

CHILD DETAILS

Legal Surname		Legal Forename	
Preferred Forename		DOB	Gender
Child's Home Address	Sibling Link in School (If Applicable) Name of sibling(s) / Year Group		
Postcode			
Previous School(s) / Daycare(s) Attended:			

PARENT/CARER 1 DETAILS

Surname	Forename	Title:	Relationship to Child
Home Address (if different from above)			
Postcode			
Mobile Number	Work Contact Number	Home Landline Number	
Email Address	Parental Responsibility YES / NO		

PARENT/CARER 2 DETAILS

Surname	Forename	Title:	Relationship to Child
Home Address (if different from above)			
Postcode			
Mobile Number	Work Contact Number	Home Landline Number	
Email Address	Parental Responsibility YES / NO		

ADDITIONAL EMERGENCY CONTACTS
(By listing a contact, you are confirming that you have their full knowledge and permission to act as a point of contact for the school)

Full Name 3	Relationship	Phone Numbers	Address
			Postcode
Full Name 4	Relationship	Phone Numbers	Address
			Postcode

DIETARY**Meal Type**
(Please Tick)

School Meal

Packed Lunch

Is your child entitled to free school meals?

YES

NO

DON'T KNOW

(Please Tick)

MEDICAL INFORMATION

Ironstone Academy Trust will use this information to help safeguard children, this may include sharing information with other agencies for example; Catering Provider or the School Nursing Service.

Does the child have any dietary requirements? (Allergies to food and/or due to religious requirements) Please list.**For children who have a special dietary requirement, the trust's policy is that this information together with a photo will be shared where necessary. Please confirm that you consent to this.**

YES / NO

It is very important that you inform us of any medical conditions that the child has (asthma, diabetes, epilepsy, seizures, convulsions, absencing, heart problems, kidney problems, recent serious illness or injury etc). This will help us to arrange appropriate care where necessary. Please list.**Does the child have any allergies to medication?****Does the child have any other allergies?****For children who have a serious medical condition, the trust's policy is that this information (which may include a photo) will be shared where necessary. Please confirm that you consent to this.**

YES / NO

Medical Practice Information

Practice Name:

Address:

Contact Number:

From time to time your child may develop minor ailments i.e headache. Are you happy for trained schools staff to administer paracetamol suspension to your child as and when required?

YES / NO

If paracetamol suspension is given to your child after 12:30pm you will receive a message via Schoolcomms informing you of the time administered, if before this time you will receive a phone call to confirm your child has not had any paracetamol suspension administered before school.

Reception & KS1 (Year 1 & 2) children only

As part of the government's Tooth Cleaning Programme, Reception & KS1 children are encouraged to clean their teeth daily. Are you happy for your child to clean their teeth in school?

YES / NO

ADDITIONAL INFORMATION

Ethnicity (Please Tick)	White English	White Any other White Background	Asian or Asian British - Indian	Asian or Asian British - Pakistani	Black or Black British - Caribbean	Black or Black British - African
Mixed - White and Black Caribbean	Mixed - White and Black African	Mixed - White and Asian	Mixed – Any other Mixed Background	Any other Ethnic Background (Please state)		Prefer not to Say

First Language	Religion
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National Identity (Please Tick)	English	British	Irish	Scottish	Welsh	Other	Prefer not to Say
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Travel to School (Please Tick)	Walk	Car	Public Transport	Cycle	Other (Please state)
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Is the child currently Looked After by the Local Authority? YES / NO	Additional Information
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Is the child currently subject to any court order arrangements? YES / NO	Additional Information
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Was the child previously Looked After but was then adopted/privately fostered, or became subject to a child arrangement order or special guardianship order? YES / NO	Additional Information
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Is either legal parent or guardian in the armed forces? YES / NO	Additional Information
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Is there any further information you would like to inform us of relating to the child?

COLLECTION OF CHILDREN

Children need to be brought to school/collected from school by an adult over **18 years of age** & must be on your child's collection list. Adults with parental responsibility are automatically able to collect so do not need to be listed.

