

Conditions of Admission

Undertaking in respect of child accepted for admission



The School expects pupils to work and behave properly and to contribute to the life of the School and parents to support it in achieving and maintaining high standards. Any pupil unable or unwilling to profit from the education provided at the School may be asked to withdraw from the School after reasonable notice.

Parents should understand the conditions of admission and agree to undertake:

- To support the Christian ethos of the School
- To ensure my child observes the rules and expectations of the school and wears his School uniform at all times
- To keep my child in regular and punctual attendance at the School until completion of the course for which he is entered
- To support my child in his academic studies and preparation for external examinations
- To support the School's homework policy and ensure my son completes all homework set
- To notify any change of address or the address of my child not later than fourteen days after such change
- I understand that the School accepts no liability for loss of, or damage to, personal property
- I am aware of the Schools' policy on behaviour, anti-bullying and proper use of the internet.

Notes

The attention of parents is drawn to the following information;

1. Pupils are advised and parents consulted about suitable courses or subject options within the School.
2. Books and materials are provided free of charge. They remain the property of the School and must be given up when the pupils leave. Payment may be required for loss or damage to such books, instruments and materials and parents are asked to ensure that items taken home for reference and private study are not misused.
3. The School will not accept responsibility for the loss of, or damage to private property left in the School by pupils. You are, therefore strongly advised not to send your son to the School with expensive items of personal wear or other valuables. Coats, shoes and other articles must be clearly marked with the owner's name. Money and valuables must not be left in classrooms or in other rooms on the premises. Mobile phones may be brought into the School but must be switched off as soon as your son enters. The phone will be confiscated if it is seen by a member of staff. Should a pupil regularly ignore this rule he will be refused permission to bring a phone to the School.
4. If you do not wish for your son's details to be passed to the careers service, please write a separate letter to the School to this effect.
5. Westminster City School reserves all copyright ownership of any digital images or film produced by the School at any time. If you do not want your son's image to be used by us or third parties, please write a letter to the School.
6. All School policies are available upon request from the School, with many published on the School website.

Biometric Information

How the School uses pupil fingerprints:

- From 1 September 2013, the School is required under The Protection of Freedoms Act 2012 (sections 26 to 28) to obtain written consent from at least one parent or carer in order to process, or continue to process and store your child's biometric information – i.e. his fingerprint.
- Westminster City School currently records pupils' biometric data by taking a fingerprint scan. This is how pupils debit money for their school meals and snacks in the dining hall. Please be assured that this information is only used in School and is not shared with any third party.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them. The School would like to take and use (or continue to use) information from your child's fingerprint so that he can buy his School lunches and snacks from the dining hall.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on our School system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access the dining hall services.

Please note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- The School cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents as stated above.
- The School must ensure that the information is stored securely.
- The School must tell you what it intends to do with the information.

Providing your consent/objecting:

As stated, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the School cannot collect or use his biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken and used. His objection does not need to be in writing. I would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The School is happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the School, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use their fingerprints to receive school lunches. The alternative will be by using a PIN.

Please note that when your child leaves Westminster City School, or if for some other reason he ceases to use the biometric system, his biometric data will be securely deleted.

Further information and guidance

You can read more about biometric data by visiting:

The Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff':

www.education.gov.uk/schools/adminandfinance/schooladmin

ICO guide to data protection for organisations:

www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

www.ico.gov.uk/for_organisations/sector_guides/education.aspx

School uniform

School uniform must be worn at all times, on the way to and from School and at School functions and outings. We expect all pupils in Years 7 to 11 to wear the School uniform, which is both smart, practical and neither expensive nor elaborate. We expect the support of parents in ensuring that pupils take a pride in their personal appearance, whilst at School and on their way to and from School. We do not allow hoods or hats to be worn in any building, coats should not be worn in lessons and no hoodies are allowed on site.

Uniform:

- Grey trousers
- Black blazer with Westminster City School badge (must be worn at all times)
- White shirt with long sleeves
- Grey V-neck pullover
- Westminster City School tie
- Black leather shoes (if laced they must be black) that can be shined
- Black or dark blue/navy coat (coats must be plain or preferably the School's own design)
- Black school bag (bags must be plain or preferably the School's own design)

PE and games kit:

- Black shorts
- White polo shirt
- Yellow jersey
- Yellow football socks
- Black swimming trunks
- Black sports bag

All pupils in Year 7 to 11 must wear School kit in PE and games lessons and when representing the School. Trainers must only be worn during games and PE.

All of the School uniform can be bought from the School outfitters. Please visit the shop in Camberwell or their website for more details and the latest prices.

White Hall Clothiers, 77 Camberwell Road SE5 0EZ

Telephone 020 7703 3604 www.whitehallclothiers.com

Alternatively, you may wish to purchase your uniform items from high street retailers such as Asda, Marks and Spencer or John Lewis for example. Westminster City School ties and blazer badges are also available from the School Office at £5 each.

Appearance

- Hair must be kept clean and tidy
- Close shaving of heads is not acceptable (i.e. below a number one) and patterns are not to be shaved in to hair or eyebrows
- No jewellery to be worn (with the exception of Sixth Form students) including rings and earrings, on health and safety grounds
- Belt buckles must be modest and not excessively large or garish
- Facial hair is not acceptable unless a specific and demonstrable requirement of religious observance