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Dear Parents/Guardians,

***Intake Evenings - Wednesday 14th or Thursday 15th June 2023**

I write to invite you to attend a specially arranged information meeting for parents and pupils of the September 2023 year 7 intake. During the evening, students will meet other students in their form group, and they will meet key staff. You will be notified which evening you should attend nearer the time. We will also provide you with important information, so it is very important that you attend.

It is essential that the reply forms in this pack are completed and returned before the 26th May so that we can make transition as smooth as possible.

School will be open to parents from **5.00pm**. At **5.30pm** there will be a presentation by Governors and the Headteacher. During this part of the evening pupils will leave the hall to spend time with their new form tutors and to meet their fellow pupils.

Members of the Parents Teachers and Friends Association (PTFA) will be present to discuss their work and to enrol members. We particularly ask you to join our PTFA and urge you to support its activities.

If you could please read the enclosed information carefully. **We shall take your acceptance of a place here as an indication that we can rely on your full support in maintaining good order and discipline by respecting the rules and values of the school.**

We look forward to seeing you at the meeting and welcoming you to the school. *If, for any reason you no longer wish to take up the offer of a place for your son or daughter, please let us know immediately so that the place can be reallocated.*

Yours sincerely

Karl Newell
Headteacher

*Welcome Evening takes place on the 9th and 10th May this is a different evening for parents only.

NB: CAR PARKING - When we have functions in school that attract large numbers of people we often have complaints from local residents about the difficulties they encounter when cars are parked in such a way as to cause them problems of access. We ask parents and visitors to park as carefully as possible and so avoid causing problems of this sort for our neighbours.

Loving God, Caring For Each Other, Achieving Excellence



Rochdale Road, Shaw, Oldham OL2 7HS
Tel: 01706 847451 Fax: 01706 291454
info@cromptonhouse.org • www.cromptonhouse.org

Part of the Crompton House Church of England Multi Academy Trust registered in England and Wales at the above address. Company No. 07713345

WELCOME BY THE TRANSITION TEAM

We are delighted your child will be joining us in September. Our aim is to create a smooth, stress free transition from Primary to Secondary school. Our induction programme has been running for several years and we believe it helps the children settle into their new school as quickly and easily as possible.

We enclose some details for the coming year and hope all goes well for your child. However, should you have any queries or concerns please contact us via email at transitionteam@cromptonhouse.org

ALLOCATION OF FORMS

Tutor groups are based in Houses and we allocate pupils to tutor groups with a great deal of care. We take pupils from over 70 primary schools and use the following guidelines to allocate pupils to forms:-

- (a) In the same form as at least one other pupil from their primary school. Or in the same form as at least one other pupil specified on their friendship form.
- (b) If they are the only pupil from a school then they are placed in the same form as at least one other pupil in the same position.

If you have informed us of any special requests with regard to your child's form, e.g. family tradition, church connections, problems etc, we will take these into consideration. We will also discuss friendship groups with our larger feeder primary schools and will take their recommendations on board, if we have not received any requests from parents. Please note that although we try our best we cannot meet all parental requests. Friendship requests are not required to allocate academic groups.

BOROUGH TRANSFER DAYS– Wednesday 5th and Thursday 6th July

On the Borough Transfer Days all pupils will spend some time getting to know the school, some of their teachers and the other pupils in their tutor groups along with completing some tests. There will also be administrative aspects such as registration for cashless dining to be completed. All pupils will be provided with a school meal deal free of charge. Water is available from fountains and if pupils bring a plastic bottle they can be refilled as needed through the day. Students should bring headphones to use with the CATs tests.

THE FIRST DAY – Wednesday 6th September 2023 *Year 7 pupils arrive 8:30-8:40 am.*
School finishes 3:20pm (Mondays 2:40pm)

Pupils will be with form tutors until period 2 and will then have normal lessons for the rest of the day. Pupils need a bag, pen, pencil, ruler, pencil case. Year 7's will have an early lunch to help them settle in. Lunch is provided free of charge on their first 3 days.

INDUCTION ARRANGEMENTS for the first week of term. We have tried to reduce student and parent worries by putting in place:

Free lunch

Students will have a free lunch for the first three days (Wednesday to Friday) to help them get used to school routines, and to give you less to worry about! Our cashless dining system will be explained at the New Intake Evening.

Early Lunch

Year 7 students will have an early lunch for one complete week to allow pupils to get to know each other without older students in the dining rooms. After the first three days the cost of lunch will be £2.70 for a meal – this does not include a drink. A drink can either be brought with them or purchased for an additional £1.05 or water is freely available.

Lessons	Pupils meet for every lesson in the hall, and are then escorted to lessons for the first complete week so that nobody can get lost.
Setting	Pupils are grouped for most subjects.
Worries or Concerns	In the first instance contact your child's form tutor via email copying the relevant Head of Year into the query.

OTHER DATES FOR YOUR DIARY:

**Tuesday 9th or
Wednesday 10th May 2023** Welcome Evening for parents only from 5.30pm

**Wednesday 14th June or
Thursday 15th June 2023** Intake Evening for both pupils and parents from 5.30pm. Further information to follow.

Parents will be notified of the evening that you should attend. We hope you find the above information helpful and look forward to working with your child in the coming year.

Notes of Guidance for Parents

Following parental feedback, and to reduce the amount of paperwork for parents, further information can be found on the school website at www.cromptonhouse.org If you have any queries about any aspect of school life, please contact our transition team at transitionteam@cromptonhouse.org

This pack contains several forms, all of which need completing and returning to school by Friday 26th May to ensure that we can plan for your child's transition to Crompton House.

1. Data Consent Form
2. Home and School Partnership Agreement
3. Responsible Internet Use
4. Contact Information Sheet
5. Medical Information Form/Individual Health Care Plan
6. Asthma Information
7. Pupil Premium Form
8. Special Educational Needs
9. Sports' Fixtures & Transport
10. Music Information Sheet
11. Contract for Instrumental & Vocal Tuition
12. Gifted and Talented
13. School Fund Form
14. School Trips
15. PTFA
16. 500 Club Form

The website contains more information about:

Academic & Holiday Calendar
Attendance & Absence (policy)
Enrichment
Form tutor
Homework (policy)
Music Tuition & Groups
ParentPay
Progress Monitoring & Reporting
PTFA
Transition
Transport
Trips & Expeditions
Uniform & Equipment



CODE OF CONDUCT FOR STUDENTS

Our values

- Support and care for each other in a Christian manner.
 - Achieve our best at all times.
 - Pride in our school.
 - Engage with extra-curricular opportunities.
 - Respect others.
 - Enjoy and take pride in our learning.
-
- Accept responsibility for who we are, what we do and how this, impacts on others.
 - Understand what is expected of us by listening carefully and following teachers' instructions.
 - Demonstrate high standards by wearing our uniform with pride.
 - Everyone, including students, teachers and support staff should expect to feel secure and happy in school.

These values will affect our behaviour in:

- Classrooms.
- movement around school.
- travel to and from school.
- the way we treat others.
- on trips.
- dealing with all situations where our actions impact on others.

When moving around school:

- we arrive on time.
- we walk everywhere (no running, pushing, barging) on the left-hand side of the corridors.
- we follow signs, such as the no entry signs, which indicate the direction of movement.
- we stay in school at lunchtime unless written permission has been given otherwise.

Learning code: In the classroom

- Listening is really important. Listen to staff, listen to each other, and don't interrupt people.
- Sit in your allocated place.
- Put your hand up if you need to contribute.
- Be prepared for your lesson; bring everything you need to all lessons.
- Leave the room tidy and ready for the next class.
- Show a positive attitude and effort in all activities based in and outside the classroom.

Behaviour towards others

- All pupils have a right to feel safe from verbal intimidation, cyber-bullying and physical attacks.
- Everyone has the right to be treated fairly, irrespective of colour, gender, or ability.
- Follow the e-safety policy. Do not send offensive or malicious texts, messages or images that could cause upset or distress. This includes digital communications about the school or any member of the school community.

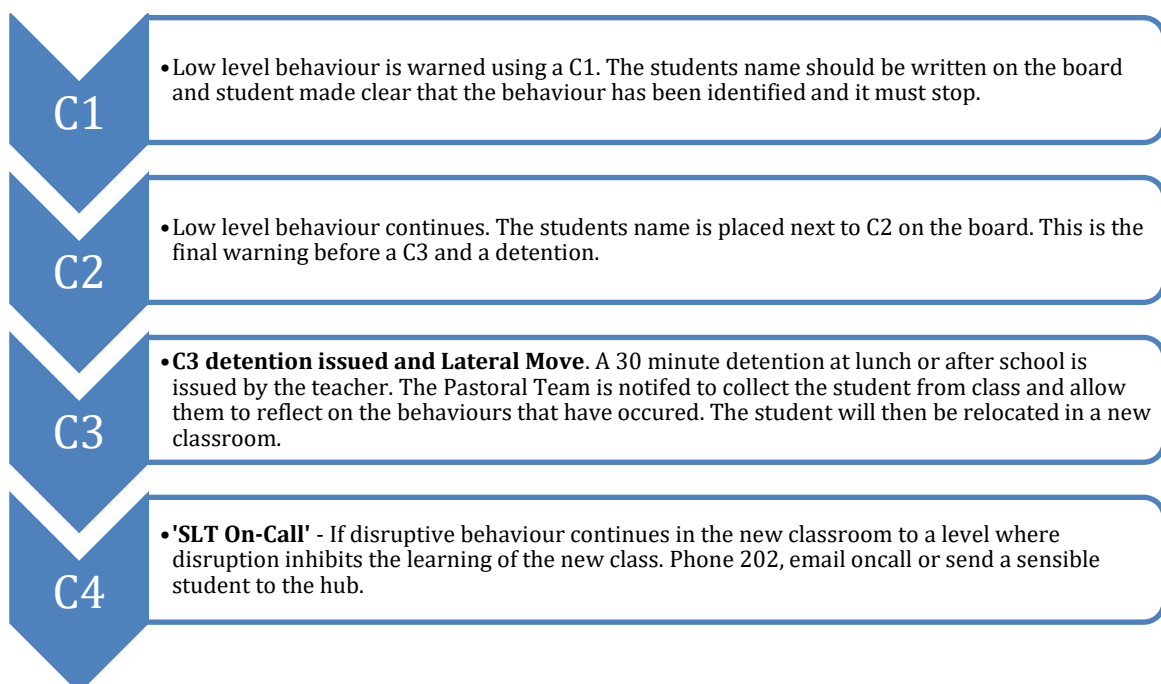
Our environment

- Smoking is a health risk to everyone and is not tolerated in connection with school activities. This includes e cigarettes and vapes.
- Show respect for other people's property and school property.
- We all recognise that the chewing of gum is anti-social and is not allowed in school and on school trips.
- Litter spoils the environment of the school and therefore all food will be eaten in the school dining rooms or designated areas.

