

KING GEORGE V COLLEGE

ENROLMENT

THURSDAY 25TH AUGUST - 9:30AM TO 5:00PM



THIS PACK CONTAINS IMPORTANT INFORMATION FOR STUDENTS
AND PARENTS/GUARDIANS.

PLEASE MAKE SURE THAT YOU READ ALL THE ENCLOSED
INFORMATION AND COMPLETE ALL RELEVANT FORMS.

**YOU MUST BRING THIS PACK PLUS EVIDENCE OF ALL YOUR
GSCE AND BTEC RESULTS WITH YOU ON ENROLMENT DAY.**

Information in this pack includes:

- ❖ Guide to the Information Pack
- ❖ Procedures for applicants unable to attend Enrolment Day
- ❖ Postal Enrolment Form (pink) for applicants unable to attend Enrolment Day
- ❖ Parent Welcome letter from Anne-Marie Francis (Acting Principal)
- ❖ Key Dates for the Academic Year 2016/17
- ❖ Transport Information
- ❖ Parent/Guardian Consent Form Non-Residential Off-site Visits: Academic Years 2016/18 (yellow) – to be completed and handed in at College on Enrolment Day
- ❖ Use of Images/Parental Consent Form – Academic Years 2016/18 (green) – to be completed and handed in at College on Enrolment Day
- ❖ Results/Course Choices Sheet

Dear Student,

We are looking forward to welcoming you on enrolment day. The information contained in this pack explains the process of enrolling at KGV College in August and also includes important information for your parents/guardians to read. There are a number of forms that need completing before you can enrol, both by you and a parent or guardian.

Once you have received your GCSE results on Thursday 25 August, you need to attend College on the same day between 9.30 am and 5.00 pm to enrol for September 2016 courses. **You must bring with you evidence of your GCSE results (including any GCSEs gained in Year 10) and any other relevant qualifications including BTEC First results and OCR national results.** It may delay your enrolment onto a programme of study without written evidence of your qualifications.

Enrolment day is busy but we aim to see everyone as quickly as possible whilst ensuring that each individual student is enrolling on the most appropriate course. If you would like to bring a member of your family with you to enrolment they are most welcome.

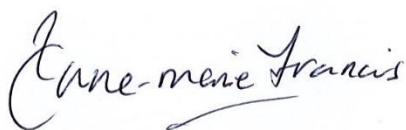
Once enrolled you will be sent information regarding your Welcome Day which will take place on Friday 2 September. College term begins in full on Monday 5 September at 8.45 am.

If you are unable to attend enrolment due to holiday plans etc, please to follow the instructions on the following pages.

As part of the enrolment process your photograph will be taken to produce your College student card so please arrive prepared with your best smile!

We look forward to seeing you soon.

Best wishes.



Anne-Marie Francis
Acting Principal

PS We have a team of experts who can help you find the right course of study. If your GCSE results are not quite as expected, please come and talk to us

PROCEDURES FOR APPLICANTS UNABLE TO ATTEND ENROLMENT DAY

Please complete and return the adjacent form **only if you will be unable to attend enrolment day**. Completion of this form enables us to reserve a place at College on your behalf.

If you can arrange for someone to collect your results from your school, they can bring the completed form into College on Thursday 25 August, along with your results slips.

If you are unable to arrange this, you need to return the form to College by Friday 19 August at the latest. You will need to list all the subjects you have taken at GCSE and BTEC but will not be able to add in the grades at this stage.

When you have received your grades from your present school (please make arrangements to do this as soon as possible after results are released), you need to contact the College by telephone 01704 530601 or email admissions@kgv.ac.uk to inform us of your results by 4.00 pm on Thursday 25 August. If this is not possible, please indicate this when returning the form.



Dear Parent,

I am delighted that you have chosen KGV for your child's continuing education.

This is a very important stage in every young person's life and we have vast experience of facilitating young people to successfully achieve their next steps and progress to high quality universities and employment.

Our commitment is to providing top quality teaching, excellent support and a wide range of extracurricular opportunities to ensure a rich and varied experience at college.

Our students are exceptional, they understand our high expectations and work extremely hard to achieve. Attendance is excellent and the college community is dynamic and happy. Students enjoy being part of small class groups and the extra time and attention that affords them.

I know you will be interested in knowing how best to support your child and I would like to invite you to attend our New Parents Welcome and Advice Event on Thursday 15 September. This evening is aimed at ensuring you have all the information you need to work with us, in partnership, to support and encourage your child in fulfilling their dreams and ambitions. I look forward to seeing you there.

Of course if you need to contact us at any other time we are always here to listen and help in any way we can. Please do not hesitate to contact the College.

Best wishes.

Yours sincerely

A handwritten signature in black ink that reads 'Anne-Marie Francis'. The signature is written in a cursive, flowing style.

Anne-Marie Francis
Acting Principal

KEY DATES

DATES	EVENT
2016	
Thursday 25 August	Enrolment Day
Friday 2 September	Welcome Day
Monday 5 September	Full College Timetable begins
Monday 24 October to Monday 31 October (inclusive)	Half term holiday/INSET Day
Thursday 15 December	Last day of term (Christmas Holidays)
2017	
Thursday 5 January	Start of Spring term
Monday 6 February to Thursday 9 February	Mock Exam Week
Friday 10 February to Friday 17 February (inclusive)	INSET DAY/Half-term holiday
Monday 3 April to Monday 17 April (inclusive)	Easter holiday
Monday 1 May	May Day Bank Holiday
Monday 29 May to Friday 2 June (inclusive)	Half term holiday
Monday 5 June	Start of Summer term
Thursday 6 July	End of Summer term
Thursday 17 August	AS Results/Progression Day
Monday 4 September	Start of Autumn term

TRANSPORT 2016/2017

The College offers a flexible transport provision for its students. Students who live further afield eg in Bootle, Crosby, Parbold, Skelmerdale, Rufford, etc, are able to use one of the two College bus routes with more local students being able to access the many Arriva routes.

Arriva North West Scholars Saver Ticket

The Arriva North West Scholars Saver ticket is valid for anyone in full time education aged between 5 and 18 years inclusive. They are valid throughout Merseyside, Greater Manchester, Cheshire, Lancashire and Halton. There will be two Scholar Student Tickets available to purchase from the College as follows:

- £75.00 Per Term
or
- £215.00 for the Academic Year

You will need to bring 2 passport photographs with you on enrolment day in order to receive your pass.

The ticket entitles the holder to travel on all Arriva North West bus services throughout the above areas (excluding non-local services or park and ride schemes). Scholar Tickets are valid Monday to Friday term time only.

Maghull Coaches

Maghull Coaches will be operating two routes for students travelling from further afield including Bootle, Crosby, Parbold and Rufford. There will be two tickets available to purchase from the College as follows:

- £110.00 Per Term
or
- £300.00 for the Academic Year

Further information on College and Arriva services can be found on our website at www.kgv.ac.uk or from the College.

**APPLICATION FOR ARRIVA BUS PASS
KING GEORGE V COLLEGE 2016/17**

Name of Student:

Address:
.....
.....

Telephone Number:

Please note that two passport style photographs will be required before a pass can be issued

I wish my son/daughter to make use of the Arriva bus service.

Please tick the route below:

- | | |
|----------------|-------------------------------------|
| 43 | 43a |
| 44 | 46 |
| 47 | 300 |
| 375/385 | Other (Please specify) |

For Office Use Only

TERM 1

Amount £ _____

Date: _____

TERM 2

Amount £ _____

Date: _____

TERM 3

Amount £ _____

Date: _____

PAYMENTS (All payments to be made via ParentPay)

I will pay one payment of £215.00 (payment due before 5 September 2016) []

or

I will pay termly in 3 instalments of: []

Term 1 (Valid 01/09/2016 to 23/12/2016) **£75.00** (payment due before 5 September 2016)

Term 2 (Valid 01/01/2017 to 07/04/2017) **£75.00** (payment due before 5 January 2017)

Term 3 (Valid 17/04/2017 to 28/07/2017) **£75.00** (payment due before 17 April 2017)

Please note that except in exceptional circumstances lost or stolen passes cannot be replaced. If Arriva grant permission to replace a pass there will be a cost of £25.00

**APPLICATION TO USE KING GEORGE V COLLEGE COACH SERVICE
2016/17
(Maghull Coaches)**

Name of Student:

Address:

.....

.....

