Sixth Form Admission Document 2017

Dear Student,

We are delighted to welcome you to the sixth form at Altrincham Grammar School for Girls. We look forward to working with you through the next stage of your academic life as you embark upon your A levels. Please read the letters and information in this document carefully. Please complete and return the following to your form tutor on Monday 4th September 2017:

- Personal details form
- Permissions slip
- School fund documents (if applicable)
- Bursary forms (if applicable)

You will begin sixth form on Monday 4th September. Students who are joining AGGS from another school should arrive by 9.30am. All other students should arrive at the sixth form centre by 10am. Monday 4th September will be an induction day, with important information given out, including form groups and timetables. Part of this day will include some team building activities which will take place outside. **You are therefore not required to come in sixth form dress on this day, and should instead dress in comfortable clothing and appropriate footwear for light activity outside. You may wish to bring a waterproof jacket with you in case of rain and a spare jumper. You should also bring a packed lunch with you on this day, as lunchtime activities have been arranged.** You will be expected to be in full sixth form dress on Tuesday 5th September.

We should like to remind you about the entrance examination for students wishing to join the school in September 2018, which will take place on the morning of Monday 18th September 2017. As the school is being used for the examination, this is a non-pupil day for most of the school. However, each year we rely on the help of our Year 12 students to allow this event to run smoothly and will therefore require you to attend school for part of this morning. Further details will be given in September so please ensure that you are available on this date.

I wish you a very relaxing summer break and I look forward to seeing you in September.

Yours faithfully,

K. Galvin

Mrs K Galvin
Head of Sixth Form
**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

<table>
<thead>
<tr>
<th>Student Surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s):</td>
<td></td>
</tr>
<tr>
<td>Preferred name:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Registration Group:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Post Code:</td>
<td></td>
</tr>
<tr>
<td>Student mobile:</td>
<td>Home Telephone:</td>
</tr>
<tr>
<td>Student email:</td>
<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to pupil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address if different from student:</td>
<td></td>
</tr>
<tr>
<td>Home Tel No:</td>
<td>Personal Mobile:</td>
</tr>
<tr>
<td>Work Tel No:</td>
<td>Work mobile:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Occupation:</td>
</tr>
</tbody>
</table>

**Priority No 2 Contact:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to pupil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address if different from student:</td>
<td></td>
</tr>
<tr>
<td>Home Tel No:</td>
<td>Personal Mobile:</td>
</tr>
<tr>
<td>Work Tel No:</td>
<td>Work mobile:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Occupation:</td>
</tr>
</tbody>
</table>

**Priority No 3 Contact:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship to pupil:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Tel No:</td>
<td>Personal Mobile:</td>
</tr>
<tr>
<td>Work Tel No:</td>
<td>Work mobile:</td>
</tr>
</tbody>
</table>
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: (please tick)
- 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: (person with parental responsibility) Date:
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.
Dear Parent/Carer,

This school currently operates a cashless catering system. The information from your daughter that we use is referred to as ‘biometric information’. Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are now required to notify each parent and obtain the written consent of at least one parent before being able to use a child’s biometric information for an automated system.

Biometric information is information about a person’s physical or behavioural characteristics that can be used to identify them. The school would like to take and use information from your daughter’s fingerprint and use this information for the purpose of providing her with access to the cashless catering system. The information will be used as part of an automated biometric recognition system. The system will take measurements of your daughter’s fingerprint and convert these measurements into a template stored on the system. An image of your daughter’s fingerprint is not stored. The template is what will be used to permit your daughter to access the cashless catering service in the Dining Hall. You should note that the law places specific requirements on all schools, academies and colleges when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

In order to be able to use a student’s biometric information, the school now requires written consent of one parent. However, consent given by one parent will be overridden if the other parent objects in writing. You may also object to the proposed processing of your daughter’s biometric information at a later stage or withdraw consent you have previously given.

The school is happy to answer any questions you may have in relation to this matter. If you give consent for the school to use your child’s biometric data please circle and sign on the permission slip in this pack. If you do not wish to give consent, this must be sent to school in writing.

Yours faithfully

Mrs J Ogunmyiwa
Vice Principal
September 2017

Dear Parents and Carers,

**Y12 Induction Evening for parents and carers**

We would like to invite you to join us for the Year 12 Induction Evening for parents and carers, which will be held on **Thursday 7th September 2017 at 6.30pm in the Main School Hall**.

The purpose of the evening is to provide information about your daughter’s time in the sixth form over the next two years. Your daughter’s form tutor will be present at the evening and there will be an opportunity for you to ask any questions you may have.

We firmly believe in nurturing a strong partnership between parents, carers and school and hope that this evening will be the beginning of such a partnership.

Yours faithfully

K. Galvin

Katie Galvin
Assistant Headteacher, Head of Sixth Form
July 2017

Dear parent / carer,

**Year 12 letter for Sheffield University trip**

As part of our Careers Education Information Advice and Guidance, a visit has been arranged for Year 12 students to Sheffield University on Tuesday 7th November. The aim of the day is to give your daughter a taste of University life, and will include an interactive session with Student Ambassadors and staff, as well as a question and answer session.

The cost of the visit will be confirmed in September and will cover coach transport to and from the university. The coach will depart from the sixth form centre at 8.15 am and return at approximately 5.00 pm. We wish to make it clear that if the visit takes place, no pupil will be denied participation on the grounds that no contribution has been made on her behalf. However, please be aware, if insufficient contributions are made we will be unable to proceed with the trip. Please indicate on the permission slip whether you would be willing to make a contribution. Please return reply slips to the sixth form office.

Payment for this trip should be made by ParentPay (which will be set up within the first weeks of term). If you are having trouble using your ParentPay account, please contact reception.

We hope that your daughter will be able to accompany us on this visit.

Yours faithfully

K. Galvin

Mrs Katie Galvin

Head of Sixth Form
Dear Parent / Carer,

Re: Book deposit

As you will be aware, students who study A levels at Altrincham Grammar School for Girls are provided with the necessary textbooks for their chosen courses. Whilst some schools do not provide books, we feel that it is important to equip students with the resources to enable them to access relevant material for the examinations.

Unfortunately, we are increasingly finding that students are not returning their textbooks, resulting in a large financial cost to the school. For example, in the last five years one department has lost over £1600 through non returned books, despite invoices being sent home. In some subjects the non-return of books has an even greater impact as the relevant books are now out of print and are hence difficult to locate.

After careful consideration, including discussions with both teachers and students, we have decided to introduce a book deposit of £50 for A level students. This amount is payable at the start of the A level course in Year 12 and will be refunded on return of all of the borrowed books, including those borrowed from the library, at the end of Year 13. Should a book be lost or not returned, you have the option to source and replace the lost book, or forego your £50 book deposit. If the book is replaced and returned to school, the £50 deposit will be refunded. Books will be given out by subjects, and students will be asked to sign for the books that they receive. Accurate records will also be kept centrally. If books are not returned at the end of Year 12, a further deposit of £50 will be payable before books are issued in Year 13.

The deposit of £50 can be made via our Parent Pay system which can be accessed via the website. Parents / carers of students who have been in lower school, should already have a username and password and can pay the deposit anytime from now. Parents / carers of new joiners to the school should send a cheque payable to AGGS. If you have any queries regarding this please contact our finance department via the main school on 0161 912 5912, after your daughter has started at the school on Monday 4th September to obtain a username and password. The deadline for paying this deposit is Friday 8th September 2017. Textbooks will be issued in departments during the week commencing Monday 11th September 2017. Students who have not paid their deposit will not be issued with the relevant textbooks.

If you have any further questions or concerns about the book deposit or the amount payable, please do not hesitate to contact me to discuss this further.

Yours faithfully,

Mrs K Galvin, Head of Sixth Form
Sixth Form Dress Code

The Governing Body of this school has decided that a dress code should apply in the sixth form, so that the students set a good example to the more junior pupils. It will prepare students for a possible future career where many may be obliged to wear smart business attire. The students at Altrincham Grammar School for Girls sixth form must wear **smart, conventional business attire** consisting of:

- A plain navy business suit purchased from our supplier, Monkhouse.
  - Both skirt and trouser options are available and include an option of a modesty skirt.
  - Jackets must be worn at all times, unless the weather is exceptionally hot when it must be carried.

**Shirt or blouse**
- This shirt can be of the student’s choice as long as it is smart and not made from denim, casual checked material or displaying a slogan or a large logo.
- Shirt or blouse can be in any colour.
- This shirt or blouse must not be low cut.
- It must not hang below the suit jacket.
- A plain fitted top may be worn.
- Headscarves can be any colour.

**Jumper or cardigan**
- These garments may be worn but they must not show below the hem of the jacket. No other warm tops are acceptable.
- A cardigan or jumper is not an acceptable alternative to the suit jacket, but can be worn in addition, so long as they do not show below the hem of the jacket.

**Shoes and tights**
- Smart shoes or smart boots may be worn.
- Tights should be suitable for business dress.
- Any type of leggings or ‘over the knee socks’ are not regarded suitable for business dress.

**Coats**
- Coats may be worn between sites.
- Please note coats must not be worn in Tutor time, in lessons, in the library or in assembly.
- Denim, leather and hoodies are not acceptable as coats.

**Make up, jewellery, miscellaneous**
- Make up should be suitable for business attire.
- No visible piercings except in the ears. Earrings should be discreet. Students who have visible piercings elsewhere will be requested to remove the stud or hoop and give to their Tutor. The studs or hoops will be kept in the Sixth Form Office until the end of term.
- No visible tattoos are allowed.

The Assistant Vice Principal, Head of Sixth Form, has the final decision upon what is and is not suitable attire for the Sixth Form.

School reserves the right to send home any student who is not properly dressed where she should change into the proper business dress and then return to school the same day to resume her studies.

Variations will not be permitted unless the Governing Body has given its approval.
School Fund

2017

Dear Parent/Carer,

Firstly, I should like to congratulate your daughter on being awarded a place at AGGS. It is a wonderful school and I know that she will thrive in this exciting community.

I am writing to ask for your support of the school by contributing to our School Fund and Capital Fund. We are all tremendously proud of the school’s achievements. Indeed, in both 2013 and 2014, Altrincham was cited as the “Best for Schools” in its choice of places to live, with “Alty Girls” being given specific mention.

We are keen to improve our facilities even further but the current financial climate has resulted in very challenging times for the public sector. Changes to the funding formula have meant that per pupil funding has and continues to decrease. Schools with large Sixth Forms have been hit very badly and we are looking at creative ways to ensure that we are able to improve and develop.

The budget we receive covers all of the basic educational needs but we have many large scale projects which would enhance your daughter’s experience at school but which we cannot fund at present. These include a larger dining room and improved sports and IT facilities.

It is in response to the above that we have established the Capital Fund in 2013/14, in addition to the School Fund. Other local grammar schools have found that parents have been very enthusiastic in their support of a Capital Fund and have raised considerable amounts to finance major projects.

We really do appreciate your support with the School Fund and Capital Fund. We have found that cost and administration time are significantly minimised by standing order and a form is enclosed for your completion and return, in which we request a suggested donation of £5 and £10 for the School Fund and Capital Fund respectively.

It is possible for any contributions you may make to be Gift Aided, which allows the School to reclaim basic rate tax from the Inland Revenue on your behalf (further details are provided on the form). If you would wish to make a donation then please complete the enclosed forms and return to the school office marked for the attention of the Finance Department.

If you have any questions about the schemes, please do not hesitate to contact Mr Berry, our Finance Manager. Once again, many thanks for your support and I look forward to welcoming your daughter to AGGS.

Yours faithfully

Stephanie Gill
Principal
## School Fund

### Contact Information

<table>
<thead>
<tr>
<th>Pupils’ Full Name</th>
<th>Parents’ Title + Full Name</th>
<th>House Number and Road</th>
<th>Town</th>
<th>County</th>
<th>Postcode</th>
<th>Contact Telephone</th>
</tr>
</thead>
</table>

### Donations

<table>
<thead>
<tr>
<th>Fund</th>
<th>Suggested Amount</th>
<th>Other Amount</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fund</td>
<td>£5 per month per pupil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td>£10 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested Total Donation</td>
<td>£15 per month</td>
<td>(tick to confirm) or:</td>
<td>£ _ _ _ _ _</td>
</tr>
</tbody>
</table>

Please sign below to confirm that the donations received from you by Altrincham Girls Grammar School should be allocated to the funds as indicated. In doing so, you consent to your personal data being used by the School for administrative purposes. Your data will **NOT** be passed to any other third party organisations without your prior consent.

Signed __________________________________________________ Date ________________

### GIFT AID DECLARATION

The Charity can reclaim basic rate tax on all gifts, provided that you have paid an amount of UK Income Tax or Capital Gains Tax equal to the tax we reclaim. This means that every £15 donated is worth £18.75 and the difference is paid by the Inland Revenue, at no cost to you. If you pay tax at a higher rate, then you can claim further relief on your self-assessment tax return. You can cancel your declaration at any time by notifying us. If you need further information please contact your local Tax Office and ask for leaflet IP113 Gift Aid.

I wish Altrincham Grammar School for Girls to treat this donation and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid declarations

Signed __________________________________________________ Date ________________
STANDING ORDER MANDATE

To ___________________________ Bank/Building Society (Your bank/building society details)

Address ____________________________________________________________

________________________________________________________ Postcode _______

Sort Code ____/____/_____ Account Number ______________

Please pay to Lloyds Bank, 76 Stamford New Road, Altrincham WA14 1BS for the credit of: Altrincham Grammar School for Girls Sort Code 30-90-16 Account Number 02513866

£_________ on 15th of each month starting in September for 2 years
(to be completed by Parent/Carer)

To the paying bank - please quote the following reference when making payment

______________________________ (to be completed by the School)

Parents/Carers, please complete below to authorise your bank to make the payments.

Signature ____________________________ Date ________

Surname ___________________________ First Name ____________ Title _______

Address ____________________________________________________________

____________________________________________________________

Postcode ______________________

Please return this form to school. DO NOT send to your bank.
Altrincham Grammar School for Girls  
Year 12 and Year 13 Bursary Application Form

Please complete the following in full, and hand in to the sixth form office, with the required original documents.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tutor Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth:</td>
<td>Nationality:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

**I am applying for Bursary – please circle one of the following**  
A  
B  
C

### Bursary A: Vulnerable bursary

**I am applying for Bursary A because I am:**

- in care
- a care leaver
- in receipt of Income Support, or Universal Credit in place of Income Support, in my own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in my own right

### Bursary B: Discretionary bursary

**I am applying for Bursary B because:**

- I am in receipt of Free School Meals
- The household income is less than £23,000

**Evidence provided**

- P60 or subsequent P45
- HM Revenue & Customs: Child Tax Credit / Working Tax Credit documentation
- HM Revenue & Custom: Self Assessment – Tax Calculation
- Other (please note below)
Please note that all of the above documentation should be for the latest or current tax year.

### Nature of expenditure

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Details and</th>
<th>Cost per week</th>
<th>Total cost per year (38 school weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Transport type:</td>
<td>£</td>
<td>£</td>
</tr>
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<td></td>
<td>To:</td>
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<tr>
<td></td>
<td>From:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost per journey:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details of any discounts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School meals</td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Uniform</td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Books &amp; equipment</td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

The total cost you are facing: £

The amount that you are applying for: £

### Bursary C: One off bursary

| I am already in receipt of the 16-19 vulnerable or discretionary bursary but require additional one off support |  |
| I am not in receipt of the vulnerable or discretionary bursary but circumstances have changed e.g. sudden parental unemployment, illness affecting income, other specific circumstances |  |

### Nature of expenditure

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Details</th>
<th>Cost per week</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Total cost: £
**Bank/Building Society Details**
Please enter the details carefully as Altrincham Grammar School for Girls will not be responsible for any funds which are paid into the wrong bank account where incorrect information has been provided.

Please note that this must be the student’s own bank account.

<table>
<thead>
<tr>
<th>Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s Date of Birth</td>
<td>(dd/mm/yyyy)</td>
</tr>
<tr>
<td>Name of Bank/Building Society</td>
<td></td>
</tr>
<tr>
<td>Sort Code (6-digits)</td>
<td></td>
</tr>
<tr>
<td>Name of Bank Account Holder</td>
<td></td>
</tr>
<tr>
<td>Account No (8-digits)</td>
<td></td>
</tr>
<tr>
<td>Building Society Roll No</td>
<td>(if applicable)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/carer Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Parent / carer name</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>I have read and agree with the home school agreement.</th>
<th>Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Y / N</td>
</tr>
<tr>
<td>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.</td>
<td>Y / N</td>
</tr>
<tr>
<td>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. <strong>An image of your daughter’s fingerprint is not stored.</strong></td>
<td>Y / N</td>
</tr>
<tr>
<td>I / we will be attending the Year 12 Induction Evening on Thursday 7th September 2017 at 6.30pm.</td>
<td>Y / N</td>
</tr>
<tr>
<td>I have read the letter regarding the university trip on Tuesday 7th November and give permission for my daughter to attend.</td>
<td>Y / N</td>
</tr>
<tr>
<td>I am aware that the cost of this trip will be confirmed in September and I am willing to make a contribution on ParentPay.</td>
<td>Y / N</td>
</tr>
<tr>
<td>I give my consent to sharing my daughter’s information with Trafford Connexions Career Service and our work experience agency.</td>
<td>Y / N</td>
</tr>
<tr>
<td>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.</td>
<td>Y / N</td>
</tr>
<tr>
<td>I understand that my daughter will be required to help at school events. Year 6 entrance exam, 6th 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.</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

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

To be completed by student:

<table>
<thead>
<tr>
<th>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.</th>
<th>Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>I agree to adhere to the home school agreement.</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

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