

Food Allergy and Intolerance Notification Form

We understand that food allergies can present serious problems for some of our pupils. This form is designed to collect information about pupils who have allergies/intolerances so that we can cater for them appropriately. This form should be completed by the **parent or guardian** of pupils under the age of 18 and returned to the **school**.

Name of pupil _____

Part 1: To be completed by parents/guardian

1A. Does your child have an allergy or intolerance to any of the following allergens?

No Please go to Part 2

Yes Please tick the relevant boxes below

<input type="checkbox"/>	Peanuts	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Crustacean	<input type="checkbox"/>	Soybeans	<input type="checkbox"/>	Fish
<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sesame Seeds	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Lupin
<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Gluten	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>	Other (please state)

If you ticked any of the above boxes please provide further details of the nature of the allergy/intolerance:

1B. Has this Allergy or Intolerance been medically diagnosed?

Yes

No

1C. Holroyd Howe use a colour coding system to identify special diets. Please tick which applies to your child:

<input type="checkbox"/>	RED	Pupil has a severe life-threatening allergy/ anaphylactic shock
<input type="checkbox"/>	AMBER	Pupil has an allergy or intolerance
<input type="checkbox"/>	BLUE	Pupil excludes foods due to preference including religious preference

If you have ticked **RED** please note:

Where Holroyd Howe cater for pupils under the age of 16 with a special diet in the **RED** category, we strongly recommend that a freshly prepared pre-plated meal is provided for them. A pre-plated meal is the safest way to minimise the risk to the pupil. If you **DO NOT** want a pre-plated meal to be provided to your child then please see Part 4.

Once this completed form has been received, a meeting can be arranged between the Catering Manager and the parent/guardian or school to discuss your child's food requirements in more detail.

Part 2: Religious Preferences

Please provide details of non- permitted foods due to religious faiths and beliefs in the box below:

--

Part 3: Parent/Guardian Acceptance

Whilst we can provide meals which do not include nominated allergens, we cannot guarantee that dishes do not contain traces of allergens, as they will be stored and prepared in the same areas as nominated allergens. There is a risk of cross contamination on display counters, particularly self-service areas such as salad bars and dessert counters. Please be aware that while Holroyd Howe do not use nuts in any of the food we prepare and serve, we are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.

Data Protection - please tick where you agree / give permission:

I'm happy for my child's allergen information and photo (where provided) to be passed to Holroyd Howe to enable them to assist the school in correct food provision.	
I'm happy for my child's allergen information and photo (where provided) to be displayed next to the main servery area to enable the catering staff to check allergy information.	

I confirm that the information supplied within this document is correct. Any changes in my child's allergy/intolerance status will immediately be highlighted to the school:

Name of Parent/Guardian completing this form	
Signature	
Date	
Daytime contact telephone number	

Part 4 – If you have ticked **RED and **DO NOT** want a pre-plated meal to be provided to your child then please sign below:**

I hereby confirm that I _____ parent/guardian of _____ do not want my child to receive a pre-plated meal.

I am aware that:

- Holroyd Howe are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.
- The meals provided to your child will be prepared in the same areas as nominated allergens.
- There is a risk of cross- contamination on display counters, particularly at self-service areas such as salad bars and dessert counters.

Signature _____

Date _____



Request for School to Administer Medication

Staff cannot give your child this medication unless you complete and sign the form below. If more than one medicine is to be given a separate form should be completed for each one. *Please note that only licensed UK medication is accepted –vitamins and complimentary treatments such as herbal or homeopathic cannot be given.*

Details of pupil

Name..... Date of Birth.....

Condition or illness.....

Medication

Name/Type of Medication (must be in original container)

.....

For how long will your child take this medication?

..... Date dispensed/started.....

Quantity supplied..... Batch number..... Expiry Date.....

Full Directions for Use

Dosage and method.....

Timing.....

Special Precautions.....

Any Side Effects.....

I understand that I must deliver the medicine personally to Matron or House Staff (Nursery to Key Worker) and I accept that this is a service which the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

SIGNATURE..... DATE

RELATIONSHIP TO CHILD.....



Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2JD

+44 (0)1453 820470 • prep@wycliffe.co.uk • wycliffe.co.uk

Breakfast at Wycliffe

Dear Parents

Breakfast Club is part of Wycliffe's wrap-around care provision for children throughout the Prep School. It operates daily during term time, between 8.00am and 8.25am in the school dining hall and the cost of breakfast is included in the termly fee.

At Breakfast Club, the children enjoy a light breakfast, which includes cereal, fruit, toast, yoghurt, milk, and fruit juice. As part of our allergy awareness programme, lists of ingredients for all foodstuffs provided by Wycliffe are available for parents on request. Breakfast Club is supervised by a member of staff and around 8:25am, the pupils will go to their respective classrooms for the start of the school day.

To enable the correct level of staffing to be in place, parents are required to book places for their child/ren at least 24 hours in advance.

If you would like your child to attend Breakfast Club, please complete a booking form below and return it to your child's class teacher or Mrs Kitchin (anne.kitchin@wycliffe.co.uk).

Name of child: _____

I would like my child to attend the following Breakfast Clubs until further notice:

Monday Tuesday Wednesday Thursday Friday

Signature: _____ Date: _____

Name: _____ Relationship to child: _____

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Wycliffe College (Incorporated) is a registered Company in England and Wales, limited by guarantee (No. 00255632) and a registered Charity (No. 311714)
Registered Address: Regent Street, Stonehouse, Gloucestershire GL10 2AD



Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2JD

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Please provide us with the following information and return this form to Pre-Prep or the School Office. This is to help ensure that our records are up to date.

Child's name: _____

Who has legal parental responsibility for your child? (Please give full names).

Home telephone number(s): _____

Work telephone number(s): Parent 1: _____ Parent 2: _____

Parent 1 mobile: _____ Parent 1 email: _____

Parent 2 mobile: _____ Parent 2 email: _____

Address(es): _____

I give permission for the following other named adults to collect my child from school:

Name of person you would like us to contact in an emergency if you, and/or the other person who has legal parental responsibility for your child, cannot be reached (please include telephone number and relationship to child):

Signature: _____ Date: _____

Name: _____ Relationship to child: _____

Please keep school informed of any changes to these details.

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DAY PUPIL TRANSPORT REQUEST FORM

Name of Pupil:	
Year Group:	
Home Address:	
Telephone No's: Home: Mobile: Emergency:	
Email:	

Date you wish to start the transport:	
Preferred Pick up Point (Morning Route):	
Preferred Drop off Point (Evening Route):	

Please tick the days that you require the minibus service:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Ad Hoc
Morning Route							
Evening Route						N/A	

Further Information:

I wish my son/daughter to be included on the minibus service as indicated above:

Signed(Parent/Guardian)

Date:.....

Please return this form to the Transport Administrator, Wycliffe College, Stonehouse, Gloucestershire, GL10 2JQ, UK

Email: transport@wycliffe.co.uk and fiona.lawson-best@wycliffe.co.uk

PLEASE NOTE: Each minibus is capable of carrying 16 passengers. In the event of a service being oversubscribed, we shall allocate places/routes giving priority **on a first come first served basis**. In accordance with the College's Terms & Conditions, if you wish to stop using the minibus service a full terms notice must be given in writing.



Wycliffe College

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Wycliffe College
Finance Department
Regent Street
Stonehouse
Glos
GL10 2AD

Service user number

8	3	6	8	9	9
---	---	---	---	---	---

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address
Postcode

FOR WYCLIFFE COLLEGE OFFICIAL USE ONLY <small>This is not part of the instruction to your bank or building society.</small>
FEE PAYER TO COMPLETE
Payment option:
First day of term <input type="checkbox"/>
By monthly instalment <input type="checkbox"/>
(Please tick one box only)
Pupil Name/s:
.....

Instruction to your bank or building society

Please pay Wycliffe College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Wycliffe College and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference (six digits as shown on foot of bill)

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Wycliffe College will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Wycliffe College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Wycliffe College or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when Wycliffe College asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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DIRECTORY PERMISSION

Dear Parents

As you may be aware, we distribute current parents' contact information via the Pupil Directory to enable easier organisation of children's parties and social lives and parent year group events.

We publish this information by year group: your child's name, first name and surname(s) of parents, telephone numbers and email addresses. You may choose how much information you wish to publish and we are happy to publish both parents' contact details or the contact details of just one parent. We recommend that only personal contact details, not work information, is provided.

If you have not been included in previous publications but would now like to be, I would be grateful if you could complete the information below with the information you would like to be published. ***If you do not wish any information to be published, please indicate this on the form, after providing your child's name and year group.*** Please note, as this information is being published by year group, that we will need one form per child.

If you have previously completed a form your information will be on record and therefore will be included in the next directory.

If forms are not returned, we will be unable to include your information in the new directory.

Yours sincerely

Mrs A Kitchin
Prep School Administrator

Pupil's full name: _____ Year Group: _____

Parent(s)' full name(s): _____

Contact Telephone Number: _____

Personal Email Address(es): _____

I give my permission for my contact details to be published in the Pupil Directory

I **DO NOT** give my permission for my contact details to be published in the Pupil Directory

Signed: _____ Date: _____

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Wycliffe College, Bristol Road, Stonehouse, Gloucestershire GL10 2AF

+44 (0)1453 822432 • senior@wycliffe.co.uk • wycliffe.co.uk

Dear Parents and Pupils,

Wycliffe College Rugby and Hockey Preseason 2023

As we look ahead to the start of the 2023-24 academic year, I have detailed the Rugby and Hockey preseason information below for the end of the summer holidays. We will start our preseason as usual in the week before term starts with year groups training throughout the day. As you will see from the structure of the week, we have planned a comprehensive preseason to prepare as best as possible for the first matches of the year. We will be across the Senior School site including classrooms, gym, sports hall, Berryfield and Astro turf. The training will cover general skills, strength, and conditioning as well as positional skills. There will be some lights snacks provided during sessions, but can I request that all pupils please bring their own water bottles. All pupils are expected to wear Wycliffe kit to training unless they do not yet have it, in which case clothing suitable for Rugby and Hockey will be fine.

We appreciate that due to holidays and other commitments pupils may not be able to attend all preseason training sessions, but we hope to see as many of you there as possible to prepare yourselves for the season. Training sessions do not have any bearing on selection although they will certainly assist in your preparation for the season in terms of fitness and developing your skill set. All players regardless of ability are invited to attend the sessions for their age group.

As in previous years we are not able to offer accommodation to boarders so we hope that you will be able to stay with friends if you wish to attend preseason training.

If you are new to the school in September and have any questions about the Rugby or Hockey, then please feel free to contact the below email addresses.

Kind regards

,Mr B Taylor
Director of Sport
Ben.taylor@wycliffe.co.uk

Mr H Trinder
Director of Rugby
Head of Strength and Conditioning
Henry.trinder@wycliffe.co.uk

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***All pick up and drop offs will be from the Senior School main drive.**

Date	Year Group	Activity	Time	Location
Tuesday 29 th and Wednesday 30 th August	Year 7 and 8	Rugby/hockey Strength and Conditioning	09:30-11:30	Rugby players meet at the sports hall Hockey players meet at the Astro
	Year 9 and 10		12:00-14:00	
	Seniors Year 11-13		14:30-16:30	
Saturday 2 nd September	Year 9 - 13	Rugby and Hockey Training matches	10:30-12:30	
<p><u>At the end of each session on Saturday 2nd September there will be a BBQ for the boys and girls (Year 9-13) in Wycliffe Hall</u></p>				

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Preseason Hockey 2023

*Child(ren)'s name(s):

*What year group?

Year 7 or 8

Year 9 or 10

Senior Years 11-13

*Which days can your child(ren) attend?

Tuesday 29th August

Wednesday 30th August

Saturday 2nd September (Year 9-13 only)

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*Child(ren)'s name(s):

*What year group?

Year 7 or 8

Year 9 or 10

Senior Years 11-13

*Which days can your child(ren) attend?

Tuesday 29th August

Wednesday 30th August

Saturday 2nd September (Year 9-13 only)

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Pupil Publicity

During your child's time at Wycliffe, photographs/videography will sometimes be taken of individual pupils or groups of pupils, for example during school trips or significant events such as Speech Day.

These photos/videos may be used in any or all of the following to help to promote the school:

Wycliffe Website (www.wycliffe.co.uk)

Wycliffe Facebook Page (www.facebook.co.uk/wycliffecollege)

Wycliffe Twitter Account (www.twitter.co.uk/wycliffecollege)

Wycliffe Instagram (www.instagram.co.uk/wycliffecollege)

The Wycliffian - Our annual school publication

The Wycliffe Times - Our quarterly school newspaper (please be aware that this is published online)

The Young Wycliffian (Preparatory School) - Annual school publication

Any Other Marketing / Advertising (eg. An advert for Wycliffe in the Cotswold Life Magazine, outdoor adverts, banners)

If you **DO NOT** wish your child to be included in any or all of the above, please complete the following:

Pupil's Name: _____

Please **DO NOT** include my child in any school photography/videography to be used for marketing/advertising purposes.

Parent or Guardian's name: _____

Signature: _____



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MUSIC TUITION

Parents who would like their child to have instrumental music lessons are asked to complete this form and return it to the Director of Music or the School Office. Music lessons are charged as an extra and are guaranteed on the basis that our peripatetic music teachers have availability to accommodate new pupils into their weekly timetables.

Please be aware that Music lessons are timetabled during the school day on a rota each week so as to have minimal impact on other lessons. We will endeavour to start lessons as soon as possible. Your child will be informed as soon as lessons times have been confirmed. Parents will not be contacted unless a problem arises.

Lessons can be taken on the following instruments:

Strings: Violin, Viola, Cello, Double Bass, Harp, Acoustic Guitar, Electric Guitar, Bass Guitar, Ukulele

Woodwind: Flute, Oboe, Clarinet, Bassoon, Saxophone, Recorder

Brass: Trumpet, French Horn, Trombone, Cornet, E-flat Horn, Euphonium

Other: Piano, Electric Keyboard, Singing, Drums

Earliest recommended years for starting instruments:

Year 2: Violin, Recorder (in groups only)

Year 3: Cello, Piano, Keyboard, Cornet, E-flat Horn, Euphonium, Singing*

Year 4: Flute, Clarinet, French Horn, Trumpet, Baritone, Tuba, Guitar, Drums, Trombone, Saxophone, Oboe, Bassoon, Double Bass

The above are not rules but guidelines. For some instruments, your child's physical build may also need to be taken into account – our specialist staff will be able to advise.

SINGING: any child wishing to start singing lessons will be assessed to check that they are able to pitch reasonably accurately, as this skill develops at different rates. We may recommend that the child waits a term or longer to start if necessary. All children receiving singing lessons are expected to be a member of one of the school's choirs.

PIANO PUPILS must have access to either a real (e.g. upright) piano, or a digital piano (minimum spec of 76 full-sized, touch-sensitive keys) at home for practice. Given the length of school holidays, this also applies to boarders. Electronic keyboards (digital pianos accepted) are not suitable for Piano study but Keyboard can be studied as a subject in its own right. If unsure, please ask.

Instrument Availability: to enable beginners to try out orchestral instruments, the school has a stock of these available for rental.

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MUSIC TUITION

Pupil's Name: _____ **Year Group:** _____

I would like my child to receive lessons in (name an instrument from the list provided):

_____ starting from (term and year): _____

Do you wish to hire a school instrument? YES / NO

Is your child a beginner? YES / NO

If 'NO', how long has your child been learning? _____

If any examinations have been taken, please state the Grade and Mark attained in the most recent examination:

Grade: _____ **Mark:** _____

Signature: _____ **Date:** ____/____/____

Name: _____

Relationship to Pupil: _____

Parents are advised that one term's notice* is required to discontinue the lessons.

One term is deemed to be Sept-Dec, Jan-April, May-July. If notice is given at a half term it will run to the following half term.

*Notice can only be accepted from a parent or guardian by email to Mrs Taylor, Director of Music, on rosie.taylor@wycliffe.co.uk.