**Pupil Registration Pack**

**Pupils joining in years 3 - 6**

Ivy Bank Primary School

Valley Road

Macclesfield

Cheshire

SK11 8PB

Tel: 01625 448014

Email: [admin@ivybank.cheshire.sch.uk](mailto:admin@ivybank.cheshire.sch.uk)  
Web: [www.ivybank.cheshire.sch.uk](http://www.ivybank.cheshire.sch.uk)  
Twitter: @IvyBankPrimary

Parents Facebook Group: Ivy Bank Primary School

*Illuminating Valuable Years*

*Building And Nurturing Knowledge*

**Welcome to Ivy Bank Primary School!**

This registration pack forms part of your child’s school record. If you have more than one child starting at our school, a pack will need to be completed for each child.

An electronic version of this form is also available on the Ivy Bank website under the virtual office section. If you prefer, you are welcome to send them back electronically to [admin@ivybank.cheshire.sch.uk](mailto:admin@ivybank.cheshire.sch.uk)

If you have any questions, please speak to a member of the office staff who will be happy to help.

**Details of Child**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | | |
| Forename: |  | | |
| Middle Name(s): |  | | |
| Date of Birth: |  | Sex: | Male / Female |
| Address: |  | | |
| Previous Pre-school or Primary School: | | | |

**Parent/Carer Details**

|  |  |  |
| --- | --- | --- |
| Title: | Please Delete: Miss / Mrs / Ms / Mr / Dr / Other (please specify) | |
| Surname: |  | Parental Responsibility?  Yes / No |
| Forename: |  |
| Relationship to Child: | Mother / Father / Other (please specify) | |
| Address: |  | |
| Email Address: |  | |
| Contact Numbers: | Home:  Mobile:  Work: | |
| Does your child live with this person? Yes / No | | |

|  |  |  |
| --- | --- | --- |
| Title: | Please Delete: Miss / Mrs / Ms / Mr / Dr / Other (please specify) | |
| Surname: |  | Parental Responsibility?  Yes / No |
| Forename: |  |
| Relationship to Child: | Mother / Father / Other (please specify) | |
| Address: |  | |
| Email Address: |  | |
| Contact Numbers: | Home:  Mobile:  Work: | |
| Does your child live with this person? Yes / No | | |

When a child lives with someone other than a parent, the school needs details of those persons who have parental responsibility. This is always the natural mother and where parents were married at the time the child was born, the natural father also retains parental responsibility.

**If parents are separated or divorced, has a court order been issued? YES/NO**

**Emergency Contact Details**

If your child becomes ill during the day we need to be able to contact you or someone acting for you who is able to collect your child. **In the first instance, we will always try to contact parents unless advised otherwise.**

Please give emergency contact numbers that we may use in an emergency. If you have no relatives in the area, then ask a friend, neighbour or child-minder if they would be willing to act as an emergency contact.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Name** of Contact | Relationship to child | Contact Number | Place of contact (home/work/mobile) | Does this person have permission to collect your child? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Service Children**

Do any of the following apply to your child?

|  |  |
| --- | --- |
| “one of their parents is serving in the regular armed forces” | Yes / No |
| “one of their parents served in the regular armed forces in the last 3 years” | Yes / No |
| “one of their parents died whilst serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS). | Yes / No |

**Other information**

Do any of the following apply to your child? (This could support funding for your child be we appreciate that you may prefer not to answer).

|  |  |
| --- | --- |
| “My child has previously been “looked after” or “cared for” by the Local Authority? | Yes / No |
| “My child is or has previously been under a “special guardianship” order” | Yes / No |
| “My child is adopted” | Yes / No |

**Ethnically Based Statistics**

We ask for information regarding ethnically based statistics to adhere to the statutory duties placed upon us by the Department for Education. Information regarding ethnicity is classed as a “special category” under the GDPR regulations and we therefore need consent to collect and process this data.

