



Backwell School

An Ofsted Outstanding School
A National Teaching School

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Headteacher: Jon Nunes MA

September 2018

Dear Parent/Carer

GCSE Art and Design : 2018-2020

The Art department aims to do its best for students by providing opportunities which will allow them to develop their abilities fully, including as wide a range as possible of processes and materials to work with. Obviously, this can be very expensive in Art and Design and, as a result, we have to ask for a payment of £20 per student. Most of this payment is used to purchase a kit of basic equipment that the students will need to complete their coursework unit. They will be able to purchase another sketchbook of their choice as part of their trial exam/coursework in Year 11.

The basic kit will include:

- A3 plastic folder
- A3 sketchbook, to be used during Year 10
- A4 sketchbook, to be used during Year 10
- Selection of drawing pens and pencils
- Two glue sticks, handed out over the year
- One roll of double-sided tape

Payment should be made via www.parentpay.com, the school's online cashless payment system. If you have any problems accessing the service, please contact the Finance Team on 01275 465941. If your son/daughter is in receipt of free school meals, we will pay the cost of his/her GCSE Art and Design course equipment from your personal allocation of Pupil Premium funding. In this instance, please contact the Finance Team on 01275 465941.

We would also expect students to have appropriate media outside of school to sustain their progress. We have a non-profit making Art shop in the department, should students wish to purchase materials and photographic paper from us.

During the course, your son/daughter may need to borrow books, cameras and other equipment in order to work at home. We would like him/her to have this opportunity, but to make this possible, he/she needs to understand what will be expected of him/her in terms of responsibility for that equipment, etc. We will explain this to the students at the start of the course, but we also need you to be prepared to guarantee the safekeeping of those items during the loan period. **Any equipment which is damaged, lost or stolen will need to be paid for at the cost of replacement. Unless otherwise stated, all equipment must be returned before 9.00 am the following school day to the Art and Photography Technician, to be signed back in, to enable the equipment to be used by other students during lessons. Any equipment left unattended whilst signed out, including such items which are left in the Art department but not signed back in and then stolen, will be the responsibility of the student who borrowed them.**

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Throughout the course students will be expected to work safely and listen to Health and Safety instructions in lessons, particularly when introducing new processes and materials. Any student who is considered not to be respecting the safety of themselves and others will not be permitted to use those materials and tools in future lessons, which may impact on their learning. Students must not bring dangerous equipment, such as art knives, into school and lessons.

We must all be considerate of child protection and safeguarding issues and, therefore, your son/daughter must take responsibility for the appropriateness of any images that he/she acquires or uses. Images should not include references to alcohol, drugs or smoking and the subjects must always be appropriately dressed. Teachers will discuss with students where this may be an issue and will have the final say in deciding what can or cannot be submitted to the examination board. We request that parental permission should be gained from any school age individual being used as part of a formal photoshoot set up by your son/daughter. Your son/daughter’s teacher will have a standard letter available for this.

Please complete and return the tear-off slip to the Art and Photography Technician as soon as possible.

If you would like to discuss any of the above, please contact me at school.

Yours sincerely



J Lewis
Curriculum Leader of Art and Design Technology

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Please return to the Art and Photography Technician as soon as possible.

NAME OF STUDENT: _____ TUTOR GROUP: _____

I confirm that a £20 payment for my son/daughter’s GCSE Art and Design course has been paid.

Signed: _____ (Parent/Carer) _____ (date)

I acknowledge that my son/daughter may wish to borrow books or equipment from Backwell School Art Department during his/her GCSE Art and Design course. I am prepared to act as guarantor for their safekeeping whilst in his/her possession and understand that I may be held liable for their replacement in the event of damage, loss or theft.

Signed: _____ (Parent/Carer) _____ (date)

I have read the above statement regarding Health and Safety and Child Protection and Safeguarding issues.

Signed: _____ (Parent/Carer) _____ (date)

I have read the above statement regarding Health and Safety and Child Protection and Safeguarding issues.

Signed: _____ (Student) _____ (date)