



Mandatory Joining Forms  
Year 10, 11 and 12 Pupils



## Medication Regulations Form – Day Pupils

### Eastbourne College Medical Centre

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

### Dear Parents

The following is a brief introduction to the medical centre at Eastbourne College. Please ensure that you complete and return the forms enclosed as set out below by Friday 29 June 2018.

The medical centre occupies its own building and is for the use of all pupils, both day and boarding. Medical centre cover is available day and night for boarders, and day pupils have full access as necessary during school hours. The ground floor accommodates the consulting and treatment rooms (including physiotherapy), and the first floor has the facility to accommodate up to five pupils. It is the aim of the medical centre staff to provide a friendly, efficient and professional service to all pupils and staff who need the services of the centre.

Boarding pupils are registered with the school medical officer (on an NHS basis), and day pupils remain registered with their own GP. Therefore, if a day pupil needs to see a doctor within school hours, arrangements need to be made by parents to see the home doctor.

Dr Tim Caroe, Dr Maia Nicholles and Dr Andrew Stewart share responsibility as medical officers for Eastbourne College and they hold four surgeries each week when the school is in session. The nurses employed by the medical centre are all fully trained RGNs.

*'The medical centre has excellent facilities for sick boarders, and dedicated rooms where boarders may receive specialist treatment, for example from visiting physiotherapists.'*  
(ISI inspection September 2014)

When appropriate, medical centre staff contact parents and/or guardians who are encouraged to contact appropriate members of the child's boarding or day house if they are in any way concerned about the child's health. To contact the nursing staff directly, see the College website which contains up-to-date contact details. We have 24-hour cover, and the nurses are on call for emergencies during out-of-hours.

The medical and nursing staff will liaise closely with parents in the event of their child's health causing concern. Parents are welcome at any consultations with the medical officers. Parents are requested to let the medical centre know, either directly or via the hsm, if there are life-changing events taking place so that the pupils can be given extra support during this time.

### Medication

The medical centre will provide over-the-counter medication where necessary and which, for boarding pupils, their matron is able to issue. Pupils should not bring over-the-counter medication into school for safety reasons. Day pupils and boarders are able to obtain over-the-counter medication from the medical centre as necessary.

### Prescription medication

For boarding pupils, matron is able to dispense prescription-only medication under the supervision of the medical centre, and pupils over 16 (where appropriate and as agreed by matron and the medical centre) may hold their own medication. If it is necessary for day pupils to take prescription-only medication during the school day, it should be brought to the medical centre to be stored safely and then administered from the medical centre.

### Boarding pupils

Medication brought in from abroad needs to be identifiable in the English language. We may need to dispose of any medication not identifiable by the College. As you will appreciate, no pupil should have any medication in their possession without prior consent from the school doctors.

<b>We have read and understand the medication regulations for boarders and day pupils</b>	
Pupil's full name: .....	
House: .....	Year: .....
Parent or guardian's full name: .....	
Parent or guardian's signature: .....	Date: ..... / ..... / .....

# Medical Confidentiality Form – Day Pupils

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: [admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk)

Respecting patient confidentiality is an essential part of good care. Without the trust which confidentiality brings, pupils might not seek medical care and advice, or they might not tell the school medical team all the facts needed to provide good care.

It is ideal for pupils to have the involvement of their parents and/or guardians for important decisions regarding their health. In addition, sharing information with the right people can sometimes help to protect pupils and ensure that they get the help which they need.

If pupils are able to take part in decision-making, the medical team will explain why they would like to share the information about their health and ask for consent.

If a pupil does not agree to sharing information, the medical team will ensure as much as possible that this does not have a detrimental effect on the pupil. There are still circumstances, however, in which the medical team can share information about a pupil without their consent. For example, when the team judges that the disclosure is in the over-riding best interests of the pupil or other school pupils, or when the pupil does not have the maturity or understanding to make their own decisions about disclosure. In any circumstances, the school team work closely with the school safeguarding team, and they work to minimise any disclosure.

For more information about the medical professional obligation towards children see [https://www.gmc-uk.org/-/media/documents/0-18-years---english-1015\\_pdf-48903188.pdf](https://www.gmc-uk.org/-/media/documents/0-18-years---english-1015_pdf-48903188.pdf)

## Medical record forms

Details of information concerning allergies and conditions that prevent a pupil from participating in normal games and activities or food allergies/intolerances will be made available to teaching and house staff. The school doctor may reveal other information to the head on a need-to-know basis. The head may pass on this information to other staff based on his judgement of need-to-know.

## Health Information

Relevant health information is made available (as detailed below) to teaching staff on a need-to-know basis only in terms of school activities or trips. Please give details of any medical condition and/or medication that may affect participation in school activities or trips.

There is a statutory requirement that trip leaders require consent for travel. In order that teaching staff can fulfil their duty of care in loco parentis, they need to be able to act as a responsible and careful parent both on and off the premises therefore we should like them to have access to relevant information regarding health. Such information would be regarded as private, and made available to designated staff in accordance with strict medical confidentiality and probity. The pupil will be involved with the decision to tell such staff, and will have the choice about which members of staff are included.

<b>We have read and understand the health regulations for boarders and day pupils</b>	
Pupil's full name: .....	
House: .....	Year: .....
Parent or guardian's full name: .....	
Parent or guardian's signature: .....	Date: ..... / ..... / .....



## Medical history

Does your child suffer from any of the following (please tick as appropriate and give details of treatment, medication and severity). Please advise if your child carries an Epipen.

Details:

Allergies	<input type="checkbox"/>	Mild..... Moderate ..... Severe .....
Food intolerances	<input type="checkbox"/>	Mild..... Moderate ..... Severe .....
Diabetes	<input type="checkbox"/>	.....
Asthma	<input type="checkbox"/>	.....
Eczema (or other skin conditions)	<input type="checkbox"/>	.....
Epilepsy	<input type="checkbox"/>	.....
Hay fever	<input type="checkbox"/>	.....
Regular sore throat or ear problems	<input type="checkbox"/>	.....
Vision/hearing problems	<input type="checkbox"/>	.....
Dental problems	<input type="checkbox"/>	.....

## Emotional wellbeing

Relationship difficulties	<input type="checkbox"/>	.....
Low mood issues	<input type="checkbox"/>	.....
Eating issues	<input type="checkbox"/>	.....
Self-harming	<input type="checkbox"/>	.....
Any other relevant information (e.g. hospital admissions, congenital abnormalities, medical conditions). Continue on separate sheet if needed.		..... ..... .....

Has your child suffered from any of the following (please tick as appropriate and give approximate dates).

Measles	<input type="checkbox"/>	.....
Chicken pox	<input type="checkbox"/>	.....
Whooping cough	<input type="checkbox"/>	.....
Mumps	<input type="checkbox"/>	.....
Glandular fever	<input type="checkbox"/>	.....
Appendectomy	<input type="checkbox"/>	.....

**Immunisation history – Pupils from outside the UK must supply up-to-date vaccination records.**  
(D.O.H guidelines Spring 2018 UK)

Please tick as appropriate and give approximate dates.

Age Due	Diseases Protected Against	Vaccine Given	Date
Eight weeks old	<input type="checkbox"/> Diphtheria, tetanus, pertussis (whooping cough), polio and <i>Haemophilus influenzae</i> type b (Hib) and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Pneumococcal (13 serotypes)	Pneumococcal conjugate vaccine (PCV)	.....
	<input type="checkbox"/> Meningococcal group B (MenB)	MenB <sup>2</sup>	.....
	<input type="checkbox"/> Rotavirus gastroenteritis	Rotavirus	.....
Twelve weeks	<input type="checkbox"/> Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Rotavirus	Rotavirus	.....
Sixteen weeks old	<input type="checkbox"/> Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Pneumococcal (13 serotypes)	PCV	.....
	<input type="checkbox"/> MenB	MenB	.....
One year old (on or after the child's first birthday)	<input type="checkbox"/> Hib and MenC	Hib/MenC	.....
	<input type="checkbox"/> Pneumococcal	PCV	.....
	<input type="checkbox"/> Measles, mumps and rubella (German measles)	MMR	.....
	<input type="checkbox"/> MenB	MenB booster	.....
Two to eight years old (including children in reception class and school years 1-4)	<input type="checkbox"/> Influenza (each year from September)	Live attenuated influenza vaccine LAIV	.....
Three years our months old or soon after	<input type="checkbox"/> Diphtheria, tetanus, pertussis and polio	DTaP/IPV	.....
	<input type="checkbox"/> Measles, mumps and rubella	MMR (check first dose given)	.....
Girls aged 12 to 13 years	<input type="checkbox"/> Cervical cancer caused by human papillomavirus (HPV) types 16 and 18 (and genital warts caused by types 6 and 11)	HPV (two doses 6-24 months apart)	.....
Fourteen years old (school year 9)	<input type="checkbox"/> Tetanus, diphtheria and polio	Td/IPV (check MMR status)	.....
	<input type="checkbox"/> Meningococcal groups A, C, W and Y disease	MenACWY	.....
	<input type="checkbox"/> BCG (tuberculosis)		.....
	<input type="checkbox"/> Hepatitis A		.....
	<input type="checkbox"/> Hepatitis B		.....
	<input type="checkbox"/> Typhoid		.....
	<input type="checkbox"/> Yellow Fever		.....
	<input type="checkbox"/> Other (please specify)		

Are there any reasons why your child cannot take part in normal school activities? Yes  No

If YES, please give details: .....

.....

.....

**Please note:**

All pupils will be invited to attend a medical appointment with the nursing staff. This will include routine screening of height, eye test, weight and blood pressure. There will be an opportunity at this time for the pupil to discuss any health concerns.

All routine treatments and immunisations (including travel) must be carried out by your registered GP. The exception is annual ‘flu vaccines (if consent is given by completing the ‘flu immunisation consent form) and BCG testing/vaccination, when it is part of the NHS program.

**Please read the following and give your consent or otherwise:**

I consent to my child being given appropriate treatment or medication by the medical or nursing staff at Eastbourne College in the event of illness or injury. Yes  No

I consent to my child having a routine medical examination by the school medical officer and nursing staff. Yes  No

If withholding consent for any of the previous points, please give details here: .....

.....

.....

**Information such as allergies and illnesses**

Information such as allergies and illnesses will need to be shared with the Medical Centre/College staff as appropriate. Very personal medical details will not be shared with matrons. Please contact the Medical Centre directly with any concerns.

**Medication**

If a pupil is on medication when they first come to the College, or if they are prescribed medication during a College vacation, it is essential that the medical officer is informed in writing, so that such medication may be continued, monitored, terminated and generally supervised as appropriate.

Parents must inform the Medical Centre in writing if the pupil develops any known medical condition, health problem or allergy during their time at the College.

Please feel free to contact the nursing staff at the Medical Centre, at any time, about your child’s health.

<b>Declaration</b>	
I confirm that the information on this form is correct and that I have disclosed all relevant information that might affect my child’s health and welfare at Eastbourne College.	
Parent signature: .....	Printed name in full: .....
Relationship to the child: .....	Date: .....

# Medication Regulations Form – Boarding Pupils

## Eastbourne College Medical Centre

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When appropriate, medical centre staff contact parents and/or guardians who are encouraged to contact appropriate members of the child’s boarding or day house if they are in any way concerned about the child’s health. To contact the nursing staff directly, see the College website which contains up-to-date contact details. We have 24-hour cover, and the nurses are on call for emergencies during out-of-hours.

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House: .....	Year: .....
Parent or guardian’s full name: .....	
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<b>We have read and understand the health regulations for boarders and day pupils</b>	
Pupil's full name: .....	
House: .....	Year: .....
Parent or guardian's full name: .....	
Parent or guardian's signature: .....	Date: ..... / ..... / .....

**Confidential**

## Medical Record Form – Boarding Pupils

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**no later than Friday 29 June 2018**  
 either by post to: Admissions Dept, Eastbourne College,  
 Old Wish Road, Eastbourne, East Sussex BN21 4JX  
 or by email to: admissions@eastbourne-college.co.uk

### ALLERGIES / SPECIAL NEEDS:

(This box for Medical Centre use only)
.....
.....
.....

### Contact details

Surname of your child (in block capitals): .....	First names: ..... Preferred name: .....
Date of birth: Day..... Month..... Year.....	NHS no: .....
Place and country of birth: .....	House: .....
Name and address of last doctor (NECESSARY FOR UK & OVERSEAS PUPILS): ..... ..... ..... ..... Post code: .....	Is your child to be insured through the College insurance scheme? Yes <input type="checkbox"/> No <input type="checkbox"/> (If YES, the PPP AXA form needs to be completed and returned)  Is your child medically insured outside the NHS? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, Name of medical insurance company: .....
Full name of emergency contact: Title: Mr / Mrs / Ms / Miss / Dr / Other .....	Daytime telephone: .....
.....	Evening telephone: .....
Relationship to child:.....	Mobile telephone: .....
Full name of routine contact: Title: Mr / Mrs / Ms / Miss / Dr / Other .....	Daytime telephone: .....
.....	Evening telephone: .....
Relationship to child:.....	Mobile telephone: .....
Marital status .....	Email: .....
Main postal address:.....	.....Post code:.....

## Medical history

Does your child suffer from any of the following (please tick as appropriate and give details of treatment, medication and severity). Please advise if your child carries an Epipen.

Details:

Allergies	<input type="checkbox"/>	Mild..... Moderate ..... Severe .....
Food intolerances	<input type="checkbox"/>	Mild..... Moderate ..... Severe .....
Diabetes	<input type="checkbox"/>	.....
Asthma	<input type="checkbox"/>	.....
Eczema (or other skin conditions)	<input type="checkbox"/>	.....
Epilepsy	<input type="checkbox"/>	.....
Hay fever	<input type="checkbox"/>	.....
Regular sore throat or ear problems	<input type="checkbox"/>	.....
Vision/hearing problems	<input type="checkbox"/>	.....
Dental problems	<input type="checkbox"/>	.....

## Emotional wellbeing

Relationship difficulties	<input type="checkbox"/>	.....
Low mood issues	<input type="checkbox"/>	.....
Eating issues	<input type="checkbox"/>	.....
Self-harming	<input type="checkbox"/>	.....
Any other relevant information (e.g. hospital admissions, congenital abnormalities, medical conditions). Continue on separate sheet if needed.		..... ..... .....

Has your child suffered from any of the following (please tick as appropriate and give approximate dates).

Measles	<input type="checkbox"/>	.....
Chicken pox	<input type="checkbox"/>	.....
Whooping cough	<input type="checkbox"/>	.....
Mumps	<input type="checkbox"/>	.....
Glandular fever	<input type="checkbox"/>	.....
Appendectomy	<input type="checkbox"/>	.....

**Immunisation history – Pupils from outside the UK must supply up-to-date vaccination records.**  
(D.O.H guidelines Spring 2018 UK)

Please tick as appropriate and give approximate dates.

Age Due	Diseases Protected Against	Vaccine Given	Date
Eight weeks old	<input type="checkbox"/> Diphtheria, tetanus, pertussis (whooping cough), polio and <i>Haemophilus influenzae</i> type b (Hib) and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Pneumococcal (13 serotypes)	Pneumococcal conjugate vaccine (PCV)	.....
	<input type="checkbox"/> Meningococcal group B (MenB)	MenB <sup>2</sup>	.....
	<input type="checkbox"/> Rotavirus gastroenteritis	Rotavirus	.....
Twelve weeks	<input type="checkbox"/> Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Rotavirus	Rotavirus	.....
Sixteen weeks old	<input type="checkbox"/> Diphtheria, tetanus, pertussis, polio, Hib and hepatitis B	DTaP/IPV/Hib/HepB	.....
	<input type="checkbox"/> Pneumococcal (13 serotypes)	PCV	.....
	<input type="checkbox"/> MenB	MenB	.....
One year old (on or after the child's first birthday)	<input type="checkbox"/> Hib and MenC	Hib/MenC	.....
	<input type="checkbox"/> Pneumococcal	PCV	.....
	<input type="checkbox"/> Measles, mumps and rubella (German measles)	MMR	.....
	<input type="checkbox"/> MenB	MenB booster	.....
Two to eight years old (including children in reception class and school years 1-4)	<input type="checkbox"/> Influenza (each year from September)	Live attenuated influenza vaccine LAIV	.....
Three years our months old or soon after	<input type="checkbox"/> Diphtheria, tetanus, pertussis and polio	DTaP/IPV	.....
	<input type="checkbox"/> Measles, mumps and rubella	MMR (check first dose given)	.....
Girls aged 12 to 13 years	<input type="checkbox"/> Cervical cancer caused by human papillomavirus (HPV) types 16 and 18 (and genital warts caused by types 6 and 11)	HPV (two doses 6-24 months apart)	.....
Fourteen years old (school year 9)	<input type="checkbox"/> Tetanus, diphtheria and polio	Td/IPV (check MMR status)	.....
	<input type="checkbox"/> Meningococcal groups A, C, W and Y disease	MenACWY	.....
	<input type="checkbox"/> BCG (tuberculosis)		.....
	<input type="checkbox"/> Hepatitis A		.....
	<input type="checkbox"/> Hepatitis B		.....
	<input type="checkbox"/> Typhoid		.....
	<input type="checkbox"/> Yellow Fever		.....
	<input type="checkbox"/> Other (please specify)		

Are there any reasons why your child cannot take part in normal school activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give details: .....	
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**Please note:**

In order to provide comprehensive care, all boarding pupils will be placed on the NHS list of the school medical officers. During the holidays, your home doctor may see your child as a temporary resident, but we ask you not to re-register him/her as this can cause problems accessing medical notes. All pupils will be expected to attend a medical appointment with the nursing staff. This will include routine screening of height, eye test, weight, blood pressure, vision and peak flow measurement (for asthmatics only). There will be an opportunity at this time for the pupil to discuss any health concerns. In addition, pupils on the School Medical Officer's list will undergo a basic medical, carried out by the doctor with a nurse chaperone. This examination comprises routine checks of ears, throat, heart, and lungs.

**Please read the following and give your consent or otherwise:**

I consent to my child being given appropriate treatment or medication by the medical or nursing staff at Eastbourne College in the event of illness or injury. Yes  No

I consent to my child having a routine medical examination by the school medical officer and nursing staff. Yes  No

I consent to my child being given routine immunisations, as recommended by the Department of Health and as listed below:

a) Measles, mumps, rubella – if not had 2 vaccines Yes  No

b) Diphtheria, tetanus, polio – given if booster due Yes  No

If withholding consent for any of the previous points, please give details here: .....
.....
.....

**Information such as allergies and illnesses**

Information such as allergies and illnesses will need to be shared with with the Medical Centre/College staff as appropriate. Very personal medical details will not be shared with matrons. Please contact the Medical Centre directly with any concerns.

**Foreign travel immunisations**

Foreign travel immunisations will be given at the written request of parents, providing such requests meet with the medical officer's approval. Please use the 'Traveling Abroad' form sent to all boarding pupils at the end of each term. If any immunisations are given during the school holidays, it is imperative that the Medical Centre is informed so that records may be updated. The Medical Centre staff will be pleased to give information and advice over the telephone if necessary.

**Medication**

If a pupil is on medication when they first come to the college, or if they are prescribed medication during a College vacation, it is essential that the medical officer is informed in writing, so that such medication may be continued, monitored, terminated and generally supervised as appropriate.

Parents must inform the Medical Centre in writing if the pupil develops any known medical condition, health problem or allergy during their time at the College.

Please feel free to contact the nursing staff at the Medical Centre, at any time, about your child's health.

<b>Declaration</b>	
I confirm that the information on this form is correct and that I have disclosed all relevant information that might affect my child's health and welfare at Eastbourne College.	
Parent signature:	Printed name in full:
.....	.....
.....	.....
Relationship to the child:	Date:
.....	.....
.....	.....

## iPad policies and procedures – Year 10 Pupils

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

### Rationale

At Eastbourne College, we believe in promoting independent learners who will be able to work, learn and interact in a flexible environment and who will be engaged, eager to learn, inquiry driven and critical researchers and thinkers. In short, we want to use the very best technology to support the very best teaching and learning.

The focus of the iPad programme at the School is to provide tools and resources that will enable anytime, anywhere learning. It is a natural step consistent with our educational aims, the 21st century context and the development of our digital strategy; it presents a wonderful opportunity to enhance our pupils' education. We believe such technology must serve pedagogy and at the same time believe it will also transform some of the ways we teach and pupils interact and learn.

Our aim is to prepare all our students to be independent, self-driven, digitally literate, critically aware learners. We believe in enhancing pupils' creativity and imagination, their communication and investigative skills, and their ability to work both individually and collaboratively. We wish them to appreciate the connectedness of their learning and of the world in which they are growing up. These qualities and skills are those sought by universities and employers and seen as critical for success in our rapidly changing world. Over time, technology, including the iPad (and the applications we use) will help us to achieve these aims. It will help us and our pupils to extend the learning zone beyond the classroom, the textbook and the timetable and will help pupils maximise their chances of realising their potential.

### Acceptable Use

The provision of an individual digital device will bring real freedoms and opportunities for our students. However, such freedom and opportunity bring their own dangers. Our presumption is to be permissive and give our pupils real responsibility to police themselves and act with maturity. We have high expectations of our pupils and generally they rise to those expectations.

However, it is important that we set out some guidelines and restrictions to help our pupils develop that responsibility and maturity of judgement. The use of the iPad and the access it provides, therefore, will be governed (as with other aspects of the pupils' use of digital equipment, the school network and the internet) by the School's E-Safety Policy and the Acceptable Use Policy Agreement for Students (ICT Acceptable Use Policy – Pupils). iPad specific guidance will be given in the rest of this document. In particular, there is advice for pupils and parents on 'managing online lives' and the temptations to distraction. These can be found in Appendix 2.

### Receipt of the iPad

Before issue of the iPad to a pupil, **pupils and parents** must sign and return the Eastbourne College iPad Agreement. This sets out certain conditions and expectations regarding the loan of the iPad, charger, leads, and case and their use (see Appendix 1).

### Taking Care of Your iPad

These procedures must be followed in order to ensure proper care of the iPad. The pupil is responsible for the general care of the iPad and its security. If an iPad is damaged or fails to work properly the pupil must take it to IT Helpdesk for an evaluation of the equipment. A loan iPad may be issued if the iPad has to be left for repair; there is a limited stock of these and so one may not be available.

#### General Care and Security

- Only use a clean, soft cloth to clean the screen. Do not use liquid cleaners of any kind;
- Leads must be inserted into and removed from the iPad carefully to prevent damage;
- iPads must remain free of any writing, drawing and stickers. The case is there to protect the iPad from casual damage;
- iPads must never be left in an unsupervised area, unlocked car or public place. If left in a car it should be securely locked in the boot. At home, too, all reasonable care must be taken to ensure the iPad is kept safely;
- When travelling to and from school by foot or on public transport the iPad must be in its case and kept securely in a school bag. It should not be used when walking in the street;
- The case provided with the iPad when closed gives sufficient protection against normal treatment and for carrying around the school or at home. **Never remove the iPad from the protective case for any reason** (including substituting it for another non-standard case). Attempting to remove the iPad from its case can lead to damage of both the case and the iPad. Use of the case is a requirement of the device's insurance. Damage to the device while not in its case will not be covered by our insurance and any cost incurred will need to be covered by the parent.
- Do not leave your iPad in a place that is experiencing extreme hot or cold conditions. Extreme heat or cold can damage the iPad/iPad screen.

#### Screen Care

The iPad screen is the most vulnerable element of the iPad and can be easily damaged if subjected to rough treatment especially if excessive pressure is put on the screen. So:

- Do not lean on the top of the iPad when it is closed.
- Do not place the iPad where surrounding items may put pressure on the screen.
- Do not place items on top of the iPad.
- Always clean with a soft, dry cloth or antistatic cloth (such as for cleaning spectacles). Do not use liquid cleaners and do not use near water or other drinks that may spill on it.
- Always keep the iPad in its case and avoid bumping the iPad against walls, lockers, car doors etc.
- Always hold or keep in a bag when carrying – the iPad can easily slip off a pile of papers or books.

## Use of the iPad at School and at Home

Pupils are responsible for maintaining their iPads and keeping them in good working order. The expectations below are to help us ensure effective support for learning, minimise security risks and minimise possibilities of breakages and loss. Pupils are required to follow these guidelines.

### General Guidelines

iPads are intended for use at school and/or at home each day. In addition to teacher expectations for iPad use, school emails, school messages, announcements, calendars, files, the School's intranet, school online resources etc. may be accessed from the iPad. iPads should be brought to all lessons unless specifically instructed not to by a teacher.

- iPads must be brought to school every day – as it is a key resource for learning: notepad, research tool, media player, collaborative tool etc. If pupils leave their iPad at home, they are responsible for getting the course work completed as if they had had the iPad with them.
- iPads must be taken home each night. It should not be left in your locker.
- iPads should be fully charged at the beginning of each school day so they should be charged every night. Leaving an iPad plugged in to charge overnight will also facilitate automatic backup over Wi-Fi. There may not be charging facilities at school. No chargers or charger leads should be brought to school for day pupils.
- If not being used the iPad must be secured and must not have other items placed on top of it. iPads must not be taken to Games – they must be secured. iPads must not be left unsupervised at break or lunchtime.
- iPads that malfunction or are damaged must be reported to the IT Helpdesk.
- There will be insurance cover for malfunctions or damage if school policy and guidance regarding care and security have been followed; if not the costs of repair or replacement will not be covered. iPads that have been intentionally damaged or malfunction because of pupil misuse or neglect will be repaired/replaced with the cost being borne by the pupil/parent.
- If an iPad is stolen, the pupil must report this immediately to their Hsm. The theft will need to be reported to the police for insurance purposes.

### Settings, Applications, etc.

The iPad is a personal device loaned to pupils to support their learning and education and pupils will have considerable freedom to 'make the device their own'. However, pupils are responsible for ensuring that the following guidelines on appropriate use are followed:

- Settings: The pupil will be taken through the settings on the iPad that must not be changed; it is a condition of the issue of the iPad that pupils do not change these basic settings. (The pupil's school e-mail account must be kept, but pupils may add their personal e-mail account.)
- Wallpapers: The Lock Screen image should contain the IT Helpdesk telephone number and the unique number assigned when the device is issued. Pupils may set their own Home Screen, with the proviso that inappropriate media may not be used as a Home Screen or background photo. Such inappropriate media would include guns and weapons, alcohol, tobacco or drugs, pornographic or risqué images, inappropriate language, and so on.
- Sound, music, or programmes:
- In school generally and in lessons sound must be muted at all times unless permission is obtained from the teacher; pupils may, on instruction or outside lesson time, use their ear phones (not provided by the School);
- Music is allowed on the iPad and can be used (via ear phones) around the school and in lessons at the discretion of the teacher and as long as use is consistent with the AUP;

- Pupils may be required to install apps by the teacher; any app that is installed at the request of the school must not be deleted except when required by the school/teacher.
- Printing: there will be no printing facility for the iPad at school. This is because all files, information can be accessed via the iPad or sent electronically to a teacher if required. If a print-out is required this needs to be done via a school computer or at home.
- The Eastbourne College Mobile Device Management profile and self-service app must remain installed at all times. Removal will lead to missed essential app updates and loss of important services such as iCloud backup and Find My iPad.

### Managing Files and Saving Work

Pupils are responsible for ensuring that their work and their files are properly saved and secure. In general, completed work should not be saved on the iPad. Pupils will be trained on the relevant procedures and protocols for saving their work safely and securely.

- Saving on the iPad: the iPad has limited memory and must not be used as the permanent repository for work/files – files will not be backed up here and maybe lost with updates to applications, settings and the operating system. All work and files need to be saved elsewhere.
- All work/files, therefore, need to be saved to the pupil's area on the school network e.g. OneDrive or be e-mailed to the pupil's school account for later saving. All school work must be saved as soon as possible to the pupil's school area where it will be effectively secure and recoverable. It is a pupil's responsibility to ensure work is saved to their school account and the school cannot take responsibility for work saved elsewhere. Pupils must be aware that excuses for not handing in work/e-mailing work to a teacher based on 'I forgot to save it' or 'I saved it on Dropbox but it is no longer there' will not be acceptable.
- iCloud back-up must be enabled, so that upon charging, a backup of important data and settings is made automatically. iCloud will rapidly fill up if videos and images are synced. Help should be sought from the IT Helpdesk if you get a warning message saying 'your iCloud storage is almost full'. Do not ignore.

### Software / Applications

- Pupils are required to be enrolled in the jamf device management system. It is expressly forbidden to unenrol or attempt to un-enrol at any point.
- The software/applications originally installed or required to be installed by Eastbourne College must remain on the iPad in a useable condition and be easily accessible at all times.
- Pupils may install other applications on their iPads unless the application renders the device, academic data, or school prescribed applications unusable.
- Pupils' iPads will be subject to random inspection as a means to monitor iPad use.

### iPads at home / Outside School

Pupils are expected to make use of their iPads at home. They can be used offline or online. The latter assumes, of course, that the pupils are allowed to set up connections to home broadband networks.

**Whilst the School can monitor and police use of the internet at school via the School's network, it cannot take responsibility for this outside school. However, pupils should note they are bound by school policy when using a school device and are expected to follow the school's advice and Acceptable Use Policy when connecting to the internet.**

## E-Safety (iPad)

The use of a school issued iPad is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with the safe, efficient, ethical and lawful use of digital resources the iPad and the applications and access it allows and as such, pupils will take effective care to minimise the risks of damage, loss or theft of the iPad and should be read in conjunction with the School's E-Safety Policy.

### Parent(s) responsibilities

Parents are advised to talk to their children about the values and standards that they should follow on the use of the internet and the use of the iPad. Please read and take cognizance of the advice on 'managing online lives' in Appendix 2.

Parents are advised to talk to their children about the expectations and care required to ensure the safe use and security of the iPad. This is a useful website to start with: <https://www.common sense media.org/>

The School would encourage parents to allow their children access to the internet from the iPad via their home wireless network (subject to any parental controls in place) so that their children have the opportunity to take advantage of the educational and learning opportunities access can provide. Parents can contact their Internet Provider for help on how to restrict access to the internet via their router.

### School Responsibilities

In accordance with the School's E-Safety Policy, the School will provide:

- Access to the internet via its network that is managed via the school's filtering system, blocking as appropriate. However, wide access will be available to enable, for example, pupils to take advantage of the educational value of provision via YouTube/Vimeo etc. We expect our pupils to behave responsibly and in line with school policy and will monitor usage to ensure this is so.
- Access to email and access to the school's intranet.
- Data storage using OneDrive, which should be used for storing all School related personal data, and is available on other devices such as desktop computers, laptops and Android and iPhones. The School reserves the right to monitor, review and restrict information stored or transmitted via the school's network, iPads, computers, etc. and to investigate inappropriate use of resources.
- Staff guidance to aid pupils in doing research, making use of applications, storing information and other aspects of digital technology and to make them fully aware of, and be able to comply with, the ICT Acceptable Use Policy – Pupils.

### Pupil Responsibilities

The iPad and its proper use will be the pupil's responsibility.

- Pupils will use the iPad in a responsible and ethical way
- Pupils will respect the School's Behavior Policy in using their iPad
- Pupils will follow the School's ICT Acceptable Use Policy – Pupils when using the iPad and applications thereon (they should take note in particular of all prohibited activities)
- Pupils will report to their form tutor and the IT Helpdesk any damage or technical or security issues regarding their iPad
- Pupils will not lend out or allow others to use their iPad or access any data/settings on it
- Pupils must save their work/information appropriately then turn off and secure their iPad after they have finished working with it to protect both it and their work/information.

## Insurance

### What is Covered?

- Accidental damage: If the equipment suffers accidental damage you are indemnified against repair or replacement costs up to the single limit claim
- Theft: If the iPad is stolen during the period of insurance we will replace the iPad. You are indemnified against replacement costs up to the single limit claim. The theft must be reported to the police and a crime reference number obtained.
- Worldwide Use: The geographical limits of cover include worldwide for a period of up to 90 days
- A maximum of two successful claims in any 12 month period, or three successful claims over the life of the device

### What is NOT Covered?

- The iPad cover and leads
- Exclusions to Accidental Damage: The insurer is not liable in respect of damage to an iPad that is not suitably stored or packed whilst in transit or being carried. The equipment must be in its protective cover; Damage occurring to the iPad as a consequence of being left on any motor vehicle; damage to the iPad through the deliberate or wilful act of any authorized user; damage caused to the iPad by its use for anything other than its intended purpose
- Exclusion to Theft cover: Theft of the iPad whilst kept in an unattended motor vehicle unless the iPad was locked in the boot of a saloon car, concealed under the rear parcel shelf of a locked hatchback car, or concealed in the spare wheel or other closed compartment of a locked estate car; and the vehicle was forcibly entered and proof of such forcible entry is provided on making a claim.

Any uninsured losses will be billed to parents.

### Managing On-line Lives Advice

One of the major concerns for teachers, pupils and parents with regard to smart mobile devices is the blurred line between work and play (the seductive temptations of social media, games and 'interest' media). The contextual reality is, of course, that smart mobile devices like the iPad enable 24/7 connectivity to the online and on device world. (These are yet another manifestation of technology, building upon the ubiquitous use of PC terminals, laptops, netbooks, mobile phones and smartphones.)

Below are some ideas of active advice and measures for pupils and parents to consider in helping pupils manage their online lives and in particular dealing with the issue of distraction. Much of it is teaching grandmothers to suck eggs perhaps but it probably bears stating the obvious sometimes.

### For Pupils

#### Classroom

- Remember the iPad is a tool to support your learning – you have an obligation to ensure that remains its primary function.
- Do not get out until/unless instructed by the teacher;
- Keep flat on desk and closed until instructed otherwise by teacher;
- Follow your teacher's instructions
- If you are unsure, ask

### Out of Class / At Home

Some technical tips to help you organise your time and use effectively:

- In Settings, when you need to focus on homework or a specific learning task, switch on Do Not Disturb (You can schedule this with a From/To time frame) which will silence all alerts.

- As above. In Settings, go to Notifications you should switch off alerts/banners for all apps – including email, iMessage etc.
- In Settings switch to ‘airplane mode’ when you want to work offline or do not require the internet.
- Another useful option is to turn off ‘View in Lock Screen’ so the alerts will not display or make a noise when the screen is locked.
- If you do not need your iPad when doing school work, switch it off.
- Use ‘Restrictions’ on the iPad, accessed via the Settings menu – Settings/General/Restrictions to block Safari, FaceTime, iTunes.
- Upon enabling restrictions you are prompted to enter a 4 digit passcode, which you will need to re-enter to disable and remove the restrictions or change the settings later.

All the above may help, and all require the exercise of will and self-discipline to be employed (as any smartphone/mobile device). As do the following:

Either do the following on your own initiative or discuss with your parents and, for example, agree:

- That you will give your iPad to your parent or Hsm whilst you are doing your homework if it is not needed and you are finding it a distraction;
- To allocate times for homework/study and leisure time use of iPad;
- To allocate time for ‘tech play’ after homework/study is completed (i.e. use it as a reward for completing work rather than a distraction from it)
- To allocate time that is ‘no media’ – to read a book, talk with parents/siblings, pursue a hobby, exercise etc.
- To leave the iPad/smartphone downstairs to recharge overnight when you go to bed – next to your school bag – so you don’t forget it next morning;

- Share what you are doing on your iPad with your family, e.g. show them a presentation you have done, an iMovie you have made.

#### For Parents

- Act as role model for your children in your own use of ‘smart’ mobile devices – switching them off, not using them during mealtimes or while talking with children etc. Online resources like [www.common sense media.org](http://www.common sense media.org) can help you find out more.
- Discuss openly smartphone/iPad/computer use (both yours and theirs) with your children and agree some –self limits along the lines above. Get them to show you how to turn off banners and alerts etc. Acknowledge the problem of distraction.
- Get children to show you how they can control their iPad use through the settings. Encourage them to use this and perhaps do so yourself.
- Agree a time that you will unplug the broadband router (will stop the iPad access to email, iMessage, Facetime, internet etc. whilst not preventing ‘offline’ use).
- Use the potential of your broadband internet settings (parental controls) to ‘control’ the devices used within the home. Most home internet routers, including BT Home Hub, SKY Wireless Router and Virgin Superhub have an Access Control Centre, where you can set individual schedules for devices based on their hardware/mac address, allowing access or blocking at different times of the day that you choose. This can be used for iPads or any mobile device as well as computers and game consoles. The Hardware address of an iPad can be found in Settings > General > About > WiFi Address. Check the user manual or search online for instructions on how to set this up on your home router.
- The draconian measures may be appropriate but may often cause friction and resentment amongst adolescents – remove the phone/iPad/laptop/ remove connecting lead to computer etc.

## Eastbourne College iPad Agreement – Year 10 Pupils

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

### Pupil Promise for iPad Use:

- I will follow all the policies outlined in the iPad Policies and Procedures Handbook and the ICT Acceptable Use Policy – Pupils while at school, as well as outside the school day.
- I will use my iPad in ways that are appropriate, meet Eastbourne College expectations, and are educational.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the approved case provided and will never attempt remove it from its case (unless instructed).
- I will not use my iPad walking in the street.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Eastbourne College.
- I will report cases of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the iPad Policies, Procedures, and Information, the Acceptable Use Policy, and the Pupil Promise for iPad Use.

Name of pupil (printed): .....	
Signature of pupil .....	Date: .....
Name of parent/guardian (printed): .....	
Signature of parent/guardian: .....	Date: .....

## Publicity consent and permissions request

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: [admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk)

Surname of parent (please print): .....	First name of parent .....
Surname of your child (please print): .....	First names: (please underline name normally used) .....
House: .....	Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> (as at start of academic year)
<b>ICT acceptable use policy</b> <input type="checkbox"/> Tick this box to indicate that both parties (parent and pupil) have read and accept the ICT acceptable use policy as detailed on the College website <a href="http://www.eastbourne-college.co.uk/School-Policy-Documents">www.eastbourne-college.co.uk/School-Policy-Documents</a>	

The College will **NOT** use images or names in publicity material unless you have given us permission by ticking the appropriate consent statements below (leaving any tick box blank indicates that you do not give consent for that particular statement):

<b>Internal publicity material</b> <input type="checkbox"/> Full consent for images to be used for internal publicity material.
<b>External publicity material</b> <input type="checkbox"/> Full consent for images to be used in external publicity material.
<b>Use by other schools</b> <input type="checkbox"/> Full consent for other schools to use images in publicity material (internal or external).
<b>Use of name (first and surname)</b> <input type="checkbox"/> Full consent for full name to appear alongside images when used by Eastbourne College for internal and external publicity material.

Parent signature:..... Print name: .....	Date: ..... / ..... / .....
Pupil signature ..... (all pupils entering Year 9 or above must sign) Print name: .....	Date: ..... / ..... / .....

**We shall assume that NO consent has been given unless your intent has been ticked and the form signed by both pupil and parent.**

## Publicity consent and permissions request

During the academic year, pupils at Eastbourne College are sometimes photographed or filmed. Photography and filming is an important part of Eastbourne College life and is increasingly becoming an integral component of recording the curricular and co-curricular experiences of the pupils. It is also a way of celebrating achievements and gaining positive publicity. Good images are essential for key messaging and they enhance the reputation of the College. The taking, processing and publication of images are subject to and work in conjunction with strict guidelines covered by a suite of College policies that are available when you sign up and log-in to the Parent and Pupil Portals (key policies are also available on the College's website), including the:

- Photography Policy
- Mobile Phone and Mobile Devices Policy
- Terms and Conditions
- Data Protection Policy
- Emerging Technologies (including Social Media) Policy
- ICT Acceptable Use Policy (pupils)
- ICT Acceptable Use Policy (staff)
- Safeguarding and Child Protection Policy
- Anti-bullying Policy
- Anti-bribery Policy
- Code of Behaviour Policy
- Cyber Bullying Policy
- Information Systems Safeguarding Policy
- Sexting Policy
- Staff Code of Conduct - Behaviour Policy
- Supervision or Ancillary, Contract and Unchecked Staff Policy

It is vital for schools to seek and receive explicit consent from parents **AND** pupils regarding the taking, processing and publication of images. This reflects best practice and enhances transparency between parent, pupil and school when dealing with dynamic contemporary issues such as online safety. To remain current, to ensure the safeguarding of you/your child(ren) and to keep pace with changes in government legislation, we have an **OPT-IN** system.

In accordance with our current Term and Conditions, our own strict policies pertaining to (but not limited to) data protection, safeguarding and child protection, staff/pupil acceptable use of ICT, and legal frameworks such as the Data Protection Act 1998, the Telecommunication (Data Protection & Privacy) Regulations 1999 and the EU General Data Protection Regulations (GDPR 2018), Eastbourne College will continue to take and use images **safely and responsibly** guided by the following principles:

Images will be:

- Fairly and lawfully processed
- Processed for limited, stated purposes
- Used in a way that is relevant, appropriate and not excessive
- Accurate and up-to-date
- Kept on file no longer than is necessary
- Kept securely
- Adequately protected if transferred

By adhering to these principles, Eastbourne College continues to use images (including digital) considerably for the following reasons:

- **Internal** Publications and material that is intended to remain on-site at Eastbourne College and for safeguarding through the College's CCTV systems
- **External** College publications like the *Eastbournian*, newsletters, prospectuses, brochures, advertisements, websites (College and selected third party), promotional videos, approved press articles, selected and carefully controlled social media platforms, for the purposes of marketing Eastbourne College to prospective parents and other organisations that might benefit from our charitable status

## Michaelmas Term sport choices for Year 12

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

Name (please print): .....	House: .....
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**Please tick a first and second choice only.** The only reason for not obtaining a first choice is space available, therefore please indicate a second choice too. All sports are open to both boys and girls unless indicated.

Sport	Important information	1st	2nd	Indicate your previous experience (if any)
Badminton				
Basketball				
Cross country	Pupils must be able to run for 30 minutes without stopping			
Equestrian	Serious riders only with own horse			
Fencing				
Fives				
Football AEP				
Golf	Own clubs and handicap. £55 for term			
Hockey	Girls only. Boys possible but not guaranteed, second choice required			
Mountain biking	For experienced riders only			
Rowing				
Rugby	Boys only			
Sailing/windsurfing	RYA qualifications. Approx. £235 for term. Parental confirmation required			
Squash	Boys only. Girls in Lent term			
Swimming				
Elite tennis	Invitation only/tennis scholars			
ZAP	Zumba, Aerobics (fitness/walk/run) and Pilates. Girls only.			

## Confirmation of Swimming Ability for New Pupils

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

Dear Parents

We are required to have details about the swimming ability of your child.

Given the College's coastal position and the numerous water-based activity options, we need to have information about the swimming ability of all pupils.

All new Year 9 pupils, at the start of the Michaelmas term, will undergo a swim-safety test in their first PE lessons.

However for all Year 9 pupils and for new pupils entering Year 10,11 and 12 please complete the below form and return it to the Admissions department.

With best wishes  
Anthony Lamb MBE DL  
Assistant Head (Co-curricular)

Full name of pupil (please print): .....	House: .....
<p>I confirm that my child can tread water for four minutes <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Choose one of the following:</p> <p>I confirm that my child can complete a 50-metres swim non-stop <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>My child cannot swim for 50 metres but can swim for a distance of .....metres</p> <p>My child cannot swim <input type="checkbox"/></p>	
Parent name: .....  Parent signature.....	Date:.....

