



**CHILD'S NAME:**



## **Important Returnable Forms New Starters 2023 Reception**

Please complete **all** applicable forms in this booklet and return the whole book by **Tuesday 20<sup>th</sup> June 2023**.

*Please could you also ensure school receive a copy of your child's birth certificate before they start September.*

We are unable to enrol your child without the completion of these forms.

Thank you.

***Please complete forms 1, 2, 3, 4, 5 & 6***





## Data Collection Form – Form 1

All the personal information we hold is held and processed in accordance with data protection legislation. Please refer to the Privacy Notice (located on our website) for details of how personal information is used.

Pupil Surname			
Pupil Forename(s)			
Date of Birth		Gender M/F	
Full Address Including Post Code			

Parent Name Priority 1		Parent Name Priority 2	
Home Address (if different from above)		Home Address (if different from above)	
Home telephone		Home telephone	
Mobile number		Mobile number	
Work number		Work number	
Email		Email	
Parental Responsibility	YES <input type="checkbox"/> NO <input type="checkbox"/>	Parental Responsibility	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Permission to be contacted as an emergency contact</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permission to be contacted by email/text for routine school communications</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permission to be contacted as an emergency contact</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permission to be contacted by email/text for routine school communications</i> YES <input type="checkbox"/> NO <input type="checkbox"/>

Please give details of all **other** persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency – continue overleaf if necessary.

Emergency Contact 1				Emergency Contact 2			
Name				Name			
Relationship to family				Relationship to family			
Home telephone				Home telephone			
Mobile number				Mobile number			
Work number				Work number			
<i>Permission to be contacted as an emergency contact</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permission to be contacted by email/text for routine school communication</i> YES <input type="checkbox"/> NO <input type="checkbox"/>			<i>Permission to be contacted as an emergency contact</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permission to be contacted by email/text for routine school communications</i> YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>Medical Practice</b> <i>(please include practice name, address and telephone number)</i>	
<b>Please specify any medical condition(s) and continue overleaf if necessary</b>	
<b>Dietary Requirements</b>	



Ethnicity	Home Language	First Language	Religion

Signed	
Print Name	
Date	

**Data Protection Legislation:** The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including the Local Authority and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information.

**Please note** that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (office@chadsmead.staffs.sch.uk}.



## Consent Form for the Recording and Use of Images – Form 2

Name of Pupil ..... Class .....

Dear Parent/Carer

During the course of the school year, we may sometimes wish to take photographs or video recordings of children within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as the school prospectus and our website. These photographs are occasionally shared with our trust communications team for use in newsletters, marketing materials and inclusion on their website and social media accounts. The school may also invite an external photographer to the school each year to take official school photographs and may invite the media in to take photographs of pupils engaged in school activities or events for publication.

To comply with the General Data Protection Regulation, we need to ask your consent before the school record any images of your child. In view of this, please read the statements below, complete the slip and return this form to school within the next 10 days.

This table sets out the various reasons for taking, and making use of, images of your child and we should be grateful if you would indicate whether or not you give consent for use in these circumstances. By circling 'YES', you are confirming that you consent to your child's personal data being shared for those purposes and/or with the named third parties):

1.	For official school photographs, with images taken by Tempest Photography and available for purchase by parents and carers, and held by the school for identification purposes with names attached	YES/NO
2.	For official class photographs, with images taken by Tempest Photography and available for purchase by parents and carers	YES/NO
3.	For use on internal school displays	YES/NO
4.	For use as part of projects of work by students	YES/NO
5.	For use on the school's website	YES/NO
6.	For use on the school's Facebook page	YES/NO
7.	For use on the school's Twitter page	YES/NO
8.	I consent to photographs being taken of my child during school productions	YES/NO
9.	<b>*Nursery/Reception Children ONLY*</b> I consent to group images containing my child to be included in the learning journeys of other children	YES/NO
10.	Occasional sharing of images of your child taken for internal purposes with external media organisations, such as the Lichfield Mercury or Express and Star newspaper or inviting such media organisations to take photographs of pupils (including your child) engaged in school activities or events for publication	YES/NO
11.	For use on Community Academies Trust's website	YES/NO

We also need your consent before your **child's name** would be attached to any images accessible to our Trust (for example social media, other websites or the print media). Please indicate below your consent to this:



12.	For use on the Community Academies Trust's (CAT) website	YES/NO
13.	For use on the CAT's Facebook page	YES/NO
14.	For use on the CAT's Twitter account	YES/NO
15.	For use on the CAT's Instagram account	YES/NO
16.	For use in the CAT's marketing materials, resources and publications	YES/NO

Signature .....

Name.....

Relationship to child .....

Date .....

**Please note, this consent form lasts for the duration of your child's time at Chadsmead Primary Academy. You have the right to withdraw or change your consent at any time by giving the school written notice and completing a new consent form. You can notify us of your consent withdrawal in writing by contacting [office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk)**



## Collection Arrangements Form – Form 3

Please complete this form with the names of the people you wish to collect your child from school, **including yourself**. It is of paramount importance that you keep this record up to date and inform school of changes throughout the school year. Also please be aware that if the person collecting your child is **not** on the list below we will not allow your child to leave the school premises.

If we are unsure of the person collecting your child we will ask for these details in full, if they are given to us incorrectly we will contact you and not allow your child to leave school.

