



The  
**Birkenhead Park**  
School



# **ACTION REQUIRED**









**Please complete and return all  
signed documents to  
The Birkenhead Park School  
on Wednesday 2nd July 2025.**



# Home/School Agreement

**By sending your child to The Birkenhead Park School, you are agreeing to our expectations and Learning Habits.**

The Birkenhead Park School Learning Habits provide a framework to ensure our core values (Positivity, Ambition, Resilience, Thoughtfulness) are embedded within our daily practice. Every student is expected to uphold these values:

- |  |                                      |  |
|--|--------------------------------------|--|
|    | <b>Uniform:</b>                      | <b>Full school uniform, including black school shoes, is expected to be worn by all students every day.</b>  |
|    | <b>Behaviour:</b>                    | <b>Positive behaviour:</b> We expect students to meet the school's relentless routines which are based on the school's values. This supports a safe and disciplined environment. |
|   | <b>Punctuality &amp; attendance:</b> | <b>The school expectation is that students attend and are punctual 100% of the time.</b>   |
|  | <b>Homework:</b>                     | <b>Students are expected to complete all homework assigned to them each night.</b>   |
|  | <b>Equipment:</b>                    | <b>Students are expected to arrive every day with the correct equipment to support their learning.</b>   |
|  | <b>Calm Corridors:</b>               | <b>Students are expected to move calmly, safely and quickly between lessons.</b>   |

**In addition to ensuring your child upholds the school's Learning Habits, you are also agreeing to:**

- Support your child with their academic studies and use class charts to engage with the school.
- Attend parent's evenings and discussions about your child's progress.
- Agree to the school's behaviour policy.
- Encourage your child to participate in extracurricular activities.
- Promptly inform the school of any concerns or problems that may affect your child's learning or behaviour.





## STUDENT INFORMATION REQUIRED FOR SCHOOL RECORDS

Legal surname of student:			
"Known by" surname, if different:			
Legal Forename(s):		Preferred Forename:	
Date of Birth:		Sex assigned at birth: Male/Female	
Preferred Pronouns:		Which of the following best describe(s) you?	
Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Transgender <input type="checkbox"/>
Intersex <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Other:	
Address:			
Post Code:			
Home Tel No:		Mobile:	
Email:			
Previous school attended:			
Name & Year group of any other siblings at The Birkenhead Park School:			

Names of parents/guardians (or other persons to whom custody, care, control or guardianship has been granted by a Court)	
Name of Parent:	Name of Parent:
Relationship:	Relationship:
Address if different from student:	Address if different from student:
Home Tel No:	Home Tel No:
Mobile:	Mobile:

Emergency contact(s) for when parents are unavailable (please give at least 2):	
Name:	Name:
Relationship:	Relationship:
Address:	Address:
Home Tel No:	Home Tel No:
Mobile:	Mobile:

Medical Information	
Name of family Doctor:	
Surgery Address:	
Tel No:	
Medical information the school should be aware of:	

Travel to School (please tick one box)															
Car		School Bus		Car Share		Walk		Cycle		Taxi		Train		Other	

School Meals: (please tick appropriate box)					
School Meal		Packed Lunch		Free School Meal	

Ethnic Origin Please 'tick' as appropriate:	Language (Mother Tongue)	Religion
White	Bengal	Christian
British	Cantonese	Hindu
Irish	English	Jewish
Traveller of Irish Heritage	Greek	Muslim
Gypsy/Roma	Gujerati	Sikh
Mixed	Hindi	Other (please specify)
White and Black Caribbean	Italian	
White and Black African	Punjabi	
White and Asian	Portuguese	
Any other mixed background	Spanish	
Asian or Asian British	Turkish	
Indian	Urdu	
	Ukrainian	
Pakistani	Other (please specify)	
Bangladeshi		
Any other Asian background		
Black or Black British		
Caribbean		
African		
Any other background		
Chinese		
Any other ethnic background		
I do not wish an ethnic background category to be recorded		

### Youth Support Services

Once your child is aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the LA support service for young people aged 13 to 19 in England. We must provide both the name and address of you and your child (including date of birth) and any further information relevant to the support services' role.

However, until your child is aged 16 or older, a parent(s) can ask that no information beyond their name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to your child on their 16<sup>th</sup> birthday. Please inform Mrs Kirwan, Pastoral Leader, Year 7, if this is what you wish.

For more information about young peoples' services locally please go to the LA website shown above, or the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm).

Additional Information: Please complete if there is any additional information you feel we should be aware of.
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<b>Signed (Parent):</b>
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<b>Print Name:</b>
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The  
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**Using Images/Recordings of Children**  
**Consent form for The Birkenhead Park School**

The Birkenhead Park School often takes photographs of activities, events and trips involving students at the school which we may use in press releases, on our website, social media, and our termly newsletter. We also like to use images of our students for promotional purposes, which may also include other agencies using images on their websites/publications etc.

**In order to comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings. Please note that website can be viewed throughout the world and not just in the United Kingdom where UK law applies. The image(s) will be used for a maximum of 7 years. If the form is not signed, we cannot and will not use the child's image.**

We believe that the taking and use of photographs can enhance the self-esteem of children and their families and is often something to be welcomed and appreciated but we can only do this with your permission.

**Please state Yes (Y) or No (N) if you consent to the use of images/recordings of your child for the following:**

<input type="checkbox"/>	On our Website
<input type="checkbox"/>	On Video/DVD
<input type="checkbox"/>	On Social Media
<input type="checkbox"/>	In a Press Release
<input type="checkbox"/>	Promotional publications e.g. Prospectus, leaflets, posters, displays
<input type="checkbox"/>	Displays in school
<input type="checkbox"/>	Sound bites/Broadcast
<input type="checkbox"/>	Webcam Recording (e.g. in practical subjects like Dance, Drama, PE etc)

Name of student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to Mrs P. Kirwan, The Birkenhead Park School as soon as possible.**

**Conditions of Use**

1. This form is valid for 7 years from the date of signing. Your consent will automatically expire after this time and will not be used in any new material.
2. We will not use the personal details or full names (which means first name **and** surname) of any child in an image, on our website, on video, or in printed publications without express written parental consent.
3. We will only use images of children who are suitably dressed, to reduce the risk of such images being used in appropriately.



# ICT COMPUTER CONTRACT

## Terms

You will only use a computer with the permission of a member of staff.

**DO NOT** damage the computer in any way, including moving mice, keyboard, monitors, disk drives, CD ROMs and associated cabling.

**DO NOT** use the password of another user.

**DO NOT** access the internet without permission.

The following is a list of activities and/or files that are not allowed and are denied.

- MP3 music files - installing MP3 players.
- Any program that is not authorised by the school.
- Pornographic images.
- Chat systems, e-mail and social networking not issued by the school.
- Any form of abuse against another user that is likely to cause offence.

Failure to comply with any of the above rules will result in removal of internet privileges and a possible suspension of your computer access. In most cases, it is necessary for completion of GCSE course work that you have access to a computer in the school. Removal of that access will endanger GCSE grades.

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I have read and understood the above and allow my child access to the computer system/internet.

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

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

I have read and understood the above and will comply with the rules of acceptable computer use.

**Signature of Student:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

(A username will be assigned to you when you attend your first ICT Lesson)





The  
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**Please complete if your child needs to take medication during the school day**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**DAILY CARE REQUIREMENTS**

Medication (A) \_\_\_\_\_

Dosage \_\_\_\_\_

Timing \_\_\_\_\_

Medication (B)

Dosage \_\_\_\_\_

Timing \_\_\_\_\_

Emergency requirements:

Other requirements:

Signed by Parent/Carer: \_\_\_\_\_



# FREE SCHOOL MEALS

Parents are entitled to get free school meals/milk for their children if they receive:

- Income Support, or
- Income-Based Jobseekers Allowance, or
- Guaranteed Pension Credit, or
- Child Tax Credit with a total annual taxable income of less than £16,190 and are NOT receiving Working Tax Credit, or
- Have successfully obtained asylum status, or
- People who claim income related Employment and Support Allowance, or
- Universal Credit.

If you are a foster carer, and receiving a fostering allowance, you are not eligible to claim free school meals for those children you are fostering, from school Year 3 or above.

If you have a change in your circumstances, for example your child changes school or you or your partner stop receiving any of the above listed benefits, please contact the Local Authority by phone or email, [freeschoolmeals@wirral.gov.uk](mailto:freeschoolmeals@wirral.gov.uk) or visit a One Stop Shop as soon as possible.

Parents can also contact the call centre to complete a telephone application on 0151 606 2002. An application form is attached, however, they can also be downloaded from the Wirral website [www.wirral.gov.uk/my-services/childrens-services/education-and-learning/schools-and-colleges/information-parents-and-carers/free-school-meals](http://www.wirral.gov.uk/my-services/childrens-services/education-and-learning/schools-and-colleges/information-parents-and-carers/free-school-meals)

We are asking you, if you are eligible, to complete the Free School Meals form and return it as soon as possible. Even if you do not want to claim this, it is important to us that we have this eligibility recorded on file. The reasons for this are:

- A proportion of funds received each year for the general running of the school come from the number of students we have eligible (not necessarily claiming) free school meals.
- Our ability to subsidise school trips, visits and residentials is based on this information held.
- When our attendance and results data is examined, it is compared with similar schools who have the same number of students eligible for free school meals.

We therefore need your help in ensuring this information is up to date and would appreciate you completing and returning the form as soon as possible.





Child Tax Credit with a total taxable income of less than £16,190 a year but not receiving Working Tax Credit	
Support under part VI of the Immigration and Asylum Act 1999 (please provide proof of this).	
Universal Credit	

Please tick the items you wish to apply for from the following

Free School Meals	No	<input type="checkbox"/>	Free School Milk	No	<input type="checkbox"/>
	Yes	<input type="checkbox"/>		Yes	<input type="checkbox"/>

Please list all the children who live with you and who are at school.

Last Name	First Name(s)	Date of Birth	Name of School

Please give details if any of the above children will be changing schools in the near future

Child's Name	<input type="text"/>	Child's Name	<input type="text"/>
New School	<input type="text"/>	New School	<input type="text"/>
Date they will start new school	<input type="text"/>	Date they will start new school	<input type="text"/>
	<input type="text"/>		<input type="text"/>

**Declaration:** Please read this declaration carefully before you sign and date it.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me.

- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let the council know straight away about any changes in my circumstances that might affect my claim. I understand that if I have knowingly provided false or incomplete information and fail to inform you of changes in my circumstances, I may have action taken against me.

**I declare the information I have given on this form is correct and complete.**

**Your signature:**

**Date:**

**Your partner's signature:**

**Date:**

Please return to any One Stop Shop OR to your child's school. You can also apply online at [www.wirral.gov.uk/freeschoolmeals](http://www.wirral.gov.uk/freeschoolmeals) or by calling 0151 606 2002.



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## The Birkenhead Park School

### Biometrics September 2025

Like many schools, we use a cashless catering system, which will enable students to buy food and drinks from the canteen simply by placing their thumb onto a scanner which is connected to the payment till.

This system has many advantages - students cannot borrow or take cards from each other, queues are reduced and students no longer need to carry cards or use cash to purchase a meal. Biometric systems save time and money for both schools and students because the need to replace lost cards and forgotten passwords is eliminated.

The technology is completely secure and does not store images of fingerprints on its system. The system uses an image of the finger to create a mathematical algorithm and then discards the finger image; only the numbers remain and these cannot be reinterpreted back into a finger image. The fingerprint images cannot be used by any other source for identification purposes.

Student Full Name .....

Parent/Carer Full Name .....

*I give consent for my child to be included in the impact Biometric Registration Process.*

YES

NO

Parent/Carer Signature .....

Date .....