



**REDBORNE UPPER SCHOOL  
& COMMUNITY COLLEGE**



## **Year 9 Intake Information**

**2024 Entry**



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[admin@redborne.com](mailto:admin@redborne.com)

**Aspiration**

**Responsibility**

**Respect**





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# Foreword

## Mr O Button, Headteacher

Dear Parent/Carer

We are delighted to welcome your child to Redborne in September, which we hope will be the start of a very happy and successful time with us.

Please read the information contained in this booklet carefully and complete the online form by **Friday 22nd March**: <https://redborne.applicaa.com/10>. Once we have this data we will organise the new intake into form groups with the help of your child's current school. We will arrange appointment times for you to attend one of our new intake parents' evenings on either **19th or 26th June**, where your child will have the opportunity to meet their new form tutor. Appointment times will be provided in early June.

Once again, welcome to Redborne and we look forward to seeing your child at our induction day on **Friday 5th July**.

## Key dates for your diary

- 22nd March – Online form to be completed.
- 19th June – New Intake Parents' Evening (Woodland and other middle schools).
- 26th June – New Intake Parents' Evening (Alameda and Arnold).
- 5th July – Induction day.
- 2nd September – First day of term





# New Intake Parents' Evening

The main purpose of this evening will be for parents and students to meet with form tutors, discuss interests and ask any questions. In addition to talks which will be held at 30 minute intervals, beginning at 4.00pm, you will be provided with a Year 9 school handbook. We would ask that you attend a talk either before or after the meeting with your form tutor.

## Subject choices in year 9

In year 9, students can request a choice of:

- either German or Spanish as a second language (the majority of students continue to study French).
- two of the following four technology subjects: DT, Graphics, Food, Textiles.

Whilst we do our best to ensure that students receive their choices, where subjects are oversubscribed, places are allocated on a random basis.

### German

German has the largest number of native speakers in the European Union and is the second most commonly used scientific language in the world. Germans are world leaders in engineering. Germany itself has one of the largest economies and studies have shown that having a second language can boost earnings in a future career. Post Brexit, European language skills are in ever-increasing demand and universities and employers have an ongoing interest in students who are able to list German as one of their GCSE subjects. It is for all of these reasons that we highly encourage this language choice. Led by a team of specialist teachers, students in year 9 will enjoy innovative, creative and interesting lessons designed to give them a solid foundation for the start of the GCSE course. They will also have the exciting opportunity to take part in the German Exchange trip to Bavaria, a fun and exciting experience which encourages students to develop their linguistic skills, cultural understanding and independence.



## Spanish

Spoken by an estimated 400 million people worldwide, Spanish is one of the most popular and widely spoken languages in the world. Learning this language will make travel experiences in Spain and Latin America much easier and open doors into the world of Spanish and Latin American culture and traditions. Students who begin learning Spanish in year 9 will develop their skills and linguistic competence within a range of familiar topic areas so that they feel ready to continue the subject at GCSE, if they choose. The Spanish department has a team of specialist teachers, two of which are native Spaniards, who ensure that lessons are engaging, fun and interesting. There are also extra-curricular opportunities outside of the classroom such as the immersion visit to Malaga, which immerses students in the vibrant Spanish language, culture and lifestyle whilst also improving language skills and enhancing development across the curriculum.

## Design Technology

The Design and Technology course provides students an opportunity to develop and refine skills they may have enjoyed at middle school (although you may have called it Product Design at middle school). These include sketching and drawing, prototyping and modelling, and gaining an understanding of what products are made of and how they are made. Students will undertake a range of mini projects where they combine a variety of materials, such as wood, metal & polymer, within the department workshops to bring their ideas to life! Students will investigate designers and learn to use these and others as inspiration in their designing and making for a variety of products. The course will teach students valuable practical and communication skills which can be used in any creative subject going forwards to GCSE level.

## Graphics

For the first project, students will select a recording artist and design and create some musical merchandise to promote their music; this will include an album/single cover design as well as mock ups for other merchandise you would see at a concert. There will be lots of creativity on paper as well as a chance to use computer-aided design, like Photoshop in addition to card prototyping. Students will research and decide on an appropriate theme for their next project, a children's party invitation design. This will be inspired by a well-known designer through using a similar illustrative style to suit the target audience of children.





Sketching, watercolour work and other techniques will be combined to create a professional-looking invitation design and accessories to match.

## **Food**

We start the course covering basic health, safety and hygiene and gaining our knife skills certificate. This is followed by a project on 'Café Culture' where we explore different types of products that are sold in a café, learning key practical skills along the way. We look at nutrition and healthy eating, where our food comes from, sustainability and even do some food science explorations. Students then plan and make 2 dishes of their own choice, for their café, to showcase their skills in a practical assessment.

Our second project introduces students to foods around the world exploring different cultures and cuisines and we also learn about sensory analysis, tasting a range of Mexican snacks and drinks. Largely practical based, this project provides a range of tasty savoury recipes that can be cooked again at home as a tasty evening meal for all the family to enjoy.

During the year, students will take part in Technical Challenges and a Chef of the Week is awarded after each practical.

## **Fashion & Textiles:**

Across the year, Fashion and textiles students will explore key areas of the creative design process through a variety of mini projects. A range of themes and trends will be used to inspire designs for products that will be made / decorated to meet the needs of a set brief and appeal to different audiences. The work of existing designers will also be used to inspire and inform designs and students will learn effective presentation methods to communicate their ideas.

Building upon basic techniques learnt in middle school, students will develop a wide range of decorative and construction skills, using both traditional and modern, hand and machine-based techniques. In addition to this, students will learn and apply skills which can be used to care for / mend / adapt / upcycle existing textile products and clothing, providing them with key skills to take forward and utilise throughout their lives.



# Transport Arrangements

There are a number of transport providers that serve our students. They are:

## 1 Central Bedfordshire Council

CBC provide transport for those students who are entitled to a free bus pass. They currently operate the following bus routes:

A01A	Shillington, Haynes, Maulden
A02	Westoning, Flitton, Silsoe
A03	Amphill
A05	Houghton Conquest, Clophill, Maulden
A11/ A14	Woburn Sands, Aspley Hill, Aspley Guise, Husborne Crawley, Ridgmont, Brogborough, Sheeptick End, Lidlington, Millbrook
A11A	Eversholt
A12	Marston Moretaine, Millbrook

If you would like to know if your child is entitled to a free bus pass please telephone School Transport on 0300 300 8339.

## 2 Redborne Upper School

Redborne Upper School has contracted two local coach companies to provide two services on a bus pass only basis:

H14	Woburn, Aspley Heath, Woburn Sands, Aspley Guise, Husborne Crawley, Ridgmont
80H	Shillington, Henlow Camp, Henlow, Shefford, Campton, Haynes, Wilstead

If you require a seat on any of the above three services, please ensure you complete the section in the online transfer form. We will then advise you of the finalised cost for the service you wish to use, once they have been set. Details of the current costs for 2023-24 are available on our website (<https://www.redborne.com/buses>).

Seats on all of these services are limited and are offered on a first-come-first-served basis and the running of any service is subject to sufficient numbers of students taking seats. This is reviewed on an annual basis.

The current timetables for the bus services are included over the page.





# Bus Timetables (2023-24)

## Route 80H

Route 80H			
Town/Village	Pick-Up Point	AM	PM
Shillington	75 Hillfoot Road	0715	1625
RAF Henlow Camp	Opposite Guard House	0725	1615
Henlow	Henlow Car Sales	0730	1610
Shefford	Bus Stop High Street	0740	1600
Campton	All Saints Church	0745	1555
Haynes	Silver End Road/Rooktree Way	0750	1550
	Silver End Road/Howard Close	0755	1545
Wilstead	Cotton End Road/Whitworth Way	0805	1535

## Route H14

Route H14			
Town/Village	Pick-Up Point	AM	PM
Woburn	Market Square	0800	1542
Aspley Heath	Opposite Church Road	0802	1540
Woburn Sands	High Street opposite White Swan PH	0805	1535
	St Marys Catholic Church	0806	1534
Aspley Guise	The Square	0807	1533
Husborne Crawley	Lower School	0810	1530
Ridgmont	Opposite Lower School	0813	1527
Amphill	Redborne Upper School	0825	1520



# Choosing and Purchasing the Correct School Uniform/PE kit

Redborne branded school uniform must be purchased from our recommended supplier, Prestige Clothing in Flitwick. This includes blazers, ties and (if chosen) skirts.

Prestige Design & Workwear Ltd, 46 - 48 High Street, Flitwick, Beds MK45 1DX

E-mail: [sales@prestigedesignww.co.uk](mailto:sales@prestigedesignww.co.uk) Telephone: 01525 716558

Prestige will be offering an appointment system from June 2024. More information will be available soon on their website: <http://www.prestigedesignww.co.uk/>

*Please note that shirts, trousers and shorts can be purchased from any retailer, but must conform to our uniform standards. Please contact us if you are unsure.*

## Second-hand Uniform

Our second-hand uniform shop is based in the Willen Hospice Charity shop in Ampthill (on the market square). This gives you the opportunity to purchase uniform items that are in good condition, and are sold at a significant saving on the full price.. Please note that due to the update in the school's uniform in 2022, there may not be full availability of items, although we do expect to have these in increasing quantities in the future.

## Pupil Premium funded students

As a rule, we do not fund school uniform from this budget. It is used to improve outcomes for students in school. Detailed guidance of how it is spent can be found on our website:

<https://www.redbornecommunitycollege.com/pupil-premium>

If you have any queries please contact Ms Nikki Brennan at [nikki.brennan@redborne.com](mailto:nikki.brennan@redborne.com) or telephone 01525 404462.





# Uniform Regulations (Years 9 to 11)

## Blazer

- Redborne branded black blazer (compulsory). Must be worn with a white collared shirt.

## Tie

- Redborne tie with year group colour stripe (compulsory). Ties should be worn so a minimum of 5 stripes are visible below the knot.

## Jumper

- Black V-Neck Redborne branded jumper. (Optional)

## Skirt / Trousers / Shorts

Students can choose between the following: all available from our stockist Prestige:

- Knee length pleated skirt with Redborne logo (\* must be purchased from Prestige)
- Black straight leg, slim fit or regular fit trouser
- Black single pleated regular fit trouser
- Black tailored shorts.

## Shoes

- Flat, plain black leather or faux leather formal shoe. No boots, canvas or backless shoes or trainers, including Air Force 1s or any footwear with sports branding.

## Socks / Tights

- Plain black or white socks.
- Black or natural opaque tights.

## Outerwear

- No hoodies (including zip-up) or sweatshirts. Coats must be taken off when entering a classroom.



## Jewellery

- A single nose piercing is allowed, **but must be removed for PE**. For safety reasons, all other facial or body piercings are not permitted.
- Hoop earrings **must be removed for PE**.
- Earrings should be small in size, no bigger than a 5p piece.
- Necklaces/ bracelets, bangles should be worn under clothing.

## Nails

- Nails must be short (not past fingertips).
- Acrylic nails are not allowed.

## Headwear

- Inside school buildings, hats are not permitted and coat hoods must be down.
- Durags are permitted, but must be black.

## Bag

- Big enough to accommodate basic equipment, e.g. exercise and text books.

## Equipment:

- |              |                       |
|--------------|-----------------------|
| ● Pen        | ● Pencil case         |
| ● Pencil     | ● Rubber              |
| ● Ruler      | ● Colouring pencils   |
| ● Planner    | ● Protractor          |
| ● Calculator | ● A pair of compasses |

## Prohibited Items

The following items should not be brought to school:

- |                                |   |
|--------------------------------|---|
| ● Alcohol                      | ● Illegal drugs   |
| ● Bluetooth speakers           | ● Corrosive chemicals   |
| ● Knives/blades/weapons        | ● Smoking/vaping materials<br>including matches, lighters,<br>electronic, herbal and all other<br>types of cigarettes |
| ● Chewing gum                  |   |
| ● Laser pens                   |   |
| ● Screwdrivers and other tools |   |



# Physical Education Kit (to be used for all lessons)

\*Compulsory items

## Polo Shirt\*

Red and black regular or fitted Redborne branded Encore polo shirt

## Shorts/Leggings/Training Trousers\*

Students must wear one of the following items:

### Either:

- Black and red Redborne Encore shorts
- Black Redborne leggings
- Black Encore Redborne training trousers
- Black and red Redborne Encore skort

### OR

- Plain black unbranded shorts
- Plain black unbranded leggings (opaque)
- Plain black unbranded tracksuit bottoms

In cold weather students may choose to wear only the following items

- Red Redborne Encore PE hoodie
- Red and Black Redborne hoodie, formerly part of full uniform
- Red Redborne Encore training top
- Plain red or black long sleeved base layer underneath their polo shirt

## Socks\*

- Red football socks
- White or black sport socks

## Trainers/Astros\*

These must be **in addition to day to day school shoes** and have sufficient grip for indoor and outdoor use



## **Football boots**

Metal studded boots and bladed studs are not permitted on the 3G football pitch

## **Shin pads\***

For hockey and football

## **Gum shield\* (Compulsory for contact rugby)**

Should your child opt into contact rugby lessons, gum shields are compulsory. However they are not compulsory (but recommended) for touch rugby and hockey.

### **Please note the following:**

- All PE kit must be labelled with the students name
- All jewellery must be removed for PE lessons
- Long hair should be tied back
- Nails should be short in length, in line with uniform regulations
- Hoods must be worn down during the participation of physical activity

All students are expected to participate fully in PE lessons. If the student is unable to participate physically, a letter from a parent or carer should be provided to the class teacher. Non-participants still need to bring and wear PE kit as they will still be involved in the lesson either by coaching, umpiring or helping with equipment.





# School, Student, Parent Agreement

The school will:

- Undertake to provide the highest standards of academic, moral and social education.
- Expect high levels of participation and achievement from all students.
- Communicate with the home regularly on aspects of school life including students' progress, achievements and problems.
- Encourage students to behave appropriately.
- Promote the values of '**ASPIRATION**, **RESPONSIBILITY**, and **RESPECT**' through all aspects of school life.

Students will:

- Show **ASPIRATION**:
  - By participating fully in lessons.
  - By striving to achieve the highest standards of which they are capable.
- Show **RESPONSIBILITY**:
  - to the successful running of the school by engaging positively with the school community.
  - By attending school and lessons on time.
  - By wearing the correct school uniform, using the choices outlined in this booklet.
- Show **RESPECT**:
  - for all others regardless of ability, age, culture, faith, gender, race or sexual identity.
  - by following the ICT Acceptable Use Policy.
  - by using social media responsibly in posts, comments and messages.
  - for the school buildings, equipment, and environment.



Parents/Carers will:

- Work with the school to uphold the values of 'ASPIRATION, RESPONSIBILITY, and RESPECT'.
- Support the school in maintaining a high standard of behaviour (including the implementation of sanctions where necessary).
- Promote excellent standards of attendance and punctuality and ensure their child wears correct uniform.
- Maintain close communication with the school on aspects which could affect students' progress.
- Avoid taking students on holiday during term times.



# Cashless Catering at Redborne

## Upper School

At Redborne we operate a cashless catering system in our canteens. The system works through WisePay, our online cashless system that is also used to make purchases in the school shop (eg uniform/stationery) and for trips and tickets.

A cashless system means you know your child will be making purchases in school at break or lunchtime, rather than less healthy choices or other purchases outside of school.

You will be sent details of your WisePay login details later in the year, ready for September 2024.

### **How does it work?**

You will find a cashless catering option within your WisePay account. Through this option you will be able to top up your child's cashless catering fund with money to spend on items in our canteens. You will also be able to monitor your child's purchases.

In order to make purchases, students use a biometric system at the payment till. Before this can happen, we will need to receive your and your child's consent. We will then enrol them onto the system, taking a fingerprint when we do so. Each time they want to buy something in the canteen, they will use their finger for the system to recognise who is making a purchase.

### **Why biometric and not a card based system?**

Cards are easily lost or forgotten, cost money to replace and are open to being used without consent. A biometric system doesn't have these disadvantages. The biometric system is quick and easy to use, enabling faster purchases than cash or card based systems.

The biometric system is entirely secure. It doesn't store an image of the fingerprint, but unique data points within the fingerprint are converted into a long number which is encrypted. The number is unrecognisable outside of the WisePay/idXtra biometric system as a fingerprint and can't be turned back into the image of one. The encrypted number is held onsite and only purchase transactions are shared with the WisePay system. Every time your



child makes a purchase, the scanned fingerprint presented is compared to the encrypted number before a purchase is authorised.

A biometric system is able to spot the differences between the fingerprints of identical twins, as their fingerprints are still unique from each other.

### **What if I forget to top-up the fund?**

We have enabled a small overdraft allowance for each account with enough money to enable your child to purchase a hot or cold meal on the day, but the account will need to be topped up before it can be used again. *Staff at the till will warn your child when they see that funds are running low, but it is the responsibility of the child/parent to ensure funds are topped up regularly and to avoid funds running out.*

### **What about free school meals?**

If your child is in receipt of free school meals, the cashless catering system will be notified of this and this enables an almost transparent transaction to take place, just like any other cashless catering purchase. Any transaction total above the free school meal allowance can be topped up by funds you put on their account, if you wish to do so.

### **What happens next?**

Before we can use the biometric system with your child in September, we need both your and their consent. Details about the consent required are detailed in the attached pages. Please sign your consent in the relevant section of the online year 9 intake new starter form <https://redborne.applicaa.com/10> Both the parent or carer and the student will need to sign this form if they wish to provide consent.

### **For parents/carers**

By signing this form, you authorise Redborne to use your child's biometric information for the purposes described in the biometric information notice until he or she either leaves the Redborne or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to Redborne at the address on the front cover.

Once your child ceases to use the biometric recognition system, his or her biometric information will be securely deleted by Redborne as soon as practically possible.





If you do not provide consent, we will not use your child's biometric information. Your child will still have access to the same facilities and resources as other students if they do not participate in our biometric information system.

## For students

By signing this form, you give Redborne permission to use your biometric information for this purpose/s until you either leave Redborne or stop using the system.

If you wish to withdraw your consent at any time, please speak to your form tutor. Once you stop using the biometric recognition system, your biometric information will be securely deleted by Redborne.

You do not have to give your consent if you do not want to. If you do not consent, then you will still be able to use the facilities at Redborne through other means.

# Biometric Information Notice:

## Introduction

1 Redborne Upper School and Community College (Redborne) wishes to use biometric information (see paragraph 2 below) about our students as part of an automated biometric recognition system. This is for the purposes of:

System Name	Purpose
EventPOS	Cashless payment for school meals

The General Data Protection Regulations and Sections 26 to 28 of the Protection of Freedoms Act 2012 (the Act) require Redborne to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before we can use that child's biometric information.

## Biometric information and how it will be used

2 Biometric information is information about a person's physical or behavioural characteristics that can be used to identify him/her. Redborne would like to take and use information from our students' fingerprints and use this information for the purposes described in paragraph 1 above.



3 The information will be used as part of an automated biometric recognition system. This system will take measurements of the students' fingerprints and convert these measurements into a template to be stored on the system. An image of the student's fingerprint is not stored. The template (measurements taken from the student's fingerprint) is what will be used.

4 The law places specific requirements on the Academy when it uses biometric information, about students. For example:

4.1 Redborne cannot use the information for any purposes other than those described above

4.2 Redborne must ensure that the information is stored securely

4.3 Redborne must tell parents/carers and students what it intends to do with the information

4.4 Redborne will not disclose the biometric information to a third party unless permitted by law

4.5 The Academy may however share the information with idXtra Ltd for the proper use of the automated biometric recognition system.

## **Objecting**

5 Redborne requires the written consent of at least one parent/carer to use a student's biometric information. However, consent will be overridden at any time if the other parent/carer objects in writing. The Academy will also seek the consent of a student if he/she has sufficient maturity to exercise his/her data protection rights. In most cases consent will be sought from all students. Also, if a student objects to the use of his/her biometric information at any time, the Academy cannot collect or use that information. Parents/carers may also withdraw your consent at any time in writing addressed to the Academy.

6 Parents/carers and students can give their consent by completing and returning the Academy's biometric information consent form.

7 Please note that when a student leaves the Academy, or if for some other reason he/she ceases to use the biometric system, his/her biometric information will be securely deleted as soon as practically possible.



8 For more information on Redborne's GDPR policy and other information, please see the school's website – [www.redborne.com](http://www.redborne.com)

## Privacy Notice - Summary

The school is the Data Controller for the purposes of data protection. This means we collect information from you, and receive information about your child from their previous school. We hold this data and use it to support your child's learning; monitor and report on their progress and provide appropriate pastoral care.

This information includes your contact details, assessment results, attendance information and personal characteristics such as their ethnic group, special educational needs and any relevant medical information. Please advise us immediately of any changes to this information so that we may update our records accordingly.

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*We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.*

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We are required by law to pass some of your child's information to the Department for Education (DfE), and certain providers such as the Youth Support Services in our area. If you wish to opt-out of this arrangement and ask that no information beyond names, address and your child's date of birth is provided, please indicate in the relevant section of the online year 9 intake new starter form.

For the complete privacy notice please see our website.



# GDPR - Photograph Consent

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays, in our school's prospectus, in other printed publications that we produce and we may use them on our school website and social media. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption without express consent.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, approved websites or on televised news programmes. To comply with the General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child.

By signing the Photograph Consent section in the year 9 intake new starter form

<https://redborne.applicaa.com/10> you are giving consent for the following:

1. Use of your child's photograph in the school prospectus and other printed publications that we produce for promotional and marketing purposes
2. Use of your child's image on our website and on social media
3. Use, if selected, of your child's work on our website
4. Recording your child's image on video or webcam
5. Your child's image being published with a press photograph
6. Use of your child's image within school for display purposes

## Conditions of School Use of Photographs:

This consent is valid from the date you submit it to us until one year after your child leaves our school. You are entitled to change the consent you have provided at any time, simply let the school know in writing in order for us to update our records.





- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our printed publications without express written permission for that specific use.
- We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have express written permission.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected work from pupils.
- We may use group or class photographs or footage with very general labels, such as “a Science lesson” or “making Christmas cakes”.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately
- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Parents / Carers consent will be recorded and retained for no longer than is necessary for the purpose the data was obtained for.
- As the child’s parents/carers, you agree that if you take photographs or video recordings of your child/ren which include other pupils, you will use these for personal and family use only and you will not post on any personal social media accounts. You understand that where consent has not been obtained from the other parents for any other use, you would be in breach of the Data Protection Act 1998 if you used the recordings for any wider purpose.



# ICT Acceptable Use Policy: Student Version

## Introduction

Digital technologies are an important part of life in today's society. Since computers and the Internet can be powerful tools for learning, Redborne Upper School strives to provide all users with safe and secure access to ICT systems.

## School ICT systems can be taken to mean:

- desktop computers, laptops, servers and other school-owned computing devices.
- the school's wired and wireless network connections.
- the school email system.
- web access via the school network (including via guest WiFi).
- file storage areas on the school network.
- accounts for online services provided by the school (including Google Workspace).
- any data stored in accounts provided by the school, regardless of the device(s) being used to access it.

## This policy is intended to ensure:

- that students are responsible users and stay safe when using the school's ICT systems.
- that the school's ICT systems are well protected from misuse.
- that users are well protected from any misuse of the school's ICT systems.

## Acceptable Use Policy Agreement

1. I understand that the school may monitor my use of its ICT systems.
2. I understand that the school will retain my files, emails and other data even after I am no longer a student at the school.
3. I understand that the rules set out in this agreement also apply to use of school ICT systems away from the school site. This includes home use of online services provided by the school (e.g. email).



4. I understand that the school ICT systems are intended for educational use only. Personal use not directly related to school work is not permitted (e.g. online gaming, music streaming, etc.).
5. I understand that my school email account is to be used for school-related matters only. I will not use it to sign up to anything not related to school work.
6. I will not disclose my passwords to anyone else, not even to a member of staff or to a parent or guardian, nor will I try to use any other person's passwords. I will not share use of my accounts with others in ways that are not approved by the IT administrators.
7. I will immediately report any illegal, inappropriate or harmful material I become aware of to a member of staff.
8. I will not attempt to access, copy, move, delete or otherwise alter any files which I am not permitted to.
9. I will communicate with others in a professional manner, not use aggressive or inappropriate language and appreciate the differing opinions of others.
10. I will not engage in any online activity that may bring the school into disrepute.
11. If the security of any of my accounts is breached (for instance, if somebody gets my password), I will bring it to the attention of a member of staff as soon as possible.
12. I will not open any email attachments and not click on links in emails unless:
  - the sender is known to me and
  - the attachment or link is something which I'm expecting from them.
13. I will not attempt to upload, download, create or access any materials which may be illegal, inappropriate or distressing to others.
14. I will not attempt to bypass any web filtering systems in school.
15. I will not attempt to circumvent any security restrictions that are in place.
16. I will not attempt to install any software without permission from the IT administrators.
17. I will not disable, add to, move or reconfigure any school ICT systems without approval from the IT administrators.
18. I will immediately report any damaged or faulty ICT equipment that I find to a member of staff.
19. I will ensure that I have permission to use the original work of others in my own work.



# Youth Support Service

Youth Support Service within Central Bedfordshire Council have a statutory duty to promote the effective participation of young people in education and training on behalf of the Department for Education.

