



## **Admissions Pack – Key Stage 4**

Please use the list below to check you have completed all the required forms:

|   |   |  |
|---|---|--|
| 1 | Basic Information (Forms 1-4)                     |  |
| 2 | Health Questionnaire (Form 5)                     |  |
| 3 | Diversity Questionnaire (Form 6)                  |  |
| 4 | BRIT School Agreement (Form 7)                    |  |
| 5 | Additional Educational Needs Information (Form 8) |  |
| 6 | IT Student Acceptable Use Policy (Form 9)         |  |
| 7 | Off Site Form (Form 10)                           |  |

Dear Student and Parent or Carer

Congratulations on gaining your place at The BRIT School. We now need to ensure that we have the relevant information about you. Please read through the documents and answer all the relevant questions that apply to you and your circumstances carefully.

Please print and fill in all green forms. (The forms do not need to be printed in colour).

There are 7 forms that must be returned to us either in person or by post by **28<sup>th</sup> April 2017**.

All pages on yellow are for your information. Please read these carefully and keep for your reference.

**On Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July 2017** there is an induction day at school that you must attend. Information about the start time and timetable will be emailed to you nearer the date.

You will need to bring:

- Current passport/birth certificate
- Proof of address (This must be a utility bill dated within the last 3 months. Please note: we cannot accept a mobile phone bill as proof of address)

**Please send all replies together in one pack to Student Services, The BRIT School, 60 The Crescent, Croydon, CR0 2HN**

If your circumstances have changed and you no longer wish to accept a place at The BRIT School, please contact student services via email at [studentservices@brit.croydon.sch.uk](mailto:studentservices@brit.croydon.sch.uk)

## Basic Information- part 1

|                              |  |                        |  |
|------------------------------|--|------------------------|--|
| <b>Student forename</b>      |  | <b>Student surname</b> |  |
| <b>Other names</b>           |  |                        |  |
| <b>Date of birth</b>         |  |                        |  |
| <b>Student Mobile No</b>     |  |                        |  |
| <b>Student Email address</b> |  |                        |  |

|   |  |                         |  |
|---|--|-------------------------|--|
| UPN (your current school can give you this information) |  |                         |  |
| Date of Birth   |  | Gender                  |  |
| Ethnic Origin   |  | Nationality             |  |
| Country of Birth  |  |                         |  |
| First spoken language                                   |  | Language spoken at home |  |

|                              |  |  |  |
|------------------------------|--|--|--|
| <b>Home Address</b>          |  |  |  |
| <b>Home telephone number</b> |  |  |  |

Please provide the information requested below

| First person contact details at this address |  | Second person contact details at this address |
|--|--|---|
| Name:  |  | Name:   |
| Email Address:                               |  | Email address:                                |
| Daytime telephone number:                    |  | Daytime telephone number:                     |
| Mobile telephone number:                     |  | Mobile telephone number:                      |
| Relationship to student                      |  | Relationship to student:                      |

In line with the Department for Education Regulations, proof of residence for the above address will need to be shown at the Induction Day on **Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July 2017.**

| Second contact mailing address for parents/guardians living at a separate address |                           |
|---|---------------------------|
| Address:  | Name:                     |
|   | Email Address:            |
|   | Daytime telephone number: |
|   | Mobile telephone number:  |
|   | Relationship to student:  |

| Term time only address (if different from home address) | Term time only telephone number |
|---|---------------------------------|
|   |                                 |

## Basic Information- part 2

Student forename: \_\_\_\_\_ Student surname: \_\_\_\_\_

There may be occasions, such as illness, where you will need to be collected from school. Please provide details of a responsible adult(s) who we can contact should we be unable to contact your parent(s)/carer(s).

