



ENROLMENT PACK

Please complete all pages, signing where necessary and return to the school office.

Child's Name		
DOB		
Date of completion		OFFICE ONLY System added: <input type="text"/>

SCHOOL ENROLMENT FORM		
BASIC DETAILS		
Surname		
First Names		
Nationality		
DOB		
Address		
Language spoken at home		
Country of Birth		
Religion		
Previous School/ Pre-school		
FAMILY DETAILS		
Parent 1 / Carer TITLE & NAME		
Address if different		
Home Phone Number		
Mobile Number		
Work Number		
Email		
Parent 2/ Carer name & title		
Address if different		
Home Phone Number		
Mobile Number		
Work Number		
Email		
Are either parent/carer a member of the armed forces?	Yes/ No / NA	
MEDICAL INFORMATION		
Doctors Surgery		
Telephone		
Medical:	Yes	No
Does he/she have any known medical condition?		
Does this require attention in school e.g. diet/ medication?		
Has he/she ever been admitted to hospital		
Sight:		
Does he/she have a known visual problem?		
Does he/she wear glasses?		

Hearing:		
Does he/she have hearing problems?		
Does he/she have a history of intermittent ear problems?		
Language:		
Does he/she have any known speech or language problems?		
Diet and allergies:		
Does he/she have any specific dietary requirements/ allergies?		
If you have answered 'yes' to any of the above, then please give further details below.		

ADDITIONAL CONTACTS: Parents/Guardians will be Priority 1 and 2 unless otherwise requested	
PRIORITY 3 Name & title	
Relationship to Child	
Home Number	
Mobile Number	
PRIORITY 4 Name & title	
Relationship to Child	
Home Number	
Mobile Number	
<i>ANY OTHER EMERGENCY CONTACTS PLEASE ADD TO A SEPARATE SHEET.</i>	

How will your child travel to and from school? Please tick all those that apply.	Walk	
	Cycle	
	Scooter	
	Car/Van	
	Bus	
	Train	
	Taxi	

ETHNIC BACKGROUND RECORD FORM

(based on the new national population Census ethnic categories)

Our ethnic background describes how we think of ourselves. This may be based on many things including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people over 11years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibilities are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child. Please also tick whether the form was filled in by a parent or the pupil.

White	British	
	Irish	
	Traveller of Irish Heritage	
	Gypsy / Roma	
	Any other White background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background	
Black or Black British	Caribbean	
	African	
	Any other Black background	
	Chinese	
	Any other ethnic background	
	I do not wish an ethnic background category to be recorded	

This information was provided by: (please tick)

Parent

Pupil

Child Name	
Parent Name	
Parent Signature	
Date	



LOCAL OUTINGS CONSENT

For the years your child attends this school many visits will be made to local places of interest. It is necessary to obtain your permission to take your child on these outings. Rather than obtaining your permission on each occasion we would like to ask for your consent collectively to make the organisation more efficient. Therefore we would be grateful if you sign the accompanying overall consent form to cover these visits. This form will be kept in your child's file.

Such visits may be on foot, by staff/parent car or coach and would have the requisite regulation staff and adult supervision. All visits are covered by our insurance policy. We would, of course, still inform you if your child was going to be out.

On occasions when visits involve any kind of cost/ contribution, you will receive an online notification from our payment system which will include online consent.

Local Outings Consent Form

I give permission for my child to take part in the above mentioned school activities and, having read the information sheet, agree to his/her taking part in any or all the activities described.

- I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed.
- I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.

Please complete the following as is appropriate: My child has:

- No illness, allergy or physical disability
- The following illness, allergy or physical disability which necessitates the below medical treatment:

I consent to any emergency medical treatment necessary during the course of the visit

Child Name	
Parent Name	
Parent Signature	
Date	



ALLERGIES AND FOOD/COOKING/GARDENING PERMISSIONS

We value the opportunity for children to make and try different foods in and out of school and experience growing food and plants.

