

# ENROLMENT PACK



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

Child's Full Name:	
Child's Date of Birth:	
Date of Completion:	



**ST MARGARET'S**  
CE PRIMARY SCHOOL  
ANGMERING

Love - Resilience - Teamwork - Friendship - Respect - Kindness



Dear Families,

We would like to take this opportunity to wish you a warm welcome to St Margaret's CE Primary School. We look forward to your child joining our school and becoming part of a happy environment, in which they can thrive.

Our School models itself on Love, Resilience, Teamwork, Friendship, Respect and Kindness; which we aim to teach to our pupils so that they have a solid foundation for their futures.

As a Church of England school we are very proud of and our close relationship with St Margaret's Church (Angmering), and continue to develop our school values by attending church services throughout the year.

Our school is a safe and nurturing environment which helps children to develop their understanding of the world and strong friendships. Here at St Margaret's we have a very large outdoor area with play equipment, a designated forest school area and we even have our own family of St Margaret's chickens on site, for children to nurture and interact with.

Throughout the school year we aim to arrange a number of activities for all year groups, including extra curricula trips, sporting events, the opportunity to learn musical instruments, specialist art & PE, musical productions and much more.

This Enrolment Pack contains important information including, permission and consent forms that we kindly ask you to read and complete, for the time your child is at our school.

Once completed please return to the school office before your child starts school.

### CHILD'S PERSONAL DETAILS

First Names:

Surname:

Date of Birth:

Gender: Male / Female

Address:

Main Language Spoken at Home:

2<sup>nd</sup> Language Spoken at Home:

Nationality:

Country of Birth:

Religion:

Non-Religious ☐

Previous School/ Pre School:

### FAMILY DETAILS - Parent 1

Title/ Name:

Relationship to Child:

Address if different from child:

Mobile Phone No:

Home No:

Work Phone No:

Email:

### FAMILY DETAILS - Parent 2

Title/ Name:

Relationship to Child:

Address if different from child:

Mobile Phone No:

Home No:

Work Phone No:

Email:

## **MEDICAL INFORMATION**

Name of Doctors Surgery:

Telephone Number:

Emergency Medical Consent given to school:

YES ☐

NO ☐

### **SIGHT:**

Does your child have any known visual difficulties?

YES ☐

NO ☐

If **yes** please specify details of visual difficulties:

Does your child wear glasses?

YES ☐

NO ☐

### **HEARING:**

Does your child have any hearing difficulties?

YES ☐

NO ☐

If **yes** please specify details of hearing difficulties below:

### **LANGUAGE:**

Does your child have any known speech/ language difficulties?

YES ☐

NO ☐

If **yes**, please specify details of language/ speech difficulties:

### **DIET AND ALLERGIES:**

Does your child have any specific dietary requirements/ allergies?

YES ☐

NO ☐

If **yes**, please give further information of dietary requirement or allergy below:

### **EMERGENCY CONTACT 1**

We will only contact in the event that Parent 1 & Parent 2 are unreachable

Title/ Name:

Relationship to Child:

Mobile Phone No:

Home No:

### **EMERGENCY CONTACT 2**

We will only contact in the event that Parent 1 & Parent 2 are unreachable

Title/ Name:

Relationship to Child:

Mobile Phone No:

Home No:

### **WELFARE DETAILS:**

Is the child you are admitting currently in care or previously been in care/ supported by a social care team? YES ☐ NO ☐

If Yes, please give further details and name/contact of social worker:

### **Agency Support:**

Have any of the below agencies supported your family currently/ previously?

- Speech Therapy ☐
- Health Visitor ☐
- CAMHS ☐
- Family Support Worker/ Early Help ☐
- Social Care; including Early Help, Child In Need Plan ☐
- Occupational Therapy ☐
- Child Development Centre ☐
- Medical Professional ☐
- Under 5's Team ☐

If you have ticked any of the boxes on the previous page with regards to Agency Support, please could you provide further details below:

Please note, if your child has previous medical or speech and language reports, we would appreciate if you wouldn't mind sharing these with us; this will enable us to give your child the best start possible. This includes, any reports from Child Development Centres as we won't otherwise automatically receive them.

## ETHNIC BACKGROUND:

Our ethnic background describes how we think of ourselves. This may be based on many factors including 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 11 years 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 11 and over, in making this decision, wherever necessary.

Pupils aged 16+ 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.

<b>White</b>	British	
	Irish	
	Traveller of Irish Heritage	
	Gypsy/ Roma	
	Any other white background	
<b>Mixed</b>	White and Black Caribbean	
	White and Black African	
	White Asian	
	Any other mixed background	
<b>Asian or Asian British</b>	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian Background	
<b>Black or Black British</b>	Caribbean	
	Any other Black Background	
	Chinese	
	Any other Ethnic Background	
	I DO NOT WISH TO RECORD AN ETHNIC BACKGROUND	

## Please complete and sign here:

The Information above was provided by: (Please circle)

PARENT

CHILD

Parent Name:

Parent Signature:

Date:

## LOCAL OUTINGS CONSENT

For the duration that your child attends St Margaret's Primary School, many visits will be made to local places of Interest to support their learning. In order for your child to take part in these visits it is necessary for us to obtain permission.

Rather than obtaining your permission on each separate occasion we would like to ask for your consent collectively, to make the organisation more efficient. We would be grateful if you could sign the consent form at the bottom of this page to cover these visits. This form will be kept on record for your child.

Such visit may be on foot, by car, by coach, and would have the requisite regulation staff and adult supervision in place. All visits are covered by our school insurance policy and we would of course still inform you if your child was going to be out on a visit.

On occasions when school visits involve any kind of cost/ contribution, you will receive an online notification from our payment system which will also include an 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, I agree to him/her taking part in any or all activities described.

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

Please tick the following as appropriate:

**My child has:**

- The Following illness, allergy or physical disability which requires the below medical treatment (Please List Below) ☐
- No Illness, allergy or physical disability ☐

### Please complete and sign here:

<u>Child's name:</u>	<u>Parents name:</u>
<u>Parent Signature:</u>	<u>Date:</u>



## ALLERGIES / FOOD/ COOKING/ & GARDENING PERMISSIONS

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

If you are happy for your child to participate in such activities please complete and sign the below consent box, letting us know of **any allergies** your child has.

When whole class sessions are planned, teachers will keep parent/carers informed. For cooking the children will need long hair tied back and should not wear jewellery or nail varnish.

For gardening/ forest school, especially in the winter months, it would be helpful if the children could bring in some old clothes to change into, including a coat, wellies or old trainers.

- My child **HAS HAD** a Tetanus Inoculation ☐ Approx. Date:
- My child **HAS NOT HAD** a Tetanus Inoculation ☐
- My child has **NO KNOWN** allergies ☐
- My child **HAS** allergies\* ☐

\*Please list any known allergies below:

### Please complete and sign here:

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

Child's name:

Parents 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.

As the parent or legal guardian of the child named below **I 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 and 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/ media. I also agree to report any misuse of the network to the school.

**Please complete and sign here:**

<u>Child's name:</u>	<u>Parents name:</u>
<u>Parent Signature:</u>	<u>Date:</u>

## **AGREED GUIDELINES FOR ACCESSING ("ONLINE LEARNING JOURNALS"), SEESAW & GOGGLE CLASSROOM**

We have found that the use of online learning platforms such as *Goggle Classroom* and *Online Learning journals*, are a very useful addition to the development of children's educational experience.

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

Please read the guidelines below and sign/complete that you as a parent/carer, 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.
- **NOT** share any login details
- 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.

**Please complete and sign here:**

Child's name:

Parents name:

Parent Signature:

Date:

## **HOME SCHOOL AGREEMENT**

**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".

### **SCHOOLS 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 topics 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 equipment and school equipment.
- Working their hardest.
- Being polite and patient.
- Respecting other people.
- Caring for the whole school environment.

**Please complete and sign here:**

Child's name:

Parents name:

Parent Signature:

Date:

## **SAFE USE OF CHILDREN'S PHOTOGRAPH & VIDEOS**

Taking, keeping and publishing photographs/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 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, 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. This includes, the use of media for assessment purposes, recording of work in topic books and for the 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/ 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, for example at training events organised by the school, Local Authority and/or national education/government institutions. Children's full names will never be published externally alongside their photographs. Children's names may be used internally, for things such as wall displays, classroom work, multimedia slide shows, Internal school networks and to share educational achievements with parents. Electronic images, whether photographs or videos, will be stored securely on the school's network which is only accessible by authorised users.

Before using any photographs/videos of your child, parental permission is sought by completing the information on the next page of this Enrolment Booklet. We ask that parents complete all sections of the booklet 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, where by a specific photograph clearly illustrates an aspect of school, a photograph may be re used or published for instances such as, a published historical record of the school or a new publicity.

We recognise that parents, carers and family members will wish to record events such as school plays, sports days and music productions, in order 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 use and not posted to any public social media platforms. (Please note that photographs may be taken at public events/performances by third parties beyond our control).

## CONSENT FOR PHOTOGRAPHY & VIDEOGRAPHY

By completing and signing this form, you consent to the use of photographs/videos of your child for the following purposes: **(Please circle accordingly)**

1	I give permission for my child's photograph to be used in printed publications produced by St Margaret's CE Primary School. Such as school brochures/handbooks.	<u>YES</u>	<u>NO</u>
2	I give permission for my child's photograph to be used on the <b>school website</b> as part of a <b>large group</b> or <b>whole school</b> activity.	<u>YES</u>	<u>NO</u>
3	I give permission for my child's photograph to be used on the <b>school website</b> as part of an <b>individual activity/ award</b> (E.g. holding a winner's trophy).	<u>YES</u>	<u>NO</u>

*(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.)*

4	I give permission for my child's photograph to be used by <b>External Media</b> such as <b>Newspaper Articles</b> and <b>Social Media Platforms</b> . This could be as part of a <b>School Group</b> or an <b>Individual photo</b> .	<u>YES</u>	<u>NO</u>
5	I give permission for my child to have their <b>School Photograph</b> taken, <b>Individually</b> and in their <b>Class Group</b> for Parent/Carers to purchase either digitally or as a printed copy. On some occasions <b>Digital Recordings</b> such as a school play/ event may also be available for parents/carers to purchase.	<u>YES</u>	<u>NO</u>

We regard the use of photography and video within the school as an essential part of the regular curriculum work of the school. In these instances we will adhere strictly to the rules on using photographs/ media 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 the above options at any time. Should you wish to withdraw your consent, please email the school office on [school@stmargaretsprimary.org.uk](mailto:school@stmargaretsprimary.org.uk)

Opting out will be effective from the date we receive written changes.

**Please complete and sign here:**

<u>Child's name:</u>	<u>Parents name:</u>
<u>Parent Signature:</u>	<u>Date:</u>