| First emergency contact   | Second emergency contact  |
|---------------------------|---------------------------|
| Name:                     | Name:                     |
| Daytime telephone number: | Daytime telephone number: |
| Mobile telephone number:  | Mobile telephone number:  |
| Relationship to student:  | Relationship to student:  |

| Family   |       |       |
|--|-------|-------|
| Name(s) of older Sibling(s) attending The BRIT School: | Name: | Year: |
|  | Name: | Year: |
|  | Name: | Year: |

| Previous School Details   |        |                         |                              |    |
|---|--------|-------------------------|------------------------------|----|
| Please list all schools previously attended or if you have been home schooled. Please provide details of any periods where you were not in full time education. | School | Country, if not England | Dates Attended/home schooled |    |
|   |        |                         | From                         | To |
|   |        |                         |                              |    |
|   |        |                         |                              |    |
|   |        |                         |                              |    |

| If The BRIT School will be your first school since moving from abroad, please complete the following: |  |
|---|--|
| Date of arrival in England  |  |

| KS2 Levels  |  |
|-------------|--|
| Mathematics |  |
| English     |  |

|               |                   |
|---------------|-------------------|
| Doctors Name: |                   |
| Address       | Telephone number: |

## Basic Information- part 3

Student forename: \_\_\_\_\_ Student surname: \_\_\_\_\_

|   |  |
|---|--|
| <b>First Aid</b>  |  |
| The school seeks parent/carer permission to administer first aid because this will always involve physical contact between the first aider and the student. <b>Parents/carers should be aware that if permission is withheld, they are responsible for any subsequent consequences. Verbal permission in the event of an accident cannot be accepted.</b> |  |
| <b>First aid may be administered:</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Medication

The School will not keep or dispense any medication unless the appropriate form has been completed which can be obtained from the Attendance Officer. Once completed all medicines brought into school must be left with the Student Services department. The medication will be kept in a secure cupboard in the first aid room.

All medication must be in the original packaging, complete with the pharmacy label (if prescribed).

### Epi Pen

Students who have been prescribed an Epi pen will be sent a BRIT School protocol form which must be completed and returned to the Lead First Aider. It is the responsibility of the Parent(s)/Carer(s) to ensure the school is provided with an Epi-pen in the event of an emergency and that the Epi-pen is within date.

### Disabilities

|   |                          |
|---|--------------------------|
| <b>Please give details of any disabilities your son/daughter has, which may affect his/her school life:</b> |                          |
|   |                          |
| <b>My son/daughter does not have any disabilities</b>   | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| <b>If your son/daughter does have any disabilities, we would be pleased to meet with you to talk about additional support. Please tick the box if you would like us to arrange this.</b> | <input type="checkbox"/> |
|--|--------------------------|

## Basic Information- part 4

Student forename: \_\_\_\_\_ Student surname: \_\_\_\_\_

| Support Services                                      | If you have received support from any of the following people/organisations it would be helpful to know their names and contact numbers. |
|---|--|
| Attendance Advisory Officer (EWO):                    |  |
| Telephone:  |  |
| Social Worker:  |  |
| Telephone:  |  |
| Child Guidance Clinic:                                |  |
| Telephone:  |  |
| CAMHS: (Child, Adolescent and Mental Health Services) |  |
| Telephone:  |  |

| Children in Care/Living Independently   |  |
|---|--|
| Is this child being cared for by:   | Foster carer(s) <input type="checkbox"/> In a residential care home <input type="checkbox"/><br>Hostel <input type="checkbox"/> Other relative <input type="checkbox"/> Other accommodation <input type="checkbox"/> |
| If any of the above boxes are ticked, please state name of relative or foster carer and in which borough they live or the borough of the residential care home or hostel: |  |

| Declaration  |  |       |  |
|--|--|-------|--|
| The information we have provided in this form is correct. (Please notify the school in writing as soon as any changes to this information occur.) We understand that the application may be withdrawn if any of the information provided is inaccurate, false or incomplete. |  |       |  |
| Name (parent/carer):   |  | Date: |  |
| Signed:  |  |       |  |

# Health Questionnaire

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

Year: \_\_\_\_\_

Strand: \_\_\_\_\_

**It is essential that the following questionnaire is completed and returned immediately as this will help us with the care of your son/daughter. Failure to disclose any information may result in your son/daughter receiving delayed or inappropriate treatment.**

Please tick the relevant boxes if your son/daughter has any of the following conditions. If necessary add any additional comments, to include information such as whether or not he/she carries medication.

