NEW

STARTER

6th FORM

Learner Details, Agreements & Consents

Information for Parents/Carers

**Current High School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Learner Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign** and return all of these documents to school

**Upton-by-Chester High School, St James’s Avenue, Upton, Chester CH2 1NN**

**Tel: (01244) 259800 E-Mail:** [**admin@uptonhigh.co.uk**](mailto:admin@uptonhigh.co.uk)

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Dear Learner,

Welcome to our fantastic 6th Form, we are delighted that you have chosen to join us for the next stage of your education journey.

Within 6th Form we pride ourselves on having high expectations of ourselves, being hard working and working together to allow each individual to reach their full potential.

Within this pack you will find more information regarding 6th Form and there are also parts which you are required to read, fill in and sign before returning them to us on the 5th of September.

Can I also remind you that all learners should have completed their induction tasks for each subject by the 16th of September.

We look forward to working with you over the next couple of years and we’re excited to begin the next stage of your journey on the 5th of September.

Yours sincerely

Mr Lewis

Director of KS5

**6th Form Structure**

It is important that everyone is aware of the 6th Form team, and contact details so that an efficient line of communication can be established and maintained between school and home.

Director of KS5 Mr Lewis [lewisp@uptonhigh.co.uk](mailto:lewisp@uptonhigh.co.uk)

KS5 Pastoral Manager Mrs Stickels [stickelst@uptonhigh.co.uk](mailto:stickelst@uptonhigh.co.uk)

KS5 Academic Manager Miss Main [maink@uptonhigh.co.uk](mailto:maink@uptonhigh.co.uk)

UCAS Coordinator Mrs Roberts [robertss@uptonhigh.co.uk](mailto:robertss@uptonhigh.co.uk)

EPQ Lead Ms McCarthy [mccarthyh@uptonhigh.co.uk](mailto:ryand@uptonhigh.co.uk)

Careers Advisor Mr Peace [peaceg@uptonhigh.co.uk](mailto:peaceg@uptonhigh.co.uk)

The team also comprises 13 strong and experienced Form Tutors who should be your first port of call for any concerns you may have. Our Lower 6th Form groups will be assigned prior to our September start date.

**Induction Tasks**

All learners must complete the relevant induction tasks for each of their chosen subjects ready to be handed in by September 10th. These can be found on the school website and on the following link  [Induction Tasks](https://www.uptonhigh.co.uk/page/?title=Induction+Tasks&pid=488) . You should have already been sent a VESPA booklet to complete in earlier correspondence, this should be completed by the 3rd of September and returned to your form tutor. This can be found on this link here [VESPA- VISION Activity](https://www.uptonhigh.co.uk/_site/data/files/documents/sixth%20form/FD1B01A78616F254338B3482CA48E1FD.docx?pid=484)

The initial Induction tasks and an induction assessment in the beginning of October will allow us to gauge the course suitability for learners, whilst also allowing all our learners the opportunity to evaluate that subject for themselves. This can result in conversations being needed to discuss changing courses in certain cases.

**Learner Journals**

Learners will receive a learner journal for each of their subjects. This book should be used to complete independent activities in. This can include summary notes of topics, favoured revision strategies, exam questions etc. We will look at these once a half term, and we appreciate it if learners share their work with pride with those at home on a regular basis too.

**Logistics of the School Day**

All Lower 6th learners will return to school on the 3rd of September.

Learners should be in school ready for form time at 8.40am.

The school day for learners within 6th Form is:

8:40  Form Time

8:50 Lesson 1

9:50 Lesson 2

10:50 Break

11:10 Lesson 3

12:10 Lunch/ THRIVE\*

13:10 Lesson 4

14:10 Lesson 5

School finishes at 15:10, however, learners are able to continue to work in the Hub until 16:30 if they wish. The Hub is also open at break and lunch if learners wish to use it.

\*Lower 6th will have their lunch between 12:10 and 12:45 before they complete their daily THRIVE session with their Form Tutor.

Learners are encouraged to leave the common room/ canteen area at 12.40 so that they arrive punctually for their session and this also creates space for the Upper 6th as they start their lunch.

THRIVE is a daily session where we will cover a range of topics such as careers, university, literacy, budgeting and finance, current affairs amongst others as we develop each of our learners not just academically but as a well rounded individual.

The majority of learners on their timetable will have a total of 27 lessons a fortnight for their respective subjects, 1 lesson a fortnight for PSHE and 1 assembly/ lecture session. In addition learners will have 9 Directed Study sessions, 5 independent Study sessions and then 7 sessions that are ‘frees’, albeit the most successful learners will get the right balance for work and socialising in these ‘free sessions’. For those learners who have chosen 4 subjects they will have a total of 36 lessons across their chosen subjects.