**Child's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

<b>First Name</b>	<b>Last Name</b>	<b>Password</b> (something memorable and personal to you e.g. your date of birth)	<b>Relationship to child</b> (Mum / Dad / Nan/ friend of family, Aunty, etc)

If you have the name of somebody you do not want your child to go home with, please indicate this below:

<b>First Name</b>	<b>Last Name</b>	<b>Legal order?</b>

**In the case of an emergency you may wish for your child to be picked up from school by somebody who is not named on the above list. If this is the case please inform the school before 3pm, your child will then be taken to the school office for collection and a form of ID will be required by the person collecting your child. Please be aware that this is a security measure and is intended to protect the safety of your child.**

Parent/ Carer Signature \_\_\_\_\_ Date \_\_\_\_\_







## Pupil Premium

Dear Parents/Carers,

The Pupil Premium is additional funding given to state-funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers.

There are 4 elements to Pupil Premium:

1. Free school meal eligibility
2. Service children
3. Adopted from care, special guardianship order and residence order
4. Children in care

Any qualifying family that registers their eligibility (based on the free school meal criteria) will help raise pupil premium money for the school. For 2021-22, the additional funding will be £1,345 for a primary school, for each registered child.

National data and research tells us that children eligible for free school meals tend to do less well, for example in 2014 45% of children eligible for free school meals achieved the expected level at the end of the Early Years Foundation Stage compared with 64% of other children. The Pupil Premium will provide us with extra funding to close this gap and could make a significant difference to your child's education.

We will use the extra funding to improve the quality of the early years education that we provide for your child.

It is well documented that high quality early education can influence how well a child does at both primary and secondary school so we do want to make the most of this additional funding. You may be aware if you have older children that Pupil Premium has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding.

We therefore ask that **ALL PARENTS/CARERS** fill in the next form to allow us to claim the Pupil Premium.

Thank you for your support,

Mrs G Grainger  
Headteacher





## ABOUT YOUR CHILD/CHILDREN

Surname	First Name	Date of Birth		

	Parent/Carer (1)								Parent/Carer (2)										
Surname																			
First Name																			
Date of Birth	(DD)		(MM)		(YYYY)				(DD)		(MM)		(YYYY)						
NI Number																			
NASS Number																			
Daytime Phone Number																			
Mobile Number																			
Address (including postcode)																			



## FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an *X* in the appropriate box)

Yes ☐ No ☐

If you have ticked **YES** you do not need to complete the next section. Please go straight to the declaration at the end of the form.

If you have ticked **NO** please place an *X* in the box if you are in receipt of any of these benefits:

	Income Support
	Income-based Jobseekers Allowance
	Income-related Employment and Support Allowance
	Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
	The guarantee element of the State Pension Credit
	Child Tax Credit (with no working tax credit) with an annual income of no more than £16,190
	Working Tax Credit run-on
	Universal Credit

	Please place an <i>X</i> in this box if you are not sure if your family income is over £16,190 or if you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals.
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## 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 \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PRINT NAME \_\_\_\_\_



## **Acceptable Use of the School's ICT Systems and Internet - Form 5**

Dear Parent or Carer,

As part of the curriculum at Chadsmead Primary Academy, your child will be accessing computers. In order to support the school in educating your child about e- safety (safe use of the Internet), the school has an Online Safety Policy available to view on the school website at [www.chadsmeadacademy.co.uk](http://www.chadsmeadacademy.co.uk)

Please read and discuss our 'Acceptable Use of the School's ICT Systems and Internet Agreement' (Appendix 1 of the Online Safety Policy) with your child and sign and return the form to school. Please support us in helping to keep your child safe. Should you wish to discuss this matter further, please do not hesitate to contact the school.

Yours sincerely,

A handwritten signature in black ink that reads 'Grainger'.

Mrs G Grainger  
Headteacher

## **ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: PUPILS AND PARENTS/CARERS**

**When I use the school's ICT systems (computers/ipads) and log onto the internet in school I will:**

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**



## (Form 6) All about me

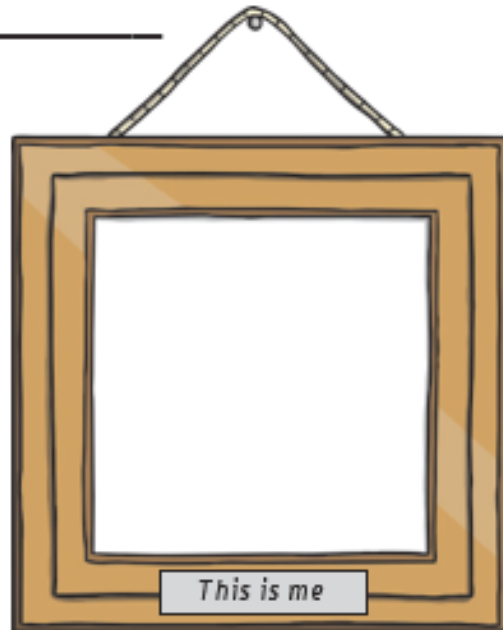
My name is \_\_\_\_\_

At home I like to...

I get scared when...

This is my family...

I am happiest when...



My favourite colour is \_\_\_\_\_

My favourite book...

My thoughts about starting school...