

# Ottershaw Christ Church C of E Infant and Junior Schools

Academies in the Good Shepherd Trust

## Junior School Admissions Pack & Consent Booklet



**Please complete all sections and return signed booklet  
to the school office prior to your child starting their education with us**

The enclosed consents will remain valid throughout your child's time attending the Junior School

To find out more on how we use pupil information, please refer to our Data Protection Policy and our Privacy Notice for Pupils that can be found on our website at [www.ottershawcofeschools.surrey.sch.uk](http://www.ottershawcofeschools.surrey.sch.uk)

An electronic copy of this booklet can also be found on our website

**Child's Name:** .....

**D.O.B:** .....

**Class:** .....

June 2024





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# Home/School Agreement

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## Together we will:

- Tackle any special needs
- Encourage the children to follow the agreed school rules
- Support the child's learning to help them achieve their best

## Our School agrees to:

- Seek to develop a genuine partnership with parents
- Contact parents if there is a problem or concern about attendance, punctuality or dress code
- Let parents know about any concerns or problems that affect their child's learning or behaviour
- Provide information to parents on the progress made by their child and arrange any parent/teacher meetings to this end
- Provide home learning opportunities
- Keep parents informed about school activities through regular letters home, newsletters and notices about special events and requests

Headteacher's Signature:



Date: 01.06.24

## Parents agree to:

- Make sure that their child goes to school regularly, on time and properly equipped
- Keep the school informed about any concerns or problems that might affect their child's work or behaviour
- Support the school's guidelines, expectations and policies for behaviour
- Support their child with home learning, including reading regularly together
- Attend parents' evenings and discussions about their child's progress
- When possible support school activities such as visits, sporting events and special assemblies

## Pupils agree to:

- Follow instructions
  - Walk when moving around the school building
  - Talk quietly
  - Always try their best in all areas of learning
- Respect everybody and their property
  - Take good care of our school building, grounds and equipment
- Be respectful, friendly and kind

**Life, learning and teaching at Ottershaw Christ Church C of E Infant and Junior Schools aims to:**

- create a happy, secure and relaxed environment where all children feel confident to achieve their full potential and are valued in their own right
- foster an international view on learning and the wider world, promoting a thoughtful attitude towards the immediate and global community
- provide an enriching school day which stimulates, challenges and motivates each child and allows them to develop their self-esteem and personal responsibility as independent and co-operative learners
- develop confident, respectful and disciplined learners, who are able to make informed choices
- promote a Christian approach to life and foster an appreciation of religious and moral values and respect for all cultures and beliefs.

# E-safety Parental consent

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All pupils use computer facilities, including Internet access, as an essential part of learning, as required by the National Curriculum. Parents and Guardians of minors are responsible for setting and conveying the standards that the children follow when using media and information sources. To that end, Ottershaw Christ Church C of E Junior School supports and respects each family's right to decide whether or not to grant permission for Internet access. Before being allowed to use our restricted and filtered Internet, all pupils must agree to follow the school guidelines and obtain parental permission.

**Please read then sign the consent summary on page 12 of this booklet.**

## Guidelines for Acceptable Internet Use

Pupils using the Internet are responsible for their behaviour and communications. It is expected that pupils will follow school guidelines and honour the agreements they have signed. Failure to do so may result in a temporary or permanent ban on a pupil's use of computing facilities.

- **I will only use the internet when I am being supervised by an adult.**
- **I will use e-mail and the internet in a positive manner.**
- **I will be polite and respectful in any electronic communication.**
- **I will treat all computers, peripherals and stored data with due regard and respect.**
- **I will respect the copyright of other people's work and not copy or download material that belongs to others without their permission.**
- **I will respect other people's work and not use other people's passwords or interfere with their work or files.**
- **I will use all resources efficiently and effectively.**
- **I will not bring the school name into disrepute.**
- **My behaviour on the World Wide Web, Social Media Sites and YouTube will not compromise staff members' professional standing in the School and Community.**
- **I will not share information about myself, friends, staff and the school on the World Wide Web, Social Media Sites and YouTube.**

## I agree to comply with the school rules on use of the Internet.

As the parent or legal guardian, I have read and understood the guidelines for acceptable internet use as set out above and grant permission for my son/daughter to have supervised access to the Internet, school email system, learning platform and other ICT facilities at school.

I understand that my son/daughter fully agrees to follow the school rules on use of the Internet and to support safe and responsible use of ICT at Ottershaw Christ Church C of E Junior School; I understand that pupils will be held accountable for their own actions.

- I accept that ultimately, the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.
- I understand that the school can check my child's computer files and the Internet sites he/she has visited and that if the school have concern about his/her E-safety or E-behaviour that I will be contacted.
- I understand the school is not liable for any damages arising from my child's use of the Internet facilities.
- I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns regarding my child's E-safety.

Further information for parents on E-safety can be found at:

<http://www.childnet.com/parents-and-carers/what-do-i-need-to-know>

# Parental consent for photography or videoing in school

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Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce as well as on our website. They may also be used as a means of classroom and curriculum observation and on project display boards at our school. We may also make video recordings for monitoring or other educational use. When we do take an image of a child, we only use school equipment and store images in our protected area.

From time to time, our school may be visited by the media who take photographs or film footage of a visiting dignitary or other high profile events. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulations (GDPR) 2018, we are seeking your permission before photographing or making recordings of your child.

**Please answer questions 1 to 4 below by ticking the appropriate box, then sign the consent summary on page 12 of this booklet.**

- |   | Please tick appropriate box  |                             |
|---|------------------------------|-----------------------------|
| 1. Do you give permission for your child's photo/image to be taken in school/on organised school activities for use within our school?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. May your child be included in unlabelled photographs on the school website/in school public images/promotional materials or in the media?                              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. If we have used your child's image on the school website/in school public images/promotional materials, may we continue to use it once your child has left the school? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Should your child have any medical or special dietary need, to ensure their safety in school may we use their photograph to help identify them to staff?               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

*Please note that the conditions for use of these photographs are on the following page*



## **Conditions of use**

1. This consent is valid for the period your child attends Ottershaw Christ Church C of E Junior School.
2. We will not use 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 our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text.
5. If we name a pupil in the text, we will not use a photograph of the child to accompany the article.
6. We may use group or class photographs or footage with very general labels such as “a music lesson”.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. We may include pictures of pupils and teachers that have been drawn by the pupils.

# Parental consent for a child to take part in an educational visit or journey

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## **All Day Visits**

I give permission for my son/daughter to be allowed to take part in all school visits or journeys and agree to him/her taking part in all or any of the activities described in the information sheet, which will be issued each time a visit or journey takes place. I will ensure that my child understands that it is important for their safety and for the safety of the group attending educational visits or journeys that any rules and any instructions given by the staff in charge are followed.

I certify that as far as I am aware, my son/daughter is medically fit to undertake such journeys and associated activities and there are no known health reasons why he/she should not do so. I undertake to inform the school if this should change at any time.

Please note that The Trust will not be responsible for personal injury or any other damage or loss unless it is negligent.

## **Walks to Areas in the Local Community**

I give my son/daughter permission to leave the school grounds under the proper supervision to walk to areas in the local community, including the village and Christ Church, Ottershaw. I understand the school will inform me each time they intend to do this, but that this serves as a general permission for them to do so throughout their time attending Ottershaw Christ Church C of E Junior School.

## Electronic Communication

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To comply with the General Data Protection Regulations (GDPR) 2018, we are seeking your permission before emailing you the below listed communications.

**Please answer by ticking the appropriate box, then sign the consent summary on page 12 of this booklet.**

Should you request not to be emailed, please note hard copies will not be automatically sent home.

May we email you information on events in school, e.g. Weekly Newsletters, Trip Letters, Parents Evenings, OPTA Events and other events of interest?

Yes  No

# Parent Consent Booklet Summary

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It is a requirement on admission to the school that ALL parents confirm they have read the undernoted contents of this Parent Consent Booklet and accept the conditions as outlined.

