



Montgomery
Academy

An Academy within the Fylde Coast Academy Trust
Headteacher: Mr S. Careless BSc MSc NPQH



Admissions Booklet

2024-2025

Inspiring Excellence Together

Student Name: _____

Year Group: _____





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Signing Checklist:

To ensure all forms are completed in full, please use the checklist below.

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Welcome to Montgomery Academy

Welcome

Mr Careless, Headteacher says:

I am extremely proud to introduce myself as the headteacher of Montgomery Academy. It is my pleasure to work at a school with fantastic students and a brilliant, caring staff.

Montgomery has been serving it's community for over 60 years and supported many local residents through the challenges of the pandemic. We have a proud tradition of both sporting and academic success and we dominate the local sporting competitions. Our standards of achievement have been improving year on year, including in 2023, and are built on high quality teaching and learning.

At Montgomery Academy we have a reading rich curriculum that blends traditional academic subjects with the vocational opportunities that Blackpool excels in such as travel, childcare, catering, enterprise and entertainment. Across their five years students study the full National Curriculum enriched with community-based opportunities to complement their academic education. Excitingly, this year we have broadened even further the curriculum choices for our current Year 9 students considering their options. We have established links with both Blackpool & Fylde and Myerscough Colleges offering a new range of courses to our students such as Construction, Motor Vehicle Maintenance, Hair & Beauty and Animal Studies.

We want all students within our Montgomery family to be happy, confident young learners that get the best out of the opportunities that we provide. Therefore, we ask them all to be SMART in both their behaviour and attitudes. SMART stands for Safe, Mature, Ambitious, Respectful and Thoughtful.

What makes Montgomery special is the people that walk around it. In our Montgomery Family of students, parents and our superb team of staff we all work hard to '**Inspire Excellence Together**'.

Forms for you to complete:

This booklet contains useful information in relation to the school and a number of forms which need completing to ensure we have all the necessary information regarding your child. This includes contact details, important medical information, internet use and the ICT charter, and permission for photographs of your child to be used internally and externally.

Please complete and sign all required documentation and return it to school as soon as possible.

Whilst there are many forms to complete now we hope it will reduce the need for further paperwork throughout the year. However, should any of this information change, it is imperative the school are notified promptly to avoid any inaccuracies.





Montgomery Academy
Data Collection Form

The information entered on this form will be recorded on the school's computer administration system and will remain confidential. Information has only been requested which will be required by the school for day-to-day administration purposes, which at some point will be required by the Department for Education as part of national statistics. The school is registered under the Data Protection Act and you have the right to check and if necessary correct the information which is held about you. Please also provide a copy of your child's birth certificate.

Student details:	
Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:
Address:	Gender at Birth: Male <input type="checkbox"/> Female <input type="checkbox"/> (please tick)
Town/City:	Preferred Gender if different:
Post Code:	Copy of Birth Certificate Enclosed:

Parent/Carer contact details	
Priority 1 Contact Details	Priority 2 Contact Details
Relationship to Student:	Relationship to Student:
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Work:	Work:
Email:	Email:

Does your child have any brothers or sisters at Montgomery Academy:	
Name(s):	Year:

Child's previous school(s):	
School Name:	Address:
Start Date:	Leaving Date:

Meal Arrangements (please specify from the list below):	
School Meal	<input type="checkbox"/> Is your child in receipt of free school meals? Yes <input type="checkbox"/> No <input type="checkbox"/>
Packed Lunch	<input type="checkbox"/>

Ethnic Background: Please tick one box only to indicate your child's ethnic background

White	<input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any other white background	Mixed	<input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background
Asian or Asian British	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background	Black or Black British	<input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Any other black background
Chinese	<input type="checkbox"/> Chinese	Other Ethnic Background	<input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller or Irish Heritage <input type="checkbox"/> Any other ethnic group

Nationality

Country of Birth:	Child's Nationality:
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About the language your child speaks:

Home Language:	EAL (English as a second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Religion:

Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> Other <input type="checkbox"/> None <input type="checkbox"/>
If any other religion, please state which:

Service Children in Education:

Are you a services family?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
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Special Educational Needs:

Does your child have an Educational Healthcare Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Does your child have Special Educational Needs	Yes <input type="checkbox"/> or No <input type="checkbox"/>

If answered yes, please provide further details below:

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Disability:

Does your child have an Educational Healthcare Plan?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
--	---

If answered yes, please provide further details below:

--



Montgomery Academy Medical and Allergy Information

Medical Information

Name of Student	Date of Birth
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Condition or Illness. Please include any physical disabilities, including hearing and sight, as well as conditions such as asthma, diabetes, epilepsy and allergies

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Any other medical/mental health conditions you would like to mention

--

Does your child carry medication? Yes No

Does your child's condition require the school to keep emergency medication or instructions? Yes No

Does your child take any regular medication? Yes No

If YES, please give details:

Name of medication	Name of medication
Dosage	Dosage
Frequency	Frequency

Does your child have a care plan in place for any of the above medical conditions? Yes No

If yes, who initiated this care plan (name of school nurse or other professional)

--

Please note: School can only issue student's medication prescribed by their doctor. Students must hand in all medication to either reception or a designated member of staff.

Medical Practice / GP's Name:	Address:

Parent/Carer Signature: _____ Date: _____

Note: It is essential that the school is notified if the condition or illness should change or further medical



Montgomery Academy Photograph Permission Form

There have been recent changes to data protection ruling, which means we must ask for your permission when we want to use and share your child’s personal information and photographs. The General Data Protection Regulation (GDPR) May 2018 explains that:

Consent must be a freely given specific, informed and an ambiguous indication of your wishes. There must be a clear affirmative action showing your consent. Also, consent can be removed, however there may be another legal basis for processing your personal data.

Throughout the year there will be times when we would like to take photographs of students during school events. We often share these photographs on our school website, in-school wall displays and social media accounts, but we will only do this if we have your permission to do so. The local media also report on students’ achievements at local events in their own newspapers and websites. Again, we will not share photographs of your child with the local media unless you have agreed to have your child’s photograph taken for this specific purpose and clearly given us your permission to do so.

Please tick the appropriate boxes below to give permission for your child’s data/photographs to be used internally, externally and on social media accounts including local media outlets.

Internally:

- Wall displays
- TV screens around the school

I agree to data/photograph usage—internally:

Parent/Carer Name: _____ Signed: _____ Date: _____

Externally:

- School website
- School Prospectus
- Year 11 Leavers Book
- School newsletters
- Celebration Events
- Open Evening/Morning

I agree to data/photograph usage—externally:

Parent/Carer Name: _____ Signed: _____ Date: _____

Social media including local media outlets:

- Twitter
- Instagram
- Local media outlets

I agree to data/photograph usage—social media including local media outlets:

Parent/Carer Name: _____ Signed: _____ Date: _____



Montgomery Academy Cashless System

Montgomery Academy has a cashless catering system. The system allows us to provide a more efficient, faster and better quality of service with the latest technology and eliminates the need for students to carry cash during the school day. It is also biometric so there is no need for students to carry a card, as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

We require the consent of at least one parent/carer in order for the biometric information of your child to be processed. Please be assured that this information remains within school and that the biometric information taken is an algorithm and not the actual fingerprint.

Any amount of money can be paid onto a students account, and any money spent on food & drink will be deducted on a daily basis.

We have two payment options available to you – online payments using ParentPay and coin and note payments at the revaluation pay-points.

A daily 'spend limit' of £3.50 can be programmed into the system, which can be increased or decreased by making a written request to the school finance office.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the below information.

This is an example of a meal deal you can purchase from our canteen with other options available, including:

- Breakfast
- Break
- Lunch
- Desserts
- Drinks
- Meal deals
- Sandwiches and salads



Biometrics permission

I/We confirm that we wish our child / children TO BE/NOT TO BE (please delete where applicable) registered on the school's Biometric Cashless Catering System with immediate effect.

