

PERSONAL DETAILS RECORD

This form must be completed and returned to school

It is essential that you keep the School updated on any changes to your personal contact details

Student Surname:	
Forename(s):	
Preferred name:	
Date of Birth:	
Registration Group:	
Address:	
Post Code:	
Student mobile:	Home Telephone:
Student email:	

Please give details for all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. PLEASE STATE WHICH IS THE PRIMARY MOBILE NUMBER AND PRIMARY EMAIL ADDRESS FOR EACH CONTACT WITH PARENTAL RESPONSIBILITY.

Priority No 1 Contact:			
Name:		Relationship to pupil	
Address if different from student:			
Home Tel No:		Personal Mobile:	
Work Tel No:		Work mobile:	
Email address:		Occupation:	

Priority No 2 Contact:			
Name:		Relationship to pupil	
Address if different from student:			
Home Tel No:		Personal Mobile:	
Work Tel No:		Work mobile:	
Email address:		Occupation:	

Priority No 3 Contact:			
Name:		Relationship to pupil:	
Home Tel No:		Personal Mobile:	
Work Tel No:		Work mobile:	

Health Information

It is very helpful, and can be of the utmost importance, for members of staff to be aware of any health problems your daughter might have. In a real emergency, it may even be necessary for the school to contact your family doctor.

Name of General Practitioner:
Telephone number of GP:
Address of GP:

Medical condition(s), allergies or health problems we should know about in case of an emergency:

Please state any medication your daughter will have with her (including dosage/times):

(If your daughter carries an epipen/anapen she must bring three to school on the first day. One will be kept with her at all times, the other two need to be in a container, with her name, form and photograph on the outside, which must be handed to main Reception and Sixth Form Office. If your daughter uses an inhaler she must carry it with her at all times)

Please state anything else you think School should be aware of:

Ethnicity: <i>(please tick)</i>	Black Caribbean
Any other Asian background	Chinese
Any other Black background	Pakistani
Any other ethnic group	White British
Any other mixed background	White Irish
Bangladeshi	White and Black African
White and Black Caribbean	White and Asian
Indian	Refused

Language spoken at home	
Is English your daughter's first language?	
What is your daughter's first language if not English?	
Is your daughter a fluent speaker of another language? (Please state)	

Daughter's Religion	
Daughter's Nationality	
Daughter's country of birth	

Has your daughter been registered for Pupil Premium in the last five years? **YES** **NO**

Signature: <i>(person with parental responsibility)</i>	Date:
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Home / School Agreement

The home / school agreement underpins the success of the Sixth Form at Altrincham Grammar Schools for Girls. Students and staff work together to ensure that every student has the best opportunity to reach their potential. The home / school agreement lays out what students can expect from Altrincham Grammar School for Girls and, in turn, what schools them. In accepting your place at the Sixth Form, you are committing to keeping up your part of the agreement.

The role of the school

The school undertakes to:

- (a) provide initial and continuing guidance about courses, together with appropriate teaching, setting and marking of homework;
- (b) encourage each student in their work and assess progress by regular monitoring, reviews and reports to parents on this progress;
- (c) provide facilities and resources for study and encourage the acquisition of sound learning skills for independent study; the Sixth Form Library is open from 8.15am to 5pm on Tuesday, Wednesday and Thursday. Monday 8.15 am to 4.15 pm and Friday 8.15 am to 3.00 pm.
- (d) provide careful, comprehensive advice and guidance about careers in employment, apprenticeships and for applications for further/higher education;
- (e) provide an opportunity for parents and students to discuss progress in the Sixth Form on Parents' Evenings and, if necessary, by appointment;
- (f) prepare each student to sit public examinations appropriate to the progress made on each course;
- (g) provide the opportunity for broadening the student's educational experience to include topics relevant to becoming a good citizen, well-being and health issues. Also to provide advice on work experience to support intended "Post 18" courses/careers and to create an awareness of the economic, industrial and social environment;
- (h) be available for consultation, help and advice whenever necessary on request and to solicit the help of outside agencies when needed. No student should ever feel that there is no-one on the staff to turn to.

NB If a student feels that the school is not fulfilling its side of the agreement she should bring it to the attention of the Head of Sixth Form

Home / School Agreement

The role of the student at Altrincham Grammar School for Girls

Your part of the agreement means that you, and your parents or carers, undertake that you:

- (a) attend school on all days other than when absence is unavoidable i.e. because of illness, interviews, etc. You must not take days or part of a day off, except where it has been agreed in advance. Students may be allowed home on free afternoons for personal study, as long as parental permission has been given;
- (b) register your attendance punctually with your tutor in the morning and in the library in study periods. If you are absent for any reason, your parent or carer should call the Sixth Form office first thing on the morning of absence and everyday thereafter that you will not be attending school. If you are late you will be marked accordingly. It is your responsibility to make yourself known to your Form Tutor on days of assembly. Attendance and punctuality will be monitored regularly and procedures are in place if either become a concern.
- (c) explain any absence from school in writing to your tutor on your return to school. Discuss with subject teachers the work missed and catch up as soon as possible;
- (d) request permission for any planned absence e.g. university/apprenticeship open days, interviews etc by completing a green form 2 weeks in advance;
- (e) attend all lessons, work placements and projects, field trips, all enrichment studies, activities and student roles associated with your Sixth Form studies and responsibilities;
- (f) attend and helps at school events, such as Open Days and Evening and Year 6 Entrance Test;
- (g) complete all set work by agreed times and maintain good standards of work and meet course requirements. Be prepared to spend a substantial amount of time (at least 10 hours per subject per 10 day cycle) completing extra study outside of your lesson. It should be stressed that non-contact periods for private study at school will not provide enough time for you to undertake all the independent study needed for your courses. Ensure that any part-time work does not hinder your academic progress. Your tutor, subject teachers or Senior Tutor should be seen if there are any problems;
- (h) have respect for the working environment in the designated silent, private study areas and maintain a high standard of behaviour as a Sixth Form student;
- (i) adhere to the Sixth Form dress code and other Sixth Form rules at all times, including the use of mobile phones and crossing the road at the zebra crossing;
- (j) recognise the example that you set to the rest of the school.

Acceptable Use Policy: Sixth Form Students

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school equipment.
- I will only log on to the school network or other areas or platforms with my own user name and password.
- I will follow the schools ICT security system, password recommendations and not reveal my passwords to anyone and change them as required.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the eSafety Coordinator. **I will not take recordings, images or videos of other members of the school community (including other students and teachers) without their knowledge or consent.**
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute. This includes the use of social media sites (including Facebook), blogs and microblogging sites (such as Twitter) and media sharing sites and apps (such as Snapchat).
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community both inside and outside school.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.
- If I do not have access to an internet connection or other required technology to complete a piece of work I will do the work on the computers at school or print the work at school and complete on paper.

Dear Student

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of eSafety and know how to stay safe when using any ICT. Students are expected to read and discuss this agreement with their parent or carer and then to sign on the enclosed permission slip and follow the terms of the agreement. Any concerns or explanation can be discussed with their form teacher.

Permission slip 2017

Please return to the Sixth Form Office together with the Personal Details Record as soon as possible

Student name _____ Form _____

To be completed by parent/carer:

I have read and agree with the home school agreement.	Y / N
I give my consent for my daughter, to be filmed/photographed at school events and her forename and surname be used in school publications, local, national and international press, and for her photograph to be used by the school after she has completed her studies at AGGS.	Y / N
I have read and understood the School's E-safety Basic Guidelines and give permission for my daughter to access the School Network and the Internet. I understand that the school will take all reasonable precautions to ensure that students will not gain access to inappropriate material and I agree that the school cannot be held responsible for the nature or content of material accessed through the internet and is not liable for any damages arising from the use of internet facilities.	Y / N
I give consent for the use of Biometric Information from my daughter, via her fingerprint, to be used for the purpose of providing her with access to the cashless catering system that we operate within our School. An image of your daughter's fingerprint is not stored.	Y / N
I / we will be attending the Year 12 Induction Evening on Thursday 7 th September 2017 at 6.30pm.	Y / N
I have read the letter regarding the university trip on and give permission for my daughter to attend	Y / N
I am willing to make a contribution for the university trip on ParentPay	Y / N
I give my consent to sharing my daughter's information with Trafford Connexions Career Service and our work experience agency.	Y / N
I give permission for my daughter to leave the school premises during the lunchtime period in both Year12 and 13. I understand that she is allowed to study at home during her afternoon free periods, and I am prepared to accept full responsibility for her at such times.	Y / N
I understand that my daughter will be required to help at school events. Year 6 entrance exam, 6 th form open evening, and the school open evening. This may also include other school events that she may help out with, which may be in the evening or after school. I confirm that I will make arrangements for my daughter to get home.	Y / N

Signed.....Parent/carer Date.....

To be completed by student:

I have read this document and I agree to follow the eSafety rules and to support the safe and responsible use of ICT at AGGS. I am aware that I may be required to access approved online resources or social media as part of homework but that offline alternatives will be made available where necessary.	Y / N
I agree to adhere to the home school agreement.	Y / N

Signed..... Student Date.....