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## Welcome to Bedstone College

Dear Parents & Guardians,

We are delighted that you are joining the Bedstone community and entrusting us with the education and care of your children.

The world that we are preparing our young people for is very different to the one that we, as adults, were prepared for during our school years. Many schools talk about fulfilling potential or blending academic excellence with outstanding extra-curricular provision; at Bedstone College we value the meaning of success in the widest sense. Our students come from a very wide range of backgrounds and abilities yet each of them has something within them that is special. It is this focus on trying to uncover that special talent and using it to build confidence and self-esteem that makes Bedstone much more than a school. We pride ourselves on our family ethos where effort, commitment, loyalty and service are valued as much as natural talents and abilities.

Some of you may know what to expect here at Bedstone after coming for taster days and we look forward to seeing you again. If you are totally new to Bedstone then you will find a warm welcome with us.

We understand that joining a new school can be exciting, as well as daunting, so we have created this booklet to bring together key information, answers to questions you may have and essential forms to complete and return to us. Parents and students have previously told us that this enables a smooth joining process and helps students fully prepare for their Bedstone experience.

If you have any queries not answered in this joining pack, please do not hesitate to contact our admissions team at [admissions@bedstone.org](mailto:admissions@bedstone.org) or telephone +44 (0) 1547 530961. Our website [www.bedstone.org](http://www.bedstone.org) may also be able to help you.



Mr Mullins, Head

A person in a white shirt and yellow tie

Description automatically generated with medium confidence

## Information

ABSENCE FROM SCHOOL

We expect all students to be in attendance and in lessons at all times when the School is open. Permission for absence for any reason must be requested in writing from the Head either by letter or email to [toby.mullins@bedstone.org](mailto:toby.mullins@bedstone.org), copying in the Head’s PA at [pa@bedstone.org](mailto:pa@bedstone.org), at least 2 weeks in advance. Attendance is expected at the Christmas Carol Concert at the end of the autumn term and Speech Day at the end of the summer term. Permission for absence at the start and end of term will only be given in exceptional circumstances; parents should contact the Head well in advance.

If your child is off sick, please let their tutor know, copying in [reception@bedstone.org](mailto:reception@bedstone.org) as early in the day as you can. Alternatively call 01547 530303 and leave a message or speak to reception during office hours. If your child is unwell during the day they must see the school nurse before contacting parents.

If your child leaves school during the day or comes in late they MUST sign in or out at reception. This is so we know who is on site in case of emergency.

CATERING

Our meals, including cakes and biscuits for afternoon tea, are freshly made onsite by our own catering team and are included in the fees. Students regularly have the opportunity to try food that they might not normally come across. Fresh fruit and salad/vegetables are always available. There are opportunities to cook with the talented team such as our overseas boarders catering for and hosting themed evenings and events. The catering team are all trained in food allergy awareness and attention is given to medical dietary needs. If a child has intolerances, allergies or medical dietary needs the Catering Manager will discuss the menu on an individual basis. We have a lovely Tuck Shop situated in the Old Dairy selling hot and cold snacks every breaktime and ice cream in the summer term.

CHANGE OF ADDRESS AND PERSONAL DETAILS

It is most important that the School maintains an up-to-date record of the contact details of all parents and guardians. If any of your contact details change, please update on the parent portal, or alternatively email the Head’s PA at [pa@bedstone.org](mailto:pa@bedstone.org) so that the information on your child’s record can be updated.

If a parent does not live at the same address as their child but requires copies of their son/daughter’s school records, we will need confirmation from the main carer in writing that this will be in order. If circumstances change and we should no longer send information to separated parents, we will need a photocopy of the relevant legal document.

COMMUNICATION

Effective communication between the school and parents is vital.

CONTACTING US

The first point of communication should be your child’s Tutor and/or Houseparents (Boarders). If you are not satisfied, then your child’s Head of Academic House should be approached. Your child will be a member of one of three academic houses, Hopton, Wigmore or Stokesay. As our Heads of Houses are also teachers they will get back to you as soon as they can. You can email them or alternatively phone on 01547 530303 during the school day.

CONTACTING YOU

The Schoolbase Parent Portal is an important mechanism for communication. Once your child has started with us you will receive an email from [Bedstone Mail (SB.mail@bedstone.org](about:blank)) with an individual username and password which will enable you to access your child’s records, including reports. You can also update personal details for yourself and your child, book activities and see homework and the school calendar amongst other things. Please check your Junk/Spam box as sometimes the initial emails go in there. To access the parent portal go to our website, [www.bedstone.org](http://www.bedstone.org) and click on Parent/Pupil Portal in the top right hand corner.

Emails from us via our school management system, Schoolbase, will be headed Bedstone Mail (SB.mail) but please check with us if you are even slightly suspicious of the provenance of a message, either by emailing [pa@bedstone.org](mailto:pa@bedstone.org) or calling 01547 530303, before clicking on anything or responding to the email especially if it relates to fees/discounts/finance.

We also use a Whatsapp broadcast facility. Permission will be sought before adding your mobile number.

OTHER PARENTAL CONTACT

You will receive emails from staff directly if they wish to praise or have concerns about your child. Please feel free to contact them directly – you don’t have to wait for parents’ evenings.

Parents’ evenings are held for each year group as follows:

Junior School – December and June

Year 7-8 – just before October half term

Year 9-10 – just before February half term

Year 11-13 – just after February half term

GUARDIANS FOR INTERNATIONAL BOARDERS

All parents resident abroad must appoint a guardian in the UK to act with their full authority, before their child joins Bedstone College. If parents fail to provide a suitable guardian, the College reserves the right to employ the services of a Guardianship Agency through AEGIS (The Association for the Education and Guardianship of International Students), who will appoint a host family, the cost of which will be charged to the parents’ account. An agreement for parents and guardians to complete and return is enclosed in the enclosed Guardianship Policy

Bedstone College is a member school of AEGIS (The Association for the Education and Guardianship of International Students). Parents can find a list of accredited guardians on the [AEGIS](http://www.aegisuk.net/) website.

MEDICAL

Please ensure that you complete the relevant medical forms. It is vital to keep the medical team informed of any new illness, or vaccinations relating to your child by emailing [surgery.team@bedstone.org](mailto:surgery.team@bedstone.org). Statutory inoculations will be carried out at the school and your consent will be requested before these take place.

MOBILE PHONES

Mobile phones provide an easy and efficient way for students to keep in touch with their parents; they can also be of assistance in an emergency. Please note: Mobile phone use is forbidden during lessons unless it is at the express request of the teacher. We will confiscate misused phones and return them at the end of the day. We also do not allow the use of mobile phones during prep times.

POLICIES

Key Policies are available on the school website [Policies - Bedstone College](https://www.bedstone.org/policies/)

## Ethos and Aims

Our mission is to build confidence in every one of our students so that they can be the best that they can be. We do this by encouraging them to try new things, to be respectful of the achievements of others and allowing them to have a sense of pride in themselves and their school community.

