



Rowlands Gill Primary School

Nurturing, Understanding & Succeeding Together



Nursery Admissions Application Form

Pupil Name: _____

Term of Entry: _____



Notes of Guidance for Completion of Admission Form

Parental Responsibility:

- All natural mothers, except where the child is subsequently adopted
- All natural fathers married to the child's mother at the time of birth, or subsequently
- Natural fathers who are not married to the child's mother may obtain parent responsibility by:
 - Named on the child's birth certificate if the child was born after the 1st December 2003
 - Court order
 - Formal agreement lodged at court
 - Residence order
- Adoptive parents
- Guardians appointed by will or agreement
- All persons holding a residence order
 - Where there is a Placement Order in force the Adoption Agency share parental responsibility with the birth mother/father and the prospective adopters once the child is placed with them but the Adoption Agency decides how the parental responsibility is exercised.
 - Special Guardianship Order where the birth parent's parental responsibility is suspended except in relation to agreeing to an Adoption Order.
 - The Local authority share parental responsibility when a Care Order (including an Interim Care Order) is in place. Foster Carers do not have parental responsibility.

There is a presumption of paternity when a couple are married but this can be rebutted, for example through DNA testing.

Carers:

A person who does not have parental responsibility but who cares for the child for part of the day, i.e. grandparent, childminder etc.



This application pack must be completed and returned before your child can start at Rowlands Gill Primary School. Please tick the boxes to confirm all of the following documents have been completed:

1. Pupil Information form - please ensure all sections are fully completed ☐
2. Parent Declaration form - This **must** be completed in full to allow is to submit a claim for funding ☐
3. GDPR Form - this form confirms your consent for information sharing from Arbor (our school database) to other online platforms in use. ☐
4. Home School Agreement - This is an agreement that parents, children and school will work together to ensure the best outcomes for everyone. ☐
5. School Visits and Activities form - this needs to be completed to allow school to take your child on educational, off-site activities. It is a legal requirement and must be completed before your child is permitted to take part in any trip. We may also send visit specific forms if necessary ☐
6. Forest School Consent ☐
7. Image/Video consent form - the conditions of school use of digital imagery are explained on pages 18 & 19. Please read these carefully before you fill in the form ☐
8. ICT Acceptable Use Policy Agreement - this must be signed to allow your child to use school ICT equipment in line with our ICT and Online Safety Policy. ☐
9. Medical information and Administration of pain relief ☐
10. Personal Care form ☐
11. Policy Declaration form ☐

Please provide a copy of your child's birth certificate with this admission form.

If the parental responsibility has changed from the birth certificate, we will need a court order or legal documentation showing this.

If you have any queries, please do not hesitate to contact school. Please refer to the [School website](#) if you require any further information. Our Privacy notice is included which explains how the information is stored and used by school.

Address: Rowlands Gill Primary School,
Dominies Close,
Rowlands Gill,
NE39 2PP
Telephone: 01207 549 359
Email: office@rowlandsgillprimary.org.uk
Website: www.rowlandsgillprimary.org

For office use: Received in school by: _____ Date: _____



1.Pupil Information Form

Please use block capitals and black ink when completing the form.

Legal First name(s)	Middle name(s)	Preferred Name	Legal Surname
Date of Birth		Gender	
Current Address. <i>Please notify school if this information changes.</i>	Postcode:		
Family Circumstances <i>Please indicate who lives in the family home, their name and relationship to the child</i>			
Contact details for Parent/Carer - 1 <i>Please give your full name</i>		Contact details for Parent/Carer - 2 <i>Please give your full name</i>	
Name:		Name:	
Home Telephone Number:		Home Telephone Number:	
Work Telephone Number:		Work Telephone Number:	
Mobile Number:		Mobile Number:	
Email:		Email:	
NI Number:		NI Number:	
Date of Birth:		Date of Birth:	
Parental responsibility: <i>Please give the name(s) of adults with parental responsibility for your child (even if this has already been noted above).</i>			
Name:		Relationship to child:	
Name:		Relationship to child:	
Other Emergency contacts: <i>Please fill in details of who you give permission to collect your child from school at the end of the day or in an emergency. If there is a change to this, you must inform us before home time on the day as we cannot allow a child to go with an unauthorised person. The authorised person must be over 16 years of age. If your child is unwell, we will call the Parents/Carers first and then others on the list as it can be distressing for a child if we cannot contact someone during the day. We operate a password system between parents and staff for younger pupils for when they are collected.</i>			
Name of authorised person		Relationship to child	Contact Telephone Number



