



**For Official Use:**

Reg Group:

Entered into SIMS:

Admission Date:

**PUPIL REGISTRATION FORM [CONFIDENTIAL]**

**Name of School: BLATCHINGTON MILL SCHOOL**

All Schools are required by law to keep on record details of children admitted; we should, therefore, be grateful if you would complete this **IN FULL** in **BLOCK CAPITALS** and return it to **THE ADMIN HUB, BLATCHINGTON MILL SCHOOL, NEVILL AVENUE, HOVE, EAST SUSSEX, BN3 7BW** when accepting your child's place.

**PUPIL DETAILS**

Legal Surname:

Legal Forename:

Middle name(s):

Date of birth:

Preferred Surname:

Preferred Forename:

Gender: Male/Female

**ADDRESS DETAILS**

	Home		Second Home / Other
*Flat/Apartment No.	_____	Flat/Apartment No.	_____
*House No./Name:	_____	House No./Name:	_____
*Street:	_____	Street:	_____
*Town/City:	_____	Town/City:	_____
*Country:	_____	Country:	_____
*Postcode:	_____	Postcode:	_____
*Occupier Name:	_____	Occupier Name:	_____
*Required Field			<i>Term Time/ Overseas/ Other</i>

If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name and address of the person with whom the child normally resides:

Reason: \_\_\_\_\_ Dates Applicable: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

### CONTACTS

#### CONTACTS WITH WHOM THE CHILD LIVES? (i.e. mother/father/carer etc.)

Parent/Carer: Mr/Mrs/Ms/Miss/Other	Parent/Carer: Mr/Mrs/Ms/Miss/Other
Forename:	Forename:
Surname:	Surname:
Relationship to child: Parental Responsibility: Yes/No <i>Please see Notes 1, 2 &amp; 3 on page 7</i>	Relationship to child: Parental Responsibility: Yes/No <i>Please see Notes 1, 2 &amp; 3 on page 7</i>

#### PARENTAL RESPONSIBILITY AS DEFINED BY EDUCATION ACT 1996

Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. **Please see Notes 2 & 3 on pages 7.** In such circumstances the school will make available school reports etc. to the separated parent - to receive information, please complete name, address email and telephone number information at the bottom of this page.

Address (if different from student home address):	Address (if different from student home address):												
Post Code:	Post Code:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">Tel Nos:</td> <td style="padding: 5px;">Home:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Mobile:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Work: <i>(for emergency use. Please state days / hours worked)</i></td> </tr> </table>	Tel Nos:	Home:		Mobile:		Work: <i>(for emergency use. Please state days / hours worked)</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">Tel Nos:</td> <td style="padding: 5px;">Home:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Mobile:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Work: <i>(for emergency use. Please state days / hours worked)</i></td> </tr> </table>	Tel Nos:	Home:		Mobile:		Work: <i>(for emergency use. Please state days / hours worked)</i>
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<b>Email:</b> <i>(Providing an email address is essential for Priority 1 parents/carers as most important correspondence is sent via email) Please see Note 1 on page 7</i>	<b>Email:</b> <i>(Providing an email address is essential for Priority 1 parents/carers as most important correspondence is sent via email) Please see Note 1 on page 7</i>												
<b>Priority to contact in an emergency:</b> 1 <sup>st</sup> Joint 1 <sup>st</sup> 2 <sup>nd</sup> <i>(Priority 1/Joint 1 only will be used for automatic notification of unexplained absence.)</i> <b>Please see Note 1 on page 7</b>	<b>Priority to contact in an emergency:</b> 1 <sup>st</sup> Joint 1 <sup>st</sup> 2 <sup>nd</sup> <i>(Priority 1/Joint 1 only will be used for automatic notification of unexplained absence.)</i> <b>Please see Note 1 on page 7</b>												
<b>Job Title:</b> <b>Occupation:</b>	<b>Job Title:</b> <b>Occupation:</b>												
We ask for parent/carer occupations to help us establish how easy/appropriate it may be to contact you. On occasions we may approach parents/carers to share their expertise and experience; this is on an entirely voluntary basis.													

