



SHREWSBURY HIGH SCHOOL

G D S T
GIRLS' DAY SCHOOL TRUST

Appendix Booklet Senior School

Academic Year 2022/2023

Name _____

Year Group _____

*Please complete this booklet and return to
our Admissions Office by
Friday 8th July 2022*

Please ensure you sign and date every section

**Failure to do so will result in your daughter
not being able to attend school trips
or receive medication, when required.**

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Educational Visits Consent Form

DECLARATION

1. I agree that my daughter may attend and participate in all low risk educational visits, day trips and off-site sporting activities organised by Shrewsbury High School.
2. I have ensured that my daughter understands that it is imperative for her safety and the safety of the group, that rules and instructions given by persons in charge of the visit/activities are obeyed. I accept that if she does not meet the Code of Conduct requirements then she may be returned home, accompanied by an adult before the end of the trip, and that I will be required to bear the cost of this and also the cost of any loss or damage caused by my daughter which is not attributed to the negligence of the school or the staff accompanying the trip.
3. I authorise members of staff to approve such medical treatment for the above named pupil as is deemed necessary in an emergency. While I understand that the school will use all reasonable endeavours to contact me, I agree to her receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present, and that I will be responsible for any costs not covered by insurance.
4. I do not agree to my daughter receiving the following medical treatment (please specify below if any):

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5. I undertake to inform the visit leader / form teacher / head teacher in writing as soon as possible of any change to the information provided above. I understand that the Head may decide that it is not in the interest of the group that my daughter participates if her medical condition is likely to affect her safety or the safety of the group.
6. I agree that if my daughter attends a low risk sporting activity at a home or away fixture that finishes at or after 4pm, she has my permission to make her own way home after the event, unless I choose to collect her in person.

Name of Parent / Guardian	
Signed	
Date	

Code of Conduct for Educational Visits / Sporting Activities

Scope: To cover all activities and trips outside of School

My daughter understands and accepts the Code of Conduct for behaviour relating to all activities and trips undertaken with the School.

My daughter will:-

- Listen and obey all instructions from members of staff, activity centre personnel, educational facilitators and accompanying adults
- Report accidents, illness or injury immediately to a member of staff
- Ensure she reports to members of staff promptly at designated times
- Behave in a courteous and respectable manner and act in accordance with the School Rules at all times
- Remain in a group as directed by the party leader
- Only take part in activities directed and supervised by staff and/or qualified instructors
- Will bring appropriate clothing, footwear, relevant protective items (eg gumshields, shin pads etc), and equipment
- Wear a seat belt when travelling in a coach, minibus or car
- Not misuse any personal information given to her by staff
- Take responsibility for her personal property, eg purse, mobile phone, camera, coat, bag etc.

I have discussed the Code of Conduct with my daughter. I understand that if the Head has reason to think that my daughter will not observe the Code of Conduct then she will not be allowed to participate in a particular visit or activity. I also understand that she may be returned home at my expense if she does not observe the Code.

Name of Parent / Guardian	
Signed	
Date	

Confidentiality: The Trust complies with legislation on data protection. The information you provide on this form will be used by the Trust in connection with the administration of your account, by the school in its pupil records and by the Trust, the school and related bodies to assist in the day to day running and administration of the school and its activities.

Responsible use of the Internet, E-mail and Mobile phones

As an important part of the development of your daughter's independent learning/research skills and general curricular enhancement, we encourage responsible use of information and communication technology ("ICT"), and provide filtered internet access and e-mail accounts to pupils. Before being allowed to use this, all pupils must obtain parental permission and agree to abide by the school's Acceptable Use Agreement/eSafety Rules. We ask you both to sign the permission slip to confirm you and your daughter's agreement to the Acceptable Use Agreement/eSafety Rules as well as your acceptance of the general school rules where they also apply.

You will be only too aware of some of the potential dangers of internet use. All pupils are taught the value of responsible actions, and to assess the authenticity of information. In addition, subject staff regularly discuss with pupils how the internet and e-mail should be used in the context of particular projects/tasks they are working on, encouraging them to be critical of the information they find, and to report anything they find upsetting or offensive.

To avoid pupils encountering inappropriate sites, internet access at school is filtered using a program which eliminates many of the offensive sites. The Trust also operates a filtering service on e-mail usage that blocks messages containing inappropriate language or executable files, any files that are well known carriers of viruses and common hacker files. It will also block and delete "spam" e-mail. Internet access logs and e-mail content may be examined, if it is strongly suspected that the Code of Conduct has been breached. These strategies cannot be made failsafe, however.

Pupils need to understand, therefore, that they are expected to display responsible behaviour in accordance with the school rules/Acceptable Use Agreement/eSafety Rules; that any active abuse of the internet or e-mail, whether inside or outside school, if it relates to any part of the school community, for example through the posting of defamatory material on the internet, or harassment of others through email, or through the use of text-messages on mobile phones, will not be tolerated and will lead to disciplinary action. In the most serious cases, this could result in exclusion from school, with any activities amounting to a criminal offence likely to be reported to the police.