Does your child have a sibling in school? <i>(If yes please list the name(s) of the sibling(s))</i>	Yes / No	
Does your child have a special educational need or disability (SEND) and/or an Education Health Care Plan (EHCP)?	Yes / No	
Is your child a Looked After Child (LAC) or has ever been Looked After (Post LAC) by a Local Authority? If yes, which Local Authority looks/looked after your child?	Yes / No Authority Name: Social Worker:	
Previous school/nursery(s) attended, address and telephone number		

Information in relation to the following question: To which ethnic group do you consider you belong?

*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 (formerly the Data Protection Registrar) recommends 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 circle those that apply to indicate the ethnic background of the child named on the Admission form.

- **White:** - British - Irish - Traveller of Irish Heritage - Gypsy/Roma - Any other White background
- **Mixed:** - White and Black Caribbean - White and Black African - White and Asian - Any other mixed background
- **Asian or Asian British:** - Indian - Pakistani - Bangladeshi - Any other Asian background
- **Black or Black British:** - Caribbean - African - Any other Black background
- **Chinese**
- **Any other ethnic background**
- **I do not wish ethnic background category to be recorded**

(Taken from the Guidance for Local Education Authorities on schools' collection and recording of data on pupils' ethnic background in compliance with the Data Protection Act and the 2001 national population Census)

<u>Religion (if any)</u>	
Christian []	Roman Catholic [] Jewish [] Muslim [] Sikh [] Hindu []
Other religion []	Jehovah's Witness []
No religion []	

Language spoken at home:

Does a parent/carers of the child currently serve or has ever served in the Armed Forces? Yes ☐ No ☐



Pattern of attendance requested:

Please indicate below 1st, 2nd and 3rd choice so we can accommodate depending on availability

1. 5 x Morning sessions - 8.45am to 11.45am ☐
2. 5 x Afternoon sessions – 12.15pm to 3.15pm ☐
3. 2 and ½ days – Monday all day, Tuesday all day and Wednesday morning
(with charge for additional hours your child is in school) ☐
4. 2 and ½ days – Wednesday Afternoon, Thursday all day, Friday all day
(with charge for additional hours your child is in school) ☐
5. **30 hours** - Monday to Thursday all day and Friday morning ☐
6. **32.5 hours** – Monday to Friday all day
(with charge for additional hours your child is in school) ☐

Signature

I confirm that the information I have given on this form is correct to the best of my knowledge. I understand that if I have given false information, you may withdraw the place that I have been offered.

Signature Parent/Carer 1:		Date:	
Signature Parent/Carer 2:		Date:	



This Parent Declaration Form must be completed for all Nursery applicants.

Nursery applications must have both admission and parents' declaration form completed before the child can be offered a place.

If you want a 30-hour place in Nursery for your child, a code from HMRC must be provided on this form and verified by school before the hours can be accessed.

<https://www.gov.uk/30-hours-free-childcare>

Term start date	Apply for code	Code sent to school by	Verification by school (end of term dates)
April (Summer Term)	3 months before	1 March	April
September (Autumn Term)	3 months before	1 July	July
January (Spring Term)	3 months before	1 Dec	Dec

2. Parent Declaration Form

1. Child's details

Child's Legal Family Name:		Child's Legal Forename(s):	
Name by which the child is known (if different from above):			
Date of Birth:		Male/Female:	
Address:			Post Code:
Documentary proof of DOB Type (e.g. Birth Certificate, Passport):		Document recorded by (Name of staff member):	
Date document recorded:			

2. Details of Parents/Carers

	Parent/Carer 1 (This should be the person who has applied for voucher code if eligible for extended entitlement.)	Parent/Carer 2
Legal Family Name:		
Legal Forename:		
*Date of Birth		
*NI or NASS Number		

**Only required for 30-hour voucher code, two-year eligibility or EYPP check.*



Permission for local authority to perform an eligibility check for two-year-old funding for families receiving additional support	YES / NO
Permission for local authority to perform EYPP eligibility check	YES / NO

3. Your Child's Funding Eligibility – please indicate which applies

Two-year-old application for families receiving additional support	
Three- or four-year old application (Universal) - 15hours	
Three- or four-year old application (Working Entitlement) - up to 30hours.	
Two-year-old application (Working entitlement)	
Nine months to two-year-old application (Working entitlement)	
If working entitlement, please enter voucher code here:	

4. Disability Access Fund

If your child is receiving child disability Living Allowance and is receiving any of the free entitlements, he or she is eligible for the disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support providers to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Is your child eligible for and in receipt of Disability Living Allowance (DLA)?	Yes / No
If your child is splitting their free entitlement across two or more providers, please nominate the provider where the local authority should pay the DAF:	

5. Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

* Do you wish to apply for EYPP for your child?	Yes / No
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**Please note eligibility criteria apply*



6. Provider and Attendance Details

You need to agree and complete this declaration form with each setting your child attends for their early education entitlement to ensure that funding is paid fairly to each of them.

Your child can attend a maximum of two sites in a single day and if your child attends more than one setting, we will distribute the funding appropriately between the settings.

If accessing a stretched offer (over school holidays) and you change to a term time only offer, this may mean you will not have sufficient funded hours to allow 15 or 30 hours per week for the rest of your child's entitlement.

My child will be attending the following settings during term time:

Setting Name(s)	Universal (U) Families receiving additional support (RAS) Working Family Entitlement (WFE)	Please enter total free entitlement hours attended per day										Total number of hours per week	Number of weeks per year
		Mon		Tue		Wed		Thu		Fri			
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
Rowlands Gill Primary School													
B.													
C.													
Total Daily Free Hours Attended													

My child will also be attending the following settings during school holiday time:

Setting Name(s)	Universal (U) Families receiving additional support (RAS) Working Family Entitlement (WFE)	Please enter total free entitlement hours attended per day										Total number of hours per week	Number of weeks per year
		Mon		Tue		Wed		Thu		Fri			
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
A.													
B.													
C.													
Total Daily Free Hours Attended													

For office use: Consent recorded by: _____ Date: _____



7. Data Privacy

The Data Protection Act 2018 (the Act) puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education, local authorities, schools and other early education providers. The Act gives rights to those about whom data is held (known as data subjects), such as pupils, their parents and teachers. This includes:

- The right to know the types of data being held
- Why it is being held; and
- To whom it may be disclosed

Should you have any concerns relating to how your information or the information relating to your child/children is being or will be used, please contact your provider or Gateshead Local Authority.

Please note that information about whether a child is in receipt of Disability Living allowance is, under the Act, Special Category Data which should be handled appropriately. Providers are asked to pay particular note to advice from the Information Commissioner's office on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/special-category-data/>

8. Parent/Carer/Guardian with Legal Responsibility Declaration

Declaration: I (Name)

Of (Address)

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise Rowland's Gill Primary School to claim free entitlement funding as agreed above on behalf of my child.

In collecting your data for the purposes of checking your eligibility for the two-year-old or three- and four-year-old universal and extended free entitlements, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF). Gateshead Local Authority is exercising the function of a government department. Gateshead Local Authority is authorised to collect this data pursuant to Section 13 of the Childcare Act 2006.

Parent/Carer/Guardian with legal responsibility		Childcare Provider	
Signature:		Signature:	<i>L. Clarke</i>
Print name:		Print name:	<i>Rowlands Gill Primary School</i>
Date:		Date:	<i>September 2025</i>

Pupils, Parents and Guardians Privacy Notice

This privacy notice has been written to inform parents, guardians and pupils of Rowlands Gill Primary School about how and why we process your personal data.

Who are we?

Rowlands Gill Primary School is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The school has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Lindsey Clarke, Headteacher (SPOC).

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA
schoolsDPO@veritau.co.uk // 01904 554025



Please ensure you include the name of your school in all correspondence.

Veritau's contact details are:

What personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth, and pupil number.
- Educational and assessment attainment, such as early years, phonics and national curriculum assessment results.
- Characteristics such as free school meal eligibility and language spoken.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including exclusions and any relevant alternative provision put in place.
- Safeguarding information, including but not limited to court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information.
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs or video images, including CCTV footage.
- Information relating to school trips and extra-curricular activities.
- Records of communications and interactions we have with you, including telephone recordings.
- After school club attendance.
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender.
- Medical information relevant to pandemic management, such as your vaccination status and positive test results.
- E-monitoring information about your use of the school's network and IT systems.