|  |  |
| --- | --- |
| May we record and process this information? | Yes / No |

| **Child’s Ethnicity – Please tick** | | |
| --- | --- | --- |
| White British | Traveller/Irish Heritage | White Eastern European |
| Roma/Roma Gypsy | Any other White background | White/Black Caribbean |
| White/Black African | White Asian | Any other mixed background |
| Indian | Pakistani | Bangladeshi |
| Any other Asian background | Black Caribbean | Black African |
| Any other black background | Chinese | Any other ethnic group |
| Not given | Prefer not to answer |  |

|  |  |
| --- | --- |
| First Language: |  |
| Language Spoken at Home: |  |
| Religion: |  |
| Country of Birth: |  |
| Information Refused: |  |

**Medical, Health and Allergy Information**

We ask for information regarding medical conditions, general health and allergies that the children suffer from to enable us to keep the pupils safe whilst they are in the care of Ivy Bank.

|  |  |  |
| --- | --- | --- |
| Childs Name: |  | |
| Does your child suffer from asthma? | | Yes / No |
| Type of inhaler used: | |  |

If you have answered yes to this question, then please ensure that your child has a spare inhaler to be kept in their classroom.

|  |  |  |
| --- | --- | --- |
| Does your child have problems with their vision? | Yes | No |
| Does your child have difficulties with hearing or wear a hearing aid? | Yes | No |
| Does your child have any speech and language issues? | Yes | No |

Please use the space below to let us know about any medical conditions/non-food allergies that your child suffers from that you feel the school should be made aware of.

|  |
| --- |
|  |
|  |
|  |

From time to time, classes will do food tasting, preparation and cooking.

|  |  |
| --- | --- |
| Does your child suffer from any food allergies or intolerances? | Yes / No |

If you have answered yes to the above question, please give us more details below.

**Please note – If your child requires a special diet, there is a form from our caterer at the end of this pack which needs to be completed and returned to them directly.**

Please tick this box if you will be requesting a special diet □

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Family Doctor Details:**

|  |  |
| --- | --- |
| Doctors Practice: |  |

**If anything changes in the future, please contact the school office to let us know.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parent/Carer Signature: |  | | | |
| Date: |  | | | |
| When was your child’s pre-school check-up? | |  |  |
| Were there any issues raised? | | Yes | No |
| Did your child meet their milestones? (In their red book) | | Yes | No |

**Other Agencies**

To enable us to work in partnership with other agencies in the best interests of your child we ask that you let us know if there has been previously, or are currently, any outside agencies involved in your family.

This information is voluntary, but we would ask that, if you are happy to do so, you provide any relevant details below.

|  |  |  |
| --- | --- | --- |
| May we record and process information regarding outside agencies involved in your family? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Are there any other professionals/agencies involved with your child? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Name of professional/agency: |  | |
| Name of contact: |  | |
| Role: |  | |
| Contact number: |  | |
| Are you happy for us to share information about your child’s development/wellbeing with them? | Yes | No |

|  |  |  |
| --- | --- | --- |
| Does your family have a social care worker for any reason? | Yes | No |
| Name: |  | |
| Based at: |  | |
| Contact number: |  | |
|  | | |
| What is the reason for the involvement of the social care department with your family? | | |
|  | | |
|  | | |

**Pupil Acceptable Use Agreement**

**Rules for safe and acceptable computer use**

* I will always ask for permission before accessing the internet, Virtual Learning Environment (VLE) and email
* I will only use my own usernames and passwords and keep them secret
* I will not access files belonging to other people
* I will only email people that I know or people who my teacher has approved.
* All messages that I send will be polite and responsible
* I understand that the use of strong language, swearing or aggressive behaviour is not allowed
* I will not give any personal details about me or anyone else to people that I do not know
* I will only download, use or upload material when I have been given the owner’s permission
* I will only view, download, store or upload material that is lawful and appropriate for other users. If I am unsure about this, or come across any potentially offensive materials, I will inform my teacher or teaching assistant straight away
* I will not carry out any acts of vandalism. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or changing data from its place of storage
* I will always quote the source of any information gained from the internet in the documents I produce. For example the web address
* I will use the internet for research and school purposes only
* I will not bring in memory sticks or CD roms from home to use in school unless I have been given permission by my teacher
* I understand that the school may check my computer files, emails, VLE and internet browsing history
* I understand that if I do not follow these rules, my access to the school computer system, internet, email and VLE may be suspended and my parents/carers will be informed
* I understand that any illegal activity may be reported to the police

I agree to all of the rules listed on this form

|  |
| --- |
| Pupil Name: |
| Pupil Signature: |
| Date: |

As the parent or legal guardian of the above pupil, I have read the “rules for acceptable computer use” and give permission for my child to use school computers and to access the internet, email and VLE.

I understand that pupils will be held accountable for their own actions.

I understand that some material that is available on the internet is unsuitable and I accept responsibility for setting standards for my child to follow when browsing, selecting and sharing information.

|  |
| --- |
| Parent/Guardian Name: |
| Parent/Guardian Signature: |
| Date: |

**Home School Agreement**

Ivy Bank Primary will be an inclusive school where all are treated equally and given equality of opportunity regardless of gender, special needs, disability or race. To this end teachers and classroom assistants will provide a tailored approach to support learners with SEN – learning will be focused on individual pupils’ needs and abilities.

Literacy and Numeracy will be the backbone of children’s’ success in learning. This school will drive its own improvement, set our own challenging targets and develop assessment for learning, which enables knowledge about individuals to inform the way they are taught and learn. All will benefit from a rich, broad, balanced curriculum that will be presented in an interesting, exciting and imaginative manner with lots of opportunities for first-hand experience, practical work, investigation and learning through play. We will enhance the curriculum whenever appropriate by visits, visitors and use of the environment.

Success will be promoted and progress and achievement rewarded.

Parents and the wider community will be seen to be partners with the school.

Ivy Bank will be a welcoming; friendly, bright and lively, happy place where children come first and feel secure so they enjoy growing up.

***School:***

The school will try to:

* Encourage your child to do their best at all times
* Deliver a balanced and carefully planned curriculum which meets the needs of your child
* Encourage your child to take care of his/her surroundings and others around them
* Inform you of your child’s progress at regular meetings and in an annual report
* Keep you informed about general matters and about your child’s progress in particular

***Parents/Carers:***

I/we will try to:

* Ensure that my child attends school regularly, on time and any absences are properly notified
* Support the schools policies and guidelines for behaviour
* Support my child in homework and other opportunities for learning at home

Attend parent’s evenings and discussions about my child’s progress

***Pupils:***

I will try to:

* Do my best in all of my lessons
* Complete and return homework on time
* Wear my school uniform to show that I am proud to be at Ivy Bank School
* Take good care of the school and equipment
* Be kind, helpful and polite to everyone

***Together:***

We will try to:

* Support and encourage children’s learning to help them to achieve their best
* Support and encourage Home/School communication

|  |  |
| --- | --- |
| **Please sign below to confirm you have read, understand and agree**  **to this joint agreement** | |
| On behalf of School: |  |
| Parent/Carer: |  |
| Pupil: |  |
| Date: |  |

**IMAGES PERMISSION FORM**

**Why do we need your consent?**

We request the consent of parents/carers to take and use photographs and videos of your child for a variety of different purposes. Without your consent, we will not take and use photographs and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

**Why do you we take and use photographs and videos of your child?**

We use photographs and videos of pupils as part of school displays to celebrate school life and pupils’ achievements; to promote on social media, websites; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

We may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

**Who else takes and uses images and videos of your child?**

It is common for the school to be visited by local media and press who take photographs or videos of school events such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, social media or on approved websites.

The following organisations may use images and videos of your children:

* **Macclesfield Town Community Sports Trust**
* **Jordan Pearson Sports**
* **MSSP**
* **Nest in the Woods**
* **Broadleaf Forest Adventures**
* **Academy Photography**
* **Macclesfield Express (including its related publications)**

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

**What are the conditions of use?**

* This consent form is valid until your child leaves the school.
* It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
* The school will not use the personal details or full names of any pupil in an image or video on our website, in our school prospectuses or any other printed publications.
* The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
* The school may use pictures of pupils and teachers that have been drawn by pupils.
* The school may use work created by pupils.
* The school may use group or class images or videos with general labels, e.g. ‘sports day’.
* The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
* The school will take class images of your child which are available to purchase annually.

We often take photographs of the children at Ivy Bank Primary School as a way of recording learning, experiences and memories, these photos may be displayed in school.

In order to comply with the General Data Protection Regulations (GDPR) and the Data Protection Act, we rely on the lawful basis of consent from parents/guardians to use these publicly.

**Please answer the following questions, sign and date the form**

**and return to the school office.**

|  |  |
| --- | --- |
| Name of Child: |  |
| Name of Parent/Guardian: |  |
| 1. Are you happy to provide consent to photograph and video your child? | | | YES / NO |
| 1. Are you happy to provide consent to using photograph of your child on the school newsletter, school website and AET website? | | | YES / NO |
| 1. Are you happy to consent to the use of videos of your child on the school website and AET website? | | | YES / NO |
| 1. Are you happy to consent to using photographs of your child on social media, including but not limited to, Facebook, Twitter, Instagram etc (please note these images may be shared)? | | | YES / NO |
| 1. Are you happy to provide consent to using videos of your child on social media including, but not limited to, Facebook, Twitter, Instagram etc (please note these videos may be shared)? | | | YES / NO |
| 1. Are you happy to provide consent to local media using images of your child to publicise school events and activities (only including the organisations outlined in the statement) | | | YES / NO |
| 1. Are you happy to provide consent for local media using video of your child to publicise school events and activities (only including the organisations outlined in the statement)? | | | YES / NO |
| 1. Are you happy to provide consent to using images of your child in marketing material, e.g. school brochure, prospectus.? | | | YES / NO |
| 1. Are you happy to provide consent to sharing your child's data with a school appointed external photography company for office school images. This includes name, class and roll number? | | | YES / NO |

***Please note the websites can be viewed throughout the world - not just in the United Kingdom where UK law applies.***

***Full information about using images can be found in the “Using Images Policy” which is available on the Ivy Bank website or from the school office.***

I confirm that I have read the “conditions of use” (overleaf) and understand why my consent is required.

|  |  |
| --- | --- |
| Signature of parent/carer: |  |
| Print Name: |  |
| Date: |  |

**Conditions of Use**

**Please see below the main points of our Using Images Policy.**

**The full policy can be found in the policies section of the Ivy Bank Primary School website or a paper copy may be requested from the office.**

1. Consent forms regarding photographs and videos are requested from parents at the beginning of each key stage (Early Years, Key Stage 1 and Key Stage 2).
2. We will not use the personal details of any child or adult in a photographic image or video without express permission to do so.
3. The Headteacher is responsible for deciding whether parents are permitted to take photographs and videos at school events.
4. Parents are responsible for completing the Images Permission Form and returning it to school.
5. If there is a disagreement between separated parents over consent or a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs and videos will not be used.
6. Staff will ensure that all children are appropriately dressed prior to taking any photographs or videos.
7. Names of pupils will not accompany photographs and videos without permission from parents.
8. We may include pictures of pupils and teachers that have been drawn by the pupils.
9. Parents are entitled to withdraw or change their consent at any time. This should be done in writing (letter or email) to the school office.
10. Official school photographs will be held securely on the school’s information management system and on individual pupil files.
11. Digital photographs will be reviewed and deleted on an annual basis (in line with the Records Management Policy)

|  |  |
| --- | --- |
| Pupil Name: |  |
| Date of Birth: |  |

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**Consent form for all school trips and other off-site activities**

Please sign and date the form below to confirm that you are happy for your child to:

1. Take part in school trips and other activities that take place off school premises; and
2. To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

