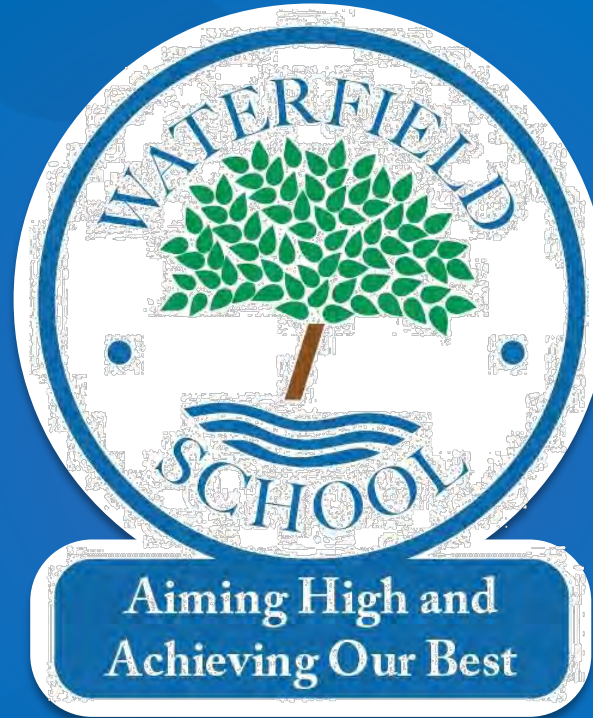


Waterfield Primary School



Pupil Information Booklet

Full Name: _____

Date of Birth: _____



The Collegiate Trust
Exceptional Education for All



Pupil Details

This information will be held on the School's computer system (Arbor) in accordance with the Data Protection Act.

Please be as accurate as possible and remember to inform us of any changes.

Legal Forenames: _____

Legal Surnames: _____

Preferred Names: _____

Date of Birth (00/00/0000): _____

Gender: _____

Copy of Birth Certificate Provided: _____ Yes/No

Home Address:

Post Code: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

Home Email Address: _____



Pupil Information

Pupil information is held in our computer management system, **Arbor**. This enables the school to manage data such as pupil attendance, school assessment, medical information etc.

This system is used by schools across The Collegiate Trust.

Emergency and Family Contact Details

Please provide details of **ALL** persons who have parental responsibility and anyone else you wish to be contacted. This information is necessary should the school need to contact someone if your child is ill or an emergency occurs.

Contact 1

Title: _____ Forename: _____

Surname: _____

Relationship to the child: _____

Parental responsibility: _____ Yes/No

Home telephone number: _____

Mobile telephone number: _____

Work telephone number: _____

Email address: _____

Address (if different from child's):

Postcode: _____

Contact 2

Title: _____ Forename: _____

Surname: _____

Relationship to the child: _____

Parental responsibility: _____ Yes/No

Home telephone number: _____

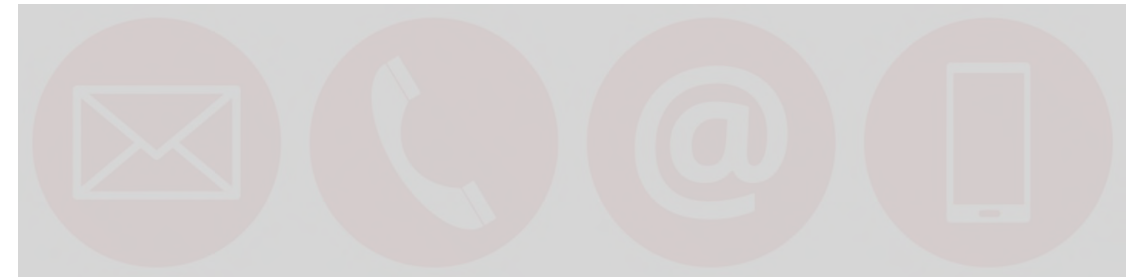
Mobile telephone number: _____

Work telephone number: _____

Email address: _____

Address (if different from child's):

Postcode: _____



Emergency and Family Contact Details

Contact 3

Title: _____ Forename: _____

Surname: _____

Relationship to the child: _____

Parental responsibility: _____ Yes/No

Home telephone number: _____

Mobile telephone number: _____

Work telephone number: _____

Email address: _____

Address (if different from child's):

Postcode: _____

Contact 4

Title: _____ Forename: _____

Surname: _____

Relationship to the child: _____

Parental responsibility: _____ Yes/No

Home telephone number: _____

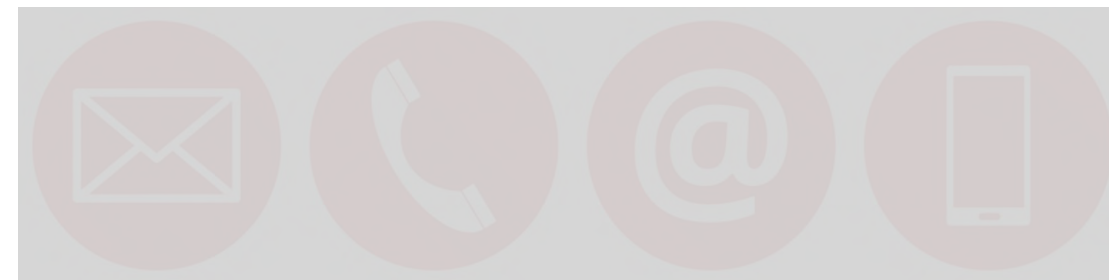
Mobile telephone number: _____

Work telephone number: _____

Email address: _____

Address (if different from child's):

Postcode: _____



Medical Records

In order to provide the best care and welfare for your child whilst in our school, we would be very grateful if you could complete the following information.

Family Doctor: _____

Doctor's address:

Post code: _____

Doctor's telephone number: _____

Known medical conditions: _____

Known allergies: _____

Any special needs (*Speech & Language, Occupational Therapy etc.*):

Is your child allergic to sticky plasters Yes ☐ No ☐

In the event of an emergency, I give my permission for you to take my child to the hospital if you are not able to contact a named person.

Signed: _____ Date: _____



Dietary Needs

Please tick to indicate your response.

Artificial food colouring allergy Yes ☐ No ☐

Halal Yes ☐ No ☐

Gluten Free Yes ☐ No ☐

No Dairy Products Yes ☐ No ☐

No Pork Yes ☐ No ☐

Seafood Allergy Yes ☐ No ☐

Vegetarian Yes ☐ No ☐

Other (please specify): _____

During your child's time at Waterfield Primary School, they will have the opportunity to taste and sample a variety of foods as part of their curriculum.

My child can eat all foods Yes ☐ No ☐

My child should **not** eat the following foods: _____



Asthma Register

We need to keep an Asthma Register of those children in the school who suffer with Asthma. If your child suffers from Asthma, we would be very grateful if you could complete the following information.

Asthma sufferer: Yes ☐ No ☐

Medication to be taken in school: _____

Dosage: _____

Known triggers: _____

I give my permission for the above named medication to be stored in school and administered accordingly. I will ensure that it is within date and replaced as required.

Signed: _____ Date: _____



Ethnic and Cultural Information

Ethnicity (Please tick **ONE** from this list):

Asian or Asian British		White	
Indian		English, Welsh, Scottish, Northern Irish or British	
Pakistani		Gypsy or Irish Traveller	
Bangladeshi		Roma	
Chinese		Any other White Background	
Any other Asian background		Other ethnic group	
Black, Black British, Caribbean or African		Arab	
Caribbean		Any other ethnic group	
African			
Any other Black, Black British, or Caribbean background			
Mixed or multiple ethnic groups			
White and Black Caribbean			
White and Black African			
White and Asian			
Any other Mixed or multiple ethnic background			

Is English an Additional Language?

Yes ☐

No ☐

Does your child speak Welsh?

Yes ☐

No ☐

Asylum Status (if applicable) _____

Religion

(Please tick from this list):

Baptist		Muslim	
Buddhist		No Religion	
Bulgarian Orthodox		Other Religion/Faith	
Christian		Pentecostal	
Anglican/Church of England		Protestant	
Congregational		Quaker	
Orthodox Catholic/Eastern Orthodox		Rastafari	
Christian (Ecumenical)		Refused Information	
Free Church		Romanian Orthodox	
Greek Orthodox		Roman Catholic	
Hindu		Russian Orthodox	
Jainism		Salvation Army	
Jehovah's Witness		Serbian Orthodox	
Jewish		Seventh Day Adventist	
Later-Day Saints		Shinto	
Lutheran		Sikh	
Methodist		Ukrainian Orthodox	
		United Reform Church	

Home Language

(Please tick from this list):

Akan/Twi-Fante		Greek		Romany/English	
Albania/Shqip		Gujarati		Sinhala	
Amjarac		Hebrew		Somali	
Bengali		Hindi		Spanish	
Bengali (Sylheti)		Igbo		Swahili/Kiswahili	
British Sign Language		Italian		Swedish	
Caribbean Creole		Japanese		Tagalog/Filipino	
Caribbean Creole French		Korean		Tamil	
Chinese		Kurdish		Turkish	
Cornish		Lingala		Urdu	
Danish		Luganda		Vietnamese	
Dutch/Flemish		Manx Gaelic		Welsh/Cymraeg	
English		Norwegian		Yoruba	
Finnish		Panjabi		Other (Please specify below)	
French		Pashto/Pakhto			
Gaelic (Scotland)		Persian/Farsi			
Gaelic (Ireland)		Polish			
German		Portuguese			

Additional Information

Meal Arrangements *(Please tick as appropriate):*

School Meals ☐

Free School Meals ☐

Packed Lunch ☐

Universal School Meals *(Reception, Years 1&2 ONLY)* ☐

It is **VERY** important to apply for free school meals if you are eligible as it brings in extra money to the school. Please contact the School Office to apply.

Travel Arrangements *(Please tick as appropriate):*

Walk ☐

Cycle/Scooter ☐

Taxi ☐

Train ☐

Car/Van ☐

Bus ☐

Car Share ☐

Other ☐

Siblings

Please provide us with the names and ages of ALL other siblings:

Name of any Previous Schools, Playgroups or Pre-Schools:

Permission Forms



Local Visits:

Throughout the year, on occasions, it is necessary for teachers to take their class out within the local community.

To make the organisation a little less complicated, please sign the form below, indicating your willingness for your child to participate.

On the occasions where your child is taking part in a paid trip a separate consent form will still be sent.

*I give permission for (child's name)
to be taken out for local visits with the class teacher whilst they are at
Waterfield Primary School.*

Signed: _____

Date: _____

Computing Charter for Reception and Key Stage 1 (Years 1&2)

StaySafeOnline

I want to feel safe all of the time



I will only open pages that an adult says are safe.



I will tell a teacher/adult if I see something I do not like online.



I will always be polite and friendly on the internet.



I will not tell people about myself online (I will not tell them my name, anything about my family, my address or phone numbers).



I will keep my login details (including my password) secret.

*I have read and understood that if the Computing Charter is broken in
any way, my teachers have the right to remove my computing
privileges for an agreed period of time.*

Signed (Pupil): _____










Signed (Parent): _____

Date: _____

Computing Charter for Key Stage 2 (Years 3, 4, 5 and 6)

StaySafeOnline

In school, I will have access to computers, iPads, VR Headsets, online Learning Platforms, Google Classroom and digital technologies. I will use these in line with the following rules which will help to keep me safe and help me to be fair to others.

-  I will only use the school's computers and devices for school work and homework.
-  I will only look at and change my own files. I will not look at, or change, other people's files without their permission.
-  I will keep my login details and passwords secret.
-  I will not use anyone else's login details/passwords or use computers/devices left logged in by someone else.
-  I will ask permission from an adult before using the internet.
-  I am aware that some websites and social networks have age restrictions and I will respect those.
-  I will always ensure that the messages I send, or information I upload, is friendly and polite.
-  I will not share with others my home address, phone number, send an image or video, or any other personal information which may be used to identify me.
-  I will tell a trusted adult/teacher if I see anything which I am unhappy with or if I receive a message I do not like. I will not respond to it.

I have read and understood that if the Computing Charter is broken in any way, my teachers have the right to remove my computing privileges for an agreed period of time.

Signed (Pupil): _____

Signed (Parent): _____

Date: _____

Date: _____

Photos and Videos of Children



We are keen to celebrate the various events that take place at Waterfield Primary School each year and may invite the local press into school or include details of an event on our website.

Generally, photographs of the children for school and family use are a source of great pride and pleasure. However, we do live in an age where technology has improved hugely and therefore has its potential misuse. There have been some concerns about the possibilities of children being identified by their photograph in a newspaper or from the filing of a school event, in case they are put at risk of being targeted for abuse.