Why do we collect your personal information?

We process your information for the purposes outlined below:

- To support pupil learning.
- To meet our safeguarding obligation to pupils.
- To monitor and report on pupil attainment progress.
- To provide appropriate pastoral care.
- To assess the quality of our educational provision.
- To meet the statutory duties placed upon us regarding DfE data collections.
- During a pandemic, to prevent the spread of infection and maintain adequate and safe pupil and staffing levels.
- To promote the school, including in newsletters, on the school website and social media platforms.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting Lindsey Clarke, Headteacher (SPOC).

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

Who do we obtain your information from?

We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE).
- Local Authority.
- Other agencies working with the child/family, such as Police, Health Services etc.

Who do we share your personal data with?

We may share your information with the following organisations:

- Schools/education providers that the pupils attend after leaving us.
- Local Authority.
- Department for Education (DfE).
- National Health Service (NHS) bodies.
- Youth support services, where relevant.
- Other agencies working with the child/family, where appropriate.
- Relevant examination/awarding bodies.
- School suppliers and IT applications, where necessary.



For more information on information sharing with the DfE please visit:
www.gov.uk/government/organisations/department-for-education.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips.

How long do we keep your personal data for?

We will retain your information in accordance with our Records Management Policy and Retention Schedule. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose. We may also retain some information for historical and archiving purposes in accordance with our Records Management Policy.

International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

What rights do you have over your data?

Under the UK GDPR, parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

Please be aware that usually pupils are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with a pupil over this age if it receives a request to exercise a data protection right from a parent.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO using the details provided above.

If we cannot resolve your concerns then you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

Phone: 0303 123 1113 (Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays).) You can also report, enquire, register and raise complaints with the ICO using their web form at <https://ico.org.uk/global/contact-us/>

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.



3. General Data Protection Regulation (GDPR) Form

Parental Consent form; for the sharing of information from our central database (Arbor) to other platforms. (GDPR Form 1 April 18) The privacy notices for each application are given as a web link.

I give consent for the data held on Arbor by Rowlands Gill Primary School to be shared with **Google Education** (*This is an online homework tool*)

Yes, I consent to this information sharing. https://workspace.google.com/terms/education_privacy.html ☐

I give consent for the data held on Arbor by Rowlands Gill Primary School to be shared with **Tapestry** (*This is an assessment and communication tool for Nursery and Reception pupils only.*)

Yes, I consent to this information sharing. <https://tapestry.info/privacy-policy.html> ☐

I give consent for the data held on Arbor by Rowlands Gill Primary School to be shared with **Seesaw** (*This is an online homework tool*)

Yes, I consent to this information sharing. <https://web.seesaw.me/privacy-policy> ☐

The data shared will include email addresses, names, telephone numbers for texts etc. These platforms will not share your information with anyone else, nor will they get in touch with you for any other reasons. You can withdraw your consent at any time you wish by contacting the office, who will issue you with a withdrawal consent form.

Your Name: **Parent/Carer (Please print)**

Child's Name: **DOB:**

Signature Parent/Carer 1:		Date:	
Signature Parent/Carer 2:		Date:	

For office use: Consent recorded by: Date:



4. Rowlands Gill Primary – Home School Agreement

The School will...

- have high expectations of all children
- provide a broad and balanced curriculum that is matched to your child's needs and abilities
- provide a calm yet stimulating environment and encourage achievement
- provide regular homework in line with the school policy
- contact parents if there is any problem with attendance, punctuality, homework or behaviour
- arrange parents evening during which your child's progress will be discussed
- keep parents informed about school activities and notices through regular newsletters and special events.

Signature: Mrs. L Clarke Headteacher :	<i>L. Clarke</i>	Date:	<i>January 2025</i>
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The Parent/Carer will...