Our goal is to prepare them for the world beyond school.

We aim for all our leavers to be:

| (a) | Curious: | so they are willing to explore concepts and ideas that are currently beyond their horizons |
| --- | --- | --- |
| (b) | Robust: | so they are able to deal with the inevitable challenges and disappointments that life will bring |
| (c) | Adaptable: | so that they can learn and develop new skills rapidly and hence be successful in our ever-changing world |
| (d) | Tolerant: | so that they are able to understand the importance of, and see the value of, the contributions that people of other faiths, cultures and lifestyles bring to  the global community |

At Bedstone there is a firm belief that each child has the ability to excel in at least one sphere of college life and that it is the responsibility of the college to find and nurture that area of excellence. A well-qualified and highly motivated staff, a hard working student body, and a friendly, family atmosphere make Bedstone College a happy, dynamic and successful school.

ASSOCIATED GROUPS

FRIENDS OF BEDSTONE

We are a group of parents and staff who raise money for the school by supporting events put on by the school such as Burns’ Night celebrations and musical productions or by running our own events such as quiz nights and a Christmas Fair. Sports Day is another opportunity to join in the fun! The money we raise goes towards extra treats for the children such as a Silent Disco and Easter Eggs for the junior children, whilst looking to the future and bigger projects around the school. We are very friendly and welcome new parents to join us at our meetings either in person or via Teams. If you would like to be put in touch with the organiser, please contact [pa@bedstone.org](mailto:pa@bedstone.org) in the first instance.

OLD BEDSTONIANS

On leaving Bedstone all pupils are automatically enrolled into the Old Bedstonians. There is an OBs weekend every November where the group comes together for a short formal meeting and then celebrates good times with a meal. This year the celebrations will be concentrating on our 75th anniversary. For more information contact [carol.mullins@bedstone.org](mailto:carol.mullins@bedstone.org)

## Useful Contact Details

The college is a limited company with a Board of Directors and a Governance Committee. Individuals are invited to join the Governance Committee to add to the range of expertise available for the management of the college.

The Chair of the Governance Committee is Mr Rob Tasker and he can be contacted via the Head’s PA, [pa@bedstone.org](mailto:pa@bedstone.org)

All school departments are available during office hours only. Extension numbers to be dialled from 01547 530303

| School Staff | Email Address | Ext. | Direct Dial/Mobile |
| --- | --- | --- | --- |
| Head | [toby.mullins@bedstone.org](mailto:toby.mullins@bedstone.org) | 204 |  |
| Head’s PA | [pa@bedstone.org](mailto:pa@bedstone.org) | 209 |  |
| Deputy Head | [chris.braden@bedstone.org](mailto:chris.braden@bedstone.org) | 206 |  |
| Assistant Head (T&L)/Exams Officer | [oliver.downing@bedstone.org](mailto:oliver.downing@bedstone.org) | 235 |  |
| Accounts/fees | [accountsdept@bedstone.org](mailto:accountsdept@bedstone.org) | 202/203 |  |
| Admissions Office | [admissions@bedstone.org](mailto:admissions@bedstone.org) | 233 | 01547 530961 |
| Reception | [reception@bedstone.org](mailto:reception@bedstone.org) | 200 |  |
| Learning Support | [jamie.lowe@bedstone.org](mailto:jamie.lowe@bedstone.org) | 215 |  |
| Reception to Year 2 | [junior.school@bedstone.org](mailto:junior.school@bedstone.org) | 239 |  |
| Years 3 - 6 | 232 |  |
| Catering Manager  Domestic Manager | [catering.manager@bedstone.org](mailto:catering.manager@bedstone.org)  [domestic.supervisor@bedstone.org](mailto:domestic.supervisor@bedstone.org) | 218  234 |  |
| DESIGNATED SAFEGUARDING LEAD | [Chris.braden@bedstone.org](mailto:Chris.braden@bedstone.org) | 206 |  |
| DEPUTY DESIGNATED SAFEGUARDING LEAD | [Toby.mullins@bedstone.org](mailto:Toby.mullins@bedstone.org) | 204 |  |
| STUDENT WELLBEING | [Concern@bedstone.org](mailto:Concern@bedstone.org) | 201 |  |
| MEDICAL TEAM |  |  |  |
| Sister Stead and Sister Jackson | [surgery.team@bedstone.org](mailto:surgery.team@bedstone.org) | 230 | 07811 904399 |
|  |  |  |  |
| TRANSPORT |  |  |  |
| Parvinder Singh  HEADS OF ACADEMIC HOUSES  Hopton – Ms Beddow  Stokesay – tba  Wigmore – Mr Lowe | [Parvinder.singh@bedstone.org](mailto:Parvinder.singh@bedstone.org)  [Claire.beddow@bedstone.org](mailto:Claire.beddow@bedstone.org)  [Sophie.ross@bedstone.org](mailto:Sophie.ross@bedstone.org)  [Jamie.lowe@bedstone.org](mailto:Jamie.lowe@bedstone.org) | 229  208  215 | 07792 152061 |
|  |  |  |  |
| BOARDING HOUSES AND HOUSEPARENTS |  |  |  |
| Bedstone House Mr and Mrs Singh | [bedstone.house@bedstone.org](mailto:bedstone.house@bedstone.org) | 210 |  |
| Rutter House Mr and Mrs Downing | [rutter@bedstone.org](mailto:rutter@bedstone.org) | 219 |  |
| Wilson House Ms Condliffe and Mr Carleston | [wilson@bedstone.org](mailto:wilson@bedstone.org) | 212 |  |

## Sample Shape of the Day

|  | Monday | | Tuesday | | Wednesday | Thursday | Friday | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 08.25 | Arrival | | Arrival | | Arrival | Arrival | Arrival | |
| 08:30 | Registration | | Registration | | Registration | Registration | Registration | |
| 08:35 | Whole School Assembly | | Junior Assembly Senior Tutorial | | Tutor Time | House Assembly  on rota | Headmaster’s  Assembly All | |
| 08.45 | P1 | | P1 | | P1 | P1 | P1 | |
| 09:30 | P2 | | P2 | | P2 | P2 | P2 | |
| 10:15 | P3 | | P3 | | P3 | P3 | P3 | |
| 11:00 | Break | | Break | | Break | Break | Break | |
| 11:15 | P4 | | P4 | | P4 | P4 | P4 | |
| 12:00 | P5 Seniors | | P5 Seniors | | P5 Seniors | P5 Seniors | P5 Seniors | |
| 12.00 | Junior Lunch | | Junior Lunch | | Junior Lunch | Junior Lunch | Junior Lunch | |
| 12:45 | Senior Lunch | | Senior Lunch | | Senior Lunch | Senior Lunch | Senior Lunch | |
| 12.45 | Junior Registration | | Junior Registration | | Junior Registration | Junior Registration | Junior Registration | |
| 13.00 | P5 Juniors | | P5 Juniors | | P5 Juniors | P5 Juniors | P5 Juniors | |
| 13:25 | Senior Registration | | Senior Registration | | Senior Registration | Senior Registration | Senior Registration | |
| 13:30 | P6 | | P6 | | P6 Senior Tutorial | P6 | P6 | |
| 14:15 | P7 | | P7 | | Senior Games  Junior Activities | P7 | P7 | |
| 15:00 | P8 | Y7-8 Games | P8 | Y9-10 Games | Senior Activities Junior Games | P8 | Y11-13 Games |
| 15:45 | Tea | Tea | Tea |
| 16:00-  16.45 | P9  Junior, Y9-13  Activities | P9  Junior, Y7-8,  Activities | P9 Y 7-10  Junior Activities |
|  |  | | Buses depart 17.00 | | |  |  | |

## Term Dates 2023 – 2024

New Boarders should arrive between 16:00 and 22:00 on Tuesday 5 September 2023.

New Day students should arrive between 09:00am and 09.30am on Thursday 7 September and all current students need to be in school by 08:30am to be in Tutor Groups.

INSET days are training days for staff only. <https://www.bedstone.org/school-calendar/>

AUTUMN TERM 2023

Monday 4th September: INSET Day

Tuesday 5th September: INSET Day (Boarders arrive from 4pm)

Wednesday 6th September: INSET Day with International student induction / Y12/Y13 induction/choices

Thursday 7th September: School commences for all at 8.20am

Friday 20th October: Half Term commences at 5pm

Wednesday 1st November: Boarders return (from 4pm)

Thursday 2nd November: School commences

Friday 15th December: End of term (Carol Service St Laurence’s Ludlow)

SPRING TERM 2024:

Friday 5th January: INSET Day

Sunday 7th January: Boarders return (from 4pm)

Monday 8th January: School commences for all at 8.20am

Friday 16th February: Half Term commences

Sunday 25th February: Boarders return (from 4pm)

Monday 26th February: School commences

Thursday 28th March: End of term

SUMMER TERM 2024

Sunday 21st April: Boarders return (from 4pm)

Monday 22nd April: School commences for all at 8.20am

Friday 24th May: Half Term commences

Sunday 2nd June: Boarders return (from 4pm)

Monday 3rd June: School commences for all at 8.20am

Saturday 6th July: Speech Day and end of term

## Daily Bus Transport

Bedstone College is pleased to provide free transportation to and from school for day students, subject to demand and availability, from specific pickup points. Please contact Mr Parvinder Singh, Transport Manager as soon as possible to book a place on one of our buses to avoid disappointment.

Email: [Parvinder.singh@bedstone.org](mailto:Parvinder.singh@bedstone.org) Mobile: 07792 152061

Mr Singh will inform you of departure/arrival times at your particular stop. All buses arrive in the morning at Bedstone at approximately 08:20am and depart campus in the evenings between 16.45 and 5pm.

## Uniform and Equipment

All items of school uniform are available through a local supplier, School Shop Direct in Shrewsbury. Uniform can be purchased online at [www.schoolshopdirect.co.uk](http://www.schoolshopdirect.co.uk) or in person from the main shop in Shrewsbury. Clothes can be ordered and delivered either to your home or to the School ready for your son/daughter’s arrival. Parents who are resident abroad are strongly encouraged to order school uniform online.

| Address:  Telephone: | 5 Henley Way  Shrewsbury  SY1 4PR  +44(0)1743 440 449 | Opening Times:  Monday - Friday 9am – 5pm  Saturday: 9am – 4pm |
| --- | --- | --- |

School uniform is also available from our on site Uniform Shop on Wednesday afternoons between 16:00 and 17:00 during term-time only. Mr and Mrs Singh run the uniform shop. To make an appointment for a uniform fitting for your child, please email [info@schoolshopdirect.co.uk](mailto:info@schoolshopdirect.co.uk) for the Shrewsbury shop or [kim.singh@bedstone.org](mailto:kim.singh@bedstone.org) to come to Bedstone. Please note: uniform must be paid for by cash or cheque and cannot be added to your termly bill.

Parents should allow approximately £350 for a full uniform kit. School Shop Direct can accept payment by cash, card and cheque and, if purchased online, by BACS.

IT IS ESSENTIAL THAT ALL ITEMS OF CLOTHING AND OTHER ITEMS BROUGHT TO SCHOOL ARE MARKED WITH YOUR CHILD’S NAME AND INITIALS BY USING EITHER SEWN-ON OR IRON-ON LABELS OR OTHER PERMANENT MARKING/INDELIBLE INK. YOU CAN USE THIS LINK - [Nametags](https://www.mynametags.com/) - TO GET NAME TAGS WHICH WILL SUPPORT THE FRIENDS OF BEDSTONE FUNDS. THE CODE YOU NEED IS 1108.

Students from Reception to Year 11 are expected to wear full school uniform. Sixth form students are required to wear smart, business attire throughout the school day. Non-uniform items can be purchased from any retailer provided that the style, colour and material content match the description on the uniform lists. For more details, please see our separate uniform lists or website [Bedstone uniform list](https://www.bedstone.org/uniform/)

| Girls:   * Jewellery: Girls can only wear one set of earrings and they are to be gold studs (worn in the lower lobe only). Necklace – religious symbols only. No other jewellery is allowed. * Hair: Girls are not permitted to dye their hair in unnatural colours. Long hair must be tied back. Extremes of fashion are not permitted. * Make up: if worn, should be minimal and natural-looking with ‘nude’ foundation.   Boys:   * Hair: Must be short enough that it doesn’t need to be tied back. Hair cannot be shorter than a hairdresser’s ‘number 2’. Students are not permitted to dye their hair in unnatural colours. Hair should not be over the face/eyes or be below the collar. Extremes of fashion are not permitted. * Earrings: No boy may wear an earring. * Hair: A small amount of hair gel is allowed provided that the resulting hair style conforms to acceptable norms.   No jewellery may be worn for PE/Games/DT and Science lessons. |
| --- |

Non uniform items

Large bag to carry school books. All students are expected to bring their own writing/drawing equipment for lessons. This must include ink pen (gel, fountain or cartridge), dictionary, pencil case (transparent cases only allowed for examinations), pencils, rubber, glue, scissors, ruler, calculator, and mathematical equipment set (compasses, protractor, set square).

Students need to bring a water bottle (must be named); Bedstone water bottles can be purchased from the Tuck Shop.

Extra-curricular items

* Students taking music as an option need black smart clothes for performing in concerts.
* Mountain biking activity – students bring their own bikes. Helmets are essential, protective leg, knee and arm pads are also required.
* Horse riding activity – riding gloves and a waterproof coat are essential, hat and boots are available at the riding school

Boarders

Additional items all boarders will need:

* A large school bag
* Tuck box/Tupperware box with lid
* Name tapes for labelling possessions
* Casual clothes for evenings and weekends
* Smart clothes for theatre visits and musical performances
* Pair of wellington boots
* Small weekend case and larger suitcase
* 6 - 7 Sets of underwear
* 2 Vests, if worn
* 3 Pairs of pyjamas or nightwear
* 1 Dressing gown – essential in case of night-time fire drill
* 1 Pair of bedroom slippers or indoor shoes
* 1 Duvet (optional – the college can provide these)
* 2 Duvet covers and pillowcases (optional – the college can provide these)
* 4 Large bath towels
* Clothes brush
* 3/4 Laundry mesh bags
* Shoe cleaning kit
* Shower gel and/or bubble bath
* One toilet bag containing, at least hairbrush, comb, toothpaste and toothbrush, roll on deodorant (no aerosols), two flannels, nail scissors or clippers
* Two small padlocks to secure belongings
* Personal items such as a mobile phone, iPad, laptop, a mug for hot drinks, posters, personal stereo, books, etc.
* Blu Tack

NB: Boarders are required to take their possessions home and clear their rooms in the longer holidays, so we advise bringing no more than one large trunk or two large suitcases each term. If students are unable to take all their possessions home (bedding, uniform, sports kit and books can be stored), they must arrange suitable off-site storage for the duration of the holidays.

## 

## GDPR Privacy Notice (Policy)

WHAT THIS PRIVACY NOTICE IS FOR

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings and local authorities must comply when they process personal data.

This policy is intended to provide information about how Bedstone College will use (or "process") personal data about individuals including: its staff; its current, past and prospective students; and their parents, carers or guardians (referred to in this policy as "parents").

This information is provided because Data Protection Regulation (GDPR) gives individuals rights to understand how their data is used. Staff, parents and students are all encouraged to read this Privacy Notice and understand the school’s obligations to its entire community.

This Privacy Notice applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online platform or paper form.

This Privacy Notice also applies in addition to the school's other relevant terms and conditions and policies, including:

* any contract between the school and its staff or the parents of students;
* the school's policy on taking, storing and using images of children;
* the school’s CCTV policy;
* the school’s retention of records policy;
* the school's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
* the school's IT policies, including its e-Safety policies and code of conduct.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice, which also provides further information about how personal data about those individuals will be used.

## Responsibility for Data Protection

* The Data Controller is Bedstone Educational Limited
* Bedstone Educational Limited has appointed the Head as The Data Protection Officer

Under UK GDPR, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, please email Mr Mullins, Head (Data Protection Officer) via Ms Preston, PA to the Head at [pa@bedstone.org](mailto:pa@bedstone.org) or telephone 01547 530303.The Head will deal with all your requests and enquiries concerning the school’s uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and The Data Protection Act (2018)

WHY BEDSTONE COLLEGE NEEDS TO COLLECT AND USE PERSONAL DATA

In order to carry out its ordinary duties to staff, students and parents, the school needs to process a wide range of personal data about individuals (including current, past and prospective staff, students or parents) as part of its daily operation.

Some of this activity the school will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its staff, or parents of its students.

Other uses of personal data will be made in accordance with the school’s legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

The school expects that the following uses will fall within that category of its (or its community’s) “legitimate interests”

* For the purposes of student selection (and to confirm the identity of prospective students and their parents);
* To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to students, and monitoring students' progress and educational needs;
* Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;
* For the purposes of financial due diligence in cases of bursary applications.
* For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law (such as tax, diversity or gender pay gap analysis);
* To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;

## Accounts Department Information

| Mr Paul Downes, Finance Manager, can be contacted on ext. 202 at the college.Email [accountsdept@bedstone.org](mailto:%20accountsdept@bedstone.org) Mrs Gemma Davies, Finance Officer can be contacted on ext. 203 (Mon-Wed). COLLEGE FEE ACCOUNT: College fee accounts are due on or before the first day of every term:  | **AUTUMN TERM** | **2023:** | Thursday 7th September 2023 | | --- | --- | --- | | **SPRING TERM** | **2024:** | Monday 8th January 2024 | | **SUMMER TERM** | **2024:** | Monday 22nd April 2024 |   If you wish to pay your fee account directly to Bedstone College’s bank account, the details are:   | **Bank:**  **Address:**  **Account name:** | Santander  Bootle, Merseyside, L30 4GB  Bedstone Educational Limited |  | | --- | --- | --- | | **Sort Code:** | 09-02-22 | | **Account Number:** | 10612392 | | **BIC/Swift Code:** | ABBYGB2L | (European payments) | | **IBAN:** | GB70 ABBY 0902 2210 6123 92 | (International payments) |   ***Please quote name of student and account number reference on all direct payments to the college account.*** For telegraphic transfer, CHAPS or inland payments, please add the relevant bank charge to your payment. In addition, please add name of the student as a reference. ADDITIONAL SPENDING AND TRAVEL MONEY FOR BOARDERS Additional spending money for whatever purpose, for example school outings, travel cash or for personal shopping, can be forwarded direct to our bank account. Please ensure you quote a reference for easy identification and e-mail the accounts department on [accountsdept@bedstone.org](mailto:accountsdept@bedstone.org) to advise them of the transaction. ADDITIONAL POCKET MONEY FOR BOARDERS Please note, if you send additional cash with your son/daughter, they must deposit this with their houseparent for safekeeping. High denomination notes can be changed at the Finance Office before going shopping.  Fees for the next academic year are usually published around Easter on our website. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

## Additional Charges (from Autumn Term 2023)

| ENGLISH as an ADDITIONAL LANGUAGE (EAL) | Variable, depending on course. *(Please request our separate guide)* | |
| --- | --- | --- |
| Charges for EAL are only for those students who require additional support which will be charged at a rate dependent on the course taken. Some EAL lessons are included within the All-Inclusive fee. | | |
| If you would like your child to have EAL lessons, please tick this box ☐ | | |
| DESIGN & TECHNOLOGY | | The cost of materials used for items made by students are charged at cost if taken home. |
| FLEXI-BOARDERS PER NIGHT, DINNER, BED AND BREAKFAST. (To be booked in advance on Schoolbase) | | £30 per night |
| SIXTH FORM CLUB MEMBERSHIP | | £15 per annum for use of facilities |
| TRANSPORT COSTS TO AND FROM THE COLLEGE (EXCLUDING FREE DAILY TRANSPORT):  Most airport and station runs are provided through local taxi companies and the charges passed directly on to passengers. Where college transport is used a charge per passenger for the equivalent rate will be made. | | |
| EXAM RESIT CHARGES:  Whilst GCSE, A/S and A level examinations sat for the first time are included within the fees, resit examinations are charged for at cost. Remarks are charged by the exam boards where a grade does not change. If this has been at the request of parents, we will pass the charges on. | | |
| CHARGES FOR EXTRAS:  Horse riding, Duke of Edinburgh and some other off site chargeable activities are offered subject to availability. Students will be able to make their activity choices on Schoolbase during the first week of each half term. | | |
| Please note: All prices are subject to change in the event of unforeseen circumstances. | | |
|  | | |

## E-Safety Rules and Sanctions

It is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. With freedom comes responsibility. Bedstone College cannot control what people, all over the world, make available on the internet; a small proportion of the material which it is possible to access is not acceptable in college, whilst other material must be treated with great sensitivity and care.

