



## Park Road Community Primary School Admission Booklet

Nicky Parkinson, Head teacher says...

Welcome to Park Road Community Primary School. I'm delighted that you have chosen our school and will be joining us soon.

We have an excellent team who are dedicated to providing the best possible education for your child. We look forward to working with you and sharing the excitement of your child's learning.

Alongside this booklet, you will receive a 'Park Road Survival Guide' with the answers to some frequently asked questions so that you can keep it and refer to it throughout your child's time here. If you have any questions that are not answered please contact the school office on 01925 723 550 and we will be happy to help!

PERSONAL INFORMATION SHEET  
Park Road Community Primary School

Pupil's surname:.....Male / Female

First names (in full):.....Preferred name:.....

Date of birth:.....Religion:.....

Home address:.....

Post code:..... Home telephone no:.....

Mother's name: (Miss/Ms/Mrs).....

Mobile telephone no: .....Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Father's name: .....

Mobile telephone no: .....Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Father's address (if different from above): .....

Name and relationship of person(s) to whom correspondence should be addressed:

.....

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

.....

**On the following page please list up to four people the school can contact in case of an emergency - the primary contact should be a parent/carer. We suggest people that are local to the area;**

**Ensure you complete full names rather than the relationship to child e.g. Mr John Smith as opposed to Grandad;**

**Teacher2parents** is a text service used by the school. We will use the mobile number listed for the Primary Contact unless you clearly specify otherwise.

**EMERGENCY CONTACT INFORMATION - STUDENT INFORMATION**

Legal Surname (in Full)		Forename/Middle Name (in Full)	
GENDER M/F		DATE OF BIRTH	
HOME ADDRESS			
HOME TELEPHONE			

Contact 1			
Relationship			
Full Name/Title			
Address			
Home Telephone		Mobile Telephone	
Work Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

Contact 2			
Relationship			
Full Name/Title			
Address			
Home Telephone		Mobile Telephone	
Work Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

Contact 3			
Relationship			
Full Name/Title			
Address			
Home Telephone		Mobile Telephone	
Work Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

Contact 4			
Relationship			
Full Name/Title			
Address			
Home Telephone		Mobile Telephone	
Work Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

PERSONAL INFORMATION SHEET  
Park Road Community Primary School

Pupil's position in family: .....

Name of 1st child: .....Male/Female

Name of 2nd child: .....Male/Female

Name of 3rd child: .....Male/Female

Do any of the above attend Park Road CP School? If yes, please tick name.

Name of Doctor: .....Telephone no: .....

Address: .....

Does your child have any particular health problems/allergies of which the school should be aware? YES/NO

If Yes, please give details below:

.....

Does your child have any identified special needs? YES/NO If yes, please give details below:

.....

National identity: (i.e. British, Indian, French) .....

Country of birth ..... Nationality .....

Do you have Refugee Status? YES/NO If Yes, please indicate date of recognition: .....

First language: .....

(language to which your child was first exposed in their early childhood—if this is other than English please record this language even if your child speaks English).

Home language: .....

Name and address of previous school(s) attended and dates:

(Please be accurate as possible with dates).

1.....Telephone no: .....

.....from.....to.....

2.....Telephone no:.....

.....from.....to.....

If this is pupil's first admission to school, please give name of any nursery or playgroup previous attended.

.....from.....to.....

Mother's signature:.....Date:.....

Father's signature:.....Date:.....

GENERAL CONSENT FORM  
Park Road Community Primary School

Child's name: .....

At **Park Road CP School** we are pleased to participate in the Government's Fruit and Vegetable scheme.

Every child ages four to six in a maintained school is entitled to receive a free piece of fruit or vegetable each school day. The initiative is to encourage children to eat healthily and this will help towards their "5 a day". It is hoped that by educating children of the benefits of healthy eating, they will continue to eat healthily in the future.

Your child will be offered a fresh, good quality piece of fruit or vegetable each day and we do not expect the scheme to disrupt the normal school day in any way.

