



# Courtwood Primary School

## Pupil Information and Consent

CHILD'S NAME: \_\_\_\_\_

**PLEASE RETURN TO THE SCHOOL OFFICE WITH A PHOTOCOPY OF YOUR CHILD'S BIRTH CERTIFICATE.**

**THANK YOU.**

*For office use:*

UPN Number:	Full Birth Certificate: YES / NO
FSM : YES / NO	CTF Received: YES / NO

## ADMISSION FORM

Courtwood Primary School collects data and information so that we can operate effectively as a school and meet our statutory, safeguarding and legal requirements. This information is gathered in order to enable it to provide education and other associated functions. We may share data with third parties who support us in delivering our statutory safeguarding and legal requirements.

Please see the Pupil and Parent Privacy Notice along with the Data Protection Policy on The Collegiate Trust website, [Documents | The Collegiate Trust \(tct-academies.org\)](http://tct-academies.org), which explains how we use and store the information provided, what rights you have and who we share the information with. These documents specify the lawful basis for the collection and use of personal data. Where there is no lawful basis for using information in a particular situation, we will seek separate consent for you to do so.

**Please complete the following pages, ensuring that you have signed and dated all relevant sections.**

<b>Child's Name :</b> (Surname First)	
<b>Date Of Birth :</b>	
<b>Address :</b>	
<b>Gender :</b>	

### First Parent / Carer

<b>Title:</b> (Mr, Mrs, Miss, Ms)	
<b>Full Name :</b> (Surname First)	
<b>Address :</b>	
<b>Contact Telephone Numbers :</b>	<b>Home:</b>  <b>Mobile:</b>  <b>Work:</b>
<b>Email Address:</b>	
<b>National Insurance Number :</b>	
<b>Date of Birth :</b>	

**Parent Date of Birth and National Insurance Number Consent:**

Your date of birth and national insurance number will be stored on our secure database for the duration of time that your child is on roll. At the end of this time, this information will be deleted. We will use this information to check for Pupil premium funding (Free School Meals) eligibility. This will involve passing this information to the Local Authority as part of the checking process.

I confirm that I consent for my information to be stored and used in this way. I understand that I can withdraw consent at any time by contacting the school office.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Second Parent / Carer**

<b>Title:</b> (Mr, Mrs, Miss, Ms)	
<b>Name :</b> (Surname First)	
<b>Address :</b>	
<b>Contact Telephone Numbers :</b>	<b>Home:</b>  <b>Mobile:</b>  <b>Work:</b>
<b>Email Address :</b>	
<b>National Insurance Number :</b>	
<b>Date of Birth :</b>	

**Parent Date of Birth and National Insurance Number Consent:**

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Signed \_\_\_\_\_

Dated \_\_\_\_\_

**ADDITIONAL INFORMATION**

**Who does the child live with? (please circle all that apply)**

Mother

Father

Step Father

Step Mother

Legal Guardian

Foster Carer

Other (please specify) \_\_\_\_\_

**Does anyone else have parental responsibility for the child and should receive copies of school reports and notification of parents' evening?**

YES

NO

**Please specify their name and email address:**

**Name:**

**Email Address:**

**What is their relationship to the child?**

**Is your child a young carer? YES / NO**

**Previous Education Information**

**Name of last school attended :**

**Address :**

**Telephone Number :**

**County / Borough :**

*If child is new to Reception please give details of playgroup/nursery attended*

**EMERGENCY CONTACT DETAILS**

**CHILD'S NAME: (in full)** \_\_\_\_\_ **Class** \_\_\_\_\_  
(Surname first, in block letters)

Home Address :	
Telephone no:	
Email Address:	

1 <sup>st</sup> Parent/Carer's Name:	
Mobile no:	
Work no:	

2 <sup>nd</sup> Parent/Carer's Name:	
Mobile no:	
Work no:	

**ALTERNATIVE EMERGENCY CONTACTS**

Name of Person	
Telephone no:	
Relationship to Child:	

Name of Person	
Telephone no:	
Relationship to Child:	

<b>GP DETAILS</b>	
Name and address of Practice:	
Telephone no:	

<b>ALLERGIES AND/OR OTHER MEDICAL CONDITIONS :</b>

**Texting & Emailing Message Service**

Please note that we have a text and email messaging service. To enable us to get the best value for money we would ask for you to circle one mobile number you would prefer a text message to be sent to on the form overleaf. Please also ensure you write out your email address as clearly as possible as any errors may result in emails not being received.

Signed: ..... Date: .....

**CONFIDENTIAL MEDICAL INFORMATION**

This information will enable us to provide your child with appropriate support whilst in our care. It will be stored on our secured database for the duration that your child is on roll at Courtwood Primary School.

<b>GP Surgery Name :</b>	
<b>GP Surgery Address :</b>	
<b>Telephone Number :</b>	
<b>Child's Blood Group :</b> <u>(if known)</u>	
<b>Does your child attend any outpatient clinics or see a consultant specialist?</b>  <b>If yes please give details below :</b>	

**Does your child have (or has your child had) any of the following?**

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
ADHD			ASTHMA		
ALLERGIES			HEARING IMPAIRMENT		
ASPERGER'S SYNDROME			HEART CONDITION		
AUTISM			SICKLE CELL		
DIABETES			SPINA BIFIDA		
EPILEPSY			VISION IMPAIRMENT		
<b>AND OTHER CONDITION</b> Please give details					

**ALLERGIES**

Please tick the boxes that apply to your child;

- My child has **NO** allergies
- My child has a diagnosed food allergy – please specify below
- My child has Hay Fever
- My child has Asthma
- My child has Eczema
- Any other allergies not mentioned above

If your child has an allergy, please complete the table below:

<u>Diagnosed Allergy</u>	<u>Date of Diagnosis</u>	<u>Allergy Triggers</u>	<u>Treatment Required</u>

**MEDICATION**

Please give details of any medication your child is taking or would need to take if an allergy was to occur during the school day:

<u>Name of condition</u>	<u>Name of Medication</u>	<u>Please give details of daily dosage</u>

**DIETARY REQUIREMENTS**

*Please list any dietary requirements for your child*

<u>Type of food</u>	<u>Reason (ie religion / medical)</u>

Any medication your child is taking EVEN IF THEY DO NOT NEED TO TAKE IT AT SCHOOL must be written on the form. This information may be passed onto emergency medical services in the event of an emergency.

Please note the following;

- Teachers and support staff volunteer to administer prescribed medicine, or supervise a pupil taking it. Most staff are willing to support pupils who have medical needs or require medication in school.
- Parents are responsible for their children's medication; this includes checking it is in-date and replenishing it as required.
- Medication kept at school including asthma pumps are sent home at the end of each year in July. Please ensure supplies are provided again in September.
- Most medical conditions are short term. Medicines must be supplied in the bottle/packaging in which they were dispensed and must be clearly labelled with the child's name, dosage, and frequency of dosage. A form 'request for school to administer medication' must also be completed and is available from the school office. Medicine is kept in a convenient and safe location.
- Pupils whose medical conditions, if not properly managed, could limit their access to school are considered to have medical needs. Asthmatics fall within this category. The school must have up-to-date details for such pupils. Please see our Medical Needs Policy.
- Some medical needs require an **Individual Health Care Plan**. Please let us know of any such condition.

I confirm the information I have given is accurate to my knowledge and that I am the Parent/Guardian/Person with Parental Responsibility in accordance with the 1989 Children Act for the child whose details are held on this form. I understand the school will treat this information in confidence and that I should inform the school IN WRITING of any changes to the details above.

I understand that allergy and medical information will be shared with relevant members of staff, professionals running extra-curricular activities and other visiting professionals where that information is relevant to an activity, event or incident that may affect your child as part of our statutory duty to keep children safe.

Signed: ..... Date: .....

## DATA COLLECTION FORM

<b>Ethnicity :</b>	
<b>First language spoken at home :</b>	
<b>Does your child hear or speak more than one language at home? Please specify.</b>	
<b>Religion :</b>	
<b>National Identity :</b>	
<b>Country of Birth :</b>	

[ ] I attach a copy of my child's birth certificate

The information collected in this form will help schools, the Local Authority and Government to ensure fairness in educational provision. Any information you provide will be used solely to compile statistics on the school carers and experiences of pupils from different backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. From time to time the information will be passed on to the Local Education Authority and the Department for Education & Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools so in most cases you will not be asked for it again.

**PARENT / CARER CONSENT FORM**

In line with the General Data Protection Regulation (GDPR) we are reviewing the consent we hold regarding personal data with specific regard to THE USE OF PHOTOGRAPHIC IMAGES (including photographs and video recordings) of pupils at Courtwood Primary School. This is so parents, carers and children understand what images are taken in school and their intended purpose.

We are asking for your consent to use your child’s image for other purposes in the school.

The information in this form will be used throughout your child’s time at school and for one year after they leave. The consent will automatically expire after this time.

You may withdraw your consent at any time by making a request, in writing, to the school office.

Pupil	
Name	
Year	
Parent/carer	
Name	
Relationship to pupil	

I understand that if I, or members of my family, take photos or video recordings of any school event, these will be kept for family use only and not shared in the public domain, including social media.

*Please sign and date the form before returning it to your child’s class teacher or the school office:*

Signed: ..... Date: .....

Please indicate below whether you have given your consent **in each case** by clearly selecting **YES** or **NO** and **signing** each box on the right-hand side if consent is given.

**Use of information and image (including photographs and video recordings)**

<i>I give my consent for my son/daughter:</i>	<b>YES/NO</b> <i>(delete as applicable)</i>	<b>If YES please sign:</b>
Image to be used within the school (for example, in wall-mounted displays, as part of a learning activity, including the PTFA, etc)	<b>YES/NO</b>	
Image to be used in printed or virtual school publications (for example, the school prospectus, PowerPoint presentations, including the PTFA etc.)	<b>YES/NO</b>	
Image to be used in video footage for virtual school publications (for example, the school prospectus, PowerPoint presentations etc.)	<b>YES/NO</b>	
Image to be used on the school website	<b>YES/NO</b>	
Image to be used in the local media	<b>YES/NO</b>	
Image to be used on the Parent Facebook Group (private group)	<b>YES/NO</b>	
Image to be used on Instagram (public account)	<b>YES/NO</b>	
Image to be taken by the school photographer for individual, sibling and whole class photos	<b>YES/NO</b>	

**GENERAL CONSENTS**

<i>I give my consent for my son/daughter:</i>	<b>YES/NO</b> <i>(delete as applicable)</i>	<b>If YES please sign:</b>
To take part in visits within the local area in connection with the curriculum being followed at school. I understand that my child will always be accompanied by appropriate adults and if the visit involves the use of public transport or private vehicles I shall be given full details.	<b>YES/NO</b>	

I give permission for my child to travel by public transport to and from the leisure centre for swimming lessons (KS2 only)	<b>YES/NO</b>	
<b><u>Texting and Emailing Message Service</u></b> I give permission for my nominated mobile telephone number and email address (as listed on the Emergency Contact Form) to be used for the School's texting messaging service. The system is designed to send out messages only – please do not try to reply.	<b>YES/NO</b>	

### **Use of School Internet, ICT Facilities and Email**

<b><i>I give my consent for my son/daughter:</i></b>	<b>YES/NO</b> <i>(delete as applicable)</i>	<b><i>If YES please sign:</i></b>
To have access to use the internet, email and other ICT facilities at school	<b>YES/NO</b>	
To sign the school's 'rules for responsible ICT use' (12 rules for KS2 and 3 rules for KS1)	<b>YES/NO</b>	
Accept that ultimately the school cannot be held responsible for the nature & content of materials accessed through the internet and mobile technologies, but understand the school will take every reasonable precaution to keep all pupils safe and to prevent pupils accessing inappropriate materials. These steps will include using an educationally filtered service, restricted access email, employing appropriate teaching practice & teaching e-safety skills to pupils.	<b>YES/NO</b>	
For the school to check my child's computer files, and internet sites they visit and if there are any concerns about their e-safety or e-behaviour the school will contact me.	<b>YES/NO</b>	
Permission for your child to access and use all suitable and relevant educational apps	<b>YES/NO</b>	
To support the school by promoting safe use of the internet & digital technology at home & will inform the school if there are any concerns over your child's safety.	<b>YES/NO</b>	

## **COURTWOOD PRIMARY SCHOOL – Home/School Agreement (School)**

Please print your child's name here :

### **Courtwood School Mission Statement - Nurturing Knowledge; Learning for Life**

*At Courtwood we passionately believe in the inclusion of every child; our aim is to nurture every child and prepare them for the future. We teach children how to be successful learners through: **Resilience, Independence, Perseverance, Practise and Effort – RIPPLE.***

The Governors and staff of this school hope that your child's time here is happy and successful in all aspects. We believe the links between parent, child and school are vital if we are to achieve the aims of the school. We ask you and your child to read and commit to this Agreement, and sign 2 copies. One for you and one for school records.

#### **The School will:**

- Provide a broad and balanced curriculum. All policies are available to read at the school.
- Encourage children to take care of their surroundings and others around them.
- Inform parents of the children's progress regularly.
- Class event letter sent out to Parent/Carers on a Termly basis.
- Set and monitor homework, according to the Homework Policy.
- Let parents know if there are any concerns regarding work or behaviour.
- Keep parents informed about school activities through regular Newsletters, letters and notices and special events.

#### **The Family will:**

- Make sure your child arrives to school in time – 8.45am.
- Make sure your child attends regularly and provide a note of explanation if the child is absent. Please telephone on the first day of absence. Avoid taking holidays in term time.
- Attend Open Evenings to discuss your child's progress.
- Ensure your child wears labelled school uniform and comes to school with the required equipment.
- Support the school's Behaviour Policy.
- Support your child with homework, as detailed in the Homework Policy.
- Inform the school of any incidents, which could affect behaviour.
- Agree to allow your child to take part in visits.
- Support the school and model high expectations of behaviour to children by adhering to the Parent Code of Conduct Policy (see school website for policy).

#### **The Child will:**

- Work hard at all you do including homework. Bring your homework back to school on time.
- Be at school on time.
- Wear the school uniform and bring all the things you need for your lessons and clubs.
- Be polite, kind and helpful to others.
- Take care of things that belong to you, the school, and other people.
- Follow the School and Class Rules.

#### **Please sign to show your agreement:**

Signed: ..... Date: .....

Child : ..... ***This is optional and is dependent on the age of the child***

Please print your child's name here :

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- Ensure your child wears labelled school uniform and comes to school with the required equipment.
- Support the school's Behaviour Policy.
- Support your child with homework, as detailed in the Homework Policy.
- Inform the school of any incidents, which could affect behaviour.
- Agree to allow your child to take part in visits.
- Ensure you park with consideration and care outside the school when dropping off and collecting your child.
- Support the school and model high expectations of behaviour to children by adhering to the Parent Code of Conduct Policy (see school website for policy).

**The Child will:**

- Work hard at all you do including homework. Bring your homework back to school on time.
- Be at school on time.
- Wear the school uniform and bring all the things you need for your lessons and clubs.
- Be polite, kind and helpful to others.
- Take care of things that belong to you, the school, and other people.
- Follow the School and Class Rules.

**Please sign to show your agreement:**

Signed: ..... Date: .....

Child : ..... ***This is optional and is dependent on the age of the child***

## **UNIFORM**

We encourage the wearing of school uniform at Courtwood. Items marked\* are available from Hewitts in Croydon and can be ordered online: [www.hewittsofcroydon.com](http://www.hewittsofcroydon.com)

All articles of clothing and footwear should be clearly named so that lost items can be returned to their owners. Items not named or claimed are disposed of after three weeks.

Bottle Green sweatshirt or cardigan or jumper\*

Bottle Green Fleece\*

White shirt, blouse or polo-shirt

Grey trousers – short or long

Grey skirt or pinafore

Grey, black or white socks

Grey, dark green or black tights

Black coloured shoes

Green/white check or striped dress for summer

Green or white hair accessories\*

Sun hat for summer\*

- Summer uniform may be worn from the second half of the Spring Term to the half term of the Autumn Term only.
- Earrings must be plain studs and covered or removed for all PE.
- Shirts are to be tucked in.
- Long hair to be tied back. We do not allow extreme styles or hair dyeing.
- All children should wear shoes of an appropriate design for active children. High heels, sling-backed and open-toed shoes and sandals present a safety hazard in school.
- Due to restricted cloakroom space, please do not send your child in with overly large school bags.

## **PE KIT**

White Courtwood Logo T-Shirt (only available from Hewitts) or Plain White T-Shirt

Bottle green shorts or tracksuit bottoms

Plain black or white trainers