Exactly the same standards apply to electronic material, as to material in any other form. If material is considered to be unacceptable by the college when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network. We expect all ICT users to take responsibility in the following ways.

Not to access or even try to access any material which is:

* Violent or that which glorifies violence
* Criminal, terrorist or glorified criminal activity (including drug abuse)
* Racist or designed to incite racial hatred
* Of extreme political opinion
* Pornographic or with otherwise unsuitable sexual content
* Crude, profane or with otherwise unsuitable language
* Blasphemous or mocking of religious and moral beliefs and values
* In breach of the law, including copyright law, data protection, and computer misuse
* Belongs to other users of ICT systems and which they do not have explicit permission to use
* Not to search for, or use websites that bypass the college’s Internet filtering
* Not to download or even try to download any software without the explicit permission of a member of the ICT systems support department
* Not to attempt to install unauthorised and unlicensed software
* To be extremely cautious about revealing any personal details and never to reveal a home address or mobile telephone number to strangers
* Not to use other people’s user ID or password, even with their permission
* Not to interfere with or cause malicious damage to the ICT facilities
* To report any breach (deliberate or accidental) of this policy immediately to senior managers.

In order to protect responsible users, electronic methods will be used to help prevent access to unsuitable material. Bedstone College reserves the right to access all material stored on its ICT system, including that held in personal areas of staff and student accounts for purposes of ensuring DfE and college policies regarding appropriate use, data protection, computer misuse, safeguarding children, and health and safety.

Anyone who is found not to be acting responsibly in this way will be disciplined. Irresponsible users will be denied access to the ICT facilities. Bedstone College will act strongly against anyone whose use of ICT risks bringing the college into disrepute or risks the proper work of other users. Persistent offenders will be denied access to the ICT facilities – on a permanent basis.

Sanctions for the misuse of Bedstone College ICT facilities:

First offence

* The student will be given a copy of the ICT e-safety rules to read in the detention in order that they are clear about the regulations. Other written work will be set to ensure that they consider what they have done.
* Senior staff will contact parents to inform them of the breaking of the ICT e-safety rules.
* The student may receive a further sanction depending on the nature of the offence which will be in line with the college behaviour framework.

Second offence

* Senior staff will contact parents to inform them of the breaking of the ICT e-safety rules for the second time. A letter may include specific information about the offence.
* The student will have restrictions placed on their use of the ICT facilities by the removing of email and/or internet access for a minimum of two weeks.
* The student may receive a further sanction depending on the nature of the offence.

Third offence

* The student will have their email and/or internet access removed immediately for a minimum of four weeks.
* Senior staff will contact parents to inform them of the breaking of the ICT e-safety rules for the third time. Parents will be invited to come to college to discuss the breaking of the ICT e-safety rules with the Head.
* The student will have a meeting with senior staff to discuss the subsequent sanction.

Fourth offence

* The student will have all access to the network removed immediately and they will be banned from entering any ICT suite in the college unless accompanied by a teacher.
* Senior staff will contact parents to inform them of the breaking of the ICT E-safety rules for the fourth time. Parents will be invited to come to college to discuss the breaking of the ICT e-safety rules with the appropriate parties.
* The student will have a meeting with the Deputy Head to discuss the breaking of the ICT e-safety rules and the subsequent sanction which may involve a form of exclusion.

It should be noted that if a student puts themselves, other students, or a member of staff in danger by giving out personal details they will be banned from using the ICT facilities for a fixed period of time and if required the police will be informed.

If there is anything in this document that you do not fully understand it is essential that you speak to Mr Braden before using the Bedstone College ICT network in order to ensure you use the ICT network appropriately:

## Fee Account

| Please complete and return to Bedstone College, FAO the Accounts Department.  FEE PAYER’S NAME: .....................................................................................................................................  NAME OF STUDENT: ....................................................................................................................................  ADDRESS: (For fee account to be sent):  ………………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………… Post Code: ……………………………………………..  CONTACT DETAILS:  Home: ....................................................................................  Work: .....................................................................................  Mobile: ..................................................................................  Email: .....................................................................................  If you require a proforma invoice in advance of the end of term, please state date it is required:  Date required: ....................................................  CHANGE OF ADDRESS. *Please notify us of any changes immediately to avoid delays. Changes can be made via our Parent Portal accessed through the Schoolbase parent portal.* |
| --- |

## Parent/Guardian ICT Consent Form

All students use computer facilities, including internet access, as an essential part of learning. Both students and their parents/carers are asked to sign agreements to show that the e-safety rules have been read, understood and agreed.

Student Name: ..........................................................................................................................

Parent/Guardian Name: ..........................................................................................................

Parent/Guardian Signature: ......................................................................................................

Date: ..........................................................................................................................................

As the parent or legal guardian of the above student, I have read and understood the school e-safety rules and sanctions and grant permission for my daughter or son to use the internet, school email system and other ICT facilities at school.

I know that my daughter or son will sign an e-safety agreement form once in school and that they have access to a copy of the school e-safety rules via the website. We have discussed this document and my daughter or son agrees to follow the e-safety rules and to support the safe and responsible use of ICT at Bedstone College.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent them from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to students.

I understand that the school can check my child’s computer files, and the internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages arising from my child’s use of the internet facilities.

I will support the school by promoting safe use of the internet and digital technology at home and will in- form the school if I have any concerns over my child’s e-safety.

Further information for parents on e-safety can be found at: <https://www.gov.uk/government/organisations/uk-council-for-internet-safety>

## Photo and Media Consent Form

| We often take photographs or video film of our students for promotional purposes. These images may appear in our printed publications such as the Court Newsletter, for use on our School website, and Bedstone’s official Facebook, Instagram and Twitter accounts. It is a great way to celebrate the achievements of your children.  We adhere very strictly to our e-safety rules (above) regarding use of such images and also to Bedstone’s Safeguarding and Child Protection Policy, <https://www.bedstone.org/policies> The welfare of every child is paramount.  Please complete and return this form to let us know whether you give your consent for your child to be photographed or appear in video made by or on behalf of Bedstone College.  Please tick the box that expresses your wishes and leave the other blank. |
| --- |
| I CONSENT TO MY CHILD BEING PHOTOGRAPHED OR APPEARING IN VIDEO MADE BY, OR ON, BEHALF OF BEDSTONE COLLEGE |
| I DO NOT CONSENT TO MY CHILD BEING PHOTOGRAPHED OR APPEARING IN VIDEO MADE BY, OR ON, BEHALF OF BEDSTONE COLLEGE |
| Student Name(s): |
| Parent/Guardian Name: |
| Parent/Guardian Signature: |
| Date: |

## Learning Support Agreement

The Learning Support Department offers specialist provision for pupils with a range of specific learning difficulties. It will help the Head of Learning Support if information from prior assessments or interventions could be provided with this agreement so that we can devise a customised learning programme that gives students the ability to progress with their specific needs acknowledged across the curriculum.