I understand that I/we may withdraw my child's registration at any time in writing.

Student Full Name:	Tutor Group:
Relationship to child:	
Parent/Carer full name:	
Signed:	Date:

Montgomery Academy ICT Acceptable Use Policy

The school computer systems provide an enhanced learning experience through access to school software, the Internet and email through computers and digital devices such as Apple iPads. It is important to remember that this access is a privilege, not a right, and comes with it responsibilities for all involved. The following will help protect students and the school by clearly stating what is and is not acceptable.

- School ICT Systems and Internet use must be appropriate for school purposes.
- Access must only be made via the student's authorised account and password, which must not be given to any other person.
- Students must take reasonable precautions to ensure no computer viruses are introduced to the network, when transferring school work from portable storage devices.
- Copyright and intellectual property rights must be respected.
- Students must respect the work of others, which might be stored in common areas on the system. Conversely, students should always try and store their files and data in their own secure area. Files and data stored in common areas of the system must be transferred at the earliest opportunity to the student's own area. Such files will be regularly removed from the system. Non-school related games/pictures etc. are not allowed to be saved in student areas or common areas.
- Students are responsible for any electronic communication they send, any postings they make to websites and for contacts made. Both should be written carefully and politely. As messages may be forwarded and content will be read by students and staff, they are best regarded as public property. Anonymous messages and chain letters must not be sent.
- Students should report any unpleasant material or messages received to a member of staff. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private business purposes, unless the Headteacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Malicious/irresponsible use may result in the loss of Internet access and/or access to the network.
- Any faults with ICT Equipment must be reported to a member of staff.
- Students must take care of ICT Equipment and surrounding work areas.
- No food or drink is to be consumed whilst in the vicinity of ICT Equipment
- Accessing school systems externally must be treated in the same regard as if you are on site adhering to the Schools ICT Acceptable Use Policy.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites and postings to forums, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unsuitable, unauthorised or unlawful. The Headteacher and/or delegated member of staff may access students' emails if it is deemed necessary for the daily operations of the school.

Online Safety

- If you feel you are being bullied by email, text or online within school, contact a member of staff.
- Never send any bullying or threatening messages. Anything you write and send could be read by an adult.
- Serious bullying should be reported to the police - for example threats of a physical or sexual nature.
- Keep and save any bullying emails, text messages or images.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- Contact the service provider (mobile phone company or your internet provider) to tell them about the bullying. They may be able to track the bully down.
- Use blocking software - you can block instant messages from certain people or use mail filters to block emails from



Montgomery Academy ICT Acceptable Use Policy

- Don't reply to bullying or threatening text messages or emails- this could make matters worse. It also lets the bullying people know that they have found a 'live' phone number or email address. They may get bored quite quickly if you ignore them.
- Don't give out your personal details online - watch what you say about where you live, the school you go to, your email address etc. All these things can help someone who wants to harm you build up a picture about you.
- Don't forward abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. If they are about you, keep them as evidence. If they are about someone else, delete them and don't reply to the sender.

Adapted from Anti Bullying Network: <http://www.antibullying.net/>

Current Legislation : Data Protection Act 1998 - <http://www.legislation.gov.uk/ukpga/1998/29/contents> Computer Misuse Act 1990 - <http://www.legislation.gov.uk/ukpga/1990/18/contents>

Montgomery Academy ICT Acceptable Use Policy (Students) Please complete, sign and return to the school	
Student's Agreement	
I have read and understand the school 'ICT Acceptable Use Policy (Students)' document. I will use the computer systems and internet in a responsible way and obey these rules at all times.	
Student Full Name:	Tutor Group:
Signed:	Date:
Parent/Carer's Consent for Internet Access	
I have read and understood the school 'ICT Acceptable Use policy (Students)' document and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the internet facilities.	
Parent/Carer Name:	
Signed:	Date:



Montgomery Academy HOME SCHOOL AGREEMENT

Montgomery Academy aims to provide every individual in the school with the opportunity and encouragement to realise their full potential. We believe that effective education is a three way partnership involving the school, parents and students.

