



THE LIMES

PRIMARY ACADEMY

PUPIL INFORMATION BOOKLET

Dear Parents/Carers,

Thank you for choosing the Limes Primary Academy as your child's school. In order to ensure we provide the very best level of education and care for your child, we require you to complete this booklet with the information requested. Please complete all pages within this booklet **as fully as possible** and return to the school office.

The information you provide will remain confidential and is kept securely within school in accordance with current data protection legislation. We will be asking you for the following details:

- Personal information about you and your child
- Medical questionnaire
- School history
- Family background
- Photograph consent
- Visits consent
- Ethnic background

Many thanks.

Child's name: _____

Date of Birth: _____



Personal Information

Childs Legal Surname..... (on birth certificate) Childs Legal Forenames.....	Gender _____ Date of Birth ____/____/____
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Preferred Surname.....

Preferred Forename.....

Child's Home Address.....
.....
..... Post Code.....

Parent/Carer Name(s) or those with parental responsibility

Parent/Carer 1

Mr/Mrs/Miss/Ms (full name).....
(Please delete)
Address Post Code.....
(If different from child)

☎ Home..... Mobile..... Work.....

Email Address..... National Insurance no*.....
*This is a requirement for universal Free School Meal entitlement.

Contact priority **1**

Relationship to pupil.....

Parent/Carer 2

Mr/Mrs/Miss/Ms (full name).....
(Please delete)
Address Post Code.....
(If different from child)

☎ Home..... Mobile..... Work.....

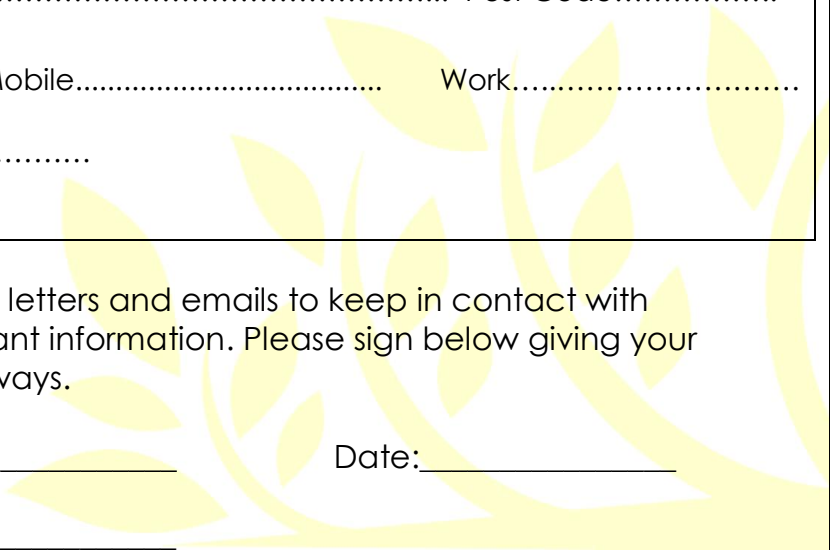
Relationship to pupil.....

Contact priority **2**

As a school we use text messaging, letters and emails to keep in contact with parents/carers and provide important information. Please sign below giving your consent to be contacted in these ways.

Signed: _____ Date: _____

Name: _____



Additional Emergency Contact Details

Please use this section to provide us with the contact details of up to 3 additional family members, friends or neighbours we may contact in an emergency if we are unable to contact you. Please put each person in the order in which we should contact them.

Mr/Mrs/Miss/Ms (full name).....
(Please delete)

Address

Post Code.....

☎ Home..... Mobile.....

Relationship to pupil..... Contact Priority **1**

Mr/Mrs/Miss/Ms (full name).....
(Please delete)

Address

Post Code.....

☎ Home..... Mobile.....

Relationship to pupil..... Contact Priority **2**

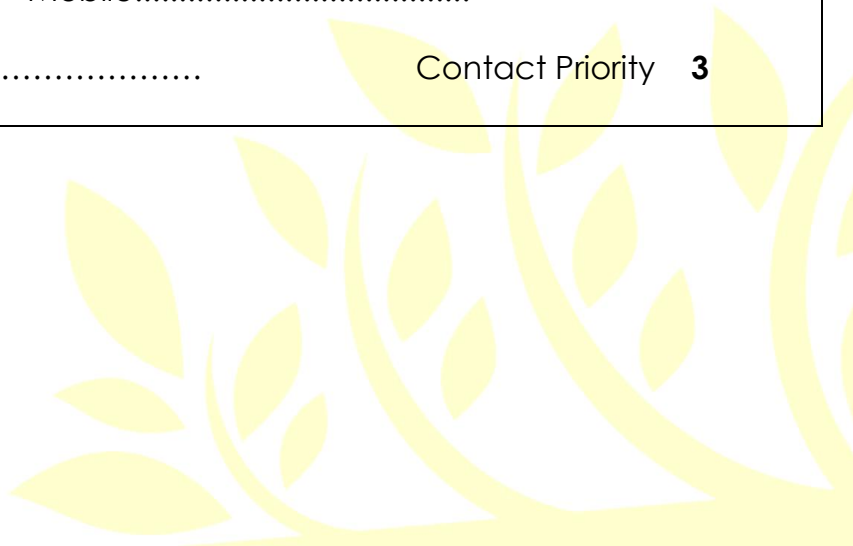
Mr/Mrs/Miss/Ms (full name).....
(Please delete)

Address

Post Code.....

