

Admission Booklet

St Peter's RC Primary School

Please complete and return.

If any of the information given changes please contact school at your earliest convenience so we can update our records.

Name of Child: _____

Sibling(s) at St Peter's: _____

FOR OFFICE USE ONLY

Admission Date: _____ Class: _____ Year: _____

Free School Meals EYPP Cool Milk ParentPay Tapestry

Previous School _____ Other _____

Code(s) _____

ST. PETERS

IN JOY AND HOPE



ST PETER'S CATHOLIC PRIMARY

ADMISSION FORM

Surname: _____

Forename(s): _____

Ethnicity: _____ Home Language: _____ Gender : M F

Country Born in: _____ Nationality: _____

Date of Birth: _____ Full Birth Cert. Checked: YES/NO

Child's Home Address: _____

Postcode: _____

Mother's Name: _____ Parental Responsibility: YES/NO

Mother's Date of Birth: _____ Job Role: _____

Mother's Address (if different to child): _____

Postcode: _____ Mother's NI number: _____

Mother's Contact No.: _____

Mother's Email: _____

Father's Name: _____ Parental Responsibility: YES/NO

Father's Date of Birth: _____ Job Role: _____

Father's Address (if different to child): _____

Postcode: _____ Father's NI number: _____

Father's Contact No.: _____

Father's Email: _____

Emergency Contact Name: _____

Emergency Contact Address: _____

Postcode: _____

Emergency Contact No: _____

Child's Previous School: _____

Religion: _____ Withdrawn from R.E.: YES/NO

First Language: _____ Home Language: _____

Medical Conditions: _____

Allergies: _____

Family Doctor's Name: _____

Family Doctor's Address: _____

Family Doctor's Tel No: _____

Any Other Information: _____

Adults who can pick up my child/ relationship to child: _____

Are you in receipt of any benefits listed below: YES/NO

<ul style="list-style-type: none">• Income Support	<ul style="list-style-type: none">• Universal Credit
Income based Jobseekers Allowance	<ul style="list-style-type: none">• Working Tax Credit run-on
<ul style="list-style-type: none">• Income-related Employment and Support Allowance	<ul style="list-style-type: none">• The guarantee element of State Pension Credit
<ul style="list-style-type: none">• Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999	<ul style="list-style-type: none">• Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,19

Signature of Parent/Guardian: _____

SCHOOL PERMISSION FORM

To help support the delivery of our curriculum, we ask families to give permission for their children to participate in various school activities. Each section needs to be signed and explains why permission is being sought and what the school's responsibilities are.

1. Permission for your child to travel on coaches and buses as part of school trips relating to the curriculum.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none">Occasionally we use transport to take our children to visit museums, art galleries and other places of local interest as part of their curriculum.	<ul style="list-style-type: none">To ensure that a full risk assessment is undertaken.To support children at all times.To ensure that all cars, buses and coaches are fitted with seatbelts.To have children back at school during school hours.	
I give permission to my child to participate in supervised visits using approved coach or bus travel.	YES	NO
	Signature	Name
2. Permission to walk children in the local area for supervised visits and trips.		
Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none">To help support the delivery of our curriculum we visit local places of interest including our church, the library, City Learning Centres, the beach etc.	<ul style="list-style-type: none">To ensure that a full risk assessment is undertaken of the route that we are walking including our crossing points.To supervise children at all times.To have at least one adult for every six children in Key Stage One Foundation Stage.To have at least one adult for every ten children in Key Stage 2 <p>If it is dark we make sure that our children are wearing visible jackets.</p>	
I give permission to my child to participate in supervised visits using to the local neighbourhood.	YES	NO
	Signature	Name

3. I give permission for my child to participate in food tasting activities.

Why is permission being sought?	What are the school's responsibilities?	
<ul style="list-style-type: none"> Food tasting and making is part of the National Curriculum. It is used in Design and Technology and to promote experiences of other cultures and countries. We want children to participate in these sessions and enjoy the experience with their classmates. 	<ul style="list-style-type: none"> To ensure that we check all children's dietary needs and requirements. To ensure that we prepare and store all food correctly. To encourage children to participate but never to force them, to eat. 	
I give permission to my child to participate in food tasting activities.	YES	NO
	Signature	Name

4. Social Media Consent

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils. We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity. There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos on our social media accounts [Facebook & Instagram], to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parent's life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- Once a year a school photographer will visit the school and take individual and group photos of the children which will be made available to purchase. Reminders will be sent in good time prior to the photographer's visit.

