

Broad Heath Primary School

New Starter Pack



Child's Name: _____

Class: _____

Anyone needing assistance to complete these forms please ask and we will be happy to help you.



To Gain

**IT IS IMPORTANT TO COMPLETE ALL SECTIONS AND
RETURN THIS PACK TO SCHOOL TO ENSURE THAT WE
HAVE THE CORRECT INFORMATION FOR YOUR CHILD**

| |
|--|
| Passport/Birth certificate seen YES/NO |
|--|

Travel Arrangements (please tick)
 Bicycle Car/ Van Taxi Car Share Bus Walk Other

Names and ages of other school age children in the family:

Lunchtime arrangements (please tick) **school meal** **packed lunch**
 Please note lunch arrangements can only be changed at the start of a new half term.
 All dinner money to be paid each Monday Morning

My child is **UNABLE** to eat any of the following:- please tick
 Plants Dairy Vegetables Nuts Halal Meat

Please give any other details of any dietary/ allergy requirements:

| First Language | Mother Tongue | Ethnicity |
|----------------------|----------------------|-----------------------------|
| Bengali | Bengali | White British |
| Cantonese | Cantonese | Irish |
| Creole/Patois | English | Traveller |
| English | Hindi | Gypsy Roma |
| Greek | Mandarin | Any other white background |
| Gujrati | Punjabi | White/black Caribbean |
| Hindi | Polish | White/black African |
| Italian | Somalian | White and Asian |
| Mandarin | Romanian | Any other mixed |
| Punjabi | | Indian |
| Portuguese | | Pakistani |
| Urdu | | Bangladeshi |
| Turkish | | Caribbean |
| Somali | | African |
| Spanish | | Chinese |
| Polish | | Any other ethnic background |
| Romanian | | |
| Other (please state) | Other (please state) | |

Languages spoken at home _____
 What is your child's first language _____
 Child's arrival date in the UK _____

EMERGENCY: Do you agree that if we are unable to contact you in an emergency, that the Head or Deputy may act and make decisions on your behalf

Signed _____ Date _____

Consent

Photo

During your child's time at school we take photographs of the children. We may use these images in several places and request your permission for these to be used.

This is to ensure we comply with the General Data Protection Regulations updated in May 2018. Please note that although we aim to control the data we process, photographs uploaded online will be accessible by the public. CCTV is used throughout the school grounds and buildings for health and safety and security reasons.

Photographs/videos/ CCTV will be stored in line with our record retention schedule which can be found on the school website.

I am happy for:

- my child's allergy details being displayed.
- school to take photographs of my child in portfolios to show pupil's learning
- photos of my child to be used on the school website.
- photos of my child to be used in the school prospectus.
- photos of my child to be used in the internal buildings/ doors and windows.
- photos of my child to be used in exercise books/ curriculum work including videos.
- photos of my child to be used in the newsletter.
- photos of my child to be taken during school plays/concerts.
- School to video my child for monitoring purposes. (this enables staff to assess progress and learning for individuals whilst in a group. It is also used to coach staff.)
- the school's photographer to take photographs of my child (which an external company produces.)
- photos of my child to be used in the media (pupils who appear in these pictures may later appear in local or national newspapers or television).

No photo's or videos should be taken anywhere on the school site without permission from the Headteacher

We provide computers, laptops and iPads for pupils to use which allows them to access a vast amount of valuable information for use in studies and learning within the classroom. The School has an E-Safety Policy and a Pupil Acceptable Use Agreement which pupils are expected to follow. The policy and agreement are available on our school website.

I am happy for my child to use:

- The school blog (Cookie Policy can be found on our website)
- Purple Mash (Cookie Policy can be found on our website)
- Education City (Cookie Policy can be found on our website)
- Mathletics (KS2) (Cookie Policy can be found on our website)
- Third Space Learning (KS2) (Cookie Policy can be found on our website)
- SPAG (Yr 6) (Cookie Policy can be found on our website)

Trips

We require parental consent before pupils take part in certain school trips and activities. All visits including residential trips that take place are detailed on the school's website. Sporting events that take place outside of the school premises are also detailed on the school's website (including, but not limited to, football, rugby, swimming, hockey, cross country, cricket and athletics).