☎ Home..... Mobile.....

Relationship to pupil..... Contact Priority **3**



Pupil's Medical Details

Doctor's Name: _____

Surgery Address: _____

Telephone Number: _____

Allergies: (e.g.: plasters, peanuts, fruit, pets etc.)

Medication:

Please let us know if your child takes any regular medication and what it is for: e.g. asthma

Development:

Please let us know of any issues with your child's development such as: speech, balance, vision, etc.

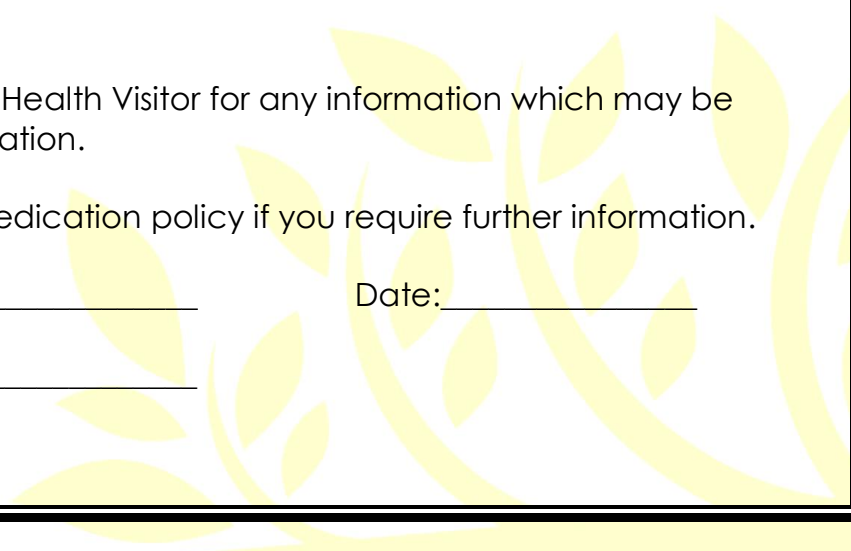
I consent to the school asking the Health Visitor for any information which may be relevant to my child's future education.

Please see our school's first aid/medication policy if you require further information.

Signed: _____

Date: _____

Name: _____



Photographs

We require parental/carer consent to take pictures of children.

The school photographer visits to take photos of the children in class and to take individual pictures which parents can purchase. Other photographs are regularly taken by staff during the year on school trips, in class and around school during lessons, at special events and during fundraising. These photographs will be kept within school for administration or assessment purposes or as a record of their learning activities or achievements. We also like to publish photographs externally on our website, via social media, in the newspapers and in our school brochure to celebrate school events and individual successes and for marketing purposes.

Please read the details below and mark the appropriate box.

- I would like my child to be included in school and class photographs. I am happy for my child to be photographed in school and for the photos to be published externally on the internet/social media/newspapers/brochure etc.
- I am happy for my child to be photographed in school, have individual school and class photographs but **not** for the photographs to be published externally on the internet/newspapers/school newsletters etc.
- I do not wish for my child to be photographed at all.

Signed: _____

Date: _____

Name: _____

Family Background Questionnaire

We are obliged to send school information to ALL parents who have legal parental responsibility. Please ensure you provide us with the name and address of all those who have a legal parental responsibility. All information will be treated in strictest confidence.

Please provide us with details of your family, including your current marital/relationship status or any recent family disruptions e.g. parental separation. Please continue on additional information on back page if required.

Siblings: Position in family starting with oldest sibling:- B = Boy G = Girl

1 st	2 nd	3 rd	4 th	5 th	6 th

Names and dates of birth of siblings: _____

Name and address of Father's place of work: _____

_____ Tel No: _____

Name and address of Mother's place of work: _____

_____ Tel No: _____

Name of any previous school/nursery attended: _____

Single Parent Families Only

Who has primary care and control of the child? _____

Are there any restrictions, Court Orders etc. which we should know about relating to the access of your child? _____

Who will be collecting your child from school? _____

Please note that if custody of/access to your child is subject to a Court Order the school will require sight of this document in order to comply with its terms.

Visits Consent

From time to time as part of our educational programme, we will take pupils off site on school visits. This could include, for example, a walk in the woods, a visit to a place of interest or for pupils to take part in an event or sporting fixture. When the trip takes place wholly during the school day we will not normally seek consent from parents however we will inform you of the visit and you will have the option to withdraw your child if you wish. For all other visits, we require your consent.