This is to confirm that we have agreed our child (full name) ……………………………………………………………………

is to receive learning support lessons commencing …………………………………………………………………………………

Please note: The cost per one-to-one lesson is £35.

If you would like your child to have learning support lessons, please tick this box ☐

I/we understand that charges will be made for the lessons at the end of each term and these lessons must be paid for on or before the start of the following term.

I/we understand that if we wish to discontinue learning support lessons for our child, half a term’s written notice must be given to the Head of Learning Support, otherwise we accept that half a term’s lessons will be charged to our account.

Please detail below any previous support your child has received

Please provide name and contact details of previous SENCO (if applicable)



…………………………………………………………………… ……………………………………………………………………

If your child had any Professional assessments completed, please detail these below and include copies



If your child has an Educational Psychologist report, please provide a copy.

………………………………....................................... ……………………………………………………………………

Parent/Guardian Signature Print Name

Dated: …………………………………………………………………….

## Medical Centre Information

*Please keep this page for reference*

Daily surgeries

* The school medical centre is staffed by a qualified nurse (on a rotation basis) between 8.30am and 4.30pm Monday to Friday and for activities on a Saturday during term time. The nurses provide full-time, term time medical support for day and boarding students, and staff.
* Dr Lempert and Dr Moulden, our local GPs at Wylcwm Street Knighton, hold clinics twice a week for boarders of Bedstone College at their surgery in Knighton, Powys. For emergencies or in the case of an ill child, appointments can be accessed at other times.
* The practice nurses hold regular asthma appointments and provide immunisations and travel vaccines at Wylcwm Street.
* For out-of-hours care, the local GP service ‘Shropdoc’ is accessed for advice and treatment and the local hospitals used for emergency treatment tend to be the Royal Shrewsbury Hospital, the Princess Royal Telford or Hereford NHS Hospital, all within 28-40 miles of the college.

Boarders Dental and orthodontic treatment: Please arrange all routine eye tests, dental and orthodontic treatment to be carried out during school holidays. We have access to a private dental practice that will see any boarder who requires emergency treatment or is in discomfort and administer any necessary treatment. We provide orthodontic transportation to the practice in Hereford for students who live too far away to access treatment regularly. We also access a local optician for glasses repairs or for visual issues during term time.

Keeping us informed: It is essential that we know about your child’s medical history, and any illness or treatment while your child is away from college. Please tell us if your child sees a doctor away from Bedstone.

Please ask the doctor to send a copy of their findings and recommendations to Sister Stead, c/o The Medical Centre, Bedstone College, Bedstone, Bucknell, Shropshire, SY7 OBG or alternatively email surgery.team@bedstone.org or call 01547 530303 ext. 230 as soon as possible.

Staying in contact: It is vital that we can contact you, or someone authorised to make decisions about your child’s health, at all times. Please make sure we always have an up to date UK address and telephone number for someone who can make decisions about your child’s health. In the case of urgently needed treatment, when parents cannot be contacted, the school is authorised to act in loco parentis.

Confidentiality: Please read carefully and complete the statement about confidentiality on the new students’ medical consent form.

Immunisations:

All students are offered immunisations as recommended by the Chief Medical Officer. These include the school leaver vaccine, HPV and flu.

The school medical centre will contact you before any immunisation is due with details and to confirm whether you consent. We expect that students over 16 will make their own decisions about medical consent, which we respect though we will (if they do not object) keep you informed.

International students: We are aware that immunisation programmes vary from country to country. Could we therefore ask you to take care of your child’s immunisation schedule in your own country and keep us updated. Please contact us to discuss any issues or concerns you may have regarding your child’s health and well-being. [surgery.team@bedstone.org](mailto:surgery.team@bedstone.org) | 01547 530303 | 07811 904399

Please complete the following medical history form and the new pupil medical consent form and return them to us at the medical centre at least TWO WEEKS prior to your child starting at Bedstone College or as soon as practical.

## Medical Centre and Consent Form

The College requires you to complete all sections of this form as fully as possible. The information provided by you in this form will help us to care for your child while they are a student at the school.

All information received on this form will be treated in confidence.

For more information about how the College may use your and your child's information contained in this form, please see our student privacy notice and our parent privacy notice which are published on the College website: https://[www.bedstone.org/policies/](http://www.bedstone.org/policies/)

Child's details

| Child's full name and gender: | M ☐ F ☐ |
| --- | --- |
| Date of birth: |  |

Next of kin contact details

| Name: |  |
| --- | --- |
| Contact telephone number: |  |

Child’s doctor’s details

| Name of child's doctor: |  |
| --- | --- |
| Address of child's doctor: |  |
| Telephone number for child's doctor: |  |
| NHS number |  |

Eyesight and hearing

| Does your child have an eyesight condition? (please tick one box) | Yes |  | No |  |
| --- | --- | --- | --- | --- |
| Does your child have a hearing condition? (please tick one box) | Yes |  | No |  |
| If you have answered Yes to either question above, please provide details below: | | | | |
|  | | | | |
| If your child takes any medication for an eyesight or hearing condition, please provide details in the Medication section in this form. | | | | |

## Medical Centre and Consent Form - Continued

MEDICAL CONDITIONS – please tick relevant box. If yes to any of the below please provide us with more details in the boxes underneath

| Does your child have any of the following conditions? | | | | |
| --- | --- | --- | --- | --- |
| ALLERGIES to food, medication, animals or other known allergens?  (If yes, please detail to what and reaction experienced – ie, skin irritation, vomiting etc. Also see anaphylaxis below) | Yes |  | No |  |
|  | | | | |
| ANAPHYLAXIS (if yes, please indicate to what, when it occurred, what happened and what current medication your child carries) | Yes |  | No |  |
|  | | | | |
| ASTHMA (if yes, please indicate severity, any known triggers and inhalers used.) | Yes |  | No |  |
|  | | | | |
| DIABETES (if yes, please detail type, insulin and delivery system, i.e. injection or pump, or medication used.) | Yes |  | No |  |
|  | | | | |
| EPILEPSY (if yes, please indicate nature and frequency of seizures and any known triggers) | Yes |  | No |  |
|  | | | | |
| Mental health conditions (if yes, please provide details and any supporting measures/strategies required) | Yes |  | No |  |
|  | | | | |

## Medical Centre and Consent Form – Continued

| Musculoskeletal conditions which may impact on physical activity (If yes, please provide details ) | Yes |  | No |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Other relevant condition(s) (details below) | Yes |  | No |  |
|  | | | | |
| If your child takes any medication or receives treatment for an above named condition, please provide full details in the Medication and treatment section below | | | | |

| Name of medication / treatment | Reason for  Medication / treatment | Dosage  (if applicable) | Frequency |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please note – all medication in school and the boarding houses must be seen/approved by the College nurses and signed permission obtained before use. This includes herbal and Chinese traditional medicines.**

| If your child has special dietary requirements, unrelated to allergies, please provide details in the box below: |
| --- |
|  |