School will notify you in advance about every school trip or activity that your child is due to attend or undertake via the school website. If you wish to withdraw consent to your child attending a particular school trip or taking part in a particular activity, please contact the school office via email office@broadheath.coventry.sch.uk F.A.O Mrs Raja-Khan who is our Assistant Head and deals with pastoral matters.

Pupils are expected to be responsible for their own belongings, in accordance with arrangements specific to the trip or activity. Any losses or damage will not be covered by the school's insurance policy.

- I agree to my child taking part in any trips arranged by the school during school time
- I agree to my child taking part in sports events arranged by the school during school time

If you change your mind at any time, you can let us know by emailing office@broadheath.coventry.sch.uk. We have one month to comply with your withdrawal request

EDVIS 13: ANNUAL – YEAR 22/23 PARENT/CARER CONSENT FORM
REGULAR & NON-HAZARDOUS OFF SCHOOL SITE ACTIVITIES

School: Broad Heath

Young person's name: _____ Date of Birth _____

Current Class: _____ Student Year Group _____

I hereby agree to my child participating in standard activities off the school site, but within the Midlands or neighbouring area, for example, curriculum visits, environmental studies, swimming and sporting fixtures, joint activities with other schools.

I understand that:

- Such activities will normally take place within the school day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.
- My specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit.
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline procedures during the visit/activity.
- I must inform the school of any medical condition or physical disabilities now and **as and when they arise.**
- All young people are covered by the Coventry City Council's third party public liability insurance in respect of any claim arising from an accident caused by or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

MEDICAL INFORMATION

1. My child has a condition requiring regular medical treatment or medication. Yes No

If yes, give details: _____

2. I have completed a relevant 'medicines in school' form Yes No

3. Any illness, accident or injury suffered by your child which staff should be aware of:

4. My child suffers from the following allergies: _____

5. My child has the following lifelong condition or disability: _____

6. I enclose a letter giving more details from the above answer(s) Yes No

7. Date of last anti-tetanus injection: _____

8. My child suffers from travel sickness. Yes No

9. Family doctor: _____ tel: _____

Address: _____

(continue on a separate sheet for any medical information which cannot fit in the spaces above and attach if necessary)

Declaration

Having read the information sheet, and having understood the level of supervision to be provided, I agree to my child taking part.

I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.

I understand that if my child seriously misbehaves or is a cause of danger to him/herself or to others, then he/she may be sent home early from the visit/activity. In such a situation there will be no obligation on the school/ establishment to refund any money.

I agree to my son/daughter receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I understand that it is my responsibility to keep school up to date with all medical and contact details for my son / daughter.

EXPLANATORY NOTES

This form serves several important functions

1. It confirms your knowledge of and your agreement to your child's participation in the planned visit.
2. It advises you that the Children, Learning and Young People's Service will **NOT** necessarily be legally liable for every type of loss suffered by a child whilst on a visit.
3. It contains information about your child together with your consent to medical treatment if required.
4. It gives the supervising staff immediate information on how to contact you in an emergency.
5. If this form is not returned your child will **NOT** participate in the visit.
6. If you wish to discuss the contents please contact the child's Headteacher.
7. Data Protection. The data collected by establishments from Coventry Local Education Authority, and Coventry City Council as the data controller, will fulfil its data protection obligations by treating all personal data, held manually and on computerised administrative systems with due care and confidentiality. Personal data will only be disclosed in accordance with the Data Protection Act 1998, and the purposes registered by Coventry City Council.
Data collected is used for registration and monitoring purposes, and emergency contact information.

Full name of Parent / Carer: _____

Signature of Parent / Carer : _____

Date: _____

Address: _____

Emergency telephone contact no : _____

PLEASE SIGN AND EMAIL THIS FORM OF CONSENT TO THE MAIN OFFICE

FREE SCHOOL MEALS AND EXTRA PREMIUM FOR SCHOOLS

Entitlement to Free School Meals are processed as part of Housing Benefit/Council Tax Support claims by the Benefits Service. Free School Meals are a statutory benefit. Applying for a free school meal could raise up to an extra £1320.00 per annum for six years for your child's school (funded by central government). This can help to fund valuable teaching and learning support for your school (and is still paid to the school even if your entitlement ceases). All children in Reception to Year 2 automatically receive a free school meal. However, if your family also meets the eligibility criteria to enable a free school meal to be awarded (see below), it is important to make an application in order that your child's school can receive this pupil premium.

The Government does not allow us to recognise any other benefit other than those mentioned below. If you are not sure, please contact us.

Free school meals are available to children of families who are in receipt of:

- Income Support
- Jobseekers Allowance (income based)
- Employment and Support Allowance (income based)
- Guarantee Credit (the Guarantee element of State Pension Credit)
- Universal Credit (UC)

Until 1 April 2018, all UC claims were eligible for free school meals, however,

From 1 April 2018, UC claims will only be eligible for free school meals if the total net earned income is under £7,400 per year OR if the child was eligible for a free school meal on 01/04/18

Where the child was eligible for a free school meal on 01 April 2018, they will remain entitled to a free school meal regardless of any change in parental income until they finish the phase of education they are in (primary or secondary) as at 31 March 2022

Any child who becomes eligible for a free school meal between 01 April 2018 and 31 March 2022 will remain entitled to a free school meal regardless of any change in parental income until they finish the phase of education they are in (primary or secondary) as at 31 March 2022

Support under part V1 of the Immigration and Asylum Act 1999

Child Tax Credit, **provided they are not entitled to Working Tax Credit** and have a **total** annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

CLAIMANTS DETAILS

Title: Mr, Mrs, Miss, Ms, Cllr, Rvd

SURNAME.....

FIRST NAME.....

DATE OF BIRTH.....

ADDRESS.....

POSTCODE.....

EMAIL ADDRESS.....

TELEPHONE.....

NATIONAL INSURANCE NUMBER OR NASS REFERENCE.....

WHICH BENEFITS DO YOU RECEIVE: (please tick)

| | | | |
|--|---|--|--|
| | Income Support | | Income based job seekers allowance (JSA) |
| | The Guarantee element of state pension credit | | Universal Credit- Income must be less than £7400 |
| | Income related Employment and support allowance (ESA) | | Asylum Seeker(Immigration & Asylum Act Part V1) |
| | Child tax credit but DO Not receive working tax credit and that my annual income is less than £16.190 | | |

Please note: you do not qualify for free school meals/pupil premium if you are in receipt of working tax credit regardless of income.

CHILDREN'S DETAILS:

SURNAME.....

FIRST NAME

DATE OF BIRTH.....

SCHOOL.....

DATE ADMITTED IF NEW STARTER.....

PLEASE LIST OTHER CHILDREN WHO ATTEND SCHOOL:

NAME: **DOB**

NAME: **DOB**

TERMS AND CONDITIONS

All applicants are required to read the declaration below (please tick to acknowledge terms and conditions)

- I understand that my entitlement to free school meals will continue only as long as I am in receipt of qualifying benefits. I will immediately inform the admissions and benefits office if my entitlement to qualifying benefits ends and/or the contact details for myself and/or my children change.
- I confirm I have parental responsibility for all children detailed in this claim.
- I understand that if I do not inform you of a change to my circumstances and my child/ren continue to receive free school meals, I will have to repay the amount in full (Only applicable for children in year 3 and above).
- I understand that it is fraudulent to give false information.
- I agree that in order for you to process my claim for free school meals, you may contact any other sources allowed by law to verify my initial and ongoing entitlement.

I agree to all the above:

Yes

Signed.....

Date.....

"To Gain"

Broad Heath Home/School Contract



Kindness
Respect
Honesty
Communication
Empathy

Empathy
Knowledge

Teamwork
Resilience
Brilliance
Tenacity
Imagination
Individuality

The school's promise

We want every child to gain so we will endeavour to support their individual needs. We will:

- Share with you their learning each half term so you know what is happening.
- Send work to do at home each week which supports their learning – whether on paper or via the blog to support Try and solve problems not create them.
- Reward good behaviour and poor behaviour will be dealt with (see website for policy)
- Contact you if we have concerns about your child's welfare, learning, health or safety.
- Make sure that you have the opportunity to meet with your child's teachers at least once each term to discuss their progress and social development.
- Be available to discuss your child's progress ad-hoc whether face to face or a virtual / phone meeting.
- Contact you if we have concerns about your child's attendance/lateness. Please note we do have a late pick up policy (see website for policy).
- Listen to you about your child and ensure we are all clear about the role everyone is expected to play to ensure success.
- Post monthly newsletters on the website and noticeboards so you are aware of events.
- Create opportunities for you to come into school and **learn together!**
- Be excellent role models.
- Send home an annual report.
- Use the school website for news and messaging as well as showcasing learning.
- **Make sure your children gain!**

Signed Jane Frankish

Parent/Carer's promise

I/we will:

- Support school events, activities and meetings/trips and inform school of any problems, starting with the class teacher.

- **SUPPORT** my child/ren with their **LEARNING/HOMEWORK** and listen to my child read daily.
- Ensure that my child attends school and if they are absent I will **phone the school 76689558 before 8:30am** (see website for policy).
- Support the school's uniform policy and limit religious headwear (to a blue bandana style) enabling ears, eyes and neck to be seen.
- Treat all the staff who work here with respect and understand bad language/aggression will not be tolerated.
- Work together to ensure my child/ren's behaviour is good and rules are followed (see website for policy).

I/we will show support by:

- Keeping the school informed of any changes in circumstances. i.e. change of telephone number and address, medical conditions etc.
- Attending **all parents' evening** each year/make telephone appointments to discuss progress.
- Making sure my child/ren has **PE/Swimming kits** for their weekly sessions, which should be sent in on a Monday and washed when necessary.
- Working with the school and discussing any issues which you feel unhappy with or indeed happy about!
- Regularly looking at the school website for updated information.
- Allowing my child to participate in blog presentations for the website.
- To ensure my child/children attend any afterschool clubs specifically offered for learning (a fee may be incurred for sessions not attended).
- To be responsible for my child/ren when using the play area after school and leave the premises in a safe and respectful manner by 4.15pm

Signed

Child's promise

I will follow the school rules below:

- Stop, look and listen please. (When asked to do so)
 - Respect and care for all things.
 - Give of your best.
 - Speak to everyone respectfully.
 - Follow instructions to the best of your ability.
- I will also:**
- Adhere to the school values
 - Be an excellent BH Citizen.
 - Be **FAIR!**
 - Use the website and do homework set. If I do not have the internet at home to come to school for 8:30 am and do work before school or attend the free Breakfast Club and use the iPads available.
 - Use the internet safely and not abuse any person/s.
 - Take responsibility for having all my equipment in school every day.
 - Arrive in school before formal learning begins at 9am and earlier if requested by the class teacher.
 - Complete homework set by my teacher and anything reasonable my teacher asks of me.

Signed

Welcome to Broad Heath!

Useful Information

School website: www.broadheath.coventry.sch.uk

All information can be found on the school website.

Office Opening Hours: Mon – Th 7.30am – 4.30pm / Fr – 7.30am - 4.00pm
All absences must be notified to the school office via telephone by **8:30am.**

School Opening Hours: 9:00am – 3:15pm

Gate Opening Times: AM → 8.30am – 9:00am / PM → 3:05pm – 4:05pm

Children need to be in classrooms ready to learn by **9:00am.** Classrooms are open from 8:30am.

Dinner Money: £10.00 each Monday morning to the school office in a named envelope.

Breakfast club: Opens at 8:00-8:10 – no charge (enter via Hanford Close) – book via the website

Uniform: - Grey/ Black/ Navy trousers/ skirt
- White shirt/ polo with collar
- Navy jumper/ cardigan with school badge
- Black school shoes
- Blue / White summer dress for summer term (optional)
- **No** religious headwear is worn in the school building

PE Kit: To be in school on a **Monday morning.**
- Dark Shorts / Tracksuit bottoms / Leggings
- School PE Top
- Pumps / Trainers

Swimming: Years 2 – 6 - Kits in school **Monday morning** – take home after swimming.

Items sold from the school office and pastoral room before and after school:

School Jumper – Children sizes - £7.50 / Adult - £9.00

Cardigan - £9.50

School Badge - £3.00

PE – T.Shirt - £4.00

Fleeces – children sizes - £10.00 / Adult - £15.00

Navy school bag short handle - £5.00

Navy school bag long handle - £6.50

Small clear bag - 50p

Swimming Caps - £2.00

Swimming Goggles - £2.50

Water bottles - £1.50

PLEASE BRING THE CORRECT CHANGE. Thank you

After School Clubs – Please refer to the school website for all details.