

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

# St.Paul's Rawtenstall Church of England Primary School



## Admissions Booklet

### Book 1

Please complete and return to school ASAP, along with your  
child's birth certificate and proof of address

## DATA COLLECTION INFORMATION

Surname:			
First and Middle Name:			
Chosen Name:			
Date of Birth:			
Male/Female:			
Home Address of Child:  (If child co-habits, please write both addresses)			
Position in Family e.g. 1 <sup>st</sup> of 3 children			
Subject to a Court Order:	YES/NO		
Please indicate by placing a ✓ in the appropriate box			
Is either parent or carer a serving member of the <b><u>armed forces</u></b>	Is your child <b><u>Looked After</u></b>	Is the child <b><u>Adopted from Care</u></b>	Is your child a <b><u>Subject of a Special Guardianship Order</u></b>

### Any siblings in School

Sibling Name	Sibling Date of Birth	Male/Female

## PARENTAL DETAILS

Parent 1 Surname:	
First name:	
Miss/Mrs/Ms/Dr/other:	
Occupation:	
Home Address:	
Parental Responsibility:	YES/NO
Parent 2 Surname:	
First name:	
Miss/Mrs/Ms/Dr/other:	
Occupation:	
Home Address:	
Parental Responsibility:	YES/NO
Parental Salutation: E.g. Mr and Mrs Smith	

Email - We currently send out our weekly newsletter via email. If you would like to receive one please write your email below:

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## EMERGENCY CONTACT DETAILS

Please list the contacts below in ORDER OF PRIORITY

TEXTING SERVICE - We currently use a texting service to keep parents informed. We can only text ONE NUMBER per child and this will be whoever is listed as CONTACT 1 below.

CHILD's Name	
CONTACT 1 (Name)	
Relationship to child	
Home Address:	
Home Tel No:	

Work Tel No:	
Mobile No (Texting No):	
Parental Responsibility:	YES/NO
CONTACT 2 (Name)	
Relationship to child	
Home Address:	
Home Tel No:	
Work Tel No:	
Mobile No (Texting No):	
Parental Responsibility:	YES/NO
CONTACT 3 (Name)	
Relationship to child	
Home Address:	
Home Tel No:	
Work Tel No:	
Mobile No (Texting No):	
Parental Responsibility:	YES/NO
CONTACT 4 (Name)	
Relationship to child	
Home Address:	
Home Tel No:	
Work Tel No:	
Mobile No (Texting No):	
Parental Responsibility:	YES/NO

[If any of the above details change, please notify school immediately](#)

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide school with the names of individuals authorised to collect your child from School. If they are not listed and School has not been made aware of an alternative person to collect, we will contact you to confirm permission before your child will be released into their care.

	NAME	RELATIONSHIP TO CHILD
1		
2		
3		
4		
5		
6		

MEDICAL DETAILS

Doctor's Name:	
Address:	
Telephone Number:	

**CHILD -DISABILITY INFORMATION**  
 Please provide us with any information relating to a disability, which may affect your child's mobility or communication within our school.

Does your child suffer from any of the following medical conditions?

	YES	NO
Allergies		
Epilepsy		
Diabetes		
Asthma (Forms available at school office for inhalers)		
Eczema		
Arthritis		
Multiple Sclerosis		
Tuberculosis		
Wears Glasses		
Hearing problems		
Undergoes Speech Therapy		
Hay fever		

If your child suffers from any other medical conditions, takes regular medication, or you wish to inform us of any other problems, please give details in the box below:

PREVIOUS NURSERY/PRIMARY SCHOOL

Nursery/School Name:	
Address:	
Date from:	
Date to:	

DIETARY REQUIREMENTS

Reception, Year 1 and Year 2 children are currently entitled to Universal Infant Free School Meals under the Government Scheme.

	YES	NO
Is your child also entitled to Free School Meals as per one of the Welfare Benefits?		
Have you applied for Free school Meals? (If not form available at the Office)		
Does your child require Vegetarian meals?		
NEW RECEPTIN CHILDREN ONLY - Can you give an indication if you child is <u>likely</u> to have School meals in September?		
Does your child have a nut allergy?		
Please state any other food allergies i.e. diary?		

## ETHICAL/CULTURAL DETAILS

Please tick as appropriate

White and Asian			
White-British			
White-Irish			
White and Black African			
White and Black Caribbean			
Bangladeshi			
Black-African			
Black Caribbean			
Chinese			
Gypsy/Romany			
Indian			
Pakistani			
Traveller of Irish Heritage			
Any other Asian background			
Any other Black background			
Any other ethnic group			
Any other White background			
Other - please state			
National Identity e.g. English/Welsh		Country of Birth:	
First Language:		Home Language:	
Child's Passport No:		Passport Expiry Date:	
Passport Country of Issue:		Asylum Status	Asylum seeker/Refugee
<b>RELIGION - Please tick as appropriate</b>			
Christian		Sikh	
Buddhist		Muslim	
Hindu		No Religion	
Jewish		Other Religion	
<b>TRAVEL ARRANGEMENTS - Please tick as appropriate</b>			
Car		Car Share	
Bus		Walk	
Taxi		Other	

## HOME SCHOOL AGREEMENT

*St Paul's seeks to provide a happy and secure learning environment where a child's natural curiosity is provided with challenges, experiences and opportunities that will enable them to grow into caring, confident and informed citizens of the future.*

This mission statement underpins all that we are trying to achieve at St Paul's and we recognise that success comes from a true partnership between parents, pupils and the school. By working together, and accepting the responsibility to play a full part in the education process, we can ensure that pupils not only benefit from their time at our school, but also leave with a sense of future purpose and a commitment to ongoing learning.

### **Introduction**

This home-school agreement is based on the principles and values on which this school is based and to which the governors, the head teacher and all the staff subscribe. It is hoped that parents and pupils are equally committed to the same ideals and central to this is the partnership developed between the parents, pupils and staff of the school.

### **Parents' responsibilities**

We acknowledge that we, as parents, are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I/we will:

- work with the school in supporting the education of my child
- see that my child attends school regularly, on time, suitably equipped and dressed in full school uniform
- support the aims and values of the school community
- work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child's work, behaviour or attendance
- encourage my child to be enthusiastic about learning, provide opportunities for home learning and support homework from school
- support the school's policies and guidelines for behaviour and dress code, which are intended to promote the highest standards of behaviour and discipline
- encourage my child to show kindness and consideration to others and to always behave appropriately, when in school uniform, on their way to, and from, school
- participate in whatever way possible in school events
- Treat all staff and pupils with courtesy and respect

### **The School's responsibilities**

We acknowledge our responsibility to support parents in developing each child to their full potential.

Therefore, we will:

- provide a friendly and welcoming atmosphere for your child and a secure, stimulating and caring environment in which to learn
- ensure that your child is valued for who he or she is and is supported in making good progress in their spiritual, moral, social, emotional, physical and intellectual development
- do our best to provide a broad and balanced curriculum, which is well taught and relevant to their needs and their future as individuals and as citizens
- work in co-operation with parents to resolve issues and problems that may arise
- provide you with regular information about your child's progress and with opportunities, via parents evenings, to meet with staff to discuss concerns or by appointment at other times
- send home an annual report on your child's progress
- keep you well informed about school policies and activities through regular letters and newsletters
- set, mark and monitor homework suitable to your child's needs
- contact you if there is a problem with your child's attendance, punctuality or behaviour in class or in the playground
- inform you of any concerns regarding your child's work or health
- challenge your child to strive for personal excellence in all he or she does or is asked to do
- encourage success and recognise effort and achievement in all areas of student life,
- go beyond the requirements of the National Curriculum and meet, wherever possible, the individual needs of the child
- develop clear lines of communication between home and school and treat parents and pupils with courtesy and respect

### **Pupil's responsibilities**

I am special to my parents and to my teachers. Because I am special, I will try to:

- play well with my friends and be kind
- come to school every day and in my uniform
- be well behaved on the way to and from school
- try hard and enjoy being at school
- keep my drawer, classroom and the school clean and tidy

I also understand that there is only one of me and I have special talents that I must try to use wisely.