Such extreme cases are unlikely, although not unheard of, and it is important in the current climate to ensure safe use of ICT for both pupils and staff, whilst not diminishing pupils' excitement or proficiency. Whilst the Acceptable Use Agreement/eSafety Rules principally relate to computer use, the same disciplines apply to the use of mobile phones.

Enclosed is a copy of the school's BYOD information and Acceptable Use Agreement and we would be most grateful if you could look at this with your daughter and ensure that she understands it and its implications. Please sign and return the AUA.

Photographs & Video Consent Form

At Shrewsbury High School, we often promote and celebrate the activities and achievements of our students in school newsletters, prospectuses and other promotional materials, as well as on the school and GDST websites and social media platforms. As part of this, we take photographs and video recordings of the students. We hope that you are happy for us to use photographs and videos in these contexts.

The parent contract completed when your daughter joined the school explains that we may share and publicise information about your daughter for the purposes of communications and promotional material. We feel this is important and beneficial to the school and your daughter, however we appreciate that there may be particular sensitivities around photographs and videos. To make sure that you are happy for us to use photographs and videos featuring your daughter, we would be grateful if you could complete this form and return it to the school.

Please note the following additional points in relation to videos and photographs:

- Parents and family members may continue to take photographs and videos for purely personal use - i.e. during a school production - as this falls outside of the scope of this form;
- We will not give out your daughter's contact details with photographs and videos;
- Pictures of school activities, including those with accompanying names, taken by the press are treated separately. For example, a photograph may be taken and used by a local newspaper of a school awards ceremony, as long as the school has agreed to this, and the students and parents are aware that the photographs of those attending the ceremony may appear in the newspaper.

If you have any questions about this, please contact Joanna Jepson, Director of Marketing, Admissions & Communications. To see examples of how the school uses photos on social media, please visit our Facebook, Twitter and Instagram pages.

I CONSENT to the school taking and publishing photographs and videos of my child for use in school newsletters, prospectuses, our learning platform Firefly and other promotional material, as well as on the school and GDST websites and social media platforms (including Facebook, Twitter, Instagram, YouTube and other popular digital channels). I am aware that I can rescind this consent should I chose to change my mind at any point by containing the main school office in writing.

Parent / Guardian signature	
Date	

I DO NOT CONSENT to any of the above

Annual Consent for administration of over the counter medications and First Aid in School

In order for your child to be fit and healthy for school, the following over the counter medications can be administered by the School Nurse or a designated First Aid trained member of staff, when necessary to alleviate symptoms.

Please complete the form below, deleting any treatments you do not wish your child to receive. This is in addition to the consent on the pupil medical questionnaire.

****Medications cannot be administered without your consent****

Known Allergies	
Any Medical Conditions	

MEDICATION	PURPOSE	**CONSENT** (Please initial and date)
Paracetamol (tablet or suspension)	Mild to moderate pain. Fever	
Ibuprofen (tablet or suspension)	Mild to moderate pain. Fever	
Cetirizine/Loratidine (non-drowsy anti-histamine)	Allergies Hayfever symptoms	
Anti-histamine cream	Insect bites or stings	
Throat lozenge	Sore throat	
Heat pack (hot water bottle)	Period pain Stomach pain	
Ice pack	Sprain/Strain Headache	
Elastoplasts or similar	Cuts and grazes	

I give permission for the School Nurse or a Designated First Aid trained member of staff to administer the medications I have consented to above. I will inform the school in writing of any changes to my child's health. I will inform school and complete the form "administration of prescribed medications" if my child requires any other medication.

ETHNIC BACKGROUND QUESTIONNAIRE

Ethnic background:

A person's ethnic background describes how they see themselves. This may be based on many things, including, for example, their skin colour, language, culture, ancestry, or family history. **Ethnic group is not the same as nationality, or country of birth.** Please read the following list and tick the appropriate category box to indicate your child's ethnic background. Alternatively, if you do not wish your child's ethnic background to be recorded in this way you should tick the relevant box, which you will find at the end of this list.

Home Language _____

First Language _____

Is English an Additional Language?

YES NO

You should only tick **ONE** of the following boxes:

I do not wish my child's ethnic background to be recorded in this way

Note: Any information that you provide will be solely used to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be publicly identified. From time to time the information may be passed to the Department of Children, Schools and Families and the Independent Schools Council to contribute to local and national statistics. The information may also be passed on to any future schools that your child attends. By completing and returning this form, you are consenting to such use of this information.



SHREWSBURY
HIGH SCHOOL

G D S T
GIRLS' DAY SCHOOL TRUST

Independent Day School
Girls aged 4-18

01743 494000

admissions@shr.gdst.net
32 Town Walls, Shrewsbury, SY1 1TN