|                                       | Please tick | Notes |
|---------------------------------------|-------------|-------|
| Blood Group, if known                 |             |       |
| Bladder problems                      |             |       |
| Kidney problems                       |             |       |
| Vision difficulties/glasses           |             |       |
| Hearing problems                      |             |       |
| Migraines (does he/she carry drugs)   |             |       |
| Asthma (does he/she carry an inhaler) |             |       |
| Epilepsy                              |             |       |
| Diabetes                              |             |       |
| Sickle Cell                           |             |       |
| Allergies                             |             |       |
| Does he/she carry an Epi-pen?         |             |       |
| Any regular hospital treatments?      |             |       |
| Any other problems?                   |             |       |

Injuries to any of the following areas:

| Back | Knees | Shoulder | Feet | Other |
|------|-------|----------|------|-------|
|      |       |          |      |       |

If there are no medical problems please tick here.

Signed ..... Parent/Carer Date .....

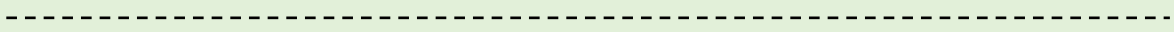
# Diversity Questionnaire

Student forename: \_\_\_\_\_ Student surname: \_\_\_\_\_

What is your ethnic origin? Please mark 'X' in the box below as appropriate.

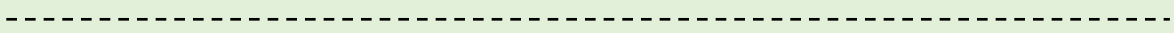
**ASIAN**

- (A)  Bangladeshi
- (B)  Indian
- (C)  Pakistani
- (D)  Any other Asian background (please specify)



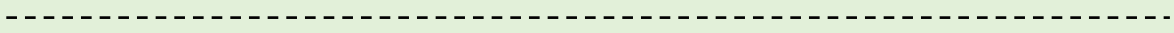
**BLACK**

- (E)  African
- (F)  Caribbean
- (G)  Any other Black background (please specify)



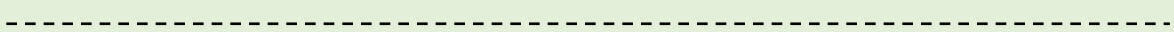
**CHINESE**

- (H)  Any Chinese background (please specify)



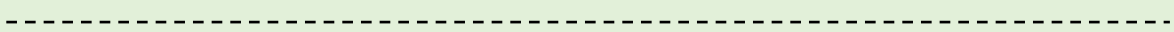
**MIXED ETHNIC BACKGROUND**

- (I)  Asian and White
- (J)  Black African and White
- (K)  Black Caribbean and White
- (L)  Any other Mixed ethnic background (please specify)



**WHITE**

- (M)  Any White background (please specify)



**ANY OTHER ETHNIC BACKGROUND**

- (N)  Any other ethnic background (please specify)

What is your religion or belief (including non-belief)? Please mark 'X' in the box below as appropriate.

|                        |                          |                              |                          |
|------------------------|--------------------------|------------------------------|--------------------------|
| Agnostic               | <input type="checkbox"/> | Pagan                        | <input type="checkbox"/> |
| Atheist                | <input type="checkbox"/> | Sikh                         | <input type="checkbox"/> |
| Bah'ai                 | <input type="checkbox"/> | Rastafarian                  | <input type="checkbox"/> |
| Buddhist               | <input type="checkbox"/> | Scientologist                | <input type="checkbox"/> |
| Christian – Catholic   | <input type="checkbox"/> | Shinto                       | <input type="checkbox"/> |
| Christian – Protestant | <input type="checkbox"/> | Zoroastrian                  | <input type="checkbox"/> |
| Christian – Other      | <input type="checkbox"/> | No religion or belief        | <input type="checkbox"/> |
| Hindu                  | <input type="checkbox"/> | Prefer not to say            | <input type="checkbox"/> |
| Humanism               | <input type="checkbox"/> | Any other religion or belief | <input type="checkbox"/> |
| Jain                   | <input type="checkbox"/> |                              |                          |
| Jewish                 | <input type="checkbox"/> |                              |                          |
| Muslim                 | <input type="checkbox"/> |                              |                          |

Please specify below, if you wish.



## BRIT School Agreement

STUDENT FORENAME: \_\_\_\_\_ STUDENT SURNAME: \_\_\_\_\_

### The BRIT School

We agree:

- To work towards the realisation of our mission statement;
- To encourage the well-being and success of every student;
- To facilitate and support the personal development of every student as appropriate;
- To provide a secure, positive, stimulating learning environment;
- To provide a comprehensive and specialised curriculum;
- To pursue excellent teaching and provide high quality resources;
- To raise student attainment through our programme of assessment and monitoring;
- To keep parents systematically informed of student progress;
- To promote highest standards of personal and professional conduct and to deal with counterproductive behaviour appropriately;
- To provide opportunities for students to be heard through student council, assemblies, creative output and policy making.

Signed Principal:



Date: 1 September 2017

### Parents and Guardians

I/we agree:

- To support the BRIT School in its realisation of its mission statement;
- To support the school's Attendance and Punctuality policy;
- To support your son/daughter's commitment to their whole Study Programme for the full course duration
- To ensure that holidays are not taken during term time.
- To support the completion of homework and coursework and sign the PLANNER every week.
- To give permission for the school to store data on my/our child/ward.
- To give permission for the school to use photographs and film footage of my/our child/ward in a school context for possible public circulation.
- To conform to the protocols for security and access required for the ICT network.
- To ensure all work submitted by my/our child's/ward's and particularly coursework submitted for examination units, is my/our child's/ward's own work and includes no form of plagiarism.
- To inform the school of welfare issues which could have a impact on learning or personal health;
- To provide resources and a suitable place for independent study;
- To stay informed and involved by attending performances, events and parents' evenings;
- To respect the school's obligations under copyright law by not filming or recording performances.

Signed: Parent/Carer: \_\_\_\_\_

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

### The Student

I agree:

- To work towards the realisation of The BRIT School mission statement;
- To commit to your whole Study Programme completing homework/coursework conscientiously and return it within the deadlines set;
- To work hard to reach my true potential both academically and creatively;
- To maintain an attendance & punctuality level in excess of 96% for all subjects
- To conduct myself in a respectful and professional manner in and around the school (see document BRIT School Expectations);
- Not book non-urgent medical or dental appointments during the School day;
- Not bring anything to the school which is dangerous, illegal or against The BRIT School rules including any implement which could be used as a weapon, alcohol or drugs;
- Wear ID badge and lanyard at all times so that it is clearly visible;
- To respect the school's obligations under copyright law by not filming or recording performances.
- To adhere to all aspects of the school's Equal Opportunities Policy;
- To take care of the school environment and equipment;
- To ensure my appearance and dress is appropriate for each lesson;
- To arrive at lessons on time and be properly equipped for work.
- To conform to the protocols for security, access required for the ICT network and use of the Internet
- Ensure all work submitted is my own work and includes no form of plagiarism.
- Keep my Planner up to date by entering all homework and any additional information as required.

Signed: Student: \_\_\_\_\_

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

## Additional Education Needs Information

Dear Parent/Carer,

I am writing to introduce you to the AEN Department at The BRIT School, and to give you some important information. You may have already indicated that your child has additional educational needs, or they may develop a need for support as the year goes on, so I want to let you know about what we do to ensure appropriate support is given to each student throughout their time at the school. All students are tested on induction using 'LUCID Exact', a computerised assessment of literacy. These results, together with information supplied by you, help us plan the level of support each student will need. An overview of each AEN student's needs is distributed to all staff so that any barriers to learning are addressed and equal opportunity of access to the curriculum is ensured. We continue to monitor students throughout the year, to ensure they are receiving the correct level of support.

If you have not already supplied us with the following, please send copies of these documents with this pack if applicable:

- A copy of your Statement or EHC Plan if you have one (this is a document issued by the Local Authority)
- Details of support received in your current school
- Contact details for the SENCO at your current school (preferably an email address and phone number)
- Any relevant assessments and reports (such as an Ed Psych report)
- Confirmation of any exam concessions you have previously received (please note these **will not** continue in line with the JCQ current regulations – you will need to be reassessed and evidence gathered from staff at the BRIT School)
- Your contact details (email address and phone number) and your child's email address (if we have your permission to contact them directly.)

The AEN department provides support for students who, despite teachers adapting their teaching to enable each student to learn, are still not able to fulfil their potential. We then offer individual and group support, within or outside the classroom depending on the specific needs of the student.

We look forward to working with you and your child over the coming year.

Yours sincerely  
 Simon Roberts  
**SENCO**  
**Additional Educational Needs Dept**  
[sroberts@brit.croydon.sch.uk](mailto:sroberts@brit.croydon.sch.uk)

|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Please indicate if you have any special educational needs | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have a statement/EHCP                              | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If Yes, have you attached a copy                          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

|                         |  |                        |  |
|-------------------------|--|------------------------|--|
| <b>Student Forename</b> |  | <b>Student surname</b> |  |
| <b>Strand</b>           |  |                        |  |

I have enclosed the requested documentation to support my son/daughter's AEN needs  
 Signed: (Parent/Carer) \_\_\_\_\_ Date: \_\_\_\_\_

## IT Student Acceptable Use Policy

The Brit School has a responsibility to provide you with safe, reliable and useful IT resources, to help you make the most of your learning experience at the School. You have a right to these resources and we have an obligation to ensure that they are used wisely and safely. The School also allows you to use the wireless network, to connect your own personal devices to.

To use these IT resources, we would ask you to read through the following guidelines and sign to confirm that you agree to comply with them:

### 1. Acceptable use of Internet, Social Networking & Communication

- 1.1. I will take personal responsibility for my own e-safety when connected to the Internet on any device (further advice is available at <http://www.thinkuknow.co.uk>).
- 1.2. I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher.
- 1.3. I will not take, publish or stream any photographs, videos or sound recordings of other people (staff, students or guests) without their permission.
- 1.4. I will not make reference to any staff from School or bring the School into disrepute while using any social networking, chat rooms, discussion forums, messaging or other Internet based services.
- 1.5. I will use all messaging services, e.g. Email, instant messaging and social networking sites, responsibly and always be polite and respectful. I will only use email systems, chat rooms and other messaging methods that are approved by the School. I will not open emails or attachments from people that I do not know.
- 1.6. I will not intentionally gain access to unsuitable or illegal sites e.g. pornography, child abuse, racism, radicalisation, incitement to violence. I will report, as soon as possible, accidental access to such sites. I understand that my report will be confidential and would protect other students and myself.

### 2. Acceptable use of School Technology & Personal Devices

- 2.1. I will never use any IT resources or devices for bullying or harassing people or in any way that would upset others or would bring the School into disrepute. I will not intimidate other students, e.g. sending or posting of inappropriate messages directly to or regarding others, as this is unacceptable and constitutes a form of bullying. If any such intimidation affects the wellbeing of any student in School, it will constitute a breach of this policy whether the intimidation was initiated in or out of School.
- 2.2. I will not download or install any software or files on School's IT equipment (unless it is a requirement of an agreed course of study) or access any torrent/peer-to-peer services. I will check with my parent or other responsible adult before downloading and installing software or files onto any devices I own.
- 2.3. I will not use my mobile phone during lessons, without permission from a member of staff. I will keep my mobile phone switched off, not in silent mode, and stored out of sight during lesson times.
- 2.4. I understand that I am responsible for the safety and security of any devices I own while in School.
- 2.5. I will report any concerns I have whilst using school IT systems, by using the 'Report a Concern' shortcut on computer desktops, or by speaking to my teacher/tutor. I understand that my report will be confidential and would protect other students and myself.

## IT Student Acceptable Use Policy

- 2.6. I understand that all mobile communication devices are strictly prohibited in any examinations or assessments.
- 2.7. If I have to use removable storage (e.g. memory stick) or internet based storage services (e.g. Google docs or Dropbox) I will ensure that no confidential data is stored on it.
- 2.8. I will only access computer systems using my own login and password, which I will keep secret. I realise that if I access files that are not my own (hacking) I will be breaking the Computer Misuse Act 1990. If I think someone knows my login and password, I will report it immediately.
- 2.9. I will use School IT resources with care and tell my teacher of any damage which occurs as soon as possible.

