



Spalding Parish Church of England Day School



SPALDING PARISH CHURCH OF ENGLAND DAY SCHOOL

PUPIL INFORMATION

FOUNDATION STAGE

2020-2021

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**Please complete all sections in this booklet and
return it to school by 10th July 2020**

CHILD'S DETAILS

First and Middle Names	
Legal Surname	
Any Previous Surname?	
Date of Birth	
Gender	Male / Female
Home Address	
Nationality	
First Language	
Languages Spoken	
Religion	
Does either Parent/Carer work for the Forces?	
Names and ages of any siblings	

PARENT/CARER'S DETAILS

PARENT/CARER 1 Father/Mother/Step Parent/Parent Partner/Carer		PARENT/CARER 2 Father/Mother/Step Parent/Parent Partner/Carer
	Full Name:	
	Address: (if different to child)	
	Mobile Telephone Number:	
	Email Address:	
	Language Spoken:	
	Occupation:	
	Place of Work:	
	Work Telephone Number:	
	Working Hours:	

MEDICAL DETAILS

Please make sure you notify school if there are any changes to your child's health or medical conditions.

Please give details of any medical conditions your child may suffer from which the school should be aware of eg. allergies, asthma, hearing, eyesight etc. (Continue on a separate piece of paper and attach if necessary).

Doctor's Name:	
Surgery:	
Are there any agencies involved with your child eg. Speech and Language Therapist, Social Care,	

Paediatrician, Occupational Therapist etc? Please give names:

DECLARATION AND CONSENT FOR EMERGENCY MEDICAL TREATMENT

PLEASE COMPLETE JUST ONE SECTION

Name of Child:

I understand and agree to the Head Teacher (or members of the Senior Leadership Team in the absence of the Head Teacher) taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the school or whilst my child is on an authorised outing.

I understand the Head Teacher (or SLT) will make every effort to inform me of any emergency or accident as soon as possible after the event but accept that in my absence they may have to seek emergency medical treatment, which may include taking the child to their GP, the hospital or calling an ambulance and accompanying my child to the hospital in the case of a serious accident or emergency. In the event that I cannot be contacted and my child requires emergency treatment, I give my permission for the Head Teacher (or SLT) to authorise medical staff to administer essential treatment until my arrival.

The child's safety always comes first and if medical treatment is required we will always call 999.

Signed: Date:

Name: Relationship to Child:

OR

If you do not agree with any or all of the above declaration please detail below any specific information you require medical professionals to know. The registered person in charge will then discuss this with you and do their best to accommodate your particular wishes.

I do not agree with the above declaration and would prefer the following information detailed below for my child to be passed to medical professionals in the event of an accident or emergency.

Signed: Date:

Name: Relationship to Child:

EMERGENCY CONTACTS

The following information is required to enable the school to contact somebody for your child in the case of an emergency. **Important: We must be able to reach one of the contacts if the child is unwell or if there is any other emergency.**

Please write them in the order that you would like us to make contact eg. Mother 1st, Friend 2nd, Nanny 3rd, Father 4th.

1st Contact:	NAME:	
	Relationship to child:	
	Telephone Number:	
	Mobile Number:	
	Place of Work:	
	Telephone Number:	

2nd Contact:	NAME:	
	Relationship to child:	
	Telephone Number:	
	Mobile Number:	
	Place of Work:	
	Telephone Number:	

3rd Contact:	NAME:	
	Relationship to child:	
	Telephone Number:	
	Mobile Number:	
	Place of Work:	
	Telephone Number:	

4th Contact:	NAME:	
	Relationship to child:	
	Telephone Number:	
	Mobile Number:	
	Place of Work:	
	Telephone Number:	

**PLEASE MAKE SURE YOU NOTIFY SCHOOL AS SOON AS POSSIBLE
OF ANY CHANGES TO CONTACT NUMBERS.
THANK YOU.**

EDUCATIONAL VISITS, FOOD TASTING, PG FILMS, WALKING TO CHURCH GENERAL CONSENT


SEPTEMBER 2020 – JULY 2021

EDUCATIONAL VISITS

At this school, we are pleased to be able to offer a wide range of learning opportunities for your child to help with their education and personal development. This will include a growing programme of educational visits, which take place both in the vicinity of the school and beyond.