To do this, we work with schools to ensure our data is accurate which allows us to identify young people that do not progress into a positive destination (college, 6th Form, apprenticeship) after Year 11. Support is then offered to help young people reengage to help take steps towards a rewarding career.

The below explains further the benefit of young people and/or their parent/carers consenting to share their information.

## **What will happen if I DO give consent to the Youth Support Service?**

- You can access advice and guidance after Year 11 to help with your career.
- If your college, 6th Form, apprenticeship does not go well and you leave early we can help to support you onto a course in education, employment or training.
- We will follow what you do after Year 11 by tracking your destination. This may involve a telephone call/text/email once a year to see how you progress until the age of 18.

## **What will happen if I DO NOT give consent to the Youth Support Service?**

- We will still follow what you do after Year 11 by tracking your destination.
- We will still send you a letter to your home address.
- We will still visit your home to see you face to face.
- You will not be able to access any advice and guidance as you have not consented to be contacted by telephone/email/text.

Please indicate your consent or otherwise on your new starter form





# New Starter Form

Below is a copy of the online new starter form <https://redborne.applicaa.com/10> for your information.

## Personal Details of Pupil

Legal Surname:	
Legal Forename:	
Middle Name(s):	
Date of birth:	
Gender:	
If your child is transgender then please tell us the gender they identify as in the box above and give further details in the box below.	

## Home address

Number and street name:			
Town:			
Postcode:		Address tel no:	

## Name of any related pupil currently at this school:

Full Name:		Relationship to above pupil:	
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## Name of PREVIOUS SCHOOL

Previous school name:	
Local Authority :	

## Additional information

First Language (Language spoken at home)	
Parent in Armed Forces:	Yes / No



## Ethnic Group (Please tick one of the boxes below)

<b>White</b>	<input type="checkbox"/> British	<b>Asian or Asian British</b>	<input type="checkbox"/> Indian
	<input type="checkbox"/> Irish		<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Traveller of Irish Heritage		<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Gypsy/Roma		<input type="checkbox"/> Any other Asian background
	<input type="checkbox"/> Italian		<input type="checkbox"/> Caribbean
	<input type="checkbox"/> White other	<b>Black or Black British</b>	<input type="checkbox"/> African
<b>Mixed</b>	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Black background
	<input type="checkbox"/> White and Black African		<input type="checkbox"/> Any other ethnic background
	<input type="checkbox"/> White and Asian		<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Any other Mixed background		

## Court Orders

Are any court orders applicable to your child? Yes / No  
If yes, please give further details:

## Emergency Contact Information and Parental Responsibility

Please enter contact details **in the order you wish them to be contacted** in the event of an emergency. We require **at least** two emergency contacts. In addition, anyone with parental responsibility should also be recorded below even if they don't live with the student. There are some statutory duties that we must include all adults with parental responsibility.

### Contact 1 – REQUIRED

Title:		
Full Name:		
Address if different from pupil address:		
<b>Contact 1 telephone numbers:</b>	<b>Tick priority contact number</b>	<b>Relationship to child:</b>
Home:		
Mobile:		
Work:		
<b>E-mail address:</b>		



## Contact 2 – REQUIRED

Title:		
Full Name:		
Address if different from pupil address:		
<b>Contact 2 telephone numbers:</b>	<b>Tick priority contact number</b>	<b>Relationship to child:</b>
Home:		
Mobile:		
Work:		
<b>E-mail address:</b>		

## Contact 3 (optional)

Title:		
Full Name:		
Address if different from pupil address:		
<b>Contact 3 telephone numbers:</b>	<b>Tick priority contact number</b>	<b>Relationship to child:</b>
Home:		
Mobile:		
Work:		
<b>E-mail address:</b>		

## Contact 4 (optional)

Title:		
Full Name:		
Address if different from pupil address:		
<b>Contact 4 telephone numbers:</b>	<b>Tick priority contact number</b>	<b>Relationship to child:</b>
Home:		
Mobile:		
Work:		
<b>E-mail address:</b>		

## Medical Information

Doctor's name	
Practice name	
Practice address:	
Practice Telephone Number:	



Do you give permission for the school to contact your Doctor if necessary?	Yes / No
Does your child have any HEALTH problems?	Yes / No
If Yes, please give details (eg: Asthma; Allergy etc.) and any emergency procedures that need to be followed if relevant:	
Does your child have a Care Plan? Yes / No If yes, we will be in touch to discuss the details.	
Any other information relating to your child's health that you feel the school should be aware of:	
<b>Dietary Needs</b> (if any)	

Does your child have a disability? <b>(Please give details below)</b>	
Yes / No	

Does your child have any Special Educational Needs? <b>(Please give details below)</b>	
Yes / No	

## Pupil Premium

<p><b>Does your child qualify for Pupil Premium Plus funding</b>, which is for any student who has left local authority care through adoption or a special guardianship, child arrangements or residence order? (If yes you may wish to give details below. If you are unsure please see our website for further details or contact the school)</p>	
Yes / No	



## Young Carers

<b>Is your child a Young Carer?</b>	Yes / No
Do they currently attend a YC group at their school?	Yes / No
Is your child registered with Central Beds Council as a Young Carer?	Yes / No
Would you like Mr Francis (Redborne's YC Coordinator) to email you with more information about what Redborne offers Young Carers?	Yes / No

## Bus Pass Information

Please indicate below if you require a bus pass.

Central Bedfordshire buses are managed by the local authority and you must make an application to them by 31 March 2024 (Central Beds School Transport).  
 Seats on Redborne run buses (H14 and 80H) are limited and are offered on a first-come-first served basis and the running of any service is subject to sufficient numbers of students taking seats. This is reviewed on an annual basis.

**No bus pass required**
 **Central Bedfordshire Bus**
 **80H**
 **H14**



## Additional Information

Is there anything else you would like us to know about your child that is not already covered in this form?

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## Subject Preferences

Languages – the majority of students will take French. You will be allocated either Spanish or German as your second language option. Please select your preference.

No preference     
  German     
  Spanish

Which language(s) have you studied in lessons (not including lunchtime / after school clubs) in your current school over the last year?

French  
 German  
 Spanish

Please state any other languages you speak at home (even if this is not considered to be your first language).

Technology – Students will study two of the four technology subjects we offer in Year 9. Please rank ALL the subjects 1 to 4 (1 the subject you would most like to take, 4 the subject you would least like to take)

Subject	Rank
Food	
Graphics	
Design and Technology	
Textiles	



## New Intake Parents' Evening

In order to ensure that all parents and students can have an appointment with their tutor, the new intake evenings are split into two. Please tick your preferred time below. We will try to arrange an appointment within your chosen time.

<b>Wednesday 19<sup>th</sup> June</b> <b>Woodland Middle and other middle schools</b>		<b>Wednesday 26<sup>nd</sup> June</b> <b>Alameda Middle and Arnold Middle schools</b>	
4.00-5.00 pm	<input type="checkbox"/>	4.00-5.00 pm	<input type="checkbox"/>
5.00-6.00 pm	<input type="checkbox"/>	5.00-6.00 pm	<input type="checkbox"/>
6.00-7.00 pm	<input type="checkbox"/>	6.00-7.00 pm	<input type="checkbox"/>

## Use of biometric information (See biometric information)

<b>Parent/carer consent</b> I confirm that I have read the Redborne biometric information notice and I give consent to information from the fingerprint of my child being taken and used by Redborne as part of an automated biometric recognition system for the purposes of cashless catering.	<b>Name (Please Print)</b>  <b>Signature</b>	<b>Date</b>
<b>Student consent</b> I give consent to information from my fingerprint being taken and used as explained in the biometric information notice.	<b>Signature</b>	<b>Date</b>

## Use of photos/media

I consent for the school to use photographs/media of my child taken in school/on trips etc. on the school website and in the prospectus and other school business? (see GDPR - Photograph Consent Form for more details)	Yes / No
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## ICT Acceptable use policy

We have read and understand Redborne's ICT acceptable use policy for students. (Please refer to the policy included in this booklet)	Yes / No
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## Youth Support Services

We agree that Redborne can share data with the Youth Support Services to ensure all young people progress into a positive destination (college, 6th Form, apprenticeship) after Year 11 and to provide additional support to any young people to help them take steps towards a rewarding career.  
(Please refer to the policy included in this booklet)

Yes / No

## School – Student – Parent Agreement

Signature of Student

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Signature of Parent or Carer

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## Form Confirmation

I agree that the information given in this form is accurate and will endeavour to inform the school of any changes to the details given at the earliest opportunity.

Signature of Parent or Carer \_\_\_\_\_

Print name \_\_\_\_\_ Date \_\_\_\_\_

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