**SEPARATED PARENTS AND OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY EDUCATION ACT 1996**

Parental responsibility may be shared between a number of people beyond the child's natural parents. Please provide details of other people with parental responsibility and if not child's natural parents, please provide reason for the parental responsibility.

<b>Name</b> (and relationship to child):			
<b>Home Address:</b>		<b>Work Address:</b>	
<b>Post Code:</b>		<b>Post Code:</b>	
<b>Tel Nos:</b>	Home:	<b>Tel Nos:</b>	Work:
	Mobile:		Mobile:
<b>Email:</b>		<b>Email:</b>	

**ADDITIONAL CONTACTS**

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below the details of any person we can contact on such an occasion if the 1<sup>st</sup> or 2<sup>nd</sup> Priority Contacts are not available. Details should be listed in the order of contact preference. Please list individually, not Mr & Mrs.

*(If you are the Sole Parent/Carer, please make sure more than one Emergency Contact is listed below, in case we cannot reach you in the event of an emergency.)*

Priority	Full name	Relationship to the child	Parental responsibility	Daytime address and telephone number <i>(if same as home address please write home)</i>
3			Yes/No <i>(delete as required)</i>	Address: Tel No: Email:
4			Yes/No <i>(delete as required)</i>	Address: Tel No: Email:
5			Yes/No <i>(delete as required)</i>	Address: Tel No: Email:

**IN CARE INFORMATION**

**IN CARE/EVER IN CARE/ADOPTED FROM CARE/SPECIAL GUARDIANSHIP ORDER/RESIDENCY ORDER/FOSTER CARE/ CHILD ARRANGEMENT ORDER**

Has the child been adopted from care?	<b>Yes/No</b>
Has the child been placed on a Special Guardianship Order?	<b>Yes/No</b>
Has the child been placed on a Special Residency Order?	<b>Yes/No</b>
Has the child been placed on a Child Arrangement Order?	<b>Yes/No</b>

**If you have answered Yes to any of the above, please provide a copy of the order.**

Is the child currently in care? **Yes/No Start Date:**  
 Has the child ever been in care? **Yes/No Start Date: End Date:**  
 Is the child resident with foster parents? **Yes/No Start Date:**

**If you have answered 'Yes' to any of the above; which Authority is financially responsible for maintenance?**

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**YOUNG CARERS**

Is your child a Young Carer? **YES/NO**  
 If yes, please give date they became a Young Carer and to whom .....

**MEDICAL INFORMATION**

**DOCTOR**

Doctor's name:

Surgery Name, Address and Tel No:

**MEDICAL INFORMATION - Please circle any of the following**

Epilepsy	Diabetes	Asthma	Eczema
Arthritis	Multiple Sclerosis	Tuberculosis	A.D.H.D.
Other - please specify. (Please include any allergies, medication requirements)			

**VACCINATIONS - Please circle appropriate box.**

<b>MMR</b>	Yes/No	(If YES date of Vaccination)
<b>Tetanus</b>	Yes/No	(If YES date of Vaccination)
<b>Other</b>	Yes/No	(If YES date of Vaccination)
If your child uses an inhaler, is it carried on their person?		Yes/No
<b>I GIVE PERMISSION FOR MY SON/DAUGHTER TO BE GIVEN PARACETAMOL</b>		Yes/No

**DIETARY NEEDS - Please circle any of the following**

Gluten Free	Artificial colour allergy	Halal	Kosher food only	No Beef
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No dairy produce	No nuts of any type/quantity	No pork	Seafood allergy	Vegetarian
Vegan	Other (please specify):			

### **SCHOOL HISTORY**

<b>PREVIOUS EDUCATION DETAILS - Please list all schools since Reception (Most Recent First)</b>				
School Name	Address	Date of arrival (dd/mm/yy)	Date of leaving (dd/mm/yy)	Reason For Leaving

<b>SIBLINGS</b>				
Full Name	Relationship	Current School	Age	Position of this child in the family <i>(i.e. if this child has one older and one younger sibling – write 2/3)</i>

### **ETHNIC/CULTURAL INFORMATION**

*\*Required Field*

**PLEASE COMPLETE THE FOLLOWING.** This will help us to see how well children from different groups are doing. We want to make sure that **all** children are treated fairly and do well at school.

<b>*ETHNICITY - Please circle one of the following</b>		
<b>White</b> British Irish Traveller of Irish Heritage Gypsy/Roma White Other White Eastern European White Western European  <b>Black or Black British</b> Black Caribbean Black African Any other Black background	<b>Mixed</b> White & Black Caribbean White & Black African White & Asian Any other mixed background  <b>Any other ethnic group</b> Arab Iranian Kurdish Other Ethnic Group ( <i>Please state</i> )	<b>Asian or Asian British</b> Indian Pakistani Bangladeshi Any other Asian background  <b>Chinese</b> Chinese  <b>Refused</b>

**\*FIRST LANGUAGE - Please circle ONE of the following: (Please read note below for First Language definition)**

First Language is the language to which your child was initially exposed during early childhood and which they continue to be exposed to at home or in the community. It is not a question as to how well they speak English.

Arabic	French	Italian	Punjabi
Bengali	German	Mandarin	Spanish
Chinese	Greek	Mauritius / Seychelles Creole	Swedish
Danish	Gujarati	Norwegian	Urdu
Dutch	Hebrew	Polish	Welsh
English	Hindi	Portuguese	Other ( <i>please state</i> ) .....

**RELIGION - Please circle one of the following**

Buddhist	Christian	Coptic Christian	Jewish	Muslim
Roman Catholic	Sikh	Hindu	No religion	Other- please state

**ADDITIONAL INFORMATION**

**OTHER**

Have any other services been involved with your child (e.g. Health Visitor; Social Services; Education Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit; Diagnostic Unit; etc.). **If YES please give details**

**SEND**

Is there any other information you feel we should be aware of? (e.g. does your child have Special Educational Needs?)

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**TRAVEL TO SCHOOL - Please circle ALL which may apply**

Cycle	Car	Taxi	Train
Walk	LA provided transport	Bus	Route:

**MEALS – Please circle ONE of the following \*Please see note on page 10 - BIOMETRIC SYSTEM**

*Free School Meals <b>Date of expiry:</b>	<b>OR</b>	Please circle your child’s usual option Packed Lunch                      *School Cafeteria
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**ANY OTHER RELEVANT INFORMATION**

**Please provide any other information which you feel to be relevant in the space below:**

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**Notes**

**1. Priority 1/2**

Only Parents/Carers with Parental Responsibility can request to be Priority 1/2  
 Separated/absent parents with legal Parental Responsibility who **do not** want to receive daily texts regarding absence but would like to receive school reports, newsletters etc. can do so via SIMS Parent App. Note 3 below. Alternatively school reports, newsletters etc. can be posted on request.

**2. Parental Responsibility**

A mother automatically has [parental responsibility](#) for her child from birth.  
 A father usually has parental responsibility if he’s:  
 ● married to the child’s mother  
 ● listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in, see below)  
 You can [apply for parental responsibility](#) if you don’t automatically have it.

**3. Births registered in England and Wales**

If the parents of a child are married when the child is born, or if they’ve jointly adopted a child, both have parental responsibility.  
 They both keep parental responsibility if they later divorce.

**4. Unmarried parents**

An unmarried father can only get legal responsibility for his child in 1 of 3 ways:  
 ● jointly registering the birth of the child with the mother (from 1 December 2003)

- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

#### 5. Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

#### 6. Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

#### 7. Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

#### 8. Same-Sex Parents

##### Married same-sex couples

If you are not the birth mother but believe that you may have parental responsibility could you please supply evidence in the form of one of the following:

- Birth certificate
- Marriage certificate
- Parental order
- Parental responsibility agreement

#### 9. Civil partners

Same-sex partners who were civil partners at the time of the treatment will both have parental responsibility.

#### 10. Non-civil partners

For same-sex partners who aren't civil partners, the 2nd parent can get parental responsibility by either:

- [applying for parental responsibility](#) if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

#### 11. SIMS Parent App.

##### We use SIMS Parent to:-

Communicate with you and your child/children about their classwork and homework

##### It will also allow you as parents/carers to see:-

General information; letters home, school trip information, surveys, permissions slips, school calendars and events, term dates, academic departments, extra-curricular activities, etc. as well as attendance, behaviour and achievement points. Your child/children's reports, timetables, class groups and staff names, work / tasks that have been set and the progress of

that work, grades and feedback sent to each student.

Information on how to access SIMS will be sent at a later date.



## BLATCHINGTON MILL HOME - SCHOOL AGREEMENT

**Our Home School agreement is our mutual commitment to student learning celebrating the partnership between parents/carers, the school community and our students**

- We work together in partnership to ensure that every student does his/her very best and achieves their potential
- We communicate respectfully at all times understanding that we all want the best for our students
- Student learning is the centre of all that we do – so that our young people can flourish
- We are committed to celebrating diversity and promoting equality. We will all ensure that we challenge any form of prejudice, including discriminatory remarks with regard to gender, race, age, sexuality, gender identity, religion and disability.



- We expect all members of the school community to follow our school rules “Brilliant Blatch Behaviour” and “Blatch Basics” with regards to behaviour, conduct, attitude to learning, uniform, attendance and punctuality

## THE SCHOOL

The school will undertake to:

- Establish and sustain a positive partnership between home and school
- Promote a culture of learning so that our students can excel
- Provide a balanced and diverse curriculum which can meet the needs of your son/daughter
- Keep parents and carers regularly informed and consulted about school matters in general and your son/daughter’s progress in particular
- Provide clear information re student progress, achievements and behaviour
- Recognise, reward, praise and celebrate good behaviour, outstanding effort, achievement and contribution to school life
- Offer a broad range of public examinations
- Encourage your child to participate in a wide range of extra-curricular activities on offer
- Work with you to solve any problems which could harm your son/daughter’s progress while at school, such as attendance below 95%

**Signed by:** **Ashley Harrold - Head Teacher**

## THE PARENTS/CARERS

Parents and Carers undertake to:

- Support the school by working in partnership together, communicating any concerns and sharing success with the relevant staff
- Ensure that my son/daughter comes to school regularly, on time, in full school uniform and properly equipped and will notify the school when this is not possible
- Encourage my son/daughter to participate in school life to the full including extra-curricular activities
- Support the school’s “Brilliant Blatch Behaviour” and “Blatch Basics” both within school and on the journey to and from school
- Keep the school informed of any concerns or problems which might affect my son/daughter’s work or behaviour
- Use the progress data provided by school to support my son/daughter’s progress and work ethic
- Support my son/daughter in the completion of any independent learning
- Attend parents’/carers’ evenings and discussions about my son/daughter
- Respond to communications from the school
- Keep the school updated with regard to home contact details, including latest mobile phone contact numbers and email addresses
- Follow directions from school staff when attending any school events and be wary of putting any students at risk (Several students cannot have their photographs taken or their attendance at this school publicised for very good reasons).
- Ensure that interaction with students is age appropriate and does not undermine the boundaries put in place by professionals at Blatchington Mill School.

**Signed by:** **Parent/ Carer** **Date:**

## THE STUDENT

I shall:

- Work with my teachers and school staff to support my learning so that I can excel
- Contribute to school life and making our school the best school possible
- Do my classwork and homework as well as I can and complete it on time and catch up on any missed work
- Take responsibility for my own behaviour and do everything I can to make Blatch a safe and happy place for all and speak respectfully and politely to all members of the Blatch community
- Be prepared to learn and bring all the equipment I need every day
- Use the data provided by school to inform my progress and work ethic
- Respect and appreciate other students and staff, their work, views, property and individuality in accordance with “Brilliant Blatch Behaviour” and “Blatch Basics”
- Make sure that my mobile phone is turned off and is kept in my bag at all times and, for year 11 students only, used in the y11 common room at the designated times
- Attend school every day on time and in uniform

**Signed by:**

**Student**

**Date:**

*Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and understood the information provided above.*



## **BLATCHINGTON MILL BIOMETRIC AND SCHOOL INFORMATION MANAGEMENT SYSTEM (SIMS) INFORMATION**

### **Biometric System**

We operate a Cashless Catering system to pay for food in the canteen this allows students at breakfast, break and lunch to use their finger to purchase items from the canteen, this is a very quick and simple method which helps students get their items purchased in an efficient way.

Families can top up their child's/children's accounts via SIMS Pay (see below). There are also machines located by the Canteen and in the Music Foyer where students can scan their finger and check their balance or top up using cash (dominations are 10p, 20p, 50p, £1, £2 coins together with £5, £10, £20 notes). Please note that we are unable to provide change or change higher dominations for smaller.

**For your child to be able to use the biometric system we require your signature of consent on page 17 of this document.**

Biometrics are also used when students wish to print from school printers.

If you do not wish your child to use the biometric system, they will be issued with a card. The card is of the same shape and size as a credit card. However if it is lost, there is an admin cost to replace it of £3 per card - and the process takes 24 hours. For these reasons, this option is not recommended as they can be easily misplaced.

### **SIMS Pay**

SIMS Pay is a web -based payment system where you are able to top up your child's account for their lunch yourself rather than your child bringing money in to add via the machines mentioned above. It is also used to pay for trips and book other events/activities linked to school, via debit/credit card. Please bookmark the website link in your browser, when registering at <https://www.sims-pay.co.uk> .

Again, an invite will be sent out in September, on a separate email to the SIMS Parent app invite.

If topping up your child's finger via SIMS Pay, please allow at least 2 hours for the funds to be processed. To be available for breaktime funds need to have been added before 9.30am. To be used at lunchtime, they must be added by 11.30am. If your child brings the money in to school and puts it on their finger via the school machines, this is instantly available.

### **SIMS Parent**

SIMS Parent is our information app where you will be able to access your child's timetable, attendance, achievement points, behaviour points, school calendar, activities (school fixtures, trips, clubs and events) and student assessment and achievement data. We will send out an invite to you in September via email for this as well, so please download the app and activate your account as soon as you get the link.

## **SIMS Activities**

SIMS Activities is an extension of SIMS Parent and is accessible via the SIMS Parent website and a direct link is on the Systems Information Page under Key Information on the school website <https://www.blatchingtonmill.org.uk/systems>

Using this online portal, you will be able to:

- view all available activities
- instantly sign up to activities and fixtures (not trips) or provide consent
- keep track of what activities/fixtures/trips your child is signed up to attend
- be notified of any updates to activities, such as delays, cancellations and any changes to activity details

*It is worth emphasising the need for us to have your most up to date contact details. Without the correct current email address and mobile phone number for you, there is a chance that your child/ren may miss out on the opportunity to go on a great trip or be part of a club/team.*

### **BLATCHINGTON MILL ACCEPTABLE INTERNET USE STATEMENT**

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

- Access must only be made via the authorised account and password, which must not be made available to any other person.
- All Internet use should be appropriate to students' education. Visiting social media sites or chat rooms is often an example of inappropriate use.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for email they send and for contacts made that may result in email being received.
- The same professional levels of language and content should be applied to email as for letters or other media, particularly as email is often forwarded to others.
- Posting anonymous messages and threats is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Users must ensure they are aware of their own e-safety at all times. The school has published an e-safety policy which is available to any user on SIMS and the school website.
- The school may examine or delete a user's computer files, monitor the internet sites they visit, or inspect their email at any time and without their knowledge.