In order to fulfil our statutory obligation to inform you of the nature of your child's education and to enable you to consent to your child participating in local off-site activities, we would be most grateful if you would complete the consent below. This form will then act as general consent to local visits of a low risk nature as outlined above. You will of course receive separate notification of visits that require coach travel and are therefore further from the school site.

You may be assured that all our visits, whether local or more distant, will be properly risk assessed to take account of the site, the activity, the staff involved and the needs of your child. Copies of these risk assessments will be available in school for your inspection on request.

 **I consent to my child being included in the programme of regular off-site visits in the locality.** I understand that these visits frequently take place at short notice thus giving insufficient time for my specific consent. I also understand that if on the day of the visit, the group leader feels that my child would not benefit from the visit, e.g due to illness or behavioural problems, then the school reserves the right not to include him/her on that visit.

YES / NO

WALKING TO CHURCH

As a church school. At least once each term, the children walk to our local church.

 **I hereby consent to my child walking to and from St Mary & St Nicolas Church**

YES / NO

FOOD TASTING

We may also wish to hold food tasting sessions as part of various topics during the year. Again, to save additional paper work, could you please complete on the form any allergies your child may have in order that these food types can be avoided.

 **I consent to my child taking part in food tasting activities**


YES / NO

 **My child has no allergies / is allergic to:**

.....
.....

FILM EDUCATION

Our School is developing the use of film to stimulate and enhance the children's learning. We therefore seek permission to show carefully selected clips from PG rated films.

 **I consent to my child watching carefully selected clips from PG classified films.**

YES / NO

ENGLISH OPPORTUNITIES

I give permission for my child's work to be entered/published into/on: Local, regional and national Reading or Writing Competitions, National Book Mark Competition, Blogs linked to the school website, Lend me Your Literacy (safe online platform), Storybird, Young Writers website, for example book reviews and other educational forums and others as the school deem appropriate.

 **I consent to my child's work being entered into competitions or published as stated above.** **YES / NO**

PERMISSION TO APPLY SUNSCREEN

(This consent will remain valid whilst your child is in the care of the school).

This is essential permission to ensure your child's safety as your child learns and plays outside. Children love to play and learn outside in the sun but sunburn in childhood increases the risk of developing skin cancer in later life.

Children's skin is delicate but you can protect their skin by:

- Avoiding the midday sun (between 11am and 3pm)
- Playing in the shade
- Wearing a hat that covers the ears and neck
- Covering up with a T-shirt and wear sunglasses that have UV filters
- Using a minimum of SPF15 sunscreen on exposed skin. Apply sunscreen liberally and reapply regularly.

SPCEDS is concerned about protecting your child from sunburn and skin damage. Please provide a suitable hat. On sunny days apply sunscreen to any exposed parts before they come to school. If you could send your child with sunscreen in a named bottle in a plastic carrier bag we would greatly appreciate that. This will be kept in each child's bag from home. We would prefer to have sunscreen of SPF 20+ and it must be a sunscreen that contains no traces of a nut product please.

With your consent we will help your child apply sunscreen when necessary. It would be very useful if you have modelled this to them beforehand. We help the children spray the sunscreen when they are ready but we do not physically touch the child. However, we feel that until the children are competent we would like your permission to put sunscreen on your child directly unless your child refuses adult support. Please complete the consent form below. If you have any concerns please come and speak to us.











 **I understand that I am giving permission for a member of staff to support my child to apply their sunscreen.** **YES / NO**

 **I will provide a bottle of sunscreen labelled with my child's name for use at SPCEDS.** **YES / NO**








PUBLICITY CONSENT – PHOTOGRAPH, PRESS AND MEDIA

The use of photographs is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken. At SPCEDS we take the issue of child protection very seriously and we would never knowingly publish an image of your child without your consent.

I grant permission for images to be used for the following purposes:

 Electronic and printed information, displays and exhibitions at SPCEDS	YES / NO
 Website for SPCEDS	YES / NO
 Twitter for SPCEDS	YES / NO
 Pinterest for SPCEDS	YES / NO
 Promotional material for SPCEDS	YES / NO
 To accompany staff or student coursework	YES / NO
 Other	YES / NO
<i>Please be aware that many newspapers and magazines now post news on Twitter and their own websites.</i>	
 Local newspaper or magazine (online)	YES / NO
 National newspaper or magazine (online)	YES / NO
 I am happy for my child's first name and surname to be printed in the press accompanying their photograph.	YES / NO

Conditions of Use

-  This form is valid from the date you sign it for the period of time your child attends this school. The consent will automatically expire after this time.
-  We will not re-use any photographs or recordings after your child leaves our school other than in school brochures/website.
-  We will not use the first and surname together 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 unless agreed by you on the consent form.
-  We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in any of our other printed publications.
-  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.

COLLECTION OF CHILDREN

Child's Name **Class:**

Under our commitment to Safeguarding and keeping our children safe we need you to provide us with all the names of people that will be collecting your child from school.

We hope that you appreciate the need for and the importance of this. Staff will not let children go with someone not listed by you and who are not known to the child.

Please complete the details below and list as many possible people that you are happy to collect your child, should you not be available. It is essential that you inform the Class Teacher at the beginning of the day or in an emergency by phoning the School Office on 01775 722333 who to expect. This way we can ensure your child knows who to expect at the end of the day so there are no surprises that may upset your child. Please also put for us the name your child knows the person by eg. Grandma.

Adult's Name e.g. Mrs Ruth Brown.	What my child knows this adult by e.g. Nana.	Contact number for named person.

We also ask that you provide a secure password so that we know you have authorised the collection.

The secure password is:

If you would like to change this at any time please provide us with this in writing and with the same signature recorded on this form. Thank you.

PARENTAL RESPONSIBILITY

The Educational Welfare Service requires schools to clarify, for all children in school, who has legal Parental Responsibility of each child. This needs to be evidenced on the school records.

Please complete the Parental Responsibility details for your child stating who both the mother and father are. We also need to know who has Parental Responsibility and, if necessary, which parent the child lives with.

If you would like to discuss this further please make an appointment to come and speak with me.

The statement below is taken from www.direct.gov.uk and should help you to complete the Parental Responsibility form.

Extract from www.direct.gov.uk

Who has parental responsibility

A mother automatically has parental responsibility for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can apply for parental responsibility if you don't automatically have it.

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived, or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

PARENTAL RESPONSIBILITY (Continued)

Birth Certificates **MUST** be seen by school before the child starts with us.

PARENT 1):

Named on the Birth Certificate: **YES / NO**

Parental Responsibility: **YES / NO**

Address:

.....

Telephone Number:

PARENT 2):

Named on the Birth Certificate: **YES / NO**

Parental Responsibility: **YES / NO**

Address:

.....

Telephone Number:

Who does the child live with?

Full Birth Certificate checked by:(Staff to initial)

ETHNIC BACKGROUND AND RELIGION RECORD FORM









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 aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility 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 named above. Please also tick whether the form was filled in by a parent or the pupil.

ETHNICITY




White

-  British
-  Irish
-  Traveller of Irish Heritage
-  Gypsy/Roma
-  Western European
-  Eastern European
-  European
-  Any Other White background





Asian and Asian British

-  Indian
-  Pakistani
-  Bangladeshi
-  Any Other Asian background

Black or Black British

-  Caribbean
-  African
-  Any Other Black background

Mixed

-  White and Black Caribbean
-  White and Black African
-  White and Asian
-  Any other Mixed background

Chinese


















Any other ethnic background

I do not wish an ethnic background category to be recorded

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

HOME LANGUAGE

Please tick the appropriate box for the main language that is spoken in the home. If none of the categories shown is appropriate, please add your language below as "other".




- | | |
|---|--|
|  English <input type="checkbox"/> |  Portugese <input type="checkbox"/> |
|  Bengali <input type="checkbox"/> |  Punjabi <input type="checkbox"/> |
|  Canotonese <input type="checkbox"/> |  Romanian <input type="checkbox"/> |
|  Greek <input type="checkbox"/> |  Slovakian <input type="checkbox"/> |
|  Gujerati <input type="checkbox"/> |  Spanish <input type="checkbox"/> |
|  Hindi <input type="checkbox"/> |  Turkish <input type="checkbox"/> |
|  Italian <input type="checkbox"/> |  Urdu <input type="checkbox"/> |
|  Lithuanian <input type="checkbox"/> |  Other (Please specify) |
|  Polish <input type="checkbox"/> | |

Continued...

