

# Forms to Complete

Please return to...

St Mark's C.E. Junior School

Somerset Road, Salisbury, SP1 3BL

on Wednesday 17<sup>th</sup> June 2015 or by Friday 3<sup>rd</sup> July at the latest

Thank you.

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**Please note that your child will need to sign the sections on**

- **Home School Agreement (P7 section 4) and**
- **ICT Agreement (P10)**

Please note that the Music Agreement is no longer part of this pack. All music lessons are now private and separate from any school administration.

All music lessons, payments, agreements etc are handled individually by the respective peripatetic teachers.

St Mark's C.E. Junior School

**New Pupil's Information Form**

PUPIL'S SURNAME: \_\_\_\_\_ FORENAMES: \_\_\_\_\_

SEX: \_\_\_\_\_

NAME KNOWN BY: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
If different from forename

PREVIOUS SCHOOL and ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PUPIL'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_ HOME TELEPHONE NO: \_\_\_\_\_

PREFERRED or MAIN E-MAIL ADDRESS: \_\_\_\_\_

Please note: The majority of our written communications are via email and text messaging (via a service called Teachers2Parents). Please inform us of any changes in your details to ensure we can contact you. We will use the preferred email address for T2P emails but please feel free to add alternative email addresses below (optional).

NAME OF PERSON(S) WITH WHOM PUPIL NORMALLY RESIDES: \_\_\_\_\_

NAME OF MOTHER/GUARDIAN (WITH TITLE):

NAME OF FATHER/GUARDIAN (WITH TITLE):

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

HOME TELEPHONE NO: \_\_\_\_\_

HOME TELEPHONE NO: \_\_\_\_\_

PLACE OF WORK/CONTACT: \_\_\_\_\_

PLACE OF WORK/CONTACT: \_\_\_\_\_

DAYTIME TELEPHONE NO: \_\_\_\_\_

DAYTIME TELEPHONE NO: \_\_\_\_\_

MOBILE TELEPHONE NO: \_\_\_\_\_

MOBILE TELEPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDITIONAL EMERGENCY CONTACTS (**local** people only please and **NOT** those named above):

NAME	RELATIONSHIP	DAYTIME TEL. NO.	LOCATION
1. _____	_____	_____	_____
2. _____	_____	_____	_____

NAME OF FAMILY DOCTOR: \_\_\_\_\_ TEL. NO: \_\_\_\_\_

BROTHERS AND SISTERS: \_\_\_\_\_ AGE: \_\_\_\_\_ \_\_\_\_\_ AGE: \_\_\_\_\_

\_\_\_\_\_ AGE: \_\_\_\_\_ \_\_\_\_\_ AGE: \_\_\_\_\_

## New Pupil's Information Form cont'd

PLEASE INDICATE MODE OF TRANSPORT MOST OFTEN USED TO TRAVEL TO SCHOOL (Please circle)

Car / Bus / Taxi / Train / Cycle / Walk

PROBABLE LUNCH ARRANGEMENTS (Please circle)

FREE SCHOOL MEAL (FSM) / BRING A PACKED LUNCH / SCHOOL DINNER

ANY OTHER PERSONAL INFORMATION OF A CONFIDENTIAL NATURE OF WHICH WE SHOULD BE AWARE: \_\_\_\_\_

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IS EITHER PARENT A MEMBER OF H.M. FORCES? YES / NO

PARENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### **Data Protection Act 1998**

St. Mark's C.E. Junior School has a duty to protect personal information belonging to the public whom it serves. St. Mark's is notified under the Data Protection Act 1998 and is committed to all its principals and adheres to the "Best Practice:" in information security. This information will be shared (under statutory requirement) with Local Authorities and the DfE for statistical analysis.

**Ethnic Background Data Collection Form**

Pupil's Name: \_\_\_\_\_

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.** The Information Commissioner has recommended that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and **tick one box only** to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

**White**

- White British WBRI
- White Irish WIRI
- Traveller of Irish Heritage WIRT
- Turkish/Turkish Cypriot WTUR
- White Eastern European WEEU
- White Western European WWEU
- Gypsy/Roma WROM
- White other WOTW

**Mixed**

- White and Black Caribbean MWBC
- White and Black African MWBA
- White and Asian MWAS
- Any other mixed background MOTH

**Asian or Asian British**

- Indian AIND
- Pakistani APKN
- Bangladeshi ABAN
- Nepalese ANEP
- Other Asian AOTA

**Black or Black British**

- Black Caribbean BCRB
- Black African BAFR
- Any other Black background BOTH

**Chinese**

- Chinese CHNE

**Any other ethnic background**

- Filipino OFIL
- Japanese OJPN
- Moroccan OMRC
- Thai OTHA
- Any other Ethnic Group OOEG

**No record to be made**

- I do not wish an ethnic background category to be recorded REFU

<b>This information was provided by:</b>	
Parent	<input type="checkbox"/>
Pupil	<input type="checkbox"/>

**Pupils' First Language Data Collection Form**

Pupil's Name: \_\_\_\_\_

'First Language' is the language to which a pupil was first exposed in their early childhood and which they continue to be exposed to at home or in the community.

Is English the pupil's **first** language?       Yes       No

Please tell us if the pupil uses another language in the home or in the community. This may be in addition to English.

Choose a language from the list below. If your language is not on the list, tick the Other Language box and write the name of the language in the space underneath.

- Arabic
- Bengali
- Bulgarian
- Chinese (Cantonese, Mandarin, Hakka, or other)
- Caribbean Creole (English or French)
- Fijian
- French
- German
- Gujerati
- Hindi
- Italian
- Japanese
- Malayalam
- Nepali
- Polish
- Portuguese
- Punjabi
- Romanian
- Russian
- Shona
- Spanish
- Tagalog (Filipino)
- Thai
- Turkish
- Other Language

This information was provided by:  Parent <input type="checkbox"/> Pupil <input type="checkbox"/>
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Please write the name of the language \_\_\_\_\_

I do not wish a first language category to be recorded.

Please return the form to the school within four weeks

Any information you provide will be used to compile statistics on the school careers and experiences of pupils from different language backgrounds. The information will be passed on to the Local Authority and the Department for Education (DfE) to contribute to local and national statistics, and to help ensure that all pupils have the opportunity to fulfil their potential. The information will also be passed on to future schools, to save it having to be asked for again.

**RELIGION DATA COLLECTION FORM**

Pupil's Name: \_\_\_\_\_

Which Religion is the child being brought up in?

- 1. Buddhist [ ]
- 2. Christian [ ]
- 3. Hindu [ ]
- 4. Jewish [ ]
- 5. Muslim [ ]
- 6. Sikh [ ]
- 7. No Religion [ ]
- 8. Other [ ] If ✓ please specify religion: \_\_\_\_\_

2. Is there anything connected with the pupil's ethnic origin, language or religion that you think the school needs to know? (For example: special diet, holy days, clothing, etc.)

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This information was provided by:  Parent [ ] Pupil [ ]
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Signed: \_\_\_\_\_  
Parent/Carer

Signed: \_\_\_\_\_  
Person assisting Parent/Guardian in completing the form, if applicable

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

## Permission Form

If you agree with the statements please endorse by adding your initials in the right hand column.

Item	Type of permission	Details	Parents' Initials
1	<b>School Visits</b>	Permission to visit local areas e.g. Salisbury Cathedral, St Mark's or St Francis Church etc leaving the school grounds under staff supervision, usually walking. Children are always accompanied by adults.	
2	<b>Photographs</b>	Permission for photographs of my child to be used <b>only within school</b> . This may include photo albums, classroom displays etc.	
		Permission for photographs of my child to be used <b>beyond school</b> . This would include the school website, school brochure, school performances (still and video images) etc.	
		Permission for photographs of my child to be used <b>by the press</b> . This would include articles the school writes and asks to be published in a local paper, or a press photographer invited to a special event etc. Children's names are not used to identify individuals.	
3	<b>First Aid</b>	Permission to administer emergency first aid should the need arise e.g. clean wound/plaster etc. Staff have up to date first aid qualifications. School will phone for emergency assistance e.g. paramedic/ambulance on a case by case basis. Parents will also be informed as soon as possible by telephone or texted to contact us as a matter of urgency. Head injuries will be communicated to parents with a special sticker for the child, a letter to come home and a telephone call or text (if no answer) – answer machine messages will not be left.	
4	<b>Home School Agreement</b>  Details on P11	Parents' Agreement  I/We agree to the items set out in the HSA for parents.	Pupil initials:
		Pupil's Agreement  I agree to the items set out in the HSA for pupils.	

### 5. Consuming/Tasting Foods

#### Please initial just one of the boxes

There are several occasions when children try or eat foodstuff e.g. as part of their curriculum topic, treats given out as part of a competition, enterprise events or by visitors e.g. Vicar at the Easter Service, during assembly etc.

	Initials
I/We give permission for our child to be involved in <b>any food tasting/consumption</b> .	
I/We <b>do not</b> give permission for our child to be involved in any food tasting/consumption.	
I/We give permission for our child to be involved in any food tasting/consumption but only on the understanding that it does not include the following food stuffs:  ▪ ▪	

## Permission Form cont'd

### 6. Medical Update Form

Please take a moment to complete any information you feel we should know about. If left blank we will assume that there are no problems or conditions we need to be made aware of:

Condition/Issue	Please tick if applicable
1. Epilepsy	
2. Migraine	
3. Diabetes	
4. Asthma	
5. Eczema	
6. Arthritis	
7. Travel sickness	
8. Hay fever	
9. Glasses needed in lessons	
10. Hearing issues e.g. grommets, glue ear etc	
11. Any physical impairment that may affect learning/participation	
12. Colour blindness	
13. Anaphylaxis (severe allergic reactions) requiring an epi-pen e.g. nuts, stings etc	
14. Specific allergies that may be relevant e.g. food, penicillin, plasters	
15. Other (please provide details below)	

Please provide any further relevant details of items ticked if applicable,

e.g. has asthma but no inhaler is needed in school, epi-pen and care-plan will be provided for school.

Further comments or details:

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

Parent's Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I/We understand that we can withdraw our consent for any of the above in writing – at any time.



## ICT Agreement - Pupil – Parent – School - Staff

The Internet and other communications technologies are powerful tools, which open up opportunities for everyone. These technologies are great for learning as they can stimulate discussion and collaboration, promote creativity and help us find information quickly. This agreement is intended to make sure that we are all aware of our responsibilities and expectations as members of this school community to keep ourselves, others and our equipment safe. We are part of our school community at school and also at home so it is important that we apply these rules at all times and in all places. Circumstances and technologies vary and change and we expect you to think and apply these expectations and our school values to any situation you are in.

### School responsibilities and expectations

- The school will try their best to ensure that you will have good access to ICT to enhance your learning and will, in return, expect you to agree to be responsible users.
- School will monitor your use of ICT.
- School has the right to take action against you if you are involved in incidents that break this agreement.

### All users (Staff and Pupil) responsibilities and expectations

- I will treat my username and password like my toothbrush - I will not share it or use anyone else's! I will always log out when I leave a computer.
- I am aware that the Internet is an amazing resource, but also contains information that is: inaccurate, harmful, illegal, commercial and inappropriate and so I will be careful to avoid such content.
- I will always be polite and respectful with others online.
- I will make sure people are happy before I take and/or use photos and videos of them.
- I will only use the photos and videos I've taken with permission and will not name children in my photos or give any information so they can be identified.
- I will respect other people's work on the Internet and not copy it without saying where it came from. I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will respect others' work and won't open or change other people's files or folders without permission.
- I will prevent viruses spreading by only opening email and attachments from people I trust and using j2e/Google Apps to transfer work from home rather than memory sticks.
- I will immediately report any illegal, inappropriate or harmful material or incident.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

### Pupil responsibilities and expectations

In addition to responsibilities and expectations for all users (see above):

- I will only use computers and devices when I have permission.
- In school, I must be supervised. At home, I will follow family agreements about using computers.
- I will agree with my parents a balance of using technology and other activities, bearing in mind the health risks of too much screen time.
- I will be aware of stranger-danger when communicating online, for example, I will not share personal information like my surname or a named photograph, address, telephone number, email, school etc .or arrange to meet with anyone.
- I will immediately report to an adult anything unpleasant or that I know is inappropriate or makes me feel uncomfortable.
- I will use sensible names for documents and save regularly to protect my work.
- I will try to use known websites that my parents/teachers know about and are happy with.
- I will use children's search engines, e.g. Primary Safe Search, when looking for information or images.
- I understand that the purpose of ICT in school is to support my learning and that's what I will use it for.

Name (Printed) \_\_\_\_\_ Class: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## School staff responsibilities and expectations

- I will demonstrate high standards and examples in all expectations and responsibilities to pupils.
- I will embed eSafety ideas and skills in my practice and teaching.
- I will supervise and guide children in their use of the Internet.
- I will communicate with pupils and parents through official school systems.
- I will always be professional, polite and respectful with others online.
- I will ensure that any activity in or out of school does nothing to damage the reputation of the school or profession, e.g. content/comments on social media.
- I will be systematic in my storage of documents, save regularly and back up my files to protect my work.
- I will not take photos or videos of children on my personal devices.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential (except when I am required by law or by school policy to disclose such information to an appropriate authority).
- I will take care not to overload the school system or equipment with large amounts of files. I will be organised in storing data and regularly check, tidy and delete unneeded files.
- I will make sure that any personal devices I use are protected from viruses.

Name (Printed) \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent responsibilities and expectations

We appreciate that parents have a crucial role/responsibility to teach children about eSafety and behaviour online.

- I will follow our school policy on the use of photos/videos – not sharing photos online that identify children in any way. Not all parents are happy to share children’s photos online. We respect those wishes (which are sometimes for child protection reasons).
- I will be careful not to identify children by referring to them by name when commenting on blogs online.
- I have read through this agreement with my child and reinforced the importance of eSafety at school/home.
- We have a family agreement for when and where my child can use the Internet. I will ensure they have a balance of technology and other activities, e.g. physical/social activities. I will bear in mind the health risks related to too much screen time, e.g. near to bed time.
- I will talk to my child about their use of technology and show an interest in what they are doing.
- I will set a good example to my children by using social media e.g. Facebook in a responsible way.
- I will keep myself informed of eSafety topics, for example by reading the Vodafone Digital Parenting magazine or visiting links on the Internet eg [www.internetmatters.org](http://www.internetmatters.org)

**Permissions** – we like to celebrate children’s work and achievements on our website.

- I agree for photos and videos of my child and their work to be put on our website, blogs, school Twitter account or school YouTube channel as long as they are not identified.
- I agree for my child to use j2e, Google Apps for Education and other online accounts that we have set up.

Name (Printed) \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please tick one of the following:

- I am aware of the dangers of using computers and the Internet and understand how to take precautions to protect my child at home, for example using children logins, filtering and monitoring, supervised use and family agreements for use.
- I would be interested in attending an eSafety meeting to find out more about the dangers of computers and the Internet and how to take precautions to protect my child at home.

## **Home School Agreement (HSA)**

The purpose of this agreement is to encourage a strong partnership between parents, children and the school. We invite you to join us in achieving this, and the details in our mission statement, by signing the HSA.

### **Mission Statement:**

St. Mark's is proud to be a Church School committed to getting the best from everyone by everyone giving their best. We aim to provide a welcoming, caring and inclusive environment where every child is respected and valued for their unique contribution to life. We are a school where every child will be challenged to achieve their best whatever the situation, and where they will be encouraged and supported in their endeavours.

- Reaching in, we take pride in developing ourselves, our talents, our confidence, and the positive attitudes to help us in all situations.
- Reaching up, we look for inspiration, by wondering and marvelling at the universe around us. We look to the future with hope, and seek to understand how we relate to the 'bigger picture'. We seek to understand the Christian experience and live out Christian values, while respecting and valuing those of all beliefs.
- Reaching out, we work hard to develop fruitful relationships and seek to serve others within and beyond our community. We develop an understanding of the world we live in and show high levels of respect and responsibility towards others and our world.

### **St Mark's - We shall:**

- Care for your child's health, safety and happiness
- Endeavour to ensure that your child reaches their potential both academically and socially
- Provide a broad and balanced curriculum
- Set high standards of behaviour and manners - developing a sense of responsibility
- Keep parents informed about school matters through regular Newsletters, notices and meetings
- Inform you about your child's progress through parents' meetings and provide written reports
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Provide regular homework in line with our policy
- Handle any concerns or complaints promptly and sensitively
- Be open and welcoming, and provide opportunities for you to be involved in the life of the school.

### **Parents - I / We shall:**

- See that my child attends school regularly, on time (before 8.50 am daily) and properly equipped.
- Provide my child with the correct uniform and P.E. / games kit.
- Inform the school by 9.30 a.m. of the reason for any absence.
- Make the school aware of any concerns or problems that might affect my child at school.
- Support all the school's policies and guidelines for behaviour.
- Support the school's homework policy.
- Make every effort to attend any parents' evenings or information evenings
- Encourage and support my child in playing a full part in the life of the school.

### **The Child - I shall try, with my parents' help where necessary, to:**

- Make sure that I arrive at school between 8.40 – 8.50 a.m.
- Follow the school and class rules, and show respect for others.
- Do all my classwork and homework as well as I can.
- Bring all the equipment I need every day.
- Wear the school uniform and be tidy in appearance.
- Be a credit to St. Mark's School – respecting the rights of others and taking responsibility for myself.

**YEAR 3 UNIFORM ORDER**

The following items of uniform are supplied with the school logo and may be ordered through the school office:

**SWEATSHIRT** Blue Max (Cotton and Polyester mix) Sizes available:

Age: 7/8 9/10 11/12 13 - £ **10.00**

**CARDIGAN** Blue Max (Cotton and Polyester mix) Sizes available:

Age: 7/8 9/10 11/12 13 - £ **10.00**

**Please note** as we are not always able to exchange sweatshirts we would ask you to ensure the correct size is ordered. If in any doubt please contact the office.

**T-SHIRT** {for PE} Fruit of the Loom (100% Cotton)

Age: 7/8 9/11 12/13 - £ **5.00**

14/15 - £ **5.25**

If you would like to order any uniform please complete the form below. Orders must be accompanied by payment in full. Cheques should be made payable to "**St. Mark's Junior School Fund**".

	Age	No.	Unit Cost £	Total £	Taken on 17 <sup>th</sup> June	To be Ordered
<b>SWEATSHIRT</b>			10.00			
<b>CARDIGAN</b>			10.00			
<b>T-SHIRT (for PE)</b>			5.00			
<b>BOOK CARRIER</b>			4.00			
			<b>TOTAL</b>	<b>£</b>		

I enclose £ \_\_\_\_\_

Signed: \_\_\_\_\_

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

Wyndham Park Class: \_\_\_\_\_

For office use:-

Received: \_\_\_\_\_ cheque / cash

Ordered: \_\_\_\_\_