

RETURN FORMS

There are **nine** forms in this section to complete and return to school. Please sign the Code of Conduct form to return to us, **and keep one** as your own personal copy.

All reply slips should be placed in the brown envelope, along with any required cash or cheques. Tick the boxes on the envelope – that helps us to see straightaway what is enclosed.

Bring the brown envelope along to the Evening Meeting on **Wednesday 30th June**, or if that is not possible, please send it to the School Office.

We appreciate your co-operation.

Forms to be returned :

Home School Agreement

Eaton Vale Activities Centre Voluntary Contribution Form

Eaton Vale Parental Consent Form

Locker Hire Request Form

Code of Conduct (one to keep and one to return)

Acceptable ICT Use Policy

Instrument Lessons

School Shop Price List

Sprowston Community High School Association Questionnaire

**Eaton Vale Activities Centre
Voluntary Contribution Form**

Please return this form with your payment by Wednesday 30th June 2010

Student Name:

Junior School:

I would like my son/daughter to go on the Year 7 day visit to Eaton Vale Activities Centre on either 21, 22 or 23 September 2010 and I am willing to contribute a payment of £25.50.

I understand that this contribution is non-refundable unless covered by insurance

Signed: (parent/guardian/carer)

I enclose a cheque for £25.50

I enclose cash for £25.50

I do not wish my child to visit Eaton Vale

***Please make cheques payable to Sprowston Community High School**
Please write your child's name, address and current Junior School on the reverse of the cheque.
Please do not staple cheques to the return slips. Thank you.

LOCKER HIRE REQUEST FORM

Student Name:

Junior School:

I wish the above named student to hire a locker for the years 2010 - 2014

Signed: (parent/guardian/carer)

Date:

I enclose a cheque for £25*

I enclose cash for £25

I do not wish to hire a locker

***Please make cheques payable to Sprowston Community High School
Please do not staple cheques to the return slips. Thank you.**

CODE OF CONDUCT FOR TRIPS AND VISITS

The visit is a valid educational experience which requires sensible, active participation. To ensure that the maximum value is gained particular requirements for behaviour and application are necessary. The importance of these must be acknowledged and applied by the students concerned.

I shall:

- follow any specific school or operator regulations
- not leave the group at any time without informing any teacher and gaining their permission.
- remain in a group of no less than 3 students, or some other number specified by the teacher when I am away from the main group.
- not take part in any event, which could be deemed dangerous.
- only use personal stereos during free time and only with headphones.
- respect all requests and requirements made by my teachers or other adults with the party.
- be considerate towards all adults and other students to make this visit enjoyable, trouble-free and rewarding.
- fulfil any tasks or duties set prior to and during the event.
- participate fully in all activities and sessions during the visit.
- be punctual at all times.
- avoid noise or other behaviour at any time which might inconvenience other people.
- always return to any meeting places by the agreed time.
- abide by the laws of the country(ies) visited and comply with customs and duty-free regulations
- not consume or purchase alcohol
- not smoke
- agree that a full report of any misconduct be forwarded to my parents/guardians
- not purchase any unsuitable items, e.g. knives, firecrackers.
- not bring a mobile phone unless there are special circumstances agreed with Head of Year

Signature of parent/guardian/carer:

Signature of student:

Date:

Please return this copy

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Signature of parent/guardian/carer:

Signature of student.....

Date:

Please retain this copy for your records.

Acceptable Use Policy

All students and young adults attending Sprowston Community High School

I understand that using the computer network is an essential part of my education and that use of the computers during non lesson time is a privilege. When using the school computers I will:

- always behave in a sensible, mature way, respecting others at all times
- only log on using my own username and keep my password secret
- refrain from accessing any newsgroups, links, web pages or other areas of cyberspace that would be considered offensive because of pornographic, racist, violent, illegal or illicit content
- take responsibility for monitoring and appropriately rejecting any such newsgroups, links, web pages or other areas of cyberspace accessed by me
- never use valuable computer time playing non-educational games or accessing information which is not part of my school work without authorisation from a teacher
- never use obscene, harassing or abusive language in files, files names or e-mails created by me
- not attempt to download software or games
- not download music, graphics or video without first checking copyright and asking my teacher
- use all downloaded material in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material
- never reveal personal information including names, addresses, credit card details, telephone or fax numbers and photographs of myself or others
- never subscribe to auto-mailing systems
- only use the school address where I have permission and will never give other school details, including telephone numbers
- not interfere with or damage the school computers or peripherals, the school systems or network in any way
- report any accidental damage immediately to a member of staff

I understand that if I do not follow these rules I may be denied access to the computer network for a time determined by the Headteacher and may face further disciplinary action depending on the nature of the offence

**Sprowston Community High School
Acceptable ICT Use Policy**

Consent Form

Please complete and sign

Student:

Form:

Student's Agreement

I have read and I understand the school Acceptable Use Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school Acceptable Use Policy and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school website. **Yes / No**

Signed:

Date: