



# Admissions Form Parental Consents

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To enable a smooth transition for your son when he starts at Reading School, please can you ensure that all consents are approved.

## Alcohol Free Wipes

Please sign this section to agree to your son being administered antiseptic wipes by a member of staff if required.

## Biometric Consent

Government guidance says parental permission must be obtained to use students' biometric data. Biometric data can be used in a number of different ways, but in Reading School we use data extracted from your son's fingerprint to allow him to pay for food in the Refectory.

We have been using this method of payment since April 2011 and have recognised substantial benefits:

- Faster payment reduces queuing time
- Students do not need to bring cash into school
- Students can't 'lose' their fingerprint!
- Free school meals allowances added automatically

We have also had a lot of positive feedback from parents who tell us that they like the convenience of adding funds on line and being able to see what their sons are purchasing.

We would like to reassure boys and parents that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint, only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Biometric registration is purely voluntary and those not wishing to sign up are still able to use the system by way of a card. However, if the card is lost there is a charge of £5 for a replacement. A card system is less secure as a lost card can be used by the finder until such time as the loss is reported and the card cancelled. If you would prefer your son to have a card then please contact [admissions@reading-school.co.uk](mailto:admissions@reading-school.co.uk) and this can be arranged.

## Do not dismiss if school closure due to adverse weather

In the event of adverse weather conditions and the school having to close, please tick the box on the admissions form if you DO NOT want your son dismissed to go home.



## **Emergency Asthma Inhaler**

Please tick if the form if your son requires an emergency Asthma Inhaler. The school First Aider will contact you direct before your son joins the school.

## **Emergency EpiPen**

Please tick if the form if your son requires an emergency EpiPen. The school First Aider will contact you direct before your son joins the school.

## **Generic Parental Consent - For All Off Site Activities**

When students take part in any off-site activities; the contact information, medical details and dietary requirements held on the School's database will be used.

### **Local Learning Area visits:**

The school has a defined 'local learning area'. Visits leaving the school site and utilising this, local area (see the Educational Visits Policy for the defined area) are considered to be an integral part of the curriculum. These visits are planned and delivered by school staff, may involve minibus or other forms of approved transport and are delivered free of charge.

### **Parents will be informed of any Local Learning Area visits:**

Where these visits take place within the school day your consent is assumed unless you have explicitly asked to opt out, via email, to the Visit Leader.

### **Activities taking place beyond the normal school day**

Parents will be informed of any visit taking place beyond the normal school day and additional consent will be sought.

### **PE lessons**

Due to the varied and expansive PE curriculum that Reading School seeks to deliver, we make use of a range of locations within our Local Learning Area, such as, but not limited to: Reading University Sports Park, Rivermead, Palmer Park and our own playing fields at Morgan Road.

All PE lessons, including those offsite are delivered by school staff. Offsite lessons may involve students being transported using a school minibus or other forms of approved transport. You will not be informed of the individual PE lessons that take place offsite.

Your child's participation in the full PE curriculum is assumed, unless you have explicitly asked to opt out.

### **Whole School Events**

For whole school events such as the annual Commemoration Service at St Mary's Church, or Sports Day at Palmer Park you will be informed via the weekly Headmaster's Bulletin and website of arrangements and these events will run on an opt-out basis, with attendance assumed unless the school is notified in writing.

Please click on the link below to read the following:

[Educational Visits Policy](#)



## Home School Agreement

Please take time for read the Home School Agreement policy for both parents and students, available at the link below:

[Home School Agreement Policy](#)

## ICT Network User Agreement

### Philosophy

At Reading School we believe that the use of Information and Communication Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology, both off and online. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning, with pupils being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

The overall aim for the informed use of Information and Communication Technology at Reading School is to enrich learning for all pupils, to support their academic studies, pastoral care and recreational interests and to promote effective communication.

### Duty of care & e-Safety

Reading School has a duty of care towards every member of the school to ensure the safe use of computing facilities. New members of the school are asked to read and agree to the rules for the acceptable use of the school computer network that follow and sign to indicate that they have done so. All staff undertakes online e-safety training and all students are encouraged to act responsibly at all times and to be aware of the issues of “content, conduct & contact” when they use ICT, both in school and at home.

This ICT user agreement applies without exception to all members of the school at all times and to visitors with temporary access. It is assumed that by logging into a school computer or by accessing any of the school's ICT services you are agreeing to abide by this agreement.

Further information can be found in the E-Safety Policy available on the school website at the following link:

[E-Safety Policy](#)



## Images of Children – Photographs and Video Footage

We occasionally take photographs of pupils at Reading School participating in school events, on trips, at sporting events, and in the classroom. We may use these images in our social media feeds, our weekly Headmaster's bulletin, on the school website as well as in our school prospectus or in other printed publications that we produce. Pupil photographs may also be used on display boards around the school. We may also make video recordings for school-to-school conferences, monitoring or other educational and marketing use.

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, or on televised news programmes. To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. We ask that you consent to the following:

- May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?
- May we use your child's image on our website?
- May we record your child's image on video or webcam?
- Are you happy for your child to appear in the media?
- Are you happy for your child to appear on internal display boards in school?

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Further information can be found in the Taking Storing and Using Images of Children Policy document on the school website at the following link:

[Taking, Storing and Using Images of Children Policy](#)

## Indemnity for Off Site Activities

I agree to indemnify any member of staff involved in off-site activities against:

1. Any claim against him/her by a third party directly or indirectly arising out of any act or default of my son unless so caused by negligence of the school or any of its staff.
2. Any costs and expenses reasonably incurred and/or other sums disbursed by him/her on behalf of my son during or as a result of a trip/activity unless so caused by the negligence of the school or any of its staff.
3. Any loss to him/her arising from damage to or loss of property or personal injury contributed to or caused by any act or default of my son unless caused by the negligence of the school or any of its staff.



4. Provided that the indemnity shall not extend to any claim, damages, costs or expenses in so far as any member of staff shall be entitled to be indemnified under any policy of insurance.

### **MCAS My Child At School (parent portal)**

Reading School operates a service called MCAS which is the school's parent portal. Your child's attendance records, timetables and reports can all be viewed on MCAS. The application is also used as the school's payment system for topping up refectory accounts, the purchase of books or paying for school trips. Please be assured that MCAS is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. We require your permission for your email address and mobile number to be registered with MCAS.

### **Other Third Party Software**

The school sometimes registers with a range of web based service providers such as MS Teams for educational purposes and Evolve for trips. Registering with these providers requires that some personal information about your son is provided. This may include his name, date of birth, year group and email address. We do not share your son's details with any company that has not been verified under The Data Protection Act 2018.

### **Paracetamol Consent**

Please sign this section to agree to your son being administered paracetamol by a member of staff if required.

### **Privacy Notice**

The school is registered under The Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. Personal data is information that Reading School collects, uses, stores and shares about staff, students, parents and alumni – which identifies them and relates to them. This includes information such as:

Students & Parents: Name, date of birth and address, examination results, medical details and behaviour records. We may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

Further information can be found in the GDPR Privacy Notice available on the school website at the following link:



Please click on the link below to read the GDPR Privacy Notice:

[General Data Protection Regulations \(GDPR\) Privacy Notice](#)

## **Code of Conduct for Schools Visits**

As you are aware in today's climate, there are certain precautions we must take before taking your child on the proposed visit. In respect of Health & Safety regulations and insurance, we require the assurance of yourself and your child that the following rules of behaviour will be adhered to both before and during the visit. Failure to comply with these rules while abroad may result in the removal of privileges such as free time without direct supervision, as we may not be able to guarantee the safety of the student. If, in very extreme cases, staff feel that they are not able to guarantee the continued safety of the student because of serious or repeated infractions, they may be forced to ask parents to come and collect their son in order to maintain the safety of the rest of the group at the parents' expense.

Please click on the link below to read the following:

[Code of Conduct for Educational Visits](#)

## **SchoolComms**

Reading School operates a service called Bromcom MIS, which is used by a large number of schools across the UK to communicate with parents by email and text message. Bromcom will be beneficial to you because:

- Messages will get to you reliably
- We can send messages independently to both parents/carers simultaneously
- You will quickly know about important or urgent messages
- We can tell you more about what is going on at the school
- A weekly message from the Headmaster is sent to parents using this system of communication
- Boarding parents will receive a Boarding Newsletter bi-weekly sent from Bromcom

To use Bromcom we need to collect your personal email addresses and mobile numbers and we would ask you to give your consent for your details to be registered with Bromcom.

Please be assured that Bromcom is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.



Important – when you sign up to Bromcom, email messages will be sent from 12027@bromcomcloud.com. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

## **Sixth Form Agreement**

All Sixth Form students are asked to read and agree to the terms of the Sixth Form Agreement, available to view at the link below:

[Sixth Form Agreement](#)

## **Treatment in case of emergency**

In the event of my son requiring emergency treatment and the Headmaster (or his representative) being unable to contact me, I give consent for the member of staff accompanying my son to approve the application of any emergency treatment including anaesthetic advised by the medical authorities for the well being of my son.