Please sign the below consent for this, and let us know any allergies your child has. We would also like to know if your child is up to date with their Tetanus jabs.

When whole class sessions are planned, teachers will keep you informed and for cooking the children will need long hair tied back and should not wear jewellery or nail varnish. For gardening, especially in the winter months, it would be helpful if the children had some old clothes to change into including a coat and wellies or old trainers.

I give permission for my child to take part in cooking, tasting and gardening activities.

My child has no known allergies

My child has allergies*

*Please list below any allergies to plants or food:

Foods to avoid on religious grounds:

--

My child HAS had a tetanus inoculation

My child HAS NOT had a tetanus inoculation

Approx. date of last Tetanus:

--

Child Name	
Parent Name	
Parent Signature	
Date	



ACCESS TO THE INTERNET

During the year all children will be given the opportunity to use the internet. Children will be supervised when using the internet in the sense that a responsible adult will be in the classroom with them. The exception being during indoor play times, when only a teacher initiated activity will be permitted within a defined route. Children will be trained in how to use the internet in a responsible manner and will need to abide by the following rules:

- 1. I must not use the internet without a teacher's permission.**
- 2. I may only use teacher approved sites during wet playtime.**
- 3. I must use the internet responsibly for research.**
- 4. I will inform the teacher if I accidentally access an inappropriate site.**
- 5. I must not send, or encourage others to send, abusive or anonymous messages.**
- 6. I must not reveal any personal information about myself to other users.**
- 7. I must not interfere with anyone else's work.**
- 8. I may not use copyrighted material.**

A red filter operates on the school network, which denies access to known dubious sites. Every effort is made to ensure that children only access appropriate educational material but parents have to be mindful that there is always a slight risk that children may find ways to access other materials.

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As the parent or legal guardian of the child named above **I GIVE/ DO NOT GIVE*** permission for my child to access networked computer services such as electronic mail and the internet. I understand that children will be held accountable for their own actions. I also understand that, although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or County Council responsible for inappropriate material, which my child may obtain, despite such reasonable supervision. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

Child Name	
Parent Name	
Parent Signature	
Date	



Agreed guidelines for accessing and using Tapestry 'Online Learning Journal', Seesaw and Google Classroom

We have found the use of online learning journals for EYS and infants alongside online learning platforms for juniors (Google Classrooms) a very useful addition to our children's educational experience.

The infant journals are a particularly valuable tool for us to share your child's work and daily experiences with you.

Please complete the below to agree to the following:

As a parent I will...

- **NOT** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details (if required) safe and not share
- I accept that my child's photograph may appear on their friends learning journal/ online learning platform and I may see pictures of my child's friends on my child's personal account.
- Speak to a member of staff if I experience any difficulties accessing my child's learning Journal.

Child Name	
Parent Name	
Parent Signature	
Date	



HOME-SCHOOL AGREEMENT – SCHOOL COPY

A copy of this can be found on our website.

Our aims for teaching and learning are that all children will:

- Be tolerant and understanding with respect to the rights, views and property of others
- Develop a responsible and independent attitude towards work and play
- Achieve their potential in terms of academic and practical achievement, physical development, aesthetic appreciation and spiritual awareness within a framework promoting high moral standards

The school's particular character and spirit (ethos) is exemplified in its mission statement:

"We seek to be a learning centre of excellence at the heart of the local community, fostering the intellectual, spiritual and emotional development of all who play a part in the school, looking to follow the teachings of Jesus in all we do".

SCHOOL'S RESPONSIBILITIES:

- Plan a well-balanced, structured, differentiated curriculum and encourage children to do their best at all times.
- Create a safe, caring, secure, well-resourced and stimulating environment.
- Inform parents of the children's progress by written report in the Summer term and through consultation meetings in the Autumn and Spring terms.
- Promote positive behaviour.
- Inform parents about what the teacher's aim to teach within two weeks of the start of every term.
- Have high, but fair expectations and praise examples of good standards in all areas.

PARENTS RESPONSIBILITIES:

- Ensure that the school is notified of absence first thing on the morning of the day of absence and in a letter on the child's return to school.
- Inform the school of matters which may affect the child's happiness and behaviour in school.
- Be realistic about their child's ability and give encouragement and praise generously.
- Attend Parents' consultation sessions and other events organised to provide information on developments in the curriculum.

CHILDREN WILL OBEY THE SCHOOL RULES BY:

- Walking and talking quietly in and around school.
- Doing as they are asked.
- Being kind and helpful to people.
- Playing sensibly.
- Taking care of their own and school equipment.
- Working their hardest.
- Being polite and patient.
- Respecting other people.
- Caring for the whole school environment.

Child Name	
Parent Name	
Parent Signature	
Date	
Headteacher Sig.	



Safe Use of Children's Photographs and Video

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for certain media use.

The use of photography and video within the school is an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

St Margaret's CE Primary School would like to take photographs and or video recordings of pupils whilst they attend the school to celebrate their achievements and successes. Still or moving images may be published in our printed publications (e.g. School prospectus, newsletters) and/or on our external website. They may also be used to promote the good educational practice of the school to other teachers, e.g. at training events organised by the school, Local Authority or national education/government institutions. Children's full names will never be published alongside their photograph externally to the school. Names may be used internally, for example - on a display. Photographs/videos may also be published for *internal use only*, as part of children's regular classroom work e.g. on classroom displays, within multimedia projects (e.g. PowerPoint), on the school's internal network and to share educational achievements with parents, e.g. video presentation of a school trip. Electronic images, whether photographs or videos, will be stored securely on the school's network which is accessible only by authorised users.

Before using any photographs/videos of children parental permission is sought. This is by means of the School Enrolment Booklet new parents complete prior to their child's entry to the school. This consent is valid from the date of signing until your child leaves the school.

Photographs and videos may be securely archived after your child has left the school. Archiving provides a valuable record of the school's history for future generations. On an occasional basis such as a published historical record of the school or new publicity material where a specific photograph illustrates clearly an aspect of school, a photograph may be re-used or re-published. We recognise that parents, carers and family members will wish to record events such as school plays, sports days etc. to celebrate their child's achievements. St Margaret's is happy to allow this on the understanding that such images/recordings are used purely for personal family use and not posted to any public social media.

Please note that photographs may be taken at public events/performances by third parties beyond our control.



Consent for Photography and Videography

Child Name	
Class	

By signing this form, you consent to the use of photographs/video of your child for the following purposes:

1	I give permission for my child's photograph to be used in printed publications produced by St Margaret's CE Primary School.	Yes	No
2	I give permission for my child's photograph to be used on the school website or other school-hosted media site as part of a large group or whole school activity.	Yes	No
3	I give permission for my child's photograph to be used on the school website or other school-hosted media site showing an individual activity? (e.g. holding a winner's trophy).	Yes	No
<i>(Please note that the above is a very important way of promoting the activities of the school and celebrating the many wonderful achievements of our children. The school would greatly appreciate your full support for this.)</i>			
4	I give permission for my child's photograph to be used by external media (e.g. newspaper). This might be as part of a school team or record of a school event.	Yes	No
5	I give permission for my child to have their school photograph taken, individually and in classes for purchase by parents/carers either digitally or printed and for recordings to be taken (e.g. a school play) which may be available for purchase by parents/carers.	Yes	No

We regard the use of photography and video within the school as an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

The school owns the copyright of this photograph/video. It will be used solely for the purpose/s mentioned above.

You have the right to opt out or withdraw consent in respect of one or all of these options at any time. Should you wish to withdraw your consent you will need to notify the Data Protection officer (DPO) in writing using the school address school@stmargaretsprimary.org.uk

Alternatively, please complete a new form and we will update our records accordingly. Opting out will be effective from date received only and will not be retrospective.

Child Name	
Parent Name	
Parent Signature	
Date	

FOR OFFICE TO COMPLETE

DATE RECIEVED	
STAFF SIG.	