If you or a delegated person are unable to collect your child, please inform school. Without notification, your child will not be allowed to be collected from school by anyone else.

Names of adult(s) responsible for collecting the child	Relationship to Child

Year 5/6 Only
Year 5/6 children are allowed to walk to/from school unaccompanied by an adult as long as written consent has been received from yourself. Would you like to give consent for your Year 5/6 child to walk to/from school unaccompanied by an adult?

YES / NO

I certify I am the person with parental responsibility for the child as listed above & confirm the information given is true to the best of my knowledge/ability. I understand that any false or deliberately misleading information given on this form may render this admission form invalid & lead to the offer of a place being withdrawn.

Name	Signature	Date
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EDUCATIONAL VISITS

Educational visits may take place at any point during the child's education. Where a visit requires consent we will write to you to obtain this, all visits will be planned according to the trust policy. Information supplied on this form will be used to support the safeguarding of the child on educational visits, any changes must be reported to the visit leader before the start of a visit.

<ul style="list-style-type: none"> ▪ I consent to the participant taking part in offsite, educational visits or sporting activities. ▪ I understand I will receive full information about the itinerary and programme; I understand its nature and agree to the participant engaging in all the activities described which may include activities in or near water. ▪ I understand that the programme may be changed by the Visit/Activity Leader in conjunction with any external provider due to weather or for other reasons. 		YES / NO
I understand that the participant must adhere to any code of conduct and behaviour set out by the Visit/Activity Leader, school, service or external provider.		YES / NO
I understand that if the participant has an existing medical condition then their doctor should be fully informed of the nature of the visit or activity in order to give medical advice on participation.		YES / NO
I consent to the participant receiving any dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by medical authorities.		YES / NO
Name of Person Giving Consent		Relationship to Participant
Signature		Date

IMAGES & VIDEOS / MARKETING MATERIAL & ACCEPTABLE USE CONSENT

- I understand Consent is refreshed on a biennial basis and I will be required to re-provide consent where any circumstances change and I can amend or withdraw my consent at any time and must do so in writing to the Head Teacher:
- Why my consent is required.
- The reasons why Ironstone Academy Trust uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Which other organisations may send me marketing material.
- The conditions under which the school will send me marketing material.

I provide consent to:	Yes	No
Using images and videos of my child on education apps such as Seesaw, Marvellous Me etc		
Using images and videos of my child on social media, including the following, these may include the Christmas Production, Sports Day etc: Twitter, Facebook		
Using images and videos of my child on the school website and marketing material, eg school newsletter		
The local media & other 3 rd parties using images and videos of my child to publicise school events and activities, these may include the Christmas Production, Sports Day etc		
Receiving information about events and activities at school; I provide consent to:	Yes	No
Receiving marketing and communication material from the following organisations within the school: The PTA, Governors, Leadership Team via email or in printed copy.		
Receiving marketing material from the third-party organisations, judged appropriate by the Head teacher, by printed or electronic means. For example, Primary Times magazine, external sporting clubs etc		
Working with computers and the internet: I understand that my child:	Yes	No
Will use School and Cloud based systems to support learning, including email. This requires access to the internet. This supports our teaching in school and remote learning offer.		
Name of Person Giving Consent		Relationship to Participant
Signature		Date

OFFICE USE ONLY

Received by		Date	
Processed by		Date	
Year Group	Registration Group	Admission Date	

Images and videos parental consent form

This form explains the reasons why and how Ironstone Academy Trust may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Ironstone Academy Trust requests the consent of parents on a biennial basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

Ironstone Academy Trust uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text. If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Ironstone Academy Trust may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

Parents, carers and other visitors may attend school for a range of reasons. If photography is allowed at these events, school will keep a register of individuals who choose to do so. School will give advice that these images are for personal use, and that images of other children must not be shared on social media.