The school will:

- Record students' absences as well as late arrival times and contact parents/carers for further conversations to be had to support improvements.
- Provide a safe, caring and ambitious environment for your child to achieve their full potential.
- Provide work of an appropriate and challenging standard to meet the needs of each individual student including those with special educational needs.
- Maintain regular communication about all school matters, including students' progress, attendance and successes
- Provide a broad and balanced curriculum in line with the National Curriculum.
- Promote high standards of work and behaviour through building good relationships and developing a sense of independent responsibility.
- Promote a wide range of extra-curricular activities as well as further opportunities to represent school within the community.

Signature of Headteacher: _____

As parents/carers we will:

- Ensure our child attends school every day, on time, in the correct uniform and properly equipped for learning.
- Support the school's policies on learning, attendance, behaviour and uniform.
- Inform the school of any concerns or problems that may affect our child's work, behaviour or attendance.
- Encourage our child to complete all homework to promote independent learning.
- Attend all Progress Evenings and any other requested meetings to support our child's progress and/or behaviour.
- Encourage our child to treat all members of the school community with respect and to look after the school environment.
- Take an active interest in life at Montgomery and the part our child plays in it.

Signature of Parent/Carer: _____ Date: _____

The student will:

- Attend school every day and arrive on time to school and lessons.
- Arrive to school every day with a bag and the equipment required for each lesson.
- Wear the full school uniform, looking smart and tidy in appearance, adhering to the uniform policy.
- Complete all my classwork to the best of my ability, with the inclusion of handing in homework on time.
- Demonstrate the SMART ethos within the school and local community.
- Adhere to the ICT user agreement that I have signed.
- Follow and comply with all school rules and expectations.
- Take an active part in the school's extra-curricular programme.
- Keep their mobile phone out of sight and will only use in an emergency and should communicate this with a member of staff.

Signature of Student: _____ Date: _____



Montgomery Academy Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about pupils. We, Montgomery High School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mr P Montgomery (see 'Contact us' below).

The personal data we hold :

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behavioural and exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We use this data to:

- Support pupil learning
- Monitor and report on pupil attainment and progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us for DfE data collections

Montgomery Academy Privacy Notice for Parents/Carers

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely for processing information will be:

Article 6 Paragraph 1

- (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

or

e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

In addition, concerning special category data:

Article 9 Paragraph 2

- (c) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
- (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

We collect pupil information via our admissions processes, data collection forms, Common Transfer File (CTF) and secure file transfer from previous schools.

Pupil data is essential for the schools' operational use. While the majority of information you provide and we collect is mandatory, some of it requested on a voluntary basis.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.



Montgomery Academy Privacy Notice for Parents/Carers

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data and Information Management Policy sets out how long we keep information about pupils.

A copy of our Data and Information Management Policy may be requested from our Data Protection Officer (see 'Contact Us' below).

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- Fylde Coast Academy Trust (FCAT)
- The pupil's family and representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Health and social welfare organisations

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

Youth support services

You can also contact the Department for Education with any further questions about the NPD.

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Blackpool Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Blackpool Council.



Montgomery Academy Privacy Notice for Parents/Carers

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

Transferring data internationally

For more information, please see 'How Government uses your data' section.

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. Parents and pupils' have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents and pupils' also have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mr P Montgomery, Data Protection Officer, FCAT (Montgomery High School), All Hallows Road, Blackpool, FY2 0AZ

01253 356271 dpo@fcat.org.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school



Montgomery Academy School Visits

Please read carefully the information below, answering all the questions accurately at the time of completing. Your child cannot depart on any school visit or take part in any off site activity unless this form is completed in full and signed where required. Please note that it is your responsibility to update the school of any changes before any trips/event your child is involved in:

Student details:

Legal Surname:	Legal Forename(s):
Preferred Surname:	Preferred Forename(s):
Middle Name:	Date of Birth:

I give permission for the person in charge to sign on my behalf any forms of consent required by the hospital authorities in the event of my child being ill or injured during the course of the journey or stay for any medical treatment including when surgical operation, serum injection, blood transfusion or the use of anaesthetic becomes necessary, provided the delay required to obtain my own signature might be considered to endanger my child's health or safety.

