



Shaw
Education
Trust



My Permissions Booklet

www.ivyhouseschool.org.uk

Students name:

This permissions booklet outlines the consents required for your child's participation in school activities, use of their personal data, access to therapeutic and medical support, and participation in enrichment experiences. Please read each section carefully and tick the relevant boxes. All data is managed in accordance with the UK GDPR and the Data Protection Act 2018.

School Admission Form

Surname:		Legal Surname:	
Forename:		Middle Name:	
Chosen Name:		Sex:	
Date of Birth:		Place of birth:	
Full Address:			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency

Priority	Name/Relationship	Home Address/ Contact Numbers	Email Address
1			
2			
3			

Medical Information	
Medical Practice Name:	
Address:	
Telephone Number:	
Does your child have any medical conditions of which the school should be aware?	
Does your child receive any paramedical support? (if yes, please tick and write the name of your therapist)	
Occupational Therapy	
Physiotherapy	

Speech and Language Therapy	
Hearing Impairment Team	
Visual Impairment Team	
Ethnicity:	
Religion:	

Ethnicity

White

<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Traveller of Irish Heritage
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Other White background	

Asian or Asian British

<input type="checkbox"/> Indian	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Asian background

Mixed

<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other Mixed background

Black or Black British

<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other black background
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<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic background
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☐ I do not wish an ethnic background category to be recorded

Religion

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Hindu
<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> No Religion	<input type="checkbox"/> Other Religion	

A First Language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded (irrespective of the child's proficiency in English).

First Language	
Other languages spoken (in order of importance)	
1.	
2.	

Dietary Requirements	Yes	No
No pork		
No dairy produce		
Gluten Free		
Halal		
Kosher Foods only		
Seafood Allergy		
Vegetarian		
No nuts of any type		
Does your child have any other dietary requirements of which the school should be aware? (if yes, please list below)		

Lunchtime Meal Arrangements	Yes	No
Packed Lunch (sandwiches or food from home)		
Packed Lunch (blended diet or milk feed from home)		
School Meal		
Entitled to Free School Meals		

Previous School / Nursery	
Name of school / nursery	
Address of school / nursery	
Dates attend to and from	
Does your child have any brothers or sisters at that school? (If 'Yes', please give details)	

Parental Responsibility Form

Parental responsibilities (PR) means 'all the rights, duties, powers, responsibilities and authority that a parent of a child has in relation to the child and his property by law'. A person with PR can make decisions, for example, about where the child lives, any medical treatment they require, their education such as what school they attend and any religious practices they take part in. All mothers automatically have PR. As a father you will acquire PR providing: you are married to the mother at the time of the birth, you are not married at the time of the birth but you later marry the mother, you are not married and you are a father of a child who was born on or after 1st December 2003 and you are registered on the birth certificate, you are named in a Child Arrangements Order as having PR either because the child lives with you or spends time with you, you enter into a PR agreement with the mother and register it at the Principal Registry of the Family Division of the High Court, you obtain a court order giving you PR. Ivy House School will not get involved with PR disputes.

Name	Relationship to pupil	Home Address/ Contact Numbers	Email Address	Does this person have PR	Would this person require a copy of school correspondence?
		Does the child usually reside at your address? Y/ N		Y / N	
		Does the child usually reside at your address: Y/N		Y / N	
		Does the child usually reside at your address: Y/N		Y / N	

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

GDPR Permissions

As you are probably aware the Law around data protection and the information, we can hold about you and your child changed in 2018. This is the General Data Protection Regulation (GDPR).

For Ivy House School to be GDPR compliant we are required to obtain the attached permissions. These permissions will last for the length of time your child attends Ivy House School. If you wish to retract your permission at any time or require further information, please contact the school reception.

There is no obligation on you to give consent and if you choose not to give consent for some or all of the options below, we will ensure that your child's photo or a video is not used for those purposes if your child can be identified from it. In some cases, we may take group photos of pupils and we may publish a photograph if we are satisfied that individual pupils cannot be identified from the image.

Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the Academy Trust where we do not require your consent because there is another legal reason which permits us to use photos or images of your child. For example, we keep a copy of the official Academy Trust photo on our database so that we can correctly identify pupils. There may be other times we use your child's photo or image for purposes connected with the Academy Trust where we do not require your consent. For further information, please see our privacy notice which is available on the Shaw Education Trust website.

We will write to you every year to refresh your consent but we will write to you sooner than that if we wish to use your child's photo or image in a way that is not anticipated below, for example a specific event.

You can withdraw your consent at any time by contacting the Academy Trust data expert, George Turner via George.Turner@ivy.set.org If you withdraw consent for your child's photo being used in any of the ways set out below, we will stop using it in this way but we may still need to retain a copy of the photograph or image for other reasons, for example, where it is needed to perform our public task of providing education.

Sharing Information

To ensure we can effectively support your child in school, there may be times that we require to seek information or provide information with other agencies that come into school.

	Yes	No
I give permission for Ivy House School to share information		
I give permission for professionals working around my child and family to share information		

This a list of information that may be shared:

- Contact details
- Personal information such as medical conditions
- Referral notes
- Medical information including height and weight measurements, allergies, etc.
- Induction packs
- Care plans
- Permissions
- Daily notes and messages passed from home

This a list of professionals that work in school that information may be shared to and from:

- NurtureCare School Nursing Team
- NHS Physiotherapist Team
- NHS Speech and Language Team
- NHS Occupational Therapy Team
- Children's Choice Occupational Therapy Team
- NHS Continuing Care Team
- Catering Team
- Hearing Impairment Team
- Visual Impairment Team

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Evidence for Learning

Evidence for Learning is a cloud based online learning journal application that Ivy House School uses to capture photos, videos and observational comments about students' attainment and progress.

The 'Family App' allows parents\carers access to their child's online journal so they can share all of the wonderful learning experiences they have taken part in during the school day with their family and friends. Through the app families can also upload their own photos, videos and comments from home so that we can find out what each student has been doing at home. This is a great way for us to communicate with each other and share all of the amazing things our children and young people enjoy doing.

If you would like more information visit our dedicated web page:

<https://ivyhouseschool.org.uk/an-ivy-house-education/evidence-for-learning>

or contact Hannah Birks (Deputy Headteacher) for more information.

	Yes	No
I give consent for Ivy House School to use my email address to create a login for the Family Portal app (to view photos/videos of my child working in school)		
I understand that Evidence for Learning is a secure online portal and that only parents/carers can see evidence for their child (as well as school staff)		
I understand that my child works/plays alongside other students in school and I provide permission for my child to have their photo/video taken together and uploaded to Evidence for Learning Family Portal		

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Photograph / Video Permissions – Website, Social Media, Communication Devices and Displays

	Yes	No
I give permission for my child to be in photos/videos on the Ivy House School website and social media platforms (see list below)		
I give permission for my child to be in photos/videos on the Shaw Education Trust website and social media platforms		
I give permission to promote Equality, Diversity and Inclusion and showcase how wonderful Ivy House School students are by using photos/videos of my child in marketing material, e.g. brochures and prospectus which may be in hard copy format and/or available online		
To support communication in school, I give my permission for my child's name and photograph to be used in other pupils communication books/iPad devices/EyeGazes		
I give permission for my child to be in photos displayed in classrooms and corridors at Ivy House School		

Social media platforms used by Ivy House School:

- *Twitter*
- *Instagram*
- *Facebook*
- *YouTube*
- *LinkedIn*

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Communications, Educational Visits, ICT,

	Yes	No
Communications I understand that I may receive important updates and information from Ivy House School via text messages and emails		
Educational visits around Ivy House School and local surrounding areas. I understand that my child may access public transport, school mini buses, hired buses or taxis for the purpose of an educational visit		
Information and Communication Technology (ICT) I give permission for my child to access the internet and ICT systems at school, including iPads and laptops		
Sun cream application <i>I give permission for this to be applied when they are outside in the sunshine and I understand that I must send suncream into school for my child with their name on the bottle</i>		
Face Painting <i>I give permission for face paint to be applied to my child's face during a celebration</i>		
Nail Painting <i>I give permission for nail varnish to be applied to my child's nails during personal care wellbeing sessions – if requested or agreed to by child</i>		

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Medical Support

I consent to any of the following being used for my child should a first aider or school nurse consider this to be necessary.

	Yes	No
<i>Paracetamol via route (oral / gastrostomy)</i>		
<i>Sterile water (Sodium Chloride Solution 0.9%) for irrigation/cleaning of wounds</i>		
<i>Plasters</i>		
<i>Cavilon Cream (Barrier Cream)</i>		

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Consent for swimming in the Hydrotherapy Pool

Swimming in the Hydrotherapy Pool forms an important part of our Physical Development and Sensory Curriculum at Ivy House School. It is offered to most pupils on a rotational basis, unless a medical reason makes it unsuitable or if a student can access a community pool with appropriate support.

Hydrotherapy sessions provide both physical and therapeutic benefits. These include:

- Enhanced mobility, strength and body awareness in pupils with profound and multiple learning disabilities (PMLD)
- Improved muscle tone, balance and coordination
- Increased relaxation and sensory regulation
- Support for confidence and emotional wellbeing

Hydrotherapy Ivy House Medical Questionnaire

	Yes	No
Heart, Lung or circulatory problems		
Allergy to chlorine, shampoo or soap		
Known allergies (Please specify if Epipen or Anapen is required)		
Incontinence of urine or faeces		
Poor skin integrity (fragile skin, eczema, psoriasis)		
Epilepsy		
Pegs / Feeding tubes		
Hearing Aids / grommets		
Complex or unpredictable behaviour		

If any of the following conditions occur then pool staff must be informed

- Conjunctivitis
- Open wounds or skin infection
- Head Lice
- Vomiting and Diarrhoea (unable to use the pool for 2 weeks)
- Green Mucus

I confirm I understand the purpose and principles of hydrotherapy and give consent for my child to participate in hydrotherapy sessions at Ivy House School, unless otherwise medically advised.

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Consent and Medical Form

Rebound Therapy and Sensory P.E. using the trampoline

Rebound Therapy is used to assist movement, promote balance, promote an increase or decrease in muscle tone, promote relaxation, promote sensory integration, improve fitness and exercise tolerance, and improve communication. Rebound Therapy will be offered to most pupils, however, for medical reasons some pupils may not be able to take part, such as; spinal rod surgery.

I understand the basic principles and aims of Rebound and give my consent for my child to take part in Rebound sessions.

Does your child have any of the following? (please tick yes or no)

Condition	Yes	No	Condition	Yes	No
Spinal rodding			Osteoporosis		
Dwarfism			Haemophilia		
Brittle bones			Cardiac or circulatory problems		
Pregnancy			Epilepsy		
Atlanto-Axial Instability (confirmed)			Arthritis or Stills Disease		
Detaching retina(s) or repaired retina(s)			Asthma / respiratory problems		
Fully Detached retina(s) -no sight in that eye(s)			Implant (e.g. Baclofen pump / cochlear etc)		
Cystic Fibrosis			Changeable muscle tone		
Muscular Dystrophy			Dislocated hip(s) / other joint problems		
Spina Bifida or Hydrocephalus			Vertigo, blackouts, nausea		
Hernia / prolapsed			Recent serious illness/ surgery		
Open wound(s)			Tender / Fragile skin		
Gastrostomy			Tracheostomy		
Incontinence			Complex or unpredictable behaviour		

Are there any other conditions or needs relevant to your child of which we should be aware before undertaking Rebound Therapy? If yes, please state below.

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	Yes	No
I give consent for my child to take part in Rebound Therapy		
I understand that it is my responsibility to inform Ivy House School of any changes to my child's condition and to provide any new information arising which may be relevant.		

To ensure all children and young people are safe when taking part in Rebound Therapy certain medical condition prohibit them from taking part. We will work in conjunction with health professionals (nurses/physiotherapist) to ensure your child is able to take part in the sessions.

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

Pupil premium and Free School Meals

Your child may qualify for free school meals if you are getting one of the following support payments:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Infant free school meals in England

Your child will be able to get free school meals if they're in a government-funded school and in:

- Reception
- Year 1
- Year 2

Therefore, we ask that **Derby City** parents/guardians fill in the attached form and return it to the school as soon as possible so that we can collate them and send them off to Derby City Council on your behalf.

If you live in the following Local Authorities an online application can be completed via the following links:

- Link for **Derbyshire** Free School Meal: <https://caya-apps.derbyshire.gov.uk/Synergy/SynergyWeb/Enquiries/Citizen/FreeSchoolMeals.aspx>
- Link for **Staffordshire** Free School Meal: <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx>
- Link for **Nottingham** Free School Meal: <https://notts.cloud.servelec-synergy.com/SynergyWeb/FSM.aspx>

Please complete the form even if your child is in Reception, Year 1 or Year 2 as we will receive additional funding from the local authority.

If you are unsure if your child is eligible, please fill in this form and return it to school, this may provide much needed funding for us.

If you have any questions, please do not hesitate to contact the school.

PLEASE USE BLACK INK AND BLOCK CAPITALS

APPLICATION FOR PUPIL PREMIUM & FREE SCHOOL MEALS FOR FULL-TIME PUPILS

1 - Applicant Details (Parent or Guardian claiming benefit)

Title: Mrs ☐ Ms ☐ Miss ☐ Mr ☐ Other ☐☐☐☐☐

First Names:

Surname:

Address:

Postcode:

Telephone:

National Insurance / Asylum Seeker Number:

Date of Birth:

2 – Details of your Partner, if applicable.

First Name	Surname	Date of Birth	National Insurance / Asylum Seeker Number

3 – Children at School or Nursery who you wish to claim Free School Meals for.

First Name	Surname	Date of Birth	Age	Boy/Girl	Name of School/Nursery

5 – Declaration

- I understand that my entitlement to free school meals will only continue as long as I receive one of the relevant Support Payments (see notes below).
- I will inform you immediately if my entitlement to any of the Support Payments is terminated.
- I understand that if I do not inform you and my child/children continues to receive free meals I will have to repay the cost of any meals taken.
- I will inform you immediately if I change my address.
- I declare that I am legally responsible for the child/children I am claiming for



Derby City Council

- I will inform you immediately if my child changes or leaves school.

I certify that the above statement and information given by me on this form is complete and true and I authorise the City Council to take such steps, as they consider necessary to verify the same. I understand that this may involve Derby Benefits contacting the HMRC or the Department for Work and Pensions for confirmation of my/our entitlement.

A DELIBERATE FALSE STATEMENT MAY LEAD TO PROSECUTION

Signature:	Date:
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Notes

1 – Free School Meals are only available to pupils whose parents/guardians are receiving one of the following Support Payments for the child/children named:

- Income Support
- Job Seekers Allowance
- Employment and Support Allowance
- Child Tax Credits (**but NOT Working Tax Credit**), and your annual income is no more than £16,190.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Pension Credit (Guarantee Credit element only)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit – your household earnings must be less than £7,400 a year (£616.67 per month – after tax and not including any benefits you get)

2 - This form must be completed by the person who claims the Support Payment in the household.

3 – Children who get paid these benefits directly, instead of through a parent or guardian can also get free school meals.

4 - Some Schools deal with their own Free School Meals so a separate form is required. Please contact the individual school directly.

5 - All claims are checked on an online checking system provided by the Department of Education. This only confirms or denies your eligibility to claim Free School Meals: it does not give us any other information. When your eligibility has been confirmed and your application processed, you will be sent a confirmation letter and we will contact the school directly regarding your child's eligibility.

6 - You must inform Derby Benefits if you change your address to ensure that renewal forms and correspondence are sent to the correct address.

Please return completed form to:

Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS

Tel.: 01332 640444 Email: freeschoolmeals@derby.gov.uk

Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.

ArborPay

At Ivy House School, we use ArborPay for parents/carers to make payments for school dinners, snack, school trips and additional items.

You will receive an activation letter for your ArborPay account when your child starts at Ivy House School and you can contact the school office at any time if you have any questions.

Please note, we are a cashless school so please use ArborPay to pay for all items. If you would prefer to pay with cash for any of the items listed above, please inform the school office.

I consent to Ivy House School using the email addresses provided to pay for school dinners, snacks, school trips and additional items.

Name of child: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

All of the permissions in this booklet will last for the length of time your child attends Ivy House School.

If you wish to retract your permission at any time please contact the school admin team.