## Application for Instrumental Music Tuition

This form is mandatory to complete for anyone anticipating taking music lessons at the College

Please complete and return this form

**no later than Friday 29 June 2018**

either by post to: Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne, East Sussex BN21 4JX

or by email to: admissions@eastbourne-college.co.uk

Surname of your child (in block capitals): .....	First names (please underline name normally used): .....																					
House: .....	Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 13 <input type="checkbox"/>																					
Has either a music scholarship or free lessons been awarded?	Yes <input type="checkbox"/> No <input type="checkbox"/>																					
Telephone number: .....	Email: .....																					
Address: ..... .....																						
For new pupils, name of current school: .....																						
Please indicate requested lessons as appropriate:  <table> <tr> <td>Bassoon <input type="checkbox"/></td> <td>Flute <input type="checkbox"/></td> <td>Saxophone <input type="checkbox"/></td> </tr> <tr> <td>Bass guitar <input type="checkbox"/></td> <td>Guitar <input type="checkbox"/></td> <td>Trombone <input type="checkbox"/></td> </tr> <tr> <td>Cello <input type="checkbox"/></td> <td>Horn <input type="checkbox"/></td> <td>Trumpet <input type="checkbox"/></td> </tr> <tr> <td>Clarinet <input type="checkbox"/></td> <td>Oboe <input type="checkbox"/></td> <td>Tuba <input type="checkbox"/></td> </tr> <tr> <td>Double bass <input type="checkbox"/></td> <td>Organ <input type="checkbox"/></td> <td>Voice <input type="checkbox"/></td> </tr> <tr> <td>Drums <input type="checkbox"/></td> <td>Percussion <input type="checkbox"/></td> <td>Viola <input type="checkbox"/></td> </tr> <tr> <td>Electric guitar <input type="checkbox"/></td> <td>Piano <input type="checkbox"/></td> <td>Violin <input type="checkbox"/></td> </tr> </table>		Bassoon <input type="checkbox"/>	Flute <input type="checkbox"/>	Saxophone <input type="checkbox"/>	Bass guitar <input type="checkbox"/>	Guitar <input type="checkbox"/>	Trombone <input type="checkbox"/>	Cello <input type="checkbox"/>	Horn <input type="checkbox"/>	Trumpet <input type="checkbox"/>	Clarinet <input type="checkbox"/>	Oboe <input type="checkbox"/>	Tuba <input type="checkbox"/>	Double bass <input type="checkbox"/>	Organ <input type="checkbox"/>	Voice <input type="checkbox"/>	Drums <input type="checkbox"/>	Percussion <input type="checkbox"/>	Viola <input type="checkbox"/>	Electric guitar <input type="checkbox"/>	Piano <input type="checkbox"/>	Violin <input type="checkbox"/>
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Electric guitar <input type="checkbox"/>	Piano <input type="checkbox"/>	Violin <input type="checkbox"/>																				
I agree to the terms and conditions laid down by the College																						
Signed:..... Date: .....																						
Does your child have his / her own instrument?      Yes <input type="checkbox"/> No <input type="checkbox"/>																						
Please note that parents must insure instruments as the College cannot be responsible for any losses.																						

**Please give details of previous / current music tuition:**

(For the purposes of this form 'voice' should be regarded as an instrument).

<p><b>Instrument 1:</b></p> <p>.....</p>	<p>For how long has he / she been learning?</p> <p>.....</p>
<p>If he / she has taken any examinations, please give details of the most recent including which Board</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Grade &amp; Mark (if known)</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Instrument 2:</b></p> <p>.....</p>	<p>For how long has he / she been learning?</p> <p>.....</p>
<p>If he / she has taken any examinations, please give details of the most recent including which Board</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Grade &amp; Mark (if known)</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Instrument 3:</b></p> <p>.....</p>	<p>For how long has he / she been learning?</p> <p>.....</p>
<p>If he / she has taken any examinations, please give details of the most recent including which Board</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Grade &amp; Mark (if known)</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p><b>Instrument 4:</b></p> <p>.....</p>	<p>For how long has he / she been learning?</p> <p>.....</p>
<p>If he / she has taken any examinations, please give details of the most recent including which Board</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Grade &amp; Mark (if known)</p> <p>.....</p> <p>.....</p> <p>.....</p>

## Music Tuition Terms and Conditions

### Instrumental Lessons for new boys and girls

Individual lessons for singing and for most instruments can be provided at the College. Tuition fees are charged on a termly basis. At present, the charge is £305 per term; for a second instrument, the cost is £285 a term. Fees are reviewed each year in June for the next academic year.

Over the academic year, 30 lessons should normally be provided. For lessons missed without good reason, the College reserves the right not to refund any tuition fees or provide additional lessons in lieu. Pupils with public exams are still expected to attend lessons unless notice has been given. Sixth Form pupils have fixed lesson times in study periods or other non-academic time. In some cases, depending on pupil numbers and individual timetables, it may be possible for lessons for years 9 to 11 to occur at a fixed time, however the general rule is that lessons will rotate throughout the school day on a weekly basis.

### Insurance of musical instruments

Personal possessions are not automatically covered by the school. We therefore recommend that you discuss the insurance of the instrument with your insurance company who will be able to advise you how to do this, either within your existing policies or as a separate item. Alternatively you can opt into separate insurance cover for a pupil's personal effects by contacting the Bursary.

### Termination of music lessons

A full term's written notice must be given by parents wishing to discontinue lessons for their child, otherwise the College reserves the right to charge the cost of lessons for a full term in lieu of such notice. However for parents not wishing to continue lessons in September at the start of the next academic year, notice given by the end of the first half of the Summer Term is sufficient.

### Notification of music lessons

All new pupils will be advised by email of the name of their music teacher and the date and time of their first music lesson. Music lesson timetables are displayed on a weekly basis in two separate locations in the Birley Centre as well as in the Houses. From September, timetables will also be accessible online via a program called Maestro which will enable a more efficient and clearer method of timetabling and communication for pupils and teachers. It is the responsibility of pupils to check these timetables in good time and to resolve any issues or clashes in advance. Pupils are also expected to check their e mail on a regular basis as music teachers and the music secretary will communicate changes via this method.

### Music Scholars

A term's notice must still be given for the termination of music lessons in the case of Music Scholars but not without prior consultation with the Director of Music. Music Scholars will have an annual review with the Director of Music.

### Return deadline

Please return the application form **no later than 29 June 2018** as requests received after this date may not be able to be met. Send forms to Admissions Dept, Eastbourne College, Old Wish Road, Eastbourne BN21 4JX

[admissions@eastbourne-college.co.uk](mailto:admissions@eastbourne-college.co.uk).

For any general enquiries please contact the Music Department on [schu@eastbourne-college.co.uk](mailto:schu@eastbourne-college.co.uk) or the Director of Music, Mr Jordan on [dkjordan@eastbourne-college.co.uk](mailto:dkjordan@eastbourne-college.co.uk)







Headmaster  
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