



**Broomgrove
Junior
School**

“Being the best we can be, together”

Admissions Pack

Courage **C**onfidence **C**ollaboration
Ambition
Respect **R**esilience **R**esponsibility
Empathy

PUPILS NAME

Data Protection Act 2018

As you may be aware the new Data Protection regulations came into force on 25th May 2018. We have always had systems in place to ensure that your personal data is held safely and securely but the new regulations mean we have to prove how we keep your data safe. Much of the personal data we hold is necessary for us to fulfil our legal duties as a school and it is important that you help us keep this up to date by informing the school office of any changes. For some activities in school we require your consent. Parents and carers can withdraw consent at any time by contacting the school office.

The latest versions of all our privacy notices are on the school website. Please contact the school office if you would like a paper copy.

Personal data

It is important that we maintain up to date details for pupils, please complete the form and **inform the school office of any future changes.**

INFORMATION ABOUT YOUR CHILD

Surname

Legal Surname *:

**as appears on Birth Certificate*

Forenames

Name Child Wishes to be known by:

Date of Birth

Gender

Address

Postcode

Current Year Group

Was your child previously looked after (adopted, or subject to a residence or special guardianship order?) If yes, please contact the School Office to arrange a meeting with the Headteacher to discuss confidentially.	Yes	No
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With whom does your child live? Parents/Mother/Father/Grandparents/Guardian

INFORMATION ABOUT YOU

Parent/Carer 1 NAME:		Relationship to Child:
Parental Responsibility		Yes / No
Home telephone number:		
Mobile number:		
Work telephone number:		
Parent's Address (if different from child's :)		
Email Address (Please write clearly)		
Parent/Carer 2 NAME:		Relationship to Child:
Parental Responsibility		Yes / No
Home telephone numbers		
Mobile number:		
Work telephone number:		
Parent's Address (if different from child's)		
Email Address (Please write clearly)		

Parental responsibility for a child whose birth was registered from 1st December 2003 is given to the parents named on the birth certificate.

Individuals who have parental responsibility for a child have the right to:

- Receive information from the school (e.g. copies of the governors' annual report, pupil reports and attendance records)
- Participate in activities (e.g. vote in elections for parent governors)
- Be asked to give consent (e.g. to the child taking part in extra-curricular activities)
- Be told about meetings involving the child (e.g. a governors' meeting on the child's exclusion).

Are there any court orders which affect parental rights? Yes / No

If yes please give details:

.....

.....

Address of the parent the above relates to:

.....

Any other information we ought to know e.g. relating to the security of your child?

.....

.....

OTHER CHILDREN IN THE FAMILY

Name	Date of birth	Relationship to pupil	School (if applicable)

OTHER EMERGENCY CONTACTS

Please give details of anyone else who can be contacted in an emergency if we are unable to get parents on numbers as above

Priority	Name	Relationship to child	Telephone No/ Mobile/ Work
1			
2			
3			

ADDITIONAL INFORMATION

Transport Type: Walk / Car / Bike / Other			
Is your child a serviced child in education? YES / NO			
Swimming Ability <i>Please complete</i>			
Non Swimmer	Swims with buoyancy aids	Swims 25 metres unaided	Competent Swimmer

Signed _____ Date _____

Other Key Information

Medical Condition

If your child has a medical condition, please give further details here including any medication and / or treatment required (e.g. any sight or hearing problems, epileptic, diabetic, specific medicine etc.):

Allergies	YES*/ NO	* If Yes please give details

If your child should need to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at A&E. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car unless it is an absolute necessity.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school.

Asthma

If your child suffers from asthma, please ensure your child has an inhaler in school, please complete the medication consent documentations obtained from the school office.

Medication

If your child needs to have prescribed medication at any time during the school day, you are able to come into school to administer it or, if your child is able to take the medication themselves under supervision, please complete the medication consent documentations obtained from the school office.

Does your child currently have an Educational Health & Care Plan (formerly known as a Final Statement of Special Educational Needs)	Yes	No
Is your child currently undergoing Statutory Assessment of Special Educational Needs	Yes	No

Special Educational Needs/ Social and Emotional Development Needs: (e.g. ADHD, autism)

.....
.....

Special Dietary Requirements: (e.g. vegetarian, no pork, lactose free etc.)

.....

.....

Is there any other information which will help us to get to know and understand your child?
(optional)

Signature of Parent/Carer: _____ Date: _____

Previous school information: (only complete this section if your child is not transferring from Broomgrove Infant School)

Name of your child’s last school.....

Address

.....

Postcode Tel No

Is your child currently entitled to Free School Meals (or had them in the past) YES/NO

This does not include Universal Free School Meals

For some low income families, children will be entitled to Free School Meals. Parents or guardians receiving income support or income-based Job Seekers Allowance, Child Tax Credits, Pension Guarantee Credit, income-related Employment and Support Allowance or support under Part VI of the Immigration and Asylum Act 1999, may be eligible.

To apply for Free School Meals please complete either an online application form at <http://www.essex.gov.uk/education-schools/schools/pupil-parent-support/pages/healthy-living-school-meals.aspx> or ask for an application form from the school office.

For children eligible for Free School Meals, schools are entitled to additional funding known as Pupil Premium, to provide them with additional support. This support can be wide ranging, including additional tuition for those children not making expected progress as well as purchasing additional equipment and resources.

To ensure your child receives the support and additional funding they are entitled to we have been instructed by Essex County Council to ask for your national insurance number or asylum seeker reference number and date of birth. Please provide these details below in order to Essex County Council to inform us whether your child qualifies for the additional funding.

It is important to note that no other parent or pupil will be aware that you have been assessed and it will in no way affect any other benefit you are claiming. This is purely for the school to be able to access additional funding for your child to support their education and learning.

I give consent for the details below to be used to apply for Free School Meals for my child. ☐

Full Name
(Parent/ Carer)

Date of birth Relationship to child

National Insurance/ Asylum Seeker's Service No

Benefit parent currently receiving

To the best of my knowledge the above information contained with this Admission Pack is correct. If there are any changes to this information during the period my child is at the school, I will notify the school office at the earliest possible opportunity.

Signed Date.....

AGREEMENT TO USE DIGITAL TECHNOLOGIES SAFELY

Pupil contract for the safe use of computers and other digital technology

The use of digital technologies, including access to the internet and using email, is an important component of children's learning. Our school's internet access provider operates a filtering system that restricts access to inappropriate materials. However there is an expectation that children use all digital technologies responsibly and children are regularly reminded of this by their class teachers.

To further support the message given to children in school we would be grateful if you could read through and discuss the following 'rules and responsibilities' with your child so that they are fully aware of our school's expectations.

In order to keep ourselves and others safe I agree to the following:

- I will use the school computers, Internet, and all our technological equipment sensibly.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will not enter chat rooms or leave messages on bulletin boards.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will never insert my personal details, home address, or telephone numbers on the Internet or in an e-mail.
- I will only e-mail or message people or open e-mails from people I know, or my teacher has approved.
- I will always be polite and use appropriate language when sending e-mails or messaging.
- I will not look at or delete other people's files without their permission.
- I will only use my own username and password to access the computer network.
- I know that the school may check my computer files, monitor the Internet sites I visit and filter the contents of my e-mails.
- I understand that if I deliberately break these rules, I could be stopped from using the school network and accessing the Internet.

Pupil's agreement

I agree to follow the 'rules and responsibilities' set out above.

SignedDate.....

Name (Print)

Permission for Internet Access

Parent/Carer's permission

I give permission for my child to access to the internet on the terms set out above.

SignedDate.....
(Parent/Guardian)

Assemblies

Broomgrove Junior School is not a church school, and we have many pupils (and staff) of different faiths. Although stories from the Bible are mentioned, so are those from the Koran, and wider religions. We never state that a belief is true, only that "some/many people believe that..", and we do not feel it is appropriate to ask children to pray together to a Christian God, when they may have a different faith, or none.

The main themes of our assemblies are those which teach the children about values such as honesty, kindness, loyalty, courage and love, which are common to religions the world over. The songs we sing are related to these themes, rather than to Christianity.

The corporate gathering once a day is very important to our unity as a school, and we do not wish any child to be excluded from this. We hope that you will be happy for your child to take part in the daily assembly. If you would like to find out more about assembly, or any other issue connected with the school, please contact the Headteacher.