- encourage my child to be well-mannered and respectful
- support the school's high expectations, policies and guidelines on behaviour and homework
- ensure my child conforms to the school uniform policy
- encourage my child to work to the best of his/her ability
- ensure my child attends school regularly and inform the school promptly to explain any absence
- support my child in homework and other opportunities for home learning
- ensure homework is completed and returned to school on time
- inform the school promptly about any problems and anxieties that may affect my child's work or wellbeing
- agree not to use social media to discuss or comment upon school matters.

Signature Parent/Carer :		Date:	
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The Pupil will...

- take good care of the equipment and school building and grounds
- be friendly towards the teachers and other children
- treat other children and adults in school with respect
- listen carefully to what the teacher is saying
- come to school regularly and on time
- try to do their best in school at all times
- wear the school uniform every day
- do homework and hand it in on time.

Signature Pupil :		Date:	
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5. School Visits and Activities Form

As part of your child's education, it is the policy of the school to arrange, from time to time, visits during the school day to places away from school premises.

1. Some visits your child may make will involve activities within the vicinity of the school and generally require no transport arrangements. It may be that a number of such visits will be organised for your child during the year. For these, we take this form as your consent. This enables us to make the most of all opportunities, some of which may be at short notice e.g., Visiting the local park to study the environment, visiting the local library or doing a traffic survey around the immediate vicinity of school.
2. Should other visits be arranged which are further afield and involve using some form of transport (i.e. other than walking) then you will be sent a letter with a request for consent attached that should be completed as necessary.
3. Should it be necessary, children will be transported using the most appropriate means available at the time. This could involve public transport; private coach or private car.
4. If a school visit is likely to overrun at the end of the school day you will be informed accordingly.

If you have any queries, or wish to discuss any trip please contact the school office.

Pupil's Name:

- I understand that during a visit my child will be under the supervision of the teacher in charge or under the supervision of a suitably qualified and experienced member of staff.
- I further consent to the giving of urgent medical or surgical treatment to my child as may prove necessary during the visit.
- I hereby undertake to indemnify Gateshead Council Education Authority and teacher(s) in charge of the school party against any claims, damages, costs and expenses reasonably incurred by them on behalf of my child during the visit. This indemnity will not extend to any claims, damages or expenses against the risk of which Gateshead Council Education Authority or teacher(s) in charge.

Please list any medical conditions, prescribed medication, allergies or phobias you want the school to be aware of. (In special circumstances, you may wish to talk to the group leader prior to departure).

Medical conditions / notes school should be aware of for visits and trips:

Your Name: **Parent/Carer (Please print)**

Signature Parent/Carer :		Date:	
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For office use: Recorded by: _____ Date: _____



6. Forest School

All children in our school are able to participate in regular Forest School sessions which enable children to develop a love of outdoor learning, work collaboratively, develop a sense of responsibility, acquire life skills and environmental awareness.

Our qualified Forest School Leaders deliver sessions alongside class Teachers and Teaching Assistants. Children sometimes access Forest School without a Forest School Leader but on these occasions, they do not use fire or tools.

Forest School goes ahead in most weathers, except high winds, or thunderstorms. Therefore, it is essential that your child has suitable clothing to wear for these sessions. Jogging bottoms, leggings or tracksuit trousers, waterproof coat, wellies or walking boots/ shoes are essential. On cold days we ask that children come prepared with extra warm socks, gloves and hats. In warm weather we ask that children have sun hats and sun cream in school on Forest School days. We will inform you via Arbor when your child has a Forest School session so you can ensure they have the relevant and most appropriate clothes with them.

Risk assessments will be taken before each session and class teachers will make sure that Forest School Leaders are aware of any ongoing medical issues or allergies for the children in the group.

This is a fantastic opportunity for the children, and we would like them all to have this wonderful experience however in order for your child to take part parents/carers must complete and return the below permission slip

Pupil's Name:

- I give permission for my child to take part in campfires and learn to use tools with the appropriate close supervision.
- I confirm that the medical and allergies information I have supplied to Rowlands Gill Primary School is up to date for my child and I am happy for a trained first aider to administer any first aid.
- I give permission for my child to sample food carefully prepared at Forest School.
- I give permission for my child to be administered an antihistamine in the event that they are stung by a wasp/ bee.

