

Dear Parent / Guardian,

Below are extra copies information gathering forms. If not done so already, these must be completed and **returned to Fort Hill Integrated College Office by Friday August 21st. Failure to do so will delay the student's start at the college.** There are also optional forms in relation to canteen use and the PTA.

It is important and beneficial that parents and pupils read through the relevant sections, outlining some of our key policies (others can be found on our website www.forthillcollege.co.uk).

In acceptance of a place in Fort Hill Integrated College, you agree to fully support and fully comply with all our policies.

The information / permissions within these forms **will be assumed to be correct for the duration of the pupils' enrolment** in Fort Hill Integrated College. If you wish to change or update any of the information / permissions, you may do so through our SIMS Parent app (Registration links will be sent at the start of the academic year) or by providing the new information in writing to the College Office.



FORT HILL INTEGRATED COLLEGE
Confidential Record (1/6)



Dear Parent/Guardian

In order to facilitate our records, please fill in the following record information sheet and return it with your son or daughter on their Induction Day, along with verification documents.

*The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)
The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education.*

SURNAME			
FIRST NAME			
MIDDLE NAMES			
NAME USED / KNOWN BY			
DATE OF BIRTH		COUNTRY OF BIRTH	
NAME OF PARENTS / GUARDIANS 1 &/ or 2		1.	2.
ADDRESS NO. STREET / ROAD			
DISTRICT			
TOWN			
POST CODE			
HOME PHONE NUMBERS		1.	2.
WORK PHONE NUMBER		1	2.
MOBILE PHONE NUMBERS		1.	2.
DAY TIME TELEPHONE NUMBERS		1.	2.
E-MAIL ADDRESS			
OTHER CONTACTS IN CASE OF EMERGENCY			
1ST CONTACT NAME & ADDRESS (Including Postcode)			
DAY TIME TELEPHONE NO:			Relationship to Pupil
MOBILE NO:			
2ND CONTACT NAME & ADDRESS (Including Postcode)			
DAY TIME TELEPHONE NO:			Relationship to Pupil
MOBILE NO:			

Confidential SEN information (2/6)



NAME OF CHILD: _____

The Special Educational Needs and Disability Act (SENDA) was introduced into Northern Ireland in September 2005. This is now supported by the Special Educational Needs and Disability Act (NI) 2016. (The 2016 Act). Its aim is to support and strengthen the rights of children with special educational needs to be educated in mainstream school.

Does your child already have a recognised Special Educational Need? YES / NO
If yes, please state the stage of SEN Code of Practice and reason.

Stage of SEN Code of Practice: 1 / 2 / 3 (please circle)

Does your child have a diagnosis of any medical condition or condition recognised under Special Educational Needs, for example ADD, ADHD, Dyspraxia, Dyslexia, Autistic Spectrum Disorder, Cerebral Palsy, Epilepsy, use of EpiPen, Diabetes or Asthma etc. (please tick)

YES

NO

***There should be official documentation to support your circumstances. It is parental responsibility to provide this information.**

If YES, please describe the nature of the difficulty and the medication (if any) that your child takes.

Signed: _____

Date: _____

If you would prefer to speak to the Pastoral Leader or SENCO, please make an appointment.

***If your child has a statement of Special Educational Needs there is no need to fill in this form, the SENCO will have your child's details already**

STUDENT MEDICAL INFORMATION (3/6)



To ensure a caring and supportive environment in the College we would ask you to read the following guidelines. The College Nurse operates on a part time basis and when not available the student will be directed to the nearest designated First Aider or Senior Member of Staff as appropriate.

- The Nurse will only deal with illness and injury that occurs during the College day.
- The Nurse will offer advice and support but it is not a substitute for a consultation with the GP.
- The Nurse will accompany students to hospital in an emergency situation only and the College will inform parents/guardians as early as possible. In the event of a student requiring non-emergency treatment, we will make appropriate arrangements with the contact person(s) listed in the College records.
- Department of Health guidelines advise that students who have vomiting or diarrhoea should remain at home for 24 hours after symptoms disappear in order to prevent spread of infection throughout the College.
- Students may carry an asthma inhaler and should leave a second inhaler, clearly labelled with their name and form class, with the College Nurse or Pastoral Leader.
- Parents of students requiring long term/short term medication administration **MUST** complete appropriate forms for medication plans which can be obtained from the College office. This must be completed before medication administration has been agreed upon.
- It is parental responsibility to ensure medication supplies required while their child attends the College are renewed and replenished when stock becomes low or due expiry date.

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Medical Permission Form 2026/27

Please return ASAP

During my son/daughter's time at Fort Hill Integrated College, I give permission for

_____ to have the following treatments when necessary – Please tick each one where permission has been given.

- | | | | |
|-------------------------------|--------------------------|------------------------------------|--------------------------|
| Paracetamol (for pain relief) | <input type="checkbox"/> | Plasters (for minor cuts) | <input type="checkbox"/> |
| Treatment for stings & bites | <input type="checkbox"/> | Treatment for minor burns/scalds | <input type="checkbox"/> |
| Basic First Aid Procedures | <input type="checkbox"/> | Allergy Procedures (if applicable) | <input type="checkbox"/> |

Signed: _____

Date: _____



POLICY AGREEMENT (4/6)

Some of our policy details are within the First Days Booklet and others are available on the College website. **Acceptance of placement assumes agreement to support and to fully comply with all the College policies.** This assumption applies to both the Student and their Parents / Guardians / Carers.

Acceptance of placement indicates agreement to fully support the College in the implementation of **all policies**, including, but not limited to: -

1. Exam Policy
2. Mobile Phone Policy
3. Acceptable use Policy
4. Code of Conduct
5. Positive Behaviour Policy
6. Uniform standards
7. Drinks Policy
8. Anti-bullying policy
9. Attendance policy

Cashless Catering (5/6)



Only complete this form if you DO NOT give permission for your child to use this system.

Each student will be required to have a Bio-Metric image taken of one or more finger; the image stored does not contain a fingerprint but a string of data. A PIN number will also be supplied as a backup for the small percentage of students whose image will not accept, the PIN number should be stored in the Students Planner. The system being installed still features self-service Kiosk where the student will be able to enter notes and coins and have the corresponding value added to their account. When the students pay for their food at the point of sale, the total amount will be calculated and deducted from the value previously credited to their account. It will be necessary for the student to identify themselves using the Bio-Metric reader or PIN Pad at the Point of Sale in order that values can be deducted for sales items as required. To avoid misuse of the PIN number at the tills the students photograph will appear once the PIN number is entered identifying the student. The Bio-Metric image is a unique feature to an individual. This makes the Bio-Metrics the most reliable kind of personal identification because it cannot be forgotten, misplaced or stolen.

The cashless system provides a much faster and hygienic method of payment in the College canteen, and we expect that the time taken to serve each student will be reduced as a result of the introduction of this system.

Free School Meals

Students entitled to free school meals will have their account credited on a daily basis and can be accessed with the use of the PIN number at the tills. Additional credits can be added by the student using the card centres or by cheque if required and can be used to purchase additional items not included in the free school meal allowance, or to buy items at breaktime.

Credit by Cheque

You will have the opportunity to credit the card by cheque payment. The cheque should be made payable to "Education Authority South Eastern Region" and should be for a minimum of £20. The student should take the cheque to the College office at morning break. The account will be credited with the cheque amount for their immediate use.

Refunds

Refund will only be given in certain circumstances i.e if a student leaves the College. You must fill in the "Application for a refund" form and take it to K Brown in College canteen. Please give a minimum of one days' notice for this.

Activity Report

There will be a facility to request an activity report on your child's account, which will give details of money credited and transactions made. This is a service that will be provided on special request only, where you have concerns and would like to monitor the movement on the account. You will need to complete a "Request for an Activity Report" form which should be taken to the Office at break time along with the card.

Pupil's Name _____ Class _____

***I do not give permission for my child to use Bio-Metric Reader for the cashless catering system.** If permission slip is not returned it will be assumed that permission has been given.

***I will be sending cheques to the College for school meals.** (Made payable to Education Authority School Meals).

Signed _____ Date _____

*Parent/Guardian *Delete as appropriate*

THE PARENT TEACHER ASSOCIATION (6/6)



We welcome you as new parents to our College. We encourage you to become involved in the PTA, bring your ideas or suggestions to us and join our committee. New members are always made most welcome.

Fort Hill Integrated College's 'Parent Teachers Association' are a dedicated group of parents, supported by staff, who work together to raise much needed additional funds for the College community through various fundraising activities. Whilst fundraising is a priority in our current economic state with budgets diminishing, the PTA also acts as a support to new parents.

Over the years, the PTA has funded many requests by the College for equipment and materials that benefit the students as well as supporting school events locally and abroad.

Easyfundraising and our **Amazon Wish List** continue to be a popular way to support the college.



It is easy to sign up to **Easyfundraising**:

1. Scan the QR code.
2. Click 'support this cause' and create an account
3. Choose from the brands to do your online shopping as normal and our PTA will receive a free donation with every purchase you make.

In order to further support we asked each subject department to provide a list of items that students require throughout the year, that the school budget does not always allow for. Our **Amazon Wish List** is available by scanning this QR code. If you are in a position to support the school in this way, please have a look through. If you see something you would like to buy, just follow the same process as you would if you were ordering something for yourself. Items will be delivered directly to the school, marked for the attention of the relevant department.



PTA funds have supported the Magic 5 initiative, purchased a defibrillator for our Sports Hall, as well as subsidised the end of year group Reward Celebrations. We have just recently purchased a College Football Kit. In all these ventures we acknowledge and appreciate the support of the Board of Governors, the Principal, staff teaching and non-teaching, parents, pupils and friends of the school.

While most of the funds collected by the PTA go towards school related agendas, we also support local charities. In recent years Stepping Stones, Disability Sports and Autism NI, and Macmillan Cancer have all benefited from contributions donated by the PTA.

We've had many parents and family members who have provided us with donations, perhaps from their own business/employment or through business contacts. We are extremely grateful for these donations. We'll also gladly receive new items which may have been unwanted or duplicate gifts as these can be used as ballot prizes at events throughout the year.

The PTA meetings are held monthly and usually last around one hour. We have already started to make plans for exciting fundraising activities for next academic year and **would like to invite new parent/guardians to our team**. If you could please complete the form by scanning this QR code to show your interest or return the reply slip to the College. New members are always made most welcome.



If you have further enquiries, please contact the school office on 02892 663670.

**Fort Hill Integrated College
PTA
Reply Slip**



I would like to show my interest in supporting FHIC PTA and wish to be contacted:

Parent/Guardian Name	
Pupil Name	
Home Number	
Mobile Number	
Email Address	