



# What is in this pack?

1. Arrangements for Year 6 Induction Day and Evening
2. Starting at Summerhill School
3. Staff Photos
4. School Timings and Term Dates
5. Lunchtime Arrangements
6. Uniform
7. Year 7 Activity Camp
8. New Student Form
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10. Consent Forms

(Please ensure that these forms are returned to school by 9am Friday 24th June)

## **Languages**

In September, Year 7 students will study either French or Spanish. This will then be their main foreign language during Year 7 and Year 8. Students will have the opportunity to learn a second foreign language in Year 8 and continue learning one or both languages as they continue through the school. If you have a preference for your child to study a particular language (French or Spanish), please email [jquirke@summerhill.dudley.sch.uk](mailto:jquirke@summerhill.dudley.sch.uk) by Friday 24th June 2022.

# Year 6 Induction Days and Evening

## **Registration**

Please ensure that your child is in school around 8:40 – 8:45am so that they are ready to start at 8:50am. Students should enter the school via the main Reception doors and will be directed to the main school hall. Please be considerate and patient if you use the school car park to drop off or collect.

## **Uniform**

Students should come to school on Monday wearing their Primary School PE kit as we will be doing some house challenges. On Tuesday students will be required to come in their current Primary School uniform.

## **Lunchtime**

Students may bring a packed lunch with them to eat at lunchtime and a snack for break time. Alternatively they can purchase food from the café, which will be a choice of a hot meal of the day, jacket potatoes, pasta or a selection of sandwiches. Payment for the induction days will be cash, please try to send near correct change. We encourage students to carry a water bottle, which can be filled at breaktimes. We are a nut-free school so please check any food brought onsite.

## **End of School**

Students will finish their induction days at 2:30pm and will be allowed to make their own way home. If students need to wait for a sibling to walk home we will have a safe space in the hall to wait.

## **Induction Evening**

The induction evening will be held on Wednesday 29th June 2022 and comprises a talk from members of the Senior Leadership Team, including the Heads of House.

The 'Welcome Talk' will be delivered twice, to enable all parents and carers to attend. This has been arranged to give equal numbers in each session, so please do not be concerned if you hear of parents attending at a different time. Please attend the talk at the time specified in this letter and sign in on arrival. Orion and Draco talk will commence promptly at 6pm, Ursa and Pegasus at 7pm. The talk will last for approximately one hour. It is not necessary for students to attend these talks, as they will have received the information during their Induction Visit. Please be advised that any completed paper work can be handed to reception on this night:

- Separated parents form
- Consent form
- Consent form (Use of images)



# Starting at Summerhill

## Getting Organised

- I know what I need to take on my first day
- I have a lunch box (If needed) and a water bottle

## Travelling to School

- I have practised my route to school at least once
- I know which school entrance to use
- I have a key for my front door

## Homework

- I have a space where I will be able to do my homework
- I know how to create a 'to do' list
- I have somewhere to keep my books

## Uniform and Kit

- My school uniform is ready and laid out
- My school bag is packed
- I have a pencil case for my pens, pencils and stationery





# Key Staff at Summerhill School



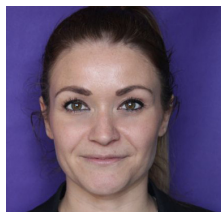
Mr Harris  
Headteacher



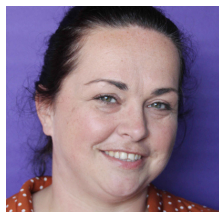
Mr Cresswell  
Deputy  
Headteacher



Mr Randle  
Deputy  
Headteacher



Miss Stone  
PA to the  
Headteacher



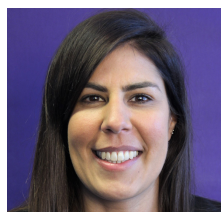
Mrs Sprouting  
DSL and Mental  
Health Lead



Ms Gordon  
Deputy DSL



Ms Barnes-Williams  
Counsellor



Miss Mohammed  
SENCo



Mrs Presdee  
Assistant SEN  
Manager



Miss Reeves  
Restorative Practice  
Manager



Mrs Quirke  
PA to SLT



Mr Glattback  
Head of Draco



Mr Reynolds  
Draco House  
Officer



Mr Allen  
Head of Orion



Mrs Fisher  
Orion House  
Officer



Ms Stevens  
Head of Pegasus



Miss Steventon  
Pegasus House  
Officer



Mr Wollerton  
Head of Ursa



Mrs Drury  
Ursa House  
Officer



Mr Bartlett  
House  
Championship  
Co-ordinator



Mr Morgan  
House  
Championship  
Assistant



Mr Manville  
House  
Championship  
Assistant





# School Timings for September

Time	Activity
8:45am	Registration
9:05am	Period 1
9:55am	Period 2
10:45am	Break
11:00am	Period 3
11:50am	Period 4
12:40pm	Lunch
1:10pm	Period 5
2:00pm	Period 6
2:50pm	End of day

