NEW PUPILS : ADDITIONAL SCHOOL INFORMATION FORM

Child's Surname	
Child's Forename	
Child's Preferred Name	
Date of Birth	
Place of Birth	
Address (including Postcode)	
Home Telephone Number	
Name, Address and Telephone Number of last school	
Birth Certificate / Passport – copy provided	

Names of Parents, Carers and Legal Guardians

Mother's Name			
Address (if different from above			
Email Address			
Home Number		Mobile Number	
Occupation		Work Number	
Priority Contact for Emergency Purposes			
Father's Name			
Address (if different from above			
Email Address			
Home Number		Mobile Number	
Occupation		Work Number	
Priority Contact for Emergency Purposes			

Relationship of Carer / Legal Guardians to pupil: (please state if your child is adopted, fostered or looked after)	
Does either parent work for the armed forces?	If yes, please give details:

Siblings Names	Living with Parent/Carer?	In UK? Abroad?	Age	Male/Female

NEW PUPILS : ADDITIONAL SCHOOL INFORMATION FORM

Children whose parents claim either Income Support, Income based Job Seekers Allowance, guaranteed element of State Pension Credit or Child Tax Credit are eligible for Pupil Premium and Free School Meals (NOT Universal Free School Meals). This means that the school is given additional money to support your child. If you think you might be eligible, please complete the form on the school website titled 'Free School Meals and Pupil Premium'.	
Ethnicity	
First Spoken Language	
Additional spoken Languages	
Country of Birth	
Nationality	
Religion	
Please state if you are a permanent or temporary resident in the UK	

Support for and by Parents and Carers for their child's access to school arrangements (please mark any requirements)

Interpreter required at Parents Evening		The Parent / Carer can bring their own interpreter with the for all meetings	
Bilingual translation of letters would be helpful		I would like to help other parents with English as a second language to settle into their local community	

Mode of Transport to school (please mark the one that is used most often)

Bus		Car / Van	
Cycle / Scooter		Walk	
Car Share (with other children)		Taxi	
Train			

Dietary Requirements

Please list all dietary requirements for your child below:

NEW PUPILS : CONTACTS AND SIGNED POLICY FORMS

Child's Name : _____ **Class :** _____

Date Completed : _____

It is vital that we have 3 emergency contacts numbers where you, a relative or a friend can be contacted if your child is unwell or has an accident. Please complete the table below :

Priority	Contact Name	Relationship to child	Address	Telephone Numbers (Mobile / Home / Work)	Email Address
1					
2					
3					

Please type your full name or sign manually, confirming your agreement with each listed Policy (Policies are on our website under Year 2-3 Transition 2018)

Policy	Sign and Print name for each box (if completing electronically please print name to confirm completion and return)
ICT Acceptable Use Policy	Signed by Parent : Signed by Pupil :
Home-School-Child Partnership Agreement	Signed by Parent : Signed by Pupil :
Additional and Medical Information Form	Signed by Parent :
Usage of Digital / Video Images	Signed by Parent :
Free School Meals Application form	Signed by Parent :
Permission for Walkabout – Maidenbower / Crawley	Signed by Parent :

NEW PUPILS : LONG TERM MEDICAL / EDUCATIONAL NEEDS

Type	Y / N	Medication Required	Details (please continue on the reverse of this sheet if needed)
Physical			
Sensory (wears glasses, hearing impaired)			
Educational (dyslexia, Autistic)			
Behavioural / Emotional (ADHD etc)			
Allergies (please state the allergy)			
Asthma			
Diabetes			
Epilepsy			
Any other conditions not mentioned here that require medications			
Are there any significant family issues that you would like the school to be aware of			

If you have answered 'Yes' to any of the above, please complete an Administration of Medication form. This can be collected from the School Office.

Doctor / Practice details

Name and Address of Doctor	
Telephone Number	

Child Name : _____ Class : _____

Signature of Person completing the Form : | |

Relationship to Child : _____ Date : _____

MAIDENBOWER JUNIOR SCHOOL

HOME – SCHOOL – CHILD PARTNERSHIP AGREEMENT

The School will endeavour to:

- Ensure that each child is valued as an individual.
- Provide a secure, happy and safe environment.
- Encourage children to take care of their surroundings and other people.
- Ensure successful learning for each child in all areas of the curriculum.
- Encourage children to do their best.
- Set homework for children in accordance with the school's homework policy.
- Inform parents about the planned learning for the children each term.
- Inform parents about their child's progress through termly consultation meetings and the annual report.
- Be available, at mutually convenient times, to discuss any concerns relating to your child's well being, learning or behaviour.

The family will endeavour to:

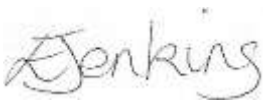
- Ensure that children arrive at school between 8.40 – 8.50am and are collected promptly at the end of the day.
- Ensure that children attend school regularly and that the explanations for absence are made to the school straight away on the first day.
- Ensure that children are appropriately dressed in their uniform for school activities.
- Attend consultation evenings to discuss children's progress.
- Praise their children to promote positive attitudes to learning.
- Support their child's learning at home, ensuring that homework tasks are completed in accordance with the school's homework policy.
- Have a regular dialogue with teachers to discuss any concerns relating to their child's well being or behaviour.

Each child will endeavour to keep the Maidenbower Junior School Code:

- Attend school regularly.
- Respect others, be friendly and behave in accordance with our school, classroom and playground rules.
- Work hard and do his/her best in classwork and any homework set, including reading.
- Bring his/her planner to school each day.
- Bring his/her PE kit to school on PE/sports day.

We will all work together and talk together to:

- Provide the children with a happy childhood and school life.
- Support the children's learning and development to help them achieve their best.

Headteacher 

Chair of Governors

Parents/Carers ……..

Child ……..

Date ……..

Maidenbower Junior School – June 2018

ICT Acceptable Use Agreement for Pupils and Parents

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line. The school will help me know what to look for and what to do if I am worried.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, etc.).
- I will immediately tell an adult about any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are intended for educational use and that I will not use them for personal or recreational use unless I have permission.

I will act as I expect others to act toward me:

- I will not take or distribute images of anyone without their permission.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. Less serious abuses will result in missing playtime and/or lunchtime. Sanctions for more serious instances may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next pages to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Agreement, to which it is attached.
Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school).
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil	
Class	
Signed	
Date	

Parent / Carer Countersignature

As the parent / carer of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school. I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I know that my child has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that parents / carers are encouraged to comment or post appropriately about the school on social media. I understand that in the event of any offensive or inappropriate comments being made, the school will ask the parent/carer to remove the post and invite them to discuss the issues in person.

Name of Parent/Carer	
Childs Class	
Signed	
Date	

USAGE OF DIGITAL AND VIDEO IMAGES OF PUPILS

Child's name _____
Class _____
Date _____

Dear Parent / Carer
We sometimes need to take photographs or videos of pupils to use in the school's prospectus, on the school's website, in the press and on display boards around school.

We would like your consent to take photos/videos of your child and use the images as listed below. Please tick the relevant boxes below and return this form to school.

I **DO** give permission for Maidenbower Junior School (MJS) to take photo/videos of my child for general school use, to include the newsletter, prospectus and displays. ☐

I **DO** give permission for photos/videos of my child to be used on the MJS website. ☐

I **DO** give permission for photos/videos of my child to be used in the Press. ☐

I **DO NOT** give permission for the school to take or use photos/videos of my child :

For the Newsletter ☐

Prospectus ☐

Display Boards ☐

Website ☐

In the Press ☐

I understand that I may withdraw this consent at any time by writing to the School Office or by emailing office@maidenbowerjunior.w-sussex.sch.uk.

Why are we asking for your consent again?
You may be aware that there are new data protection rules coming in from May. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Parent or Carer's Name _____

Parent or Carer's Signature: _____

Date: _____

Maidenbower Junior School

Harvest Road Maidenbower Crawley West Sussex RH10 7RA
Tel: 01293 883758 Fax: 01293 889409
Email: office@maidenbowerjunior.w-sussex.sch.uk
Headteacher: Mrs E Jenkins BA (Hons) PGCE NPQH

Dear Parents,

There are many times that we use our surrounding area to bring our learning to life and previously we would seek permission on every occasion. This became very time consuming. To limit the paperwork needed, we would therefore like to ask permission for your child to take part in all such activities, including trips to the forest, around the locality and to the Town Centre, for the duration of your child's schooling here at Maidenbower.

As a school, we are proud of the fact that we extend the curriculum outwards; from the classroom to the school grounds, into the forest and including learning in our local feeder schools, as well as occasional walks around Maidenbower. All trips of this nature are accompanied by adults and are planned carefully in order to enhance and enrich every child's learning. A full risk assessment is carried out on each occasion and where they interfere with lunch arrangements, you will be given notice in time to cancel all hot meals.

We hope that this will prove helpful to us all and ask that you complete the permission slip below and return it to the School Office.

Yours sincerely

EJenkins

Mrs E Jenkins
Headteacher

School Trips Local to Maidenbower

Child's Name …… Class ……

☐ I **DO** give permission for my child to attend local trips around the Maidenbower Area, including Tilgate Forest and to the Town Centre.

☐ I **DO NOT** give permission for my child to attend local trips around the Maidenbower Area, including Tilgate Forest and to the Town Centre.

Signed …….. Parent/Carer Dated ……..