



Tomlinscote School

Admission Documentation

This documentation contains details about collecting data and consents via an online data collection form and provides information about our school uniform. Please ensure the online form is completed by **31st May 2020** by clicking [here](#) and using these generic login details:

Username: guardian (not your email address)

Password: Architect33

Please ensure you click on the logout button once completed (located top right of screen).

Home-School Agreement

There is no doubt that the best *personal* outcomes for a student occur when parents, teachers and the student are all 'pulling in the same direction', and this agreement aims to ensure that this happens. Tomlinscote School expect *all* parents and students who are joining our community to sign the declaration in order to indicate that they understand and accept the contents of the Agreement.

Please read the roles and responsibilities that each partner has before confirming on the online data collection form that you and your child have read and accept the Home-School Agreement.

Photographic Images of Children Policy

Please read the school's policy on photography, which gives examples of when photos may be taken of your child and how they may be used, such as in school publications, on our website, on official school managed social media accounts or in the local press.

Broadly, Tomlinscote follows the Department for Education and Skills (DfES) advice. We will not use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, students' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

Please indicate your consent via the online data collection form.

Privacy Notice – Parents (How we use pupil information)

Tomlinscote School is a data controller for the purposes of the Data Protection Act and General Data Protection Regulations (GDPR). We collect personal information from you and may receive information about your child(ren) from their previous school and the Learning Records Service.

The Privacy Notice (see the school website, About Us, Data Protection, Privacy Notices for full details) lists the categories of student information that we collect and explains why we collect this information, how we use, store and share the information.

Youth Support Services – Students aged 13+ and 16+

Once our students reach the age of 13/16, we also pass information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services such as youth support services, careers advisors and post-16 education and training providers. A parent/carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once he/she reaches the age 16.

Communicating with Parents/Carers (SIMS InTouch)

We have always regarded communication with the parents/carers of our students as vital if we are to succeed together in supporting them during their education.

At Tomlinscote School, we use a service called SIMS InTouch to send letters and messages direct to parents/carers by email. The aim of this service is that you receive information from the school in a more reliable and efficient manner, and consequently the cost of paper both financially and environmentally can be significantly reduced. Letters sent home can also be found on the school website.

In order for us to use SIMS InTouch, please confirm your email address via the online data collection form.

Please be assured that the SIMS InTouch service is registered with the Information Commissioner's Office and guarantees that all information supplied will be kept completely private and confidential. There is also no advertising associated with external profit-making organisations with the scheme.

Cashless Catering and Biometric Data

The school uses a cashless system to purchase food and drink. This is operated through your child's own catering account, which will be opened on Induction Day in July, and instructions will be sent to you beforehand on how to credit this account. Operation of this account requires the use of biometric data for the recognition of students.

Your child's fingerprints (usually from the right index and middle fingers) are measured and converted into unique numeric values, one of which will be used to identify him/her at the point of sale. Once the fingerprints are converted into numeric values, they are discarded, and it is not possible to convert the numeric values back into fingerprints.

The school requires the permission of at least one parent/carer for the use of this biometric data. Please confirm via the online data collection form, whether consent is given or withheld to Tomlinscote taking information from your child's fingerprints for this purpose. This consent will remain until he/she either leaves the school or ceases to use the system. You may also withdraw your consent at any time.

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

An alternative to the use of biometric data is a "debit card", which we will issue to your child where consent for the taking of fingerprints is not given. Obviously, the disadvantages of this are that cards can be forgotten, lost or stolen. The first card is free of charge, but there will be an administration charge of £5 to cover the cost of re-issuing subsequent cards.

Free School Meals and Pupil Premium Eligibility

Free School Meals can be provided if parents/carers receive certain benefits.

Pupil Premium is additional funding given to schools for pupils who have been registered as being entitled to Free School Meals at any point in the last 6 years, who are a looked after child (LAC) in the care of the local authority or a previously looked after child (PLAC) or whose parents are members of the HM Armed Forces. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers.

To check the criteria, please refer to the Free School Meals and Pupil Premium application form that is attached to the email.

If you do meet Criteria 1 and/or 2, please complete the FSM/PP application form and email to Tomlinscote School **before the end of Year 6** via office@tomlinscoteschool.com. You can either attach the signed form or send a photo of the form with the email.

You will need to reapply through Tomlinscote even though your child is already in receipt of FSM at their primary school.