**Please tick all relevant boxes to confirm:**

- Home/School Agreement
- E-safety Parental Consent
- Consent to Photography or Videoing in School - **I have ticked the appropriate Yes/No boxes on page 8**
- Consent to All Day Visits or Journeys
- Consent to Walks to Areas in the Local Community
- Electronic Communication - **I have ticked the appropriate Yes/No boxes on page 11**

Should you wish to withdraw consent at any time for any of the questions answered, please advise the school office by emailing [junior@ottershawcofeschools.surrey.sch.uk](mailto:junior@ottershawcofeschools.surrey.sch.uk) or telephoning 01932 872323

Name of Child: .....

Name of Parent/Guardian: .....

Signature of Parent/Guardian: .....

Pupil's Signature: .....

Date: .....

**Once completed and signed please return booklet to the school office.**

# Health and Physical Development Questionnaire

All information given will be treated as confidential.

I give permission for this information to be shared with all staff who are involved with my child in school.

I understand this information will be held by the school for the duration of my child's time at the school.

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name and address of family doctor \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Please list any known difficulties in early development or major illnesses your child has had.

Has your child had any known problems in:

Hearing	Hearing Aid worn	Yes / No
	Grommets fitted	Yes / No
Vision	Glasses worn	Yes / No
	Colour Vision limited	Yes / No

Has your child had or do they suffer from any of the following:

Asthma	Yes / No (if yes please complete below)
Hay fever	Yes / No
Bronchitis	Yes / No
Heart condition	Yes / No
Fits, fainting or blackouts	Yes / No
Severe headaches	Yes / No
Diabetes	Yes / No
Allergies to any known drugs or medication	Yes / No
Any other allergies e.g. material, food, insect bites etc	Yes / No
Regular nose bleeds	Yes / No
Eczema	Yes / No

If the answer to any of these questions is **YES** please give details overleaf.

## Management of Asthma

Current medication

(i) Inhaler name: \_\_\_\_\_ Colour: \_\_\_\_\_

(ii) Inhaler name: \_\_\_\_\_ Colour: \_\_\_\_\_

(iii) Any other medication: \_\_\_\_\_

Does your child use these regularly \_\_\_\_\_ Yes / No

Will your child need to use an inhaler in school \_\_\_\_\_ Yes / No

At times children may take part in cooking activities and food sampling as part of the curriculum. Please list any known food allergies or dietary problems that may affect your child.

**Please Note:** Children having a daily School Meal who have a known food allergy or intolerance will be required to complete a Food Allergy & Intolerance Form issued by Caterlink, our caterer. This must be supported by a referral letter from a medical professional (GP/consultant/dietician) before an individualised menu can be provided.

To ensure the safety of any child in school with a special dietary need we will ask your consent to use their photograph to help identify them to staff. Please see Parental Consent Booklet pages 8 and 12.

Please list any other condition, medical information or circumstances likely to affect your child in school.

During your child's time at school we will need to share information about your child with external health providers. This will enable children to be invited to participate in public health initiatives that are offered in school. Individual consent documentation will be sent out via the school for each initiative.

Please keep the school office informed of any changes that may affect your child during their time attending the school.

## **Mobile Device Policy**

### **Introduction**

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust', includes all Trust schools and subsidiary organisations.

For the purposes of this policy, a mobile device is a portable computing device such as a smartphone, smartwatch or tablet computer, including iPads etc.

All adults working in a Trust setting (including teachers, support staff, and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the Trust, must alert a member of staff if they witness, or are aware of, a breach of this policy.

### **1. General use of mobile phones**

- 1.1 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The Trust accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils or adults are travelling to and from a Trust site.
- 1.2 No images, videos or voice recordings of pupils should be taken on personally-owned mobile devices, under any circumstances.
- 1.3 Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

### **2. Pupils' use of personal devices**

- 2.1 Should they be brought into school, all mobile phones and personally-owned devices must be handed in to the Class Teacher, unless the school has specified their use for the purposes of learning.
- 2.2 Use of mobile devices must only be used in conjunction with the school's behaviour policy.
- 2.3 If a pupil breaches the Trust policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile devices will be released to parents or carers in accordance with the school procedures.
- 2.4 Phones and personally-owned mobile devices must not be taken into examinations. Pupils found in possession of a mobile phone or other device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either the examination or all examinations.
- 2.5 Pupils may be provided with school mobile devices to use in specific learning activities or for remote learning, under the agreement of the school.

- 2.6 Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Trust takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:
- Sexting and upskirting
  - Threats of violence or assault
  - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

### **3. Staff, local governing committee (LGC) members and visitors use of personal devices**

- 3.1 Staff and LC members will be made aware of this policy upon their employment and visitors, upon signing in to the school office.
- 3.2 Staff are not permitted to use their own mobile phones or personally-owned mobile devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- 3.3 Staff will be issued with a Trust phone where regular contact with parents or carers is required, for example: a Trust based landline in Trust offices or specifically purchased mobile phone. Where staff members are required to use a mobile phone for Trust duties, for instance in case of emergency during off-site activities, then a Trust mobile phone will be provided and used. In an emergency where the staff member does not have access to a Trust owned device, they should use their own device and hide (by inputting 141) their own mobile numbers for confidentiality purposes. A log must be made of the call, including who was spoken to, when, the content of the call and any issues that arose. If any issues arose, these must be immediately reported to the line manager of the staff member.
- 3.4 Mobile phones and personally-owned devices will be switched off or switched to 'silent' mode unless in the Trust central office and being used as part of officers' work. Mobile phones or devices will not be used during in school teaching periods, unless you are logging into CPOMS or permission has been granted by the Headteacher (e.g. due to remote working), and only in emergency circumstances. If emergency circumstances are not deemed necessary, school staff can use the school office number, as a point of emergency contact. Similarly, if members of staff have an educational reason to allow children to use mobile phones or a mobile personal device as part of an educational activity, permission must be granted by the Headteacher.
- 3.5 Adults must not use personal devices such as mobile phones or cameras to take photos, videos or voice recordings of pupils or staff at any time and will only use school provided equipment for this purpose and with users' permission.
- 3.6 Parents may not record meetings with school staff using a personal mobile device. To do so without a persons' permission, may result in a breach of data protection.
- 3.7 Parents/volunteers who escort children on trips and sporting events must not take any photographic images of the children, unless they are their own children.



- 3.8 Staff use of mobile phones during the school day should be limited to during break, lunch and PPA time, unless using to log in to CPOMS. Staff should not rely on mobile phones for their working practices e.g. to store and refer to notes. If regular access to emails is required, managers must ensure that sufficient time is provided for staff to have this access.
- 3.9 Staff should ensure that their phones are protected with PIN/access codes/facial or biometric recognition. Failure by adults to do so, could result in a breach of data protection.
- 3.10 Mobile phones should be switched off and left in a safe place, out of the reach of pupils, during lessons and other such times as pupils' are present.
- 3.11 Staff should not send and receive texts or any other types of messages, (including through apps), during directed time, unless the staff member has been authorised and the device is being utilised, to deliver remote learning or for safeguarding purposes. This includes the use of a camera facility, should it exist. See 3.4
- 3.12 Staff should never contact students from their personal mobile phone, or give their mobile phone number to students. If a member of staff needs to make telephone contact with a parent, a school telephone should be used. See 3.2 and 3.3.
- 3.13 Staff should never store parents' or pupils' telephone or contact details on their mobile phone, (including through apps), as this allows the possibility of inappropriate contact.
- 3.14 Staff should never send, or accept from anyone, texts, messages or images that could be viewed as inappropriate. If a member of staff receives an inappropriate message or image they must report it to their line manager immediately. The LADO and Police may also need to be contacted.
- 3.15 If a member of staff suspects a message, text or similar may contain inappropriate content it should not be opened. As in 3.14, this must be reported to their line manager immediately. The LADO and Police may also need to be contacted.
- 3.16 If a member of staff breaches the Trust policy then disciplinary action may be taken as appropriate. Other policies, such as safeguarding and allegations of abuse against adults may also be enacted.
- 3.17 Attached Mobile Devices Policy Agreement form to be signed and returned by parents, pupils, staff, local governing committee members and regular visitors.

**Last Reviewed: March 2024**

## MOBILE DEVICES POLICY AGREEMENT FORM

I confirm I have read and understood the Mobile Device Policy:

Signed (parent) : .....

Date : .....

Please print name : .....

Child's name : .....

Child's Class : .....

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Signed (\*pupil/staff/LGC member/visitor) : .....

Date: .....

Please print name: .....

**\*Please delete as appropriate**

## Free School Meal Eligibility & Pupil Premium Application Form

**Your completion of this form enables the school to check for Free School Meal Eligibility and also if additional money (Pupil Premium) can be claimed from the Government.**

Free School Meals can be provided to pupils if parents/guardians meet the eligibility **CRITERIA 1** overleaf.

**We urge you to complete this form even if your child does not take a school meal.**

Pupil Premium is additional funding given to schools for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. Other Pupil Premiums are available to the school if parents or guardians meet **CRITERIA 2** overleaf.

Further information about how the school spends its Pupil Premium can be found on the school website.

To register please complete the boxes below using black ink and BLOCK CAPITALS and return it to your school

<b>Parent/Guardian 1</b>											
First Name						Last Name					
Date of Birth	DD			MM			YYYY				
National Insurance Number OR											
National Asylum Support Service (NASS) Number			/			/					

<b>Parent/Guardian 2</b>											
First Name						Last Name					
Date of Birth	DD			MM			YYYY				
National Insurance Number OR											
National Asylum Support Service (NASS) Number			/			/					

Child(rens) first & last name(s)	Child 1	Year Group / Class	Child 2	Year Group / Class	Child 3	Year Group / Class

**DECLARATION:**

I confirm that the details supplied are correct and accurate. I understand that my personal information is held securely and agree that the school can only use the information provided to process my claim for Free School Meals and / or Pupil Premium by contacting Surrey County Council, who will check entitlement via a secure government website.

I understand that I am responsible for informing the school immediately if I stop receiving one of the qualifying benefits.

By signing this form I am confirming that I have read and fully understood the above declaration.

Signed Parent/Guardian 1 ..... Signed Parent/Guardian 2 .....

Date ..... Date .....

**N.B. This form must be signed by the person who is in receipt of any of the qualifying benefit.**

<b>ELIGIBILITY CRITERIA 1 – DOES EITHER PARENT RECEIVE ANY OF THE FOLLOWING? If YES Please tick relevant box below</b>	
• Universal Credit with an annual net earned income of no more than £7,400	<input type="checkbox"/>
• Income support	<input type="checkbox"/>
• Income based Jobseeker's Allowance (IBJSA)	<input type="checkbox"/>
• Income related Employment and Support Allowance (IRESA)	<input type="checkbox"/>
• Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
• The guarantee element of Pension Credit	<input type="checkbox"/>
• Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC  N.B. If you receive WORKING TAX CREDIT you do NOT qualify even if you receive child tax credit and your income is below £16,190	<input type="checkbox"/>
• Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)	<input type="checkbox"/>

<b>CRITERIA 2 – APPLICATION FOR OTHER PUPIL PREMIUM</b>	
• Is your child a looked-after child (LAC)? i.e. in the care of, or provided with accommodation by an English local authority?	<input type="checkbox"/>
• Has your child ceased to be looked after by the local authority because of adoption, a special guardianship order, a child arrangements order or a residence order?	<input type="checkbox"/>
<b>FOR PUPILS IN YEAR GROUPS RECEPTION TO YEAR 11</b>	
• Are either or both parents regular members of HM Forces and designated as personal category 1 or 2 (PStat Cat 1 or 2), in the armed forces of another nation and stationed in England or in receipt of a child pension from the Ministry of Defence?	<input type="checkbox"/>