





## Foundation Stage Children Only

Photographs of the children in Foundation Stage are taken to provide evidence of skills and activities the children have undertaken. Many of these are put into each child's Learning Journey which illustrates their learning. Often several children are in the same photograph and so will appear in different children's Learning Journeys. Again we need your permission to do this.

I give permission for my child's photograph to appear in Learning Journeys.  **Yes**  **No**

## Sun screen

I agree to supply sun screen for my child and grant permission for my child to apply sun cream when required.  **Yes**  **No**

If I have not supplied sun screen, then cases of very hot weather, or emergency need, I agree to the school providing my child with sun screen.  **Yes**  **No**

I agree to staff applying sun screen to my child should this be necessary.  **Yes**  **No**

## Local Trips

From time to time, as part of their school topic work, children need to visit places of local interest. We are very fortunate at Great Leighs School in having the countryside on our doorstep and so we would like to make full use of the opportunities open to us. These trips are always within school hours, are fully supervised and are always on foot. The children will be informed of the visits 24 hours before they take place and will tell you of the class plans (weather permitting).

I give permission for my child to participate in any local trips organised, for the duration of their time at Great Leighs Primary School.  **Yes**  **No**

## Declaration

**The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.**

Signed:

\_\_\_\_\_  
**Name of Parent or Adult with parental responsibility (please print)**

\_\_\_\_\_  
**Signature of Parent or Adult with parental responsibility**

Date: \_\_\_\_\_

## Child's Details

Surname \_\_\_\_\_ Male/Female

Forenames \_\_\_\_\_

Preferred Forename \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Tel Nos. \_\_\_\_\_

## Parents/Carers Details

Mother's Name & Title \_\_\_\_\_

Mobile No. \_\_\_\_\_ Work No. \_\_\_\_\_

Email \_\_\_\_\_

Father's Name & Title \_\_\_\_\_

Mobile No. \_\_\_\_\_ Work No. \_\_\_\_\_

Email \_\_\_\_\_

Address of Mother or Father if different from above

Mother \_\_\_\_\_

Father \_\_\_\_\_

Email addresses and mobile numbers will be used to register you for ParentMail—our school-parent communication system.

## Siblings

Names and date of birth of brother(s)/sister(s)

Name	Date of Birth	Position in Family
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Medical

Does your child suffer from any allergies/medical conditions that we should be made aware of?

Yes  No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please continue on the back page if necessary.*

Is your child on any medication?

Yes  No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

Name & Address of Medical Practice \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel. No. \_\_\_\_\_

## Emergency Contact 1

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Relationship to child \_\_\_\_\_ Home Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_ Work Tel No \_\_\_\_\_

## Emergency Contact 2

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Home Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_ Work Tel No \_\_\_\_\_

## Emergency Contact 3

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Relationship \_\_\_\_\_ Home Tel No \_\_\_\_\_

Mobile Tel No \_\_\_\_\_ Work Tel No \_\_\_\_\_

## Photography/Video/Child's work

Occasionally, we may take photographs of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes. (See Conditions of Use below for more information on use of images by the media).

In order that we can protect your child's interests, and to comply with the Data Protection Act 1998, **please read the Conditions of Use below before answering questions 1-4 below and signing and dating this form.**

1. May we use your child's photograph in school printed publications that we produce for promotional purposes, or on project display boards, etc.?  Yes  No
2. May we use your child's image on our school website?  Yes  No
3. May we record your child's image on video?  Yes  No
4. May we allow your child to appear in the media as part of the school's involvement in an event? No full names will be used.  Yes  No

### Conditions of Use

1. This form is valid for the period of time your child attends this school. Your consent will automatically expire after this time
2. The school will not re-use any photographs or recordings after your child leaves this school without further consent being sought
3. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications
4. The school 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 other printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption
6. If we use the full name of a pupil in text, we will not use a photograph of that child to accompany the article
7. We may include pictures of pupils and teacher that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as 'a science lesson'
8. We will only use images of pupils who are suitably dressed
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies

### Notes on Use of Images by the Media

If you give permission for a child's image to be used by the media then you should be aware that:

- The media will want to use any printed or broadcast media pictures that they take alongside the relevant story
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs)
- It is possible that the newspaper will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

**I have read and understand the conditions of use and give permission  Yes  No for photographs, videos and my child's work to be used in the school newsletter or any other in-school communication, including the school's website.**

## Home-School Agreement

At Great Leighs Primary School parents, carers, children and staff work together as partners. We aim to create a stimulating, challenging and fun learning environment where children can achieve to the best of their abilities in all areas and be happy and responsible members of the school community.

We will encourage children to work hard, to behave appropriately and to take pride and pleasure in their own and others' achievements.

We look forward to working together on a basis of mutual respect to help our children become confident and enthusiastic learners.

Please discuss and share this agreement with your child to prepare them for their educational journey at Great Leighs School.