Your Name: **Parent/Carer (Please print)**

Signature Parent/Carer :		Date:	
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For office use: Recorded by: _____ Date: _____



7. Image/Video Consent Form

This form explains the reasons why and how Rowlands Gill Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

We regularly take photographs/videos of children at our school to promote and celebrate school life and pupil's achievements. We believe that these can provide a valuable record of children's learning. Images/Videos may be used in children's learning journeys and profiles, our school prospectus, in other printed publications, on our school website, social media sites, or in-school displays, including digital photo frames.

Occasionally, our school may be visited by the media or third party who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites and social media pages or on televised news programmes (see next page).

We recognise that the increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child's interests, and enable us to comply with GDPR 2018.

We appreciate that some families may have additional concerns and anxieties regarding protection of the child's identity and therefore request that you inform us, in writing, of any special circumstances either now, or at any time in the future, that may affect your position regarding consent.

Withdrawing consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect the legality of processing images or videos that were shared prior to withdrawal; however, the school will make every effort to remove images of pupils where possible, e.g. pupils on the school's website will be removed.

If you would like to withdraw your consent, you must submit your request in writing to the Headteacher. If you have any questions regarding this form, please do not hesitate to contact the office at office@rowlandsgillprimary.org.uk or by telephone 01207 549 359.

Conditions of Use

1. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
2. It is the responsibility of the parents/carers to inform the Headteacher, in writing, if consent needs to be withdrawn or amended.
3. The school will not use the personal details or full names (which means first name and surname) of any pupil, or adult, in an image, or video, on our website or in any of our printed publications.
4. If we use photographs of individual children, we will not use the full name of that pupil in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
6. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
7. The school may use work created by pupils.



8. Images/videos will be stored according to GDPR (May 2018) legislation and only used by authorised personnel.
9. Parents should note that social media and websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

Where any organisations such as the media intend to use images or videos of your child, additional consent will be sought.

If you give permission for your child's image to be used by the media, then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. School will ask the media to give parents a consent form which stipulates exactly what will happen with the images and where they are to be shared.

It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.



Consent for Images/Videos

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either Yes or No for each criteria and return to school. The School **will only** publish images and photos of your child for the conditions that you provide consent for.

Name of child:	
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I provide consent to:	Yes	No
Using images of my child on display boards inside school.		
Using images of my child in the school newsletter.		
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using videos of my child in productions and publishing for parents/carers on the website.		
Using images/videos of my child on social media, including the following: X(formerly known as Twitter), FoRGPS Facebook page.		
Using images of my child in Google Education		
Using videos of my child in Google Education		
Using images of my child in Tapestry		
Using videos of my child in Tapestry		
Using images of my child in SeeSaw		
Using videos of my child in SeesSaw		
Using images of my child in marketing material, e.g. the school prospectus, leaflets and advertising campaigns in local publications. (Please be aware this use may extend beyond their time in school).		
Sharing my child's data with a school appointed external photography company for official annual school photos. This includes the following: • Name • Class • Arbor Student ID number.		
The local media using images/videos of my child to publicise school events and activities (only with additional consent).		

This consent will be applied throughout your child's time in school, unless an updated form is completed which will supersede this consent or unless the Headteacher receives a withdrawal request in writing.

I have read and understand the conditions of use attached to this form.

Your Name: **Parent/Carer (Please print)**

Signature Parent/Carer :		Date:	
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For office use: Consent recorded by: _____ Date: _____



8. ICT Acceptable Use Policy (AUP)

The use of ICT including the internet, e-mail, learning platforms and mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of the site's privacy policy and / or terms and conditions and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider school Online Safety Policy and alongside the school's Behaviour and Safeguarding Policies outlines those principles we expect our children to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child and return the completed document as soon as possible. Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguard the children in school.

Parents/ Carers should be aware that serious breaches of the policy may result in the child being unable to use computing equipment.

If you have any concerns or would like to discuss any aspect of the use of ICT in school please contact our Computing lead.



ICT Acceptable Use Policy (AUP) – Children

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should be entitled to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure that:

- our pupils will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use,
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk, and
- parents and guardians are aware of the importance of e-safety and are involved in the education and guidance of young people regarding on-line behaviour.

These rules reflect the content of our school's online safety policy. It is important that parents/carers read, understand and agree to the following statements in order for their child(ren) to follow the school rules on using ICT, including use of the internet.

Typical classroom online rules for EYFS/KS1

Our Golden Rules for Staying Safe with ICT

- ✓ We only use the internet when a trusted adult is with us.
- ✓ We are always polite and friendly when using online tools.
- ✓ We always make careful choices when we use the Internet.
- ✓ We always ask a trusted adult if we need help using the Internet.
- ✓ We always tell a trusted adult if we find something that upsets us.

Typical classroom online for KS2

Our Golden Rules for Staying Safe with ICT

- ✓ We always ask permission before using the Internet.
- ✓ We only use the Internet when a trusted adult is around.
- ✓ We immediately close/minimise any page we are uncomfortable with (or switch off the monitor).
- ✓ We always tell an adult if we see anything we feel uncomfortable with.
- ✓ We only communicate online with people a trusted adult has approved.
- ✓ All our online communications are polite and friendly.
- ✓ We never give out our own, or others', personal information or passwords and are very careful with the information that we share online.
- ✓ We only use programmes and content which have been installed by the school.



Pupil Acceptable Use Agreement

I understand that while I am a member of Rowlands Gill Primary School I must use technology in a responsible way.

- I will ask a teacher or suitable adult if I want to use the computers.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

I have read and understand the above and agree to follow these rules when:

- I use the school systems and devices (both in and out of school).
- I use my own equipment outside of school in a way that is related to me being a pupil of Rowlands Gill Primary School e.g. communicating with other pupils or teachers, accessing school email, website etc.

Parent or Guardian Permission

As the parent or guardian of the above pupil, I give permission for my child to have access to the internet and to ICT systems at school.

I know that my child has signed this Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I have read, understood and agree with this AUP policy and (Child's name) will follow the eSafety rules to support safe use of ICT at Rowlands Gill Primary School.

Name: Parent/Carer (Please print)

Signature Parent/Carer :		Date:	
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The AUP must be signed and returned to school before any access to the school systems is allowed. School has various safeguards in place for staff and children which includes reporting arrangements to the HT when unsafe words or sites (deemed by school, the LA and our IT provider) have been used or tried to be used.

For office use: Recorded by: _____ Date: _____



9. Medical Information Form.

Please provide medical information for school and if necessary, we will ask you to complete a care plan which will be reviewed annually at the start of each academic year. School requires information to be provided by parents as soon as possible after diagnosis.

Name of child: **DOB**

Doctors name, address and phone number.	
Medical information	Does your child suffer from any of the following? <i>Please tick all that apply.</i>
Asthma Eczema Epilepsy Diabetes Fainting /Blackouts Food allergy Speech difficulty Hearing difficulty Wears glasses Regular hospital treatment Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐	Any other medical information you think would be helpful:
Is there any other information that we should know that would affect your child's ability to take part in any school activity? Yes ☐ No ☐ <i>If yes, please provide details here:</i>	

Emergency Contact 1

Name of Contact: Relationship to child.....

Telephone Number:

Emergency Contact 2

Name of Contact: Relationship to child.....

Telephone Number:



Medical and dietary Information (please give details of any medical conditions/disabilities or dietary conditions e.g., asthma, diabetes, epilepsy, allergies, intolerances that have been diagnosed by a medical professional and dates of when they started.)

Please give **details of current medical treatment/medications** here:

How is this medication managed? Please provide details here:

- ☐ At home.
- ☐ At home and school.

Do they require additional support in school to manage this condition in school?

- ☐ Yes
- ☐ No

If your child has a medical or dietary condition would you consider it to be life threatening?

- ☐ Yes
- ☐ No

If **yes**, please tell us what emergency action we must take:

Details of any special dietary needs. *Please note we must have written confirmation from a professional body e.g. Doctor, Hospital to support this diagnosis or need.*

Use of plasters in school

My child **is allergic*** / **is not allergic*** to adhesive dressings. (**Please delete as appropriate*)

I do* / **do not*** give permission for a member of staff to apply an adhesive dressing (plaster) to my child if necessary. (**Please delete as appropriate*)

Administration of Pain Relief in School

If your child has an unexpected, short term or mild illness (e.g. a headache, high temperature, pain following an injury) staff are able to administer paracetamol for children (e.g. Calpol), with parental consent.

The benefit of this is that we may be able to ease minor ailments quickly on site, without the need for unnecessary parental involvement or absence from school.

Before giving your child any pain relief, we would call you to explain why we feel they need the medication and to check whether your child has been given any form of pain relief in the previous 4-6 hours. If we are not able to ascertain this, then we **will not** administer the pain relief. If pain relief is given, we will keep a record of this and send a notification text to you to confirm the time it was given.

Please indicate whether you give your consent for pain relief to be administered. Also, please note below if your child already takes a medicine that contains paracetamol, or if they have an allergy to any of the ingredients, in which case we will be in touch for further details. Once you have given consent this will remain in place throughout your child's time in our school. If you wish to alter your consent at any time, please contact the office.

I DO/DO NOT give permission for the administration of children's paracetamol (the appropriate dosage for my child's age) as required. . (*Please delete as appropriate)

I confirm that my child **IS/IS NOT already** taking a paracetamol-based product. (*Please delete as appropriate)

I confirm that my child **IS/IS NOT** allergic to any of the ingredients. (*Please delete as appropriate)

I confirm that the information above is correct. I understand that the details on this form will be used by the school and that it is my responsibility to inform Rowlands Gill Primary School of any changes that take place after the date on this form. I am happy for the school to contact me to discuss any of the above.

Signature: Mrs. L Clarke Headteacher :	<i>L. Clarke</i>	Date:	January 2025
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Name: Parent/Carer (Please print)

Signature Parent/Carer :		Date:	
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For office use: Information recorded by: _____ Date: _____



10. Pupil Personal Care Consent Form

Name of child: DOB

Personal Care

Personal care consists of:

- Supporting a child with dressing and undressing.
- Providing comfort or support for a distressed pupil.
- Assisting a pupil requiring medical care, who is not able to carry this out unaided.
- Cleaning a pupil who has soiled him/ herself, has vomited or feels unwell.

I do* / do not* give permission for a member of staff to attend to the personal care/needs of my child. (**Please delete as appropriate*)

Signature: Mrs. L Clarke Headteacher :	<i>L. Clarke</i>	Date:	<i>January 2025</i>
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Name: **Parent/Carer (*Please print*)**

Signature Parent/Carer :		Date:	
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For office use: Information recorded by: Date:



11. Policy declaration

I/We confirm that I/we have read and understood the following policies:

- Nursery Admissions policy
- Nursery fees policy
- Intimate care policy
- Overview of Patterns and Fees

By signing this declaration form I/we understand we must adhere to these policies while my child is a pupil at Rowlands Gill Primary School Nursery. I/We also understand any action taken will be in accordance to these policies.

Signature: Mrs. L Clarke Headteacher :	<i>L. Clarke</i>	Date:	<i>January 2025</i>
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Parent/Carer 1

Name: **Parent/Carer (Please print)**

Signature Parent/Carer :		Date:	
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Parent/Carer 2

Name: **Parent/Carer (Please print)**

Signature Parent/Carer :		Date:	
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Views from our children:



"I love to play with the big blocks."



I Lac reedin

I like the houn a rooer.
I like too play with sam.

"I like playing on the bikes."

I like Maths, English and Art at Rowlands Gill Primary School because my teachers make lessons fun.



• I like field trips because we go to fun places

I like my teachers at Rowlands Gill Primary School because they are kind and helpful.
I also like the school dinners because they are healthy and yummy!



Views from our parents:



“My daughter’s experience of reception has been wonderful, she has made lovely friends and thorough enjoys coming to school. I am extremely impressed with how quickly her reading and writing have come on in such a short space of time. The setting is wonderful, full of interesting & fun areas for engaging play.”

“My daughter happily bounces into class every morning, so excited to learn and very eager to practice new things at home. Great learning environment and great staff.”

“In the time that our daughter has been in Reception it is clear that she is being well cared for and well. Her passion for practising her reading, writing and numeracy at home is wonderful to see. We are really happy with her progress, and very appreciative of the genuine effort of her teachers and the wider staff to look after her.”

“I just wanted to say thank you and how overwhelmingly grateful I am with the support and individual care that my son has received in school. To me, it is this holistic approach to the wellbeing and education of our children that it is of the utmost importance.”

“We couldn’t praise your fantastic school and staff more and we know our children will be cared for and educated in a way that individually suits their needs so they can thrive to be their best selves within school.”