Please tick below to give consent for your child's image to be used. Consent can be withdrawn at any time by contacting the school office.

School Website		Facebook		Instagram	
Newsletter		Prospectus / flyers / leaflets		Banners / signs / displays	
In & around the building		School Photographs			

HOME SCHOOL AGREEMENT

School will:

- Encourage children to do their best at all times
- Encourage children to take care of their surroundings and others around them.
- Inform parents of the children's progress at regular meetings.
- Make information available to parents about what is being taught to their child each term.

Teacher's Signature

Family will:

- Make sure your child arrives at school on time – to be on the playground or in the school building by 8:45.
- Make sure your child attends regularly and that the Attendance Policy is followed.
- Attend Parent's evenings.
- Follow the Health, Safety and Hygiene code of Practice.
- Ensure your child wears the correct uniform.

Parent/Carers Signature

Children will:

- Be Respectful
- Be Responsible
- Be Resilient
- Be Ready to Learn

Child's Signature

eSafety Rules

All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.

Both students and their parents/carers are asked to sign to show that the eSafety Rules have been understood and agreed. Our children's e-safety rules are attached at the end of this booklet.

Parent's consent for WEB Publication of Work and Photographs

I agree that my child's work may be electronically published on the school eschool, website or Facebook.

I agree that appropriate images and video that include my child may be published subject to the school rule that photographs will not be accompanied by pupil's names.

Parent's consent for Internet Access

I have read and understood the school eSafety rules and give permission for my child to access the internet.

I understand that the school will take all reasonable precautions to ensure that students cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of internet facilities.

YES

NO

Parents Signature

USE OF PHOTOGRAPHS IN LOCAL PRESS

I give permission for my child's image to be used in local press, websites and media.

YES

NO

Signature of Parent/Carer

ADMINISTRATION OF CALPOL

I give permission for a member of St Peter's Catholic Primary School Staff to administer Calpol if my child is feeling unwell.

YES

NO

Signature of Parent/Carer

ALLERGIES

During the course of the school year the children will taste different types of food/ingredients. We require your permission to allow your child to participate in these activities.

If your child has any allergies/intolerances or if your child is vegetarian or has any other special dietary requirements could you please complete below.

Vegetarian/Vegan etc.		
Allergies/Intolerances		
Medication Required		
I give permission to class food tasting lessons.		Parent/Carers Signature
YES	NO	

APPLICATION OF SUNCREAM

I give permission for a member of St Peter's Catholic Primary School Staff to supervise my child when applying sun cream in hot and sunny weather.	YES	NO
Signature of Parent/Carer		

PRIVACY NOTICE

I understand that St Peter's Catholic Primary School's Privacy Notice can be found on the school website. This explains how data collected may be used.	YES	NO
Signature of Parent/Carer		

USE OF EMERGENCY INHALER

I agree that my child is able to use the emergency inhaler held in school if needed.	YES	NO
Signature of Parent/Carer		

SCHOOL HOMETIME PROCEDURES

Anyone collecting your child from school must be over 16 years of age.

If anyone who is not named below is collecting your child please inform the class teacher or telephone the school office on the day.

My child is a junior (Yr3 & above) and can walk home on their own. (Please tick)

If you would like to withdraw consent given to any of the above this can be done at any time by contacting the school office.

Key Stage 1 e-safety rules

I will only use the internet and email with an adult

I will only click on icons and links when I know they are safe

I will only send friendly and polite messages

If I see something I don't like on the screen, I will always tell an adult

Key Stage 2 e-safety rules

The school owns the computer network and can set rules for its use

It is a criminal offense to use a computer or network for a purpose not permitted by the school

Irresponsible use may result in the loss of network or internet access

Network access must be made via the users authorised account and password, which must not be given to any other person

All network and internet must be appropriate to education

Only use sites approved by a member of staff

Copyright and intellectual property rights must be respected

Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers

Anonymous messages and chain letters are not permitted

Users must take care not to reveal personal information through email, personal publishing, blogs or messaging

The school ICT system may not be used for private purposes, unless the head teacher has given specific permission

Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted