



# CHURCHMEAD CHURCH OF ENGLAND (VA) SCHOOL

Priory Way, Datchet, Berkshire, SL3 9JQ

Email: [Office@churchmead.org](mailto:Office@churchmead.org) Telephone: 01753 211330 Website:

[www.churchmead.org](http://www.churchmead.org) Headteacher: Mr C Tomes BA (HONS), MA

*Please use Adobe Reader to fill in the application form*

## STUDENT CONTACT DETAILS

LEGAL SURNAME

LEGAL FIRST NAME

MIDDLE NAME

DATE OF BIRTH

SEX

PREFERRED FORENAME

PREFERRED SURNAME

NAME ON BIRTH CERTIFICATE IF DIFFERENT

STUDENT HOME ADDRESS

STREET

TOWN

COUNTY

POST CODE

## PARENTAL/CARER CONTACT DETAILS

E-mail will only be used for sending information such as newsletters, parent evenings, general information etc. It will not be used for sending information regarding your child. Should your child be absent from school a text message may be sent if you have not contacted the school.

### PRIORITY 1 CONTACT

TITLE

FULL NAME

RELATIONSHIP

FULL ADDRESS INCLUDING POSTCODE

MAIN PHONE NUMBER

ALTERNATIVE NUMBER

WORK

EMAIL

DO THEY HAVE RESPONSIBILITY FOR STUDENT? Yes No

CAN THEY BE CONTACTED IN AN EMERGENCY? Yes No

## PRIORITY 2 CONTACT (IF APPLICABLE)

TITLE FULL NAME RELATIONSHIP  
FULL ADDRESS INCLUDING POSTCODE

MAIN PHONE NUMBER ALTERNATIVE NUMBER  
WORK  
EMAIL

DO THEY HAVE RESPONSIBILITY FOR STUDENT? Yes No

CAN THEY BE CONTACTED IN AN EMERGENCY? Yes No

## PRIORITY 3 CONTACT (IF APPLICABLE)

TITLE FULL NAME RELATIONSHIP  
FULL ADDRESS INCLUDING POSTCODE

MAIN PHONE NUMBER ALTERNATIVE NUMBER  
WORK  
EMAIL

DO THEY HAVE RESPONSIBILITY FOR STUDENT? Yes No

CAN THEY BE CONTACTED IN AN EMERGENCY? Yes No

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### FREE SCHOOL MEALS – Is your child eligible for FSM?

DfE provide schools with additional Pupil Premium funding to help support children's educational if their parents receive certain benefits. Please contact the School Finance Office for further information. Yes No

## MEDICAL DETAILS

Name of Doctors Practice

Phone Number

Address

Please list any medical conditions i.e. asthma, diabetes, eczema etc which may affect your child's education or require attention during the school day.

Condition	Date of Diagnosis	List any medication to be taken during school day	Review Date

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc What is likely to happen?

<p>Are there any special needs if your child participates in a school visit?</p>
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Please select any food that your child has an allergy to or should not have for religious reasons. Please insert any not listed.

Peanut	Milk	Crustacean	Soybean	Fish	Eggs
Celery	Nuts	Sesame Seed	Mustard	Lupin	Molluscs
Gluten	Sulphites	Other Please Specify:			
Please indicate below if your child has any dietary intolerance not listed above					

**NOTE: It is the responsibility of parents to inform school immediately of any changes to above**

**In the unlikely event of a medical emergency, & parent(s) being unavailable, we require your permission to act & make decisions as appropriate.**

### **ADMINISTRATION OF PARACETAMOL**

Should your son/daughter become unwell during the school day and a first aider feels paracetamol would enable him/her to stay in school; we are able to supply this medication. Please note, however, paracetamol will only be given to students whose parents have signed and returned this form.

**I give permission for my child to be administered paracetamol if unwell**      Yes      No

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### **RELIGION**

Please select the religion most appropriate to your child:

### **ETHNICITY**

Our ethnic background describes how we think of ourselves. This may be based on many things, including your skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. Please select one:

### **LANGUAGE**

Please SELECT the language most spoken by your child:

Please state if there are any other languages the child speaks:

If you are receiving Social Care support e.g. If you are Foster Parent please insert name of Social Worker:
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Please insert name of regiment if child is living at same address as <b>parent who is currently serving in HM Forces:</b>
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The DfE now allocate Pupil Premium funding to schools for children who have ceased to be looked after under certain criteria - please contact the school office.

## PHOTOGRAPHY

RBWM/School supports the objectives of the Data Protection Act 1998. They are registered as a data controller to process data. Any information you provide will be treated with the strictest confidence & will only be used for RBWM/School purposes. Use of video & voice recording as part of day to day curriculum activities for teaching purposes generally do not need permission from parents.

*RBWM confirms that it shall only use photographic/video images of young people in line with the Information Commissioner's Office Code of Practice to demonstrate or promote activities & events relating to schools & curricula provision. A copy of the Code of Practice can be obtained from ICO - [www.ico.gov.uk](http://www.ico.gov.uk)*

*Please complete the form and where appropriate, ensure your child is aware of your decision.*

Area where images may be used	Use of Image	Use of name
<b>School Prospectus</b> – may contain photographs of pupils individually or in groups.		Names are not used
<b>School Newsletter</b> - includes articles & information about school activities & events. Names may appear in text & could be used to identify individual pupils.		
<b>School Photographer</b> – pupil names are sent for identification when school photographs are taken. School Photographer holds this information in accordance with the Data Protection Act 1988.		
<b>School Display boards &amp; notices</b> – photographs may include individual or groups to demonstrate, promote or congratulate pupils & their work.		Names are not used
<b>School &amp; RBWM Web Sites</b> – Visitors to web sites may view, online, information on a wide range of events & activities promoting the school/RBWM. Names may appear in text & could be used to identify individual pupils.		
<b>Local &amp; National Press coverage</b> – features school/RBWM events & activities. Names may appear in text & could be used to identify individual pupils.		

I understand that I may withdraw my consent at any time by contacting the school & that where possible any publications or material containing the image/voice of my child will be recalled & withdrawn.

I confirm that I have completed all areas of this document and by signing, agree to permissions required.

Signature of Parent/Carer responsible for student:

Date

Please print Name in Full

## CODE OF CONDUCT

All students must uphold the Churchmead School ethos 'Believe to Achieve' and the school's values Courage, Commitment and Compassion. Treating others equally, with kindness, consideration and respect every day is the most important attribute that every Churchmead Student should have.

Bullying will not be tolerated in the school; every student has the right to feel safe. Any incidence of physical violent or threatening behaviour towards other students or school staff will not be tolerated and will be sanctioned. This includes aggressive verbal comments and or comments directed at race or culture.

Students will:

- Develop an understanding of other people's points of view and resolve conflict in a mature and supportive manner.
- Respect property and other people's belongings.
- Wear correct school uniform and uphold the school's values every day.

Within lessons students will:

- Arriving on time to all lessons.
- Have the correct equipment for each subject.
- Follow instructions from teachers carefully and with courtesy.
- Allow all students to learn without distraction or disruption.
- Treat others with respect at all times.
- Follow the health and safety rules within each individual subject, focusing carefully on subjects that may use harmful machinery or equipment, for example Technology and Science.

Around the school, students will:

- Move gently, calmly and quietly about school. (Never running, pushing or shouting, but being ready to help others by opening doors, standing back to let people pass and helping to support others if needed).
- Always speak politely to everyone within school.
- Keep the school buildings and grounds clean and tidy so that it is a welcoming place we can all be proud of. This means putting all litter in bins, keeping walls and furniture clean and unmarked and taking great care of the displays, particularly of other people's work.

Outside of school, students will:

- Continue to uphold the school values and support in the community. Students must remember they are part of the school's community and to uphold the school reputation in every way.

<b>I agree to abide by the school's Code of Conduct:</b>	
Student Signature:	Date:

## STUDENT ACCEPTABLE USAGE POLICY

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

### Equipment

- Do not attempt to install or store programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources could result in your network access being removed.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on an USB with antivirus software and only use them if they are found to be clean of viruses.
- You are not allowed mobile equipment (e.g. laptops, tablet etc.) on the network unless you have permission from the ICT Support Staff.
- Protect the computers from spillages by not eating or drinking in an ICT room.

### Security and Privacy

- Protect your work by keeping your password to yourself, never use someone else's login name or password.
- Never reveal your home address, telephone number, school name or pictures on the internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers, attempting to bypass or alter the settings will result in your access being removed.
- Computer storage areas and USB sticks will be treated like school lockers. Staff may review your files and communication to ensure that you are using the system responsibly.

### Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – using the Internet to obtain, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons **chat** rooms are not permitted.

### Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour will result in your Email access being removed.



- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

**Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action.** Where appropriate, police may be involved or other legal action taken.

**Cyber Bullying** – Educational Inspections Act 2006 – Head teachers have the power to use such extent as reasonable to regulate the conduct of pupils when they are off-site. This is a particular pertinent to cyber bullying sanctions such as an internal or external exclusion, where appropriate maybe used at the discretion of the Head teacher.

**I have read and understand the above and agree to use the school computer facilities within these guidelines.**

Student Name

Student Signature

**I have read and understand the above.**

Signature of Parent/Carer responsible for student

Please Print Name in Full

Date

# HOME SCHOOL AGREEMENT

At Churchmead we aim to provide a safe, caring and inclusive environment. We build on individual strengths and support this by high quality educational opportunities. We encourage young people to become caring, hardworking and tolerant individuals who are ready to become strong adaptable young citizens. This agreement seeks to establish this so that each student can realise and achieve their full potentials.

**ACHIEVEMENT:** Each student will be helped to set and achieve their own individual goals/targets.

**ATTENDANCE:** Students are expected to attend school regularly and to arrive punctually for all lessons.

**CODE OF CONDUCT:** Everyone is required to follow the School Code of Conduct and the behaviour policy.

**PLANNER AND HOMEWORK:** Students are issued with a planner at the start of each year. They are expected to record all homework within them and use within lesson to support their learning.

**PRAISE AND REWARDS:** The school operates a well-structured system for recognising student achievement, this encourages and motivates all students to achieve their best. Students will be recognised for their Courage, Compassion and Commitment within the classroom as well as given praise points for academic achievement. These are celebrated with rewards and certificates each term.

**SANCTIONS:** The school operates a system of sanctions agreed by the governors. Staff may issue short detentions within the day without prior notice. Students may also be given a detention afterschool with prior notification to students and parents. It is the parent’s responsibility to collect students after the after-school detention.

**UNIFORM AND EQUIPMENT:** The school uniform is compulsory for all students. Jewellery, long nails and extreme hair colours or haircuts are not permitted.

**EQUAL OPPORTUNITIES:** Every member of the school is entitled to equal consideration and opportunities.

**BULLYING:** Every student has the right to be free from bullying. The school has the right to impose sanctions for bullying. Restorative practice will be put in place to support and resolve where appropriate.

**PROPERTY:** Everyone should respect each other’s property and that of the school. Parents/ Carers are asked to ensure that valuables or dangerous items are not brought into school. Such items brought into school will result in sanctions and may include exclusion. The Headteacher and other authorised staff have the power to search pupils or their possessions without consent, where they suspect students may have banned or stolen items. Parents/Carers maybe liable for any damage that their student may cause to the school.

**MOBILE PHONES:** Churchmead School is a ‘No Mobile Phone School’. If a mobile phone is seen, staff have the right to confiscate the mobile phone and return the mobile phone to the student or parents either at the end of the day or that lesson.

Signature of Parent/Carer	Signature of Student	Date
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