The scheme is voluntary and there is no obligation for your child to take part, although it is hoped they will share in our belief that it has many benefits of healthy eating.

It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that may harm them.

To the best of my knowledge my child has no known allergies to fruit or vegetables

Please tick

My child is allergic to:.....

Safe Route to Schools

To meet government requirements on monitoring Safe Routes to Schools projects we have to now keep on record the method of transport our pupils use to come to school.

Therefore, would you please tick the most likely method of transport your child will take to school.

Bicycle : .....Bus or train: .....Car: .....Walking: .....

Warrington provided transport: ..... Private taxi: .....

# E-SAFETY PARENTAL CONSENT FORM

Park Road Community Primary School

## Parent//Carer consent form and E-safety Rules

All pupils use Information and Communication Technology (ICT) equipment, including Internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the E-safety Rules have been understood and agreed.

Parent / Carer name: .....

Pupil name: .....

As the parent or legal guardian of the above pupil, I understand the general E-safety rules as documented on the attached Information & Online Resources sheet and grant permission for my daughter or son to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I know that my daughter or son will be asked to sign an E-safety agreement form and that they have a copy of the school E-safety rules. The teacher will discuss this document in school and my daughter or son should agree to follow the E-safety rules and to support the safe and responsible use of ICT at Park Road School.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their E-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages rising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's E-safety.

Parent / Guardian signature: .....

Date: .....

Further information for parents on E-safety can be found at: <https://www.thinkuknow.co.uk/parents>

Please complete, sign and return to the office.

## Working in Partnership



# Home School Agreement



PARK ROAD COMMUNITY PRIMARY SCHOOL

Child's Name: \_\_\_\_\_

'WORKING IN PARTNERSHIP TO ENSURE THE BEST EDUCATION FOR EACH CHILD'

CHILD	PARENT/CARER	SCHOOL
<p>I will try my best to:</p> <ul style="list-style-type: none"> <li>❖ Come to school each day, on time</li> <li>❖ Bring the things I need every day and look after them properly</li> <li>❖ Help my parents to be aware of school life by sharing some of the events of my school day and taking home any letters sent out by school</li> <li>❖ Work hard and do all my class work sensibly, allowing others to do the same</li> <li>❖ Wear my school uniform with pride</li> <li>❖ Tell a grown up if I am upset, unhappy or troubled by others</li> <li>❖ Show others respect by behaving well and be polite, helpful and kind to others</li> <li>❖ Help look after my school and keep it happy, tidy and safe</li> <li>❖ When out on a school visit act as a positive ambassador for the school</li> </ul>	<p>I will try my best to:</p> <ul style="list-style-type: none"> <li>❖ Make sure my child arrives at school and is collected from school on time each day</li> <li>❖ Make sure my child attends regularly and if absent provide an explanation of the absence before the start of school each day</li> <li>❖ Attend parents' evenings to discuss my child's progress</li> <li>❖ Make school aware of any changes etc. that may affect my child's work or behaviour</li> <li>❖ Support school policies and guidelines for behaviour</li> <li>❖ Make sure my child is correctly dressed in school uniform and brings proper equipment, i.e. swimming/music</li> <li>❖ Support the school and my child with homework</li> <li>❖ Encourage and support my child to take pride and interest in their work both at home as well as in school</li> <li>❖ Show respect whenever I am in the school by not using abusive, racist, bullying language or behaviour</li> <li>❖ Make sure school has up to date contact numbers</li> </ul>	<p>We will try our best to:</p> <ul style="list-style-type: none"> <li>❖ Take appropriate care of your child in school</li> <li>❖ Ensure your child is well taught and that he/she does achieve his/her best in all aspects of school life</li> <li>❖ Help your child to develop a sense of responsibility and to be considerate of others</li> <li>❖ Let parents know of any known problems/difficulties your child may be having whilst in school</li> <li>❖ Keep you informed about school matters and in particular your child's progress</li> <li>❖ Set, mark and monitor homework on a regular basis</li> <li>❖ Plan and provide a broad and balanced education</li> <li>❖ Enable children to become independent, confident and cooperative learners</li> <li>❖ Share with you how the needs of your child will be met</li> <li>❖ Contact parents if a child is regularly absent</li> <li>❖ Show respect for all adults and pupils regardless of race, class and gender</li> </ul>
Signed: (Child)	Signed: (parent)	Signed:

## USING IMAGES OF CHILDREN SAFELY AND RESPONSIBLY

### Park Road Community Primary School

At school we sometimes take photos and videos of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school, and for promoting the school.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem - we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school to take photos and videos of my child.

I am happy for photos and videos of my child to be used on the school website.

I am happy for photos of and videos my child to be used in the school newsletter.

I am happy for photos and videos of my child to be used in printed school materials for example, the school prospectus.

I am happy for photos and videos of my child to be used in internal displays.

I am happy for photos and videos of my child to be used in the media, for example local newspaper.

I am happy for photos and videos of my child to be used in school advertising

I am happy for photos and videos of my child to be used on social media, for example Twitter/Facebook

I am **NOT** happy for the school to take or use photos and videos of my child.

If you change your mind at any time, you can let us know by emailing [parkroad\\_primary@omegamat.co.uk](mailto:parkroad_primary@omegamat.co.uk), calling the school on 01925 723 550 or just popping into the school office.

If you have any other questions, please get in touch.

Name of child: .....

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

Date: .....

#### Why are we asking for consent again?

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-ask your consent for some of the ways we use information about you.

We would appreciate you take the time to give consent again, as we really value being able to use this



## CONSENT FOR SHARING MEDICAL INFORMATION

Park Road Community Primary School

At school we sometimes have to share medical information with health professionals and members of the Local Authority.

We would like your consent to share this information. If you're not happy for us to do this, that's no problem - we will accommodate your preferences.

I am happy for the school to share information such as my child's height and weight with the NHS.

I am happy for the school to share information such as my child's height and weight with the local authority.

I am happy for the school to share information about my child (e.g. name) With health professionals doing vaccinations.

I am happy for the school to share information about my child (e.g. name) With health professionals doing vision checks

I am happy for the school to share information about my child (e.g. name) With education psychologists.

I am **NOT** happy for the school to use and share medical information in these ways.

Name of child: .....

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

Date: .....

### Why are we asking for consent again?

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-ask your consent for some of the ways we use information about you.

We would appreciate you take the time to give consent again, as we really value being able to use this information in the ways listed above.

## USE OF PARENT CONTACT DETAILS

### Park Road Community Primary School

We'd like to seek your consent for some of the ways we use your information. We will contact you using your

- Home and mobile phone numbers (including by text message)
- Email address
- Postal address

Using your contact details in these ways help us to:

- Raise extra money to continue to improve the experience your child has at school
- Keep you in the loop with what's happening at school
- Let you know about extra-curricular activities on offer for your child

If you're not happy for us to use your information in the ways we list below, that's no problem - we will accommodate your preferences.

Similarly, if you change your mind at any time, you can let us know by emailing [park-road\\_primary@omegamat.co.uk](mailto:park-road_primary@omegamat.co.uk), calling the school on 01925 723 550, or just popping in to the school office.

I am happy for the school to use my contact details to contact me about fundraising activities

I am happy for the school to use my contact details to contact me about the PTA's fundraising activities

I am happy for the school to share my contact details with the PTA

I am happy for the school to use my email address to send me the school newsletter

I am happy for the school to contact me about clubs being run in school

I am happy for the school to contact me on behalf of external providers about events and clubs

I am happy for the school to share my contact details with health professionals doing vision checks and height and weight checks

I am happy for the school to pass my details on to the secondary schools for which we are a 'feeder' school, so that they can contact me with information about their school

I am **NOT** happy for the school to use my personal data in the ways set out above

**NAME:**

**HOME PHONE NUMBER:**

**MOBILE PHONE NUMBER:**

**EMAIL ADDRESS:**

**POSTAL ADDRESS:**

## WALKABOUT CONSENT

### Park Road Community Primary School

There are numerous occasions during the school year when teachers wish to take their pupils out of school to investigate various aspects of our environment.