Area	The school will:	I will:
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Enable every child to achieve his/her best in all areas of the curriculum</li> <li>• Ensure that every child is taught at an appropriate and challenging level</li> <li>• Provide an attractive and well-resourced learning environment and teach the full requirements of the National Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage my child to participate fully in school activities</li> <li>• Support my child's learning at school by attending parents' meetings and school events.</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Set homework regularly and ensure that it is marked</li> </ul>	<ul style="list-style-type: none"> <li>• Help find a suitable place and time to complete homework</li> <li>• Read to and with my child daily</li> <li>• Help my child with their number skills</li> <li>• Help my child return homework on time</li> </ul>
<b>Behaviour and Safety</b>	<ul style="list-style-type: none"> <li>• Make sure that children are familiar with our school values and class rules</li> <li>• Use rewards and sanctions consistently and fairly</li> <li>• Ensure that staff are positive role models for pupils</li> <li>• Ensure children are taught about on-line safety</li> </ul>	<ul style="list-style-type: none"> <li>• Help my child understand the school values and their class rules</li> <li>• Encourage my child to look after school equipment and environment</li> <li>• Ensure my child uses the internet safely and that this is monitored</li> </ul>
<b>Attendance and Punctuality</b>	<ul style="list-style-type: none"> <li>• Ensure the KS2 playground is supervised from 8:30 am</li> <li>• Ensure the classrooms are open and supervised from 8:40 am</li> <li>• Maintain an accurate record of attendance and punctuality</li> <li>• Keep parents informed of any concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure my child is at school regularly and on time</li> <li>• Make sure my child is collected on time</li> <li>• Contact the school promptly when my child is absent</li> <li>• Avoid taking holidays in term time</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Teach and encourage children to respect each other and to respect their differences</li> <li>• Value and respect everyone equally within the school</li> <li>• Ensure that bullying, racist, sexist and other discriminatory behaviour is not tolerated</li> </ul>	<ul style="list-style-type: none"> <li>• Help my child understand that everyone is of equal importance</li> <li>• Encourage my child to appreciate and respect the views and beliefs of others</li> </ul>
<b>Welfare and Communication</b>	<ul style="list-style-type: none"> <li>• Ensure that children are safe on the school premises and on school trips</li> <li>• Administer medicines where appropriate with written permission</li> <li>• Advise parents and carers on how to support their children at home</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure the school always has an up to date emergency contact number</li> <li>• Keep my child at home when unwell and for 48 hours after sickness</li> <li>• Raise any concerns with the appropriate person as early as possible</li> <li>• Let the school know of any issues that may affect my child's welfare, behaviour or progress at school</li> </ul>

**Child's Name:** \_\_\_\_\_ **Signature (KS2):** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Headteacher's Signature:** \_\_\_\_\_

## Ethnic Background

What is your child's native tongue? \_\_\_\_\_

Do you normally speak another language at Home?  **Yes**  **No**

If so, please state which \_\_\_\_\_

What is your family's religion? \_\_\_\_\_

Please indicate below the most appropriate ethnic background for your child by selecting the appropriate box below.

<p><b>White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Traveller of Irish Heritage</p> <p><input type="checkbox"/> Gypsy/Roma</p> <p><i>Any other White background</i></p> <p><input type="checkbox"/> Albanian (excluding Kosovan)</p> <p><input type="checkbox"/> Italian</p> <p><input type="checkbox"/> Kosovan</p> <p><input type="checkbox"/> Turkish/Turkish Cypriot</p> <p><input type="checkbox"/> White Eastern European (including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukrainian)</p> <p><input type="checkbox"/> White Western European (including French, German, Spanish, Portuguese, Scandinavian)</p> <p><input type="checkbox"/> White other (Other pupils of White background not represented in the categories above)</p>	<p><input type="checkbox"/> <b>Mixed/dual background</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian (including White and Bangladeshi, White and Pakistani, White and any other Asian background)</p> <p><i>Any other mixed background</i></p> <p><input type="checkbox"/> White and any other ethnic group</p> <p><input type="checkbox"/> Other missed background (Other mixed race pupils not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, black and other ethnic group, Chinese and other ethnic group)</p>
<p><b>Black or Black British</b></p> <p><input type="checkbox"/> Caribbean (including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent &amp; the Grenadines, Trinidad and Tobago)</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Nigerian</p> <p><input type="checkbox"/> Other Black African (including Angolan, Black South African, Ethiopian, Ghanaian, Rwandan, Sierra Leon, Somali, Sudanese, Ugandan, Zimbabwean)</p> <p><input type="checkbox"/> Any other Black background (Other pupils of Black background not represented in the categories above, including Black Canadian, Black European, Black North American)</p>	<p><b>Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani (including Mirpuri Pakistani and other Pakistani)</p> <p><input type="checkbox"/> Bangladeshi</p> <p><i>Any other Asian background</i></p> <p><input type="checkbox"/> Nepali</p> <p><input type="checkbox"/> Other Asian (Other Asian pupils not represented in the categories above, including East African, Asian, Kashmiri, Sinhalese, South African, Asian, Sri Lankan Tamil)</p>
<p><b>Any other ethnic background</b></p> <p><input type="checkbox"/> Afghanistan <input type="checkbox"/> Filipino <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> <b>Any other ethnic group</b></p> <p>(pupils of ethnic backgrounds not represented in the categories above including, Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central American, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Fijian, Tongan, Samoan, Tahitian, Yemeni)</p>	<p><b>Chinese</b></p> <p><input type="checkbox"/> Hong Kong Chinese</p> <p><input type="checkbox"/> Other Chinese (Other Chinese pupils not represented in the category above including Malaysian Chinese, Singaporean Chinese, Taiwanese)</p>

