

## Student Induction Policy

| Approved  |                                 |
|---|---------------------------------|
| Signature of Head of School:                        | Jane Reason                     |
| Date:   | 22 <sup>nd</sup> September 2021 |
| Signature of Chair of Governors:                    | Viv Hughes                      |
| Date:   | 22 <sup>nd</sup> September 2021 |
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# STUDENT INDUCTION POLICY

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## 1. THUMBS UP TO A NEW BEGINNING!

At The Albany we pride ourselves on establishing and maintaining effective and impactful relationships with all our students and their families. We encourage our students and their families to believe in themselves, engage in their learning and all the opportunities and activities we offer, so that they can achieve. The Albany provides all our students with a fresh start in a new, much smaller environment than a mainstream school. However, it is not just that first day which is a fresh start - every day at The Albany is a new beginning. We want our students to feel they belong, that they can make a change and that they will achieve.

The Albany sets ambitious goals for itself and its students. Our ultimate aim is to support our students to make a sustainable change in themselves so they can become successful adults with a significant number of 'stamps' in the form of qualifications and experiences in the 'passports to their futures'.

## 2. ADMISSIONS

The Albany provides both alternative provision places (42) and specialist SEMH places (24). Students are accepted to a place at The Albany in both Key Stages 3 and 4.

The local authority manages requests for admission to special schools, specialist support centres, specialist units through the Specialist Placement Panel (SEP) and places in pupil referral units ([PRU](#)) and alternative provision (AP) through the Alternative Provision Panel (APP). These meetings take place each week.

Once a place at The Albany has been agreed by The Albany, the LA and the family, the process of induction to The Albany begins.

Admission into our SEMH provision (students with an EHCP requiring specialist SEMH provision) is a long term offer, and is likely to lead to a transfer to the new SEMH school being planned for opening in 2022.

Admissions in year 10/11 usually mean a student will be with us until the end of year 11. Admissions can take place throughout the academic year.

For the majority of those students joining our AP offer in Key Stage 3, we will work with them, their family and their school to support reintegration back into mainstream education.

The induction process will take place prior to entry with a start date within 15 days of the placement being agreed by the local Authority, the parent/carer and the Albany.

In some cases, the Albany acts as an assessment centre to determine the needs of the student and a review through our assessment process will determine whether a student is an appropriate placement with us, or whether further reviews or an alternative placement (including return to mainstream) needs to be considered.

For students in Key Stage 3 reintegration into mainstream and/or an alternative specialist placement may be the most appropriate outcome and the Albany may be a short-term intervention placement.

Where a student is unable to return to their original mainstream school, reintegration back into another mainstream school will be managed through the IYFAP meetings.

The school meets regularly with the student's home school to report on progress and suitability for reintegration. Families are involved at all stages of their child's education.

## 3. WHY INDUCTION?

The purpose of the induction process is to introduce The Albany to the student and their families and engage them in their education at The Albany through developing positive relationships, gaining a complete understanding of their abilities, strengths and learning needs, and exploring the vocational and other opportunities on offer to create their personalised learning programme.

Throughout the induction process the appropriateness of the placement is considered by evaluating the relationships formed, the needs of the student and whether The Albany is best placed to meet those needs.

Once the induction process is completed, the Headteacher confirms the appropriateness of the placement or, where concerns about the placement arise, raises these concerns either at an IYFAP meeting or directly with the SAP team.

## 4. THE INDUCTION PROCESS

The process is designed to enable a range of information to be gathered to help support the student and to promote the forming of positive relationships with and within The Albany. The steps include:

- *A home visit* to meet the student and their parents/carers to gather information about them and their feelings about the placement. It is also an opportunity to answer any questions students and their families may have about The Albany, and explain our expectations.
- *Visits to The Albany* with parents/carers to look around and explore vocational preferences.
- *Induction activities* to sample lessons, meet other students, staff etc.
- A sequence of *baseline assessments* to inform their personalised learning.
- A meeting in school with the student and their parents/carers where appropriate to read and complete documentation (*Forms 1 to 10*) if these have not been completed during one of the above opportunities.
- *Information gathering* from the referring school, where relevant. Our SENDCO will visit the referring school to discuss with their SENDCO any specialist needs of the student.
- *Review of progress* after 2-4 weeks at the Albany we will arrange a review meeting with parent/carers, the school and the child to review how the student is settling in and discuss any issues arising from their first few weeks. This meeting will also help define the objectives and pathway through The Albany and their next steps, including understanding the views of the student and their family about what they wish to achieve.

Some of these activities will continue beyond the initial induction period. For example, baseline assessments and information gathering from referring schools will take place within the first few weeks of a student's placement.

## 5. BASELINE TESTING

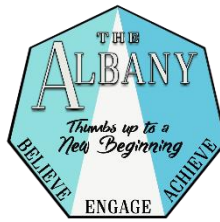
Once the placement is agreed for a student at The Albany, schools are required to provide The Albany with a range of data (see Appendix A) including attendance and behaviour data, KS2 levels, a county risk assessment, EHCPs, IEPs and/or SPSFs. In addition, The Albany carries out its own baseline assessment which currently includes subject-specific tests in English, maths and science and wellbeing, as well as testing around literacy and sensory needs if appropriate.

