



Shrewsbury School

Shrewsbury School New Entrant Forms Booklet Guidance Notes

The following notes provide guidance and advice for parents completing the Shrewsbury School New Entrant Forms Booklet.

This information is also available in electronic format on the New Fourth Form Entrants page of the School website:

<http://www.shrewsbury.org.uk/page/new-fourth-form-entrants>

Fourth Form 2018 (Boarder)

Shrewsbury School Confirmation of a Place Form*

(Forms Booklet pages 1 – 2)

****This form must be completed for each new pupil.***

Before completing the Confirmation of a Place Form, please read the Shrewsbury School Terms and Conditions on the New Fourth Form Entrants page of the School website: <http://www.shrewsbury.org.uk/page/new-fourth-form-entrants>.

Please note that the following documents referred to in the Terms and Conditions are also on the Policies page of the website: <https://www.shrewsbury.org.uk/page/policy-documents>

- IT Acceptable Usage of IT Policy (para. 23)
- Yellow Card (Code of Behaviour Booklet) (para. 58)
- Complaints Procedure (para. 72)
- Privacy Notice (para. 104)

Please ensure that the Confirmation of a Place Form is signed by both parents.

If there are any matters of which we ought to be aware before your child enters the School, or once here, please enclose a confidential letter addressed to the Headmaster

New Pupil Medical Form*

(Forms Booklet pages 3 – 8)

****This form must be completed for each new pupil.***

For full information about the Medical Centre, please visit the following page on the School website: <http://www.shrewsbury.org.uk/page/medical-centre>.

Please complete ALL sections of the New Pupil Medical Form, providing as much information as possible, so that we can provide the most effective medical care while your child is at Shrewsbury School.

Please note that the Medical Centre requires a print-out or photocopy of your child's up-to-date vaccination history.

All information given will be kept confidential and shared only on a need-to-know basis.

Please do not forget to SIGN this form on page 9.

NHS Family Doctor Services Registration Form (purple)*

(Forms Booklet pages 9 – 10)

****This form must be completed for each new boarding pupil.***

Please complete this form so that we can register your child with the School's Medical Officer.

- **NHS number** - You may obtain this from your child's Medical Card **OR** from their last registered Doctor's practice. If your child has **never lived in the UK before**, it

will be issued on registration with Shrewsbury School's Medical Officer.

- **Home address** is your child's boarding address at Shrewsbury School, which can be found on the Houses page of the School website:
<http://www.shrewsbury.org.uk/page/houses>.
- Your **previous address in the UK** is the last address your child was living at when registered with a GP – i.e. their last boarding or prep school address, OR home address if your child has not been a boarder before.
- **Name and address of your child's previous Doctor** – This must be the Doctor your child was registered with at the address noted above.
- If **you are from abroad**, we will need to know the previous address when your child last lived in the UK and the dates your child left and returned.
- If your child has **NEVER lived or been registered with a Doctor in the UK before**, we will need:
 - the exact date of your child's arrival in the UK
 - a photocopy of your child's passport.
- You can of course ignore the section on page 9 'If you are registering a child under 5' and please also ignore the section 'If you need your doctor to dispense medicines and appliances'.
- Please tick the box 'Signature on behalf of patient', fill in the date and sign the form.
- There is an optional section to register as an NHS Organ and Blood Donor.
- The first part of page 10 will be completed by the School's Medical Officer. The second part of page 10 – 'Supplementary questions' – should be completed if you are not resident in the UK.

Holroyd Howe Food Allergy and Intolerance Notification Form*

(Forms Booklet pages 11 – 13)

****This form must be completed for each new pupil, even if they have no allergies.***

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 our School Catering Company, Holroyd Howe, can cater for them appropriately. A copy of the form will also be given to the Medical Centre.

Payment of Termly School Fees by Direct Debit Forms

(Forms Booklet pages 15 – 16)

Please note that these forms only need to be completed if you would like to pay the School Bill by Direct Debit and you have a UK bank account.

The School Bill will be sent to you approximately two weeks before the start of each term. Basic school fees are charged in advance; extras are charged in arrears.

Fees are payable in full on the first day of each term. Late payment and interest charges may be applied to all accounts outstanding after the first day of term. Methods of payment are as follows:

- a) **Direct Debit** either in one instalment at the end of the first month of the term, or in three equal instalments over the first three months of each term.

This facility is available only to parents with a UK bank account.

If you would like to pay by direct debit, please complete and return both direct debit forms (pages 15 & 16 of the Forms Booklet). You will continue to receive the termly bill – printed on the bill will be the date or dates on which funds will be requested from your bank account (usually towards the end of September/October/November, January/February/March, and April/May/June), and the amount to be requested on each date.

- b) **Cheque** made out to 'Shrewsbury School' and sent to the Bursary.
- c) **Electronic bank transfer.**

For further information about School Bills, Payment of Fees, Discounted Fees Scheme and a list of optional items that are charged as extras, please read the 'Financial Matters' document on the New Fourth Form Entrants page of the School website: <http://www.shrewsbury.org.uk/page/new-fourth-form-entrants>.

For full information about the School Fees for 2018/19, please see the 'Fees' page of the School website: <http://www.shrewsbury.org.uk/page/fees>.

Shrewsbury School Shop Smart Card

(Forms Booklet page 17)

The School Shop has a pre-charged Smart Card for use by pupils, which stores details of all purchases made using the card. An advantage of this system for parents is that it gives complete visibility of what is being bought. Parents receive a printout of all purchases over the previous year with the Michaelmas school bill. Additional printouts can be requested at any time.

All pupils are issued with a card, but parents are not obliged to put any money on it. Recommended amounts for boarders, based on previous averages across all pupils, are shown on the School Shop Smart Card form. Currently around 760 pupils make use of the Smart Card and about 15 have opted to bar the card from being used to purchase confectionery.

If you are happy with the amounts shown on the form, you do not need to complete the form. Your son/daughter will automatically be issued with a card and the recommended amount. However, if you would like to request a different amount, please complete and return the form to us.

The amounts will be charged, in advance, as an extra on the school bill each term. Any unused amount will be credited to your account at the end of each academic year. The card can also be used to purchase tickets for charity fund-raising events.

Please do not hesitate to contact Sarah Coombe by phone on 01743 280830 or email swipecard@shrewsbury.org.uk if you have any questions or wish to increase/decrease the amount on your child's Smart Card.

Pupil Mouthguards

(Forms Booklet page 19)

The school policy is to endorse various sporting governing bodies in their guidelines surrounding the use of dental protection. All pupils will require a mouthguard to take part in hockey, lacrosse or rugby at the School throughout the school year.

We have linked with TITAN, a specialist firm who provide custom dental-fitted mouthguards. They will be offering a mouthguard fitting service at Shrewsbury School on Wednesday 12th September 2018. If you wish your son or daughter to use this service, please complete the online order form at: <https://titanguards.typeform.com/to/Uwa4SO>.

Further information about the service is included on the 'Pupil Mouthguards' form.

House Singing Tickets

(Forms Booklet page 21)

In the Michaelmas term of every school year, one of the most popular events takes place – 'The House Singing Competition'. Each House competes with a 'House Song' with as many pupils as possible taking part, and a 'Part Song' with a small number of pupils. This year the event will take place on **Friday 12th October** in the Alington Hall. The competition is judged by a panel of invited adjudicators and there are several prizes to compete for each year. This is a very enjoyable event and well worth seeing.

Due to the size of the Alington Hall, tickets are limited, but a video link will be set up in the Ashton Theatre in order to accommodate as many parents as possible. The event will also be live-streamed via a secure satellite link for parents living overseas. We operate a system of priority ticket allocation for the Alington Hall. Only 2 tickets per family can be allocated, and priority will go in the first instance to parents with sons/daughters who are performing in the Part Song, then to parents of new pupils, followed by parents of Upper Sixth Form pupils. All other ticket requests will be dealt with in order or placed on a waiting list.

Please note that due to Health & Safety regulations, it is not possible for additional children to sit on parents' laps in the Hall. Thank you for your forbearance in this.

The Shrewsbury School Parents' Association runs a hospitality marquee before the competition to which those of you attending are warmly invited.

Application Form to Begin Instrumental Tuition

(Forms Booklet pages 23 – 24)

We aim to give as many pupils as possible the opportunity to partake of the rich musical life on offer at Shrewsbury. There is hopefully something for all tastes, and starting a new school is a wonderful time to begin a new instrument or take up one that has been put to one side for a while.

Tuition can be arranged in all orchestral instruments and also on percussion, piano, organ, guitar (classical, electric and jazz), jazz piano and harp. We have two singing teachers, and voice lessons can be arranged on an individual basis. Coaching in music theory is also available by arrangement with the Music School.

We offer all new pupils the chance to have one trial lesson free of charge on the instrument of their choice, in the hope that as many pupils as possible will have a go at something when they arrive, irrespective of previous experience. If you would like your son or daughter to benefit from this scheme, please indicate on the form which instrument he or she would like to try. This also applies to anyone wishing to try singing lessons.

All lessons are taught one-to-one and, during the year, our instrumental teachers aim to provide a complete course of at least 30 lessons. The Michaelmas term charge is £286.44 for twelve 40-minute lessons.

Pupils come for tuition both during academic lessons and at other times of the day or early evening. However, we do our best to ensure that only one 40-minute period is missed from any academic subject per half term, thus minimising the amount of academic work they might have to catch up on. In the large majority of cases lessons in academic time works well and should not be seen as a reason for not having lessons at Shrewsbury.

Written permission is required for the commencement of music lessons and one full term's notice in writing is required to the Director of Music if a pupil wishes to discontinue them.

For further advice, please contact the Director of Music, Mr Moore (jfm@shrewsbury.org.uk) or the Music Department Administrator, Mrs Nelms (nnelms@shrewsbury.org.uk).

For more information about Music at Shrewsbury, please read the document 'Music Making at Shrewsbury School' on the New Fourth Form Entrants page of the School website: <http://www.shrewsbury.org.uk/page/new-fourth-form-entrants>.

Use of Bicycle

(Forms Booklet page 25)

With parental consent, pupils are permitted to keep bicycles and to use them whilst at School; they may on occasion borrow bicycles for use on school activities.

The School is unable to accept responsibility for any accidents which may occur on or off the School site as a result of cycling. All bicycles must be clearly marked with the owner's details in paint, and must be securely locked at all times when not in use. Front and rear lights must be used when cycling around the School site after dark. A helmet should be worn.

If a pupil brings a bicycle to the School, parents are strongly advised to ensure that adequate security is provided for it and that insurance cover is held. The School cannot insure pupils' private possessions.

If you wish to give your consent to your child keeping a bicycle at school, please complete the Use of Bicycle form.