* This permission form will last for the entirety of the time that your child is a member of our school community
* The trips and activities covered by this consent include;
  + all visits that are arranged by Ivy Bank Primary School which take place during the normal school day, after school hours, during holidays or a weekend
  + adventure activities at any time
  + off-site sporting fixtures outside of the normal school day
* The school will send you information about each trip or activity before it takes place
* All reasonable care will be taken of pupils in respect to any visit/activity
* Any medical condition or physical disabilities will be notified to the school now and as and when they arise
* All pupils are covered by the school third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attribute to negligence by the school by one of its employees. The arrangements do not provide personal accident cover.
* It is the responsibility of the parent/carer to advise the school of any changes in address or telephone numbers
* It is the responsibility of the parent/carer to advise the school of any changes in medical conditions or allergies
* If at any point you would like to withdraw this permission, please do so in writing to the school office.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical Information**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits;

|  |  |  |
| --- | --- | --- |
|  | | |
|  | | |
| Parent Name: |  |
| Parent Signature: |  |
| Date: |  |

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**General Consents**

In line with the General Data Protection Regulation we need to obtain consent from parents to allow us to share information with chosen partners. If you change your mind at any time, you have the right to withdraw your consent - please contact the school office to do so. More information can be found in our Data Protection Policy which is available on our website or from the school office.

|  |  |
| --- | --- |
| Pupil Name: |  |

**Educational Resources**

At Ivy Bank we use several educational websites and programmes to build and enhance our pupils’ knowledge.

Some of the websites and programmes require us to input your child’s forename, surname, date of birth and school year. For some of the assessment resources, we also add pictures and on occasion videos of our pupils. We use the legal basis of legitimate interest to do this.

On occasion, particularly in Early Years and our Resource Provision, companies also ask for the parent name and email address so that progress can be shared with you. We need your consent to allow us to do this.

|  |  |  |
| --- | --- | --- |
| **May we share your details to approved education resource companies to allow us to give you updates of your child’s progress?** | Yes | No |

We currently use the programmes listed below but this does change due to new resources becoming available to us. An up-to-date list can be found on our website under the GDPR section on our virtual office.

Current programmes used: 2Simple, Bug Club, Espresso, Easy Peasy, Evidence Me, Google Suite, IDL, Learning Screen/NELI, Micro Librarian, Mable, MathSeed, Maths No Problem, Maths of the Day, Maths No Problem, Maths Playground, Nessy, Prodigy, Purple Mash, School Spider, Tapestry, Teach Your Monster To Read, TT Rockstars, Swimphony, Wonder.

**Library Permission**

We are fortunate at Ivy Bank to have a well-stocked library with fun and interesting books for your children to use in school and at home. All children are encouraged to borrow books and take them home to read independently and with family.

Each class has a ‘library day’ once a week, when up to two books can be taken out for a maximum time period of two weeks. Junior Librarians will be on hand to help younger children choose books that they will enjoy.

We are confident that the books will be returned on time and in good condition, however if this is not the case, the school will unfortunately have to charge for lost or damaged books in order to replace them.

For information:

* The return date will be stamped in to each book
* Books need to be returned before or on the due date
* Books must be looked after and should be returned on time and in good condition

I give permission for my child to borrow books from Ivy Bank Primary School and agree to pay for any books that are lost or damaged whilst in my child’s possession

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

**Communication**

Most of our communication is done by email and text messages. This includes information about trips, general letters, parents’ evenings, updates and general school life.

We also send information about our PTA events using these methods of communication.

|  |  |  |
| --- | --- | --- |
| **Are you happy to receive emails from Ivy Bank regarding school and pupil information, events and general school life?** | Yes | No |
| **Are you happy to receive texts from Ivy Bank regarding school and pupil information, events and general school life?** | Yes | No |
| **Are you happy to receive emails from Ivy Bank regarding PTA events and external clubs taking place at Ivy Bank?** | Yes | No |
| **Are you happy to receive text messages from Ivy Bank regarding PTA events and external clubs taking place at Ivy Bank?** | Yes | No |

**THANK YOU FOR COMPLETING THIS REGISTRATION PACK**

**PLEASE EITHER RETURN IT TO THE SCHOOL OFFICE**

**OR EMAIL IT TO admin@ivybank.cheshire.sch.uk**