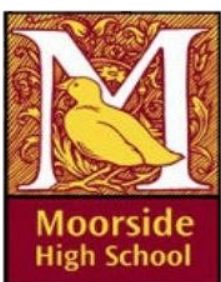




# Moorside High School

Forms for  
Completion  
2022



Student

Form Group

7

## Snow Procedures

If your child normally catches a bus to Weston Coyney, Bucknall or Hanley, they will do as normal. We liaise with the local bus companies before we close the school to ensure your children can get home safely.

In the event of bad weather during the day, it may be necessary to close the school early and if this is the case a message will go out on local radio immediately and we will contact you by text if we have your up-to-date mobile phone number.

Please indicate below your preference for your child in the event of a school closure during the day:

### Snow Option 1

Walk Home

Walk to Grandparents

Walk to Friends House

Bus/Coach

Parents to Collect

### Snow Option 2

Walk Home

Walk to Grandparents

Walk to Friends House

Bus/Coach

Parents to Collect

## Looked After Children

If your child is any of the following, please tick the appropriate box below:

LAC "Looked After Child" (Foster Care)

Special Guardianship

Under a Residency Order

Adopted

**NOT APPLICABLE**

**Please provide evidence via the school office.** For example, photocopies of any relevant documents. This information will be transferred into the school's computer system. Under the Data Protection Act 2018, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

**Signed:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Moorside High School – Home-School Agreement

### Parent/Guardians

#### I/we shall

- ensure that my child attends school regularly and on time
- inform the school of any concerns or problems which might affect my child's work or behaviour
- encourage my child to participate in the school systems which help to promote self-esteem and a community ethos
- support all the school's policies
- support my child in homework and schoolwork
- ensure that my child wears correct school uniform and follows the guidelines on appearance
- attend annual Parents' Consultative Evenings and other opportunities to discuss my child's progress
- take an interest in my child's school life

Signature/s: .....

### Moorside High School

#### We shall

- provide a safe and secure environment for your child
- combat incidents of bullying
- ensure that your child has the opportunity to achieve his/her potential through academic, sporting, musical, social, and cultural experiences
- develop in your child a feeling of self-esteem, self-confidence, and success
- raise standards of attainment and achievement through a variety of activities
- set, mark and monitor homework regularly as part of a positive learning process
- instil a sense of community and shared responsibility through agreed codes of behaviour and discipline
- keep you informed about school life and your child's progress in particular
- contact you with any concerns about attendance, punctuality, behaviour, or progress
- be open and welcoming to parents, offering opportunities for consultation and involvement wherever appropriate

Signature (Year Tutor) ..... Headteacher .....

### The Pupil

- I shall attend school regularly and on time
- Bring all the equipment I need to school each day
- Use Satchel/SMHW to complete all homework
- Wear all the correct school uniform and follow the guidelines on appearance generally
- Do all my classwork and homework as well as I can
- Make sure I understand the school rules and obey them
- Be polite and friendly and respect others
- Help to stop bullying wherever I come across it
- Treat the building, the furniture and equipment with care and respect
- Put all litter in a bin

Signature (Pupil) ..... Date .....

**TOGETHER WE WILL WORK TOWARDS FULFILLING THE POTENTIAL OF BOTH THE PUPILS AND THE SCHOOL**

## Learning an Instrument at Moorside High School



*Learning an instrument is fun, exciting, and rewarding*

### Cost

The lessons are subsidised by the school however, they do incur a small charge. There is a choice to pay £150 as lump sum or £50 a term, September, January, and April. Lack in payment will result in the withdrawal of lessons. Instruments can be hired through the school at an additional cost.

### Lessons

The lessons are held once a week for 20-30 minutes on a carousel system so that you don't miss the same lesson every week. It is your responsibility to check the time of your lesson and then to arrive on time. Problems with lesson times should be spoken about with the appropriate teacher.

### Storage of the Instrument

Instruments should be taken home after the lesson to allow for practice. In the school day they can be left in the practice room. The instrument care is your responsibility.

### Extra-Curricular

If you are receiving instrumental lessons, then it is expected that you attend extra-curricular sessions or the school orchestra which will rehearse during lunchtime once a week.

Please note that if you have reason to stop your lessons you must speak to your instrument teacher and the music teacher. All payments up to that term must still be paid and will not be refunded.

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### Instrumental lessons at Moorside High School

Name: \_\_\_\_\_ Form: \_\_\_\_\_

Instrument: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**I agree the above terms and conditions and allow permission for my child to receive peripatetic music lessons for Moorside High School.**

## Moorside High School

### From Weston Coyney

If you would like your son/daughter to travel on the school bus to and from Moorside High School, please complete the contract form below.



**Name of Pupil:** .....

Payment must be paid in full on the ParentPay system every month. The payment works out at £2.75 per day.

I would like a contract-pass to travel to and from Weston Coyney and agree to pay up front for the bus pass. If you are absent from school or having a family holiday the payment must still be paid because the place for your child needs to be saved.

**Signed Parent/Guardian:** .....

**Date:** .....

### Approximate times

Cost £2.75 per day

**8.00am** leave Broadway

**8.05am** Weston Coyney Crossroads

**8.05am** Weston Heights

Leave school at **3.30pm**



## Moorside High School

Cellarhead Road

Werrington

Staffordshire

ST9 0HP

Tel: 01782 551200

Fax: 01782 559023

[www.moorside.staffs.sch.uk](http://www.moorside.staffs.sch.uk)

**Headteacher:** Mr D Robinson

BH/JM

Dear Parent/Guardian

### **Re: Cashless Catering (Parent Pay) and Free School Meals**

We operate a cashless biometric catering system here at Moorside, please see attached information regarding this.

Parent pay is the online dinner money payment provider. This system offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available. You will have your own account enabling you to pay for your child's school meals in advance, offering a safe alternative to your child carrying cash in school. If your child is entitled to free school meals the same process of purchasing food is the same, there is no difference to any child purchasing free or paid meals. If you don't have access to the Internet, you can order a PayPoint card if you wish, which enables you to put money on the card at local shops.

If your child is eligible for **Free School Meals** and goes to a Stoke-on-Trent school, you are encouraged to register a claim by completing the online application form (**Staffordshire free school meals online**) before the end of June. By using the online system an immediate yes or no response can be obtained (which can be printed if required) any accepted applications will then feed automatically, and a confirmation letter will be sent to both parent and school ready for September.

Please return the consent form for your child to be registered for this service in school.

If you have any queries these can be addressed on New Intake Evening where staff will be available.

Yours sincerely

**Mrs J Marfleet**  
**Business/Finance/Office Manager**

## Moorside High School

### Cashless Catering

I/we confirm that we wish our child/children to be/not to be (please delete where applicable) registered on the school's Biometric Cashless Catering System with immediate effect.

I understand that I/we may withdraw my child's registration at any time in writing.

Child's Name	Form	Relationship to Child
Name of Parent and/or Guardian	Signature	Date

## Internet Permission Form

Dear Parent/Guardian

### Re: Internet Permission Form

As part of the school's IT programme, we offer pupils supervised access to the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they, and you, must sign and return the enclosed form as evidence of your approval and the student's acceptance of the school rules on this matter. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some.

All activity on the computer system is logged, particularly the students' use of the Internet; these activity logs are closely monitored and frequently reviewed. The Internet activity logs store a variety of information, including: the user identity of the student, the date and time of access, the computer used by the student and the Internet address of every page and image that was accessed. In addition, e-mails are routinely scanned for offensive language by the computer system and any that "fail" this preliminary scan, are redirected to the Network Manager for further scrutiny. Access to websites providing external e-mail providers is blocked, allowing the school to ensure and enforce the appropriate use of e-mail via the school's computers.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Whilst the school will endeavour to "police" the use of the Internet in school, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether to apply for access.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media. Parents are advised to visit the following website [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) which explores some of the specific dangers that children could face and provides practical advice and guidance that should made the online experience safer for all.

Please note that if a student takes (or downloads) images which are then used to harass or intimidated others online, **this could become a police matter.**

We would be grateful if you would read the school's internet acceptable usage policy and, if you wish to allow your child to access the Internet, then complete the permission form that appears at the bottom of this page.