Assessment at the Albany is not only about levels and progression, it is fundamentally about finding a way back into the learning process for students who have previously (and possibly for a long time) been excluded from this. Ensuring we have as much information about our students as we can, as soon as possible, enables us to match the learning opportunities provided to the needs of our students, while maintaining high aspirations and expectations for them all.

## 6. BUILDING POSITIVE RELATIONSHIPS

The induction process is as much about the student and their family finding out about The Albany, building new relationships and gaining confidence in a new learning environment as it is about The Albany assessing the student and identifying their needs. The home visits, discussions about vocational interests and opportunities all form part of this process. Attending these sessions and getting as much out of them as possible is an essential part of the induction process.

Beard Road  
Bury St Edmunds  
IP32 6SA



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E-mail: [office@thealbany.school](mailto:office@thealbany.school)

Website: [www.thealbany.school](http://www.thealbany.school)

**Head Teacher:** Jane Reason

Head Teacher

*Our Reference: School/KS3 or 4/Date*

Address

Date

Dear Name (headteacher),

### **Student Placement/s at The Albany**

I am pleased to confirm that STUDENT NAME has been offered a placement at The Albany via the APP/SEP\*. (For SEP only) Student Name will be joining The Albany roll and will come off the school roll as this is a longer term SEMH placement within our Specialist Offer. (For APP only) STUDENT NAME will be joining The Albany roll as dual subsidiary and remain on your roll throughout their placement.

All students who join The Albany do so via our Induction and Assessment Hub and part time placement in their new class. This is a two to four week part-time offer, depending on the needs of the student, where we complete literacy and numeracy assessments, create an academic profile, and complete a holistic assessment of the child, their wellbeing, home circumstances and SEMH needs, to help us target our work with them appropriately. This includes any current or historic safeguarding and child protection concerns. To support us with this, we will be seeking further information from your school, as detailed in this letter. Whilst in the Hub, our offer will be for afternoons only.

STUDENT NAME will be joining us on DATE and will attend The Albany in the mornings/afternoons from INSERT DATES. Following this, they will move to an 'Albany only' offer. Transport to and from The Albany will be by taxi initially, although our goal is to support our students to use public transport to access their education at The Albany, where this is deemed appropriate. Travel training forms an essential element of the time in our Hub.

### **Pupil Premium Grant**

For our AP offer, both Key Stage 3 and Key Stage 4 students remain registered with the mainstream school as the Dual Main provider with The Albany as the Dual Subsidiary. Consequently, the pupil premium allocation is received by the mainstream school. The Local Authority has made it clear that it expects schools to provide the appropriate proportion of the pupil premium allowance to The Albany to support our work with the student. We will request this from schools each term, where appropriate. In return we will provide each school with evidence of the impact of the funding received on their student.

### **Identifying Success Goals**

It is essential to the success of a placement at The Albany that all stakeholders are involved in co-creating the goals and monitoring progress towards achieving them. To support this we need a named member of your staff who knows STUDENT NAME and their family well, who will work alongside our SENDCo ([sendco@thealbany.school](mailto:sendco@thealbany.school)), and our Family Engagement Leader ([familyengagementleader@thealbany.school](mailto:familyengagementleader@thealbany.school)) with the family and any agencies involved, to identify the success criteria and track the student's progress towards achieving them.

[For AP students] The success goals form a significant element of the 'readiness for reintegration' assessment to enable all parties to identify and support STUDENT NAME to transition back to you successfully, where this is appropriate. It can also help identify any training or support The Albany can provide for your staff whilst STUDENT NAME is at The Albany, in preparation for their reintegration.

### **Progress Reports, Attendance and Safeguarding**

The Albany collates assessment data half termly and sends reports home every term. A copy of these reports will be sent to the staff link identified above. Progress information will also be included in the half-termly review meetings (dependent on need) that assess progress against the identified goals.

Attendance information is recorded on Arbor and can be sent to you digitally. However, if you wish to collate attendance information daily, it may be easier for a named individual from your school to contact our admin assistant, Mrs Holly Weaver, (hollyweaver@thealbany.school) each day. We buy into the Education Attendance Service and work closely with our Education Welfare Officer to track poor attendance and intervene to improve it. Please let us know where a student currently has an attendance intervention in place.

All safeguarding concerns are recorded digitally, and action taken where appropriate. We will let the school know of any significant incidents and the outcomes of them in a timely manner. The chronology and the records we have will be transferred to you on re-integration. Where a student comes on our roll from your school, we request that safeguarding information is transferred to us as soon as possible. For our AP placed students we require a summary chronology to inform our work with the student.

### **Quality Assurance**

In addition to Ofsted Inspections (rated Good in September 2017), we have a rigorous internal review system to ensure the quality of our offer. The accuracy of this evaluation is tested by the Local Authority through Val Connoboy our Standards and Excellence Officer. The Local Authority also carries out its own Quality Assurance Assessment of all specialist provisions. The report for The Albany was highly complementary and can be seen by schools should on request to support your own due diligence. We also engage in the Challenge Partners Peer Review process. You, and/or members of your senior leadership team are also welcome to visit to see The Albany in action. We also offer open events to share with you and your staff our policies, vision, curriculum and working practices.

A declaration with regards to our safeguarding practices can be found on our [website](#).

### **Information Gathering**

Please pass the attached letter to the appropriate member of your senior leadership team. It details the information we will need to support STUDENT NAME placement at The Albany. Of particular importance is an up-to-date Inclusion referral form, a student risk assessment, attainment and progress data, attendance, behaviour and safeguarding information. We will be unable to progress your student's placement until we have this.

### **Service Level Agreement**

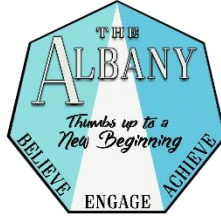
Enclosed is our new service level agreement (SLA) which sets out the expectations schools should have from The Albany and our expectations of schools. We also offer traded services that are covered by the SLA.

I look forward to working in partnership with you to enable STUDENT NAME to achieve success at our specialist provision.

Yours sincerely

Jane Reason  
Headteacher

Beard Road  
Bury St Edmunds  
IP32 6SA



Telephone: 01284 754065

E-mail: [office@thealbany.school](mailto:office@thealbany.school)

Website: [www.thealbany.school](http://www.thealbany.school)

**Head Teacher:** Jane Reason

[For the link staff – 2 attachments]

Our Reference: [School/KSX/date/info](#)

Date

Dear Senior Leader

### **Student Placement at The Albany – Information Required**

[Student Name](#) has been offered a place at The Albany. In order for us to progress this offer, we need the information outlined below. Of particular importance is an up-to-date Inclusion referral form, current student progress and attainment data, a student risk assessment, attendance, behaviour and safeguarding information. We are unable to accept any student without an up-to-date risk assessment.

Attached is a proforma outlining the information we require. In addition, my SENDCo ([sendco@thealbany.school](mailto:sendco@thealbany.school)) or another member of my leadership team will visit the school to discuss [Student Name](#) with you. Where possible, we would also like to observe [Student Name](#) in lessons and review their student file prior to beginning our face-to-face induction process.

Please note that we also require a copy of [Student Name's](#) current timetable, including any alternative education they are attending/have attended and their attendance at this. It is critical we know if a student has been on a reduced offer, with reduced time in school, the purpose and success of this approach, and how the additional time has been accounted for. All information gathered will help us understand [Student Name](#) and their needs, so we can ensure that we personalise our offer for them.

**KS3** As the school link for [Student Name](#), you will be invited to regular review meetings to track their progress with us. In the first of these meetings; the school, The Albany, parents/carers and [Student Name](#) will co-create the success criteria and student goals, to enable a smooth reintegration, where appropriate, back to [school name](#).

**KS4 (inc y9)** It is important that schools are involved in co-creating the bespoke offer at The Albany for each student. Therefore, we will be seeking your views about appropriate goals for [Student Name](#) to enable them to transition to and sustain post 16 learning and enter the world of work. You will also be invited to contribute to the review meetings.

Occasionally, we find students are not well placed with us and recommend a return to their home school. Where this is the best outcome for the young person, The Albany will provide strategies for the school. We can also provide training for staff, where this would be beneficial.

Please contact the school if you have any queries or concerns about the placement or the information required.

Yours sincerely

Jane Reason  
Headteache

Encl:

Required Supporting Information

Assessing Transport Needs

**Student:** [Click here to enter text.](#)

**Home School:** [Click here to enter text.](#)

**Completed by:** [Click here to enter text.](#)

#### Required Supporting Information

| Information Required   | Purpose  | Information  |
|--|--|--|
| CTF file to be sent (The Albany school number is 935 1103)   | To automatically update our Arbor records with student details                                   |  |
| Blue file (only if student was PEX/ joining our SEMH provision)<br>Safeguarding file (where appropriate)                                   | On transfer of student in September/In year  |  |
| School to School information sharing: Point of contact details   | Review meetings: Updates on student progress, information gathering etc                          | <a href="#">Click here to enter text.</a>  |
| <b>Attendance:</b> Annotated certificate for current and previous academic year  | Baseline for attendance.   | <input type="checkbox"/>   |
| Details of any current/ previous referral to education attendance services   | Baseline and support for attendance. Ability to successfully access school via public transport. | <a href="#">Click here to enter text.</a>  |
| Details (including dates) of any part time timetables and/ or alternative provisions used to support the student (including Not in School) | Helps to develop an appropriate curriculum and timetable   | Please continue on an additional sheet if needed.<br><a href="#">Click here to enter text.</a> |
| Details of referrals or current placements at WSC (inc. day(s) of week)  | We will endeavour to continue these placements.  | <a href="#">Click here to enter text.</a>  |
| <b>SEMH:</b> Current risk assessment (county form) and risk management plan  |  | <input type="checkbox"/>   |
| SPSF and/or behaviour plans  |  | <input type="checkbox"/>   |
| Reports from Outreach Services where these have been used  |  | Choose an item.  |
| EHCP and/or Educational support plans (electronic version preferred)   |  | Choose an item.  |
| Educational Psychology Report (where appropriate)  |  | Choose an item.  |



| Information Required  | Purpose  | Information  |
|---|--|--|
| Ability to access public transport to attend The Albany (see attached pro forma)            | Supports curriculum, timetable planning and evidence of transport need | Please complete attached 'Assessing Transport Needs'<br><input type="checkbox"/> |
| MAAP report where this has taken place  | Supports the creation of a bespoke offer and interventions             | <input type="checkbox"/>   |
| <b>Academic:</b> current working grades, target grades, prior attainment data (eg KS2, KS3) | Informs baseline and target setting                                    | <a href="#">Click here to enter text.</a>  |
| <u>Examples of current work</u> in English, maths and science                               | Informs baseline and expectations of students on arrival               | <input type="checkbox"/>   |
| Option Choices where applicable   | Informs (where possible) our curriculum planning and timetable         | <a href="#">Click here to enter text.</a>  |
| Details of any learning interventions (e.g. for literacy)                                   | Informs our timetable and resourcing                                   | <a href="#">Click here to enter text.</a>  |

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ASSESSING TRANSPORT NEEDS

**Student Name:** [Click here to enter text.](#)

**Year Group:** [Click here to enter text.](#)

**Home School:** [Click here to enter text.](#)

**Name/ role of person completing form:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)

---

How does the student currently travel to school?

[Click here to enter text.](#)

What level of transport does the parent/ carer have access to?

[Click here to enter text.](#)

Is the student currently accessing full time provision: [Choose an item.](#)

If you have answered **No** to the question above please give details of the current provision being provided, why it has been offered and the engagement with this offer.

[Click here to enter text.](#)

Is the student capable of accessing their education at The Albany through public transport? [Choose an item.](#)

Please explain your answer in the box below.

[Click here to enter text.](#)

|   |           |
|---|-----------|
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FORM1: THE ALBANY STUDENT ADMISSIONS INFORMATION COLLECTION

|                          |              |                   |     |
|--------------------------|--------------|-------------------|-----|
| Surname (known as)       |              | Forename(s)       |     |
| Legal Surname            |              | Chosen name       |     |
| Gender                   | Male/ Female | Date of Birth     |     |
| Home address             |              |                   |     |
| Postcode                 |              | Telephone No.     |     |
| E-mail address           |              | Parent Mobile No. |     |
| Student Mobile No.       |              |                   |     |
| Previous/ current school |              | From?             | To? |

**Contact Details:** Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Details **MUST** be placed in the order you wish them to be contacted in the event of an emergency. **By providing this information you are ensuring that these individuals are aware that their details have been disclosed.**

|   | Name and relationship to student | Home Address & E-mail address | Home phone & Mob. Number | Daytime Address (work) and Tel No. |
|---|----------------------------------|-------------------------------|--------------------------|------------------------------------|
| 1 |                                  |                               |                          |                                    |
| 2 |                                  |                               |                          |                                    |
| 3 |                                  |                               |                          |                                    |

**Siblings** who live at same address:

| Name of sibling | Age | Current school |
|-----------------|-----|----------------|
|                 |     |                |
|                 |     |                |
|                 |     |                |

Please state the name for all letters and contact (e.g. Ms Rachel Smith)

|  |
|--|
|  |
|--|

**Travel Arrangements:** How does your child currently travel to school?

|      |         |     |     |      |       |       |       |
|------|---------|-----|-----|------|-------|-------|-------|
| Walk | Bicycle | Bus | Car | Taxi | Train | Coach | Other |
|------|---------|-----|-----|------|-------|-------|-------|

**Transport to The Albany**

Students who live more than 3 miles from the school will be provided with transport via the School's Transport Team within the LA; most likely a bus or rail pass. However, if it will take more than 75 minutes to travel to school via public transport a (shared) taxi will be provided.

We will complete a 'Travel Risk Assessment' with you and your child to assess their transport needs as part of the admissions process. We aim for all students to be able to travel to school using public transport where this is at all possible as it prepares them more effectively for their education and working life beyond The Albany.

**Pupil Premium Eligibility**

|   |          |
|---|----------|
| Is your child eligible for/ have Free School Meals?   | Yes / No |
| If no above; has your child had/ been eligible for Free School Meals at any time during the last 6 years? | Yes / No |
| Are any of the main carers in the Armed Forces (i.e. parent/ step parent living with the child)?          | Yes / No |
| Is your child 'Adopted from Care'?  | Yes / No |

**External Support Agencies currently working with the family/ child**

| Name | Position held | Contact details |
|------|---------------|-----------------|
|      |               |                 |
|      |               |                 |
|      |               |                 |

**Medical Needs:** Please see attached medical information request.

Please detail below, any other information you would like The Albany to know about your child and/ or their needs.

**Parent/ Carer name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## FORM 2: EQUALITIES MONITORING

Please note: we are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Please refer to Form 9 Privacy Notice for Parents

### Ethnic background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary.

|  |                             | ? |                 |
|--|-----------------------------|---|-----------------|
| White  | British                     |   |                 |
|  | Irish                       |   |                 |
|  | Traveller of Irish Heritage |   |                 |
|  | Gypsy/Roma                  |   |                 |
|  | Any other white background  |   |                 |
| Mixed  | White and Black Caribbean   |   |                 |
|  | White and Black African     |   |                 |
|  | White and Asian             |   |                 |
|  | Any other mixed background  |   |                 |
| Asian or Asian British                                     | Indian                      |   |                 |
|  | Pakistani                   |   |                 |
|  | Bangladeshi                 |   |                 |
|  | Any other Asian background  |   |                 |
| Black or Black British                                     | Caribbean                   |   |                 |
|  | African                     |   |                 |
|  | Any other Black background  |   |                 |
| Chinese  |                             |   |                 |
| Any other ethnic background                                |                             |   | Please specify: |
| I do not wish my ethnic background category to be recorded |                             |   |                 |

| Language                           |          | Religion      |  | ? |  |
|------------------------------------|----------|---------------|--|---|--|
| Home Language                      |          | Buddhist      |  |   |  |
| First Language                     |          | Christian     |  |   |  |
| Any other languages                |          | Hindu         |  |   |  |
| Is English an additional language? | Yes/ No* | Jewish Muslim |  |   |  |
| *delete as necessary               |          | Muslim        |  |   |  |
|                                    |          | No Religion   |  |   |  |
|                                    |          | Sikh          |  |   |  |
|                                    |          | Other         |  |   |  |
|                                    |          |               |  |   |  |

Student name:

Information provided by *parent/student\**

**FORM 3: MEDICAL INFORMATION**

To be completed by a parent/ carer

|  |        |                        |
|--|--------|------------------------|
| Student's Name   |        |                        |
| Does your child suffer from asthma?  |        | Yes / No               |
| Does your child suffer from diabetes?  |        | Yes / No               |
| Does your child suffer from epilepsy?  |        | Yes / No               |
| Is your child allergic to penicillin?  |        | Yes / No               |
| Is your child allergic to any other drug?  |        | Yes / No               |
| If you answered <b>yes</b> above, please give details here:                                  |        |                        |
| Does your child have any other medical conditions or allergies that we should be aware of?   |        | Yes / No               |
| If you answered <b>yes</b> above, please give details here:                                  |        |                        |
| Is your child prescribed regular medication?   |        | Yes / No               |
| If the answered <b>yes</b> please detail below: <i>(continue over the page if necessary)</i> |        |                        |
| Medication   | Dosage | Potential side effects |
|  |        |                        |
|  |        |                        |
|  |        |                        |
|  |        |                        |
| Do you allow your child to be given paracetamol?   |        | Yes / No               |
| Date of last anti-tetanus injection?   |        |                        |
| Name of Doctor:  |        |                        |
| Address of Doctors' Surgery:   |        |                        |
| Telephone Number of Doctors' Surgery:  |        |                        |

|                     |
|---------------------|
| Parent/ Carer name: |
| Signature:          |
| Date:               |

**FORM 4: PHOTO PERMISSIONS FORM FOR STUDENTS (INCLUDING IMAGES TAKEN BY STUDENTS)**

Occasionally, we may take photographs of the students as part of their learning. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on display boards at school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

The Believe Engage Succeed Trust may take photographs for use in Trust publications about the work of the Trust. Suffolk County Council may also use our photographs of students to illustrate work in Suffolk schools in council publications, publicity materials and the internet.

From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is taking part.

Students are not permitted to use their mobile phones to take videos or photographs of other students or staff without permission of the member of staff in charge of the activity and only if the recording of such is beneficial to their learning. Where it is suspected that a student has used their phone inappropriately the Headteacher or Assistant Head may inspect the phone to ensure that inappropriate material has been removed. At times it may be necessary to confiscate the phone until a parent/carer can collect it, in which case the phone will be stored securely and details of the confiscation recorded.

Please answer the questions below, then sign and date the form on the reverse where shown. Please return the completed form to the school as soon as possible.

**Please circle your answer**

|   |          |
|---|----------|
| 1) Are you happy for your child’s photograph to be taken when participating in school activities?<br>This may include by other parents at school plays and events | Yes / No |
|---|----------|

|   |
|---|
| 2) If your answer to question 1 is yes, please tick the box to say you are happy for your child’s photo to be used in the following ways:<br><input type="checkbox"/> 1. In publications and publicity materials produced by the school and by Suffolk County Council<br><input type="checkbox"/> 2. On the school website and Suffolk County Council websites<br><input type="checkbox"/> 3. Recorded on video or webcam |
|---|

|   |          |
|---|----------|
| 3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print | Yes / No |
|---|----------|

|   |          |
|---|----------|
| 4) <b>STUDENT TO READ</b> I understand that I must get permission from school staff to take images of other students or staff | Yes / No |
|---|----------|

- Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Please also note that the conditions for use of these photographs are on the back of this form.
- Should you wish to withdraw consent, at any time, please contact the school office.

|  |       |
|--|-------|
| <i>I have read and understood the information overleaf and the conditions below:</i> |       |
| Name of Student:   |       |
| Student signature:   | Date: |
| Parent/Carer name:   |       |
| Parent signature:  | Date: |



## CONDITIONS OF USE

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1. This form is valid for the period of time your child attends this school, plus one year after they leave, to enable us to publicise the work of final year students. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this school.
3. If we use photographs of individual students or small groups of students, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

FORM 5: EDUCATIONAL VISITS PARENTAL CONSENTS FORM

Name of Student:

Date of Birth:

Visits to: Activities organised by the school during the **school year**

20\_\_/20\_\_

Dates: These visits will take place **throughout the year** on various dates.

**PAYMENT FOR ACTIVITIES**

We rarely charge for educational visits as they form an integral part of our curriculum. However, funding may be requested for additional activities which fall outside our core offer.

I undertake to pay the required sums by whatever date(s) are specified to me and accept that, in respect of any withdrawal from the visit for whatever reasons, there will be no refund of the whole or part of the payment(s) made unless the circumstances are covered by travel insurance or otherwise at the discretion of the school governors.

**PARENTAL CONSENT**

- I consent to my child taking part in the visits and the activities indicated. I acknowledge that the staff will be liable in the event of any accident only if they have failed to take reasonable care of my child during the visit.
- I have read The Albany's expectations of student Behaviour as set out in their Behaviour and Relationships Policy and will take account of any additional requirements with respect to my child's conduct during the visit and I undertake to reinforce this information with my child.
- My child has read and understood the Code of Conduct for safe travel on the school minibuses (see Form 6).
- I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary.\*
- Should you wish to withdraw your consent at any time please contact the school office.

*\*We will use the Medical Information Form (Form 3) to ensure staff in charge of the activity are aware of their medical needs.*

The Albany will ensure there will be at least one trained First Aider available on each visit.

Parent/ Carer name:

Signature:

Date:

---

FORM 6: MINIBUS CONTRACT

Name of Student: \_\_\_\_\_

At The Albany we believe everyone has the right to

- Feel safe
- Be treated with respect
- Learn
- Be heard, and
- Feel valued.

As such we expect all staff and students to enable everyone to experience these rights through taking responsibility for our behaviour and its impact on others.

Travelling in the minibus is a core element of education at The Albany.

**Everyone has the right to feel and be safe** whilst travelling on the minibus and in a staff vehicle to and from their place of learning.

#### PERSONAL RESPONSIBILITIES

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To keep everyone safe:

- Everyone must sit where they are asked according to the seating plan.
  - Single seat at back of bus by door is for staff.
  - The seat directly behind the driver should not be used (unless by staff).
- Everyone must wear their seatbelt at all times
- Each person on the bus needs to speak with respect
- All people travelling on the bus need to respect the people they are passing
- Smoking is not permitted on the minibus (including the electronic devices)
- Eating and drinking must be done responsibly
  - including dealing with your own litter
- Windows must be used responsibly
  - no leaning out
- Music can be used responsibly and at a sensible volume, preferably with headphones – at the discretion of the driver

#### STUDENT AGREEMENT

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I accept my responsibilities to keep everyone, including myself safe on the minibus and in staff vehicles. I agree to act safely and responsibly.

Student Signature: \_\_\_\_\_

Date:

#### PARENT/ CARER AGREEMENT

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I give permission for my child to travel in the school minibus and, where necessary, in a staff vehicle. I will ensure my child understands how to keep themselves and others safe on such journeys.

Parent/ Carer Signature: \_\_\_\_\_

Date:

**FORM 7: CONSENT TO INFORMATION SHARING WITHIN THE LOCAL AUTHORITY EDUCATION PROVISION AND SUPPORT SERVICES AND POST 16 PROVIDERS**

As a provision commissioned by Suffolk Local Authority, The Albany is supported by a number of Suffolk LA and NSFT (health) based staff including the Clinical Psychology, Educational Psychology Service, Advisory Teachers, Educational Welfare Officers, and other members of the Early Help and Integrated support service teams.

An accepted part of attending The Albany is that all students will at some stage meet and talk with some or all of these support service personnel.

We may also use and share student information with Colleges and other Further Education placements or agencies to assist in the Post 16 transition process. This enables us to better support your child when they leave us and move onto their chosen career or training destination.

We would be grateful if you could sign the form below to authorise this.

**Name of Student:**

**Parent/ Carer name(s):**

- I/we give permission for *my/our* child to meet with Local Authority Support Services personnel whilst attending The Albany.
- I understand that in signing this I am agreeing for information about my child to be shared with these services in order to enable The Albany to support my child effectively.
- Whilst, by signing this form, you are undertaking to give permission to The Albany to work with other LA and local health trust services to best meet the needs of your child, The Albany will seek to contact you at the time any referral is considered to seek your consent to their specific involvement. We will also keep you informed at all times regarding any services we have consulted to seek specific guidance to support your son/ daughter.
- I also give permission for The Albany to use and share information about my/our child to assist with the Post 16 transition process.

**Parent/Carer Signature (s):**

**Student Signature:**

**Date:**

The IT system (including hardware, software and data) is **owned by the school**.

This **Responsible Internet Use** statement helps to protect students and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Students **must not** connect personal devices to the school's Wi-Fi network.
- IT facilities may only be used in the presence of a member of staff.
- Network access must be made via the student's authorised user account and password, which must not be given to any other person.
- Students must not access the school network using someone else's details.
- School computer and Internet use must be appropriate to the student's education.
- The school network uses Smoothwall website filtering, however students should immediately inform a member of staff if they find any material which is inappropriate and may cause upset or distress to themselves or any member of the school community.
- School will monitor use of its IT facilities and systems including the type of websites accessed, particularly when unauthorised use is suspected.
- Irresponsible use of internet access is likely to result in the loss of this service.
- Copyright and intellectual property rights must be respected.
- The use of public or unregulated chat rooms or social networking sites is not permitted.
- The school IT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- IT system security must be respected.

Please Remember: it is a criminal offence to use a computer for a purpose not permitted by the system owner.

*After reading the statement above please sign the consent form on the reverse*

|  |  |            |  |
|--|--|------------|--|
| Name of Student  |  | Year Group |  |
| <ul style="list-style-type: none"> <li>• I have read the Responsible Use of IT Facilities and the Internet statement.</li> <li>• I am aware of the need to use IT facilities and the internet safely and responsibly, so as not to cause harm or offence or act illegally.</li> <li>• I will use the equipment and internet access provided to me by the school appropriately at all times.</li> <li>• I understand that if I fail to do the above, I may not be allowed to access IT facilities as a result.</li> </ul> |  |            |  |
| Signed   |  | Date       |  |

|   |  |      |  |
|---|--|------|--|
| Name of Parent  |  |      |  |
| <ul style="list-style-type: none"> <li>• I have read the Responsible Use of IT Facilities and the Internet statement.</li> <li>• I give permission for my son/daughter to use the IT facilities and access the internet.</li> <li>• I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials.</li> <li>• I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.</li> <li>• I agree that the school is not liable for any damages arising from use of the Internet facilities.</li> </ul> |  |      |  |
| Signed  |  | Date |  |

|  |  |      |  |
|--|--|------|--|
| <b>Parent/ Carer consent for the publication of work or photographs to appear online</b>   |  |      |  |
| <ul style="list-style-type: none"> <li>• I agree that, if selected, my son / daughter's work may be published on the school website.</li> <li>• I also agree that photographs that include my son / daughter may be published subject to the school rules and that full names will not be used.</li> <li>• If you wish to withdraw your consent at any time please contact the school office.</li> </ul> |  |      |  |
| Signed   |  | Date |  |

# PRIVACY NOTICE FOR PARENTS

## HOW WE USE PUPIL INFORMATION

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, The Albany, Beard Road, Bury St Edmunds, IP32 6SA, are the '*data controller*' for the purposes of data protection law.

*Our Data Protection Officer* is Schools Choice (see 'Contact us' below).

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### THE PERSONAL DATA WE HOLD

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

The school collects and processes personal data relating to its pupils in order to successfully carry out its functions. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

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### WHY WE USE THIS DATA

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

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## OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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## COLLECTING THIS INFORMATION

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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## HOW WE STORE THIS DATA

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The Information and Records Management Society's toolkit for schools sets out how long we keep information about pupils and for more information please visit:

[IRMS Academies Toolkit 2019](#)

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## DATA SHARING

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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## NATIONAL PUPIL DATABASE (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.



The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

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## YOUTH SUPPORT SERVICES

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Suffolk County Council as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Suffolk County Council.

For more information about services for young people, please visit the Suffolk County Council website <https://www.suffolk.gov.uk/children-families-and-learning/>.

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## TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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## PARENTS AND PUPILS' RIGHTS REGARDING PERSONAL DATA

Under the Data Protection Act 2018, individuals including children have a right to make a '**subject access request**' to gain access to their personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it,
- Tell you why we are holding and processing it, and how long we will keep it for,
- Explain where we got it from, if not from you or your child,
- Tell you who it has been, or will be, shared with,
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this,
- Give you a copy of the information in an intelligible form.

If you would like to make a subject access request please contact Nicola Hayward, our Information Manager. We will provide a response within one month of receipt of the request and may charge a reasonable fee for the administrative costs of complying.

Under separate education regulations, where the child attends a maintained school, parents have an independent right of access to their child's educational record. The Albany is not a maintained school. It is an academy, which is part of the Believe Engage Succeed Trust. As an academy, there is no equivalent independent right for parents to access their child's educational record. However, in the interest of transparency, The Albany will accept requests for parent's independent access to their child's educational record.

Please note that there are certain circumstances where the school can withhold the child's educational record; for example, where the information might cause serious harm to the physical or mental health of the pupil or another individual.

The request for access will also be denied, if it would mean releasing examination marks before they are officially announced.

If you would like to request the educational record, please contact our Information Manager. The school will provide a response within 15 school days. We may make a charge for this service, at the discretion of the Headteacher.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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## OTHER RIGHTS

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

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## COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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## CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

Schools' Choice  
Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

Telephone: 01473 260700

Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

THE ALBANY HOME TO SCHOOL TRAVEL PARTNERSHIP PERSONAL TRAVEL BUDGET  
ACADEMIC YEAR 2021-2022

**Name of Child:**

**Name of parent/carer:**

*I confirm that:*

1. I understand that The Albany will act as the supplier of my child's home to school transport arrangements for the academic year 2020-2021.
2. The Albany has supported me and my child, to create a personalised travel plan to enable my child to access their learning at The Albany.

*I understand that:*

1. The Albany will organise the most cost effective transport for my child, which is appropriate to their needs, including growing their travel independence, and that this will include making best use of public bus and rail routes.
2. The planned mode of travel may include more than one form of transport; for example, a walk to a train station, a journey by train, and an Albany minibus pick up from the station in Bury St Edmunds.
3. The Albany will receive direct payment(s) for my child's travel and that this can only be used for this purpose.
4. I acknowledge that, where necessary, my child will take part in independent travel training, organised by The Albany, and that the transport arrangements will be reviewed once my child has been assessed, as being able to travel safely and independently, and has the travel skills required to be able them to travel independently.

**Parent/ Carer Signature:**

**Date:**

**Telephone Number(s):**

|   |  |
|---|--|
|  | info@altonwater.co.uk<br><b>01473 328408</b> |
|---|--|

|                    |  |                         |  |
|--------------------|--|-------------------------|--|
| <b>Forename</b>    |  | <b>Age</b>              |  |
| <b>Surname</b>     |  | <b>Date of Birth</b>    |  |
| <b>School Name</b> |  | <b>Date of Activity</b> |  |

I have received and read details of the programme. I acknowledge that staff will be liable only if they have failed to take reasonable care of my son/daughter during the programme; I give permission for my child to take part in the activity or an alternative activity where circumstances dictate. I also consent to my son/daughter receiving medical treatment, which, in the opinion of a qualified First Aider may be necessary.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

Please tick the box to confirm that you **consent** for your child to be given a plaster / surgical tape to cover minor wounds

**Emergency contact details**  
 Please give your home address and telephone number. If you will be away from home during the activity, give an alternative address where you, a relative or friend acting for you, can be contacted.

| Home contact details |  | Alternative contact details |  |
|----------------------|--|-----------------------------|--|
| <b>Name</b>          |  | <b>Name</b>                 |  |
| <b>Address</b>       |  | <b>Address</b>              |  |
|                      |  |                             |  |
| <b>Postcode</b>      |  | <b>Postcode</b>             |  |
| <b>Home tel</b>      |  | <b>Home tel</b>             |  |
| <b>Mobile tel</b>    |  | <b>Mobile tel</b>           |  |

**Medical Information**  
 In your son/daughter's interest, it is important that the organising staff should know whether he/she suffers from any illness, disability or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child of which the centre staff should be aware. Please indicate here also if your child is receiving medication, with details and dosage. Please let the centre staff know if your child needs to have their inhaler /epi pen close to hand during an activity.

.....

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**Photography**  
 Users of AWSC are deemed to have given consent for photos taken by or on behalf of Centre Management, to be used in promotional literature including its web site and brochures, for the illustration and promotion of the centres activities.

If for any reason you do NOT wish for your child's photograph to be taken please tick here.

*Please note this form is not produced by The Albany – if you have any questions regarding it, you should contact Alton Water direct on 01473 328408*

FORM 12: BARROW HALL STABLES - RIDER REGISTRATION FORM

(For all riders and participants at Barrow Hall Stables & Livery Yard)

|                       |         |
|-----------------------|---------|
| <b>First Name:</b>    |         |
| <b>Last Name:</b>     |         |
| <b>Address:</b>       |         |
| <b>Telephone No:</b>  |         |
| <b>Email address:</b> |         |
| <b>Date of Birth:</b> |         |
| <b>Age:</b>           |         |
| <b>Weight:</b>        |         |
| <b>Height:</b>        |         |
| <b>Occupation:</b>    | Student |

- Have you, or the rider you are signing for, ever suffered a serious injury or discomfort while riding or been advised not to ride: Yes OR No **Please circle one**  
If YES please describe:

- Please detail any disability or medical condition that may affect your ability to ride. This may include but not be limited to any back problems and any condition which can affect balance or cause blackouts/loss of consciousness/fitting etc.

|                                  |  |
|----------------------------------|--|
| <b>Emergency Contact Name:</b>   |  |
| <b>Emergency Contact Number:</b> |  |

- I consider myself (or the person riding for who I am signing on behalf of as a minor) to be a:  
*Complete beginner   Beginner   Novice   Intermediate   Advanced* **Please circle one**
- How many times have you or the rider, ridden in the past 12 months?  
*None   Under 12   12-40 times   40+ times* **Please circle one**
- What do you believe you or the rider's capabilities on a horse or pony to be? **Please circle all that apply:**  
*Riding at a walk   Trotting with stirrups   Trotting without stirrups   Cantering   Hacking*  
*Riding over jumps up to 0.75cm (30 inches)   Riding over jumps exceeding 0.75cm (30+ inches)*  
*Riding over cross country jumps*

## DECLARATION

- I confirm to the best of my knowledge all of the above details are correct.
- I have read and agree to the Horse Riders Code of Conduct attached. I understand that riding at any standard has inherent risk that I may fall off and could be injured. I accept that risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.
- Where I am signing on behalf of a minor, I have explained the Horse Riders Code of Conduct to the minor and we both accept the risk and agree that the riding school will not be liable for injury or damage to property unless it is caused by their negligence.
- I have read and understand the lesson booking and cancellation policy (see the attached Client Information) and agree to abide by it at all times.
- GDPR 2018 Statement: I understand the information I have been given will be held in accordance with the GDPR 2018 Act, but may also be available to insurers and other concerned parties in the event of any injury or accident
- I AGREE TO ADHERE ALL COVID-19 PROCEDURES AND BIO SECURITY MEASURES IN PLACE DURING MY VISIT TO BARROW HALL STABLES.

|   |  |
|---|--|
| Print name:   |  |
| Signature:  |  |
| If signing on behalf of a minor – please advise your relationship to the minor: |  |

By signing this form, you are giving your consent to The Albany to use the information contained herein to complete the Barrow Hall Stables online rider registration form on your behalf, including completion of the Digital Signature. If you would prefer to complete the online version yourself the link can be found here: [Barrow Hall online Rider Registration Form](#) , please inform the school if this is the case.

Once agreed by LGB and final amendments made a link to the SLA on Sharepoint will go here. A PDF version will also be included on the website.