

## 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:

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

#### 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:

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## 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:**

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

**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** \_\_\_\_\_

# ARRIVAL OF BOARDERS



**PLEASE NOTE:** You need **ONLY** complete and return this form if you require us to arrange transport to Wycliffe from the airport.

<u>Contact information</u>	
Name of New Pupil:	
Pupil Mobile Telephone Number:	
Expected date and time of arrival:	
<u>Flight Information</u>	
Date of Departure: (from your home country)	
Flight Number:	
Where are you flying from:	
Date of Arrival into the UK:	
Arrival Time into the UK:	
Arrival Airport in the UK:	
Arrival Terminal:	
How much luggage will you have?	
Are you travelling with someone? If so, who?	

On Arrival, you should:

1. Call 07702 967159 only when you are **WAITING FOR YOUR LUGGAGE**
2. Upon arrival at airport look for a driver holding a purple **Wycliffe** board
3. Wait at the meeting point in the **Arrivals** area



## **CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to Wycliffe College taking and using information from your child's thumbprint as part of an automated biometric recognition system. This biometric information will be used by Wycliffe College for the purpose of granting access to the Ward's Ivy Grove boarding house.

In signing this form, you are authorising the College to use your child's biometric information for this purpose until they either leave Wycliffe or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the College at the following address:

The Privacy Officer  
Finance Department  
Wycliffe College  
Stonehouse  
Gloucestershire  
GL10 2AD  
United Kingdom

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the College. Having read guidance provided to me by Wycliffe College, I give consent to information from the thumbprint of my child:

**Child's Name:** \_\_\_\_\_

Being taken and used by Wycliffe College for use as part of an automated biometric recognition system for access control to the Ward's Ivy Grove boarding house. I understand that I can withdraw this consent at any time in writing.

**Name of Parent:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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



## Boys Games

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Year Group on Entry:</b>	
<b>Previous School:</b>	

Please complete the following, giving as much detail as possible about current levels of performance and experience. Please complete for all sports in which you have participated.

Wycliffe Team Sports	School Team Yes/No	Other Team/Level	Position
Rugby			
Football			
Cricket			
Tennis			
Squash			
Rowing			
Swimming			Strokes:
Athletics			Disciplines:
Cross-Country			
Basketball			
Hockey			
Other			

These details are for information only and do not mean that you will be participating in these activities.



## Girls Games

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Year Group on Entry:</b>	
<b>Previous School:</b>	

Please complete the following, giving as much detail as possible about current levels of performance and experience. Please complete for all sports in which you have participated.

Wycliffe Team Sports	School Team Yes/No	Other Team/Level	Position
Hockey			
Netball			
Rounders			
Tennis			
Squash			
Rowing			
Swimming			Strokes:
Athletics			Disciplines:
Cross-Country			
Basketball			
Cricket			
Other			
Previous Leadership or Awards in Sport: (e.g. Captain, sport scholar, sport ambassador)			

These details are for information only and do not mean that you will be participating in these activities.





Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2LD  
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# GUARDIANSHIP DETAILS

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Father's name:</b>	
<b>Mother's name:</b>	

Please complete the table below:

<b>Guardian's name: (Based in the U.K)</b>	
<b>Guardian's address and postcode:</b>	
<b>Home telephone no:</b>	
<b>Mobile no:</b>	
<b>Work no:</b>	
<b>Email address:</b>	

- Guardians **must** be available on all departure/arrival dates in case of flight delays/cancellations/visa problems and during term times.
- They **must** also be available to care for and transport students on the night prior to any flights departing early morning or those landing late evening.
- Boarding Houses will not generally open for departures before 07.00 or remain open for arrivals after 23.00.

Should you require the above Guardian to have access to the parent portal to view your child's reports and other important information and to receive duplicate email and postal notifications of events and further important information, please sign and date this form and tick this box

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

**You must inform the College immediately of any changes to the above details.**

*Bold & Loyal*  
1882...



### Instrumental Lessons

I should like my child (name): \_\_\_\_\_

To have individual lessons in: \_\_\_\_\_

Commencing from (date): \_\_\_\_\_

Please indicate your child's approximate standard (e.g. beginner, Grade 5, etc) and for how long they have been learning this instrument:

\_\_\_\_\_

Lessons will normally be of half an hour's duration. More advanced Sixth Form instrumentalists (above Grade 6) may benefit from an hour's lesson a week. It is not recommended that pupils in DY have more than half an hour of instrumental tuition per week.

If you would like your Year 12/13 child to have a longer lesson if possible, please tick here.

**Please note:** One full term's notice is required for the cancellation of instrumental lessons, which must be sent in writing to the Director of Music.

### Music Books and Instrument Accessories

We are able to organise the purchase of any recommended sheet music books that are an essential part of the instrumental tuition. The number and cost of the sheet music books required varies, depending on the instrument and programme of study.

I give consent for the cost of necessary music books to be ordered and recharged

Instrument accessories will also be needed from time-to-time, for example strings and reeds.

I give consent for the cost of necessary instrument accessories to be ordered and recharged

### Instrument Hire

If available, my son/daughter wishes to hire a school instrument.

Ticking this box will mean that you consent to a termly charge of £33.00 being added to your end of term bill. If there are no school instruments available, we will notify you to discuss possible options. Pupils who borrow a school instrument are responsible for its care and safety. Instruments will be supplied in good working order and are to be kept in good condition. Any damage, other than 'fair wear and tear', must be reported to the Director of Music immediately and will be charged. Parents of day pupils are advised to take out all-risks insurance cover because they will be liable for loss or damage.

### Music Theory

A Pass in ABRSM Grade 5 Theory is needed to take an ABRSM practical exam at Grade 6 or above. It is not needed for Trinity or Rock School practical exams. We run a Music Theory Club as a free-of-charge after-school activity.

Grade 5 Theory exam passed? Yes/No

Grade 5 Theory training needed? Yes/No

Name of Parent or Guardian (in block letters please): \_\_\_\_\_

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



Dear Parent/Guardian,

As you were previously advised in our Offer of place letter, we are operating a Pre-sessional Week from Tuesday 29<sup>th</sup> August. **Attendance to this pre-sessional course is mandatory for all new international pupils - it is not an optional course and I must stress that all new international pupils must attend.**

The pre-sessional week schedule is attached and as you will see it gives pupils a chance to settle in to their boarding house, to meet members of staff in order to arrange their timetables, to complete pre-term testing and to take some trips off campus.

**IMPORTANT NOTE:** You are most welcome to accompany your child to the first day of pre-sessional and, as you will see from the schedule, there will be a supper for parents at the end of the day before you say farewell. Please note however that the pre-sessional week is a full time programme and there is no opportunity for pupils to leave the school to spend time with their families.

Whilst we appreciate that you may wish to explore the local surroundings, we strongly advise that you do not remain in the local area for a long period of time. In our extensive experience, we have found that if parents are reluctant to leave the local area, it can promote home sickness in their children and for that reason it is not advisable.

Yours sincerely,

Fiona Lawson-Best  
Senior School Admissions Manager  
Email: [Fiona.Lawson-Best@wycliffe.co.uk](mailto:Fiona.Lawson-Best@wycliffe.co.uk) Tel: +44 (0)1453 820412

NAME OF PUPIL: .....

*(please tick the appropriate choice from the two options below)*

**Will be arriving on 29<sup>th</sup> August & will need an airport collection**  
(please ensure that you also complete the arrival of boarders from this Joining Pack)

**Will be arriving on 29<sup>th</sup> August but will not need an airport collection**

Signature of Parent/Guardian: .....



## PUPIL LEARNING SUPPORT HISTORY

This is a confidential pro-forma to enable us to ensure we are able to provide the most appropriate education and educational support for your child. It is essential that we know if your child has a history of learning difficulties, whether these have been formally diagnosed, or whether your child has received learning support/additional help at school. This information will not prejudice any other of a place at Wycliffe College. If there is a history of learning difficulty, the SEN coordinator at Wycliffe may wish to consult the SEN coordinator at your child's current school to ensure we can meet their needs.

Wycliffe recognises that some pupils with learning difficulties may also have a disability. In such circumstances, the school is guided by the Equality Act 2010 and will consider what reasonable adjustments, if any, the school can make for disabled pupils who are at a substantial disadvantage compared to non-disabled pupils to ensure they are able to access Wycliffe's education provision.

**Pupil Name:**..... **Year Group:** .....

**Previous School attended:** .....

Please answer the following questions: (\*delete as appropriate)

Has your child ever had an assessment by an Educational Psychologist? Yes / NO\*

If YES, please give details below – if an Educational Psychologist's or Specialist Teacher's report is available, please attach a copy.

Has your child ever had any need for learning support or additional support at/outside school?  
YES/NO\*

If YES, please give details below:

Has your child ever had special exam arrangements, e.g., extra time allowance, in public exams?  
YES/NO\* If YES please give details below:

If you would like your child to attend individual learning support lessons offered by specialist staff, it is important that you complete the consent below:

I would like ..... to receive ..... (state number) of Learning Support lessons per week, subject to availability. I understand that these will be charged as Academic Coaching (as per the Schedule of Fees).

Signed: .....  
(ONLY sign if you wish your child to attend support lessons)

Date: .....

Notice to terminate lessons must be given by the end of the preceding term. Please note that additional Learning Support will be charged per session (as per the Schedule of Fees).

Is there any further information you would like to add to help us to support your child's educational needs?

Please sign this form:

Signed: .....

Date: .....

*All information will be treated with the strictest confidence and only shared with those who have a legitimate need to view this information.  
It will be held securely in the Learning Support department in accordance with the school's Data Protection Policy*



## 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 of the following to help to promote the school:

Wycliffe Website ([www.wycliffe.co.uk](http://www.wycliffe.co.uk))

Wycliffe Facebook Page

Wycliffe Twitter Accounts

Wycliffe Instagram

Wycliffe YouTube Channel

The Wycliffian –annual school publication (Senior School)

The Wycliffe Times –quarterly school newspaper

The Young Wycliffian – annual school publication (Prep School)

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

**If you DO NOT wish your child to be included in any 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: \_\_\_\_\_



**Dear Parent or Guardian**

Wycliffe College has partnered up with The Prime Practice, a multidisciplinary, musculoskeletal and injury clinic in Stroud to provide physiotherapy and sports therapy services directly to the school. The service is aimed to ensure that pupils are given the best possible advice about injuries and informed of the correct programme of rehabilitation required to return to fitness and ultimately full training, as quickly as possible. The Injury Clinic is run in the Sports Pavilion close to the gym on a Tuesday afternoon 13.00-17.30

**Ray Fielding - Physiotherapist BSc MCSP HCPC** (Tuesday 13.00 - 17.30) Ray trained as a physiotherapist at Kings College London and practiced both within the NHS and the private sector specialising in musculoskeletal conditions. For treatment to be its most effective there must be a relationship of trust and understanding. Ray try's to ensure that his practice is as informative and fun as he can make it. Explaining what has happened and why the treatment methods we are using will work are key elements in the rehabilitation process. Coupling understanding with creative, fun and most of all effective treatment is Ray's primary focus. Using a variety of modalities including Pilates, sports specific exercise and manual techniques enables us to keep treatment sessions varied and challenging to help achieve our goals.

**James Stevenson - BSc, MSTO** (Thursday afternoons by arrangement) James is a sports therapist and soft tissue therapist registered with the sports therapy organisation (STO). He has extensive experience working in elite and high performance sport. Currently, James works with the English Institute of Sport (EIS) and The British Olympic Association (BOA) in their Intensive Rehabilitation Unit at Bisham Abbey. James' experience lies within musculoskeletal and soft tissue injuries. He specialises in the assessment and treatment of all musculoskeletal injuries. His treatments are aimed at speeding up recovery, restoring function and helping you return to sport.

Pupils can request an appointment by visiting the Health Centre or they can ask a member of the Sports Staff or their House staff to contact the Health Centre on their behalf. Parents are welcome to request appointments for their child by emailing [Healthcentre@wycliffe.co.uk](mailto:Healthcentre@wycliffe.co.uk)

There is a charge for the Physiotherapy treatment, however at a reasonable cost for a very high standard of sports physiotherapy treatment. I have listed below the cost of the treatment.

- First referral is a 30 minute triage assessment session, this first session is free of charge
- Subsequent treatment sessions are charged at £32.00 per 30 minute session (*cost subject to change*)

It will be assumed that all pupils will have permission to attend the free of charge triage sessions as part of the Health Centre service. However before follow up treatment is given we need parental permission to authorise the recharge and of course to ensure all parents are aware of the nature of their child's injury.

Please contact me regarding authorisation for recharges, if physiotherapy treatment is recommended after the first triage session.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_



# Year 9 Only

Dear Parent

## **Language Choices for Year 9 at the Senior School**

Just a reminder to make the language choices for Year 9 at the senior school.

In Year 9, pupils opt for two languages from French, German, Spanish and Japanese. In Year 10, pupils are expected to continue with a language to GCSE, and many choose to continue with both languages. The choices that you and your child make now are therefore very important, as they will determine which GCSEs they can study in languages.

In Year 9, we try to offer as much flexibility as possible. German and Spanish are both offered either as a beginners or continuers course. Japanese is run as a beginner's course only, and French is only offered as a continuers course. Some pupils will have studied only a small amount of a language, in a club, for example, and would like to start from the beginning again. In those cases, we would recommend the beginners course. We do differentiate and there is flexibility in the timetable so that we can move pupils between groups when necessary.

Although the norm is for all pupils to study two languages in Year 9, there are always some exceptions. Pupils who have additional SEN or EAL support often have these lessons in the language block, and therefore only study one language.

We are often asked which languages your child should choose, and this is a difficult question to answer. Some pupils find that they prefer to continue with French, as they have already invested a considerable amount of time and effort in it. The more phonetic spellings of Spanish can suit some pupils better. Pupils with a logical mind sometimes prefer to study Japanese or German. Japanese can also suit pupils who have a strong visual memory. Ultimately, your child should choose the language that they enjoy the most and that they find they understand best. For those who are only studying one language, they need to be sure that this is the language that they would like to continue studying to GCSE.

1. Name of pupil

2. Current school

Option 1

- French Continuers
- Spanish Beginners
- Spanish Continuers
- German Beginners
- German Continuers
- Japanese Beginners
- No language (SEN or EAL support instead)

Option 2

- French Continuers
- Spanish Beginners
- Spanish Continuers
- German Beginners
- German Continuers
- Japanese Beginners
- No language (SEN or EAL support instead)

Option 3 (in case we cannot accommodate Option 2)

- French Continuers
- Spanish Beginners
- Spanish Continuers
- German Beginners
- German Continuers
- Japanese Beginners
- No language (SEN or EAL support instead)





## **Year 9 Trip**

### Miserden Park

Name:.....

**Date:** Monday 18<sup>th</sup> September 2023

**Time:** 08:45 – 17:00

Pupils will be involved in a broad range of cross-curricula activities ranging from a soil analysis for geography coursework; trigonometric exercise for maths; art; film making; orienteering and a variety of scientific activities. Pupils will be made aware of safety hazards in the park, especially the deep trout lake. There will be no additional costs associated with this trip.

.....

I agree to taking part in this visit. I have read the information above and I agree to his/her participation in the activities described. I acknowledge the need for him/her to behave responsibly.

I understand that the staff in charge of this visit will refer to the medical information on my child/ward that I have supplied to the College Medical Centre.

*Please write any changes to that information here:*

I will inform the group leader and the Medical Centre of any relevant changes in medical or other circumstances occurring between now and the group's departure.

Signed: .....

Date: .....