### 1. Acceptable use of Technology - Copyright & Plagiarism

- 1.1. I will ensure that my work does not break The Copyright, Design and Patents law.
- 1.2. I will always acknowledge the source of any information (words, images etc.) I use.
- 1.3. I will not copy other people's work and pass it off as my own (plagiarism).

I understand that the School uses Child Protection software to monitor my use of IT resources for any inappropriate behaviour and may also check my computer files, my school emails and may monitor the Internet sites that I visit.

I understand that, If I do not follow these guidelines, the AUP will be enforced which may result in confiscation of any devices and disciplinary action including, in extreme cases, suspension or expulsion. The School reserves the right to report any illegal activities to the appropriate authorities.

Student's Name:

Tutor Group:

Student's Signature:

Date:

Parent/Guardian's  
Signature:

Date:

## Off Site Form

**March 2017**

Dear Parents/Carers

Re: KS4 Off-Site Curriculum and Educational Visits

I am writing to explain the procedure for our programme of educational visits.

During the time that students spend with us, we are keen that they have opportunities to meet and work with professionals from the Arts and Media industries and to visit or take workshop productions to community groups and organisations. We regularly invite professionals to the school to work with our students and on other occasions the students visit them at their place of work. This enhances their experience and understanding of many aspects of industry and is a valuable part of their vocational qualification.

All curriculum visits are planned as part of a programme of study and authorisation will be given by the school before any visit takes place. To help us provide a flexible service to students it is necessary that you give us permission to arrange visits for your son/daughter by signing and returning the slip attached to this letter. You would be notified of dates and venues for visits in a letter sent home with your son/ daughter.

Thank you for your co-operation.



Wendy Adams

KS4 Pastoral Manager

.....

### KS4 Off-Site Curriculum and Educational Visits

Student Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I have read the attached letter and am happy to give consent for my son/daughter to take part in educational visits arranged by the school.

Name of Parent/Carer: \_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

## Mission Statement

### MISSION STATEMENT

The BRIT School for the Performing Arts & Technology aims to provide a high quality education for 14 to 19 year olds through a specialist curriculum.

Performing arts and their related technologies are at its core and contribute to an overall curriculum aimed at developing the whole person.

We aim to develop students academically, vocationally, socially and morally so that they leave the School as independent, co-operative, responsible and creative young people with a lifelong interest and ability in learning, the arts, technology and self-development. We believe that these skills and qualities, coupled with relevant academic and vocational qualifications, prepare our students to go into further and higher education and the world of work, positively contributing to society.

We believe that:

- young people wish to learn and participate in a creative environment within a firm framework of teaching and learning
- best discipline comes from commitment to shared goals
- students need understanding of, and access to, developing technology to encourage participation and leadership in a rapidly changing society
- the performing arts encourage each individual to work in a creative, co-operative and collaborative manner

The BRIT School is committed to these beliefs and its structures and teaching methods are planned to reflect them.

## Key Dates

|   |   |
|---|---|
| <p><b>Forms deadline</b></p> <p>All green forms must be filled in and received by The BRIT School no later than</p> | <p>Friday 28 April 2017</p>                                       |
| <p><b>Induction day</b></p>   | <p>Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July 2017</p> |
| <p><b>First day of term</b></p>   | <p>Thursday 31 August 2017</p>                                    |

## The BRIT School Expectations – page 1

Students, parents and staff are expected to familiarise themselves with these expectations; paying due care and attention to these guidelines helps to foster the unique atmosphere of The BRIT School.

### Equal Opportunities

Students are expected to adhere to all aspects of the BRIT School Equal Opportunities policy and to play an important part in its effective implementation.

Policy extract: “The BRIT School is committed to working towards becoming an equal opportunities institution in its intention not to discriminate against any person on the ground of race, colour, religion, gender, sexual orientation or disability and in its active promotion of respect and response to a full range of individuals reflecting the society in which it operates.”

### Conduct

Students are expected to conduct themselves in a professional, productive manner appropriate to the institution they have joined. Respect and understanding must be shown towards other students, teachers, support staff, visitors and to the environment within which everyone is working. This includes the local community and other site users. Physical violence, threats, bullying, deliberate malice, theft, being in possession of or under the influence of illegal drugs or alcohol, inappropriate language, sexist / racist / homophobic comments and gestures will not be tolerated and will result in disciplinary action. (see the School’s Behaviour Policy and Anti-Drugs Policy for further information).

### Personal Organisation

Students are required to prepare and organise themselves for their Programme of Study. Being punctual and properly equipped for each session is a minimum expectation. Curriculum/professional requirements across all lessons should be met and deadlines must be adhered to.

### Attendance

Students are expected to attend all their timetabled sessions throughout the year. The BRIT School expectation is for at least **96% attendance** and all students should aim for 100%. All absences must be substantiated by an appropriate note, phone call and/ or medical certificate; details will be noted in the students’ personal files. Family holidays must not be taken during term time. Parents should note that some public examinations fall during BRIT School holidays. (See the School’s Attendance Policy for further information).

### Time Keeping

Students are expected to develop the excellent timekeeping required in the competitive industries for which they are preparing themselves. Lateness may result in unauthorised absence or non admittance to lessons. This will be noted in the students’ personal files and may have a bearing on the **minimum 96% attendance** requirement. Punctuality is important after lunch and breaktime and students are expected to manage their own timekeeping. Key Stage 4 students are not allowed to leave the premises during break time.

### Care for the Environment

The BRIT School has a wealth of equipment and is a caring environment in which to work. Students are expected to take care of this environment and equipment. Misuse of the environment, equipment, computer network or Internet facilities is not acceptable and will result in disciplinary action. Students are expected to observe the requirements of all professional and designated learning areas. Please see guidelines issued by areas for subject-specific matters. Eating or drinking is permitted only in designated areas. Vandalism, litter or graffiti are not acceptable. **Key Stage 4 students are not allowed to smoke on the school site, outside the school site, or on their journeys to and from school. KS4 students are expected not to smoke.**



## The BRIT School Expectations – page 2

### Corridors and Communal Eating

No eating or drinking is ever allowed in the foyer of the BRIT School. Eating should take place in the canteens. When the canteens are full it is expected that students eat outside. When poor weather makes this impractical students may eat in areas of the school building where their presence does not hinder others. All litter must be discarded responsibly. Students are asked to note that the BRIT School receives a multitude of visitors on a regular basis. It is important that these visitors see young potential professionals hard at work during their time here. Students are reminded that 'Open Access' areas are places for students to study quietly. Social activities should not take place in these areas.

### Dress, Presentation and Personal Possessions

Students are expected to present themselves in a professional manner; makeup, hair and dress should be suitable to a working arts environment. They may be sent home if dressed inappropriately. Jewellery must be removed if staff are concerned about safety or appropriateness. Students are advised not to bring high value items, expensive clothing or large quantities of cash into school. The BRIT School cannot take responsibility for loss of or damage to personal property and staff are not allowed to take responsibility for high value items. In certain activities, students may hand valuables into staff for safekeeping. The school does not accept responsibility for valuables left in changing rooms and/or communal areas.

### Mobile Phones

Mobile phones may be used freely in the canteen and outside of school buildings. Elsewhere in the school building they must not be used for phone conversations although can be kept on silent and used to share photos, videos and texts. Photos/ videos must not be taken without the consent of the subject. In lessons and rehearsals mobile phones must NOT be used UNLESS directed by the member of staff for educational purposes. This is non negotiable and non compliance will result in appropriate disciplinary action.

### Security

Students are expected to take reasonable steps to ensure the safety of themselves and their peers. Students should acquaint themselves with the widely available document, 'Safety and BRIT School Students'. Students are expected to report strangers on site, to observe the rules regarding visitors, and only use selected entrances and exits to the school except in emergencies.

### Visitors

Visitors are only allowed on site in exceptional circumstances and special permission must be sought at least 24 hours in advance. Request forms are available from Reception.

### Identity Cards

Each student is issued with a BRIT identity/access control card at the start of the academic year. Students must wear this card using the provided lanyard and it must be clearly visible at all times whilst on the school premises. Students must have the card in their possession at all times as it will allow access to important areas of the school, provide security for our students and staff, be needed to borrow books from the library and borrow equipment from departments. If a student fails to bring their identification they must purchase a new one from reception before attending any lessons. A charge of £5 will be levied to cover the cost of production.