## Term Dates

Term	Dates
Autumn 1	Tuesday 6th September - Friday 21st October 2022
Autumn 2	Monday 31st October - Friday 16th December 2022
Spring 1	Tuesday 4th January - Friday 17th February 2023
Spring 2	Monday 27th February - Friday 31st March 2023
Summer 1	Monday 17th April - Friday 26th May 2023
Summer 2	Monday 5th June - Friday 21st July 2023

### Inset Days

Monday 5th September 2022  
 Friday 25th November 2022  
 Monday 3rd January 2023  
 Monday 24th July 2023  
 Tuesday 25th July 2023

**Please note there is an election day on Thursday 4th May 2023 where school will be closed**



# Lunchtime Arrangements

A selection of hot and cold food are served in the Café before school, at breaktime and at lunchtime. Some items are available every day, while the hot main meal offers consistently good value with a different menu on offer throughout each week.

Once students start in Y7, they will be enrolled in our cashless payment system. On the Induction Days they will need to pay in cash. Please help us to serve students quickly by providing your child with change rather than large denomination notes. We ask students to carry a water bottle, which they can refill at break or lunchtime.



## Price List

- Hot Main £1.85 / with pudding £2.47
- Hot Pudding £0.72
- Pizza Slice £1.29
- Panini £1.96
- Chicken Wrap £1.96
- Pasta Pot and Sauce £1.60 small / £1.90 large
- Jacket Potato and Filling £1.75
- Salad Pot £0.98 small / £1.29 Large
- Tray Bakes and Cookies £0.77
- Cupcakes £0.77



# Summerhill School Uniform

Our school uniform was designed together with students and their parents; we thank them for their helpful contribution.

We believe that learning the essential life skill of knowing how to dress smartly and with pride, is an important part of education. We also believe that correct equipment demonstrates organisation and readiness to learn.



- Navy blazer with House colour lining and House colour school logo
- Full length tie in House colour with fine navy and grey stripes (tie must reach waistband)
- Navy jumper with House colour trim around the neckline (jumper is optional if additional warmth is desired)
- Mid grey formal trousers, skirt or shorts \*
- Skirt, trousers and shorts must be tailored and not jersey or stretch material. Skirts can be straight or pleated. Skirts must be an appropriate length, no shorter than 6cm above the knee \*
- White collared shirt that can be buttoned up to the neck and is of a length so that it is kept tucked in. Shirt must be suitable to wear with a tie \*
- Black school shoes that can be polished not trainers or trainer style. Heels to be no higher than 4 cm \*
- Black or navy tights \*
- Black or navy socks (no white)\*

\* Parental choice of where to buy





# Summerhill School Uniform

## Price List

Items to be ordered online from School Colours Direct:

### **Navy blazer with House colour lining**

Size 26" – 38" £41.62

Size 40" – 48" £49.94

### **Navy jumper with House colour v neck stripe (optional, only for additional warmth)**

Size 30" £15.86

Size 32" – 38" £18.49

Size 40" – 48" £25.60

### **House ties**

£6.55



## How to Order

The above items can be ordered online via School Colours Direct. Please go to the uniform section on the school website

<https://www.summerhill.dudley.sch.uk/uniform> and there will be a link taking you to the School Colours website. A sizing set of blazers and jumpers is held at Totally Uniform in Kingswinford for students to try on before ordering online. There are two delivery methods for your uniform. At an additional cost you can have it delivered to your home address. However, we have arranged delivery to the school on certain dates to reduce the costs. There will also be a second hand store within the school for anyone who would like to enquire.



