



Unit 3, Gainsborough Trading Estate,
Rufford Road,
Stourbridge,
West Midlands,
DY9 7ND
Tel: 0121 5223717
Email: info@wheelsvls.co.uk
Website: www.wheelsvls.co.uk

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Emergency Contact Details

Student Details

Student Name			
Address			
Date of birth		Year Group	

Parents/Carers

1st Contact details

Name			
Relationship to student		Date of Birth	
Address			
Post Code			
Phone number (Mobile)		Phone number (Work)	
Email Address			

2nd Contact details

Name			
Relationship to student		Date of Birth	
Address			
Post Code			
Phone number (Mobile)		Phone number (Work)	
Email Address			

Name of Person with Parental Responsibility	
Address:	
Signature of Person with Parental Responsibility	

Company Reg No. 06608327

Registered Charity No. 1157795

Medical History

Please identify any of the following that apply to your son/daughter: (Please tick as appropriate)

Allergies		Hearing difficulties	
Breathing/Asthma		Problems with Speech	
Depression		Difficulties with Vision	
Diabetes		Epilepsy	
Difficulties with Concentration/ ADHD		Nervous Problems/ Anxiety	
Dyslexia or Learning Difficulties		Problems Walking or Standing	
Working at Heights/ Vertigo		Hayfever	
Allergic to plastics		Allergic to latex	
Allergic to penicillin		Condition not listed: (Please give details below)	

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Does your son/daughter have any food allergies (If Yes please give details below)	Yes	No

Is your son/daughter currently taking medication? (If Yes please give details below)	Yes	No

Do you consider your son/daughter to have a physical disability? (If Yes please give details below)	Yes	No

Do you consider your son/daughter to have a learning disability? (If Yes please give details below)	Yes	No

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Doctors Name	
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Doctors Address	
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Doctors Telephone Number	
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Please tell us of any Outside Agencies – eg Social Workers, YOT, SWITCH ,Early Help.	
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In the event of an emergency / accident, we may need to take your son/daughter to hospital. Please sign below to give your consent.

Name Signed.....

Relationship to student

Ethnicity

Please tick the appropriate boxes:

Age: 13 [] 14 [] 15 [] 16 []

Gender: Female []

Male []

Asian or Asian British- Bangladeshi		Black or Black British- African	
Asian or Asian British- Indian		Black or Black British- Caribbean	
Asian or Asian British- Pakistani		Black or Black British- any other Black background	
Asian or Asian British- any other Asian background		Chinese	
Mixed- White and Asian		White- British	
Mixed- White and Black African		White- Irish	
Mixed- White and Black Caribbean		White- any other background	
Mixed- any other mixed background		Any other	
Gypsy Roma		Traveller of Irish heritage	

PARENTAL / GUARDIAN CONSENT

(Please tick the following as appropriate and sign as parent / carer / guardian)

Photographs

I give my consent for photographs of my son / daughter to be taken and displayed. These photographs will show students / groups of students taking part in activities and may be used at events and celebrations.

I agree to photographs being - taken [] displayed []

I do not agree to photographs being - taken [] displayed []

Name Signed

Relationship to student

Off-site Activities

Occasionally students will be taken off site, either by mini-bus, lorry or staff vehicle. The vehicle will be appropriately insured for the purpose. At least two members of staff will accompany the students and a mobile phone will be taken.

I give permission for my son / daughter to be taken off site accompanied by a member of staff []

I do not give permission for my son / daughter to be taken off site accompanied by a member of staff []

Name Signed

Relationship to student

News Bulletins and Website Photographic Consent

Wheels Vocational and Life Skills Centre circulates News Bulletins containing information such as good achievements, events, activities, awards ceremonies etc and these may, on occasion, contain photographs of our students to promote their achievements and hard work. The News Bulletins are emailed to parents, carers, schools however they are also linked and are accessible on our Website.

In order for your son/daughter to be included in Wheels Vocational and Life Skills Centre News Bulletins and Website it is necessary for us to have your written consent and therefore would be grateful if you could complete the Consent Slip below.

News Bulletins and Website Photographic Consent

Childs Name: (Print)

I **GIVE** permission for Wheels Vocational and Life Skills Centre to take photographs of my son/daughter

I **DO NOT GIVE** permission for Wheels Vocational and Life Skills Centre to take photographs of my son/daughter

I **GIVE** permission for photographs taken of my son/daughter to be displayed in News Bulletins / Website and circulated via email accordingly for marketing and promotion purpose

Parent Name: (Print)

Parent Name: (Signature)

Date:



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STUDENT USE of ICT and MOBILE DEVICES POLICY

The centre recognises that our students today, and in the future, need access to appropriate technologies to support their education. In order to get maximum benefit from the various technologies we would request that parents and students read and sign the ICT and Mobile Devices Policy. These rules will help to keep everyone safe and help us to be fair to others.

Network Use

- I will only access the centres' network with my own login and password that I will keep confidential.
- I will not use the area of another user.
- I will not look at, delete or amend other people's files.
- I will not attempt to alter the settings on any networked computer.
- I will not interfere with any cables attached to a computer.
- I will not consume food and drink in a computer room.
- I will not use aerosols in a computer room.
- I will use the computers ONLY for work and projects as directed by Staff.
- I will use only those programmes and websites that I have been told to use by Staff.
- I will use flash drives and portable hard drives only with permission from Staff.
- I will only use websites appropriate to my education, as directed by Staff.
- I will access only those websites that are relevant to the piece of work that is being done.
- If I access, by accident, a website containing inappropriate material I will immediately report it to a member of Staff.
- I will send or open e mails during lesson time only when given permission to do so by Staff.
- The e mail messages that I send will be polite and responsible and not cause offence to the recipient.
- Any e mails that I receive that are unpleasant in any way will be reported immediately. My report will be confidential and will help to protect others.
- I will not give any personal details over the internet unless I have been given permission by my parent, carer or member of Staff.
- If I see anything on the computer that I am unhappy with, or I receive messages I do not like, I will tell a member of Staff immediately.
- I know that the centre will check my computer files and e mails and will monitor the Internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.
- I understand computer (file) storage areas will be treated as centre property. Staff may look at files and communications to ensure that the system is being used responsibly.
- Whilst every attempt is made to ensure the safety of pupil work in folders kept on the server, students are ultimately responsible for making their own copies of work done.

Internet Use

- I am aware of, and have signed, the centres' ICT and Mobile Devices Policy.
- I understand the importance of keeping password details safe and private.
- I understand that personal information or images should not be posted on the internet.
- I know how to use email appropriately and the dangers of opening unexpected emails from unknown people.
- I will immediately report to staff/parents any on-line bullying issues or offensive behaviour online from others.
- The Internet is provided for users to conduct genuine research and communicate with others. All sites visited are recorded. Access is a privilege, not a right and that access requires responsibility at all times.

Mobile Phones Policy

There may be exceptional circumstances when Students would be permitted to bring such devices on site and hand them into the Centres' Office for safe keeping where they would remain until being returned to the Student at the end of the day.

At times such as these, the following apply:

- I understand that, no liability for damage or loss however caused, will be accepted by the centre.
- I will not be allowed to charge my device on the centre premises.
- I will use the device responsibly and sensibly in line with the centre policies and ONLY at times agreed by a member of the Senior Leadership Team.
- I will not use the device to disrupt other students' learning.
- I will ensure that the device camera is not used.
- I am aware that I may not take, store and or distribute images of other people without their consent.
- Digital filming and photographing are not allowed
- I will not allow other pupils to share, tamper with my device.
- I will not tamper with other people's devices.
- I will not personalise the device with unsuitable wallpapers, screensavers or sound files.

- I will not send, view, display or download any files, images or software that could be considered to be harmful, offensive or cause others upset.
- I will not violate any Copyright Law.
- I will manage and maintain personal areas and document folders to ensure they do not conflict with device performance.
- I will not attempt to access systems, servers or files on the centre network or attempt any other type of computer access that could be considered to be a form of 'Hacking'.
- I understand that any violation of the above may result in a temporary or permanent ban on internet and device use. I also understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

Wheels VLS Centre Commitment

The centre guarantees include:

- The centre will ensure that all students understand the need for online safety and are e-literate.
- The centre will ensure that any on-line Learning Platform has content and resources relevant to the students' curriculum.
- The centre will ensure that all students have access to safe email and communication systems.

Signed: _____ (On behalf of Wheels VLS Centre)

Date: _____

Signed: _____ (Parent/Carer)

Date: _____

Signed: _____ (Student)

Date: _____



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Home School Agreement

This document is to ensure that all parties, School, Parent/Carer and Student, understand and agree to abide by the Agreement hereby signed.

It outlines the general responsibilities of each party to help the centre fulfil its ethos and commitment to create and promote an inclusive culture of learning that enables Students to develop their potential and prepare them for the world of work and adult life.

Wheels VLS Centre will:

- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and help them to see that they can have an impact on the world around them.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.

The Parent/Carer will:

- Let the centre know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the centre by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the centre are maintained, particularly with my child.
- Reimburse the centre for any damage, graffiti, loss of equipment, etc., caused by my child.

The Student will:

- Respect other students' culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Ask for help if I need it and try my best in all that I do.
- Take good care of the building, equipment and centre grounds.
- Behave in a safe way.
- Tell a member of staff if I am worried or unhappy.

Rules that MUST be followed:

- No hats, hoods or caps should worn in centre.
- Mobile Phones Policy.
- No smoking illegal substances before or during the working day.
- Man-bags not to be worn in workshop.
- Appropriate clothing must be worn for the work environment.
- All electronic smoking devices, including vapes, must be handed in.
- Parents/Carers are EXPECTED to attend Review Meetings.
- Three suspensions from the centre may trigger a termination of placement

All parties below agree to this document and its contents and will abide by the same

On behalf of Wheels VLS Centre

Parent/Carer (Signature and Please Print Name)

Student (Signature and Please Print Name)

Date of Agreement: _____



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Behaviour Agreement

- All young people working within Wheels Vocational and Life Skills Centre must accept the rules and regulations involved in Health and Safety. This should avoid any unnecessary accidents
- Students are responsible for their own Health and Safety and that of others.
- Boots and overalls are to be worn within the workshop at all times
- No abusive language (which includes racial or homophobic)
- Caps, hats and hoods should not be worn in the workshop or classroom
- Possession of/consumption of alcohol is not permitted on site
- Possession of/consumption of drugs or illicit substances is not permitted on site
- No physical or verbal abuse of any kind to peers, staff or visitors to the centre
- Young people are advised not to bring personal items into the centre. Any personal items should be handed into staff for safe keeping, although they will not be insured. (This includes jewellery, mobile phones, etc)
- Students are responsible for keeping all workspaces as clean and tidy as possible, at all times and should all assist with the cleaning up of tools and equipment in the work area
- Students will co-operate with staff and act in accordance with any reasonable request made by staff, relevant to the working day
- Students, parents and carers are expected to reimburse the centre for any damage or breakages caused by students.

Incident reports will be completed for any student not complying with this agreement and will be discussed with the student, parent and carer at a Review Meeting
If any incident involves a Health and Safety issue, or is deemed to be of a serious nature, a meeting will be held between all relevant parties to discuss further. This breach of Agreement may also result in fixed term or permanent exclusion.

I agree to the above terms and conditions

Signature of Student

Signature of Parent/Carer

Date