

Bishop Chavasse Primary School

PUPIL DATA COLLECTION AND PERMISSIONS SHEET

Please write as neatly as possible as we use this information to create your child's school record on our database. Please complete in BLOCK CAPITALS only.

PLEASE COMPLETE ALL OF THIS FORM AND RETURN TO:

Bishop Chavasse Primary School, 2A Baker Lane, Tonbridge, Kent TN11 0FB

Or email Admissions: admissions@bishopchavasseschool.org.uk

If the school gates are not open, please place forms in the post box outside the school gates.

PUPIL DATA COLLECTION AND PERMISSIONS SHEETS

Child's Legal Surname: _____ Child's Legal Forename: _____

Child's Legal Middle name/s: _____

Preferred Surname (if different): _____ Preferred Forename (if different): _____

Date of Birth: ____ / ____ / ____ Male / Female (please delete)

What was your child's gestational age when they were born: (Weeks/Days) _____
(This question is part of our Premature Baby Awareness recognition)

We will ask you to provide your child's original birth certificate, to the office, and proof of address.

Date of Admission (to be completed by the office): _____

Home Address: _____

Home Email Address: _____

Is there a court order relating to this child? Yes / No (please delete)

If yes, please provide this to the office within the first week at school, in order for us to add a copy on your child's school file.

Name of any siblings attending this school: _____

Name of previous school/nursery: _____

CONTACT DETAILS

Please give details of ALL persons who have parental responsibility and anyone else you would wish to be contacted in an emergency scenario. Please number them in the order which you would want them contacted. Please note 'contacts' should be people who live nearby or have access to a car should a pupil need to be collected e.g. in case of illness. Parent details are needed in case of hospital treatment/discipline where parental responsibility is required.

If you need to send someone different to collect your child, we will ask you to email a photograph of that person to the office for confirmation of identity.

Who has Parental Responsibility?

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers, and other primary carers, do not automatically have parental responsibility: an unmarried father can gain parental responsibility by: registering the birth jointly with the mother; being named on a 'parental responsibility agreement' between him and the child's mother; being named on a court order, such as a Child Arrangements Order.

1	Parent/ Guardian?	Relationship to Pupil	Parental Responsibility? (<i>circle</i>) YES NO
	Surname	Forename	Mr/Miss/Mrs/Ms (<i>delete</i>)
	Address		Postcode
	Telephone Number #1		
	Telephone Number #2		
	Email Address:		

2	Parent/ Guardian?	Relationship to Pupil	Parental Responsibility? (<i>circle</i>) YES NO
	Surname	Forename	Mr/Miss/Mrs/Ms (<i>delete</i>)
	Address		Postcode
	Telephone Number #1		
	Telephone Number #2		
	Email Address:		

3	Parent/ Guardian?	Relationship to Pupil	Parental Responsibility? (<i>circle</i>) YES NO
	Surname	Forename	Mr/Miss/Mrs/Ms (<i>delete</i>)
	Address		Postcode
	Telephone Number #1		
	Telephone Number #2		
	Email Address:		

MEDICAL INFORMATION

GP's Name: _____

Medical Practice Name: _____

Address of Medical Practice: _____

Telephone Number: _____

Does your child suffer from any medical condition, allergies or severe reactions requiring treatment or medication?

If yes, please give details. (It is your responsibility to inform school should circumstances change)

Does your child have any special dietary requirements?

If yes, please give details.

ETHNICITY AND CULTURE

Ethnicity		Languages spoken at home	
Religion		Other Languages spoken	
Nationality		Country of birth	
Traveler?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Asylum Seeker	Yes <input type="checkbox"/> No <input type="checkbox"/>

TRAVEL ARRANGEMENTS

Please tick the pupil's usual method of travelling to and from school:

Car <input type="checkbox"/>	Bicycle/Scooter <input type="checkbox"/>	Train <input type="checkbox"/>
Walking <input type="checkbox"/>	Taxi <input type="checkbox"/>	Public Transport <input type="checkbox"/>

OTHER INFORMATION

Is your child entitled to Free School Meals and/or Pupil Premium? <i>Details can be found in the Bishop Chavasse Welcome Pack- you need to register online for your child's entitlement to this at Free school meals - Kent County Council. This is separate to Universal Free School Meals to which all EYFS/KS1 are entitled.</i>	Yes	No
Does your child have a parent who is currently, or has previously, serving in the UK military?	Yes	No
Is your child a 'Looked After Child'?	Yes	No

Please use the space below to provide as much other information you feel necessary so that we are able to get to know your child:

Details of SEND needs; information relating to safeguarding of your child:

Details of medical referrals or outstanding investigations (e.g. dietitian referral / Pediatrician etc.) , requests for Individual Health Care Plans:

Details of daily collection arrangements (e.g. a child minder), twin separation requests, parental barriers to engagement:

Short Journey Consent Form

At Bishop Chavasse CE School, there will be times when we will plan to take your child off-site to visit places of interest within the local area. This may include places such as Barnes Lodge care home, a local church, a theatre, or a local library.

Please would you kindly assist us in this, but consenting to your child to travel 3 miles in order to access these visits.

Walking distance of up to 3 miles

Please tick:

<input type="checkbox"/>	I give consent for my child to participate in school visits, travelled to on foot, within a 3 mile walking distance from Bishop Chavasse School.
<input type="checkbox"/>	I DO NOT give consent for my child to participate in school visits, travelled to on foot, within a 3 mile walking distance from Bishop Chavasse School.

Minibus travelling distance of up to 3 miles

Please tick:

<input type="checkbox"/>	I give consent for my child to participate in school visits, travelling in a minibus, within a 3 mile radius of Bishop Chavasse School.
<input type="checkbox"/>	I DO NOT give consent for my child to participate in school visits, travelling in a minibus, within a 3 mile radius of Bishop Chavasse School.