Telephone Number:

I wish my son/daughter to make use of the College coach service
(please tick below)

◆ Coach 1 Bootle/Crosby []

◆ Coach 2 Parbold/Rufford []

He/she will board the coach at:

.....

For Office Use Only

TERM 1

Amount £ _____

Date: _____

TERM 2

Amount £ _____

Date: _____

TERM 3

Amount £ _____

Date: _____

PAYMENTS (All payments via ParentPay)

I will pay one payment of £300 (payment due before 5 September 2016) []

or

I will pay termly in 3 instalments of: []

£110 (payment due before 5 September 2016)
£110 (payment due before 5 January 2017) and
£110 (payment due before 17 April 2017)

*N.B. Students will be issued with a credit card style Coach pass the their photograph on.
If the pass is lost the student will need to purchase a replacement at a cost of £2.00.
Students will not be allowed on the College bus without a pass.*

**Parent/Guardian Consent Form NON RESIDENTIAL Off-site Visits
Academic Year 2016/18**

Student Name:

.....

Note: All students will be dropped off at KGV College on their return.

I agree to my son/daughter taking part in trips and visits arranged by the College and understand that information will be provided of individual opportunities as they arise. If my son/daughter's medical information changes I will update the College with this information in writing.

I acknowledge the need for my son/daughter to behave responsibly during this trip.

1. Medical Information about your son/daughter:

a. Please identify any medical conditions that your son/daughter has been diagnosed with and any medication that is prescribed? (if none please state NONE)

.....
.....

b. Please outline any special dietary requirements your son/daughter may have. (if none please state NONE)

.....
.....

c. Please identify any food, medical or other allergies that your son/daughter has and identify whether he/she carries an Epi-pen (if none please state NONE)

.....
.....

d. When did your son/daughter last have a tetanus injection?

.....

2. Declaration:

In the event of an emergency, I/we agree to my/our son/daughter receiving medications and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I/We understand the extent and limitations of the insurance cover provided. Where my son/daughter completes multiple trips in one subject area, I/we agree to advise the College of any material change to these details for each trip, and understand that the College will rely on the most up to date information provided, and cannot be held responsible for failing to act on information that has not been provided.

Emergency Contact Name:

Work: _____ Home: _____

Mobile: _____

Home Address: _____

Alternative Emergency Contact Name:

Work: _____ Home: _____

Mobile: _____

Address: _____

Name of Family Doctor:

Telephone Number: _____

Address: _____

Signed:

Full Name (Capital Letters):

Parent/Guardian

Date: _____

Student mobile number: _____

Use of Images/Parental Consent Form - Academic Years 2016/18

KGV College supports Sefton's Safeguarding Children Board and Sefton Children's Trust in recognising the need to ensure the welfare and safety of children and young people.

Photographs and digital film recording

Within College we use photographs and digital film for a number of reasons.

The main purpose is to celebrate the success of students. Photographs and film are used on display boards, plasma screens, on the College website and social networking pages, in the College prospectus, in marketing materials and in the local press. Your child's identification will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs if we feel the medium is appropriate. We would therefore like to ask for your general consent to use photographs and film in the following ways:

- College website: National guidance recommends young people should not be named on a website alongside their image
- Marketing materials such as promotional leaflets, the KGV prospectus, online, outdoor, digital and print advertising
- Displays within the College
- External exhibitions
- Press articles
- The College social media sites including Facebook, Twitter, Instagram and YouTube. This may include live film recordings.

Please complete the form below:

Use of Images/Parental Consent Form - Academic Year 2016/18

I agree to my child's photograph being used as outlined above YES NO

I give consent for my child to be named alongside their image YES NO

Consent is for the academic year as stated above. However, you do have the right to withdraw consent at any time by writing to the College.

Name of student:

Signature of student:

Name of Parent/Guardian

Signature of Parent/Guardian:.....

Date:

Checklist: remember to ...

- Ask your parent or guardian to complete the 'Use of Images/Parental Consent' form
- Ask your parent or guardian to complete the 'Off-site Visit Consent' form
- Complete the Results /Course choices sheet
- Find results slips or school evidence for any qualifications gained in Year 10
- Bring all your results slips and this pack with you to enrol
- Return the relevant form to College if you are unable to attend enrolment day or arrange for someone else to attend on your behalf