



FORMS TO BE RETURNED TO SCHOOL

Please find the following forms that need to be completed and returned to the school office.

- Good behaviour book
- Health record
- Image consent form
- Permission to use the internet
- Home – school – child agreement
- Tasting activities
- Pupil Premium application form



OUR GOOD BEHAVIOUR BOOK

Enclosed with this new starter pack is a copy of our "Good Behaviour Book". It is the end product of much thought and discussion on the part of the staff, pupils and parents of our school.

In it we have set out clearly:

- What we think are the benefits of good behaviour.
- What we mean by good behaviour.
- How we can encourage good behaviour in our school.
- How we discourage inappropriate behaviour.

Also contained in the book is the list of "Our School's Fair Rules" that were drawn up in consultation with the children. Every child in the school has been given a copy of these rules to which we regularly refer.

Within our book there is a policy statement which states quite clearly our position that any form of bullying will not be tolerated in our school. It also outlines briefly the procedures that would be enforced should an incident of bullying be reported to us.

Please read this booklet and keep it in a safe place for further reference. We would welcome your thoughts on improving it and hope that you feel able to comment upon it.

I would be grateful if you would complete and return the reply slip attached to this letter after you have read through the booklet.

Thank you for your help and co-operation.

Amanda Abley

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CHILD'S NAME:

I acknowledge receipt of "Our Good Behaviour Book" and endorse its contents.

If you wish to make any comments please do so in the space below:

SIGNED

Signature of parent/carer

DATE:



HEALTH RECORD

Injections:

Please tick if you child has received the following immunisations:-

MMR

Polio

Whooping cough, tetanus & diptheria

Medical Condition(s):

Allergies(s):

Medicine taken regularly:

Medicine taken occasionally:

Problems e.g. sight/hearing/speech

Operations:



Additional information we may find useful:



IMAGE CONSENT FORM

Occasionally, we take photographs of the children at our school. We may use these images in printed publications that we produces, in displays and on our website. We may also make video recordings for educational use.

To comply with the current GDPR, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. New images of your child will not be used after this time; however, the website or printed materials may continue to use your child's image. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.



Consent for Use of Images

Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material
for the school or for educational purposes.

I do not want my child's image used in any publicity.

I do not want my child's image used for any educational purposes.

Name of child:

Year.....

Parent's or carer's signature:.....

Date

Name (in block capitals)



PERMISSION TO USE INTERNET

CHILD'S NAME:

CLASS:

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

PARENT'S SIGNATURE:

DATE:

PUPIL ACCEPTABLE USE AGREEMENT / ESAFETY RULES

- I will only use ICT in school for school purposes.
- I will only use my own school email address when emailing at school.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher or an adult immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and my parent/ carer contacted if a member of school staff is concerned about my eSafety.
- I will not bring a smart watch to school because I am not allowed to wear one during the school day.
- I will not sign up to on-line services until I am old enough.

Signature of Pupil:	Date:
Signature of Parent/ Guardian:	Date:



Home - School - Child Agreement

School will:

- encourage children to do their best at all times.
- provide homework according to the Homework Policy.
- encourage children to take care of their surroundings and others around them.
- inform parents of children's progress at regular meetings.
- inform parents about what the teachers aim to teach the children each term.
- give parents yearly opportunities to give general feedback to the school.

Family will:

- make sure child arrives at school on time - 8.50 a.m. for Key Stages 1 and 2.
- make sure child attends regularly, and provides a note of explanation if child is absent.
- support homework according to the Homework Policy.
- attend Open Evenings to discuss child's progress (one each term).
- when possible, attend the class Sharing Assembly, and/or class performances and sports day in which own child participates.
- respond to requests for feedback from the school.

Child will keep the school's Fair Rules in Our Good Behaviour Book.

1. I will take good care of the equipment and building.
2. I will walk inside the building.
3. I will talk quietly.
4. I will be friendly.
5. I will keep hands and feet to myself.
6. I will be helpful.

Together we will:

- tackle any special needs.
- encourage the children to keep the school's Fair Rules and support the contents of Our Good Behaviour Book.
- support children's learning to help them achieve their best.

I confirm I have read and shared this information with my child.

Child's Name (in capitals).....

PARENT'S SIGNATURE



TASTING ACTIVITIES AT SCHOOL

During Food Technology activities in school, children may need to taste food.

Please let us know if your child has any special dietary needs which could prevent him/her from tasting certain foods?

Please fill in the form below and return it to the school.

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I give permission for (name of child)
to take part in Food Technology activities which form part of the school curriculum.

He/she (please cross out the line which does not apply)

- A. can taste a variety of foods
- B. should not taste the following foods:

Signed..... **Date**.....



Adopted children, children subject to a special guardianship order or a child arrangements order

If your child/ children have left care through adoption, special guardianship or a child arrangements order and you would like your child/ children to attract the early years pupil premium, you should complete the following section **and attach a copy of the relevant court order.**

Has your child been adopted from care?

Yes No Name of child _____

If you have ticked yes in the previous question, have you been granted an adoption order by the courts yet?

Yes No Name of child _____

Did your child leave the local authority's care under a special guardianship order?

Yes No Name of child _____

Did your child leave the local authority's care under a child arrangements order (formally known as a residence order)?

Yes No Name of child _____

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's school to claim the Early Years Pupil Premium for my child.

Signature of parent/guardian:

Date:

Thank you for completing this information. Please return to the school office

Notes to Parent

How the information collected will be used

By completing this form and signing the declaration you are agreeing for Hertfordshire County Council to check whether your child is eligible for the Early Years Pupil Premium. (EYPP)_

The County Council will do this by checking the information you have provided against the work benefit data provided by HM Revenue and Customs and Department of Work and Pensions.

The council will then confirm whether your child is eligible for the EYPP. **You are free to withdraw your consent so that your details are not used in future.** The data you provide may also be used to ensure accuracy of records across the local authority and to prevent fraud.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. Hertfordshire County Council will decide whether your child is eligible for extra funds through the early years pupil premium. This form and a copy of the relevant order should be seen by the school and they will confirm with Hertfordshire County Council that have seen confirmation and enable funding to be allocated.



Help with the cost of education

You may be aware that all schools are able to receive a 'Pupil Premium Grant' from the government. This means that schools are allocated additional funding into their school budget for children who qualify for this grant. The purpose of this funding is to help children reach their full potential and support schools in providing equal opportunities. Schools can choose to use the funding for a range of purposes such as academic support, nurture interventions and access to school trips and activities.

Who is it for?

The Pupil Premium Grant is available to children who fall into any of the four categories below:

- **Children entitled to Free School Meals.** (Please note that this is funding is separate from Universal School Meals which are offered to all children in Key Stage 1.)
- **Children of service personnel**
- **Children who are 'Looked After' (in care)**
- **Children who have been adopted from care.**

What do you need to do?

If your child is/has previously been looked after or is from a service family, their information will be automatically entered through our school system when you complete our entry paperwork.

If you are in receipt of one of the following benefits, your child may be eligible for Free School Meals.

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**
- **The guaranteed element of State Pension Credit**
- **Child Tax Credit** (as long as you're not also entitled to Working Tax Credit and you don't get more than **£16,190** a year)
- **Working Tax Credit run-on** (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- **Universal Credit** (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

If you are in receipt of any of the above then your child is entitled to the Pupil Premium Grant.



How do I apply?

If your child is eligible but does not wish to make use of the free school meal, it is still important to apply in order for your child to receive the funding.

The quickest and easiest way is to log on to www.hertsdirect.org/freeschoolmeals, where the grant is referred to as 'free school meals', and follow the prompts.

If you do not have internet access at home or are unsure of anything, then please do contact a member of staff in our office who will be pleased to help.

When can I apply?

You can apply at any time during the school year, and up to three months before your child enters Reception.

What will I need?

You will need to have the following information before you start your application:

- Your National Insurance Number
- Proof of welfare benefit or tax credit
- Names and dates of birth of child/children
- Details of school attended
- Name of the district or borough council that you pay your council tax to

In order to ensure that we receive the funding for all eligible children, **please can we ask that all parents complete the form below and return to the school office.** Please note that if your circumstances change, this funding can be applied for at any point during your child's time in full time education.

Yours sincerely

Amanda Abley

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Pupil Premium Grant

Please tick where appropriate. Once completed, please return the slip to the school office.

I am eligible and will complete the online application.

I am eligible and would appreciate support from school in completing an application.

I am not eligible.

Name of child

Parent signature

Date.....



THE EARLY YEARS PUPIL PREMIUM

Schools, preschools, childminders and other childcare providers are able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care.

The Early Years Pupil Premium provides up to an extra £302 a year for us to help each eligible three and four year old child who is taking up the full 15 hour a week place in a nursery class.

This extra money is used to support those children whose parents are in receipt of certain benefits, those who are in local authority care and any who left care because they were adopted or were subject to a special guardianship or child arrangements order. This additional money can make a significant difference to children.

We can choose to use the extra funding in whatever way will best improve the quality of the early year's education that we provide for your child. This could include, for example, special equipment or additional specialist help with early speech and communication.

It is recognised that high quality early education can influence how well a child does later at both primary and secondary school so we do want to make the most of this additional funding.

Is my child eligible?

Your child may be eligible for the early years pupil premium if you are in receipt of one or more of the following benefits:

- Income support
- Job seekers' allowance (income based)
- Employment and support allowance (income related)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the state pension credit
- Child tax credit based on an annual gross income of no more than £16,190
- Working tax credit run-on.

We ask that **all** parents / guardians complete the form overleaf so that we can check whether your child is eligible. This will allow us to claim the additional Early Years Pupil Premium for as many children as possible and in turn help us to continue to provide high quality learning opportunities which benefit all the children.

If you have any questions, please contact the school office.



Early Years Pupil Premium Application Form

My child is not eligible for EYPP

My child may be eligible for EYPP and I have provided information below to enable the school to check eligibility

Please note that completion of this form is voluntary. However, if you do not complete this form, we will not be able to identify whether your child is eligible for the EYPP and we may not receive additional funding to support your child. We will inform you if your child is eligible.

Parent/guardian details

	Parent/guardian 1						Parent/guardian 2								
First name															
Last name															
Date of birth (DOB)	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY	DD	MM	YYYY			
National Insurance Number*			/			/			/			/			/
National Asylum Support Service (NASS) Number*			/			/			/			/			/
Daytime telephone number															
Mobile number															
Address															
Postcode															

About your Nursery child/children

Child's first name	Child's last name	Child's DOB	Child's UPN (for school use only)



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Yes No Name of child _____

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DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's school to claim the Early Years Pupil Premium for my child.

Signature of parent/guardian:

Date:

Thank you for completing this information. Please return to the school office

Notes to Parent

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