*Any person found to be misusing the system will have their internet access disabled, and may be removed from the network. **Resulting difficulties with coursework will not be considered as a reason for reinstatement.***

*Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and*

*understood the information provided above.*



## **BLATCHINGTON MILL SUMMARY OF ACCEPTABLE USE POLICY: MOBILE PHONES**

The full policy 'Acceptable Use Policy: Mobile Devices' can be downloaded from [www.blatchingtonmill.org.uk](http://www.blatchingtonmill.org.uk)

The Acceptable Use Policy for mobile devices applies to students during the school day, on school visits, residential trips and during extra-curricular activities.

**Students must make sure that all mobile phones are turned off and kept in bags at all times. Year 11 students only, are allowed to use their mobiles at the designated times; before and after school, at break and lunchtime and only outside the buildings or in the canteen eating area and the Year 11 zone.**

Unless express permission is granted by the classroom teacher, mobile devices should not be used for any reason during school lessons and other educational activities.

**Parents/Carers are reminded that in case of emergency, they should contact the School Office (01273 736244) and not attempt to contact their child directly.**

Permission to have a mobile device at school while under the school's supervision is contingent on parent/carer permission.

Using mobile devices to bully, threaten, denigrate or humiliate another student, or photograph or film any person without their consent, will not be tolerated. In some cases this can constitute criminal behaviour, and will be referred to the police liaison officer.

Students should be encouraged to mark their mobile device clearly with a form of identification, and use a tracking service where available.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised calls cannot be made on their devices. Students who bring a mobile device to school should leave it locked away or keep it well concealed.

**The school accepts no responsibility for replacing lost, stolen or damaged mobile devices, either in school or while travelling to and from school.**

Students who infringe the rules set out in this document will have their devices confiscated by staff. If a student has a device confiscated they will lose this until the end of the next school day. The mobile device will be taken to a secure place within the school. They will collect it from a member of senior staff in the canteen at R&R.

Repeated infringements will result in a confiscation period of more than 24 hours, and a 30 minute detention, and may result in the withdrawal of this agreement to allow the student to bring their mobile device to school.

### **YEARS 7 - 10 - NO MOBILE PHONES**

Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and understood the information provided above.



## **BLATCHINGTON MILL FIRST AID AND MEDICAL CONDITIONS**

Blatchington Mill has a 'duty of care' for all children when they attend school which encompasses many different aspects of their time with us.

Part of our responsibility extends to providing reasonable reaction to perceived medical needs either resulting from injuries sustained at school or other prevailing conditions.

The First Aid staff will assess students who are not feeling well or have injured themselves and deal with them appropriately; contacting parents/carers if they feel the student needs to go home or if they are concerned about the illness or injury. It must be stressed that staff are only First Aid trained and therefore cannot diagnose medical conditions. These should be referred to your GP or the hospital.

The First Aid staff do not have the resources or capacity to take students to A&E. Therefore, your help in this matter would be appreciated as it is a Parent/Carers responsibility to ensure their child's health needs are met.

If a student feels unwell or has been injured they should go to the First Aid Room before leaving the school site. This is to ensure we know where they are for their own safety. **Students should not contact parents/carers before seeing First Aid staff.**

We would ask you not to send your child to school if he/she is unwell. The school's First Aider cannot dispense drugs or give a diagnosis.

It is very important that you keep us updated with any medical condition your child has or develops during their time at Blatchington Mill to ensure their safety and well being and to allow us to treat them appropriately if necessary.

Due to the size of the school and the number of students it is not possible to restrict certain items of food or materials. Please ensure that if your child has a serious illness or allergy they have their medication (including inhalers) to hand. (Existing medication can be applied by the First Aider only in specifically agreed cases).

Please ensure medication is in the correct packaging from the pharmacist, with clear instructions and that the First Aid Officer also has a supply in case of emergency.

If you have any queries please contact the First Aid Room on 01273 736244 ext 263.

**All EPIPENS and other medicines must be checked by parents/carers on a regular basis including expiry dates. Any that have expired are to be collected by parents/carers for disposal.**

**It is not the responsibility of the First Aider to check the 'Use By Date' on medicines.**

Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and



## **BLATCHINGTON MILL SCHOOL UNIFORM POLICY**

A high standard of personal appearance is expected of all members of the Blatch community. Our guiding principles for the uniform are: value for money, durability and comfort.

Tutors will check that the correct Uniform is being worn. If there are temporary problems concerning the wearing of the correct school uniform, a note of explanation to the Tutor is required from a parent/carer.

### **Buying School Uniform**

School Uniform can be purchased online from <http://www.khalsaschoolwear.co.uk/> The Uniform providers also visit the school to take orders. Details of the next visit to the School are communicated via Sims Parent (see page 10) to current families and in our Year 6 mailshot.

### **Uniform Guidelines**

The school uniform is gender neutral and where a choice of items is applicable these are available to all students. Primarily this may affect skirts, trousers, and shorts. The uniform is the same for all year groups and consists of a school jumper, shirt, tie, and a choice of skirt, trousers or (in the summer term only) shorts.

<b>ITEM</b>	<b>GUIDANCE</b>
Shoes	Black formal/dress shoes. Shoes with a high heel are not acceptable and all boots, including ankle boots are not permitted. Canvas shoes or trainers are not permitted. No logos on shoes are permitted.
Socks	Plain black or dark grey socks. White or coloured socks are not acceptable. Socks over tights of different colour are not acceptable.
Tights	Plain black, grey or flesh-coloured tights. Other coloured or patterned tights are not acceptable.
Skirts	Grey skirt, purchasable from Khalsa Schoolwear. Skirts must be worn at full length and should rest on or below the knee. No other styles or makes of skirt except the school skirt are acceptable.
Trousers	Plain dark grey formal trousers purchasable from Khalsa Schoolwear or other retailer which meets specifications. Chinos are not permitted. Trousers should be worn at full length and not rolled up.
Shorts	Plain dark grey formal shorts purchasable from Khalsa Schoolwear or other retailer which meets specifications are permitted in the Summer term only.
Shirt and tie	Formal white shirt with a collar. Shirt should be tucked in. BMS school tie – maroon / silver striped.
Jumper	Grey V-neck jumper with maroon stripe and BMS logo purchasable from Khalsa Schoolwear.
Headscarves	Where headscarves are worn as a religious observance, they must be plain black, grey or maroon. Patterned head scarves are not acceptable.

### **Further guidance:**

- A school bag large enough to carry an A4 folder is required.
- Earrings, if worn, should be one small earring per ear. Large earrings, nose-studs and other piercings are not permitted.
- Makeup and nail polish, if worn, should be minimal
- No hoodies – with or without zips.
- No outer garments to be worn in lessons

- No studded or coloured belts.

*Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and understood the information provided above.*





### **BLATCHINGTON MILL PHOTO RELEASE CONSENT**

We like to share information and news of some of the exciting activities that take place at Blatchington Mill School. It may be that your son or daughter have their photograph taken or are included in a video recording during events such as performances, sporting fixtures, school trips or other school activities. We may include these on our @BlatchMill twitter feed, on the school website as part of press releases or in general promotional materials as well as displays around school.

It is standard practice for every student to give their own permission for their photo to be used for individual events, as they happen.

Any general photos, for example assemblies, where individual students may not be aware they are being photographed are only permissible for brochure purposes and promotional printed material. If a story goes national, or if we have any doubt about the audience that will be reached then you will be contacted directly.

### **BLATCHINGTON MILL KEY STAGE 3 SPORTS FIXTURES CONSENT**

During this academic year your son/daughter may be selected to represent the school in a sports fixture. We hope that you will give your full support to them if this is the case and allow them the opportunity to participate.

The details of our fixtures are written on team sheets and are displayed on the fixtures notice boards outside the East Wing changing rooms. If the fixture is 'away' then travel is usually via the school minibus. The students will arrive back after school hours so please arrange for the collection of your son/daughter where necessary. If you are collecting your son/daughter from the 'away' venue, please ensure the member of staff is aware the student is going home with you. If you would like your child to walk home or catch the bus from the away venue then either a note or evidence of a text message to your son/daughter is required.

In Key Stage 3 as part of the PE programme, your son/daughter will participate in some Orienteering. This may include a trip to Hove Park in the school minibus during their PE lessons.

During fixtures we also try to get photographs of teams participating or after the game. If you do not want your son/daughters photograph taken and used on the Blatch PE Twitter account then please fill in the form below.

*Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and understood the information provided above.*



### BLATCHINGTON MILL FRIENDSHIP CHOICE

Please identify three students who you would like to have in your form. We will endeavour to give all students at least **ONE** of their choices.

Information from your child's primary school regarding educational requirements and friendship groups will be taken into account when allocating form groups and may result in your child not being with their choice of friends.

**Full Name of Friend/s**

**Primary School they attend**

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If your child doesn't have a friendship preference or doesn't know anyone coming to Blatch please tick one of the choices below.

<i>No preference</i>	<input type="checkbox"/>
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<i>Doesn't know anyone at Blatch</i>	<input type="checkbox"/>
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### BLATCHINGTON MILL MODERN LANGUAGES

The study of a modern language is a requirement of the curriculum at Key Stage 3. At Blatchington Mill School all students in Years 7, 8 and 9 learn a language – either French or Spanish. We will allocate a language to each Year 7 student. **This is the language they will study throughout years 7-9 and onto GCSE if they choose to study a language into Key Stage 4.** If you have strong reasons for requesting a specific language for your son/daughter, please fill in the below form.

We cannot guarantee to meet specific requests, as allocations will be dependent on staffing, friendship choices, form groups and timetabling factors.

Languages are allocated by form group. Information from your child's primary school regarding educational requirements and friendship groups will be taken into account when allocating form groups and may result in your child not being with their choice of friends or studying their preferred language. We will however do all we can to fulfil preferences.

**Preferred Language to Study (please tick):**

<i>French</i>	<input type="checkbox"/>
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<i>Spanish</i>	<input type="checkbox"/>
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**Reason for preference:**

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Please tick the appropriate box on the **Consent Forms and Checklist 2019** (Page No 17.) to confirm you have read and understood the information provided above.



**PARENTAL DECLARATION**

**DATA PROTECTION STATEMENT:**

*The purpose of this form is to collect data for further processing within the school/Local Authority systems. Your signature on this form implies your consent for the school/Local Authority to process the data. The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, the DCSF, Connexions Service and other Government Agencies (Full Fair Processing Notice is available via the School Website). The data will be processed in accordance with the purposes notified by the school/Local Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database. This information will also be shared with the school nurse and dental health.*

**DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:**

*I declare the information I have provided to be correct to the best of my knowledge at the time of completion. I have read and understood the Data Protection Statement and the Photo Release Consent information.  
I agree to notify the school of any change in my child's circumstances.  
I agree to my child having medical and nursing appointments with prior approval from Parent/Carer.  
There is also a school nurse drop in held once a week. All are welcome.  
I understand that the head teacher must be informed of any conditions which might affect my child's education.*

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BLATCHINGTON MILL CONSENT FORMS AND CHECKLIST**

Please <b>TICK</b> to confirm you have completed the following information:		TICK
Home to School Agreement ( <i>signed by BOTH parent/carer and child</i> )	Page 8-9	
Friendship Choice and Modern Languages Preference	Page 16	
Please <b>TICK</b> to confirm you have read and understood the following information:		TICK
Acceptable Internet Use Statement	Page 11	
Mobile Devices Statement	Page 12	
First Aid and Medical Conditions Procedure	Page 13	
Uniform Guidelines	Page 14	

Please <b>INITIAL</b> to confirm you consent to the following information: <i>(if you do not consent, please insert an 'X' in the box)</i>		<b>INITIAL</b>
Biometric Consent	Page 10	
Photo Release Consent & Sports Fixtures Consent	Page 15	