### Relationships with the community

Students are reminded that the school is in a residential area and the School's relationship with its neighbours is important. Students must therefore remember to be courteous and quiet and fulfil the high expectations of the school when in the surrounding area and when on school visits or trips. Failing to fulfil expectations in these circumstances will be considered in the same light as if in school.

## The BRIT School Expectations – page 3

### Performances and Copyright Law

Parents are requested to respect the school's obligations under copyright law by not filming or recording performances unless they have first obtained written consent from the copyright holder.

### Parent/Carer Role

The school asks for parent/carers co-operation in achieving the above and will expect to meet with them if the student's conduct, achievement, attendance or punctuality is considered unacceptable. KS4 Parents/Carers are expected to make use of the school planner to communicate with school and to check and sign it on a regular weekly basis.

### Communication with Parents/Carers

Parents/carers form a crucial partnership with us in the education of their children and have a right to information about their progress and behaviour. All parents/carers sign a partnership agreement when their child/ward joins the school. Forms of communication with parents/carers should be clear, concise and free of jargon. The school aims to provide an interpreter, when necessary, for parents/carers who require it.

### Bullying

The BRIT School is committed to providing a caring and safe environment for all students so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable in our community. If bullying does occur, all students should feel able to tell a member of staff and be confident that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a member of staff. Students found to be bullying may receive a fixed-term exclusion. Repeated bullying may result in a permanent exclusion depending on the individual circumstances (further details can be found in the School's Anti-Bullying Policy).

### Drugs

The BRIT School is committed to providing a safe, drug-free environment for all students so that they can learn in a secure atmosphere. As such, students found to be selling or supplying drugs in school or the local area are likely to face permanent exclusion. Students found to be taking illegal drugs in school or the local area will receive either a fixed-term exclusion or a permanent exclusion depending on the individual circumstances. (Further details can be found in the School's Anti-Drugs Policy)

### E-Safety

The BRIT School will take action against students who break our E-Safety rules. If students put at risk their own or others' safety through their unsafe or inappropriate use of social media and ICT the School will take action. Students are made aware of E-Safety or taught about the risk they could face using internet or social media while offsite. The students are also made aware of how to raise E-Safety concerns so that the School can take action to make sure they and others remain safe.  
(further details can be found in the School's Internet & ICT Use Policy)

### Safeguarding

The BRIT School is committed to Safeguarding and promoting the overall welfare of all its students. All students at the BRIT School must be able to place their trust and confidence in any adult working in the school. They must feel sure that they can speak about any worries or concerns they may have affecting their lives both in and out of school. Students must be listened to, taken seriously and responded to appropriately. (further details can be found in the School's Safeguarding Policy)

*Please see the School's Behaviour Policy for details of the Disciplinary Procedures.*

## **Privacy Notice (including Youth Support Services Agreement (YSSA) for Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings**

### **Privacy Notice - Data Protection Act 1998 Page 1**

We The BRIT School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

When a student is aged over 13, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with Key Stage 4 providers to secure appropriate support on entry to Key Stage 4 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday.

Please inform Student Services if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

<sup>1</sup> Attendance information is NOT collected as part of the Censuses for the Department for Education for the following pupils / children –

- a) in Nursery schools;
- b) aged under 4 years in Maintained schools;
- c) in Alternative Provision;
- d) in Early Years Settings.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

## Privacy Notice - Data Protection Act 1998 Page 2

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Vanessa Crudgington.

If you need more information about how the LA and DfE store and use your information, then please visit their website:

[www.croydon.gov.uk](http://www.croydon.gov.uk) or <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites please contact the LA or DfE as follows:

- Data Protection Team Resources department Bernard Weatherill House 8 Mint Walk  
Croydon CR0 1EA

Website <http://www.croydon.gov.uk>

Email [information@croydon.gov.uk](mailto:information@croydon.gov.uk)

Telephone 020 8726 6000

- Public Communications Unit Department for Education Sanctuary Buildings  
Great Smith Street London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288