Other issues

- Lockers are available for personal items; please see the Hub Team for details.
- Do not enter areas that are signposted as out of bounds.
- Students who come to school on bicycles must wear a helmet and cannot ride on school grounds. Permission should be obtained from Mr Dunkley and bicycles must be securely fastened in the designated areas.
- Bringing mobile phones to school is discouraged. If they are brought in, they **must** be switched off and kept out of sight (in an inside pocket) at all times in and around school. Alarms should also be turned off. Mobile phones and valuables must be handed in for sporting activities (including practical PE lessons) and during examinations.
- Bringing personal electronic devices / music devices is discouraged. Headphones should not be seen in school.
- Smart watches and the like are prohibited in school.
- The school cannot take responsibility for lost or damaged items. These are brought in at your own risk.
- Musical instruments brought into school must be insured by parents.

****If a student is seen with, or is using a mobile phone/Bluetooth earphones, the mobile phone with its SIM card will be confiscated for 1 week. Legislation allows the school to do this, and it is not illegal for the school to use this sanction. ****



CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL

PRIVACY NOTICE - *How we use student information*

Crompton House School collects and holds personal information relating to our students and their families. The trust may also receive information about students from their previous school and forward information to a school that students are transferring to.

Crompton House School collects and holds student data to enable us to provide education services that meet the needs of our students. The information supports the tracking of student attainment and progress, attendance and behaviour. Curriculum, examination and timetabling decisions are based on the data we collect and ensure the appropriate support is given to specific groups of students.

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment and attainment (such as post 16 courses enrolled for and any relevant results)
- behavioural information (such as suspensions and any relevant alternative provision put in place)
- destination information
- transport arrangements (mode of travel)
- first aid incidents and accident information
- post-16 information (such as destination data, UCAS applications and grants)
- some financial information (such as bank details for bursary applications)
- other, including photographic images, audio and video recordings, CCTV images, biometric data

Why we collect and use your information

Crompton House School collects and uses student information to:

- support student learning
- monitor and report on student attainment progress
- monitor student behaviour and attendance
- provide appropriate pastoral care
- assess the quality of our service
- comply with the law regarding data sharing
- keep children safe (food allergies, or emergency contact details)
- enter students for examinations
- meet the statutory duties placed upon us for DfE data collections
- transfer personal sixth form bursary payments

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

- **UK GDPR, Article 6 (1)**
 - (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose such as digital images and biometric data
 - (b) Contract: the processing is necessary for a contract such as music tuition.
 - (c) Legal obligation: to educate the data subject, or that the data subject has given consent to the processing of personal data for one or more specific purposes.
 - (d) Public task: it is in the public interest to provide educational services to our students and to offer extra-curricular activities such as, but not limited to, after school clubs, summer schools or where we engage with universities and other organisations that offer enrichment.

(e) Legitimate interests: except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject. This may include network and information security or promotion and marketing.

- **UK GDPR, Article 9 (2)**

The UK GDPR defines special category data as:

- personal data revealing racial or ethnic origin
- personal data revealing religious or philosophical beliefs
- biometric data (where used for identification purposes);
- data concerning health;

We collect special categories of personal data in the following circumstances:

- (a) where we have explicit consent such as biometric data
- (b) to protect the vital interests of the data subject

Further personal data including special categories of personal data may be processed where consent has been given, for example photographs for non-educational purposes and engagement with social media. If consent is the only legal basis for processing and has been given, then this may be revoked in which case the personal data will no longer be processed.

Collecting student information

We collect student information via our intake forms completed during the admissions process or via Common Transfer File (CTF) or secure file transfer from a previous school.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data securely for the set amount of time shown in our data retention schedule.

Data is stored securely in our management information system. Protocols about safe use of the data Crompton House school uses is set out in our IT Acceptable Use and Information security Policy.

Who we share information with

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- youth support services (students aged 13+)
- the Department for Education

We also share limited personal data to third parties to enable us to perform certain tasks.

- Examination Boards
- Ofsted
- NHS
- Education Psychologists
- Police
- Third party applications and services used by us

Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Department for Education - The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department of Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Youth support services - Students aged 13+

Once our students reach the age of 13, we also pass student 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 as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with 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 as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit the Oldham local authority website.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Debbie Burgess, our Data Protection Officer on 01706 847451 or by email to dpo@cromptonhouse.org

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Debbie Burgess, our Data Protection Officer on 01706 847451 or by email to dpo@cromptonhouse.org

Contact

If you would like to discuss anything in this privacy notice, please contact Debbie Burgess, our Data Protection Officer on 01706 847451 or by email to dpo@cromptonhouse.org

How Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>



Operation Encompass

Dear Parent/Carer,

Operation Encompass is a partnership initiative which focuses upon dynamic information sharing between Greater Manchester Police, Oldham Council and Schools. The initiative has been developed following local and national learning about the effects and harm upon children who hear or see domestic violence within their home.

We all want to ensure children thrive within the school environment and are able to reach their full potential. This initiative will ensure that where there has been a domestic incident within the child's home, this information is shared on a **confidential** basis with the safeguarding lead and other nominated key personnel within the school in order that the child's welfare and overall well-being can be monitored and that there is an offer of support from the partnership for both the child, and other family members who witness or are involved in a domestic violence incident.

This type of initiative has already been successfully adopted in other areas of the country.

Safeguarding of children in Oldham is a priority for us and we thank you in anticipation of your support for this initiative.

Further information about support for persons involved in domestic violence can be found at www.oldham.gov.uk or www.endthefear.co.uk

Yours sincerely,

Headteacher

for and on behalf of the
Oldham Domestic Violence and Abuse
Partnership



As a school, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. Most of the data we hold has a legal basis for collection and is required for the day to day running of the school.

Although we are legally obliged to collect your child’s data, UK GDPR you have the right to withdraw consent for certain functions at any time. If you have any questions about this process please email dpo@cromptonhouse.org

More information about the data we hold can be found in our Data Protection Policy. You can also find out how we store and when we delete/destroy your data in our Record Keeping Policy.

Whilst we have endeavoured to outline all the areas in which we gather data, there may well be some additional (short term or specific) requirements of which we will inform you of at the time.

Student’s Name _____

Date of Birth _____

Name of Person Completing Form (if not student) _____

Relationship to Student (if applicable) _____

Signed _____

Date _____

Biometric Information	
What	Fingerprint Data
Probable Content	Your child’s fingerprint is scanned
Why we collect it	<ul style="list-style-type: none"> • We use fingerprinting sensors to make paying for school meals quicker and more efficient. • To discourage unnecessary cash being brought to school. • Pupils who have free school meals use exactly the same system to maintain their right to privacy.
Who uses it	Accessed only by authorised staff
Where is it stored	The information will be stored on the school’s third party system

By giving consent you are authorising the school to use your child’s fingerprint along with their name (and if necessary, entitlement to Free School Meals) as part of an automated biometric recognition system. It is used for the purpose of a cashless method to pay for school meals until he/she leaves or ceases to use the system after which time it will be securely deleted.

I understand the purpose of this data and give my consent for the school to collect biometrics information.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Continue overleaf



Photographs and Digital Images	
What	We photograph and film pupils and activities connected with school to celebrate success, motivate pupils, promote the school and advertise forthcoming events/trips.
Probable Content	<ul style="list-style-type: none"> • Photographs • Video footage
Why we collect it	<ul style="list-style-type: none"> • The images could be displayed in school, used for school celebration through the school website, social media or the press and for any other reason deemed appropriate by the school. • As part of external examinations, some subjects are required to film pupils participating in practical tasks. This is dispatched to the relevant examination board for marking and is then returned to us and confidentially destroyed.
Who uses it	The images are accessed by limited staff.
Where is it stored	Images are stored on the school's secure network.

Consent for publication of Digital Images and Video Footage

I agree that my child's image and video footage can be used as follows:

School Email and Website	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School promotional and marketing material including the Prospectus and Newsletters	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Social Media (e.g. twitter, YouTube, Facebook)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Displays in the building	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Local and National Press and Publications	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Images may continue to be used once your child has left Crompton House, for example in displays or on the school website. Please notify us by emailing dpo@cromptonhouse.org if you wish us to delete such images.

School Photographer

The school uses an external photographer, Tempest Photography (www.tempest-photography.co.uk), to take professional individual pictures of students. We do this to comply with safeguarding and exam regulations.

I understand that Tempest Photography will take my child's picture to comply with regulations .	Yes <input type="checkbox"/>
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Withdrawal of consent

I understand I can withdraw/change consent for any of the items I have consented for in this form by contacting the school's Data Protection Officer by telephone or email to dpo@cromptonhouse.org	Yes <input type="checkbox"/>
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CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL

HOME AND SCHOOL PARTNERSHIP AGREEMENT

The Governors and Staff of Crompton House School will:

- Communicate with students, staff, parents and partners with respect.
- Support our School's Christian ethos, take part in acts of worship/assemblies and care for each and every member of our community.
- Ensure that your child is given the best possible learning opportunities and strive for the highest standards of work, dress and behaviour.
- Inform you once per year with a short progress report (effort and attainment) and once per academic year with a full school report on your child's progress.
- Hold one parents' evening per academic year, and have informal discussions about your child's progress throughout the year as required.
- Inform you if there are any issues, problems or concerns regarding attendance, punctuality, dress, behaviour and work.
- Keep you informed of events at the school with regular newsletters and an update via the school's website at www.cromptonhouse.org

Parents/Guardians will/shall:

- Communicate with staff, and partners of Crompton House with respect.
- Support our school's Christian ethos and actively encourage the development of our child's faith.
- Ensure that our child attends school regularly, punctually and with the correct uniform and equipment.
- Inform the school of any issues, problems or concerns that might affect our child's work or behaviour.
- Support the School Code of Conduct and Behaviour Policy.
- Support the school policy regarding the use of mobile phones and other electronic devices.
- Should not book family holidays during term time.
- Attend parents' evenings when possible.
- Respond to communications from the school when appropriate.
- Encourage our child to act with care, consideration, and respect towards everyone within our School family.

Pupils/Student will/shall:

- Communicate with school staff with respect.
- Adhere to the School's Code of Conduct and Behaviour Policy at all times.
- Look after school property and equipment and the environment of the school.
- Will endeavour to become involved in extra-curricular activities of the school.
- Report any incidents which take place at the school (or outside) which might impact on progress and learning.
- Work to the best of their ability at all times.

Signed.....Pupil Name of Pupil.

Signed.....Parent/Guardian Date

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL

Responsible Internet Use 2023

These rules help us to be fair to others and keep everyone safe.

- I will only use the Internet for accessing appropriate websites and material.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I will only email people I know, and I will only communicate with office 365 to email using school equipment.
- The email messages I send will be polite and courteous and not be used to bully others.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will report messages that are malicious or are suspicious to my teacher/ IT helpdesk.
- I will not use Internet chat, unless directed to, by staff and this will be only via approved software such as TEAMS?
- If I see anything, I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that all my internet use and website visited is monitored by school.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school’s computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signed.....Pupil

Name of Pupil.....

Signed.....Parent/Guardian

Date.....

