**ST CLARE’S ROMAN CATHOLIC PRIMARY SCHOOL**

**Application for admission**

**School Use Only**

Yr/Reg [\_\_\_\_\_/\_\_\_\_\_\_] Birth Cert [\_\_\_\_\_\_\_\_\_\_] Baptismal Cert [\_\_\_\_\_\_\_\_\_]Utility\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surname** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Forename** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Sex** M/F

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Mother** Miss/Ms/Mrs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Home**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mobile**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Work**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mother’s Nationality** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Country of Birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Father** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Birth**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Home**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mobile**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Father’s Nationality** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Country of Birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contacts**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Siblings**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dietary Information**

Preference for lunch? School meal /Packed Lunch

Special Dietary Requirements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your child is entitled to a Free School Meal please provide evidence

**Medical Information**

Doctor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important Medical Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s Ethnic Information**

Ethnicity (Please refer to page 4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s First Language (Language used at home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Language\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaks, reads and writes in which languages? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Languages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is English an additional language? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Speaks Welsh? Yes/No

Country of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Child’s arrival in England (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asylum Seeker? Yes / No

**Educational Background**

**Previous School (*if applicable*)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leaving date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background information**. *Please record any relevant information regarding your child’s experience at his/her previous school. This may include comments on progress, behaviour, relationships with other pupils or particular strengths or needs your child has.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Playgroup / Nursery (if not school age**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Educational Needs: Involvement with other agencies, Speech and Language, Educational Psychology, Occupational Therapy, other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religious Details**

Denomination - Roman Catholic, Christian, Church of England, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parish in which you live \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church normally attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parish Priest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Place of Baptism \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place of First Communion (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place of Confirmation (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before signing it is necessary to appreciate that as a Catholic School, St Clare’s operates on the understanding that parents are the first educators of their children. The school cannot replace the role or responsibilities of parents and with this in mind, staff involve parents with disciplinary and curriculum matters at a very early stage when problems arise. This means that parents are invited to the school to meet with staff and discuss strategies for rectifying unacceptable behaviour or practice. Should parents fail to meet the school’s expectation then pupils could be excluded until such time as their parents fulfil the necessary requirements.

a **School Policies** I/We have read the school’s prospectus and agree to support the school in its policies on behaviour, dress, school code and ethos.

b **Religious Education** I/We acknowledge that Religious Education taught at the school is in accordance with the teaching of the Catholic Church.

c **Parental Consent** (*strike out where not given*) I/We permit my child to take part in educational visits I/We permit my child to appear in media photographs and reports I/We permit my child to be treated in the event of an accident or injury

d I/We agree to support the school. **YES / NO**

**Parents(s) Signature(s)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnic Information**

***Please choose from one of the following:***

Afghan

African Asian

Any other Black background

Any other mixed background

Arab

Bangladeshi

Black – Nigerian

Black Somali

Black Caribbean

Chinese

Gypsy / Roma

Indian

Iranian

Mirpuri Pakistan

Other Asian

Other Black African

Other ethnic group

Other Pakistani

Traveller of Irish heritage

Vietnamese

White- British

White- Irish

White-Black African

White and Black Caribbean

White European

White Other

White Western European

For school office use only

 Child’s Birth Certificate

 Child’s Passport

 Child’s Asylum Documentation

 Child’s Baptism Certificate

 Mother’s Birth Certificate

 Mother’s Passport

 Mother’s Asylum Documentation

 Father’s Birth Certificate

 Father’s Passport

 Father’s Asylum Documentation

 Proof of Address

 Completed Medical Form

 

**ST. CLARE’S R.C. PRIMARY SCHOOL**

**REQUEST FOR MEDICAL INFORMATION**

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Condition(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medication(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Direction of use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe any needs your child may have that arises from their medical condition

Parents Name : (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CONSENT TO SEEK PUPIL’S MEDICAL INFORMATION**

We would like your consent for the School Nurse to view your child’s health records and/or information. This information will not be shared outside of the School and only with those professionals who need this to be able to provide appropriate care for your child. Any information will be stored in a secure format and location and will be destroyed in line with the School’s Records Management Procedure

Pupil’s Full Name ……………………………………………………………………………………………….

 Pupil’s Date of Birth ……………………………………………………………………………………………….

Pupil’s Address ……………………………………………………………………………………………….

I **hereby consent** to a medical information about my child being supplied to:

St Clare’s R C Primary School,

Victoria Avenue

Higher Blackley

M9 0RR

Signed ……………………………………………………………………………………………….

Name of Person Signing ……………………………………………………………………………………………….

Date ……………………………………………………………………………………………….

**Privacy Notice:** We shall be transparent about the intended processing of data and communicate these intentions via notification to staff, parents and pupils prior to the processing of individual’s data. Notifications shall be in accordance with ICO guidance and, where relevant, be written in a form understandable by those defined as ‘Children’ under the legislation.

[https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-noticestransparency-and-control/](https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/)

 There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example local authorities, Ofsted, DfE or NHS. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

 **For more information on the School’s GDPR arrangements, please visit the following webpage on the School’s website:** <https://www.st-clares.manchester.sch.uk/our-school/essential-information/data-protection-gdpr>

 

**St Clare’s RC Primary School**

**Parental Permission for Intimate Care**

Should it be necessary, I give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed: ……………………………………………………………….. Date: ………………………………..

Adult with parental responsibility for child ……………………………………………………………..



Please indicate below whether you give consent for images of your child to be used for the following purposes:

 (Please tick boxes)

Yes No

PHOTOGRAPHS ON THE SCHOOL WEBSITE AND NEWSLETTERS

 PHOTOGRAPHS SHARED WITH LOCAL/NATIONAL NEWSLETTER

 PHOTOGRAPHS ON THE SCHOOL’S WEBSITE

 PHOTOGRAPHS ON THE SCHOOL’S TWITTER ACCOUNT

 VIDEO ON THE SCHOOL’S WEBSITE

 VIDEO ON THE SCHOOL’S TWITTER ACCOUNT

 SCHOOL TRIPS

Name of child ………………………………………. Class …………………………

Name of 2nd child ………………………………….. Class …………………………

Name of 3rd child ………………………………….. Class …………………………

Name of 4th child ………………………………….. Class …………………………

Signed ……………………………………………... Date …………………………

 (Parent/Carer)



**Email Address**

We now work off a paperless system. All letters and correspondence will now be sent to you through email and as a text message on your mobile phone.

Please supply us with an email address and your current mobile phone number.

It is important that you keep the office regularly informed of any changes to contact details.

Child’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s class teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



***Safeguarding your child***

When your child is picked up at the end of the day by their classroom doors, your child’s teacher will call your child when they see a familiar face. We understand that it is not always you, the parents, who will be picking up, it may be Grandparents, Childminder, Auntie or Uncle etc. If there will be someone else other than yourselves who will be picking up your child, then the class teachers need to know.

Please list below all of the people who may pick your child up at the end of the day.

PLEASE NOTE IF THE TEACHERS ARE NOT AWARE OF SOMEONE OTHER THAN YOURSELVES PICKING YOUR CHILD UP, THEN THEY CANNOT LET YOUR CHILD GO

We will only let your child go with someone 16 years or over (unless otherwise authorised by the Head Teacher).

Child’s name …………………………………………………………………………………………………………………………………

Child’s class teacher ………………………………………………………………………………………………………………………

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

If someone else is collecting your child who is not on the list, then please let your child’s class teacher or the main office know as soon as possible.



St. Clare’s R.C. Primary School,

Victoria Avenue,

Higher Blackley,
Manchester M9 0RR.

 Telephone: 0161 740 4993 Fax No: 0161 795 8094

Email: admin@st-clares.manchester.sch.uk

Dear Parent/Carer

**FREE SCHOOL MEALS AND 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 their school receives all the government funding to which it is entitled. Please complete this form and return to the School office.

**ABOUT YOUR CHILD/CHILDREN**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Last Name | Child’s First Name | Relationship to Child\* | Child’s Date of Birth |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*ie Mother, Father, Step Mother, Step Father, Foster Mother, Foster Parent, Legal Parental Responsibility

**PARENT/GUARDIAN DETAILS**

|  |  |  |
| --- | --- | --- |
|  | Parent/Guardian 1 | Parent/Guardian 2 |
| Title (eg Mr, Mrs, Ms, Dr) |  |  |
| Last name |  |  |
| First Name |  |  |
| Date of Birth |  |  |  |  |  |  |
| National Insurance Number\* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| National Asylum Support Service (NASS) Number\* if applicable |  |  | **/** |  |  | **/** |  |  |  |  |  |  |  | **/** |  |  | **/** |  |  |  |  |  |
| Daytime Telephone Number |  |  |
| Mobile Number |  |  |
| Address | Postcode: | Postcode: |

\* Complete as appropriate

**FAMILY INCOME AND BENEFIT DETAILS**

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

Yes No

**If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form**.

If you ticked no, please place an X in this box if you are in receipt of **any** of the benefits listed below:

* Income Support
* Income-based Jobseekers Allowance
* Income-related Employment and Support Allowance
* Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
* the guarantee element of State Pension Credit
* Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
* Working Tax Credit run-on
* Universal Credit.

Please place an X in this box 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, but you would still like us to check whether your child is eligible for free school meals:

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for the School to assess entitlement to FSM purposes. I agree to the School using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Signature of parent/guardian: …………………………………………………………. Date:……………………….

**About this form**

All children who are in Reception, Year 1 or Year 2 in a state-funded school are offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

**Registering could raise money for your child’s school**

Registering for free meals could raise an extra £1,300 for your child’s school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in Reception, Year 1 or Tear 2, so that your child’s school receives as much funding as possible.

**How the information in this form will be used**

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child’s school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child’s time at their current school.

**Thank you for completing this form and helping to make sure your child’s school is as well funded as possible.**

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

St Clare’s Data Protection Policy can be viewed on the School website at the following address:

https://st-clares.manchester.sch.uk/files/documents/data-protection-policy.pdf



September 2020

To All Parents and Carers

**This letter contains IMPORTANT information, please read carefully.**

Dear Parents/Carers,

**NUT ALLERGY** – We have some children in our school who suffer with an allergy to nuts, which can be very serious. We would really appreciate your co-operation in not sending food in your child’s packed lunches and snacks that contains nuts, for example, peanut butter sandwiches, packets of nuts, cereal/muesli bars containing nuts. We do understand that these things are part of healthy eating for your children, but for the children suffering with the allergies, contact with these things can have serious consequences. Thank you for your co-operation.

**HEALTHY SNACKS** – please try to give your child healthy food for their snacks and in their lunch boxes i.e. pieces of fresh fruit or dried fruit or vegetables (no snacks containing nuts as requested above). Please do not give them packets of crisps or chocolate bars.

**UNIFORM** – Please ensure your child wears their school uniform at all times. Uniform can be purchased from the school office on a Tuesday, Wednesday and Thursday between 2.30 p.m. and 3.30 p.m or alternatively via the following website [www.touchline-embrodiery.co.uk](http://www.touchline-embrodiery.co.uk). On the website, go to school shop, select St Clare’s from the list, and enter password stcl9165. Orders can be made online and delivered to school free of charge or delivered to your home address at a cost of

£1.50 p&p.

**P.E. KIT** – All children should bring their P.E. Kit to school every week. (Except Nursery) Black or navy shorts, white T-shirt and school pumps (Available at Asda, Tesco etc)

**HOMEWORK** – All children should do their homework and just as importantly remember to bring it back into school on time.

**JEWELLERY/MAKE-UP/NAIL VARNISH/ FALSE NAILS ETC** – Children should not come to school wearing jewellery, make up or nail varnish. This also includes false nails. Please make sure that any make-up and nail varnish is removed before your child comes to school. Jewellery should not be worn at all.

**MOBILE PHONES**

Mobile Phones are **NOT** permitted in school. Please check daily that your child has not brought their phone to school. Mobile phones will be confiscated till the end of the day, for collection by a parent/guardian.

**PHOTOGRAPHS, WEBSITE / TWITTER**

On occasions we may wish to take photographs of your children taking part in various activities. We may want to use these photographs in our weekly newsletter, the school Prospectus or our school website/ twitter, we need your permission to do this. You may have already seen some of the children on our new banners around school. If you are happy for us to use a photograph of your child, please sign the permission slip below and return it to the school office. This permission will remain until September 2014, when we will re-send permission slips for the start of the new term.

**SCHOOL TRIPS** – If you give permission for your child to go on school trips, please also sign the slip below. This permission will remain until September 2014 when we will re-send permission slip for the start of the new term. You will not have to sign another permission slip but will be notified of any school trips prior to them taking place.

 **FILMS & VIDEOS**

We require permission for your child to watch a PG (Parental Guidance) film and therefore you will need to sign the slip attached.

Thank you for your help

Yours faithfully

Mrs C Howe

Headteacher