



New Student Information Booklet
2025-2026



New Student Information Booklet

Welcome to Esher High School. This New Student Information Booklet is designed to help you understand the information we need to gather about your child before they start school with us, and why we need it.

Please use this booklet when filling in the online form that has been emailed to you. It can also be found on the Admissions pages on our website at www.esherhigh.surrey.sch.uk.

The following agreement is designed to support student learning and achievement during their time at our school. **Please read the agreement with your child and indicate at the end of the online New Student Information Form that both you and your child accept the terms of the Home-School agreement.**

Esher C of E High School Home School Agreement

Belong, Be More, Be Esher

The vision for Esher Church of England High School is for everyone in our school community to belong, be more and therefore be Esher.

- By belonging we mean that every child and adult is welcome in our school as a unique person, they have identity and are unconditionally loved.
- Through being more we communicate our ambition in every aspect of their development: academic, social, wider curricular, relational, so that they can flourish both now and in the future.
- Being Esher reflects the way in which we embrace our responsibility to the wider world, to be an agent for social equity and a thriving community.

Students

I will:

- Treat all members of the school community with care and respect
- Understand and follow the school rules
- Arrive at school and my lessons every day on time and be ready to learn
- Try my best to do my work and ask for help if I need it
- Do my homework on time and raise any issues with my teachers
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my or other pupils' safety
- Wear the correct school uniform
- Bring to school all the equipment I need each day
- Look after school equipment, and show respect for the school environment and local community

Parents/guardians

We will:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent
- Support the school to make sure my child maintains a consistently high standard of behaviour
- Make sure my communication with the whole school community is respectful, making every reasonable effort to address my communications to the appropriate member of staff
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to school
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn

- Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that they will do so
- Make sure that my child completes their homework on time and raises any issues with their teachers
- Understand and follow the school's policies
- Treat all members of the school community with care and respect
- Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- Read any communications sent home by the school and respond where necessary

As a school

We will:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment
- Help and encourage your child to reach their full potential
- Monitor and update on your child's progress at parent meetings and in their school reports
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent or carer, and respond to any concerns from your child or parents/carers
- Provide a broad and balanced curriculum that caters for all children, including if being delivered remotely
- Promote high standards of behaviour, and outline clear expectations in our behaviour policy so we can maintain a safe environment for all children
- Set homework that supports the delivery of the curriculum and mark it where appropriate
- Communicate between home and school using the online portal (Edulink), the school website and regular e-newsletters.
- Respond to communications from parents in a timely manner, following school policies

There are several questions on the online form which we feel require additional information. They are as follows;

Qu.31 Pre-Existing Medical Conditions

It is important that the school is informed of any medical condition(s) suffered by your child which may affect them whilst at school or may require the administration of medication during school time. Please note that in accordance with The Equality Act 2010, a person is disabled if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to engage in normal daily activities.

Substantial is more than minor or trivial e.g., it takes much longer than it usually would to complete a daily task like getting dressed.

Long Term means 12 months or more, e.g., a breathing condition which develops because of a lung infection. For example, asthma that can be controlled through an inhaler would not necessarily be seen as a disability, whereas chronic asthma requiring intensive medication and therapy would be classified as a disability.

We are unable to provide a definitive list of what would constitute a disability but some of the examples below meet the criteria of being conditions which are both substantial and long term.

ADHD (medicated in school only)
Diabetes (Type 1)
Chronic Asthma
Epilepsy
Incontinence due to a long-term condition
Significant co-ordination difficulties
Long Term Mobility Difficulties

Eating disorder such as bulimia/anorexia
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Obsessive Compulsive Disorder (medicated)

Where possible, parents/guardians should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside school hours.

Where it is unavoidable, the school is willing in principle to supervise the taking of prescribed medication by students. Parents/guardians must complete a request form before the medication can be administered, with details of the dosage and frequency. For certain medical conditions it may be necessary for the school to seek the advice of the appropriate medical professional before agreeing to this. The school reserves the right to refuse to administer medication.

As we have a number of students in school with severe nut allergies, we ask you to be mindful of any food products that your child brings onto the school site, when they are on school trips or PE fixtures.

Qu. 34 - 68 Parent/Guardian Information

Definition of Parental Responsibility

Please give details of all persons who have legal parental responsibility (see definition below). This includes **non-resident parents**, who have the right to receive certain information from us, e.g., academic reports, residential trip letters, invitations to parents evening.

Definition of “parental responsibility”

The following people have parental responsibility:

- **Mothers**

- **Fathers, if:**

They are, or have been, married to the mother at any time since the birth of the child.

If unmarried –

they are registered jointly with the child’s mother on the birth certificate (applies to children born on or after 01 December 2003 only)

or

they have acquired parental responsibility by formal legal agreement with the mother or by court order

- **Step-parents**, if they have acquired parental responsibility by formal agreement with both parents with parental responsibility (s.4A Children Act 1989) - email notification will be needed by the school from both parents

- **Same-sex parents** will both have parental responsibility if they were married or civil partners at the time of the treatment (e.g., donor insemination or fertility treatment). For same-sex partners who are not married or civil partners, the 2nd parent can obtain parental responsibility by;

- either applying for parental responsibility if a parental agreement was made
- or by marriage or civil partnership with the other parent and making a parental responsibility agreement or jointly registering the birth

- Anyone else who has been granted parental responsibility under a court order (such as an adoption order, a residence order, a special guardianship order or interim care order).

- Guardians who have been formally appointed in accordance with s.5 Children Act 1989.

Qu.69 Administration of Paracetamol

The school do not supply students with Paracetamol. We will keep a box of Paracetamol solely for your child which you will need to provide. Please label these with your child's name and leave with a member of our Student Services team. Please indicate on the online **New Student Information Form** whether you give permission for school staff to administer Paracetamol to your child.

Qu.70 Use of Photographs/Videos

The school is committed to celebrating the successes and achievements of all our students. We like to use both photographs and video footage of students so that they can be identified within the school community. Our students gain a great sense of achievement when they feature in our promotional material around the school and are proud to have their photographs taken. We publicise students' talents and experiences via various channels including our website, social media accounts, our prospectus and open evening leaflets etc. We may also occasionally submit photographs to the local press for publication in newspapers however, at no time will we use your child's full name.

To comply with guidance on UK data protection, the school needs your permission to publish photographs/videos of students. Please provide this on the online **New Student Information Form**.

Qu.71 Internet/Mobile Phone Usage

As part of the school's general curriculum, we offer students supervised access to the Internet using school equipment. Before being allowed to use the Internet, all students must obtain parental permission. Please indicate on the online **New Student Information Form** that you give permission for your child to use the Internet, online lessons, social media, mobile phone, and electronic mail, according to the school's guidelines.

Please find below excerpts from our school policies covering Internet and mobile phone use which your child will be expected to follow if you agree to their use of the Internet. You can find our full Online Safety and Mobile Policy, and ICT and Internet Acceptable Use Policy on the policies pages of our website www.esherhigh.surrey.sch.uk.

Internet Use

- The school will provide an age-appropriate Online Safety curriculum that teaches students how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.
- All communication between staff and students or parents/guardians will take place using school equipment and/or school accounts.
- Students are advised not to give out personal details or information which may identify them or their location.

E-mail

- Students and staff may only use approved e-mail accounts on the school IT systems.
- Staff to student email communication must only take place via a school email address or from within the learning platform.

Use of social media including the school learning platform

- The school will control access to social networking sites and consider how to educate students in their safe use. This control may not mean blocking every site; it may mean monitoring and educating students in their use.
- Staff and students should ensure that their online activity, both in school and out, considers the feelings of others and is appropriate for their situation as a member of the school community.

71.1 Mobile Phone Usage

The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used appropriately and safely. Acceptable use for mobile phones can be found in our ICT and Acceptable Use policy which can be found on the policy pages of our website, however please note the following;

- It is the responsibility of students who bring mobile phones to school to abide by the school policy and guidelines.
- The decision to provide a mobile phone to their children should be made by parents or guardians. It is incumbent upon parents/guardians to understand the capabilities of the phone and the potential misuse of those capabilities.
- Parents/guardians should be aware that if their child takes a mobile phone to school, it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/guardians are requested that in cases of emergency, they contact the school office who can ensure their child is reached quickly and assist in any relevant way.

71.2 School Liability Statement

Students bring their personal ICT devices to use at Esher High School at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

Esher High School is in no way responsible for:

- Personal devices that are broken whilst at school or during school-sponsored activities or in transit.
- Any data lost on personal devices.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- The school's insurance does not cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Please indicate on the online **New Student Information Form** that you accept that the school is not liable for lost, stolen or damaged devices.

Qu.72 Sex Education

During their time at Esher High School your child will take part in a variety of sex education lessons. These topics form part of the National Curriculum. They can include:

- Personal hygiene
- Healthy Relationships
- Managing emotions and feelings
- Puberty
- Consent
- Reproductive systems and health
- Pregnancy and conception
- Sexually Transmitted infections
- Contraception
- Abortion
- Sexuality and identity
- The law and sex

- Testicle Cancer and Breast Cancer awareness

A full overview of which Sex Education topics are covered in each year group is available from the school if you would like more information. Please indicate on the online **New Student Information Form** that you give permission for your child to participate in Sex Education lessons. If you do not wish your child to participate in Sex Education lessons, please write to office@esherhigh.surrey.sch.uk outlining your reasons.

Qu.73 PE Fixtures

Students who opt to play for the school sports teams will regularly be required to travel from Esher High School away to fixtures throughout the year. It is necessary for insurance purposes that we obtain parental consent in advance for these visits. Please give this on the online **New Student Information Form**.

We would also like to stress that students are responsible for ensuring that they have the appropriate equipment (gum shields, shin pads, relevant footwear, etc.) to minimise the risk of injury whilst playing their sport. They should also remind staff of any relevant medical conditions and ensure they have any necessary medication with them, i.e., inhalers, Epi-pens, tablets.

The PE department will ensure that all fixture team sheets are provided to each student prior to the fixture date and the lists are clearly displayed on the PE Fixtures Board in the department. It is the responsibility of the students to check the Fixture team sheet, Fixture Board and to speak to a member of the PE department staff for departure and return times.

Qu.74 School Trips & Activities

Throughout their time in school, students will be invited to undertake a variety of school trips and activities – either locally or overseas, one-day or residential.

Consent is requested from parents/guardians for their child to take part in non-hazardous school trips and off-site activities that take place during the normal school day. Full details of the trips and activities will still be sent out in advance, together with a request for payment. Payment for a trip will also be used as consent for that trip unless it is an out of hours, residential or overseas trip, where further consent will be sought.

Please be assured that all trips' procedures will be followed, and the necessary risk assessments will be carried out as usual. Please indicate on the online **New Student Information Form** that you give permission for your child to attend school trips and activities.

Qu.75 Biometrics

Payment for catering is taken via biometric information (fingerprint scans) to ensure that only the individual student's account is accessed.

The catering here at Esher High School is provided on site by Caterlink Ltd, a contract catering company specialising in providing fresh, healthy food in schools.

Cash will not be accepted for school meals; therefore, it is important that students have money on their cashless catering account to pay for food in the canteen. Students in receipt of Free School Meals are unaffected by this unless they wish to use the canteen at breaktime when they will need to use funds from their cashless online account. Payments can be made via our online payment system (Scopay). FAQs about the online payment system can be found on our website at www.esherhigh.surrey.sch.uk on the Parent Pages.

Please indicate on the online **New Student Information Form** that you give permission for your child to use Biometrics within school.

Qu.76 School Communication

Correspondence from the School is sent via our school portal, EduLink One and occasionally via text message.

Please complete the online **New Student Information Form** giving the school your consent to send correspondence to you by electronic communication (Internet access required). This will include information regarding the collection of your child's GCSE certificates once they have left the school and other relevant events.

Qu.77 Emergency School Closure

In the unlikely event that there was an emergency such as a fire, the Headteacher will decide whether to close the school. You will be informed of this decision via Edulink. If appropriate, students will be permitted to send a message to parents.

If it is possible, we will arrange for the school buses to come early. Students that are normally collected will be instructed to contact parents for advice on what to do. School will be kept open and appropriately staffed until the last student has left the building. Please note that staff are not permitted to give lifts to students.

Please indicate on the online **New Student Information Form** that you give permission for your child to be sent home in the event of an emergency school closure (if considered safe to do so).

Qu.78 Privacy Notice for Students

We, at Esher High School, are a Data Controller for the purposes of the Data Protection Act 2018. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Our updated full Privacy Notice for Students is available on our school website at www.esherhigh.surrey.sch.uk. If you require a hard copy of this, please contact the school office.

Youth Support Services

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- Post-16 education and training providers
- Youth Support Services
- Careers Advisers

A parent/guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age of 16.

For more information about services for young people, please visit our local authority website.

Please complete the online **New Student Information Form** giving your consent for your child's information to be passed to Youth Support Services.

Thank you for completing your child's New Student Information Form, if you have any remaining questions, please contact our admissions team on admissions@esherhigh.surrey.sch.uk.