



HELSTON COMMUNITY COLLEGE
ASPIRATION · AMBITION · ACHIEVEMENT

ENROLMENT FORM **EXPLANATORY NOTES**

NEW INTAKE – 2020/21

HELSTON COMMUNITY COLLEGE

ENROLMENT FORM

EXPLANATORY NOTES

In accordance with the Data Protection Act 1998, Education (Pupil Registration) Regulations 1995 and the Education (Pupil Registration) (Amendment) Regulations 2001, the information collected from this form will be used for the purpose of pupil administration. This data will be held securely and will only be disclosed to staff in the College or the Local Authority, who have a right of access, and the Department for Education (DfE). It may be necessary to share information with other departments within Cornwall Council for purposes connected with or ancillary to your child's education (e.g. school transport). The Council and the College may also, upon request, pass information to law enforcement agencies for the purposes of the prevention or detection of crime where the law permits this. If a disclosure elsewhere becomes necessary we will contact you before doing this.

SECTION A – BASIC PUPIL DETAILS

- Pupil forenames and legal surname must be shown as per the pupil's birth certificate. If you wish your child to be known with an alternative chosen surname or forename, please indicate in the appropriate box. Any change of surname must be accompanied with documentary evidence, showing consent from all those parental responsibility holders or a Court Order.
- If applicable, please ensure any previous surnames are given.
- Indicate details of any brothers/sisters who also attend the College at the time of completing the admission form. If any siblings reside at a different address to this pupil please indicate in the box provided. You may wish to provide the College with these alternative details.

SECTION B – PUPIL ADDRESS

- Please ensure a valid postcode is given. The Pupil Address given should be the one where the pupil typically resides. There is a facility to store pupil telephone numbers (home/mobile) and pupil email address on our records – please fill this in if desired.

SECTION C – REGISTRATION

- This area is to be completed by the College – please leave blank.

SECTION D – FAMILY/HOME

- Please ensure all sections are completed for both parents. The contact priority confirms who should be the first point of contact (e.g. Mrs A N Other, Mother, Contact Priority 1). If one parent is unavailable during the day, please put their details in as Second Contact.
- Please Tick the MAIN DAYTIME telephone number to be used in an emergency.

Parental Responsibility – This means assuming all the rights, duties, power, responsibilities and authority that a parent of a child has by law in relation to the child and his property.

- If parents are married, separated or divorced, both parents have parental responsibility on an equal basis, unless it is restricted by a court order.
- If parents are unmarried, only the mother has parental responsibility, unless the father has obtained parental responsibility through formal agreement with the mother or a court order.
Children born after Dec 2003 – both parents registered on the birth certificate have parental responsibility.
- Other people (step-parents, foster parents, other relatives etc.) do not have parental responsibility unless they have obtained it via the courts.
- People other than a child's natural parents can acquire parental responsibility through:
 - Being granted a residence order;

- Being appointed a guardian;
- Adopting a child.

The parental responsibility of a party does not stop simply because another person is also given it, so, in some cases several people may be regarded, for the purposes of education law, as being the 'parent' of a child.

SECTION E – COURT ORDERS

- It is important to include any details relevant to your child to enable the College to understand the pupil's position if there is a Court Order in place.

SECTION F – ADDITIONAL CONTACTS

- Please list here, in order of preference, any other contacts we can use in the case of e.g. a child's sickness, if, for any reason, we are unable to get hold of contacts in Section D.

SECTION G – PUPIL MEDICAL INFORMATION

- We do require the details of each pupil's registered Medical Practice name, address and telephone number. If you also know that there is an assigned Doctor then please give details.
- It is imperative that any pertinent medical information regarding a pupil is given to the College. This information will only be used by the College to ensure the safety of your child (e.g. if your child has a nut allergy they do not participate in cooking when traces of nuts are included in the ingredients.)
- **If you are willing for your child to receive medical treatment in the case of an emergency please tick the appropriate box to show your consent.**
- College Statement on Care for Pupils with Asthma: it is in the interests of your child that we work together to ensure your child's asthma is managed as well as possible. With good management your child should rarely suffer asthma attacks and should be able to participate in a full and active College life, free from fear or worry. However, in order to be able to offer total support to every child with asthma we need full details of his/her treatment plan and to be advised of any changes.
- When assisting your child to overcome asthma the child will normally take the medicine prescribed by their doctor. However, in emergency cases there may be occasions when we are unable to reach you quickly. Given the possibility that there could be life threatening delay under some circumstances the College would wish to do all it could to assist a child in great distress.
- The College has an emergency kit available for such children who are known to have asthma. Given the safety of asthma reliever medicines and the support of the LA/medical authorities for this course of action, the College offers this facility to all children diagnosed as having asthma.
- Please let us know if your child has used any outside services.
- Please let us know if there is any other information you feel we should be aware of. For example, if your child has Special Educational Needs we can start investigating what is best for your child immediately.

SECTION H – DISABILITIES AND SPECIAL EDUCATIONAL NEEDS (DSEN)

- The College provides students with the support that they need to access the curriculum and make progress. When a student is not making the progress expected they will be supported in the first instance by the class teachers. If support offered here does not help the student catch up, further support or intervention will be put in place.
- If a child is receiving additional support in Year 6, the College will liaise with the primary school to ensure that individual needs are understood and where necessary support is put in place for the start of Year 7. Additional help with transition is put in place to support some students.
- If you wish to find out more you will find the SEN information Report on our website. This is updated annually and outlines in more detail the support that is available for students at the College.

SECTION I – PUPIL ETHNIC/CULTURAL INFORMATION

- First Language Please record the language your child first learnt at home. This information helps the College and connected services to provide the right support for bilingual children.
- The codes shown for Ethnicity are set by the DfE and cannot be altered. The data is required for Government surveys. Please select one code choice only.

SECTION J – PUPIL ADDITIONAL INFORMATION

- Please select one code choice only for both Meals and Mode of Transport. If your child uses more than one mode of transport (e.g. walks for two days and has car transport for the other three days) then please pick the most used as the choice.
- Helston Community College operates a cashless catering system, which is designed to provide a more efficient, faster and better quality service. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so there is no need for students to carry a card, as the system will recognise the thumb of your child at the tills and the revaluation pay points. As per current legislation we operate an 'opt in' policy and therefore require you to complete this section of the form. This is also required if your child is eligible for free school meals. A four-digit pin code will be allocated to each student at the beginning of the autumn term. Money can be allocated to your child's account via ParentPay, or can be paid into your child's account using the revaluation pay points in College.
- Towards the back of the enrolment form you will find an application form for free school meals.
- Please ensure you complete the Child of Service Personnel section.

SECTION K – PUPIL SCHOOL HISTORY

- It is most helpful to include full details of your child's previous schools. Please give address, postcode and telephone of the school so we may contact them to forward pertinent educational records.

SECTION L - USE OF IMAGES CONSENT

- Conditions of Consent are as follows:
 1. This form is valid for the period of time your child attends this College. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
 2. The images we take will be of activities that show the College and children in a positive light.
 3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
 4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
 5. We will only use images of students who are suitably dressed.
 6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
 7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

SECTION M – ICT ACCEPTABLE USE AGREEMENT

ICT Acceptable Use Agreement for Students

- I will only use ICT systems in College, including the internet, e-mail, digital video, and mobile technologies for College purposes.
- I will not download or install software on College technologies.
- I will only log on to the College network, other systems and resources with my own user name and password.
- I will follow the College's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my College e-mail address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will be aware of "stranger danger" when I am communicating on-line and I will not disclose or share personal information about myself or others, such as name, phone number or address.
- I am aware that when I take images of students and/ or staff, that I must only store and use these for College purposes in line with College policy and must never distribute these outside the College network without the permission of all parties involved. This includes educational visits and all occasions when I am in College uniform or when otherwise representing the College.
- I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or others distress or bring the College community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the College approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the College community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that if I bring a mobile phone to College, it should be off and out of sight at all times whilst on site. If I want to bring a tablet or laptop to College for a recognised learning need, then I must seek permission from the SENCO first and, if permission is granted, I will follow the rules as set out in this agreement.
- I understand that the College will not accept responsibility for the loss or damage of my personal electronic devices which I choose to bring on site.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, College sanctions will be applied and my parent/ carer may be contacted. I also understand that in the case of illegal activities, the police will be involved.

SECTION N – RELATIONSHIPS AND SEX EDUCATION (RSE)

As you may already be aware, Relationships and Sex Education (RSE), along with Health Education, will soon be forming part of the National Curriculum. This change begins as of September 2020. As part of our College's wider Personal, Social and Health Education programme, your child will receive lessons on relationships, sexual health and personal safety.

The purpose of the upcoming curriculum is to provide knowledge and understanding of safe and healthy relationships based on respect. This is to encourage the development of safe and healthy relationships throughout life. The subject is designed to help children from all backgrounds build positive and safe relationships, and to thrive in modern Britain.

You do have a right to withdraw your child from sex education delivered as part of RSE in secondary schools which, unless there are exceptional circumstances, will be granted up to three terms before your child turns 16. At this point, if the child themselves wishes to receive sex education rather than be withdrawn, the College will make arrangements for this to happen in one of the three terms before the child turns 16 - the legal age of consent. There is no right to withdraw from Relationships Education at secondary level and we believe the content of these subjects – such as family, friendship, safety (including online safety) – are important for all children to learn about.

If you consent to your child participating in all elements, please indicate this on the enrolment form. If you wish to withdraw your child from sex education, please indicate this. Please note, there is no right to withdraw your child from statutory National Curriculum content taught in Science lessons.

If the boxes are left blank we will assume you provide consent for your child to participate the full range of RSE lessons.

SECTION O – PARENT TEACHER CONSULTATION EVENINGS

Parents and carers are invited to attend an annual Parent Teacher Consultation Evening, to meet with subject teachers. This event uses an appointment based system with an online booking process. Prior to each Parent Teacher Consultation Evening, parents and carers will receive a letter inviting them to attend the event, providing dates, times and login details to access the online booking system.

If possible, we aim to contact parents and carers about such events using their preferred method of contact, as indicated on the Enrolment Form. If the preference is to be contacted by email, please ensure an email address is supplied in Section D.

SECTION P – FAIR PROCESSING (PRIVACY) NOTICE

This policy is to let you know how we will collect, use and process personal data. It is also designed to let you know your rights and what you can do if you have questions about personal data.

The School is the controller for the purposes of data protection laws.

This document sets out the types of personal data (meaning information about an individual from which that individual can be personally identified) we handle, the purposes of handling those personal data and any recipients of it.

Our details

We are: Helston Community College, which is part of the Southerly Point Co-operative Multi Academy Trust

Registered Company Number: 10552443

Address: MAT Office, South Site, Helston Community College, Church Hill, TR13 8NR

Information Commissioner's Office Registration Number: ZA258622

Our Data Protection Officer is: Mr D Dudley and their contact details are: Helston Community College, Church Hill, TR13 8NR

Why we collect data

We collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, the Local Authority, Department for Education (DfE) and other bodies linked to their education, development and welfare. We may also share personal data with other agencies as necessary under our legal duties or otherwise in accordance with our duties/obligations as a school.

Whilst the majority of pupil information we are provided with or collect is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Below are set out the reasons why we collect and process personal data, as well as the legal basis on which we carry out this processing:

- **to support our pupils' learning:** we will process personal data to help every child achieve his or her potential in all areas of learning and to promote excellence in our teaching and learning environment.
- **monitor and report on their progress:** we will process personal data to record pupils' progress to help set and monitor targets and boost achievements and aspirations of all pupils.
- **provide appropriate pastoral care:** we will process personal data to ensure that all pupils are properly supported in their time with us. We will process data to help staff understand and respond to the unique circumstances of all pupils.
- **assess the quality of our services:** we will process personal data so that we may reflect on our own practices to help us improve and provide the highest quality education that we can to all pupils.
- **to ensure proper management of school trips and afterschool clubs and activities:** when pupils and parents participate in school trips and afterschool clubs and activities personal data will need to be processed.
- **to promote and protect health and safety:** in order to protect pupils, parents and staff in their involvement at the school, we must process personal data relating to matters such as incidents and responses to incidents.

Legal Basis for Processing

The lawful basis for us to collect/process this personal data is in order to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreements with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.

In addition, personal data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- The provision of music tuition;
- School trips;
- Entering pupils for examinations.

We do not process any special categories of personal data except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the data subject or of another natural person and where safeguards are in place to ensure that this personal data is kept secure. For the avoidance of doubt where special categories of personal data are collected it shall not be used for the purposes of automated decision making and/or profiling.

For photographs and or videos which are not used for educational purposes, we will seek consent from pupils over 13, or their parents for younger pupils, on an annual basis. This will allow pupils and parents the right to give consent for the manner in which this form of personal data is processed and shared.

Special categories of data means personal data revealing:

- *racial or ethnic origin;*
- *political opinions; religious or philosophical beliefs or trade union membership;*
- *genetic or biometric data that uniquely identifies you;*
- *data concerning your health, sex life or sexual orientation; or*
- *data relating to criminal convictions or offences or related security measures.*
- Further personal data including special categories of personal data may be collected and/or processed where consent has been given (for example, school photographs for non-educational purposes). If consent has been given then this may be revoked in which case the personal data will no longer collected/processed.

Categories of information we collect

We may collect the following types of personal data (please note this list does not include every type of personal data and may be updated from time to time):

- contact details;
- data of birth;
- health and/or other medical information;
- information in connection with education (included but not limited to unique pupil numbers, test results, post 16 learning information and other records);
- attendance information;
- behavioural and disciplinary information;
- free school meal eligibility;
- information received in connection with any complaint;
- personal characteristics of pupils, such as:
 - their nationality and ethnic group;
 - their religion;
 - their first-language;
 - any special educational needs they may have;
 - any relevant protected characteristics.

Who will have access to your data

Personal data will be accessible by members of staff. Where necessary, volunteers and governors will also have access to personal data.

We will not share information about our pupils with third parties without consent unless we are required to do so by law or our policies. We will take all steps reasonably necessary to ensure that once your personal data is shared it is treated securely and in accordance with this privacy policy. We will disclose personal data to third parties:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; for example, we share pupils' personal data with the Department for Education on a statutory basis;
- in order to enforce any agreements with you;
- to protect the rights, property, or safety of the School, the school, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

This may include our Local Authority, the Department for Education, the Police and other organisations where necessary; for example, for the purposes of organising a school trip or otherwise enabling pupils to access services or for the purposes of examination entry. Information may also be sent to other schools where necessary; for example, schools that pupils attend after leaving us.

How data will be processed

Personal data may be processed in a variety of ways; this will include but is not limited to:

- sending by e-mail;

- adding to spreadsheets, word documents or similar for the purposes of assessing personal data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).

Where we store data and how we keep data secure

Paper copies of personal data are kept securely at the school; for example, in secure filing cabinets.

Electronic copies of personal data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving personal data to third parties (for example, software providers) it is possible that this personal data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy policy. In particular, any transfer of your personal data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

Retention periods

We will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected. As a general rule, personal data will be kept for the entire period that a child is a pupil at the school. Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with guidance from the Local Authority. Further information on retention periods can be obtained by *contacting us via the details in Section 1 of this Notice*.

Your data rights

The General Data Protection Regulation and associated law gives you rights in relation to personal data held about you and your child. These are:

- **Right of Access:** *if your personal data is held by the School, you are entitled to access your personal data (unless an exception applies) by submitting a written request. We will aim respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know. You are entitled to access the personal data described in Section 0.*
- **Right of Rectification:** *you have the right to require us to rectify any inaccurate personal data we hold about you. You also have the right to have incomplete personal data we hold about you completed. If you have any concerns about the accuracy of personal data that we hold then please contact us.*
- **Right to Restriction:** *you have the right to restrict the manner in which we can process personal data where:*
 - *the accuracy of the personal data is being contested by you;*
 - *the processing of your personal data is unlawful, but you do not want the relevant personal data to be erased; or*
 - *we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims.*

Where any exercise by you of your right to restriction determines that our processing of particular personal data are to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

- **Right to Erasure:** *You have the right to require we erase your personal data which we are processing where one of the following grounds applies:*
 - *the processing is no longer necessary in relation to the purposes for which your personal data were collected or otherwise processed;*

- *our processing of your personal data is based on your consent, you have subsequently withdrawn that consent and there is no other legal ground we can use to process your personal data;*
- *the personal data have been unlawfully processed; and*
- *the erasure is required for compliance with a law to which we are subject.*
- **Right to Data Portability:** *you have the right to receive your personal data in a format that can be transferred. We will normally supply personal data in the form of e-mails or other mainstream software files. If you want to receive your personal data which you have provided to us in a structured, commonly used and machine-readable format, please contact us via the details in Section 1 of this Notice.*

You can find out more about the way these rights work from the website of the Information Commissioner's Office (ICO).

Requesting your data

Where the School holds personal data concerning you, you are entitled to access that personal data and the following information (unless an exception applies):

- *a copy of the personal data we hold concerning you, provided by the School;*
- *details of why we hold that personal data;*
- *details of the categories of that personal data;*
- *details of the envisaged period for which that personal data will be stored, if possible;*
- *information as to the source of personal data where that personal data was not collected from you personally.*

If you want to receive a copy of the information about your son/daughter that we hold, please contact us via the details in Section 0 of this Notice.

Making a Complaint

If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the ICO, the supervisory authority for data protection issues in England and Wales. We would recommend that you complain to us in the first instance, but if you wish to contact the ICO on the details you can do so on the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns

ICO Helpline: 0303 123 1113

ICO Email: casework@ico.org.uk

ICO Postal Address: Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy policy was last updated on 7th March 2018.

SECTION Q – HOME/COLLEGE AGREEMENT

Mission Statement:

At Helston Community College we are ambitious for all our students. We want them to achieve all that they can in a safe, caring and well-disciplined environment. For this to happen, we need to set high standards and work in close partnership with parents and carers.

The aim of our Home-College Agreement is to make clear to parents/carers, students and staff that they have an equally important part to play in helping each individual student make the best of the opportunities provided at Helston Community College.

Success for your child will be built upon an open and supportive partnership between all those concerned. This sound and co-operative Home-College Agreement will enable Helston Community College to promote our motto **Aspiration, Ambition and Achievement**, thus provide a quality education for your child.

STUDENT - I will have:

RESPECT FOR LEARNING

- Strive to reach my full potential and to meet or exceed my target grades.
- Follow the College Code of Conduct and General Procedures.
- Be respectful to staff.

RESPECT FOR EACH OTHER

- Treat people with respect and politeness.
- Be welcoming and friendly.

RESPECT FOR OUR ENVIRONMENT

- Respect the College environment and ensure it is kept tidy and clean.

RESPECT FOR YOUR STAFF

- Follow staff instructions.
- Accept responsibility for my own behaviour.

PARENTS/CARERS - I/We will:

- Ensure that my child goes to College daily, on time and properly equipped.
- Make the College aware of any concerns or problems that might affect my child's behaviour.
- Support the College's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home-learning.
- Attend parents' evenings and discussions about my child's progress.
- Get to know about my child's life at the College.

COLLEGE - The College will:

- Set targets which are aspirational and encourage students to aim high and track their performance against progress towards these targets.
- Regularly provide feedback to students and their parents/carers.
- Provide teaching which is systematically planned, delivered in an appropriate manner, with challenging assignments marked diagnostically, and results fed back constructively.
- Provide a broad and balanced curriculum which is challenging and prepares students for future professions.
- Provide independent, up-to-date, reliable information advice and guidance on career pathways, which has the interests of the student as its core purpose.

SECTION R – DECLARATION

- Please confirm the information given is accurate.

UNIFORM LIST

Blazers, ties, badges and PE kit will be available to order during the induction evenings on 30th June and 1st July 2020.

The College PE Kit can also be ordered online from <https://agamesports.co.uk/>. Click on 'School Shop' on the navigation bar, then click 'Schools' on the left hand side, then select Helston Community College.

Pre-loved uniform is available to purchase. If you would like to arrange an appointment to view secondhand uniform, please email Mr and Mrs Vallender via friends@helston.cornwall.sch.uk.

BOYS UNIFORM

- Navy blue school blazer with a cloth College badge
- Light blue shirt (white for Years 10 & 11)
- Clip-on College tie
- Navy blue v-neck jumper (optional)
- Black school trousers (these should fall freely from the knee and not cling to the lower leg; jean or cargo style not permitted)
- Black socks
- Black leather or polished school shoes (not suede and if laced, with black laces. No labels or markings.)

PE KIT

- College rugby shirt
- Navy blue shorts
- Navy blue football socks
- Trainers
- Football/rugby boots
- Towel
- Swimming shorts

Optional Extras:

- College navy blue hoody
- Navy blue or white baselayer
- Navy blue tracksuit bottoms

Recommended:

- Shin pads and gum shield

GIRLS UNIFORM

- Navy blue school blazer with a cloth College badge (not fashion equivalent)
- Light blue shirt (white for Years 10 & 11)
- Clip-on College tie
- Navy blue v-neck jumper (optional)
- Black school trousers (these should fall freely from the knee and not cling to the lower leg; jean/legging style trousers are not permitted)
- Or black tailored skirt (no more than 2cm above the knee - tube style skirts are not permitted)
- Black leather or polished school shoes (not suede and if laced, with black laces. No labels or markings. Boots not permitted)
- Black socks or tights

PE KIT

- College navy blue polo shirt
- Navy blue 'skort'
- Navy blue socks
- Trainers
- Towel
- Swimming costume

Optional Extras:

- College navy blue hoody
- Navy blue or white base layer
- Navy blue tracksuit bottoms

Recommended:

- Shin pads and gum shield

DRAMA

Students need to be either barefoot or bring soft clean shoes such as pumps, ballet/jazz shoes or soft trainers with a gripping sole to avoid slipping during practical activities. Failure to do so will result in not being able to take part in practical work. This is for their safety and the safety of others in the studio.

FREE SCHOOL MEALS

I would be grateful if you could take the time to read this letter to see if we are able to claim additional funding for our College.

Free School Meals

Just registering your child for Free School Meals means that the College gets extra money for all our students. Helston Community College receives £935 for each child registered for Free School Meals.

With this money we could arrange one to one tuition, provide a range of intervention programmes and provide a wider range of enrichment activities

Please register to make sure your child and others in their class don't miss out.

How does it work?

1. First, check if you qualify – it is not just if you are unemployed, so please look at the list on the next page.
2. Registering is really quick and easy – if you think you qualify complete the enclosed form and either post to Cornwall Council or hand in at Reception.
3. If you want your child to have a free, healthy meal at lunchtime that's great – they will get the free meal (saving you more than £350 a year), and the school gets £935.
4. If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school still gets £935 extra.

Registering for Free School Meals will not affect any other benefits you are claiming, and only those staff working with data in the College will know. As we use a cashless system, nobody can identify your child as having a free school meal due to the coded system.

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

Pupils can also register for Free School Meals if they get any of these benefits themselves. Come and talk to us if you're not sure.

How to Register

- Go to Cornwall Council website – www.cornwall.gov.uk
- Click onto Education and Learning
- Click onto Apply for Free School Meals
- Fill in Free School Meals Eligibility
- Submit form

If you do not have access to the internet at home, then please find enclosed a copy of the form for you to complete.

Many thanks for your support.

HELSTON COMMUNITY COLLEGE

ASPIRATION · AMBITION · ACHIEVEMENT

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