I consent

I consent to my child being given an emergency salbutamol inhaler, held by the group leader in the case of asthma related difficulties when my child's own inhaler is not available. Emergency inhalers will only be given to students whom have been diagnosed with asthma, and prescribed a reliever inhaler; or who have been prescribed a reliever inhaler.

I consent

I do not consent

Not applicable

I understand that during the period of activities away from the school/organisation base my child will be under your supervision and/or that of the appointed members of staff.

I consent

I understand that there may be periods of "remote supervision", where my child will be unaccompanied by the group leaders and will remain in small groups with their peers. There will be a constant line of communication to staff whom, will be contactable via mobile telephone. I understand my child will be required to register with staff at regular intervals and return to a designated member of staff at specific times stated by the group leader.

I consent

I understand the extent and limitations of the insurance cover provided (school insurance information is available at www.montgomeryschool.co.uk or from main school reception). For overnight stays, please contact the group leader for that particular visit. I declare that my child is fit to take part in the planned activities specific for the visit and has not been declared unfit to travel by any medical professional (failure to declare this may result in the invalidation of insurances).

I consent

I give permission for Montgomery and other affiliated organisations to use photographs and/or video images of my child in publications, news releases, online, and in other communications linked with the event.

I consent

I do not consent



Montgomery Academy School Visits

Parent/Carer contact details	
Priority 1 Contact Details	Priority 2 Contact Details
Relationship to Student:	Relationship to Student:
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____
Name:	Name:
Date of Birth:	Date of Birth:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Mobile Number:	Mobile Number:
Work:	Work:
Email:	Email:

Medical Questionnaire	
Medical Practice / GP's Name:	Address:

Has your child been immunised against tetanus in the last 5 years?

Yes

No

Is your child sensitive to penicillin?

Yes

No

Does your child suffer from fainting attacks and blackouts?

Yes

No

Does your child suffer from fits or epilepsy?

Yes

No



Montgomery Academy School Visits

Does your child suffer from any allergy, asthma or hay fever?

Yes

No

If yes, please state your child's medication (if diagnosed with asthma, please ensure a spare inhaler is provided to the group leader)

Does your child suffer from diabetes?

Yes

No

Does your child suffer from ear trouble?

Yes

No

Does your child suffer from any illnesses, and/or injury not mentioned above?

Yes

No

If yes, please provide details including any infectious/contagious illnesses in the last three months and details of other recent illness/injuries or physical disabilities.

Are your child's teeth in good condition? If you are not sure, please arrange a dental appointment at your earliest convenience.

Yes

No

Is your child on any sort of medical treatment at the present time?

Yes

No



Montgomery Academy School Visits

If yes, please state the medication including if the treatment is self-administered, how it is administered and how often it is taken?

Please indicate any special dietary requirements due to medical, religious or moral reasons.

Does your child suffer from travel sickness?

Yes
No

Does your child suffer from incontinence problems?

Yes
No

Can your child swim?

Yes How far: _____
No

Are there any activities in which your child may not participate in?

Yes Please state: _____
No

Is there any other information that school should be made aware of?

Yes Please state: _____
No

I understand that I must inform school and the group leader if there any changes to the information provided on these forms before the visit/s take place.

I consent

Date of consent: _____

Notes to parents/carers completing the medical questionnaire: When completing the questionnaire, if the answer to the question is 'yes' but you feel the details are confidential. Please outline the details on a separate piece of paper. Then send this to Mr Careless (Headteacher) in a sealed envelope marked with 'Private and Confidential'. In the space on the questionnaire, please write 'Details sent to Mr Careless. Mr Careless or a member of the safeguarding team will contact you upon receipt of the information provided to discuss any disclosures that we have been made aware of to allow the visit to proceed for your child.