Students are given a **six-week grace period** from the start of every academic year in order to complete and return the internet permission form below. Any student who does not have a permission form on file with the Network Manager by the end of the grace period will have access to the internet and email disabled – this can be re-activated at any time **upon the completion and return of this permission form.**

Yours sincerely

Mr D Robinson  
**Headteacher**



Please complete and return this consent form to your child's **form tutor.**

**Pupil:**

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

**Pupil Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Parent:**

As the parent or legal guardian of the pupil signing above, I grant permission for my child to use the Internet and other online services. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable, and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing, and exploring information and media.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_

**Name of Pupil** \_\_\_\_\_ **Form** \_\_\_\_\_

## The Internet

### What are Social Network Sites?

Sites such as TikTok, Snapchat and Facebook are being used increasingly by society to keep in touch with friends and allow the quick and easy sharing of photographs, videos, and messages. Whilst these sites are very popular with young people, they do introduce potential risks including cyberbullying, the misuse of personal information, and contact by adults with a sexual interest in children. Social networking sites do provide safety tools – usually referred to as Privacy Settings. Parents should ensure that these tools are used to control of who can see, make comments, or copy photographs from their child's social networking site.

■ The terms and conditions of most of social media sites prohibit users under the age of thirteen.

### What is Cyberbullying?

Cyberbullying is the use mobile phones and the internet, deliberately to upset someone else. This can take a range of different forms, such as nasty text messages on mobile phones, instant messaging in chat rooms, posting of images or messages on social networking sites or video sharing sites.

This type of bullying is particularly distressing as the target can be reached at any time and any distressing material can often be seen by a large audience causing humiliation to the person concerned. Bullying incidents often start off as a joke which quickly gets out of hand, children should be encouraged to always respect others and to be careful of what they say or post online.

### What are the dangers of the Internet referred to in the media?

It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material; students, if unsupervised, might access this. The provider that we use tries to 'filter' known offensive locations of material of this kind, but there are too many sites on the Internet for this filtering to be 100% effective. The only guaranteed way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the Internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate pupils and encourage an acceptable use policy and partnership between home and school in dealing with the less savoury side of Internet use.

### How can I get more information?

Parental guidance to safe use of the internet is available on the [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) website. This includes frequently asked questions and guidance about Chat Rooms, Social Networking, Gaming, Mobile Phones, Grooming and Online Gaming.

There are many magazines in newsagents that cater for beginners-advanced use of the Internet. If you have any specific questions, please contact the school, and ask for the **Network Manager**.

## Microsoft Student Advantage Scheme

As part of our Microsoft Licencing agreement Moorside High School students are entitled to download, install, and activate up to **five** copies of Microsoft Office 365 Professional Plus on their home devices including iOS and Android Devices as well as Windows based computers.

Licences are valid for all pupils on role at Moorside High School and will be deactivated 30 days after a student leaves our school.

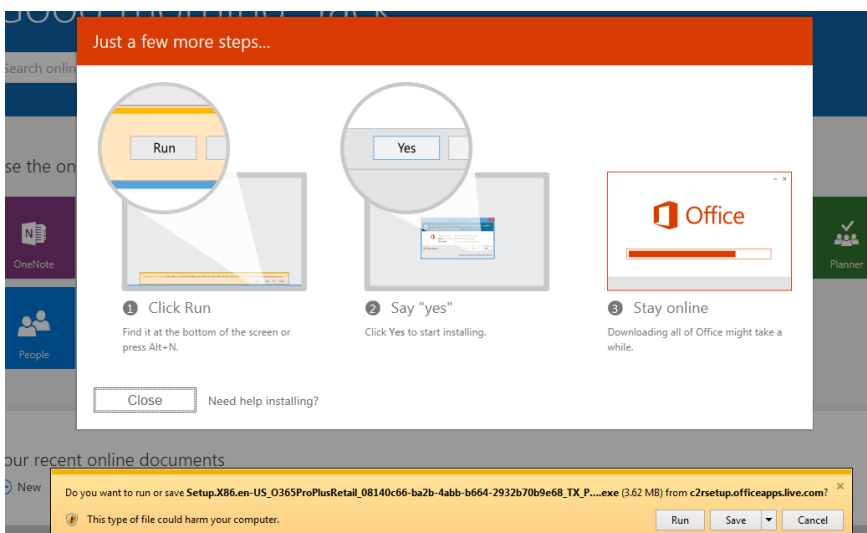
## Installation Instructions | [office.com](https://office.com)

Log on to your Office 365 account using the shortcut on the school website or the following link using your school email address e.g.: **username@moorside.staffs.sch.uk** and password. Passwords can be reset by contacting the ICT Office.

After logging onto the system, click on the **[Home]** button and then click **[Install Office]**.



At the following screen follow the instructions to install Microsoft Office.



If you have any queries, please contact Mr Holland on **[sholland@moorside.staffs.sch.uk](mailto:sholland@moorside.staffs.sch.uk)**.

## Moorside High School ICT Suite: Student Acceptable Use Policy



Moorside High School ICT Rooms have Internet access to help users learn. The following rules will help keep everyone safe and help us be respectful of other users.

Remember always: treat others as you wish to be treated. The use of abusive, racist, or intolerant material is not allowed.

### Student Policy:

- I will only access the system with the login and password provided
- I will not access other people's files
- I will only use the computers for work related activities
- I will only use the internet in lesson when instructed by my teacher
- I will only use the internet for work related activities
- I will not interfere or try to bypass any of the security blocks that have been put in place
- I will only e-mail people I know for work/learning related purposes
- The messages I send will be polite and responsible
- I will not give out personal information to anyone outside of the school
- If I believe someone knows my password, I will change my password immediately
- I will not share my password for any school accounts or services with anyone
- I will report any unpleasant material or messages I find or are sent to me
- I understand that there will be checks and monitoring of ALL computer use
- I understand logs are kept of ALL internet sites I visit
- I understand logs are kept of EVERYTHING I print
- I understand these logs are confidential and used to protect myself and others
- I understand that I will be required to agree to these terms EVERY time I log in at school

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I/we acknowledge that I/we have **read** and **understood** these terms, and have explained them to my/our child:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Tel: 01782 551200

[www.moorside.staffs.sch.uk](http://www.moorside.staffs.sch.uk)

**Headteacher:** Mr D Robinson

Dear Parents and Carers

*Did you know... just registering your child for Free School Meals means that the school get extra money?*

*~ or ~*

*If you are a member of the armed forces the school gets extra money?*

*Register now to make sure we don't miss out!*

The Government is giving money to schools to help children from lower income, adopted or service families. This funding is called Pupil Premium.

For every child registered for Free School Meals at Moorside High we get £900. For every Service Family child, we receive £300.

What do we spend the money on?

- Additional resources for Maths, English and Science.
- Entries for resists of examinations
- One to one tuition in Maths in English
- Contribution towards salary costs of Student Support Staff
- After school revision classes
- Student mentoring
- Support for extra-curricular activities
- Assistance with purchase of uniform

If you are registered for Free Meals, you could also get help towards the cost of School Trips or Music Tuition.

Please register as soon as possible to make sure your child and others in their class don't miss out.

## **How does it Work?**

First, check if you qualify for Free School Meals – it is not just if you are unemployed, so please look at the list on the next page.

- Registering is quick and easy – if you think you qualify, contact the Main School Office who will help you to register.
- If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal (saving you more than £350 a year), extra benefits and the school gets £900 extra.
- If you don't want your child to have the school meals they can continue as normal – if you qualify and are registered, the school still gets £900 extra.
- If you are a Service Family, please provide us with details of which service one or both parent/carers are members.

No one will know you have registered, and it will not affect any others benefits you are claiming.

With our new Cashless Catering System, being registered for Free School Meals is now completely anonymous, so your child needn't worry about standing out when they pay for their food.

Please talk to us about registering your child today

## Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit but not Working Tax Credit, or if you have a partner and they receive it, regardless of income, you will not qualify.
- The guaranteed element of State Pension Credit (from 30<sup>th</sup> April 2005)
- Universal Credit
- Support under part VI of the immigration and Asylum Act 1999.

Pupils can also register for Free Meals if they get any of these benefits themselves. Come and talk to us if you're not sure.

The quickest way to apply is online at [www.staffordshire.gov.uk/freeschoolmealsapplication](http://www.staffordshire.gov.uk/freeschoolmealsapplication) and get an instant answer.

If your child goes to a Stoke-on-Trent School, you must re-apply online for Moorside High School (Staffordshire School). Send a copy of your receipt of application into the school office for immediate entitlement at [www.staffordshire.gov.uk/freeschoolmealsapplication](http://www.staffordshire.gov.uk/freeschoolmealsapplication)

Yours sincerely

Mrs L Burke  
**Assistant Headteacher**



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**Headteacher:** Mr D Robinson

Dear Parent/Guardian

### **Re: Use of Mobile Phones, Electronic Devices including Smart Watches in School**

Like many schools nationally we have become very concerned about the use and abuse of mobile phones and social networking sites in school. We have dealt with several unpleasant, potentially criminal cases of cyberbullying, as well as incidents where students have taken photographs inappropriately in the school without the permission of those being photographed and have placed images on Facebook and other social networking sites.

We understand that many parents wish their child to have access to a mobile phone for reasons of safety and communication, however we limit the use of mobile phones and other devices within the school environment for the safety and protection of all concerned. We have, therefore, developed a **Mobile Phone/Devices Acceptable Use Policy** in school and we would ask you to read this policy carefully and to sign to say that you accept this before we can give your child permission to have a mobile phone in school.

The aim of this policy is to enable all students and staff to be safe and secure in the school environment and to ensure that no inappropriate images are taken and posted on social networking sites, violating the privacy, affecting the wellbeing of individual students and staff, and potentially committing criminal acts. Students whose parents have accepted and signed the policy will be allowed to bring phones in school. However, phones must be kept switched off and in bags during school hours (including lunch and break times). The mobile acceptable use policy clarifies the sanctions that will apply if a student is seen using a mobile phone in the school environment with express permission to do so.

Can I also remind you that for the protection of your child, you may need to check the privacy settings applicable to all social media sites that your child has access to, to ensure that your child is not broadcasting personal images and information of interest to potential paedophiles. The home page of the school's website [www.moorside.staffs.sch.uk](http://www.moorside.staffs.sch.uk) has got a short video to guide you on how to check your child's privacy settings if you need it. Please contact me or your child's Head of Key Stage if you have any concerns about the content of this letter.

Yours sincerely

Mr D Robinson  
**Headteacher**



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**Headteacher:** Mr D Robinson

## Parent/Guardian Permission

I have read and understand the information overleaf about appropriate use of mobile phones at Moorside High School and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist identify a phone should the need arise (e.g., if lost, or the phone is being used inappropriately).

I give permission to carry a mobile phone to school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the supervision, as outlined in this document.

**Parent Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name (Print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have any comments or suggestions, please write them below:

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## Staffordshire Photograph/Media Consent Form 2022 / 2023

**Child's Full Name:** ..... **Reg Group:** .....

**School/Academy:** Moorside High School

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

In compliance with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child for non-educational purposes. Please answer questions 1 to 5 below, then sign and date the form where shown.

### **Please return the completed form to the school as soon as possible**

- |    |   |            |           |
|----|---|------------|-----------|
| 1. | I am happy for my <i>child</i> to have their photograph taken while they attend Moorside High School  | <b>Yes</b> | <b>No</b> |
| 2. | I consent to my child's photograph and/or name appearing in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards. | <b>Yes</b> | <b>No</b> |
| 3. | I consent to my child's image and/or name appearing on the school website and school social media sites.  | <b>Yes</b> | <b>No</b> |
| 4. | I consent to my child's image being recorded on video or webcam for school performances/projects.   | <b>Yes</b> | <b>No</b> |
| 5. | I consent to my child's image and/or name appearing in the media (for example photographs in newspapers/media websites, moving images on television and voice recordings on radio.      | <b>Yes</b> | <b>No</b> |

### **NOTE: Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies**

**I have read and understood the statement above and give my consent.** **Yes** **No**

Parent's or Guardian's signature: ..... Date: .....

Name (in block capitals) .....

## Conditions of Use

1. This form is valid for the duration of your child's attendance at this school. The consent will automatically expire after this time.
2. You can withdraw your consent at any time by making a written notice to the school.
3. We will not re-use any photographs or recordings after your child leaves this school.
4. We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above)
6. 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.
7. We may include pictures of pupils and teachers that been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### PLEASE NOTE

The press, in certain circumstances are exempt from the Data Protection Act and may want to include the names of personal details of children and adults in the media.

Parents, family members and friends taking photographs of children within the school at events such as plays and sports day for their personal or domestic use is also exempt from the Data Protection Act and therefore do not need to gain consent.