Therefore I will try to:

- attend school regularly and on time, bringing with me all the things I need
- wear school uniform and take a pride in my appearance
- take care of all school equipment and help keep our school free from litter and graffiti
- try my best in all my work and be polite, at all times to all pupils, all adults and all visitors to the school
- be well behaved on the way to and from school
- behave sensibly so we can be happy and safe as we learn

- observe all school rules and treat everyone with the respect they deserve
- try to think for myself and take responsibility for my actions
- take part in all aspects of school life and be proud of my school

Child's Name:	
Signed (Parent/Carer):	
Signed (Head teacher):	<i>Mrs S Charlesworth</i>
Signed (Child):	
Date:	

### 2SIMPLE - ONLINE LEARNING JOURNEY

Within our EYFS unit your child's learning will be recorded through photographs and observational notes by all staff within the unit using 2Simple software. I agree to the school storing this information on the 2Simple app.

Child's Name:	
Signed (Parent/Carer):	
Name of Parent/Carer:	
Date:	
Email address:	

### RIGHT START PEDESTRIAN TRAINING

It is proposed to deliver the Right Start Training Programme, which has been developed to enable children to become safer pedestrians.

Classroom discussion is supported by practical training at the roadside under the supervision of an Approved Trainer who has been nominated by the school and has attended a familiarisation course organised by Lancashire County Council’s Road Safety Group.

Where necessary, in keeping with Health and Safety Guidelines, additional Trainers may be recruited from among parents/friends of the school.

- Your child will be well supervised on a maximum ratio of two children per adult
- Two trainers will be present on every occasion
- The trainers will hold the children’s hands
- Training will take place in locations which have been assessed by a member of the Road Safety Group as being suitable

High visibility waistcoats will be provided for Trainers and Trainees.

Your support will be required to reinforce the safe practices involved when out with your own child. I hope you will give your consent to your child taking part.

The three stages are:-

<p><b>1. <u>Reception Children</u></b>          Other People          Safer Places          Stop          Look          Listen          Crossing</p>	<p><b>2. <u>Year 1 Children</u></b>          Stop          Crossing          Other People</p>	<p><b>3. <u>Year 2 Children</u></b>          Look          Listen          Safer Places</p>
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**Right Start Pedestrian Training Programme- Stage 1, 2 and 3**

I give my permission for my child to take part in the Right Start Training Programme- Stages 1, 2 and 3

Child’s Name:	
Signed (Parent/Carer):	
Name of Parent/Carer:	
Date:	

**LOCAL WALKS**

On occasions, your child may participate in a class activity which may involve a walk in the local area near school e.g. to visit the Church or Library.

Do you give consent for your child to participate in local walks and visits to the Church, Library etc.?	YES/NO
Signed (Parent/Carer):	
Name of Parent/Carer:	
Date:	

INTERNET ACCESS

The Internet is becoming increasingly important to the way we gather information, communicate with people across the world, work and live.

We believe that the Internet has a contribution to make to your son/daughter's education. In order for your son/daughter to make use of the school's internet facilities we need you to give your permission by signing the 'Internet Permission' section.

We would like to take this opportunity to briefly explain some of the steps we have taken to protect our young people from the inappropriate material that does exist on the Internet.

- The School connects to the Internet through an Internet Service Provider (ISP) that provides a level of protection from inappropriate material by blocking sites that are known to contain materials that would be offensive to the majority of people
- The school has its own filtering software in place that is tailored to the specific needs of our school. This software is regularly updated
- During lessons, teachers will direct pupils to appropriate Internet material that has been visited beforehand
- The school's email facility checks messages coming in and out of the school for inappropriate language, images and viruses
- Internet activities are closely supervised and pupils are not allowed access to computers linked to the Internet unless in the presence of a member of staff
- Pupils are taught acceptable behaviour on the Internet and are asked to agree and conform to our Acceptable Use Policy (AUP)

The school, with support of the LEA, has made every effort to protect our young people from inappropriate material. We believe that the education advantages of using the Internet are enormous and various projects have shown the educational benefits of Internet access.

#### PROCEDURES FOR DEALING WITH USERS WHO DELIBERATELY MISUSE THE INTERNET

The acceptable behaviour of all members of the school community is covered by existing rules of conduct. In the case of pupils, these will be within the school rules and in the case of staff are contained in their conditions of service.

The internet offers an unusual opportunity for unacceptable behaviour in school. This could include:

- Cyberbullying
- Actively searching for inappropriate material, including material of a pornographic, racist or violent nature
- Downloading files without permission
- Infringing copyright
- Playing online games
- Attacking another person's web sites

- Sending bullying emails/SMS text messages to mobiles

Using unauthorised Chat rooms, Bulletin Boards, User Groups or other areas of the Internet.

The school should consider appropriate sanctions, for example:

- Temporary or permanent ban on Internet use
- Disciplinary action in line with existing practices and conditions of service

In extreme circumstances the LEA and or/police may need to be involved.

Misuse of the school's facility may not only break the school's rules but may also contravene one or more of the following:

The obscenity Acts of 1959 and 1964- The Protection of Children Act 1978

The Indecent Display Act of 1981- The Criminal Justice Act 1988

The Copyright, Designs and Patents Act 1988- The Obscene Publication Act 1989

The Data Protection Act 1998- The Computer Misuse Act 1990

### ICT ACCEPTABLE USE POLICY

These rules reflect the content of our school's eSafety Policy. It is important that parents/carers read and discuss the following statements with their child/ren understanding and agreeing to follow the school rules on using ICT, including the use of the Internet.

- I will only use ICT in school for school purposes
- I will not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically asked by my teacher
- I will only use the Internet and/or online tools when a trusted adult is present
- I will only use my class email address or my own school email address when emailing
- I will not deliberately look for, save or send anything that could be unpleasant or inappropriate
- I will not deliberately look for, or access inappropriate websites
- If I accidentally find anything inappropriate, I will tell my teacher immediately
- I will only communicate online with people a trusted adult has approved
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not give out my own, or other's details such as names, phone numbers or home addresses
- I will not tell other people my ICT passwords
- I will not arrange to meet anyone I have met online
- I will not access any of my files from home or delete any in school

- I will not attempt to download or install anything on to the school network without permission
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety
- I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy

We have discussed this Acceptable Use Policy and \_\_\_\_\_ (print child's name) agrees to follow the Online Safety rules and to support the safe use of ICT at St Paul's Primary School.

Parent/Carer Name (Print) \_\_\_\_\_

Parent/Carer Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

This AUP must be signed and returned before any access to school systems is allowed.

This form is valid from the date you sign it for a period of 7 years or for the time your child attends this school, whichever is sooner. The consent will automatically expire after your child has left this school. Should you wish to make any changes to your consent, you will need to contact the school office and complete another consent form.

## CAMERA'S AND IMAGES IN SCHOOL

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 like the school brochure. We will also use them on our school website.

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.

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, or an approved website.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form.

Please circle YES or NO as appropriate	
I give permission for my child's photograph to be used within school for display purposes. E.g. Learner of the Week, School Leadership board.	<u>Yes/No</u>
I give permission for my child's photograph to be used in the School Prospectus and other printed publications that we produce for promotional purposes.	<u>Yes/No</u>
I give permission for my child's image to be used on our school website.	<u>Yes/No</u>
I give permission for my child to appear in the media e.g. If a newspaper photographer or TV crew attend an event organised by the school?	<u>Yes/No</u>
Are you happy for the school to print images of your child electronically e.g. photos in the school work books showing what children have been doing in class, but not for publication on the website, social media or in the press.	<u>Yes/No</u>
I give permission for my child's image to be used on the PTFA Facebook page	<u>Yes/No</u>

### Conditions of use for images

This form is valid from the date you sign it for a period of 5 years or for the time your child attends this school whichever is sooner. The consent will automatically expire after your child has left this school. Should you wish to make any changes to your consent you will need to contact the school office and complete another consent form. We will not re-use any photographs or recordings a year after your child leaves school. We will not use the personal details or full names (which means first and surnames) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications. If we name a pupil in the text, we will not use a 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 can be viewed throughout the world and not just in the UK where UK law applies. Please note that parents, where photography is permitted in school, may photograph their own children and use these pictures as they choose. However, parents must ensure that no other children are recognisable in the photograph should that picture be published on social media or elsewhere and if so it is their responsibility to gain the permission of the parents’ of any children involved.

Child’s Name:	
Signed (Parent/Carer):	
Name of Parent/Carer:	
Date:	

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I confirm that all of the information in this booklet is correct and agree to notify school immediately should any of the information change.

Signed (Parent/Carer):	
Name of Parent/Carer:	
Date:	