

# **Edgbarrow School**



**YEAR 7**

**New Admission  
Information**

**2022 - 2023**

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# 1. Introduction

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We are delighted that you have accepted a place at Edgbarrow School for your child in our Year 7 for September 2022. In order to help us plan for the year, we would be grateful if you could complete our online New Student Registration Form as soon as possible **by Monday 6<sup>th</sup> June 2022** [found here](#).

If your child is either on the SEND register, has a diagnosis, has received Access Arrangements or targeted interventions, or you have any concerns yourself, please complete the Access to Learning Information Form including Special Educational Needs & Disability (SEND) [found here](#).

Should you require a paper copy of these forms please contact the school office at [secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk).

We will be liaising with primary schools this term to gather information about the new year group. If you have particular concerns about your child starting school please do not hesitate to contact the school. We make every effort to ensure that each child has the opportunity to spend time at Edgbarrow School to become familiar with the layout of the school and to meet some of the staff before joining us in September. This year's arrangements are as follows:

<b>Wednesday 6<sup>th</sup> July 2022</b>	-	<b>8.45am – 3.20pm</b>
<b>Thursday 7<sup>th</sup> July 2022</b>	-	<b>8.45am – 3.20pm</b>

During the visit students will meet their tutor group and be involved in a varied programme including sampling lessons and team building activities.

Students should arrive at school at the slightly earlier time of **8.40am** and go to the school hall on both days. We have arranged for Edgbarrow students to be posted around the school to show them where to go. **Students are not required** to wear their current uniform and should dress appropriately for the two days, they should bring their normal school equipment and trainers to change into.

Due to the Biometric cashless catering system there will be a range of complimentary hot and cold food and drinks available for break and lunchtime and therefore students will not need to bring any money. Alternatively, they may bring a packed lunch. If your child has any special dietary requirements or you have any other concerns regarding this, please contact us. The day will finish at 3.20pm (normal school time) and students may be collected from the main Reception entrance. Please can we encourage, where possible, students to arrive and be collected on foot to reduce traffic on our school site.

In addition, on Thursday 14<sup>th</sup> July we will be running our Meet the Tutor session from 4:30pm. This is an opportunity for students to come into school and meet their tutor and tutor group. There will be an opportunity for parents to buy second hand uniform from the PTA during this time. This will be followed by online parents' meeting covering various aspects of Edgbarrow life and answering any questions you might have. We will send out more information on how to join this meeting and via which platform in due course

Our school uniform is available for purchase through Sportswear International (SWI) and full details are given further in this booklet.

We hope you find this information pack useful. If you have any queries about your child joining Edgbarrow School, please do not hesitate to contact us.

Email: [secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk)

We look forward to meeting you soon.



Mr S Matthews  
Headteacher

## 2. Term Dates – 2022/23

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### **Autumn Term 2022**

Staff Inset Days: Thursday 1st and Friday 2nd September  
Start of Term: Monday 5th September  
Half Term: Monday 24th October to Friday 28th October  
Last Day of Term: Friday 16th December (school closes at 12.05pm)

### **Spring Term 2023**

Staff Inset Day: Tuesday 3rd January  
Start of Term: Wednesday 4th January  
Half Term: Monday 13th February to Friday 17th February  
Last Day of Term: Friday 31st March (school closes at 12.05pm)  
Bank Holiday: Monday 2nd January

### **Summer Term 2023**

Staff Inset Day: Monday 17th April  
Start of Term: Tuesday 18th April  
Half Term: Monday 29th May to Friday 2nd June  
Last Day of Term: Thursday 20th July (school closes at 12.05pm)  
Staff Inset Day: Friday 21st July  
May Bank Holiday: Monday 1st May

***Please check the school website for current information***

***<https://www.edgbarrowschool.co.uk/parents/useful-information/term-dates/>***

### 3. Leave of Absence during Term Time

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This School's Attendance Policy is set in consideration and consequence of the provisions of the following;

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Department for Education Guidance as from time to time issued on school attendance matters

This School, the Local Education Authority and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be "exceptional" circumstances that may justify a Headteacher's decision to authorise the absence.

The explanatory note to The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which themselves amend The Education (Pupil Registration) England Regulations 2006, states;

**Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application**

This school's Attendance Policy includes the following;

- Any application is to be made in writing, in advance by the parent with whom the child normally resides, using the form headed '*Application For Leave Of Absence During Term time*'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances'. Parents will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice may be issued to each parent for each child.

**THE CURRENT RATE PER PARENT PER CHILD IS:**

**£60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**

**PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME LEAVE BE TAKEN WITHOUT AUTHORISATION OF THE SCHOOL.**

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non payment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non-payment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £115.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Note: The term "Parent" is as defined under Section 576 Education 1996, meaning;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person

## 4. School Medical Service

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We would like to outline what our school medical service offers to students in school.

### First Aid Provision

- The school medical room is equipped with basic first aid supplies.
- First aiders run the medical service and provide first aid for students in school.
- First aid refers to the first assessment, first aid treatment and referral for further medical help, for any injuries or illnesses that arise during the course of the school day, including school trips and sports fixtures. This does not include assessment, treatment and referral for injuries that have arisen outside of school on a previous date.
- Students requiring first aid may bring themselves to the medical room during break and lunchtime.
- During lesson time, students should speak to their teacher who will either send them to the medical room or call reception for first aiders to attend the student.
- **Students should not contact their parents directly for assistance while they are in school.** They should speak to their teacher, or a first aider in the medical room who will make any necessary contact with the parent/carer.

### Support for Students with Diagnosed Complex and Potentially Life-Threatening Medical Conditions

Edgbarrow School is committed by law to supporting students with complex and potentially life-threatening medical conditions via our Individual Healthcare Plan procedure. **It is the parents/carers responsibility to inform the school about student medical conditions and to keep the school updated with changes in medical conditions, then individual healthcare plans can be reviewed and updated as required. A meeting can be set up with the First Aid Team prior to your child's starting to discuss.**

### Students Own Medication Service

All medication should be handed in at the main School Reception **before morning registration** to be stored in the school office. Students should **not** be carrying medication around with them in school. The only exception to this rule is emergency medication e.g. severe allergy or asthma medication. Medication must be handed in according to our school policy which includes:

- Medication must be in its **original container**
- **Name of medication** must be visible on the original medication container
- **Dose of medication** required must be visible on the original medication container
- **Medication expiry date** must be visible on the original medication container
- For **prescribed medication** – **Student's name must be on the pharmacy sticker**
- Medication must be accompanied by a **fully completed and signed Parent/Carer Medical Consent Form** found on the school website  
<https://www.edgbarrowschool.co.uk/parents/useful-information/forms/>
- Medication that is brought to reception will be accepted by the school **only if it meets the requirements listed above** and is **accompanied by a fully completed and signed Parent/Carer medical consent form.**

### Edgbarrow School Policy – Inhalers in School

- Asthma Plan downloaded from the school website  
<https://www.edgbarrowschool.co.uk/parents/useful-information/forms/> completed and returned to the School Office.
- Students must carry a reliever inhaler on them at all times in school and on school trips.
- Inhalers must be **CLEARLY** labelled with your child's full name and tutor group.
- Spare inhalers should be held in the School Office in case of an emergency.

- It is the responsibility of the Parent/Carer to ensure inhalers are REPLACED and IN DATE.

### **Edgbarrow School Policy – Adrenaline Auto Injectors in School**

- Allergy Action Plan downloaded from the school website at <https://www.edgbarrowschool.co.uk/parents/useful-information/forms/> completed and returned to the School Office.
- One set of medication (Adrenaline auto injector, antihistamine and inhaler if asthmatic) must be supplied to the School Office AND another set of medication (Adrenaline auto injector, antihistamine and inhaler if asthmatic) must be carried by student at all times in school and school trips.
- All medication must be CLEARLY labelled with your child's full name and tutor group.
- Expiry dates to be held by Parent/Carer and medication to be renewed before expiry date.

### **School Paracetamol Service**

Paracetamol is available for students, after assessment of need by the designated first aider, for pain relief or a raised body temperature. We require written consent on record and verbal consent at the time from parent/carers prior to the administration of liquid or tablet Paracetamol. If you would like to opt into this service, please ensure you complete the consent box found in the online New Student Registration Form. If the consent box is not completed, we **will not** be able to administer Paracetamol.

If pain relief is required on a regular basis this should be supplied by the parent/carers in accordance with our school policy as above.

May we remind you that it is the responsibility of your child to come to reception at the correct time to take their medication.

Please also note it is parents/carers responsibility to check and renew out of date medication and inform school about medication changes.

Please do not hesitate to contact us at school if you would like any further clarification on our medical procedures.

Please complete the Student Medical Details section within the online New Student Registration Form and ensure that any changes to your child's health are reported to the First Aid Team.

First Aid Team

Email: [Secretary@edgbarrowschool.co.uk](mailto:Secretary@edgbarrowschool.co.uk)

## 5. Student Safety Entering and Exiting the School Site

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We are very fortunate that the vast majority of students are able to walk/cycle to school given their proximity. This means that our Grant Road entrance can be extremely overcrowded with students on foot or bike. Parents should not be bringing cars on site for drop off or collection, the school gates will be closed during the school day. Parents who wish to collect students by car should use the free parking by the Morgan Rec or wait until 3.40pm. We ask parents to avoid parking on Grant Road and Pinehill Road.

Those who collect students with specific needs are able to request access to drive onto site via emailing [reception@edgbarrowschool.co.uk](mailto:reception@edgbarrowschool.co.uk) with the following information:

1. Student name
2. Specific need
3. Time frame for access required
4. Car registration number

If you need to collect your child during the school day should they become unwell or for a medical appointment, please use the intercom on the main gate to gain access to the school site.

## 6. Cycling to School

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Students wishing to cycle to and from school require a cycle permit. All students wishing to cycle will receive Cycle Safety Training by October half term.

Should your child wish to cycle to and from school before they've completed the Edgbarrow Cycle Safety Training, please complete the Provisional Cycle Permit form found [here](#). Your child will be asked to show their cycle helmet to their form tutor.

Conditions under which a cycle permit is issued:

1. The bicycle is safe and roadworthy.
2. Students who cycle to school must wear a cycle helmet.
3. Students need to have achieved Level 2 on their Bikeability Training.
4. Great care and consideration for other road users should be exercised on the way to and from school.
5. The bicycle must be placed in the bike shed and padlocked during school hours.
6. The bicycle is not ridden on the school site and is pushed along the footpath when coming and going on the school drive.

Any failure to observe these conditions may result in the withdrawal of a permit at the discretion of the Head of Year.

**All students must have a cycle helmet and this will be checked regularly by the staff on duty at the bike sheds.**

Once the Edgbarrow Cycle Safety Training has taken place, Students will be issued with a permit tag for their bike.

## 7. Year 7 Locker Request

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We have lockers available for students to use to store their belongings in a safe and secure place. The use of a locker for a year costs £5.00 which includes a combination padlock that we will provide. If you would like to reserve a locker for your child, please complete the online form using the link found [here](#).

To arrange payment please use the online payment system - details of how to access our online payment system will be sent to you in due course. If you prefer to pay by cheque, please would you make the cheque payable to Edgbarrow School and write your child's name and 'Year 7 locker' on the back, or you can pay by cash.

In September, once payment is received students will be issued with a padlock via their tutor with instructions on how to set up the combination. Heads of Year will also keep a key that can override the combination in an emergency. If your child loses their padlock, a £10 charge will be required to cover the cost of replacement. Any damage caused due to misuse, will also incur a charge.

We are keen to support all students in school and do not wish for any child to be disadvantaged due to financial hardship. Should you have any concerns or queries regarding the voluntary payment, please do not hesitate to contact Mrs Pyke, Business Manager, who will be happy to help you.

## 8. School Uniform

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The school uniform list gives full details of the uniform. Items bearing the school badge or name are blazers, jumpers, ties and PE kit. These items are supplied by Sportswear International (SWI) and purchases can be made by visiting their website <https://www.swischoolwear.co.uk/> and ordering via "Parents Online". There is a link to SWI from the Edgbarrow website <https://www.edgbarrowschool.co.uk/about-us/the-school/school-uniform/>. Alternatively, orders may be placed by telephone or post.

**The cut-off date for delivery for the start of the school year is Monday 1<sup>st</sup> August 2022 but orders should be placed before this date.**

All other items of uniform may be purchased from a range of providers including, Trutex Direct, Marks & Spencer or indeed any other High Street retailer or supermarket, providing that the colour and style conform to the school uniform specifications detailed on the attached uniform list.

Trousers, skirts, shirts and blouses can be ordered from the Trutex website [www.trutexdirect.com](http://www.trutexdirect.com) using the school's code LEA00281SD or SWI [www.swischoolwear.co.uk](http://www.swischoolwear.co.uk)

Please note that the length of girls' skirts should be knee length and that the colour of all skirts and trousers for boys and girls should be Harrow grey.

## 9. School Uniform List

The wearing of the correct uniform while travelling to and from school and during the school day is very important to us. We feel that it sets the standard in terms of high expectations, and a purposeful attitude towards work, while promoting the school and our ethos. We rely very much on the co-operation of students and parents in helping us to set and maintain high standards of dress and appearance.

To ensure consistency and clarity, parents will be offered two recognised suppliers for purchasing some items of uniform.

- Sportswear International (SWI) for all badged items of uniform - Blazers/PE kit and trousers, skirts, shirts and blouses.
- Trutex offer skirt and trousers for girls and two styles of trousers for boys.

Equivalent items may be purchased from any High Street retailer or supermarket and must be Harrow grey in colour. Harrow grey is dark grey.

All items of uniform and PE kit must be named.

SCHOOL UNIFORM	PE KIT
<p>Trousers: Harrow grey, flat front and slim leg, no stretch fabrics, skinny or tight fit</p> <p>Belt: Plain and black</p> <p>Skirt: Harrow grey, <u>knee</u> length, stitched down pleats</p> <p><b>Option 1:</b> Shirt and Tie: Pale blue, polycotton (plain) with short sleeves or long sleeves - tucked into waistband. School tie (SWI or school) worn with badge showing</p> <p><b>Option 2:</b> Blouse: Pale blue, polycotton blouse with reverse collar (short or long sleeves) - tucked into waistband</p> <p>Both can be purchased at Trutex.</p> <p>Blazer: Dark blue with Edgbarrow badge (SWI)</p> <p>Jumper: (Optional) Plain navy with V neckline and Edgbarrow logo (SWI)</p> <p>Shoes: Black leather formal/business shoes with backs and low heel – no 'trainer type' shoes including branded all black examples. Canvas/material shoes are not acceptable for safety reasons</p> <p>Socks: <u>Plain</u> grey or black</p> <p>Tights: Grey, black or neutral</p>	<p><b>Compulsory PE Kit</b> Polo shirt with Edgbarrow badge * S-tec Milan shorts with Edgbarrow lettering * Sport socks with Edgbarrow lettering * White ankle sport socks Astro trainers suitable for use on grass throughout the year Shin pads are compulsory for all football and hockey lessons and afterschool clubs and matches Gum shields are compulsory for all contact rugby and all hockey lessons and afterschool clubs and matches</p> <p><b>Option 1:</b> Multi-Sport shirt * for Rugby/Outdoor Wear</p> <p><b>Option 2:</b> Aptus ¼ Zip Training Top with Edgbarrow badge * for Outdoor wear</p> <p><b>Optional PE Kit</b> Aptus Training Pants with Edgbarrow lettering * S-tecX Thermal Navy Baselayer* S-tec Skort – navy/white (optional)* Navy blue leggings with Edgbarrow lettering*</p> <p>Football boots with rugby safe studs for students wishing to attend afterschool football/rugby clubs (optional)</p>

\*supplied by Sportswear International (SWI)

### OUTDOOR COATS

Students should wear a plain coat or jacket. Tracksuit tops, fleece and denim jackets and clothing with slogans, flags and large motifs are not suitable and are not appropriate. Fluorescent safety bands are acceptable in winter.

The school does not accept haircuts of extreme fashion, engraved design in hair or unnatural colours, piercings (e.g. nose studs); nail varnish/nail extensions (e.g. gels, acrylic nails); or jewellery with the exception of a wristwatch, one pair of earrings – plain silver/gold studs one in each ear and only worn in lower ear lobes. Make up is not allowed in Years 7-9. Girls in Years 10-11 may wear light make-up which is discreet and natural in colour. Headphones are not part of the uniform and should not be seen or worn during the school day.

Any request for modifying the school uniform for religious reasons must be made in writing to the Headteacher before admittance.

**SUMMER UNIFORM** - worn from the second half-term in the Summer Term

## 10. Ready to Learn Equipment List

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Pens (Black, Blue)

Pencils

Ruler

Rubber

Glue Stick

Scissors

Black Fine liner

Highlighter pens

Colouring pencils

Pencil sharpener

Calculator

Protractor

Reading Book

School Planner (provided by school on first day)

Headphones (not wireless)

## 11. Mobile Phones

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Mobile phones should be off and away during the school day, including break and lunch unless the teacher asks students to use them during a lesson.

Phones being used at the request of the teacher during a lesson should be on silent and placed face down on the table until required. Students must only access sites and programmes as directed by their teacher.

Failure to comply with the mobile phone expectations will lead to sanctions:

Confiscate phone and take to reception

## 12. Modern Foreign Languages

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In September 2022 half of Year 7 will study Spanish and half of the year group will study French. They will continue with the same language throughout Key Stage 3. In Year 8 we will offer some students the opportunity to study two languages (French and Spanish).

Whether your child studies French or Spanish will depend on his/her tutor group. If you are a French or Spanish speaking family please contact me [Katie.Brandist@edgbarrowschool.co.uk](mailto:Katie.Brandist@edgbarrowschool.co.uk) to discuss which is the right language for your child to study. If there is any other strong reason why your child should learn a particular language please contact me by Friday 27<sup>th</sup> May. Please note that there are many factors we take into consideration when allocating tutor groups and we may not be able to allocate your requested language.

Thank you for your cooperation.

Mrs K Brandist  
Head of Modern Foreign Languages

Email: [Katie.Brandist@edgbarrowschool.co.uk](mailto:Katie.Brandist@edgbarrowschool.co.uk)

## 13. Privacy Notice for Students, Parents and Carers Data Protection Act 2018

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This is a summary of our privacy notice to explain how we use information about you and your child and what we do with it. The information is called 'personal data' or 'personal information'. The full Privacy Notice can be found at [www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk).

**Students and parents/carers are asked to read this notice before completing the school's student registration form.**

### Who we are

Your school is called Edgbarrow School and that it is part of the Corvus Learning Trust. The Corvus Learning Trust is the organisation that is in charge of your personal information. This means that the Corvus Learning Trust is called the Data Controller for the purposes of the Data Protection Act.

The postal address of the Corvus Learning Trust is:

Grant Road  
Crowthorne  
RG45 7HZ

Alternatively you can email us at email here [enquiries@corvuslearningtrust.co.uk](mailto:enquiries@corvuslearningtrust.co.uk)

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

Edgbarrow School  
Grant Road  
Crowthorne  
RG45 7HZ

### How we use student information

The Corvus Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, the local authority and/or the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and share about your child, please contact the school.

We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide access to online learning environments, such as Google Classroom
- Provide facilities for students, parents and carers to pay for services, such as cashless catering in the school canteen
- Communicate with parents
- Provide appropriate pastoral care
- Support your child's transition to another school or into further education or training
- Assess the quality of our services
- Comply with the law about sharing personal data

This information includes your child's contact details, national curriculum assessment results, attendance information, any exclusion information, where students go after they leave us and personal characteristics such as ethnic group, special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with your child's unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications undertaken.

We will also use photographs of students in accordance with the permissions indicated by you on the student registration form.

The use of your information for these purposes is lawful for the following reasons:

- The Corvus Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us, such as our duty to safeguard students
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If you have given consent for us to use your data, you can change your mind at any time and tell us that you are withdrawing your consent

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided. We will confirm the information we are holding about you and your children each year.

### **How long we keep your information**

We only keep information for as long as we need to or for as long as the law requires us. Most of the information we have will be in the student's file. We usually keep these until their 25th birthday (or until their 35th birthday in the case where a student has a statement for educational needs) unless they move to another school in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and it can be found at <https://www.edgbarrowschool.co.uk/about-us/school-policies/>

### **Your rights**

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy which can be found at <https://www.edgbarrowschool.co.uk/about-us/school-policies/>

If you have any questions, please email [dpo@corvuslearningtrust.co.uk](mailto:dpo@corvuslearningtrust.co.uk)

## **14. Biometric Cashless Catering System**

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We have a cashless catering system at Edgbarrow using biometrics. This significantly improves the services we are able to offer students and staff, with benefits including:

- The convenience for students of not having to look after and handle cash in school each day.
- Improved security for handling cash transactions in the school.
- Reduction in opportunities for children to lose money.
- A reduction in queuing time at break and lunch.

The school will of course comply at all times with the Data Protection Act 2018 and with the provisions of the Protection of Freedoms Act 2012, regarding the use of biometric data.

In order for your child to use the biometric system, one parent or carer will need to read the information provided and to give their consent via the online Student Registration Form.

We will also offer an opportunity to opt out for those students who, on consideration, would prefer to use a PIN number instead.

### **IMPORTANT NOTES FOR PARENTS**

#### **Background to the use of biometrics in schools**

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including, for example, a digital photograph, fingerprint or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database, and will only be used by the school to confirm who is using a range of services. In future we may introduce other biometric services where appropriate, and we will contact you before any changes are introduced.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible, which reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). The school will not share this information with anyone else, and will not unlawfully disclose it to any other person.

#### **Current legislation – The Protection of Freedoms Act 2012**

The legislation requires schools to:

- Inform parents about the use of biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system, or if your child chooses to use an alternative form of identification we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you give your consent via the online Student Registration Form. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

Further details of our data protection policy can be found on our website:

[www.edgbarrowschool.co.uk](http://www.edgbarrowschool.co.uk)

## 15. Cucina Catering



### WELCOME TO *Cucina*

Cucina's service provides an educational food service by linking the classroom and the kitchen.

Students can see dishes being freshly prepared such as homemade pizza being served fresh from our pizza oven, fresh bread made on the premises daily and a wide variety of freshly prepared main meals, salads, sandwiches, fruit pots and desserts as well as mouth watering homemade muffins and cakes.

### FREE SCHOOL MEALS

For those on free school meals, Cucina are unique in offering any two items from the vast daily menu for their free school meal value regardless of price in recognition of the importance of meals at school.

**Cucina's philosophy centres on the premise that eating well is crucial to improving ability and behaviour, as well as academic and athletic success. Cucina makes meals fun and helps students to broaden their knowledge and appreciation of food.**

### WHAT STUDENTS SEE

- > Fresh food prepared in our kitchens every single day
- > The use of fresh, locally sourced ingredients
- > Growing herbs and selected vegetables
- > Linking theme days to the curriculum
- > Taste trials for new dishes and unusual foods

### SCHOOL FOOD STANDARDS

I am sure that you will have heard about the food-based requirements for school lunches originally developed by the Schools Food Trust. The latest guidelines saw a return to the food based standards, first introduced in 2006, moving away from the nutritional guidelines launched in 2009. However as Cucina continue to be at the forefront of enhancing nutrition and usage within schools and academies across the country, we still ensure our menus comply with the nutritional standards as a best practice principle.

### FOODIE GROUPS & STUDENT INVOLVEMENT

Cucina are always looking for feedback, and who better to ask than our very own customers? In each of our schools we cater in, we look for people to act as Cucina Ambassadors and to help us provide a restaurant and food offer that meets the needs of you and your friends.

#### What do you think? Something that you might be interested in?

##### The role of the Cucina Foodie:

- > To be an ambassador of Cucina
- > Attend a termly meeting hosted by the Cucina
- > Gain feedback from your peers on the topics / subjects that we set you
- > Tell us what we are doing well and what we could do better
- > Have direct contact with your Chef
- > Tell us what's new on the high street

##### What you get:

##### A 'Foodie' badge which will entitle you to a range of perks:

- > You get to jump the queue with one friend
- > Receive a voucher, after the meetings, that entitles you to a whole pizza free to share with your friends
- > Get to taste, free of charge, new items we have on trial

### DID YOU KNOW...

- > More than 90% of our menu is homemade
- > 80% of our vegetables and fruit are sourced within the UK
- > The majority of our meat is red tractor approved and sourced from Great Britain
- > All our fish is farmed from sustainable stocks (MSC approved)
- > All our eggs are free range
- > All our coffee and chocolate is fair trade
- > Our menus are Vegetarian Society Approved
- > We have an Executive Chef in all of our schools to cook healthy, tasty food as well as educate our customers
- > We run a theme day every 2 weeks to provide a variety of menu choice
- > Take away is available on any of our main meals, except fish & chips on Friday, so if you haven't got time to cook...we can do it for you.

Example Weekly Menu:

WEEK 1	Classic Favourites	EASTERN	Great British	SOUTHERN STYLE	Fish & Chips
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>MAIN MEAL</b>	<b>BEEF BOLOGNAISE</b> Garlic Bread, Peas, Garden Salad	<b>KUNG PAO CHICKEN</b> Shredded Greens, Egg Fried Rice, Prawn Crackers	<b>ROAST PORK</b> Stuffing, Yorkshire Pudding, Seasonal Vegetables, Gravy	<b>CHILLI CON CARNE</b> Nachos, Rice, Sour Cream, Salsa	<b>FRESHLY BATTERED FISH/ SALMON FISHCAKES</b> Chips, Mushy Peas
<b>VEGETARIAN MEAL</b>	<b>VEGGIE BOLOGNAISE</b> Garlic Bread, Pea Garden Salad	<b>ORIENTAL STIR FRIED NOODLES</b> Crunchy Vegetables	<b>MACARONI CHEESE</b> Mixed Salad or Seasonal Vegetables	<b>MIXED BEAN CHILLI CON CARNE</b> Nachos, Rice, Sour Cream, Salsa	<b>MATURE CHEDDAR &amp; SUN-DRIED TOMATO QUICHE</b>
<b>PASTA POTS</b>	<b>TOMATO &amp; BASIL</b>				
	<b>PESTO PASTA</b>	<b>QUORN BOLOGNAISE</b>	<b>ARRABIATA</b>	<b>CARBONARA</b>	<b>FLORENTINE</b>
<b>JACKET POTATO</b>	<b>TOPPED WITH A CHOICE OF CHEESE, TUNA OR BEANS</b>				
<b>HOT PUD</b>	<b>MIXED BERRY &amp; APPLE CRUMBLE</b> Ice Cream	<b>AMERICAN STYLE PANCAKES</b> Fruit Toppings	<b>STICKY LEMON SPONGE</b> Custard	<b>CHURROS</b> Toffee Dipping Sauce	<b>CHOCOLATE SPONGE</b> Chocolate Sauce
<b>COLD PUD</b>	<b>FROZEN YOGHURT &amp; FRUIT</b>	<b>BANOFFEE POT</b>	<b>CHOCOLATE ORANGE YOGHURT MOUSSE</b>	<b>LEMON &amp; RASPBERRY CHEESECAKE</b>	<b>CUCINA SUNDAE</b>
<b>FRUIT POT</b>	<b>WATERMELON</b>	<b>ORANGE WEDGES</b>	<b>PINEAPPLE &amp; TOFFEE</b>	<b>FRESH FRUIT SALAD</b>	<b>GRAPES</b>
<b>JELLY POTS</b>	<b>STRAWBERRY</b>	<b>ORANGE</b>	<b>RASPBERRY</b>	<b>LEMON</b>	<b>MIXED BERRY</b>
<b>YOGHURT POTS</b>	<b>GREEK STYLE HONEY</b>	<b>LEMON</b>	<b>STRAWBERRY</b>	<b>MANGO</b>	<b>PASSION FRUIT</b>

TRY OUR HOME-MADE **SOUP**  
WITH FRESHLY BAKED BREAD

LOOK OUT FOR AMAZING BLUE DOT MEAL DEALS

PIZZAS, WRAPS & PANINIS  
FRESH OPTIONS EVERY DAY

**TAKE HOME A TAKEAWAY**  
Collect Before You Go Home

**LUNCH MEAL DEAL**  
Check out what's on offer today!

WATCH OUT FOR OUR **POP UP & STREET FOOD PROMOTIONS**

All of Our Deli Range, Sandwiches, Salads & Desserts are **FRESHLY MADE HERE DAILY**

For further information regarding Cucina Catering, please see [here](#).

## 16. School Fund

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We are incredibly grateful that a large number of parents and carers support the school with a monthly or annual contribution. This year parental contributions to the school fund have generated £30,000 for the school. This money has been more vital than ever. In particular this year we have been able to use the money to focus on the IT requirements of online learning, allowing us to upgrade switches to be able to cope with the large volume of video. We've purchased cameras, laptops, parents evening software and software to support seating plans.

We are very proud of our students and the success they achieve. These are standards that we are committed to maintaining and we would appreciate your support. **For each family, the school asks for a voluntary £60 annual donation. This can be paid either as a one off annual payment or through a monthly direct debit for £5.** Of course, should you feel able to donate more, then you would not be limited to this amount, and equally, we will be grateful for whatever help you are able to give us.

**We want to make this as easy as possible, so we have created an Edgbarrow page on the Justgiving website:** <https://www.justgiving.com/edgbarrowschool/>. You can then choose to donate through a one-off payment or to make a monthly donation. There is also a link on the school website. **We would be very grateful if you could also tick the relevant box to add Gift Aid.** We also accept payments through the school's online system (where trips and catering payments are made), but are unable to process Gift Aid if this option is selected.

We would also ask if parents could investigate whether their employers have funds available to support schools and would be grateful for any information in relation to this. Many major companies run a matching scheme which doubles any donations.

As I am sure you appreciate, we are most uncomfortable with making this request but do hope you understand that our priority is the education of your children and that, where possible, our fantastic parent body may be able to make a significant contribution.

Yours faithfully

Mr S Matthews  
**Headteacher**

Mr D Boothe  
**Chair of Governors**

Mr R Love  
**PTA Chairman**

## 17. Berkshire Maestros Music Lessons

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At Edgbarrow School we offer instrumental lessons with Bracknell Maestros. Lessons are popular and we advise to sign up as early as possible to avoid disappointment, this can be done via their website: <http://www.berkshiremaestros.org.uk/>. Cost of lessons will depend on whether you choose to have individual or group lessons and the duration. Full details can be found on their website.

Lessons take place in school time and are on a rota basis so students do not miss the same part of the lesson each week. We try to avoid core subjects as much as we can but this is not always possible.

The timetable for lessons, once signed up, will be sent out via email from the teacher as well as being put up in Mu3 on the board in music. I am happy to show your child where this is, if you do choose to sign up to lessons.

If you have any further questions, please do not hesitate to contact me.

Mrs S McAdam  
Head of Music

Email: [Stephanie.McAdam@edgbarrowschool.co.uk](mailto:Stephanie.McAdam@edgbarrowschool.co.uk)

## 18. Edgbarrow PTA

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## Edgbarrow Parent Teacher Association

### Your PTA needs you!

The Edgbarrow PTA is an active but very small team of parents who help the school with fundraising, events and other key activities. We need new members to help us sustain the level of fundraising that the school needs to deliver its wonderfully wide range of experiences for pupils.

The PTA has been able to support over £50,000 of school projects, so it really does make a difference!

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**Our current Treasurer is stepping down in September 2022 so we're actively seeking a new Treasurer.**

If you're interested in the role, we'd love to hear from you.

Email us at [pta@edgbarrowschool.co.uk](mailto:pta@edgbarrowschool.co.uk)

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**We're also seeking a Deputy Chairperson who could step into the Chair role from 2023.**

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Aside from these core roles, we welcome regular or one-off volunteers for events and specific projects, so even if your available time is limited, drop us a mail to [pta@edgbarrowschool.co.uk](mailto:pta@edgbarrowschool.co.uk) or join the Facebook Group at <https://www.facebook.com/edgbarrowschoolpta> to keep up with all the latest info.

Whether you are new to Edgbarrow or your child joining the school in September is a sibling, the PTA is a great way for you to get to meet other parents and quickly feel part of the school community.

Our team are very informal and welcoming, and you can choose exactly how much you wish to be involved, from simply helping with a specific event, to actively joining the committee.

We organise several activities during the year – some to raise funds for the school, others to support a specific school activity such as the Christmas Shopping Event, Careers Evening, or concerts.

With the new build project complete and furnished – a big project the PTA was pleased to be able to contribute significantly to – we have set new goals to raise money to pay for outdoor 'wet weather' shelters in some of the playground areas, plus ongoing funding for vital resources like the School Minibus and specific requests for projects to help different student groups.

Many parents raise money for the PTA by Company Donation Matching – we have links with many major corporate firms as well and local companies, or by buying online via [www.smile.amazon.co.uk](http://www.smile.amazon.co.uk) or [www.easyfundraising.co.uk](http://www.easyfundraising.co.uk)

The PTA team meet every couple of months to plan the terms activities and discuss funding opportunities and the school's requests for support on specific projects.

The school team also join the meeting to update us on what is going on, so it's a great way to hear the latest news about your child's new environment.

Whether you have PTA experience to share from your Primary School or you have never been involved in a PTA before, we would be glad to have you on board.

You can see more about the PTA on the school Web site:

[www.edgbarrowschool.co.uk/parents/pta/](http://www.edgbarrowschool.co.uk/parents/pta/)

If you would like to know more, or to find out when our AGM meeting is in September, please email [pta@edgbarrowschool.co.uk](mailto:pta@edgbarrowschool.co.uk)

Looking forward to meeting many of you soon!

Richard Love  
PTA Chair

## 19. Useful Information

### Contacts

Mr S Matthews	Headteacher	<a href="mailto:headteacher@edgbarrowschool.co.uk">headteacher@edgbarrowschool.co.uk</a>
Mrs L Rea-Palmer	Assistant Headteacher Responsible for Yr 6-7 transition	<a href="mailto:Louise.Rea-Palmer@edgbarrowschool.co.uk">Louise.Rea-Palmer@edgbarrowschool.co.uk</a>
Mrs K Brandist	Head of Modern Foreign Languages	<a href="mailto:Katie.Brandist@edgbarrowschool.co.uk">Katie.Brandist@edgbarrowschool.co.uk</a>

### School Day

	Yr 7-8		Yr 9-10
8.45 – 9.15	Registration	8.45 – 9.15	Registration
9.15 – 10.15	P1	9.15 – 10.15	P1
10.15 – 11.15	P2	10.15 – 11.15	P2
11.15 – 11.30	Break	11.15 – 11.35	Break
11.30 – 12.30	P3	11.35 – 12.35	P3
12.30 – 12.45	Break	12.35 – 1.35	P4
12.45 – 1.45	P4	1.35 – 2.15	Lunch
1.45 – 2.20	Lunch	2.15 – 3.15	P5
2.20 – 3.20	P5		

### Website Links

Edgbarrow School

<http://www.edgbarrowschool.co.uk/>

School Uniform

<http://www.swischoolwear.co.uk/>

<http://www.trutextdirect.com/>

Free School Meals

<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/free-school-meals>

Changing a Pupils Name on Education Records

<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/changing-pupils-name-education-records>

**Edgbarrow School**  
Grant Road Crowthorne Berkshire RG45 7HZ

Tel: 01344 772658  
Email: [secretary@edgbarrowschool.co.uk](mailto:secretary@edgbarrowschool.co.uk)

May 2022