West Sussex County Council (the Local Education Authority) and other organisations advise that the chance of a child being identified is so small, that provided reasonable steps are in place to limit the publication of names and addresses, photography of children at school should continue in line with the Policy set out (see below).

The School's Policy

The advice from the Department of Education and Skills (DfES) is 'If the pupil is named, avoid using the photograph.' We will not use the child's full name alongside the photograph in the school's own publications, in video films or on the school website. However, we may use the pupil's first name. Their full name may be used for group situations, where individuals cannot be identified.

With regard to the local press, the school will allow newspapers to take photographs of the children, when appropriate, provided parental consent has been given. **Some** newspapers will insist the children's names are published otherwise they may decline to cover the school's events. Therefore we will normally give the child's full name (but not address) to newspapers but this happens very rarely. It is important that you tell us whether you have any objections. If you do object, the school will not allow your child to be photographed by the local press. (Please note that the school will seek an understanding that a child's name will not be used if their image is put on the newspaper's own website).

Although it is fairly rare for a television company to visit the school, your consent for newspaper photography would also apply to television images. However, children's names are not normally given on television and we would seek specific permission from you if your child's name were to be used.

Please complete the **GDPR Consent Form** on **page 15**. If you would like to discuss these matters further, please contact the School Office to make an appointment.

The consent will remain in place throughout your child's time at Waterfield, unless you make changes in writing.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation came into force from 25th May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

As a school, we regularly use photographs to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically:

- We publish photos on the school's website and Twitter page to promote the school to current and prospective parents as well as providing updates on current events;
- Within our Community Newsletters, we may provide photos of recent events, learning episodes, pupil work, or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which may contain images to show life at our school. These will be sent to prospective parent to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents and visitors within the school;
- In promotional materials to show the history and character of the school to future generations;
- Once a year, the school photographer will visit the school and take individual and group photos of the children which will be made available to purchase. Reminders will be sent in good time prior to the photographer's visit.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

The data protection laws give children rights over their own data where they are considered to have the required capacity to understand their data rights. Most children will reach this level of understanding from the age of 12 and so it may be necessary for the school to obtain this consent from the child directly. If this is not suitable, the school will consider the preferences set out on the next page.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to Mr Purveur asking the school to stop using your child's images. At that point, they will not be used in future publications but we cannot prevent them from continuing to appear in publications which are already in circulation.



Our GDPR Consent Form (page 15) must be completed.

General Data Protection Regulation (GDPR): Consent Form



Please complete the consent form below.

Please tick (✓)

I agree to consent to images of my child being use on the school's: -	Agree	Disagree
In and around the school building. This enables the children's learning and roles to be celebrated. i.e. Photos on coat pegs, if your child has specific responsibility (Prefect/Eco Council etc.), photos on learning displays throughout the site, photos whilst on trips/outings etc.		
Website		
Twitter Page		
Newsletters		
School Prospectuses/Handbooks, Flyers, Leaflets and brochures		
Other promotional material (such as banners, signs and displays)		
Advertising in newspapers and other media		
In promotional materials to show the history of the school		
To photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.		

I consent to my child's images being used by the school in the media formats as set out above.

Parent/Carer Signature: _____

Date: _____

Food Technology



During food technology activities carried out in school, pupils may need to taste food. We would be grateful if you could let us know if your child has any special dietary needs which could prevent him/her from tasting certain foods.

Please complete the slip below.

I give permission for my child to take part in food technology activities which form part of the school curriculum.

My child...

A) Can eat a variety of foods Yes ☐ No ☐

B) Should NOT eat the following foods:

.....

Other Comments:

.....

Signed: _____ Date: _____

Jewellery in School



We would like to remind all parents that National and County guidelines strongly recommend that all jewellery is removed for P.E. because of the danger of injury to the child and/or other pupils in the class.

Only ear studs (plain) and watches should be worn in class. Hooped earrings, all other types of earrings, necklaces and bracelets are **NOT** to be worn in school. The only exception is in cases of religious and cultural requirements.

Please sign the slip below in order for your child to wear studded earrings during P.E. sessions.

JEWELLERY IN PHYSICAL EDUCATION LESSONS

I wish to request that my child be allowed to take part in physical education lessons wearing their ear studs (taped down) or necklace for religious reasons only.

I understand that the National and County Regulations recommend that all jewellery is removed for physical education.

I further understand that in the event of an injury arising out of my child's wearing of ear studs or religious necklaces – neither the County Council nor the Governors of the school will be prepared to accept any legal liability for such an injury.

Signed: _____ Date: _____

OFFICE USE ONLY



CTF Import	
Arbor	
Local Authority	
Computer Login	
Ping	
Parent Pay	
Evolve	
Purple Mash	
MyMaths	
Accelerated Reader	
Languagenut	
Times Tables Rockstars	
Medical Tracker	
Seesaw	
Digital Card	



Early Years

NURSERY ONLY

If you decide to send your child to Nursery for full days, the Government entitlement of 15 or 30 hours per week **DOES NOT** cover lunchtime provision and you will need to provide a healthy packed lunch from home.



Thank you
The Early Years Team

Lunchbox Tips for Parents and Carers



Keep them fuller for longer
Base the main lunchbox item on foods like bread, rice, pasta and potatoes. Choose wholegrain where you can.



DIY lunches
Wraps and pots of fillings can be more exciting for kids when they get to make them. Dipping foods are also fun and a nice change from a sandwich each day.



Mix your slices
If your child does not like wholegrain, try making a sandwich from 1 slice of white bread and 1 slice of brown bread.



Ever green
Always add salad to sandwiches and wraps too – it all counts towards your child's 5 A Day!



Cut down on crisps
If your child really likes their crisps try reducing the number of times you include them in their lunchbox, and swap for homemade plain popcorn or plain rice cakes instead.



Tinned fruit counts too
A small pot of tinned fruit in juice – not syrup – is perfect for a lunchbox and easily stored in the cupboard.



Switch the sweets
Swap cakes, chocolate, cereal bars and biscuits for malt loaf, fruited teacakes, fruit breads or fruit (fresh, dried or tinned – in juice not syrup).



Yoghurts: go low-fat and lower-sugar
Pop in low-fat and lower-sugar yoghurts or fromage frais and add your own fruit.



Always add veg
Cherry tomatoes, or sticks of carrot, cucumber, celery and peppers all count towards their 5 A Day. Adding a small pot of reduced-fat hummus or other dips may help with getting kids to eat vegetables.



Cheesy does it...
Cheese can be high in fat and salt, so choose stronger-tasting ones – and use less of it – or try reduced-fat varieties.




Add bite-sized fruit
Try chopped apple, peeled satsuma segments, strawberries, blueberries, halved grapes or melon slices to make it easier for them to eat. Add a squeeze of lemon juice to stop it from going brown.



Home-School Agreement



Waterfield School is committed to co-operating with individual families and children to provide the highest quality of education. This education will be based on a partnership of shared values and beliefs, will be challenging, engaging and will extend achievement throughout the whole school. Our aim is to develop confident young people, capable of independent learning, ready and willing to operate as responsible and effective members of the community and equipped for the challenges of the 21st century.

Parents/Carers	School	Pupil
I/We will... Ensure that my child goes to school regularly, on time and properly dressed in correct school uniform. Provide an explanation if my child is absent in accordance with the school's Attendance Policy. Make the school aware of any concerns or problems that might affect my child's work or behaviour. Support the school's guidelines for behaviour and discipline. Support my child in reading, homework, and other opportunities for home learning. Attend Parent Consultations and discussions on my child's progress. Get to know about my child's life in school. Not arrange any holidays within school time.	We will... Promote each pupil's health, safety and happiness. Encourage the pupils to do their best at all times. Provide a broad and balanced curriculum and strive to meet the educational needs of the pupil. Let parents and carers know of any concerns or problems that affect the pupil's attendance, work, or behaviour. Keep parents and carers informed about general school matters and about the pupil's progress. Arrange Parent Consultations during which progress will be discussed. Be open and welcoming at all times and offer opportunities for parents and carers to become involved in the life of the school.	I will... Attend school regularly and on time. Do all my class work and homework to the best of my ability. Be kind, polite, helpful and considerate to everyone within school and visitors from outside of the school. Wear the correct school uniform and be tidy in my appearance. Remember that I represent my school both at school and outside. Keep the school free from litter and graffiti. Always behave sensibly in class. Look after my personal belongings. Respect other people's belongings.
Signed (Parent/Carer)	Signed (Mr Purveur - Principal) 	Signed (Pupil)