**Learning to shape the future**

**Headteacher: Mr L Cummins B.Ed (Hons), M.Ed, NPQH**

**SIXTH FORM CONTRACT- Parents**

**School Responsibilities**

The School will try to:

1. Provide a caring, stimulating and challenging learning environment in which high standards of work and conduct are expected of all learners.
2. Provide a curriculum designed to present a balanced programme of learning which is matched to the aptitude and aspirations of each individual learner to enable them to reach the next stage in their learning journey.
3. Promote an effective home-school partnership in which learners, parents/carers and teacher work in co-operation, provide mutual support and share responsibility.
4. Keep you informed about your child’s progress.
5. Keep you informed about general school matters.
6. Monitor your child’s attendance and punctuality and keep you informed of unexplained absences.

**Signed- Paul Lewis**

**Mr Lewis, Director of KS5**

**Parents/Carers Responsibilities**

I/We shall try to:

1. Ensure that my/our child goes to school regularly, is punctual, dressed appropriately and is properly equipped.
2. Make the school aware of any concerns or problems that might affect my/our child’s work or behaviour.
3. Support the school’s policies and guidelines for behaviour and school dress.
4. Support my/our child in homework and other opportunities for home learning.
5. Attend Parents Evenings and discussions about my/our child’s progress.
6. Get to know about my/our child’s life at school**.**

**Signed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Parent/Carer**

**Learning to shape the future**

**Headteacher: Mr L Cummins B.Ed (Hons), M.Ed, NPQH**

**SIXTH FORM CONTRACT- Learners**

**Learner’s Responsibilities**

I shall try to:

1. Aspire to reach the highest standards and expectations set by myself and school.
2. Achieve the school targets, work hard and give of my best.
3. Be reflective on my performance in order to improve my grades further.
4. Behave in a considerate manner, take pride in myself, my work and my school.
5. Attend school regularly and punctually, providing suitable reasoning for any absence.
6. Act as a role model to learners across other year groups within and outside of school, so that you uphold the high value school has within the local and wider community.
7. Bring all the equipment I need every day.
8. Complete work to my best standard and complete it on time.
9. Adhere to the 6th Form dress code, and I understand that I could be sent home if my dress does not meet school requirements.
10. Respect other people and keep the school ‘Code of Conduct for Young People and Adults’.
11. Obey the school rules.
12. Take part in school events where required.
13. Treat school buildings and property with respect and keep the school free from litter.

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner**

**6th Form Dress Code September 2023**

All learners are to attend school dressed appropriately for an educational and work place setting. Our learners are role models to learners in lower years and therefore their appearance should be clean, smart and within the parameters of the 6th Form Dress Code.

|  |  |  |
| --- | --- | --- |
|  | Acceptable | Not within our dress code |
| Tops | * Full length tops that cover the shoulders * T-shirts/ Polo shirts * Vest tops, that have thick straps | * Exposed chest, shoulders and midriff * Inappropriate slogans; including offensive terms or anagrams |
| Legwear | * Trousers * Reasonable length shorts and skirts * Thick leggings | * Very short shorts * Very short skirts * No ruched, thin or gym\* leggings * Any transparent items of clothing |
| Footwear | * Plain, smart and unobtrusive | * Flip-flops * Dangerous or inappropriate footwear, particularly when working in practical subjects |
| Head, Face & Hair | * Clean and smart * Sensible piercings | * Extreme hairstyles * Hats, including caps are not to be worn indoors * Heavy makeup |
| All clothing | * Clean and appropriate * Must allow learner ID cards to be seen at all times | * Large rips in clothes * No visible tattoos |

\* Learners who study PE will obviously be able to wear sports clothes that are suitable for the respective sport they will be playing during their practical lesson on that day. At all other times PE learners should follow the guidance above.

If there is any uncertainty regarding suitability of clothing, learners are encouraged to check with the Sixth Form team beforehand. School will ultimately have the final decision. In certain circumstances learners might be required to return home to change before being permitted into school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEARNER DETAILS** | | | | |
| Legal Name(s) (as on birth certificate) |  | Legal Surname | |  |
| Preferred Name |  | Preferred surname | |  |
| Date of birth |  | Gender | | 🞏 Male 🞏 Female |
| Home address |  | Previous school & reason for leaving  (in year transfers only) | |  |
| Postcode |  |  | |  |
| May we contact the previous school? | 🞏 Yes 🞏 No | Siblings at Upton | |  |
| Lunch arrangements | 🞏 Permission to go off site for lunch | | | |
| Does either parent work in the Army, RAF or Navy? | | | 🞏 Yes 🞏 No | |

|  |  |
| --- | --- |
| Travel Arrangements  (please only select one) | 🞏 Walk 🞏 School Bus 🞏 Public Bus 🞏 Car 🞏 Taxi  🞏 Bicycle (must have cycling proficiency level 3 & wear a helmet) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARENT/CARER & EMERGENCY CONTACT DETAILS - PRIORITY 1 CONTACT** | | | | | |
| Title |  | First name | |  | |
| Surname |  | Home telephone no. | |  | |
| Mobile telephone no. |  | Work telephone no. | |  | |
| Email address | \*Please note that the majority of our communications are sent via email. | | | | |
| Home address  (if different from learner) |  | Parental responsibility? | | 🞏 Yes 🞏 No | |
| Postcode |  | Relationship to learner | |  | |
| **PRIORITY 2 CONTACT** | | | | | | |
| Title |  | | First name | |  | |
| Surname |  | | Home telephone no. | |  | |
| Mobile telephone no. |  | | Work telephone no. | |  | |
| Email address | \*Please note that the majority of our communications are sent via email. | | | | | |
| Home address  (if different from learner) |  | | Parental responsibility? | | 🞏 Yes 🞏 No | |
| Postcode |  | | Relationship to learner | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **PRIORITY 3 CONTACT** | | | |
| Title & First name |  | Surname |  |
| Home telephone no. |  | Mobile telephone no. |  |
| Home address  (if different from learner) |  | Parental responsibility? | 🞏 Yes 🞏 No |
| Postcode |  | Relationship to learner |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MEDICAL DETAILS** | | | |
| Does your child have a Health Care Plan?  (if yes, please include a copy with this form) | 🞏 Yes 🞏 No | If yes, please provide details |  |
| Does your child have any medical conditions/allergies? | 🞏 Yes 🞏 No | If yes, please provide details |  |
| Does your child have any special dietary requirements? | 🞏 Yes 🞏 No | If yes, please provide details |  |
| Name of GP |  | GP telephone no. |  |
| GP address |  | Postcode |  |

|  |  |
| --- | --- |
| **SEND DETAILS** | |
| My child’s specific difficulties include: |  |
| Evidence of Need  (Please provide copies of any reports with this form) | 🞏 Medical Report/Diagnosis/EHCP 🞏 Speech & Language Therapy Report  🞏 Educational Psychologist Report 🞏 Specialist Dyslexia Report  🞏 Irlen’s Diagnosis Overlay Colour \_\_\_\_\_\_\_\_\_\_ Irlen’s Glasses 🞏 Yes 🞏 No  🞏 Other (please specify) |
| School Support | 🞏 IEP/Provision Map 🞏 Other (please specify) |
| EXAM ACCESS ARRANGEMENTS & SPECIAL CONSIDERATIONS AT KS2 and GCSE  Access arrangements are available to candidates with physical disabilities, sensory impairments and learning difficulties. If you have previously been eligible for any number of the following please tick: | |
| 🞏 Extra time 🞏 Use of word processor  🞏 Rest breaks 🞏 Use of English Dictionary  🞏 Prompter 🞏 Use of British Sign Language  🞏 Reader 🞏 Enlarged paper/font size  🞏 Practical assistant 🞏 Transcripts  🞏 Scribe 🞏 Other (please provide detail) | |
| **Any other additional information that may be helpful to us.** | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DIVERSITY** | | | | | | |
| **ETHNICITY** | | | **DESCRIPTION** | | | **TICK ONE BOX** |
| White | | | White – British | | |  |
| White – Irish | | |  |
| White – Traveller (Irish Heritage) | | |  |
| White – Gypsy/Roma | | |  |
| Any other White background | | |  |
| Asian | | | Asian – Bangladeshi | | |  |
| Asian – Indian | | |  |
| Asian – Pakistani | | |  |
| Any other Asian background | | |  |
| Mixed – White/Asian | | |  |
| Black | | | Black – African | | |  |
| Black – Caribbean | | |  |
| Any other Black background | | |  |
| Mixed – White/Black African | | |  |
| Mixed – White/Black Caribbean | | |  |
| Chinese | | | Chinese | | |  |
| Other Category | | | Any other Mixed background | | |  |
| Any other Ethnic group | | |  |
| Decline to say | | | Decline to say | | |  |
| **LANGUAGE** | | | | | | |
| First Language | | |  | | | |
| Is English a second  language? | | | 🞏 Yes 🞏 No | | | |
| **RELIGION** | | | | | | |
| Buddhist | 🞏 | Muslim | | | 🞏 | |
| Christian | 🞏 | Sikh | | | 🞏 | |
| Hindu | 🞏 | No Religion | | | 🞏 | |
| Jewish | 🞏 | Decline to say | | | 🞏 | |
| Other Religion (please specify) | | | | 🞏 | | |

**ICT Equipment, Network, Internet and E-mail**

The School’s Acceptable User Policy is available on the School Website; a printed copy is also available on request.

By using the school network users agree to the terms set out in the ICT acceptable use policy.

As a school user of computing equipment, the network, internet and e-mail I agree to comply with the school rules on its use.

I will use all the ICT resources available to me in a responsible way and observe all the restrictions explained to me by the school.

As a Parent or Carer, I understand that my child will be held accountable for their own actions. I also understand that some materials on the internet may be inappropriate and I accept responsibility for setting stands for my child to follow when selecting, sharing and exploring information and media.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Learner**

**Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Learner Image Consent Form**

Occasionally, we take photographs of the learners at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays, on our website and on the school’s social media sites.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Learners may appear in these images, which will sometimes be published in local or national newspapers or on their websites.

We believe that positive publicity benefits all involved with the school. Nevertheless, we will not involve your child without your consent.

Please take a few minutes to complete the form overleaf so that we are aware of, and can comply with, your wishes.

**Conditions of use:**

1. This form is valid for the duration your child remains at Upton-by-Chester High School.
2. It is your responsibility to let us know in writing if you want to withdraw or change your consent at any time.
3. We will not use the personal details or full names (which means first name and surname), of any learner in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any other printed publications.
4. The images we take will be of activities that show the school and learners in a positive light.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson”.
6. We will only use images of learners who are suitably dressed, to reduce the risk of such images being used inappropriately.
7. We will make every effort to ensure that we do not allow images to be taken of any learners for whom we do not have permission or who are “at risk” or disallowed from having their photographs taken for legal or social reasons.
8. Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

**Please circle “Yes” or “No” to each question below:**

|  |  |  |
| --- | --- | --- |
| 1 | May we use your child’s image in the following :- | Yes / No |
|  | School prospectus and other printed publications/displays that we |  |
|  | produce for school publications, promotional purposes, website, Social/News Media |  |
|  |  |  |
| 2 | May we have your permission for a school photograph to be | Yes / No |
|  | taken of your child? I understand that they would be available |  |
|  | for purchase by parents. |  |
|  |  |  |

**I have read and understood the information overleaf.**

Parent’s or Carer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Biometric technology is used to recognise the vast majority of learners and staff within our school when they are making catering purchases. **Biometric recognition will not be set up for your child unless we have explicit written consent from you to do so, which you have the power to stop at any time**.

Please complete this form if you consent to the taking and using information from your child’s fingerprint by Upton-by-Chester High School as part of an automated biometric recognition system. This biometric information will be used by Upton-by-Chester High School for the purpose of the administration of the school’s cashless catering service.

In signing this form, you are authorising the school to use your child’s biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address:

Student Reception

Upton-by-Chester High School

St James Avenue

Chester

CH2 1NN

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read the information provided to me by Upton-by-Chester High School I give consent to information from the fingerprint of my child being taken and used by Upton-by-Chester High School for use as part of an automated biometric recognition system for the administration of the school’s cashless catering service.

I understand that I can withdraw this consent at any time in writing.

Parent’s or Carer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If you would prefer that biometrics is not used for your child they will be issued with a unique 6-digit Personal Information Number (PIN) code, which they will need to enter when making purchases or depositing cash to top-up their account. Biometrics is used quite extensively in many other schools and colleges for cashless catering, library software, print and photocopy cost control, access control and registration systems etc.

We would like to make it clear that our school will comply at all times with the current data protection regulations including the provisions of the Protection of Freedoms Act 2012 and the General Data Protection Regulation (GDPR) regarding the use of biometric data. In order for your child to use the biometric system, one parent or carer will need to read, sign and return this form.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Upton-by-Chester High School, St James’s Avenue, Upton, Chester CH2 1NN**

**Tel: 01244 259 800**

**E-Mail:** [**admin@uptonhigh.co.uk**](mailto:admin@uptonhigh.co.uk)

**Overview of What’s Required**

* Complete Parent and Learner contracts
* Fill in new starter information (if required)
* Complete permission sheets for Biometrics, photos and ICT
* Learners to complete the VESPA activity booklet

The above should be completed for September 3rd and passed to the respective form tutor.

Then learners should complete their induction tasks by the 10th of September, these are handed in to their respective subject teachers.