

# KING GEORGE V COLLEGE

# ENROLMENT DAY

**Thursday 24 August 2017: 9.30 am – 5.00 pm**



**This Enrolment Pack contains important information for students and parents/guardians.**

**Please make sure that you read all the enclosed information.  
On Enrolment Day you will need to bring with you the completed forms and evidence of all your GCSE and BTEC results.**

AMF/PS

July 2017

Dear Applicant,

We are delighted you have chosen to continue your education at King George V College and look forward to welcoming you on enrolment day.

The information contained in this pack explains the process of enrolling 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 24 August, you need to come into College on the same day between 9.30 am and 5.00 pm to enrol for September 2017 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 receive information regarding Welcome Day which will take place on Friday 1 September. College term then begins in full on Monday 4 September at 8.45 am.

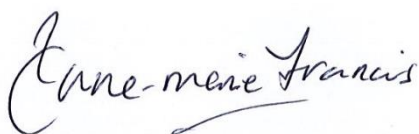
Don't worry if you are unable to attend enrolment due to holiday plans etc; follow the instructions in the Enrolment Pack.

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

We look forward to seeing you on 24 August.

Best wishes.

Yours sincerely



**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

# KING GEORGE V COLLEGE

## ENROLMENT 2017

### Information in your Enrolment Pack includes:

- ❖ Student Welcome letter from Anne-Marie Francis (Acting Principal)
- ❖ Parent Welcome letter from Anne-Marie Francis (Acting Principal)
- ❖ Procedures for applicants unable to attend Enrolment Day
- ❖ Postal Enrolment Form (pink) for applicants unable to attend Enrolment Day
- ❖ Key Dates for the Academic Year 2017/18
- ❖ Transport Information
- ❖ Parent/Guardian Consent Form Non-Residential Off-site Visits: Academic Years 2017/19 (green) – to be completed and handed in at College on Enrolment Day
- ❖ Use of Images/Parental Consent Form Academic Years 2017/19 (orange) – to be completed and handed in at College on Enrolment Day
- ❖ ParentPay letter – when you have enrolled with us on 24 August you can activate your account by using the codes on the enclosed letter
- ❖ Bursary application form and guidelines

## **PROCEDURES FOR APPLICANTS UNABLE TO ATTEND ENROLMENT DAY (Thursday 24 August)**

If you are away on holiday on GCSE Results/Enrolment day, don't panic! Enjoy your holiday – you and your family deserve to relax after your GCSE exams. We have plans in place to allow you to enrol no matter where you are in the world.

There are three ways of getting your results to us on 24 August:

- By email
- By telephone
- A friend or relative bringing your results slips and paperwork into College

### **By email/telephone**

Before you go on holiday you should complete the **pink Enrolment Form** enclosed in this pack, listing the subjects you have studied in Year 11 and including any exam results you achieved in Year 10. You should also list the subjects you wish to study at College. If you can include either a contact telephone number or email address that can be accessed whilst you are on holiday, that would be very helpful. Once the form has been completed then it should be forwarded to the College.

On results day, once you have received your results from school, you can either ring the College (01704 530601) or email your results ([admissions@kgv.ac.uk](mailto:admissions@kgv.ac.uk)) and we can enrol you on your chosen programme.

### **A friend or relative bringing your results slips and paperwork into College**

If you have arranged for a friend or relative to collect your results from your school, they can bring the completed form into College on Thursday 24 August, along with your results slips from both Year 10 and Year 11. We can then enrol you on your chosen course. It would be helpful to have a telephone number or email address that we can use to contact you whilst you are on holiday if we have any queries.

### **On Return from holiday**

Although we will have reserved your place on your chosen programme, we will still need you to come into College when you return from holiday, bringing with you the following items:

- Result Slips (from both Year 10 and Year 11)
- Parent/Guardian Consent Form for Trips
- Parent/Guardian Consent Form for Use of Images

When you have completed the enrolment process you will also have your photograph taken for your College ID badge and collect your Welcome Pack which will include information regarding Welcome Day on Friday 1 September.