The following organisations may use images and videos of your children:

- Evening Gazette
- BBC, ITV and other Television and Media Channels

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current academic year and for the following year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Parental consent form for receiving marketing material

This form explains the reasons why and how Ironstone Academy Trust may send you marketing material. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Ironstone Academy Trust requests the consent of parents on a biennial basis to send them marketing material, e.g. flyers, from organisations associated with the school, such as the PTFA, Music Works, Tom Burke Academy, Simon Carson Sports School and Chris Nixon Music Services.

Without your consent, the school will not send you any marketing material. Similarly, if there are only certain conditions under which you would like to receive marketing material, the school will abide by the conditions you outline in this form.

Why are we sending you marketing material?

Ironstone Academy Trust uses marketing material to promote the events that are taking place at school, for example the summer fair. Events which raise money for the school are only successful if the school receives support from the parents of its pupils; therefore, we feel it is important to obtain your consent to send you promotional material.

You are under no obligation to respond to any marketing material and we appreciate that it may not always be feasible for you to do so. Through sending marketing material, our primary aim is to inform you of the events that are taking place during the school year and, if you wish to partake in them, how you can do so and to what benefit.

What are the conditions of use?

- This consent form is valid for the current academic year and the following year
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not send any marketing material to parents that has not already been consented to.
- The school will not share this list with any third parties without prior consent from parents.
- The school will not send any marketing material to parents if it is not already mentioned in this form.

Refreshing your consent

This form is valid for the two academic years, it will be reviewed on a biennial basis.

Parents are required to fill in a new form for their child's alternate academic years.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for
- New requirements for consent, e.g. an additional form of distributing marketing material
- Changes to school circumstances, e.g. if a new headteacher reviews how the school markets itself
- Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Head of School. A new form will be supplied to you to amend your consent accordingly and provide a signature.

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Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make a reasonable effort to remove images of the pupil where possible, e.g. images of the pupil on the school's website will be removed.

If you would like to withdraw your consent, you must submit your request in writing to the Head of School.

ICT acceptable use agreement for primary pupils

At Ironstone Academy Trust, pupils are expected to:

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

Pupils will not:

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents will:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Understand the school is not liable for any damages arising from use of IT equipment and systems
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school or private purposes, acting in line with the school's IT Policy, and not share images of other pupils on-line
- Understand that whilst the academy uses a combination of filtering and supervision to manage access to the internet and IT systems, that the academy cannot be held responsible for children accessing inappropriate materials/ the nature of all the content hosted on the internet

Summary Code of Conduct and Home School Agreement

This Agreement should be read in conjunction with information on our Website and does not replace our Policies

For children to achieve success at school it is important that parents, children and the school are able to work together, each party having an equally significant part to play in the partnership.

In order that this partnership can work effectively, each party must be supportive of the other and committed to working in the best interest of all concerned.

Ironstone Academy Trust **will endeavour to:** -

- Provide a caring, well-ordered and stimulating environment.
- Offer a broad and balanced curriculum to pupils of all abilities.
- Achieve high standards of work through encouraging all pupils to do their best at all times, feel proud of their achievements and enjoy being a valued member of the school.
- Encourage the children to behave appropriately at all times.
- Keep you informed about general school matters and about your child's progress, attitude and behaviour in particular.
 - Be open and welcoming at all times and offer a variety of opportunities for you to become involved in the school community.

Parents will endeavour to:

Ensure regular attendance, punctuality and appropriate dress.

Notify the school if, for any reason, my child cannot attend.

Help my child to take an interest in their work and sustain effort and achievement.

- Let school know about any matters which may affect my child at school.
- Support and encourage my child with homework and other opportunities for home-learning.
- Encourage my child to follow the school's Rights and Responsibilities structure and Healthy School activities.

Parents and Carers should be aware that the school follows the system of Safeguarding and Child Protection detailed in 'Keeping Children Safe in Education' and by the Local Safeguarding Board. This governs how we relate to other agencies and this sets the framework for how staff are trained and subsequently deliver their responsibilities