# Summerhill School Uniform

## PE Kit

- Navy PE polo shirt with House colour panels on the side
- House colour / navy reversible long sleeved PE top
- Navy PE shorts
- Navy PE socks
- Navy PE tracksuit bottoms (optional)
- Navy swimming trunks / costume
- Leggings purchased from The Sportshop only (Optional)



### Items to be purchased from The Sports Shop:

- Navy PE polo shirt with House colour panels on side  
Junior £12.99 Senior £14.99
- House colour / navy reversible long sleeved PE top  
Junior £22.99 Senior £26.99
- Navy PE shorts  
Junior £5.99 Senior £6.99

It is parental choice where all other items are purchased.



# Summerhill School Uniform Checklist

This checklist is to help you when purchasing your child's uniform, if you would like to use it.

Please refer to the School Uniform List and How to Order form for a detailed description of each item.

House Colour			
Draco	Orion	Pegasus	Ursa

Item	Size											
Boys Blazer	26	28	30	32	34	36	38	40	42	44	46	48
Girls Blazer	26	28	30	32	34	36	38	40	42	44	46	48
Tie												
Jumper (optional)	30	32	34	36	38	40	42	44	46	48		

Parental choice of where to buy:		The Sports Shop:	
Grey Skirt, trousers or shorts		Navy Polo Shirt with House Colour Panels	
White Shirt		House Colour / Navy Reversible Top	
Black Shoes		Navy Shorts	
Grey or Navy Tights			
Grey or Navy Socks			
Trainers			
Studded Football Boots			
Navy PE Socks			
Navy Tracksuit Bottoms (Optional)			
Navy Swimming Trunks/Costume			





# Year 7 Activity Camp

We're delighted to introduce a new development for our Years 7s in July 2023. To help them really cement new friendships, we are organising an Activity Camp at Boreatton Park near Shrewsbury, where they can enjoy 3 days of fun team-building activities, with accommodation in chalets.



Your child will go with other Year 7s from their House, with 2 Houses going at each time. Depending on which House your child is allocated to, the Activity Camp will take place Monday 10th July - Wednesday 12th July or Wednesday 12th July - Friday 14th July 2023.

We are still finalising costs, but we expect this to be around £280 per person. Subsidies will be available for students who are eligible for Pupil Premium.





# New Student Form



Legal Surname: _____	Preferred Surname: _____
Legal Forename: _____	Known Name: _____
Middle Name: _____	Date of Birth: _____
Gender: _____	Ethnicity: _____
Home Address: _____	Country of Birth: _____
_____	Religion: _____
_____	Home language (If not English) _____
Postcode: _____	
Year Group: _____	House/Form: _____

## **Priority 1 Contact**

Title: Mr / Mrs / Miss / Ms / Other (Please state) _____	
Name: _____	Relationship to Student: _____
Home Address: _____	Mobile Phone: _____
_____	Home Phone: _____
_____	Work Phone: _____
Postcode: _____	Email Address: _____

## **Priority 2 Contact**

Title: Mr / Mrs / Miss / Ms / Other (Please state) _____	
Name: _____	Relationship to Student: _____
Home Address: _____	Mobile Phone: _____
_____	Home Phone: _____
_____	Work Phone: _____
Postcode: _____	Email Address: _____

## **Priority 3 Contact**

Title: Mr / Mrs / Miss / Ms / Other (Please state) _____	
Name: _____	Relationship to Student: _____
Home Address: _____	Mobile Phone: _____
_____	Home Phone: _____
_____	Work Phone: _____
Postcode: _____	Email Address: _____





Free School Meals: Yes / No

Meal Arrangements: School Meals / Sandwiches

Travel Arrangements: Walk / Cycle / Car / Bus / Taxi  
SEND provided by LA

Please detail any court orders applying to the child (e.g Ward of Court, Legal access Rights)

### **Siblings at Summerhill**

Name of Sibling: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tutor Group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Medical Details**

Name of Doctor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Do you give permission for the school to call the  
doctor? Yes / No

Practice Address: \_\_\_\_\_  
\_\_\_\_\_

Do you give permission for the school to administer  
first aid in an emergency? Yes / No

Postcode: \_\_\_\_\_

Please provide details of any medical conditions that the school should be aware of and any emergency action that should be taken (e.g Asthma, Epilepsy, Allergies etc)

Please ensure you have provided us with at least two emergency contact details, including at least one person who lives at a different address.

I confirm that the above information is correct:

Signed: \_\_\_\_\_

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

**These forms should be returned to Reception by  
Friday 24th June**



# Separated Parents Form



If a parent does not live at the same address as the child, please complete this form

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

Students date of birth: \_\_\_\_\_

**I wish to request information, reports etc on the above student to be sent to me as detailed below:**

Title: Mr / Mrs / Miss / Ms / Other (Please state) \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**These forms should be returned to Reception by  
Friday 24th June**



# Parental Consent Form

Name of student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## **Biometric Finger Scans**

We use biometric finger scans in school as part of our cashless catering system and to monitor usage of our printers (multi-functional devices). The finger scan image is stored securely via the RM managed service through a product called Biostore which links to the school Management Information System (Arbor).

- I agree to my child using the biometric system within school

## **Curriculum Trips/Sporting Events and Fixtures**

- I agree to my child being taken out of school on occasions without requiring further written information

Parent / Carer Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signed: \_\_\_\_\_

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

These forms should be returned to Reception by  
Friday 24th June





# Photographs and Video Recording

Summerhill School supports Dudley Safeguarding Children Board in recognising the need to ensure the welfare and safety of children and young people.

In accordance with Dudley Safeguarding Children Board guidelines, photographs, videos or other images of children and young people will not be taken without the written consent of the parents or carer.

Within school we use photographs and digital recordings for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, plasma screens and on the school website e.g. photographs of pupils learning; sports teams and members of the cast of school productions. Video is generally used to help with learning e.g. role plays and may also be used to celebrate success.

We will always take great care to only show images if we feel the medium is appropriate. Your child's name will only be used with your permission and where the photograph is used to celebrate individual success.

In order to comply with Data Protection Law, consent is required for each possible use of images. In order to comply with Data Protection Law, a lawful basis is required before capturing images, which are classified as data, of a child or young person. Obtaining consent from either the parent, guardian or legally appointed representative of the child or young person provides that lawful basis.

Steps will be taken to ensure these images are used solely for the purposes they are intended. If you need clarification or are concerned about the use of your child's image please contact the school. You do have the right to withdraw consent at any time by writing to the Headteacher.

If you give permission for images to be used then it is possible that a third party may identify your child without your consent or knowledge. If you become aware that images are being used inappropriately please contact the school. If there are individual reasons why the use of images is particularly sensitive for your child, we would encourage you to discuss this with Mrs Sprouting, our Designated Safeguarding Lead.



# Parental Consent Form

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please tick each box if you agree:**

☐

My child's image may be used by the press, on the school's website or in external communications

eg in press releases, school website, prospectus, newsletters and curriculum guides

If you do not give consent, this will mean that we will not be able to celebrate your child's successes with a wider audience. Your child may be asked to step out of the way while group images are taken. We cannot prevent a third-party copying images from our website or online documents and using them in other ways.

☐

My child may be named alongside their image in the press, on the school's website or in external communications eg in press releases, school website, prospectus, newsletters, curriculum guides

If you do not give consent, this will mean that we may not be able to celebrate your child's successes with a wider audience. We do not publish names except to celebrate individual successes.

☐

My child's image may be used in displays and documents used inside the school

If you do not give consent, this will limit how we can celebrate your child's successes. Your child may be asked to step out of the way while group images are taken.

☐

My child may be named alongside their image on displays and documents used inside the school

If you do not give consent, this will make it harder for us to celebrate your child's successes with a wider audience.

☐

My child's image may be made available to purchase on the internet

If you do not give consent, we will be unable to include your child in professionally-taken group or individual school photographs

**These forms should be returned to Reception by  
Friday 24th June**



# Parental Consent Form for use of Images

(Covering the child's duration at Summerhill School)

☐ My child's name and image may be used in student portfolios and projects  
If you do not give consent, it will be difficult for your child to take part in group work for some subjects.

☐ My child's image may be used on social media platforms eg Twitter, Facebook  
Please note that once an image goes onto a social media platform it is out of the control of the school where that image further appears, who has access to it or what it's used for and by whom.  
We do not publish student names on social media without explicit consent.

☐ My child's image may be used in recordings of video conferencing  
e.g Zoom, Microsoft Teams meetings/tutorials/lessons  
If you do not give consent, your child may not be able to take part in remote meetings or lessons.

☐ My child's image may be used in internal live-streaming and recording of events  
Internal live-streaming means that an event taking place in one area of school can be viewed live in another area of school (eg during socially-distanced house competitions). Recording of events means that an event can be recorded to show at a later date. Consenting to this area would not mean that images would be shared outside the school.

**Parent/Carer Name:** \_\_\_\_\_

**Relationship to Child:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**These forms should be returned to Reception by  
Friday 24th June**