إلى أولياء أمور الطلاب والطالبات المسلمين فقط

تعقد المدرسة تجمّعاً يومياً يحضره جميع الطلاب والطالبات وذلك في الساعة العاشرة والنصف صباحاً، ونود أن نؤكد هنا بأن Broomgrove Junior School ليست مدرسة كنسية، فلدينا عدد كبير من الطلاب والأساتذة من ديانات مختلفة، وعلى الرغم من الاستشهاد بقصص من الإنجيل إلا أن هناك استشهاد بقصص من القرآن أيضاً، وبقصص من ديانات أخرى، ولم يسبق لنا الإشارة إلى أن ديناً معيناً هو الدين الصحيح، وإنما تكون الإشارة إلى أن هناك مجموعة معينة من الناس يعتقدون ذلك، ونحن لا نرى بأنه من المناسب توجيه الطلاب والطالبات إلى التعبد بالطريقة المسيحية إذا كانوا يدينون بدين آخر أو حتى لا يدينون بأي دين.

فالمواضيع الرئيسية التي يتم التطرق إليها في هذا التجمّع هي تلك التي تركز القيم والمبادئ العليا كالصدق والطيبة والاخلاص والشجاعة والمحبة، وغيرها من المبادئ التي تنادي بها كل الأديان، فالأناشيد التي نردها في الاجتماعات مرتبطة بهذه المواضيع، وليست مرتبطة بالدين المسيحي.

والتجمع اليومي مهم لوحدة المدرسة ولا نرغب في غياب أي طالب عنه، ونأمل أن تحرصوا على حضور أبنائكم لهذا التجمع، ولمزيد من المعلومات حول التجمّع اليومي للمدرسة أو غيره من المواضيع المتعلقة بالمدرسة فبإمكانكم التواصل مع مديرة المدرسة.

Ethnic background supplementary information form:

What is your ethnic group?

(Choose one option that best describes your ethnic group or background)

White

1. English / Welsh / Scottish / Northern Irish / British
2. Irish
3. Gypsy or Irish Traveller
4. Any other White background, *please describe*
5. Mixed / Multiple ethnic groups
6. White and Black Caribbean
7. White and Black African
8. White and Asian
9. Any other Mixed / Multiple ethnic background, *please describe*
10. Asian / Asian British
11. Indian
12. Pakistani
13. Bangladeshi
14. Chinese
15. Any other Asian background, *please describe*
16. Black / African / Caribbean / Black British
17. African
18. Caribbean
19. Any other Black / African / Caribbean background, *please describe*
20. Other ethnic group
21. Arab
22. Any other ethnic group, *please describe*

Languages spoken at home

Please enter **all** languages, including English, currently spoken by the pupil. Do not list any languages learnt as a foreign language at school **unless** it is a language that is also spoken at home. If more than one language is listed, please underline the pupil's **first or main** language.

The information on this form was provided by

- ☐ a parent or carer
☐ the pupil

Signed _____
(Pupil if aged 11 or over)

Signed _____
(Parent/Carer if pupil aged under 16)

Communications from Broomgrove School

We try hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we use a service called ParentMail, which is used by over 6,000 schools across the UK to communicate with over 4 million parents. ParentMail offer a free App for parents, which allows you to pick up school communications instantly.

ParentMail will be beneficial to you because:

- You can read and respond to messages from your smartphone, tablet or computer
- Download the free ParentMail iPhone and Android App
- Messages will get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message

And much more!

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using ParentMail, email messages will be sent from info@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Direct Marketing

An important part of what we do as a school is being part of a community. We would like to share information from our wider community with you such as local events, information from colleges or universities and other relevant information. This is classed as direct marketing and we therefore need your consent. We will never send you anything that is not relevant and carefully select the messages we share.

I give my consent to receive relevant information from the school. YES ☐ NO ☐

Signed Date.....

Postcode: CO7 9QB

PARENTMAIL DATA CAPTURE FORM

I give / do not give (please select) my permission for my email address and mobile number to be registered with ParentMail®.

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Details

[illegible]

Parent/Guardian Details

[illegible][illegible][illegible][illegible]

Additional Details (if required)

[illegible]

Signature _____ Date _____

School Money App

Broomgrove Junior School is a cashless school and use the SchoolMoney App which is an easy, safe, and secure way to pay for your child's trips, dinners, and other expenses online via your debit or credit card. Once your child is registered at Broomgrove you will receive a welcome text and email from SchoolMoney which will give you access to the App.