This form is valid for seven years from the date you sign it, or for the period of time your child attends our school. The consent will automatically expire after this time. It is your responsibility to let us know, in writing, via email to office@bishopchavasseschool.org.uk if you withdraw your agreement at any time.

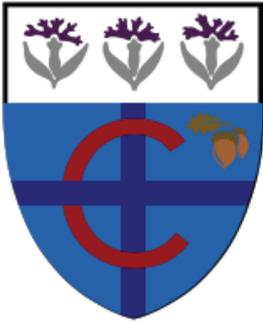
I confirm my acceptance of the above and confirm the information is complete.

Child's full name: _____

Full name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____



Bishop Chavasse

Church of England Primary School

Headteacher Mrs Becks Hood

2A Baker Lane

Tonbridge

Kent TN11 0FB

T: 01732 676040

E: office@bishopchavasseschool.org.uk

Dear Parents and Carers,

We are required by our Trust to set out our photographic permissions. We really value using photographs of your children to be able to showcase what pupils do in our school, and to show to others what life is like at our school. Taking photographs in school also allows the capture of precious memories of your child at school events. We would like your consent to take appropriate photos and videos of your child and use them in the ways described below.

Photographs of pupils (both individual and group) are taken in the autumn term and summer term by a professional photographer, approved and appointed by the school. The school has a legal basis for taking these photographs and keeping them on electronic files for internal identification. Additionally, there will be the opportunity to purchase these professional photographs, but we request your consent to release the proofs to you.

There may also be other opportunities to publicise some of the activities that your child is involved with at school; this may involve filming or photographing children. *We publicise our school activities internally e.g. on display boards and in learning journals and in presentations to parents. We also publicise our school externally through our newsletters, website and social media accounts e.g. Instagram and Facebook. Furthermore, we may from time to time be involved in press and TV celebration reports, and create slideshows and presentations for Open Days. Photos will usually be unnamed but, from time to time, it may be appropriate to use first names.*

Due to GDPR and safeguarding children, it is not possible to accommodate individual preferences of the publicised photographs and so **consent will cover all photographs** taken in school.

Please mark the relevant boxes below and return this form to the school office.

1. I consent for a professional photographer (appointed and approved by the school) to release images of my child to me for sale: **Yes** **No**
2. I consent to my child having a group or whole school photograph professionally taken. I understand this image may be released for sale to me and other parents of the group: **Yes** **No**
- 3. I consent to appropriate photographs and videos of my child or their work to be used and published in the ways set out in italics above:** **Yes** **No**

The consent given is for the entire time that your child attends Bishop Chavasse Primary School; if you or your child change your mind at any time, you can let us know by emailing office@bishopchavasseschool.org.uk

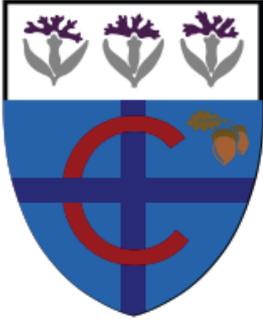
Child's name: _____

Date: _____

Parent's name: _____

Parent's signature: _____

Mrs Becks Hood
Headteacher



Bishop Chavasse

Church of England Primary School

Headteacher Mrs Becks Hood

2A Baker Lane
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T: 01732 676040

E: office@bishopchavasseschool.org.uk

W: www.bishopchavasseschool.org.uk

Bishop Chavasse Church of England School Policies are all underpinned by our school parable 'The Wise and the Foolish Builder'.

Bishop Chavasse School values every wonderfully and uniquely created child and adult; inspiring everyone to fulfil their potential, as we achieve excellence together. As Jesus teaches through the parable of the house on the rock: we grow in wisdom, supported by the compassion of God to establish firm, honest foundations on which every child can build.

Home School Agreement

The School will:

- Provide the best learning environment to enable all its pupils to thrive, ensuring they are safe, secure and respected within the context of Christian belief and practice;
- Encourage an understanding of Christian faith and values through the experiences we offer to all the children;
- Encourage children to do their best at all times;
- Encourage children to take care of and have respect for others;
- Investigate any alleged incidents of bullying and take appropriate action;
- Inform parents of any concerns or problems that affect their child's learning, behaviour or well-being;
- Inform parents of children's progress and next learning steps at regular parent consultations and through reporting arrangements;
- Inform all parents about school activities through Newsletters, Instagram, Facebook, Arbor, and the school website.
- Not tolerate aggressive, threatening behaviour or abuse by pupils or parents;
- The school will make clear its e-safety procedures and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community; and
- Protect your personal data in line with our privacy notice.

Parents/Carers will:

- Send their child to school each day punctually, suitably clothed, fed, rested and equipped and ready to learn;
- Inform the school of any concerns related to the child's learning behaviour and learning, including attending meetings when requested;
- Attend parent consultations to discuss progress and next learning steps;
- Support the school's approach to e-safety and will not upload or add any pictures, video or text online that could upset, offend or threaten the safety of any member of the school community. Some children, families and staff may have a complex family background which means that sharing their image online can have unforeseen consequences;
- Encourage pupils to show respect for school staff, fellow pupils, school property and school environment; and
- Adhere to the school's parking promise.

Together we will:

- Address personalised learning needs, including Additional Educational Needs;
- Support every child's learning to help them achieve the best;
- Encourage the children to follow the classroom expectations; and
- Uphold the school values (Wisdom, Compassion and Honesty).

Please sign below to say you agree to the Home School Agreement:

Parent: _____

Child: _____

Date: _____