

TERMS & CONDITIONS... FOR ACCEPTING AN OFFER AT HOLY CROSS



It is important that you read this information carefully. In accepting your offer you, and your parents/carers, are agreeing to the Terms and Conditions set out here.

HOLY CROSS PROMISE

- To provide you with information and guidance advice that ensures that your study programme is appropriate for your needs.
- To provide you with excellent teaching, pastoral care and support, a general religious education programme, tutorials including careers guidance and enhancement activities outside normal timetabled lesson time.
- If you have a learning difficulty, a disability or a medical condition which has an impact on you as a student the learning support team will work with you to support your learning and to enable you to become more independent during your time at Holy Cross. These must be disclosed prior to enrolment, at application, or interview to guarantee being able to provide the necessary levels of support.
- To value the personal information entrusted to us and make sure we respect that trust by ensuring it is only passed to external agencies where absolutely necessary to support your learning, health, safety and wellbeing, in compliance with safeguarding legislation.
- To provide information to you and your parents/carers in relation to your studies and welfare in compliance with GDPR legislation. College will at all times respect confidentiality and will require the emergency contact details of two adults for you.

GENERAL BEHAVIOUR

- You must show courtesy and respect to one another, to staff and to all members of the public and you must not act in any manner that may bring the College's reputation into disrepute.
- You must wear your ID badge on your Holy Cross lanyard at all times whilst on campus and must not invite visitors or friends onto the college campus under any circumstances.
- You must treat all college buildings and equipment with respect and report any acts of vandalism to a member of staff.
- You must comply with all college policies for example, attendance, punctuality, examinations and the acceptable use of Information Technology.
- You must provide appropriate evidence in order for the college to verify details provided in your application e.g. evidence for funding eligibility and prior qualifications.
- Parents/Carers must inform college if you are unable to attend and holidays should not be booked during term time.
- You must attend all lessons, including academic subjects, RE, Tutorial, Learning Support or other mandatory extra sessions.
- At times your weekly timetable may be subject to change to facilitate the efficient delivery of the curriculum and meet your needs.



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ADMISSIONS POLICY

- This is available on our website here. The subject entry requirements relating to your specific offer are included in your formal offer letter. As a College we will do all we can to ensure entry requirements are appropriately implemented at enrolment. However, if after enrolment, it is found that you do not fully meet the entry requirements for a programme of study or specific subjects, the College reserves the right to amend the offer.

SHARING INFORMATION

- All records at Holy Cross College are maintained in compliance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018 and you can view the College's Privacy Policy on our website here. We value the personal information entrusted to us and make sure we respect that trust by ensuring it is used and processed in a way that supports the principles of the Act.
- At Holy Cross we believe in a positive relationship between the College, the student and the parents/carers at all times. Information about college events, progress and attendance will be available through the Connect Parent portal, whilst you as a student will have responsibility for allowing parental access, it is expected that this will be facilitated in order to preserve this relationship between all parties.

SAFEGUARDING AND PREVENT

- Holy Cross recognises its responsibilities with regard to the protection of young persons from abuse and from inappropriate and inadequate care, and is fully committed to acting in accordance with Bury Integrated Safeguarding Partnership. If a disclosure is made that puts you or others at risk, then this information will be referred to the appropriate authority either with, or without, your permission. Full details of the Safeguarding policy can be found on the college website. In compliance with safeguarding legislation, we will require two emergency adult contacts and if changes are made to these then we will inform all parties concerned.

HOLY CROSS LIABILITY

- I understand that the College is covered for public liability insurance but this does not cover any incident or injury where a student acts independently outside of the advice and guidance given by staff.

IN THE EVENT OF ANY EMERGENCY

- I understand that during my child's time at Holy Cross there may be occasions when they will take part in educational visits/enrichment activities. Should an emergency arise and I do not wish my child to receive first aid and/or medical treatment then the College must be notified of this in writing and this should be addressed to the Assistant Principal (Progress).