The trips are carefully planned and may involve walking to local places of educational interest. I hope you will agree that visits outside the classroom are an essential aspect of your child's education.

Please complete and return the attached slip so that these visits can take place whenever they seem appropriate.

Child's name: ..... Class .....

I am happy for my child to take part in local trips whilst a pupil at Park Road.

I certify that so far as I am aware my child is medically fit to undertake such visits and associated activities and there are no known health reasons why he/she should not do so.

I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a parent. The Multi Academy Trust will not be responsible for personal injury or any other damage or loss unless it is negligent.

I am **NOT** happy for my child to take part in local trips whilst a pupil at Park Road.

Parent or carer's signature .....

Date: .....

**If you change your mind at any time, you can let us know by emailing, calling or just popping into the school office.**

#### **Why are we asking for consent again?**

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent for some of the ways we use information about you.

We would appreciate you take the time to give consent again, as we really value being able to use this information in the ways listed above.

**Please tear off the following pages (from page 13) as it is information for you to keep!**

**PUPIL PREMIUM**

We need information about you and your child, so that we can provide them with the best education and support by making sure that school receives all the government funding to which it is entitled.

**Family Income and Benefit Details**

Is your joint family income over £16,190 per year? (Please place **X** in the appropriate box)

YES  No

Are you in receipt of working tax credits? Yes  No

If you have ticked yes to either of the boxes above, please go the Photograph Consent section.

	Parent/Guardian 1	Parent/Guardian 2
Surname		
First name		
Date of birth	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>

Please place an **X** in this box  if you are in receipt of any of the benefits listed below:

- Income Support (IS)
- Income-based Jobseekers Allowance (IBJSA)
- Income based & contribution based job seekers allowance or employment support allowance on an equal basis
- Income related employment and support allowance (IRESA)
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of the State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income which does not exceed £16,190 **OR**
- Working tax “run on” – the payment someone may receive for a further four weeks after they stop qualifying for working tax credit.
- Universal Credit

If you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above - please place an **X** in the box below, and we will check whether your child is eligible for pupil premium funding for your school

**Newsletters**

If you do not tick to say that you would like to receive our newsletter by email, it is published every Friday on our website. The information will not be sent out in paper format so please make sure you keep yourselves up to date with our news.

**Working in Partnership Forms**

Please could you make sure that you have read though the Working in Partnership form (on page 7) with your child and that you have both signed it in the relevant boxes. Thank you.

## **Privacy Notice for children and parents**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We Park Road CP School are the 'data controller' for the purposes of data protection law.

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs

### **Why we use this data**

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

## PRIVACY NOTICE FOR CHILDREN AND PARENTS

### Park Road Community Primary School

Sometimes, we may also use your personal information where:

- You, or your parents/guardians have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have had permission to use your data, you or your parents/guardians may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

#### **Collecting this information**

While in most cases you, or your parents/guardians, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

#### **How we store this data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We refer to the [Information and Records Management Society's toolkit for schools](#) which sets how long we must keep information about pupils.

#### **Data Sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we **may** share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations

## PRIVACY NOTICE FOR CHILDREN AND PARENTS

### Park Road Community Primary School

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

#### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the *National Pupil Database*, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from school, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education's webpage on *how it collects and shares research data*.

You can also *contact the Department for Education* if you have any questions about the database.

#### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

#### **Your rights**

##### **How to access personal information we hold about you:**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

## PRIVACY NOTICE FOR CHILDREN AND PARENTS

### Park Road Community Primary School

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact the data protection officer.

Parents also have a legal right to access to their child's educational record. To request access, please contact the Head Teacher.

#### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

#### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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.

Our Data Protection Officer is Alison Jones.

**Please contact Alison via 'dpo@omegamat.co.uk'.**