

BOLDMERE JUNIOR SCHOOL
INFORMATION AND CONSENT FORM

Dear Parents/Carers

Please read the following information and fill in sections where necessary, before signing. All information is kept confidential. This form should then be returned to the school office asap.

Child's Full Name:DOB Class (Sept 2020).....

Address:

If you wish the school to contact parents/carers by email or by mobile phone (using Parentmail), please indicate details below:

Email address/es:Mobile phone

GP Details (e.g. Name of GP, Clinic, address and tel no.....

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Details of any Court Orders relating to access or parental rights, please indicate below (please attach copies where necessary)

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Please list any other children in the family:

.....

Previous school if not Boldmere Infant School

Please also fill in the enclosed coloured Contact Card on both sides and return to school

Educational Visits

Throughout the time your child attends this school, visits are made to local places of interest and to outside places of education. These do not involve transport costs but do require us to obtain permission to take your child out of school. As many of the visits are a regular part of our curriculum, I am writing to seek your consent collectively rather than obtaining your permission for each one.

Educational visits to Boldmere Shops
Educational visits to Sutton Park
Educational visits to Sutton Town Centre
Swimming lessons at Kingstanding Baths

Educational visits to local schools
Educational visits to local churches
Visits to St Michael's Church

You will be advised of any forthcoming trips. For visits and outings further afield requiring arranged transport, we will send to parents/carers our usual letters seeking your consent. School will continue to ensure that all outings are fully staffed by teachers, teaching assistants and voluntary adult helpers. For these trips a voluntary donation is asked to cover the cost. Without enough donations, we may decide to cancel a trip. Those children who are eligible for free school meals are exempt from payment under the School's Charging and Remissions Policy.

Video/Photographic Consent Form

During your child's time at this school the opportunity may arise through school productions, school visits etc. for your child to be videoed/photographed, including being photographed for the school website.

It is important that we obtain parental consent for this possibility and would be grateful if you could fill in the slip below:

- I give permission for my child to be photographed/videoed (particularly relating to school assemblies/school productions) during his/her time at Boldmere Junior School for use **in the school for display purposes.**
- I give permission for my child to be photographed/videoed during his/her time at Boldmere Junior School for use on the **school's website.**
- I give permission for my child's photograph to be printed in the **local press when promoting the school.**
- I give permission for my child's photograph /video footage to be available on **external websites connected with the school.**
- I give consent for my child's photograph to use on the **school's twitter account**
- I give permission for my child to view **films with the rating of PG** (parental guidance) during the school day
- During the year we often organise activity/fun days/charity days. Please tick the box to give consent for your child to take part in these events.

The school photographer will come into school in the Autumn term to take individual photographs of the children and in the Summer term to take class and team photographs. Photograph proofs will be sent home for parents/guardians to decide if they wish to place an order. Information regarding this will be put in our newsletter in advance of his visit.

SRE/Sex and Relationship Education Lessons – Years 5 and 6

These lessons are undertaken by a locally based group of trained personnel, who deliver SRE style lessons to schools and have had a strong link with Boldmere for a number of years. You will be advised by letter regarding the date and contents of the programmes for year 5 and year 6 pupils. The contents of the programme covered by year 5 will not require parental consent. However, the programme of events for pupils in year 6 will require parental consent and this will be sought at the appropriate time in line with government guidelines.

Medical Information

It is essential that all medical information regarding your child is kept up to date in school. Please advise the school office and class teacher of any relevant information.

It is the responsibility of parents/carers to ensure that all medication in school is in date (e.g. Epipens and Antihistamines) and to collect any medication which is out of date or is no longer required.

The preferred medication accepted in school is that which is prescribed by the GP and named. However, over the counter medication may be accepted on an individual basis.

We will only accept medicines in school if deemed absolutely essential, i.e. where it would be severely detrimental to a child's health if the medicine was not to be taken during the school day. *Our approach is to encourage parents/carers to administer medicines before and after school, and just before bedtimes. Parents/carers are encouraged to refer to their GP on issues of dosage with this in mind.*

If parents/carers are unable to come into school themselves, the Head of School or a member of the senior leadership team will accept responsibility for administering medication. All medicines must be provided in the original container (as dispensed by the pharmacist) and include prescriber's instruction for administration. Parents/carers will need to fill in a medicine consent form obtainable from the school office. We will not accept medicines that have been removed from their original container nor make changes to dosage on parental instruction. If the supply of medicine needs replenishing, this should be done in person by the parent/carer.

The exception to the above is medication such as **Epipens** and **Antihistamines prescribed by the GP only and where there is a Care Plan in place.** This medication will be stored in the school office. In an emergency, we would contact parents/carers for advice. Staff have annual Epipen/Allergy and Diabetes training. A list of the names of staff who have completed this training is available in the school office.

We can accept Piriton, Calpol, headache tablets etc. purchased over the counter. Each request will be considered on an individual basis. Please note, if your child requires **antibiotics**, it is possible to ask the GP to provide medication which can be **taken three times a day and therefore no need to be taken in school.** Should your child suffer from **Hayfever**, it is also possible to obtain medication which can be taken before your child comes into school and will last for a number of hours. However, should you wish to administer medication to your child during the school day, please make arrangements with the school office for a convenient time to come into school, e.g. break time or lunchtime. **Inhalers** will be stored in a box in the classroom for easy access. All inhalers must be named and an 'inhaler record card' filled in. These are available from the school office.

Please indicate below any medical information you would like the school to know regarding your child:

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Please indicate below if your child is asthmatic and uses an inhaler in school:

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For your information, the school uses **hypoallergenic plasters** and may sometimes use **alcohol free/Hypaclean wipes**. Please advise the school office if your child is allergic to these.

We would ask that parents/carers collect their child's out of date/obsolete medication from the school for disposal. Please do not leave the medication in school when no longer required.

Medical Appointments/End of School Day Arrangements

We ask that parents/carers write to their child's class teacher in advance if they are collecting their child early for an appointment. We would also ask that any 'end of the school day arrangements' are discussed with your child before they come to school to help reduce the amount of calls received by the school office. If your arrangements change during the school day, please contact the school office as soon as possible, to enable them to pass on the message to your child/class teacher.

Contact with parents/carers following absence

Please contact the school office on the **first** morning of an absence. Many parents/carers bring their children to school each day and deliver them to the premises. Please note children should not be left on the premises before 8.45 am. Pupils are able to come into school from 8.45 am and registration is at **8.55 am**. Some parents/carers have child-minders or make use of Busy Bodies. We want to establish a list of children who make their own way to school and these will be the children we will check on in the event of absence. We ask parents/carers to complete and return the slip at the end of this letter and also help us in the following:

- **Please telephone school on the first day of your child's absence or send a message to school with another adult.**
- **Please ensure that contact numbers are kept up to date on our contact cards.**
- **Please send in a letter giving the reason for absence on your child's return.**
- **Please let us know immediately if your arrangements change.**

I bring my child to school every day

My child is brought to school by a childminder

My child walks to school with:

My child walks to school alone on the following days

Please indicate who will be collecting your child from school
.....

Please ensure you advise the school office if there are any changes to the above arrangements

Internet Access

A separate letter will be sent to you regarding internet access in school. Parents/carers should read the letter and discuss the contents with their child and return the signed copy to the school office.

I have read the above information and have provided any relevant information as requested.

Signature of Parent/CarerDate

Updated July 2020