

HOME TIME ARRANGEMENTS

Pupil Name..... Year.....

CHILDREN IN YEARS Reception –Y3 must be dropped off and collected from school/afterschool clubs by a responsible adult.

CHILDREN IN YEARS 4, 5 & 6 ONLY are allowed to leave the school grounds at 3.15pm without an adult, please tick the box below to give consent:

I give permission for my child in Years 4 – 6 to leave the school grounds at 3.15pm without an adult and I take full responsibility for my son/daughter’s safety and actions after leaving the care of teacher.

NB – children in Years Reception – Year 3 must not be left unattended on the school grounds before 8.50am.

If your child is collected, please complete the form below for ALL adults who have your permission to collect.

My child will be collected by:

Name of adult..... Relationship.....

Name of adult..... Relationship.....

Name of adult..... Relationship.....

Name of adult..... Relationship.....

Name of adult..... Relationship.....

Signed:

Parent/Carer’s full name



Doxey Primary School

Admission Form

Please complete the form
and return to the school

Parental Responsibility Guidelines

(Guidance taken from the Staffordshire County Council Guidelines)

The following people will have parental responsibility (PR) either automatically or via one of the various methods stated:

- 1: A Mother.
- 2: A Father, provided that:
 - he was married to the child's Mother at the time of the birth, or married her afterwards;
 - he has signed a Parental Responsibility Agreement with the child's Mother which is in the prescribed form and has been registered at court;
 - he has obtained an order from a court (such as a Residence Order or Parental Responsibility Order);
 - he has registered his name on the child's birth certificate after 1 December 2003;
 - he has been nominated as the child's guardian in the will of the only other person who has PR and that person has died.
- 3: Anyone else, provided that:
 - if they are a step-parent, they have signed a Step-Parental Responsibility Agreement with the child's Mother another person who has PR for the child, which is in the prescribed form and has been registered at court;
 - they have obtained an order from a court (such as a Residence Order, Parental Responsibility Order or Special Guardianship Order);
 - they adopt the child;
 - they are nominated as the child's guardian in the will of the only other person who has PR and that person has died.

Photography consent—Conditions of use

The form is valid indefinitely from the date you sign it.

This condition of use specifies the manner in which Doxey Primary School will use and make available photographic images of pupils.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.

- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

In using materials of school age children for its purposes the County Council will:

- Always ensure that parental permission has been given via this standard form.
- Not use images of children to illustrate child protection issues, fostering and adoption services or Youth Offending Services.

ICT Acceptable use agreement for primary pupils

The use of ICT, including Internet, e-mail, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact school.

At Doxey Primary School, pupils **are expected to:**

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving e-mails.
- Open only e-mail attachments from people known to them or people who the teachers have approved.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat with respect.
- Seek the advice of a teacher before downloading material.

Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will:**

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes, acting in line with the school's IT policy.

Parent/carer signature

We have discussed this and (child's name) Class.....
agrees to follow the e-safety rules and to support the safe use of ICT at Doxey Primary School.

Parent Signature..... Date.....

Photography Consent

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website, Facebook page and Twitter account. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain consent from the parent before using the image. Learning Journeys and Records of Achievement are used to celebrate your child's progress throughout school. These are sent home at the end of Reception and Year 6. Photographs of individuals, groups or classes of children may appear in these records. From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers. Children's photos may still be used on school displays and school website after the child has left.

Please tick appropriately.

- I give consent for my child's photograph to be used within school for display purposes Yes No
- I give my consent for my child's image to be used in Learning Journeys/Records of Achievements belonging to other children Yes No
- I give consent for my child's photograph to be used in other printed publications Yes No
- I give consent for my child's image to be used on our website Yes No
- I give consent for my child's image to be used on the school's social media sites Facebook and Twitter Yes No
- I give consent to my child's image to be used on class dojo (a communication app for teachers and parents across the whole school) Yes No
- I give consent for my child to appear in the media—local newspaper articles Yes No
- I give consent for my child to have an Individual school photograph taken Yes No
- I give consent for my child to have a class/group photo and I understand this printed/digital photograph can be purchased by parents Yes No

Transport Consent

There are many instances when children walk or are transported by coach or car for school activities. These include class visits, swimming lessons and inter-school sports fixtures.

Below is a consent slip which would cover all forms of transport for children on school activities. In asking you to sign the form, we assure you that only coaches that conform to current safety standards will be hired. Staff and parents using their private cars for school journeys will be asked to sign a form assuring us that their insurance, tax and MOT certificate are all in order.

- I give consent for my child to be transported by coach or car for any school activity Yes No
- I give consent for my child to walk supervised for any school activity Yes No

Doxey Primary School Privacy Notice is published on the school website and I understand that:

- Doxey Primary School has a legal and legitimate interest to collect and process personal data in order to meet statutory requirements.
- How data is used.
- Doxey Primary may share data with the DfE, and subsequently the LA.
- Doxey Primary School will not share my data with any other third parties without consent, unless the law requires the school to do so.
- Doxey Primary School will always ask for explicit consent where this is require, and I must provide this consent if I agree to the data being processed.
- Data will be retained in line with the school's GDPR Data Protection Policy.
- My rights to the processing of personal data.

This form must be signed by someone who has parental responsibility

Signed: _____ Relationship to child: _____

Print Name: _____ Date: _____

Pupil Information Form



Please complete the form and return to school:

Pupil Legal surname: _____ Date of Birth : _____
 Pupil legal forename: _____
 Pupil legal middle name(s): _____
 Gender: Male Female

For school use only:
 Birth certificate seen
 Name & DOB correct _____ Sign
 House/Team _____

Home address: _____ Home telephone number: _____
 _____ Mobile telephone number: _____
 _____ E-Mail address: _____

The school requires 4 emergency contacts on order of priority

EMERGENCY CONTACT NUMBER 1

Mr/Mrs/Miss/Ms (delete as appropriate)
 Relationship to child: _____
 Forename: _____
 Surname: _____
 Address: _____
 Telephone: Home _____
 Mobile _____
 Work _____

EMERGENCY CONTACT NUMBER 2

Mr/Mrs/Miss/Ms (delete as appropriate)
 Relationship to child: _____
 Forename: _____
 Surname: _____
 Address: _____
 Telephone: Home _____
 Mobile _____
 Work _____

EMERGENCY CONTACT NUMBER 3

Mr/Mrs/Miss/Ms (delete as appropriate)
 Relationship to child: _____
 Forename: _____
 Surname: _____
 Address: _____
 Telephone: Home _____
 Mobile _____
 Work _____

EMERGENCY CONTACT NUMBER 4

Mr/Mrs/Miss/Ms (delete as appropriate)
 Relationship to child: _____
 Forename: _____
 Surname: _____
 Address: _____
 Telephone: Home _____
 Mobile _____
 Work _____

Details of previous school

Name of School: _____ Telephone Number: _____
 School address: _____
 Start date: _____ Leaving date: _____

Siblings

If your child has older brothers or sisters in school, please give their name and class:

Ethnicity—Please tick one

White—British

White—Irish

White and Asian

White and Black African

White and Black Caribbean

Bangladeshi

Gypsy

Gypsy/Roma

Other Gypsy/Roma

Roma

Chinese

Black—African

Black—Caribbean

Indian

Pakistani

Any other Asian background

Any other Black background

Any other Ethnic group

Any other Mixed background

Any other White background

Refused

Traveller status:

Not applicable

Occupational Traveller

Gypsy/Roma Housed

Gypsy/Roma Traveller

Religion—Please tick one

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No Religion

Refused

Other

Please state _____

Home Language—Please tick one

Welsh

English

Scottish

Irish

British

Refused

Not supplied

Other

Please state _____

Country of Birth _____

Nationality _____

Does any parent serve as part of our armed forces: Yes or No

School Meals and Dietary Requirements

Does your child have any food allergies? Yes No

If yes please give details _____

Is your child vegetarian? Yes No

Does your child have any religion-specific dietary requirements? Yes No

If yes please give details _____

Please read the 'Parental Responsibility' information included in this pack carefully before completing this section.

1: The following adults live with the child and act as parent:

Full Name	Relationship to child	Do they have parental responsibility?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

2: The following adults have 'parental responsibility' but do not live with the child:

Full Name	Relationship to child	Address	Do they have parental responsibility?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Are there any Court Orders which relate to the child? E.g. Custody orders/Section 8 orders under the Children Act 1989

If yes please say what they are: _____

Medical Details

Name of Family doctor: _____

Address of Surgery: _____

Telephone Number: _____

Medical Information

Is your child up to date with all vaccinations? Yes No

Has your child suffered from any of the following (please tick applicable)

<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Eczema	<input type="checkbox"/> Sight Problems	<input type="checkbox"/> Hearing Problems
<input type="checkbox"/> Migraines	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Other—supply further details below.

If your child suffers from any of the above please provide further details, including any medication or treatment required:

Not Applicable

Please provide any details of any operations or illnesses you think the school should be aware of:

Not Applicable

Please provide any details if your child has been involved with other services such as speech and language, occupational therapy, Midlands Psychology, Physiotherapy etc.

Not Applicable