## KEY DATES

DATES	EVENT
<b>2017</b>	
Thursday 24 August	Enrolment Day
Friday 1 September	Welcome Day
Monday 4 September	Full College Timetable begins
Monday 23 October to Monday 30 October (inclusive)	Half term holiday/INSET Day
Thursday 14 December	Last day of term (Christmas Holidays)
<b>2018</b>	
Thursday 4 January	Start of Spring term
Monday 5 February to Thursday 8 February	Mock Exam Week
Friday 9 February to Friday 16 February (inclusive)	INSET DAY/Half-term holiday
Friday 30 March to Friday 13 April (inclusive)	Easter holiday
Monday 7 May	May Day Bank Holiday
Monday 28 May to Friday 1 June (inclusive)	Half term holiday
Monday 4 June	Start of Summer term
Wednesday 4 July	End of Summer term
Thursday 16 August	AS Results/Progression Day
Monday 3 September	Start of Autumn term

**APPLICATION FOR ARRIVA BUS PASS  
KING GEORGE V COLLEGE 2017/18**

Name of Student: .....

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

Telephone Number: .....

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

Please tick the route below:

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

*For Office Use Only*

**ANNUAL PASS  
NUMBER/DATE**

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**TERM 1  
PASS NUMBER/  
DATE**

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**TERM 2  
PASS NUMBER/  
DATE**

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**TERM 3  
PASS NUMBER/  
DATE**

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**PAYMENTS (All payments to be made via ParentPay)**

I will pay one payment of £215.00 (payment due before 4 September 2017) [ ]

**or**

I will pay termly in 3 instalments of: [ ]

Term 1      **£75.00** (payment due before 4 September 2017)

Term 2      **£75.00** (payment due before 4 January 2018)

Term 3      **£75.00** (payment due before 16 April 2018)

**Please note: Should a pass be lost Arriva charge a replacement fee of £25.00**

**APPLICATION FOR KING GEORGE V COLLEGE COACH SERVICE  
2017/18  
(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:

.....

**PAYMENTS (All payments via ParentPay)**

I will pay one payment of £300 (payment due before 4 September 2017) [ ]

**or**

I will pay termly in 3 instalments of: [ ]

£125 (payment due before 4 September 2017)

£125 (payment due before 4 January 2018)

£80 (payment due before 16 April 2018)

**Please Note: Students will be issued with a credit card style Coach pass with their photograph. 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 2017/19**

**Student Name:** .....

**Student Mobile:** .....

I agree to my son/daughter (named above) taking part in trips and visits arranged by the College and understand that information will be provided of individual opportunities as they arise.

I acknowledge the need for my son/daughter to behave responsibly during any trip arranged by the College.

**Please Note: Unless otherwise stated, all students will be dropped off at KGV College on their return from a trip.**

**1. Medical information about your son/daughter:**

a. Please identify with brief details any medical conditions your son/daughter has been diagnosed with and any medical treatment/medication that is prescribed. (If none, please state NONE.)

.....  
.....

b. Please outline any special dietary requirements your son/daughter has. (If none, please state NONE.)

.....  
.....

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

.....  
.....

d. Date of your son/daughter's last tetanus injection? .....

**Parental Agreement:** I will inform the Principal in writing if my son/daughter's medical information changes whilst he/she is a student at the College.

**2. Declaration:**



In the event of an emergency I agree to my 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 understand the extent and limitations of the insurance cover provided by the College. Where my son/daughter completes multiple trips in one subject area I agree to advise the College of any material change to these details for each trip.

**Emergency Contact Name:** .....

Relationship to Student: .....

Work: ..... Home: .....

Mobile: .....

Home Address: .....

.....

**Alternative Emergency Contact Name:** .....

Relationship to Student: .....

Work: ..... Home: .....

Mobile: .....

Home Address: .....

.....

**Name of Family Doctor:** ..... **Telephone Number:** .....

**Surgery Address:** .....

.....

**Full Name (Capital Letters):** ..... **Signed:** .....

Parent/Guardian (delete as appropriate)

**Date:** .....

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT.  
A COPY WILL BE RETAINED BY THE COLLEGE EMERGENCY CONTACT.**

**Parent/Guardian Consent Form  
Use of Images - Academic Years 2017/19**

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
- All KGV-affiliated social media sites including Facebook, Twitter, Instagram, SnapChat and YouTube. This may include live film recordings.

Please complete the form below:

**Parent/Guardian Consent Form  
Use of Images - Academic Year 2017/19**

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 years 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:** .....