School Uniform

	ACCEPTABLE	UNACCEPTABLE: To be amended by student or parent immediately
Pullover*	Tomlinscote black pullover with the school crest.	Ill-fitting pullovers. Badly torn and frayed pullovers.
Shirt Polo shirt*	A traditional white shirt with either long or short sleeves. Summer term only - A gold polo shirt with the school crest.	Collarless shirts. Any colour other than white. A shirt that does not have a top button. Summer term only - Any ill-fitting gold polo shirt. Any gold polo shirt that does not have the embroidered school crest.
Tie*	The Tomlinscote school tie: - Gold with black stripes [Years 7, 8 & 9] Black with gold stripes [Years 10 & 11] Ties must be tied to the correct length, at least 5 stripes.	School ties that have been coloured or threads removed. Any other type of tie.
Skirt*	The Tomlinscote School kilt, knee length.	Any other skirt. Kilts rolled up or pulled up too high so that it is not on the knee.
Trousers	Plain black, with a waistband and centre front zip. Straight leg.	Any colour other than black. Hipsters, turn-ups, splits, flares, embroidery, jeans, combat styles. Trousers that are made of a knitted stretch material. Trousers that are too tight or too baggy. Torn or frayed trousers.
Belts	Plain black with a plain buckle.	Fashion belts. Any colour other than black.
Socks* and tights	Yellow socks* with the Tomlinscote kilt. Black socks with trousers. Plain black opaque tights for Years 7-9 from September until Easter. Plain black opaque tights for Years 10-11 all year.	Socks - any colour other than yellow with a skirt. Socks - any colour other than black with trousers. Tights - any colour other than black opaque.
Footwear	Traditional black shoes. Inside heel (instep) height <u>below 1¼ inches / 32mm</u>	Any colour other than black. Boots, trainers, stilettos, kitten heels, casual, canvas, platform soles, sling backs, backless, beads, sequins, diamantés, bows, wedges, espadrilles, any colour other than black laces, Doc Martens, flip-flops, clogs, or peep-toes. No visibly branded shoe type trainer e.g. black sports shoe.
Coats	<u>A plain colour</u> suitable for school.	Hooded sweatshirt/jogging top type garments. Offensive logos, studs, no denim or leather jackets.
Hats	None	All types of hat.
Hair	Hair should be of <u>one natural colour</u> . It should be clean, neat and tidy. Long hair must be tied back in practical lessons. Plain colour hair accessories to suit the school uniform. Shaved hair must be a minimum grade 2 . Hair must be blended in on all sides.	Extreme hairstyles - for example overly spiked or sculptured hair. Shaved areas or razor lines. Obvious steps. Beads. Hair must not obscure the face. No fashion accessories. No scarves. No hair extensions. No shaved, tattooed or tinted eyebrows.
Make-up	<u>Discreet</u> foundation or concealer.	Eye make-up, lipstick/lip gloss, nail varnish or false nails/gels etc. No shaved, tinted or tattooed eyebrows or over emphasised eyebrows.
Jewellery	A watch. Students may wear one pair of plain studs in the ear lobe only.	Rings, bracelets, chains or piercings, badges or brooches of any type.
Bags	Bags/Rucksacks/Satchels must be able to hold at least two A4 folders, a planner, textbooks and a pencil case.	Plastic carrier bags.
Mobile phones	X	Mobile phones are not allowed in school.

*Available at Brenda's School wear (www.brendas.co.uk) and Trutex Direct (www.trutexdirect.com).
The Principal is the final arbiter on the suitability of uniform and appearance. **If in doubt, ASK.**

Physical Education Uniform

We believe that a smart uniformed appearance is an important element in setting high standards. It creates a positive ethos, which is fundamental to raising achievement and encouraging team spirit. We are confident that this approach has strong parental support and as such, this is reflected in the requirements for PE kit. Safe practice dictates that appropriate clothing and footwear are vital within the Physical Education environment.

We have a `full kit` policy regardless of illness/injury and expect every student to be fully equipped for PE lessons in order to appreciate the value and benefits of physical activities. If a student cannot participate in the PE lesson, they MUST still bring in their kit and adhere to the `change of kit for all` policy. A letter or note in their planner is required explaining the reason for non-participation. The rationale of the `change of kit for all` ensures that students will contribute to the lesson wherever it is taking place and by changing out of school uniform the student always has dry clothing and footwear to put on at the end of the lesson. They will be with their timetabled teacher who will provide them with the opportunity of continuation and development with their knowledge and learning within the specific module.

Year 7 Only - Compulsory PE Items

Girls	Boys
Tomlinscote branded polo/fitted polo*	Tomlinscote branded polo*
Tomlinscote branded shorts/tracksuit trousers/skort* Akoa black leggings* (<u>only this brand</u> which is available at Brenda's)	Tomlinscote branded shorts/tracksuit trousers*
White trainer socks	White trainer socks
Trainers (no plimsols or fashion trainers) Football boots with plastic moulded studs (no blades or metal studs) **	Trainers (no plimsols or fashion trainers) Football boots with plastic moulded studs (no blades or metal studs) **

Highly Recommended:

Tomlinscote Long Sleeved Sports Top or Midlayer*
Tomlinscote Rugby Socks (black with three gold stripes) *
Plain Black Base layer

* Available at Brenda's School wear (www.brendas.co.uk).

** When the 3G AstroTurf is built, only these types of boots will be permitted to protect the surface of the pitch, no trainers, football blades or metal studs.

It is important to emphasise that

- Football boots and shin pads **must be worn** for football activities, with gum shields required for rugby activities – please wait until September before purchasing, when students will find out their curriculum rota. We **highly recommend** mouth guards and Kite marked studs.
- All shorts and skorts worn in PE must be of at least mid-thigh length.
- Only **roll on** deodorants are permitted - as spray deodorants are a danger for asthmatics in the changing rooms.
- The wearing of jewellery and earrings is not permitted on safety grounds during PE lessons and sporting activities. The taping of earrings is also a danger and is not allowed for the same reasons. Students are encouraged to leave items of jewellery at home on days when they have Physical Education lessons.
- Full PE kit is to be worn for lessons, extra-curricular clubs/fixtures.
- Students may only wear the kit as per the uniform list. **All items** must be clearly named with the owner's **SURNAME & INITIALS.**