**BEAVERS COMMUNITY PRIMARY SCHOOL**



**Arundel Road, Hounslow, Middlesex, TW4 6HR**

**Tel: 020 8570 9347 ⦁ Fax: 020 8814 0609**

**Email:** [**office@beavers.hounslow.sch.uk**](mailto:admin.beavers-comm.hounslow@lgfl.net)

**Website:** [**www.beaversprimaryschool.co.uk**](http://www.beaversprimaryschool.co.uk)

**NURSERY CONFIDENTIAL APPLICATION FORM**

**Admission No**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Details UPN No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please provide your child’s birth certificate or passport and recent council tax bill.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full name of child (as shown on birth certificate)** | | | | Male | |  | | | Female | |  | |
| Surname: |  | Firstname: | | | | | |  | | | | |
| Second Name/s: |  | Known/Preferred Name: | | | | | |  | | | | |
| Date of Birth: |  | Home Tel No: | | | | | |  | | | | |
| Home Address: |  | | | | | | | | | | | |
| Post Code: |  | | Service Child: | | Yes | |  | | | No | |  |

**Parents/Guardians Details**

**Parent/Guardian 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Firstname: |  |
| Title: (i.e. Mr/Mrs) |  | Email: |  |
| Address (if different from above): | |  | |
| Mother Tongue: |  | Mobile Tel No: |  |
| National Insurance No: |  | Date of Birth: |  |
| Place of work: |  | Work Tel No: |  |

*Please mark as appropriate*

|  |  |
| --- | --- |
|  | I have parental responsibility for this child as defined by the Children Act 1989 amended 20032 |
|  | I am the only person with parental responsibility for this child |
|  | My partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) does not have parental responsibility but is  entitled to collect my child from school |
|  | If you do not know the whereabouts of the biological mother please tick |

**Parent/Guardian 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Firstname: |  |
| Title: (Mr/Dr) |  | Email: |  |
| Address (if different from above): | |  | |
| Mother Tongue: |  | Mobile Tel No: |  |
| National Insurance No: |  | Date of Birth: |  |
| Place of work: |  | Work Tel No: |  |

*Please mark as appropriate*

|  |  |
| --- | --- |
|  | I have parental responsibility for this child as defined by the Children Act 1989 amended 20032 |
|  | My partner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) does not have parental responsibility but is  entitled to collect my child from school |
|  | If you do not know the whereabouts of the biological father please tick |

**We always try to contact parents first in the event of an emergency, or a child being unwell. However, there are instances when neither is available and we would therefore ask you to provide two other people we could contact apart from those with parental responsibility named above**

**Additional Contact 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship to Child: |  | | |
| Surname: |  | Firstname: |  |
| Title: (Mr/Dr) |  | Tel no: |  |
| Address: |  | | |

**Additional Contact 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship to Child: |  | | |
| Surname: |  | Firstname: |  |
| Title: (Mr/Dr) |  | Tel no: |  |
| Address: |  | | |

**Other children in the family (this means brothers & sisters NOT cousins or other children residing at the same address):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of Birth** | **Schools** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Transport**

How will your child travel to school?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Walk: |  | Bus: |  | Train: |  | Car: |  | Taxi: |  | Cycle: |  |
| London Underground: | | |  | Car Share: | | |  | Other: |  | | |

**We encourage all our children to walk to school.**

**Dietary Restrictions**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No Restrictions: |  | Vegetarian: |  | Halal : |  | Gluten Free/ Coeliac: |  |
| No Beef: |  | No Pork: |  | No Beef or Pork: |  | No Dairy Products: |  |

In order to help us in our desire to meet the needs of all children in our school, we would like to request you to volunteer information about your child's language, religion and ethnicity. This information will help us to identify the particular cultural, religious and language backgrounds of all our pupils. We will then be better able to plan and provide for a varied and balanced programme so that all children are able to benefit from the richness and variety in their learning. In this process, however, information about individual pupils is kept confidential and the LEA's Code of Practice about collecting personal information is strictly observed.

**Ethnic Background**

**Which of the following describes your child's ethnic origin or background?** *(please tick*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WENG | White - English |  | AOTA | Other Asian |  |
| WSCO | White – Scottish |  | BCRB | Black Caribbean |  |
| WWEL | White – Welsh |  | BANN | Black – Angolan |  |
| WOWB | Other White British |  | BCON | Black - Congolese |  |
| WIRI | White – Irish |  | BGHA | Black - Ghanaian |  |
| WIRT | Traveller of Irish Heritage |  | BNGN | Black – Nigerian |  |
| WROM | Gypsy / Roma |  | BSLN | Black – Sierra Leonean |  |
| WALB | Albanian |  | BSOM | Black – Somali |  |
| WBOS | Bosnian- Herzegovinian |  | BSUD | Black – Sudanese |  |
| WCRO | Croatian |  | BAOF | Other Black African |  |
| WGRE | Greek / Greek Cypriot |  | BOTH | Any Other Black Background |  |
| WITA | Italian |  | CHNE | Chinese |  |
| WKOS | Kosovan |  | OAFG | Afghan |  |
| WPOR | Portuguese |  | OARA | Arab Other |  |
| WSER | Serbian |  | OEGY | Egyptian |  |
| WTUR | Turkish/ Turkish Cypriot |  | OFIL | Filipino |  |
| WEUR | White European |  | OIRN | Iranian |  |
| WEEU | White Eastern European |  | OIRQ | Iraqi |  |
| WWEU | White Western European |  | OJPN | Japanese |  |
| WOTW | White Other |  | OKOR | Korean |  |
| MWBC | White and Black Caribbean |  | OKRD | Kurdish |  |
| MWBA | White & Black African |  | OLAM | Latin/ South/ Central American |  |
| MWAS | White and Asian |  | OLEB | Lebanese |  |
| MOTH | Any Other Mixed Background |  | OLIB | Libyan |  |
| ABAN | Bangladeshi |  | OMAL | Malay |  |
| AIND | Indian |  | OMRC | Moroccan |  |
| APKN | Pakistani |  | OPOL | Polynesian |  |
| AAFR | African Asian |  | OTHA | Thai |  |
| AKAO | Kashmiri Other |  | OVIE | Vietnamese |  |
| ANEP | Nepali |  | OYEM | Yemeni |  |
| ASNL | Sri Lankan Sinhalese |  | OOEG | Other Ethnic Group |  |
| ASLT | Sri Lankan Tamil |  | NOBT | Information Not Yet Obtained |  |
| ASRO | Sri Lankan Other |  | REFU | Refused |  |

Other □ Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Was your child born in the UK? | Yes: |  | No: |  |
| If no, what was the country of birth? |  | | | |
| Date of Entry to England? |  | | | |

**Religion**

What is your child's religion, if any?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Buddhist: |  | Roman Catholic: |  | Christian: |  | Hindu: |  |
| Jewish: |  | Muslim: |  | Sikh: |  | No Religion: |  |
| Other (please specify): | | |  | | | | |

**Language**

What language is spoken most often at home?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Albanian/Shqip |  | Arabic |  | Bengali |  |
| French |  | Gujarati |  | Hindi |  |
| Italian |  | Konkani |  | Lithuanian |  |
| Nepali |  | Pashto/Pakhto |  | Persian/Farsi |  |
| Polish |  | Portuguese |  | Punjabi |  |
| Romanian |  | Russian |  | Somali |  |
| Tamil |  | Telugu |  | Urdu |  |
| Other: |  | Please specify: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is English a second language? | Yes: |  | No: |  |

**School History**

In order to obtain any previous school records for your child, please list all previous schools with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School attended** | **Address** | **Tel No.** | **Date of**  **Entry** | **Leaving Date** |
|  |  |  |  |  |
|  |  |  |  |  |

**Medical Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Doctor’s Name |  | Tel No: |  |
| Surgery Name & Address: |  | | |

Please state whether your child suffers from any of the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Yes | No |
| Asthma |  |  | Epileptic Fits |  |  |
| Heart Condition |  |  | Nose Bleeds |  |  |
| Allergies |  |  | Eczema |  |  |
| Does your child have any long-term illness/serious conditions? | | | |  |  |
| Has your child had any operations in the past or due to have any? | | | |  |  |
| Does your child wear glasses? | | | |  |  |
| Does your child wear hearing aids or have hearing loss? | | | |  |  |

If you have ticked yes to any of the above, please provide more information.

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child received the MMR Immunisation | Yes: |  | No: |  |

**In common with schools throughout the country, we occasionally have problems with head lice in school. As a school we have agreed that in order to deal with this problem parents must co-operate in the following specific ways:**

A. To agree that experienced staff may examine their children's hair if it is necessary.

B. To collect their child from school if head check is positive.

C. To treat their child in accordance with current medical advice.

D. To allow their child to be checked by experienced school staff to confirm treatment is complete before re-admission.

I/We agree to the above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Parent/Guardian)*

**Photography/filming consent form**

Consent from a parent/carer is required for the school to be able to take and use photographs or video of pupils other than for educational purposes or for purposes relating to pupil safety and wellbeing, etc. We sometimes use photos and videos for other reasons, including celebrating children’s achievements and promoting the school. We take care with photos and video of pupils, as set out in our Privacy Notice and the safeguarding policy, available on the school website or from the school office on request. We would like to ask your consent for the following activities and purposes. Children are not identified by their full name when photographs are used or published by the school. Please note we may use your child’s photograph after they have left.

Please tick yes or no for each statement.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| I give permission for my child to be included in the school class photograph and I understand that this a printed photo can be purchased by parents/carers |  |  |
| I give permission for my child’s photograph in the school’s newsletter to be shared with the Diocese of London (LDBS) (e.g. for use in its schools’ newsletter) |  |  |
| I give permission for my child’s photograph to be used in the school newsletter (this is shared to the LDBS for their newsletter & put on the school website) |  |  |
| I give permission for selected photographs / video of my child to be kept for longer than the standard period in the school’s data retention policy, for historical (archiving) purposes |  |  |
| I give permission for my child to be filmed or photographed for school assemblies, productions and in class etc and the film or photograph to be placed on the school blog |  |  |
| I give permission for my child’s photograph/video to be used on the school’s social media websites (e.g. Twitter) |  |  |
| I give permission for my child’s photograph/video to be used in other school publications (e.g. prospectus, leavers’ books, uniform leaflet) |  |  |
| I give permission for my child’s photograph/video to be used on the school website |  |  |
| I give permission for my child’s photograph/video to be used within school for display purposes |  |  |
| I give permission for my child’s photograph/video to be used in the media (e.g. local press) |  |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Parent/Guardian)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB: Consent can be withdrawn at any time. Please email office@beavers.hounslow.sch.uk or speak to Gabrielle Hardy in the school if you wish to amend your consent.

**School Library**

Children at Beavers Community Primary School are able to visit the school Library to select books to take home. If the books become lost or badly damaged we will need to charge the purchase cost in order to replace it, this is inline with library practice.

I accept responsibility for any Library books brought home by my child and agree to pay for any loss or damage to the books.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Parent/Guardian)*

**Other Information**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Is there a court order relating to your child? |  |  |
| Is your child known to Social Services? |  |  |
| Has your child got any Special needs? |  |  |
| Has your child been involved with any agencies E.G. Speech Therapy? |  |  |

If you have ticked yes to any of the above, please provide more information below

|  |
| --- |
|  |

|  |  |
| --- | --- |
| If you would like to share any additional /confidential information with us, please mark this box and we will arrange a time to talk. |  |

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

**Form Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

***Thank you for taking the time to complete this form***

**Beavers Community Primary School**

**IT Acceptable Use Policy**

**I will read and follow the rules in the AUP**

**I understand that this AUP is regularly reviewed and that there are consequences if I do not follow it.**

* I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy.
* I will only use school equipment for my school work and not to upset or bully other people or create a bad impression of my school.
* I will take responsibility for my own use of all IT equipment and will use it safely, responsibly and legally e.g.:
  + I will not open/download any attachments without checking with an adult.
  + I will make sure that my work does not break copyright.
* I will not go on any unsuitable or illegal websites on purpose e.g. rude images, violence and racism. If I go on any by mistake I will tell a teacher straight away.

* I will tell a teacher if I can see a website that is inappropriate or receive any unwanted messages.
* I will look after school IT equipment and report any damage to a teacher straight away.
* I will not try to get past any security measures in place to protect the school network.
* I will only use the usernames and passwords I have been given and I will keep them secret.
* If I have to use a flash drive (USB memory stick) in school, I will ask for an anti-virus check on it before I open my files.
* I will save only school work on the school network and will check with my teacher before printing.
* I will log off or shut down a computer when I have finished using it.

I understand that all of my work and internet activity on school IT equipment can be monitored and that there are consequences if I do not use the equipment sensibly, safely and responsibly.

|  |  |
| --- | --- |
| Pupil’s Name: | Class: |
| Pupil’s Signature: | Date: |
| Parent/Guardian’s Signature: | Date: |

**Beavers Community Primary School**

**Home/School/Child Partnership Agreement**

Our school recognises that children will learn best when a purposeful partnership exists between home and school. We are committed through a whole school approach along with carers and all staff, to improve levels of physical activity and to prepare our children to become responsible citizens and successful learners. This agreement sets out responsibilities of children, parents/carers and the school in ensuring our children reach their full potential.

|  |  |  |
| --- | --- | --- |
| **Our School Will**   * Provide a safe environment which enables your child to develop and reach their full potential. * Provide a creative, balanced curriculum which engages and meets the needs of every child. * Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility. * Keep you informed of your child’s progress and general school matters * Encourage your child to take care of their surroundings and respect others around them. * Inform you of the school’s policies and guidelines including behaviour. * Inform you of our uniform and dress code (e.g. jewellery, PE kit) | **Parents/Guardians I/We shall:**   * Ensure that my child is punctual and attends school regularly, and is prepared for the day. * Not take any term time holiday. * Support my child with his/her school work by ensuring that he/she completes homework, and brings the necessary equipment (PE kit, book bags, homework) to school as well as engaging in other opportunities for home learning. * Inform the school of any matters or concerns that may affect my child’s work and behaviour and attend regular meetings at school to discuss my child’s progress. * Encourage my child to take care of his/her surroundings and respect others around them. * Support the school policies and guidelines to reinforce a consistent message. * Ensure that my child comes to school in uniform and follows the dress code (e.g. no jewellery and brings a PE kit) | **Children I will:**   * Come to school everyday looking smart and tidy on time and in uniform. * Come to school with everything I need. (School PE kit, book bag, homework) * Talk to my teacher about my work, and how I can improve on it and ask for help when I need it. * I will look after all property, the school environment and be respectful, and polite and helpful to all members of the community. * I help make and keep class and school rules at all times. * I will wear a school uniform and the school PE kit for PE and games * Do all my class work and homework as well as I can. |

|  |  |  |
| --- | --- | --- |
| **Our School**   * Through the curriculum, we will teach about how diet affects our growth and development. * We will provide drinking water in school throughout the day. * We will offer a nutritious balanced meal. * We will offer before and after school care for children * Our curriculum includes at least 2 weekly sessions of physical activity inline with statutory requirements.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Headteacher | **Parents/Guardians**   * I must provide my child with a bottle of water. * I must ensure that my child has a healthy lunch either by purchasing a school meal or providing a balanced packed lunch. * I must ensure that my child is able to take part in active school life including P.E.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Parent/Guardian  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | **Children**   * I will bring a sipper bottle of water to school daily. * I will eat a healthy lunch. * I will go to bed on time so that I can take part in lessons to the best of my ability.     Signature of Child  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year and Class |

**Safeguarding**

All members of staff employed at the school have a statutory responsibility to safeguard all children.  If a concern is raised about the welfare or safety of any child, then the school may have to make a referral to social services.  Referrals are made on a non-discriminatory basis and always with the welfare of the child in mind.  Where possible, the school informs parents/ guardians if the need for a referral arises.  In situations where pupils sustain injuries, or are otherwise affected by an accident or incident, whilst they are the responsibility of the school, parents will be notified of this as soon as possible.  The school has a safeguarding policy, which is written in line with statutory governmental guidance.  This policy is available on the school website.

**1. GDPR - Information we hold about you and your child**

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data, we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject you and your family
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects you and your family for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us, our privacy notice, which you can find on our website, gives you further details of how we fulfil our obligations with regard to your data.

**2. Under the Children Act 1989, the people with legal authority for the child are:**

(a) Married/separated/divorced parents - both parents have parental responsibility, even if they do not live with the child.

(b) Unmarried parents - only the mother has parental responsibility unless the father has obtained it by agreement or via a court order.

(c) Other people - only have parental responsibility through court orders, etc. Step parents do not automatically have parental responsibility although they are still "parents" while they live with the child.

**Parental Responsibility and the new law (From 1 December 2003)**

A biological mother automatically has parental responsibility unless it is taken away. A biological father, who is married to the biological mother, also has automatic parental responsibility. Under the Children’s Act 2002 changes have been made to the way in which a natural, but unmarried father can acquire parental responsibility. Parental responsibility can be acquired by a parental responsibility agreement or a court order. An unmarried father who is the natural father of the child can also acquire parental responsibility if they are named as the father on the child's birth certificate. However, their name must have been registered on the birth certificate **after** this new section of the Act came into force on **1st** **December 2003**.

Unmarried fathers who are already on the child's birth certificate before the Act was passed will not automatically acquire parental responsibility under the Act, but will either have to apply for a court order or enter into a parental responsibility agreement with the mother.