RELIGION

This statement requires you to identify, if possible a religious affiliation that your child has. It is not necessary for you or your child to be a practising member of a religion to complete this part of the form. If your religious affiliation is not listed please add it below as "other", or add "no religion" if that applies.

-  Christian
-  Catholic
-  Jewish
-  Sikh

-  Hindu
-  Muslim
-  Other (please specify)
.....

This information was provided by: **Parent/Carer** **Pupil**

SHARING INFORMATION – FS2 ONLY

We are continuing to develop our learning journeys which document your child’s learning, development and needs. This information may be shared with other professionals who have contact with your child. This is to ensure that your child’s needs are met and that they will benefit from continuous provision.

From time to time we will be involved in sharing information about your child’s learning and development as well as basic information relating to your child’s experiences while at our school.

The Learning Journey file, collated through the “2 Build a Profile” app on the iPad, will include photographs, short and detailed observations and stories linked to the Early Years Foundation Stage and examples of their work. We also hold information such as accidents and incidents, individual education plans, activities and topics and children’s particular interests at our setting. We would welcome your contribution; this will help us, and other professionals, present a complete ‘picture’ of your child, documenting their learning and achievements and overall wellbeing and help us plan future activities and experiences providing them with consistent care.

These records will be available for you to look at any time you wish, please just ask. On occasions we may also be asked to show it to an Ofsted Inspector or our Birth to Five Support Team.

Please provide us with details of other settings where your child attends or has attended (including childminder if appropriate).

Name of Setting:

Contact Telephone Number:

Name of Key Person:

ACCEPTABLE USE POLICY – FS2/KS1 Pupils

(Incorporating Guidance for children and parents on the use of Internet facilities outside of school)

The use of ICT within schools has enormous benefits to education, however there are reasons why the school and the Local Authority must put some restrictions in place, such as: ICT equipment is very expensive to buy and maintain; the school and the local authority have a duty of care to ensure that you are safe and that you are not exposed to illegal or unsuitable content. It is hoped that these restrictions do not interfere with your education but if you feel otherwise you are encouraged to talk to a member of staff to discuss any issues.

Please note that internet and email use may be subject to monitoring.

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I make the wrong choices, I might not be allowed to use a computer/tablet.

Don't forget, it is never too late to tell someone if something or someone makes you feel uncomfortable.

Useful websites:

CEOP is a part of the UK police force dedicated to the prevention of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages on their website.

www.ceop.gov.uk

IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content.

www.iwf.org.uk

Think U Know provides useful information for children of all ages and parents too.

www.thinkuknow.co.uk

Kidsmart is an award-winning internet safety programme for children.

www.kidsmart.org.uk

Bullying UK provides information and advice about bullying for children, parents and schools.

www.bullying.co.uk

NSPCC online safety section provide tips on how to keep children safe online.

www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety The Digizen website provides information for educators, parents, carers, and young people. It is used to strengthen their awareness and understanding of what digital citizenship is and encourages users of technology to be and become responsible digital citizens.

www.digizen.org


Review - This Policy will be reviewed annually.

I have read the above Acceptable Use Policy and explained it to my child. I have also made my child aware that the use of internet and email in school may be monitored.


Signed (Parent/Carer) : Date:.....


Name:

CONFIRMATION

 I confirm that the information provided on this form is correct and I have answered **YES or NO** where consent is required.

 I understand it is my responsibility to update school with any changes to child details, contact details and medical details.

 I understand that when I am invited to watch school events, I may take photographs and videos of my child and other people's children. However, I am not permitted to upload photographs or videos containing other people's children to any form of social media.

 I understand the Foundation Stage Year Group use ParentShare to track pupil progress. I understand my child will be photographed with other children in the Foundation Stage Year Group.

Signed (Parent/Carer): Date:

Name: