



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mr P McCaffery

March 2022

Dear *Parent/Guardian*

Welcome to Bedford High School

I am very pleased that your child has been offered a place at Bedford High School for September 2022. The staff here at Bedford High School look forward to working in partnership with you over the coming years to ensure your child is supported and encouraged to develop into a responsible individual. Our school values are 'To Care, To Learn, To Achieve' and I expect every student to work with determination and resilience, at all times, in order to achieve their full potential. Bedford students have self-respect, show respect and work hard. I have every confidence that your child will make every effort to meet these expectations and take advantage of every opportunity available during his/her time at Bedford High School. **Please complete and return the enclosed forms by Thursday 31st March to confirm that you want to keep your child's reserved place as there is a waiting list for anxious parents and guardians. The second part of the Reply Slip should be completed and returned if the place is no longer required.** Thank you, in advance, for your thoughtfulness and kindness in this consideration.

Moving from primary to high school is very exciting, but it can also be an anxious time for children and their parents. For this reason, the following activities have been organised to support families and enable a smooth transition process.

New Year 7 Induction Day – Friday 24th June 8.25am – 2.50pm

Your child is invited to spend an induction day with us on **Friday 24th June**. (S)he should arrive at school for 8.25am wearing his/her primary school uniform. Our Transition Coordinators and Pastoral Team will be at the front of school to welcome your child.

Pupils will experience a typical high school day and will participate in a range of taster lessons. All pupils will need to bring a bag containing a pencil case and a pair of trainers. Photos and filming will take place so that we can share images with you when you come to the **New Parents and Guardians Information Evening – Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm.**

Arrangements have been made for the children to have a free lunch in our Bistro. Alternatively, your child may wish to bring in a packed lunch.

At the end of the school day; 2.50pm, your son or daughter will be expected to make his/her own way home. Siblings in other year groups can collect Year 6 pupils from L09 at 2.50pm. If you are collecting your child please come to reception so that (s)he can meet you.

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

enquiries@bedford.wigan.sch.uk

www.bedfordhighschool.co.uk



@BedfordHighSch



@Bedford High School Live



Artsmark
Platinum Award
Awarded by Arts
Council England



New Parents and Guardians Information Evening - Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm

All parents and guardians of our new Year 7 students, starting this September, are invited to attend this information evening. Registration will take place in the Sports Hall, next to our astro turf from 4.00pm, for the 4.30pm-5.30pm meeting and registration at 6.00pm for the 6.30pm-7.30pm meeting. Following registration, you will be directed from the Sports Hall to the formal meeting with me. The purpose of the evening is to give you important information about starting school in September and about life at Bedford High School. The evening will also be an opportunity for you to ask questions, meet the Transition Team and the Pastoral Team for Year 7. School and PE uniforms will be modelled by our students with Head Student Leader sharing their experiences with you. This information evening is for **parents and guardians only**, therefore children need not attend.

Admission Form

In order to confirm your child's place at Bedford High School, please complete the enclosed Admission Form and return it by **Thursday 31st March**. To ensure accuracy of our records, I should be grateful if you would indicate on this form who the child resides with, who has parental responsibility and the order in which these persons should be contacted in the event of an emergency. ***In the interests of safety, it is important that we have at least two emergency contacts for your child.***

Parent Consent Form and Letter

To support the smooth transition for your child, please complete and return the enclosed Bedford High School Parent Consent Form as soon as possible. This will help to ensure that our school records are accurate and we are ready for the first day of term in September. The letter, which accompanies the form, should be kept at home, for your information.

Communication

At Bedford High School we try very hard to keep parents and guardians regularly informed about what's happening at school and, in the interests of efficiency (time and financial), we prioritise the use of electronic communication. To help us in making efficiency savings and ensure communications reach you quickly and directly, we use a service called Schoolcomms to communicate with you by email and text message. If you change your email address or phone number, please inform us so that we can update your child's records. This is also for safeguarding purposes.

In September you will receive a unique password to enable you to log into our FROG portal for information about your child's homework, attendance and academic screening report and a Class Charts login to track your child's achievement and behaviour points. You will also receive a password for your child's Wise Pay account so you can pay money for dinners, trips and other items, direct from your bank account. Further details will be issued on the **New Parents and Guardians Information Evening - Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm.**

I hope you take the chance to stay updated with our successes on the school website www.bedfordhighschool.co.uk Facebook @Bedford High School Live Twitter @BedfordHighSch and YouTube youtube.com/bedfordhighschoollive so that you can look forward to your child joining in the wide range of opportunities we have on offer.

Free School Meals

Enclosed, you will find an Application Form for Free School Meal Eligibility and Pupil Premium form. As you may be aware, the Government provides funds to support qualifying students with free school meals – however, you may not be aware that the school also receives additional funds to further support these students in school. I request that **ALL** parents/guardians complete and return the Application Form so that we can complete the relevant checks to assess eligibility.

In addition to sending back the completed **Bedford High School Consent Form** and the **Application Form for Free School Meal Eligibility and Pupil Premium form**, I should be grateful if you could also complete and return the attached reply slip regarding attendance at **New Year 7 Induction Day – Friday 24th June 8.25am – 2.50pm** and **New Parents and Guardians Information Evening – Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm.**

School Uniform

During the **New Parents and Guardians Information Evening on Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm** our school uniform requirements will be discussed. Should you wish to start purchasing items of uniform prior to this date, you will find a school uniform page by typing **uniform** into the search bar of our website, which will provide you with full information.

I look forward to meeting your child on **Friday 24th June** and hope that you will be able to attend the **New Parents and Guardians Information Evening on Monday 27th June at 4.30pm-5.30pm OR 6.30pm-7.30pm**. I should be grateful if you could complete and return the enclosed reply slip to the school reception as soon as possible. If you have any queries in the meantime, please do not hesitate to contact school.

Finally, I am delighted that you have chosen Bedford High School for the next phase of your child's education and I welcome you to our Bedford family.

Yours sincerely



Mr P McCaffery
Headteacher

REPLY SLIP

New Year 7 Parent Welcome Letter

Please return this and all forms listed below to

Reception, by **Thursday 31st March**

If we do not receive your form by this date, we will assume you do not wish to take up the offer of a place at Bedford High School.

Name of child:

Primary school:

My child is able to attend the induction day on **Friday 24th June**

Yes No

My child is currently entitled to free school meals

Yes No

I/We* shall be able to attend the New Parents & Guardians Information Evening on **Monday 27th June at 4.30pm-5.30pm (Registration 4pm)**

4.30pm

OR

Monday 27th June at 6.30pm-7.30pm (Registration 6pm)

6.30pm

I enclose the completed Admission Form

Yes

I enclose the Bedford High School Parent Consent Form

Yes

I enclose the completed Application for Free School Meal Eligibility and Pupil Premium form

Yes

I would prefer my child to study

French

OR

I would prefer my child to study

Spanish

Please note, there is no guarantee that your child will be able to study your preferred language

Signed:

Print Name:

Relationship to child:

**If you no longer wish to accept your offer of a place at Bedford High School,
please complete the following and return to the school by
Thursday 31st March.**

**You must also contact Wigan Council on 01942 489013, email them at
schoolplaces@wigan.gov.uk or contact them by post at School Organisation
Team, Wigan Council, PO Box 100, WN1 3DS to inform them so that your place
can be made available for others who are on the Bedford High School waiting
list.**

I confirm that we no longer require the place at Bedford High School for our child.

Name of child:

Primary school attended:

Parent / Guardian Name: _____ Signature: _____

Mr P McCaffery
 Headteacher
 Tel: 01942 909009
www.bedfordhighschool.co.uk
 e-mail: enquiries@admin.bedford.wigan.sch.uk



BEDFORD HIGH SCHOOL
 Manchester Road
 Leigh
 Lancashire
 WN7 2LU

STUDENT ADMISSION FORM (2022/23) *Please complete all sections*

Name of current Primary School:

Student's Details

Legal Surname: _____ Legal Forenames: _____

Date of Birth: _____ Gender (M/F): _____

Address:

Postcode: _____ Home Tel: _____

Contact Details – Please provide a minimum of two contacts in the order in which these persons should be contacted in the event of an emergency.

Contact Priority 1	Surname: _____ Forename: _____ Title: _____ Address: (if different to above): _____ Postcode: _____ Mobile Tel: _____ Parental Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No Home Tel: _____ Relationship to student: _____ Work Tel: _____ Occupation: _____ Email: _____ _____
Contact Priority 2	Surname: _____ Forename: _____ Title: _____ Address: (if different to above): _____ Postcode: _____ Mobile Tel: _____ Parental Responsibility <input type="checkbox"/> Yes <input type="checkbox"/> No Home Tel: _____ Relationship to student: _____ Work Tel: _____ Occupation: _____ Email: _____ _____

Contact Priority 3	Surname: _____ Forename: _____ Title: _____
	Address: (if different to above): _____
	Postcode: _____ Mobile Tel: _____
	Parental Responsibility Yes No Home Tel: _____
	Relationship to student: _____ Work Tel: _____
	Occupation: _____ Email: _____

Family Links
Position in family _____ / _____ (e.g. 2/3 = second of three children)
Name(s) of sibling(s) at Bedford High School: _____

Meal Arrangements
Free School Meal <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Packed Lunch <input type="checkbox"/>

Medical
Medical Conditions: _____
Name of Doctor: _____ Name of Surgery: _____
Address: _____ Tel: _____

Cultural
Ethnicity: _____ Nationality: _____ Country of Birth: _____
Home Language: _____ Additional Languages Spoken at Home: _____ Religion _____

Travel Arrangement
Bicycle <input type="checkbox"/> Bus <input type="checkbox"/> Car <input type="checkbox"/> Walk <input type="checkbox"/>

Devices at Home					
Internet access	Mobile phone	Desktop Computer/PC	Laptop	Ipad/Tablet	Other device i.e. PS4, Xbox
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

Looked after Children/Previously Looked After Children
<p><i>Please note this information is for school records/use only and access to the information is restricted according to our Data Protection and Freedom of Information obligations.</i></p> <p>Has your child ever been in the care of a local authority NO <input type="checkbox"/> YES <input type="checkbox"/></p> <p>If YES please identify (tick) which of the following statements, A or B, describes your child's current status.</p> <p>A <input type="checkbox"/></p> <p>A previously looked after child is a child who was looked after but were then immediately adopted, became subject to a child arrangement order or a special guardianship order.</p> <p>B <input type="checkbox"/></p> <p>A looked after child is defined as a child in the care of the local authority or who is being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to the school.</p> <p>Other Please specify below.</p>
<p>Additional Information (optional)</p> <p>Please provide any further personal information you would like the Transition Team or Pastoral Team for Year 7 to be aware of that may assist with your child's transition.</p>

Dear Parent / Guardian

COMBINED PARENTAL CONSENT

In order to comply with the General Data Protection Regulation we are required to obtain your consent for certain activities we undertake at school. Rather than write to you separately for these we have combined them onto one single form.

This information will be held on the school's management systems and you can be assured that it will only be used in accordance with our Privacy Notice, Data Protection Policy, IT Security Policy and Records Retention Policy. Further information about this can be found on our website: www.bedfordhighschool.co.uk

The safe handling of any personal information we collect about you and your child is important to us. This is why we will always explain clearly what information we are collecting and why. We may need to share your data with third parties where it is necessary. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure your child stays safe and healthy or we are legally required to do so.

By obtaining consent from you now, this will cover your child throughout their time at the school. You will need to complete the attached form and return it to school as soon as possible. We can no longer assume that parents 'opt in' where consent is not received, therefore we will continue to ask you for your consent if we don't hear from you.

Our Privacy Notice

We need to let you know that we store personal data about you and your child on the school's management systems. We will only share this data in accordance with those persons who provide services to the school and organisations concerned with the welfare of your child. Examples are; Youth Support Services, Social Services, Local Authority Support Services, etc. Our privacy notice is displayed on our website.

For Publications

In addition to using your child's image around the school (i.e. newsletters and displays) we need your permission to allow us to use photographs and/or filmed images of your child for publicity reasons in the local media, (sometimes social media) and the school website. We will not share these images with anyone else. (Examples are; presenting a cheque to a charity, achievement awards, sporting events or school presentations). You have the right to withdraw your consent at any time. To withdraw your consent, please email: enquiries@bedford.wigan.sch.uk OR write to: The Headteacher, Bedford High School, Manchester Road, Leigh, WN7 2LU. You should address all correspondence relating to withdrawing consent with the heading **WITHDRAW CONSENT** followed by your name. Once we have received notification that you have withdrawn your consent, we will no longer process this information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law

Using Email and Mobile Telephone to Contact You

We need your permission to use your email address and mobile contact number for sending letters/communications to you about your child. Therefore, we ask you to provide email addresses and mobile numbers as part of our data collection exercise.

We will send you text messages. The school will only occasionally use traditional mail (i.e. letters); however, we will often use emails and/or mobile telephone numbers to contact you. Therefore, should these details change, you must inform us with immediate effect to avoid missing vital information. Email addresses and mobile telephone numbers will not be passed on to others and will only be used by the school to communicate messages about your child.

If you do not give this permission, it will be your responsibility to contact school for information.

Emergency medical treatment

We need your permission for urgent medical treatment to be given (if required) by a qualified first aider during the school day or during an out of school activity, where it is not possible to contact you or any other person with parental responsibility.

Bio Registration

We need your permission to register your child on our cashless catering system as cash is no longer accepted at the service points. Students simply place their finger onto a scanner at the point of sale to purchase food at break times and lunchtimes. Those students who do not want their finger scan to be taken, but still want to purchase food will be given a card.

Students who bring in a packed lunch from home are welcome to register. Registration allows access to our dining facilities throughout your child's time at the school regardless of whether they want to use this facility or not. A similar finger scan system is also used in our Library to access reading materials.

Please can you ensure that you complete and return the combined consent form to school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr Paul McCaffery
Headteacher



Combined Parental Consent Form
This covers your child throughout their time at the school

PARENT/GUARDIAN TO COMPLETE THIS PAGE

Child's Name: _____

✓ or ✗

<p>Privacy notice I am aware of the School's Privacy Notice explaining how we store data on the school's management systems and share this data with those who only provide services to the School and organisations concerned with the welfare of my child.</p>																			
<p>I give my consent for my child to take part in sex education programmes.</p>																			
<p>I give my consent to the use of my contact details for sending letters/communications to me</p>																			
<p>Emergency medical treatment I consent to my child receiving necessary urgent medical treatment for any injury or illness occurs during either the school day or out of school activity.</p>																			
<p>Bio Registration I consent to my child's finger scan being taken to enable them to use the school's cashless catering system and library system.</p>																			
<p>Publications I give my consent for photographs and filmed images of my child to be used for promotional purposes in the local media (sometimes social media) and school website.</p>																			
<p>*Please see note at bottom of the page for details to withdraw your consent.</p>																			
	<table border="1"> <thead> <tr> <th colspan="2">Consent Given</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td data-bbox="135 1285 1181 1375">Use of Images</td> <td data-bbox="1181 1285 1420 1375"></td> </tr> <tr> <td data-bbox="135 1375 1181 1464">Use of photographs for in school records</td> <td data-bbox="1181 1375 1420 1464"></td> </tr> <tr> <td data-bbox="135 1464 1181 1554">Use of photographs/videos in displays within the school premises</td> <td data-bbox="1181 1464 1420 1554"></td> </tr> <tr> <td data-bbox="135 1554 1181 1644">Use of photographs/videos within school publications (such as prospectuses)</td> <td data-bbox="1181 1554 1420 1644"></td> </tr> <tr> <td data-bbox="135 1644 1181 1733">Use of photographs/videos within the school's official website</td> <td data-bbox="1181 1644 1420 1733"></td> </tr> <tr> <td data-bbox="135 1733 1181 1823">Use of photographs/videos within the school's social media accounts (facebook, twitter etc.)</td> <td data-bbox="1181 1733 1420 1823"></td> </tr> <tr> <td data-bbox="135 1823 1181 1912">Use of photographs/videos by local and national press</td> <td data-bbox="1181 1823 1420 1912"></td> </tr> </tbody> </table>	Consent Given		Yes	No	Use of Images		Use of photographs for in school records		Use of photographs/videos in displays within the school premises		Use of photographs/videos within school publications (such as prospectuses)		Use of photographs/videos within the school's official website		Use of photographs/videos within the school's social media accounts (facebook, twitter etc.)		Use of photographs/videos by local and national press	
Consent Given																			
Yes	No																		
Use of Images																			
Use of photographs for in school records																			
Use of photographs/videos in displays within the school premises																			
Use of photographs/videos within school publications (such as prospectuses)																			
Use of photographs/videos within the school's official website																			
Use of photographs/videos within the school's social media accounts (facebook, twitter etc.)																			
Use of photographs/videos by local and national press																			

Print Name: _____
Parent/Guardian

Signature: _____
Parent/Guardian

Date: _____

*You have the right to withdraw your consent at any time. To withdraw your consent, please email: enquiries@bedford.wigan.sch.uk OR write to: The Headteacher, Bedford High School, Manchester Road, Leigh, WN7 2LU. You should address all correspondence relating to withdrawing consent with the heading WITHDRAW CONSENT followed by your name. Once we have received notification that you have withdrawn your consent, we will no longer process this information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Application for Free School Meal Eligibility and Pupil Premium

This form will allow the Local Authority to check and then subsequently advise your child's school if they are eligible to receive a free school meal. This is so that the school can claim for the pupil premium funding.

Important: If you do not wish to claim a free school meal we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals.

Universal Credits: If you are currently receiving Universal Credits please take into school the letter of confirmation in addition to completing the form below. All parents in receipt of Universal Credits are entitled to claim free school meals for their children in the interim. The DWP and DfE intend on publishing a threshold of income in the future and so your entitlement to free school meals may change once this is published.

Please complete the details below in full and return to your child's school.

Part 1

Parent 1									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

Parent 2 (if applicable)									
National Insurance Number									
National Asylum Seeker Service Number									
Surname (block capitals)									
Date of Birth (DD/MM/YYYY)									

If you are entitled, do you wish to claim a free school meal for your child(ren)? Yes / No

Signature: _____

Date: _____

How we will use your data

- The Local Authority will use the information above to carry out a check that will be used to determine whether your children are currently eligible for Free School Meals/Pupil Premium
- Please note that this check does not affect any benefits you may be receiving and does not inform the school or the Local Authority of any details of these benefits
- The information will be stored securely and will only be accessed by those responsible for undertaking this check
- The information will be retained until the children listed have left education in Wigan LA with the purpose of carrying out both an initial check and subsequent re-checks during this time
- If your circumstances or details change it is important that you notify the school immediately as a re-check will be necessary and if this results in your child no longer being eligible for a free school meal, you will be informed by the school
- If your circumstances or details change and you feel your child may now be eligible for free school meals again, please reapply using this form
- If you wish to find out more on what the Local Authority does with your data please refer to our Privacy Notice on our website at: www.wigan.gov.uk

Part 2**Child(ren)'s details** (please use block capitals)

Forename		Surname																	
Date of Birth																			
UPN (the school will complete this)																			

Forename		Surname																	
Date of Birth																			
UPN (the school will complete this)																			

Forename		Surname																	
Date of Birth																			
UPN (the school will complete this)																			

Forename		Surname																	
Date of Birth																			
UPN (the school will complete this)																			

Part 3 (to be completed by the school)

School Name	
School DfE Number	
Date of Submission	
Staff Name	
Staff Signature	

Part 4 (to be completed by the school)

I confirm that relevant Universal Credits evidence has been seen by school

Staff Name	
Staff Signature	

Please be aware that free school meals cannot be provided unless a member of school staff has seen evidence of Universal Credits.