



Admissions Form – Additional Information

Google Form:

[Pupil Online Admissions Form](#)

May 2024

Please click on the link above to complete the Pupil Online Admissions form after reading the following documents in this document:

- Home School Agreement
- Digital Images
- Online Safety Agreement
- Knaphill Lower School's Online Safety Rules (EYFS & KS1)
- Knaphill School's Online Safety Rules (KS2)
- G Suite for Education Permission Policy

Home School Agreement

We want your child to be happy and to flourish at the Knaphill Federation of Schools. For this to happen this is what you can expect from us:

- We will ensure your child feels safe and secure at all times;
- We will provide a happy and caring environment where your child may thrive;
- We will care about your child as an individual and treat them with dignity and respect at all times;
- We will provide a diverse programme of enrichment and extra-curricular activity;
- We will contact you if there is a problem with your child's attendance, punctuality or equipment;
- We will let you know about any concerns or problems which may affect your child's work or behaviour;
- We will send home an Annual Report at the end of the Summer Term;
- We will send progress updates at the end of the Autumn and Spring Terms;
- We will arrange a Parent/Guardian Evening for the Autumn and Spring Terms and a Parent/Guardian Open Afternoon during the Summer Term, during which there will be an opportunity to review your child's progress;
- We will set, provide feedback and monitor your child's work;
- We will keep you informed about school activities through regular letters sent home or by email, newsletters, home/school liaison book and notices about special events;
- We will provide an opportunity, at least one evening per academic year, for parents to gain further insight into an aspect of the school's curriculum.

What we ask of you:

- Please support the Federation Values;
- Please treat all members of the school community with respect and dignity;
- Please encourage your child to recognise the importance of learning and achieving;
- Please help us to understand your views by responding to questionnaires;
- Please be passionate about your child's learning;
- Please share with us any issues or concerns you may have about your child – we like learning about achievements as well as problems!
- Please let us know about any concerns or problems that might affect your child's work or behaviour.
- Please support the Federation's Code of Conduct, Policies and Guidelines for behaviour.
- Please ensure that your child attends school regularly, on time and is properly equipped.
- Please support and monitor your child with homework and other opportunities for home learning;
- Please attend Parents' Evening and discussions about your child's progress;
- Please be involved with your child's life at school;
- Please notify the school office before 9.00am of your child's absence on the first day;
- Please see that your child wears the appropriate school uniform as set out on the school website;

- Please remember to attend school events at the invitation of the Federation Headteacher, Teachers and Governors;
- Please ensure that all photographs (video, camera, mobile phone) taken at school events are for your personal use only and that you will not sell them or put them on the web/internet due to social media data protection law. Recording and photographing other than for private use would require the consent of all other parents whose children may be included in the images. Under no circumstances take pictures of children whilst changing for events.

USE OF DIGITAL IMAGES BY THE SCHOOL

We need parental permission to use photographs or recordings of any child.

- When using images in our own publications or on our website, we will not use surnames.
- If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video and that pupils' full names aren't given in credits at the end of the film.
- Only images of pupils in suitable dress will be used.
- Staff are not allowed to take photographs or videos on their personal equipment.
- There are many opportunities for digital imagery to be used, for example, during a learning activity to demonstrate or evaluate work, to present work to others, to share good practise with the wider community, to celebrate achievements and many more.
- Photos may be displayed on our website, which is public facing and could potentially viewed by anyone on the internet, or they may be displayed, which is private to the school community and can only be viewed by those with a username and password.
- For some events the local newspapers may take photographs of children, when appropriate, and separate parental consent will be sort.

CONSENT FOR PARENTS TAKING AND USING DIGITAL IMAGES

Generally, photographs of children for school and family use and, occasionally for publication in the local Press, are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. Having taken advice from Surrey Police and Surrey County Council, we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the school should continue, in line with the following guidelines. Knaphill Federation of Schools recognises that parents/guardian who attend school events such as nativity plays or sports day like to capture special moments in photos or on video. Therefore, parents/guardian are permitted to take photographs and/or make videos at Knaphill Federation of Schools events where they have been invited to attend by the setting.

Parents/Guardians must adhere to the following guidance at all times when using photographic/videoing equipment at Knaphill Federation of Schools events.

- Photographs and videos captured at school events by Parents/Guardians are for personal use only.
- Photographs and videos from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While Knaphill Federation of Schools recognises the internet is an easy way to share treasured moments with family and friends, we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/guardian may not always know who these people are and Knaphill Federation of Schools requires everyone's support to protect the whole community.

- Parents/Guardians should not sell or distribute by any other means photographs or video taken at Knaphill Federation of Schools events.
- Members of staff at Knaphill Federation of Schools reserve the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/Guardians should only take photographs/video in the designated areas as set out by the school.
- Parents/Guardians should not take photographs in sensitive areas such as toilets or changing rooms at any time.
- Parents/Guardians should be mindful of the appropriateness of the photographs/videos they are taking at all times. Parents/Guardians should ensure that any photographs or footage taken is sensitive and appropriate.
- Knaphill Federation of Schools reserves the right to ask a parent/guardian to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs, Knaphill Federation of Schools will follow necessary safeguarding procedure.
- Knaphill Federation of Schools reserves the right to remove consent to take photographs/video at any time.

Parents/Guardians are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing are permitted.

Online Safety Agreement

Parent/Guardian Consent Form and Online Safety Rules

All pupils use computer facilities, including Internet access, as an essential part of learning at Knaphill Federation of Schools, as required by the National Curriculum. Both pupils and their Parents/Guardians are asked to declare that they have read and understood the Online Safety Agreement to show that the online safety rules have been understood and agreed.

- As the parent or legal guardian of the above pupil, I have read and understood the Federation's online safety rules and grant permission for my child to have access to use the Internet and other Computing facilities at school.
- I know that my daughter or son has signed an online safety agreement form and that they have a copy of the online safety rules. We have discussed this document and my child agrees to follow the online safety rules and to support the safe and responsible use of Computing at Knaphill Federation of Schools.
- I accept that ultimately the Federation cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the Federation will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, employing appropriate teaching practice and teaching online safety skills to pupils.
- I understand that social media has age restrictions and it is my responsibility that my child will adhere to these.
- I understand that the Federation can check my child's computer files and the Internet sites that they visit and that if they have concerns about their online safety or behaviour they will contact me.
- I understand the Federation is not liable for any damages arising from my child's use of the Internet facilities.
- I will support the Federation by promoting safe use of the Internet and digital technology at home and will inform the Federation if I have any concerns over my child's online safety.

A full copy of the Federation's Online Safety Policy is available on the school website.

Knaphill Lower School's Online Safety Rules (EYFS & KS1)

Acceptable Use of the
School Computers

These rules help me to stay safe on the internet.



I will take care of the school computers.



I will only use the internet when I have been given permission by an adult.



I will tell an adult if I see something on the internet that upsets me.



I will not tell other people my personal things about me.



I will always be polite and friendly when I write messages on the internet.

Knaphill School's Online Safety Rules (KS2)

Acceptable use of the school computers

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

- I will only use the school's computers for schoolwork and homework.
- I will ask permission before using the school's computers.
- I will not tell anyone my login and password.
- I will only log in to the school systems as myself.
- I will only edit or delete my own files.
- I am aware that some websites and social networks have age restrictions which mean that I should not go on them.
- I will only visit internet sites that a responsible adult has approved.
- I will immediately close any webpage that I am not sure about.
- I will only communicate with people I know, or that a responsible adult has approved.
- I will not open emails sent from someone that I do not know.
- I will only send polite and friendly messages.
- I will not open an attachment, or download a file, unless I have been given permission by an adult.
- I will not tell anyone my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- If I see anything I am unhappy with or I receive a message I do not like, I will show a responsible adult.

G Suite for Education Permission Policy

As part of our Computing Curriculum, the Federation will use G Suite for Education. This service is powered by Google and we will join over 70 million other pupils and teachers from around the world who are already using G Suite. This service will provide our children and staff access to a set of tools which will support the high levels of collaboration that are required in today's classroom and will to prepare pupils with necessary communication skills for life. G Suite for Education will also enhance the delivery of not only our Computing curriculum, but cross curricular lessons across the curriculum. In order to comply with data protection legislation and [Google's Terms of Service](#), we are required to get parental permission.

What is included in GSuite for Education?

- Gmail provides email storage with extra security including restricted incoming and outgoing email access. Emails by pupils are restricted to within Knaphill Federation of Schools ONLY. These email communications are monitored and recorded. Pupils will NOT be able to send and receive emails outside of our Federation community.
- Google Docs lets pupils create and share documents, spreadsheets, presentations, drawings and forms. This also allows pupils to work collaboratively on projects simultaneously in real time. Pupils will be able to work on the same document from their own homes.
- Google Sites makes it easy to collect, share, and publish all types of content in a single website. Pupils will also be using sites to create portfolios of work.
- YouTube is also included for restricted video distribution, as well as other tools that can be added on to the Knaphill Federation of Schools' account.

What are the benefits of G Suite for Education?

- Ease of access: Pupils can access G Suite for Education at anytime, anywhere. It is designed to work in any browser (Google Chrome, IE, Firefox etc.) and on any computer or tablet. This enables access to your email, calendars and documents (Word, Excel, PowerPoint and Publisher alternatives) from School or at home.
- Online storage means that no flash drives (memory sticks etc.) are required with documents and files stored in Google Docs.
- Collaboration between pupils from other classes, schools*, even different countries*, working together on group projects (*carefully selected and teacher lead). During collaborative work, teachers can monitor progress of each child and provide instant written feedback visible to the group or to the individual. This enhances teaching and learning and provides instant and accurate assessment. Online portfolios of work can be developed by pupils.

G Suite Service within the Knaphill Federation of Schools

- There will be no advertisements.
- No external email addresses can contact pupil accounts and vice-versa (unless agreed by the Computing Leader e.g. pen pals with other schools or password reset emails from carefully selected educational websites).
- All email communication and comments within collaborative work are monitored. This information will be used in conjunction with our KFOS Behaviour Policy.
- Work uploaded to Google Drive remains the property of the creator; it is not copied or kept by Google if it is removed by the creator.

Pupils will be shown how to use G Suite within the Computing Curriculum as part of our Online Safety modules. Pupils will be provided with unique usernames and passwords. Parents/Guardians are encouraged to explore G Suite for Education with their children by logging in together and accessing their school work stored in G Suite for Education. Pupils will follow the Knaphill Federation of Schools policies for appropriate use when using G Suite for Education. The service is an extension of the Federation's own network. Pupils know that the Federation has the right and ability to monitor user accounts for policy and online safety purposes as well as having the ability to remove access to some or all of G Suite for Education.

Summary for Parents

G Suite for Education is an essential part of the curriculum, for all subjects, and pupils without parental permission will be unable to participate in any lessons across the curriculum using G Suite for Education. All email communication is archived and the Knaphill Federation of Schools Acceptable Use Policy will be enforced. All Federation staff will monitor the use of G Suite for Education when pupils are at school. Parents/Guardians are responsible for monitoring their child's use of applications when accessing G Suite for Education from home. Pupils will be responsible for their own behaviour at all times.