## Medical Centre and Consent Form – Continued

Immunisation

| To the best of your knowledge has your child had all their preschool vaccinations including boosters according to the UK schedule? This covers diphtheria, tetanus, whooping cough, polio, hib, pneumococcus, meningitis B and C, rotavirus, mumps, measles and rubella.  Please provide dates of last MMR  Tetanus | Yes  …………….  ……………. |  | No |  |
| --- | --- | --- | --- | --- |
| Please indicate any your child did not have: | | | | |
| Subsequently has your child been vaccinated against:  (please provide date where possible) | Yes | | No | |
| Human Papilloma Virus (HPV) (Girls and boys aged 12-13)  1st dose given ………. 2nd dose …… |  | |  | |
| Meningitis A,C,W and Y  (All pupils in Year 9) |  | |  | |
| Chicken Pox |  | |  | |
| Tuberculosis (TB) |  | |  | |
| Hepatitis B |  | |  | |
| Covid 19 |  | |  | |
| Influenza |  | |  | |
| Please list below any other vaccines your child has had. | | | | |
|  | | | | |

## Medical Centre and Consent Form - Continued

We have provided full and complete information about my/our child in this Medical Information Form.

We agree to inform the College in the event that my/our child's health or medication needs change.

Medical Consent

1. First Aid: I/We consent to appropriately trained and qualified members of the College staff to administer first aid to my/our child where appropriate.
2. Medical treatment: I/We hereby give consent for the College to act on my/our behalf as necessary for my child's welfare if s/he requires a medical examination, medical testing or minor medical treatment such as attendance at a local GP, Doctor (dentist) or Optician.
3. Emergency Medical Treatment: I/We give consent for the Head to act on our behalf to authorise emergency medical treatment as necessary for my child's welfare in the event I/we cannot be contacted in time.
4. The Administration of Medicines: I/We hereby give consent for appropriately qualified members of the College staff to administer prescription medication as listed in the Medication and Treatment section of the Medical Information Form or as subsequently notified to the College and/or non-prescription medication such as Paracetamol, Ibuprofen, simple cough linctus, indigestion remedies and other over-the- counter remedies under protocols from the College Doctor for treating minor ailments.

If there is any medication or remedies you would prefer your child not to receive please indicate these in the box below.

|  |
| --- |

|  | First signatory | Second signatory |
| --- | --- | --- |
| Signature |  |  |
| Title  (e.g. Mr, Mrs, Ms) |  |  |
| Name in full  (please include all names) |  |  |
| Relationship to child |  |  |
| Date |  |  |

College medical policies are available via the website. <https://www.bedstone.org/policies/>

## Instrumental Lessons

We are pleased to offer individual music lessons from our talented peripatetic music teachers. This is a paid for extra and your contract will be directly with the teacher in most cases. These lessons are available in addition to timetabled music lessons.

Please note: Lessons cost approx. £20 each for 30 minutes and are rotated to avoid missing the same class every week. Therefore, it is imperative that students check each week when their lesson is scheduled. It is the student’s responsibility to make their way to their instrument lesson on time and to inform the teacher of any lesson they know they will miss.

| Student Name: …………………………………………………………………………… | | | | Date of Birth: …………………………………… |
| --- | --- | --- | --- | --- |
| If you wish your child to have instrumental tuition in any of the instruments shown below, please tick the relevant box. | | | | |
| Drums  Strings  Guitar  Piano  Woodwind  Brass  Singing  Musical Theatre | ☐  ☐ ……………………………………………………………………………. (Please indicate which instrument)  ☐  ☐  ☐ ……………………………………………………………………………. (Please indicate which instrument)  ☐ ……………………………………………………………………………. (Please indicate which instrument)  ☐  ☐ | | | |
| My child has an instrument: ☐ Yes ☐ No | | | |  |
| My child will be a beginner ☐ Yes ☐ No | | | |  |
| My child been learning for …………………….. years / has achieved Grade ………………… | | | | |
| Medical and/or learning needs: ☐ Yes ☐ No  (If yes, please state) ………………………………………………………………………………………………………………………………………….. | | | | |
| I give permission for my child’s details to be passed to the relevant instrumental tutor ☐ Yes ☐ No | | | | |
| Parent/Guardian Name: | | …………………………………………………………………………………………………………………….... | | |
| Parent/Guardian Signature: | | …………………………………………………………………………………………………………………….... | | |
| Telephone No: ………………………………………………………………… | | | Parent Mobile: ………………………………………………………. | |
| Email: …………………………………………………………………………………………….. | | | | Date: …………………………………………………….. |

If your child is interested in joining the choir and/or any other music club in the school and would like to find out more, please contact Mr Fletcher on [harry.fletcher@bedstone.org](mailto:harry.fletcher@bedstone.org)

## Confidential Information Form

All information received in this form will be treated in confidence.

| Child's full name |  |
| --- | --- |
| Name of first signatory  (as appears on the registration form) |  |
| Name of second signatory  (as appears on the registration form) |  |

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:-

* learning difficulty
* special educational need
* disability
* behavioural, emotional and / or social difficulty.
* Free schools meals at previous school.

The information provided in this form will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when they enter the School.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

|  |
| --- |

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our student privacy notice and our parent privacy notice.

Both of these documents are published on the College website: https://[www.bedstone.org/policies/](http://www.bedstone.org/policies/)

## Consent Form for Educational Trips / Visits / Activities / Fixtures / Weekend Activities

Student name: ………………………………………………………………………. Form: …………………………….

Date of Birth: …………………………………………………………………………

A. General Consent

I agree that:

1. I will pay for any damage to persons or property which is caused through the misconduct or carelessness of my child. I shall repay such expenses on demand.
2. I will not hold the Head, directors or any member of staff responsible for any loss of personal effects by my child during the activity where reasonable steps have been taken to safeguard those items.
3. I consent to my child travelling by any form of transport (school minibus or coach) or in a motor vehicle driven by any member of staff who accompanies the trip and is in possession of a full driving licence and valid insurance for the vehicle concerned.
4. I understand that my son/daughter will be required to participate in routine activities from time to time and by signing this agreement, I am giving consent for any routine off-site activities that arise. Routine off-site activities include:

* Field work, visits to other schools and colleges, sports, music and games fixtures at other sites, days out to places of interest.

1. For any non-routine off-site activities e.g. overnight stays, separate consent will be sought.
2. I understand that once permission has been granted and an activity booked there will be no refund if my child subsequently withdraws.

In relation to the points above please note that parents will not be asked to repay any sum of money where the sum has been the subject of a successful insurance claim by the Head or any member of staff.