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) 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:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

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 (e.g. asthma inhaler):

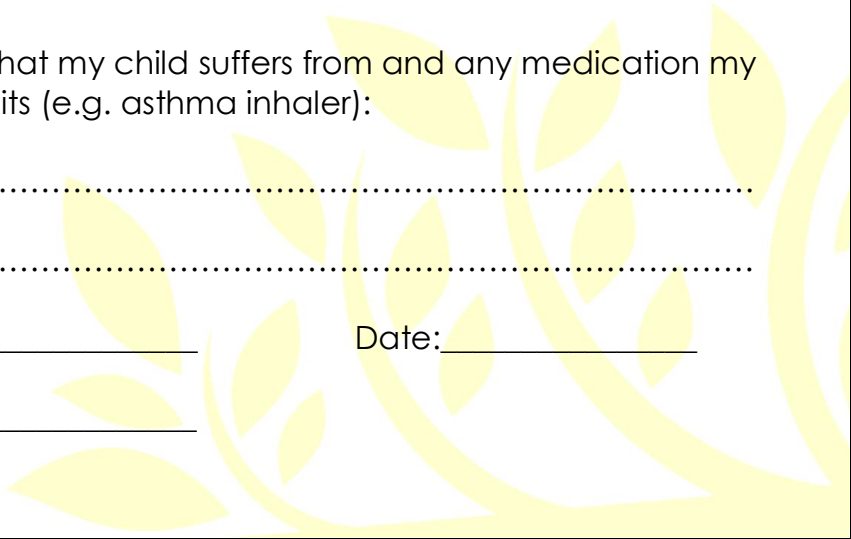
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Signed: _____

Date: _____

Name: _____



Collection and Recording of Pupils' Ethnic Background

All schools are required to collect data relating to your child's ethnic background for the Department for Education (DfE).

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. From time to time this information will be passed to the Local Authority and the DfE to contribute to local and national statistics.

Information about your child's ethnic background will be passed on to any other school to which your child transfers to save you being asked again. You can ask to check your child's information at any time, and, if you wish, have the ethnic background changed or removed.

Name of child: _____

Home language: _____

Religion: _____ (Please specify or state "None")

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.**

Please study the list below and **tick one box only** to indicate the ethnic background of your child.

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other White background

Black or Black British

- Carribean
- African
- Any Other Black background
- Chinese

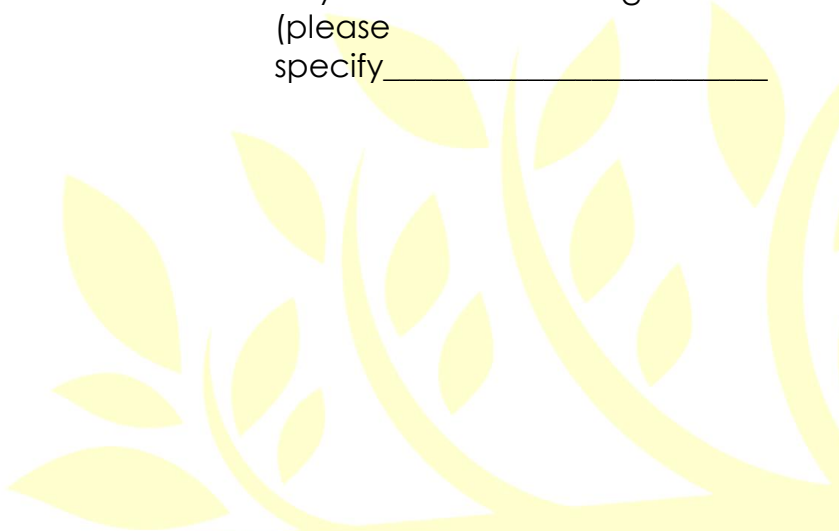
Mixed

- White and Black Carribean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

- Any other ethnic background
(please specify _____)



Please use this space to let us have any information or comments that may be beneficial to your child's education.





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HOME / SCHOOL AGREEMENT

Children do better at school when the staff in school and adults at home work together to support them.

We as a school will:

- Encourage children to do their best at all times.
- Encourage children to take care of their surroundings and others around them.
- Inform families of children's progress at regular meetings and *in annual reports*.
- Each term inform families about the planned learning and curriculum.
- Work together in partnership with families.
- Keep children as safe as possible by following the national and local rules on Child Protection.

The family will:

- Support the child's learning by ensuring their attendance at school is good, they arrive on time and are properly equipped. This includes the child wearing the school uniform.
- Contact school on the first day of absence as to why the child is not at school.
- Attend regular meetings, including opportunities to learn more about the work the child does in school.
- Support the School's policies and guidelines for behaviour and discipline.
- Support children in their homework and other opportunities for home learning.

Together we will:

- Share any concerns or problems that might affect the child's work or behaviour.
- Encourage children to keep the school rules.
- Support children's learning to help them achieve their best.

Child's name

Signed Parent(s)

SignedHeadteacher