CONTACT INFORMATION SHEET

Student details to be completed by parent/guardian:	
Child's Legal Surname:	Child's Legal Forename:
Other names:	Preferred name:
Date of Birth:	Gender:
Primary Home Address:	Secondary Home Address: (for children who reside at more than one address)
POST CODE:	POSTCODE:
Please tick this box if copy school reports are required for the secondary home address <input type="checkbox"/>	
Sibling(s) at present attending Crompton House School:	
Name: _____	YEAR/FORM: _____
Name: _____	YEAR/FORM: _____
FIRST PRIORITY EMERGENCY CONTACT DETAILS	
Name: (Mr/Mrs/Miss)	Relationship to child:
Home Address (if different from above)	*Mobile telephone:
	Daytime/Work telephone:
POSTCODE:	*Email address (if parent/guardian):
SECOND PRIORITY EMERGENCY CONTACT DETAILS	
Name: (Mr/Mrs/Miss)	Relationship to child:
Home Address (if different from above)	*Mobile telephone:
	Daytime/Work telephone:
POSTCODE:	*Email address (if parent/guardian):
THIRD PRIORITY EMERGENCY CONTACT DETAILS (if applicable)	
Name: (Mr/Mrs/Miss)	Relationship to child:
Home Address (if different from above)	*Mobile telephone:
	Daytime/Work telephone:
POSTCODE:	*Email address (if parent/guardian):
* Mobile numbers and email addresses are used by the school in communications such as absence alerts, school closures, school information	

TRAVEL ARRANGEMENTS

Please highlight the most common method of travel to and from school, if your child travels by bus please indicate the bus number as this information is used to reschedule buses when necessary:

Walk Car Taxi Bicycle Public Transport _____ (bus number) School Bus _____ (bus number)

OTHER DETAILS

Previous School:

Doctor's Name and Surgery:

Doctor's telephone no:

IMPORTANT We are required to record the information in the following sections for all students, if you prefer **not** to provide this information, please tick this box

Country of Birth _____

Nationality _____

First Language _____

ETHNIC BACKGROUND

Our ethnic background describes how we think of ourselves. This may be based on many things, including our skin colour, language, culture, ancestry, or family history. It is important to remember that ethnic background is not the same as nationality, citizenship, or country of birth. Please tick one box only to indicate the ethnic background of your child:

		✓			✓
White:	British		Mixed:	White and Black Caribbean	
	Irish			White and Black African	
	Traveller (please specify)			White and Asian	
				any other mixed background	
	Any other white background				
Asian or Asian British	Indian		Black or Black British	Caribbean	
	Pakistani			African	
	Kashmiri Pakistani			Any other Black background	
	Other Pakistani				
	Bangladeshi		Chinese		
Any other Asian background		Any other ethnic background			
			I do not wish an ethnic category to be recorded		

RELIGION

		✓			✓			✓
Anglican			Hindu			No Religion		
Buddhist			Jewish			Other Religion		
Christian			Muslim			Refused		
Church of England			Roman Catholic					
Churches Together			Sikh					

Parent/Guardian signature _____

MEDICAL INFORMATION

The School Matron maintains medical and illness records to enable her to give appropriate help and care to pupils. If you wish to contact her regarding your child's health, please email matron@cromptonhouse.org

Child's name:	Date of Birth:
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MEDICAL CONDITIONS

Please tick all that apply – *specific information should be detailed on the IHCP overleaf*:

Abdominal Condition	Allergy - Food	Allergy - Nut	
Asthma	Diabetes	Eczema	
Epilepsy	Hay fever	Hearing Problems	
Heart Condition	Migraine	Sight Problems	
Travel Sickness	Allergy – other (details below)	EpiPen	
Other	Please give brief details:		

MEDICATION

The school retains a duty of care during the school day and on school visits/residential trips, please give permission for the school matron/trip leader to administer the following non-prescription medicines:

Paracetamol	Antihistamine	Ibuprofen	
Antiseptic wipes	Adhesive plasters		

Please note, the information supplied will be visible for checking purposes on data collection forms sent home with your child in a private & confidential envelope.

IMPORTANT:

- **If your child has ANY medical condition, it is extremely important that you complete the IHCP overleaf. This helps to give appropriate care to your child in school and on trips and is essential information.**
- **If you child has ANY prescribed medication, these must also be listed on the IHCP overleaf.**
- If it is necessary for your child to take medication during the school day, please ensure the School Nurse has a supply in the original packaging. **Any changes in medical conditions and/or medication should be notified to the school matron as soon as possible.**
- **If your child has Asthma, you must complete the Asthma form AND the IHCP form.**

I give consent to share this information in the event of a medical emergency.

Signed _____ (parent/guarding) Date _____

CROMPTON HOUSE IHCP (Individual Health Care Plan)

Child's name: _____

Details of child's conditions:
What constitutes an emergency in relation to your child's condition?
What action to take in an emergency?
What not to do in the event of an emergency?
Who to contact in the event of an emergency:
The role of staff – training required?
Special requirements, e.g. dietary needs, pre-activity precautions
Side effects of medication:
Administration of medicines (plan):
Input from school nurse/other health professionals
OFFICE USE ONLY <input type="checkbox"/> cc student record <input type="checkbox"/> uploaded to MIS <input type="checkbox"/> HOY/Teachers/school nurse informed <input type="checkbox"/> medical information/professional letters uploaded to student record <input type="checkbox"/> review date noted Signed _____ date _____

ASTHMA INFORMATION

Child's name: _____

Please state which inhalers/medicines are likely to be needed in school and the likely indicators for use (e.g. relievers: before PE/going out into cold air/during bad cold, etc.):

Inhaler: _____ Likely reason(s) for use: _____

PARENTAL CONSENT

- I _____ (parent/guardian name) being the parent/guardian of the above-named child understand that I am responsible for ensuring that my child is equipped with his/her asthma medication, as required.
- I understand that I shall be informed if my child's asthma appears to be deteriorating in school, so that I can inform my child's General Practitioner or Practice Nurse as necessary.
- I give consent to share this information in the event of a medical emergency.

Signed _____ (parent/guardian)

Date _____

EMERGENCY ASTHMA INHALER CONSENT

Changes to legislation have enabled school to hold Ventolin (salbutamol) inhalers for emergency use by any child who suffers an asthma attack. We require written **consent from a parent/guardian** to administer the school's emergency inhaler medication, please sign below:

Signed _____ (parent/guardian)

Date _____

Pupil Premium

The pupil premium is additional funding given to schools so that they can support their pupils in need and close the attainment gap between them and their peers.

Pupils eligible for this funding:

- every child currently registered as eligible for free school meals and at any point in the past 6 years.
- children who are in foster care.
- children who are adopted.
- children who have left care under a Special Guardianship Order or a Residence Order.

The pupil premium is paid to schools as they are best placed to assess what additional provision their pupils need.

My child _____ (name) is eligible for Pupil Premium according to the above criteria; **please place a tick next to the applicable category.**

Please provide evidence if your child is eligible including copy adoption certificates, court orders, etc. in a sealed envelope marked Private and Confidential for the attention of the Assistant Business Manager.

Service premium

The service premium gives schools extra funding to support children and young people with parents in the armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 3 years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

The service premium is paid to schools as they are best placed to identify eligible pupils and assess what additional provision they need. Schools are responsible for using the service premium funding effectively.

My child _____ (name) is eligible for Service Premium according to the above criteria **yes/no**

Please provide evidence if your child is eligible.

How to claim for Free School Meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

If you think your child is entitled to free school meals, you will need to contact your local council.

Oldham Council

https://www.oldham.gov.uk/forms/form/525/en/free_school_meals_fsm_application_form

Rochdale Council

<http://www.rochdale.gov.uk/pdf/2018-03-13-free-school-meals-application-v1.pdf>

Special Educational Needs

If your child is identified as having special educational needs, please indicate below.

My son/daughter _____ (name) is currently registered as

- having SEND with their needs met within the classroom (High Quality Teaching),
- placed at SEN Support
- has an EHCP

Further details if you wish to provide them:

MUSIC



Music plays an important role in the extra-curricular life of students at Crompton House. We hope that there is something for everyone!

There are many different choirs singing a wide range of music. All choirs are open to all interested students.

All year 7 students who play an instrument are asked to play in our training ensembles (training band and junior orchestra) to get to know other music students and get used to ensemble playing at Crompton House.

As students develop on their instrument, they will be invited to join the senior groups. The timing of this will depend on their progress. For very advanced students this will happen very quickly.

**Year 7 & 8
Girls' Choir**

Boys' Choir

**Senior
Choir**

**Chapel
Choir**

Pop Piano

**Music Theatre
Group**

**Senior Wind
Band**

**Training
Band**

Brass Band

Brass Ensemble

**Senior
Orchestra**

**Junior Orchestra
- strings and**



If you would like to be involved in our music activities, please complete, and return the Music Information Sheet.

MUSIC TUITION

Many students will want to continue or begin playing an instrument or take singing lessons when they enter year 7. We encourage as many students as possible to take advantage of this opportunity.



If you want to have lessons in school, please fill in the contract form for each instrument/voice.

If you take lessons outside school and you are happy with your teacher. We hope you carry on enjoying your lessons, but also join in with the school groups. Choirs and ensembles.

Part of the tuition that is provided is within the groups, choirs and ensembles run by the school. Once a student reaches the required standard, they will be asked to attend an appropriate group.



Music tuition is provided by teachers from Oldham Music Service

Lessons available:

Violin, **Viola**, Cello, **Double Bass**
Flute, Clarinet, **Oboe**, Saxophone,
Bassoon

Cornet, Trumpet, Tenor Horn,
French Horn, Baritone, Euphonium,
Trombone, Tuba
Guitar, **Tuned Percussion**, Drumkit
Piano, Keyboard

Instruments in bold are part of our Endangered Species scheme and may be eligible for a subsidy.

Tuition can be requested by completing the contract form. Please return to the finance office.



Music Information Sheet

If you would like your son/daughter to be involved in school music groups, choirs, bands, and orchestras please complete this form.

PLEASE WRITE CLEARLY

Name of pupil:	
Address: (including postcode)	
.....	
.....	
Telephone Number (Home)	Telephone Number (Mobile)
Primary School <i>(please give Town/District, as well as name – e.g. St Mary’s, High Crompton rather than just St Mary’s)</i>	
Education Authority <i>(e.g. Oldham/Rochdale/Manchester/Other)</i>	
Instrument(s) played <i>(if singer, please write ‘voice’)</i>	
.....	
.....	
.....	
Music groups in which pupil plays or sings:	
In school:	
Outside school:	
Number of years studying instrument so far:	<input style="width: 40px; height: 20px;" type="text"/>
Approximate standard:	
<i>if an Associated Board / Trinity / Rock School Exam has been passed, please give grade</i> _____	
<i>if an Oldham Music Centre test has been passed, please give level</i> _____	
<i>alternatively indicate either</i> Beginner <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Very Good <input type="checkbox"/>	

Signed *(parent/guardian)*Date

Contract for Instrumental and Vocal Tuition – 2023/2024 Academic Year

URGENT – if you wish to request instrumental or vocal tuition in school please complete the contract below and return it to the School Finance Office by email finance@cromptonhouse.org by 2nd June 2023. **Please complete and return one contract for each instrumental/vocal tuition required.**

Student’s Name:			
Instrument / Vocal:			
Year: NEW INTAKE			Form: NEW INTAKE
Number of years studying instrument so far:			
Approximate standard: (beginner, basic, fair, good, very good or state exam grade and board)			

1. I wish for my child to receive instrumental tuition for the 2023/2024 academic year.
2. I understand that the lessons will be given in groups of no more than 5 students.
3. I understand that my child will be withdrawn from class lessons during school hours, on a rota basis, to receive instrumental tuition.
4. I agree to pay an annual fee set at £300 for the 2023/2024 academic year. I understand that there will be a small reduction made to the annual fee for additional instruments. I agree to make payments termly.
5. **I understand that fees will not be waived if my child discontinues their lessons within the academic year; I am therefore committed to pay the annual fee.**
6. The fee is for a minimum of 33 lessons in a year, although up to 38 lessons may be provided.
7. I am aware that it is a privilege to represent the school and that students who achieve the required musical standard* are **expected to contribute to the ethos of the school, by participating in at least one school musical group or choir.**
8. I understand that if my child does not attend 3 consecutive lessons the music service may recall the student’s instrument and lessons may be discontinued. If this is the case, the annual fee for the 2023/2024 academic year must still be paid. (In the event of instrumental staff being absent, every effort will be made to cover the session(s) with an appropriate supply teacher).
9. I understand that lessons are still provided for students who are not in school whilst preparing for exams and that it is for the student to make every effort to attend. In the event of school closure, lessons will be provided online.
10. I agree to my contact details being given to the Oldham Music Centre in order that they can arrange the issue of an instrument to my child.

*The required standard is decided by the student’s instrumental or school music teacher.

I have read and fully understand the above conditions and agree to the contents.	
Signed: (person with parental responsibility)	Date:
	Daytime Telephone No.
Address:	

PLEASE RETURN THIS COPY TO THE FINANCE OFFICE AT CROMPTON HOUSE SCHOOL IMMEDIATELY

Musical instruments left on school premises

Storage, identification, and insurance

As space is at a premium on the school site generally, students have always been encouraged to use L19 or L10 as storage spaces. Generally, this works well and is convenient for students. With a few very large exceptions, all instruments are locked securely overnight as far as staffing allows. Vulnerable instruments (e.g. in soft cases) or especially expensive ones (e.g. over £1500) are stored in L19 stock room, or even in the Music 'office' space.

A good level of vigilance is exercised by Music Staff, but safe custody of instruments cannot ultimately be guaranteed.

Instruments remain parents' responsibility at all times.

Whether parents'/pupils' own property or loaned, all instruments should be adequately insured by parents.

In most weeks approximately two hundred instruments are brought in to and/or taken away from school.

At the end of the school day students collect instruments, often in a rush to catch buses. Once every half-term or so a student takes someone else's instrument in error. This is always disturbing to the student whose instrument has inexplicably disappeared, and to parents and staff. Usually instruments are returned within a few days; occasionally, when the instrument has not been returned within a few days, the culprit has to be traced by staff, in what can be a difficult and time-consuming process.

All instruments should be labelled or clearly identifiable. Parents should please keep a record of instrument make(s), model(s) and serial number(s).

Gifted and Talented Initiative

Mrs L MacFarlane

In order to ensure that we provide support for the all-round learner, it is helpful if we are aware of the many talents and achievements that take place outside of school. We are interested to hear about any exceptional achievements accomplished by your son/daughter outside of school. Pupils are frequently hesitant about appearing to boast, and as a result are very reticent about communicating their achievements.

Please consider achievements **outside of school** in the following fields:.

- Sport
- Music (instrumental or singing), art, dance, drama, or public speaking
- Achievements related to academic subjects
- Other skills that appear advanced for pupils of their age
- Success in big competitions
- Are they members of any organisations or clubs (e.g. St John Ambulance, Scouts, Guides)?
- Have they demonstrated above average leadership ability in any context?

If you require any further help or want to discuss this further, please contact Mrs L MacFarlane l.macfarlane@cromptonhouse.org

Pupil Name:

Parent Name: Contact Telephone Number.....

Please provide information below and continue overleaf if required.

Category (e.g. sport, music...)	Supporting Information – this may include formal qualifications, membership of teams or organisations, personal achievements.	Qualification or Grade if appropriate

Further comments:

School Fund

Each September, we have asked pupils to contribute £2 each towards the School Fund. These monies are used to purchase additional resources that we would otherwise not be able to fund.

Due to the substantial amount of time and effort that it takes to collect these funds every year, we are now asking for the payments for years 7 to 11 to be paid in one lump sum of £10, i.e. £2 for each year that the pupil attends school between years 7 & 11.

We also have several fundraising days each year where pupils donate £1 in order to wear an additional item with their school uniform for a day. Funds collected from fundraising days are donated to various charities throughout the year. One fundraising day each year is free, but we collect £1 for each of the other 5 days.

Again, it takes a significant amount of time to collect, record and bank these individual payments so this year, we are asking for the fundraising day donations for the year to be paid now rather than in 5 separate collections.

Pupils can choose not to contribute toward fundraising days but must wear their uniforms on those days.

Parents are requested to make the payment of £15 (£10 School Fund & £5 for fundraising days) on their Parent Pay Account once the student starts in September.

Name of Pupil

I agree to the School Fund contribution £10.....Yes No
(to cover years 7 – 11)

I agree to the annual fundraising day contribution £5.....Yes No
(for year 7 only)

Signed.....Parent/Guardian

Date:

(only complete if you are available to volunteer to help with school trips)

Parents frequently tell us about the great experiences their son/daughter has had by going on a school off-site visit and it is widely accepted that there is a huge value to school trips in terms of the educational and personal development of young people. However, they require a major amount of planning and attention to detail by those in charge, and a familiarity with the laws and regulations that govern such activities.

At Crompton House we have enriched our curriculum through a variety of well-planned and regulated day and residential trips. A great many trips take place every year and we try to manage the timing of them to ensure that they have minimum impact upon examination groups at key points during the school year.

In order to maintain our high level of curriculum enrichment trips without impacting on learning too severely, we ask parents/carers of pupils to volunteer to act as supporting supervisors for trips on a voluntary basis. Volunteers must be DBS* checked and we will help with this process.

If you would be prepared to act as a supporting volunteer trip supervisor, could you please complete the information below and return it to school. Further information will then be sent to you. We will of course contact parents/carers to check their availability well in advance of a planned trip. We very much hope that you will be able to support Crompton House in our desire to continue to enrich our students learning through a programme of out of the classroom experiences.

Please note that unfortunately, due to regulations, parents/carers cannot volunteer to supervise a trip that their son or daughter are going on.

* Disclosure and Barring Service (former CRB)

I would like to be part of the Crompton House volunteer trip supervisor team. Please send me more information.

Pupil Name:	
Parent/Carer:	
Contact Number:	
Email address:	
Signature:	

Welcome to Crompton House School from the Parents, Teachers and Friends Association.

Our aims are:

- to provide a means of exchanging views and information concerning your child’s education.
- to raise funds for the school and enhance the service the school can provide. Each year we raise over £15,000 and we are currently raising funds for a new minibus.

We are a thriving PTFA and this is due to the support of parents like yourselves. There are a number of ways you may choose to support the PTFA and you can choose the level of your involvement to suit your time available and other commitments:

- **Attend the monthly meetings:** these are normally held on the second Tuesday of each month at 7pm in the Sixth Form Centre. The meetings are a mixture of formal procedure and informal discussion where we can share ideas and help plan future activities.
- **Help to serve/sell refreshments at parents evenings:** Refreshments at parents evenings is much appreciated by the teachers as well as parents, it’s also a great way to get involved and meet others in the school community.
- **Contribute ideas for new fund-raising ventures:** Each year we run successful events such as Year 7 Disglo, Christmas Fair, Spring Balls at the White Hart, summer plant sales, and a Comedy and Curry night. However, we are always open to new and fresh ideas, so let us know any thoughts you have.
- **Bid-writing for grants:** We are exploring ways to attract funding from local and national grants, so if you would like to support bid-writing projects (which you can do from home), let us know.
- **Supporting PTFA events:** For example, the Christmas Fair requires parents to help with planning and organisation, and we also need volunteers who can give a couple hours to help run the stalls or serve refreshments etc. Why not register as a volunteer that we can call on for one-off events?
- **Join the 500 Club:** Many parents find this a good way to support the PTFA on a regular basis, with the added bonus of possibly winning £60 in our monthly prize draw. There is a form at the back of this booklet for you to complete and bring along to the Intake Evening if you wish to join in this.
- **Becoming an officer of the association:** Each year in October we hold our AGM and elect the officers of the PTFA committee. We are not possessive over roles, so if you would like to serve for a year on the PTFA committee come to the monthly meetings and make yourself known.
- **Contribute a one-off £2 membership fee:** Parents are automatically members and can attend monthly meetings and vote. The once only membership fee is £2.

We hope you will take part and enjoy the activities of the PTFA of the school. Further information about the PTFA can be downloaded from the school website.



Name of Pupil

I enclose £2 once only membership fee for the Parent Teachers and Friends Association.

If available, I am willing to help serve refreshments at school functions. Yes No

I would like to discuss areas for involvement with the PTFA. Yes No

Please provide a daytime telephone number

Signed.....Parent/Guardian Date:

Parents Teachers & Friends' Association

CROMPTON HOUSE 500 CLUB Monthly Prize Draw

The draw takes place at the PTFA meeting on the 2nd Tuesday of each month (August and September are drawn together). Each month there are three winners: **1st Prize £60: 2nd Prize £30: 3rd Prize £20**. Winners are contacted following the draw and winnings are bank transferred. **Please get as many family members involved.**

IT'S JUST £1 PER MONTH AND IT REALLY MAKES A DIFFERENCE

50% of the money stays in the account to pay for the three prizes per month and the other 50% is donated to the PTFA, who spends it to directly benefit ALL the children. If we have more members, we will raise the prize money each month. Each year the 500 club donates around £2,000 to the PTFA; imagine how much more difference we could make if every child had at least one lottery number.

Previous contributions the PTFA has made: £8,000 towards a new computer suite for the Music Room, £6,000 laser-cutter for the DT department, £350 photobooth for the years 11 and 13 proms, a table magician for our year 11 prom, travel expenses of £400 for our U-19 netball team to take them to the national finals, £299 to enter 220 students in a Maths Challenge
WE ARE CURRENTLY FUNDRAISING FOR A MUCH NEEDED, NEW MINIBUS

It's easy to join, just fill in your details below. Set up an annual standing order and return your completed form to Reception at school.

Crompton House is a cashless school, so we ask that you set up an annual standing order via your bank account. If you need guidance on how to do this, take this form to your bank who will assist you with this.

The Crompton House 500 Club: Sort Code 20-64-12: Bank Account: 03438384

£12 payment per lottery number

PLEASE USE THE PUPIL'S NAME AS REFERENCE

This form can be accessed electronically on the PTFA section of the school website

Please return the form below to the Reception at school or email it to 500club@cromptonhouse.org



Quantity of Lottery numbers @ £12 each _____

Member's full name:(PLEASE PRINT)

Relationship to the child:.....

Address

.....

Postcode: Child's name:

E-mail address:(to confirm your lottery number/s)

Mobile number: (just in case the email doesn't deliver)

Club Number
(for office use
only)

The information you provide will be used by the PTFA solely for the purpose of administering the 500 Club. Your information will be held by relevant members of the PTFA and confidentially destroyed when no longer required in connection with the 500 Club. Please tick if you do not want us to publicise your name and lottery number as well as your child's first name if you are a winner