B. Medical Details (surgery and the trip leaders liaise)

Please detail below any medical conditions or requirements we should be aware of for trips and visits.

|  |
| --- |

## 

## Consent Form for Educational Trips / Visits / Activities / Fixtures / Weekend Activities

If my child has any medical condition which needs regular doses of medicine, it is my responsibility to ensure that my child has the correct quantity of medication for the duration of the trip and has clear instructions about the use of the medicine. If my child is asthmatic it is my responsibility to ensure that my child has with them on the trip the correct medication and is instructed to have this with him/her at all times.

| Name of medication | Dosage |
| --- | --- |
|  |  |

Aside from the above, my child is otherwise in good health and I consider him/her capable of meeting the demands of the trip. I undertake to inform the leader of the trip if my child is in contact with an infectious disease within three weeks of the departure date of the trip. I understand that whilst the leaders in charge of the party will take reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during the trip.

I understand that wherever possible my consent will be obtained for any necessary medical treatment, but that, in an emergency, where prompt action may be required, I authorise leaders in charge to consent to any medical treatment which a qualified medical practitioner deems necessary for my child. All the leaders will carry a medical summary form detailing information for all the members of the trip.

If you have any concerns regarding your child’s health which may affect a particular trip please provide a brief outline below:

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We hold contact details from your child’s Registration documents where parents/guardians may be reached in an emergency. Should any of your contact details change, please contact the College as soon as possible or update via the parent portal.

I give permission for my child named above to partake in school visits and off-site activities as listed in this agreement. Further I agree to the conditions in this agreement.

……………………………………………………………………. ………………………………………………………….

Parent/Guardian Full Name Parent/Guardian Signature

Date: ………………………………………………………

## High Risk Activities

Name of Student: ……………………………………………………………………………………………………………………………

It is the college’s responsibility to inform you that as part of our Educational Trips, Visits, Activities, Fixtures and Weekend Activities programme we could take part in what might be considered ‘high risk activities’. These, of course, are supervised by qualified, trained staff and are covered by our school insurance policy. The following proposed activities are considered high risk: please tick those you give your consent for your child to participate in. Please sign and date at the bottom before returning to [admissions@bedstone.org](mailto:admissions@bedstone.org)

| TYPES OF ACTIVITY | (Please tick) |
| --- | --- |
| Archery |  |
| Canoeing/ Kayaking |  |
| Caving |  |
| Go Karting |  |
| High Ropes |  |
| Horse Riding |  |
| Ice Skating |  |
| Mountain Boarding |  |
| Orienteering / Wilderness Trekking |  |
| Paintballing |  |
| Quad biking |  |
| Raft Building |  |
| Rifle Shooting |  |
| Rock Climbing / Mountaineering |  |
| Rowing |  |
| Sailing |  |
| Skateboarding |  |
| Skiing |  |
| Snowboard |  |
| Water sports |  |
| Woodland activities (e.g. zip-wire, climbing wall, Jacobs ladder, abseiling, grass sledging etc.) |  |
| Zorbing (Body/Football) |  |

| SWIMMING ABILITY (please tick): |  |
| --- | --- |
| NONE |  |
| POOR |  |
| COMPETENT |  |
| GOOD |  |

……………………………………………………………………. ………………………………………………………….

Parent/Guardian Name Parent/Guardian Signature

Date: ………………………………………………………

## Bedstone Educational Limited

CANCELLATION NOTICE AND CANCELLATION FORM

Contract for educational services (Parent Contract)

If your contract with the College was formed entirely by means of distance communication (i.e. by post or electronic communication) without a face-to-face meeting with a member of the College staff you may cancel the contract within 14 days of the date of acceptance. The place was accepted when you returned the acceptance form with your payment of the Acceptance Deposit.

You have the right to cancel the Parent Contract without giving any reason.

To exercise your right to cancel, you must inform us at the College address of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or an email). You may use the attached model cancellation form, or your own wording, if you prefer.

To meet the cancellation deadline you must send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

Effects of cancellation

1. Where we have provided educational services

If, following your acceptance of a place and payment of the Acceptance Deposit, we provide educational services to your child, and then you choose to cancel the contract before the 14 day period expires, you will be liable to pay to us our reasonable costs. These will be the costs for the actual services provided up to the time you communicate to us your cancellation of the contract, calculated as a proportion of the termly fees. We will return to you, after deduction of our reasonable costs, the balance of fees and any deposit paid.

1. Where we have not provided educational services

If you cancel this contract within the 14 day period and we have not provided any services, we will reimburse you in full, any payment of fees and deposit received from you, without undue delay, and no later than 14 days after the day on which we are informed about your decision to cancel.

We will make any reimbursement due using the same means of payment as you used for payment to us, unless we expressly agree otherwise. You will not incur any fees as a result of the reimbursement.

Reimbursement of payments made

If you have paid to us an amount greater than any costs we have properly incurred, we will reimburse you with the balance, within the timescale and in the manner set out in b) above.

Terms Notice as specified in Bedstone College Terms and Conditions

"A Term's Notice" to be given by Parents means notice given before the first day of a term and expiring at the end of that term. A term's notice must be given in writing if the Parents wish to cancel a place which they have accepted, or if Parents wish to withdraw the Pupil who has entered the College; or if, following the GCSE year or AS Level year, the Pupil will not return for the following year even if he/she has achieved the required grades; or the Pupil wishes to transfer from boarding to day only attendance, or from full boarding to weekly boarding.

## Bedstone Educational Limited Cancellation Form

Cancellation of contract

To the parents:

If you wish to cancel your Parent Contract with Bedstone Educational Limited within the 14 day period, please notify the Headmaster, by email or letter at the College address. Below is some suggested wording.

To the Headmaster of Bedstone College

Bucknell, Shropshire SY7 0BG

I / We hereby give notice that I / we cancel the Parent Contract as set out in:

* the letter of offer;
* the Conditions of Award (if applicable);
* the College's Terms and Conditions;
* the acceptance form returned to the College on (insert date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
* the fees list.

Name(s) of parent(s): ………………………………………………………………………………………………………………………

Address(es) of parent(s): …………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

Parent Signature(s):…………………………………………………………………………………………………………………………

Print Names: ……………………………………………………………………………………………………………………………………

Date: …………………………………………………………………………………..

## Forms to be completed and returned to Admissions before pupil starts

[Fee Account](#_2lwamvv) Page 18

[Parent/Guardian ICT Consent Form](#_206ipza) Page 19

[Photo and Media Consent Form](#_4k668n3) Page 20

[Learning Support Agreement (If required)](#_2zbgiuw)  Page 21

[Medical Centre and Consent Form](#_3ygebqi) Pages 23-27

[Instrumental Lessons (If required)](#_2lwamvv) Page 28

[Confidential Information Form](#_2r0uhxc) Page 29

[Consent/Indemnity from for Educational Trips, visits etc.](#_4h042r0) Pages 30-31

[High Risk Activities Form](#_1jlao46) Page 32

Cancellation Form Page 34

