarf.

P.E./Sports Kit

Top

- ActivDri top in navy with school logo and year group coloured side panels

Joggers

- Navy microfibre with school logo

P.E. Fleece

- Navy microfleece with school logo
- Alternative tops/jackets may not be worn

Shorts (optional)

- ActivDri shorts in navy with school logo
- Alternative shorts may not be worn

Trainers

- Canvas shoes are not acceptable as they are unsuitable for P.E./Games
- Please do not wear expensive trainers, outside areas are sometimes wet

P.E. Kit Bag

- Available from the school

Tights/Socks

- Tights - black, navy blue or clear
- Socks – black or navy blue; no trainer socks
- Tights and socks - plain only, no patterns or trims
- Leggings and bare legs and/or feet are not permitted

Shoes

- Must be plain black, flat and waterproof to withstand all weather conditions
- No coloured laces or decoration
- No canvas shoes, backless sandals, sling-backs or boots (**ankle boots are not permitted**).

Additional

For health and safety reasons, shin pads and a gum shield should be worn for football. If students choose to take part in after-school activities, additional items of equipment might be required e.g. football boots.

Jewellery/Make-up

A watch may be worn. No other jewellery is allowed, including earrings or other body piercings, for health and safety reasons. If jewellery is worn or brought to school it will be confiscated. Make-up of any kind must not be worn by Years 7-9.

Bags

Plain navy blue or black

Large enough to carry A4 books/folders without curling or other damage

Strong fabric and handles

A design that can be carried safely without strain

Examples of recommended styles are pictured below:



Equipment

The following items are essential and must be brought to school every day:

Pen

Pencil

Ruler

Pencil Sharpener

Eraser

Colouring pencils (**no felt pens**)

Pencil case for the above items

Scientific Calculator

Dictionary

Top tip! Please make sure that all your belongings, uniform, bag and equipment have got your name in before the beginning of the school year.

TERM DATES 2017/2018

Please note that these dates are a guide only.

The calendar can be viewed on the school website: www.elthamhill.com

September 2017		
<i>Monday 4th</i>	Inset Day	Students do not attend
<i>Tuesday 6th</i>	First day of term	
October 2017		
<i>Monday 23rd – Friday 27th</i>	Half-term	School is closed for the whole week
November 2017		
December 2017		
<i>Wednesday 20th</i>	Last day of term	Early finish: approximately 12.00 noon
January 2018		
<i>Tuesday 2nd</i>	First day of term	
February 2018		
<i>Monday 12th – Friday 16th</i>	Half-term	School is closed for the whole week
March 2018		
<i>Thursday 29th</i>	Last day of term	Early finish: approximately 12.00 noon
April 2018		
<i>Monday 16th</i>	First day of term	
May 2018		
<i>Monday 7th</i>	May Day Holiday	
<i>Monday 28th – Thursday 31st</i>	Half-term	School is closed for the whole week
June 2018		
<i>Friday 1st</i>	Half-term	School is closed for the whole week
July 2018		
<i>Friday 20th</i>	Last day of term	Early finish: approximately 12.00 noon