

# **Welcome to Oakmeadow C of E Primary and Nursery School**



**Childs Name:** \_\_\_\_\_

**Please complete all the forms inside this  
booklet and return to the main school  
reception.**



## Child Collection Policy

Your child's wellbeing is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety.

Within EYFS, KS1 and lower KS2 all children are required to be picked up daily and school also recommend this as safe practice for upper KS2, however this is a parent/Carers discretion.

No children will be released from our care if our staff members are not informed of the parental wishes or person collecting the child.

### Admission Information

When your child starts at the school you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

**This will then remain on file and it will only be further updated at your request.**

### Password

When you register your child at the school you will be asked to complete a password proforma. It is important that this proforma is given to the school and that only the people you wish to collect your child know the password.

### Suitable person/identification of Individuals

It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.

If a staff member feels that the parent/carer collecting a child may be under the Influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Leadership Team. The member of the Senior Leadership Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child. If another family member is not available then Children's Social Care or the Police will need to be contacted.

Contact details for Social Services/Police will be available from the School Office.

### **Relationship breakdown of parents/guardians**

The school has a clearly defined procedure which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child, we are unable to deny access.

### **Failure to collect a child**

In the event of a parent/carer failing to collect a child the procedures set out below will be followed:

- A member of the Senior Leadership Team will try to establish contact via the emergency contact number(s)
- In the event of a child not being collected by 5.00pm the Social Services and/or police will be contacted

On no account must a child be taken by a person not known by the school.

Policy review date: July 2019

## **HOME-SCHOOL AGREEMENT**

This is the Agreement between Parents, Pupils and School for Oakmeadow CE Primary School & Nursery

### **Our Commitment**

We demonstrate our commitment to working as a caring school in a learning community by striving to:

- Encourage children to do their best at all times
- Ensure your child's physical and social well-being at all times, and to foster feelings of confidence, self worth and belonging.
- providing the best possible learning environment that is safe, attractive and caring
- Deliver a balanced and carefully planned curriculum which meets the needs of your Individual child.
- Provide a range of after school extracurricular activities designed to enrich your child's experience.
- Ensure that all homework tasks are given regularly on an agreed day, and that they reflect your child's learning needs.
- To actively welcome parents/carers into the life of the school and to ensure that teaching staff are always available, by mutual arrangement, to discuss any concerns you might have about your child's progress or general welfare.
- Keep you informed about the school's policies and guidelines on behaviour and equal opportunities, other general school matters and about your child's progress in particular
- Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child, and to inform you of these at given meetings where appropriate.

Signed: C Whelan (Head Teacher)

## **HOME-SCHOOL AGREEMENT**

This is the Agreement between Parents, Pupils and School for Oakmeadow CE Primary School & Nursery

### **Parent/carers commitment**

#### **I/We undertake to:**

- Ensure that my child attends school regularly and that absences are properly notified. I understand new request for time out of school is only for exceptional circumstances.
- Ensure that my child wears their school uniform and appropriate footwear.
- Ensure that my child arrives and where appropriate is collected promptly at the beginning and end of the school day.
- Support the school's policies and guidelines on behaviour and equal opportunities.
- Support my child in his/her homework and wherever possible promote opportunities for home learning.
- Ensure that my child goes to bed at a reasonable time on weekdays to enable their active participation in learning every day.
- Attend Parent/ teacher consultation meetings to discuss my child's progress at school.
- Ensure that my child has suitable PE kit for PE lessons as and when required.
- Give permission for my child to use the internet at school during ICT lessons
- I understand that my child may leave the school grounds for regular activities as part of the school life e.g. church, swimming . I give permissions for this.

**Signed:**

### **Childs commitment:**

- Always try to do my best in all parts of school life.
- Always try to remember to be polite and thoughtful towards others.
- Come to school every school day.
- Keep to the school behaviour expectations.
- Do my homework on time and bring it back to school.
- Bring all the equipment I need every day & wear my school uniform and represent my school well.
- Talk to an adult in school if I have any worries or concerns.

**Signed:**

## **Hometime Arrangements**

In line with our Safeguarding Policy we ask you to complete the important information below to clarify home time arrangements for your child.

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

The following adults/carers have permission to collect my child at the end of the EYFS session.

Name	Relationship to child

**I understand that I will need to give prior written permission for any other adult to collect my child or email the school office before 2:00pm if there is any changes to my child's collection arrangements.**

**[admin@oakmeadowprimary.co.uk](mailto:admin@oakmeadowprimary.co.uk)**

Signature of parent or carer: \_\_\_\_\_

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

## General Data Protection Regulations

### Using images of children Consent form for Oakmeadow CE Primary & Nursery School

Name of child.....

Parent/Carers' name: .....

**Please tick the appropriate box and sign**

I give permission for the above pupil's photograph/image to be used in the school <b>newsletter</b> (which is also published on our school website)	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used on the school <b>website</b>	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used in the <b>media</b> Newspapers and their websites)	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used on the school <b>Twitter &amp;</b>	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used in the promotional materials of <b>School Club and Activity providers</b>	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used on <b>video</b> (for school productions)	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used in the school <b>prospectus</b>	Yes .....	No .....	Signed .....
I give permission for the above pupil's photograph/image to be used in <b>internal displays</b>	Yes .....	No .....	Signed .....

## **Speech and Language Consent**

In school we will be monitoring and assessing all children's communication skills as they enter our Foundation Stage. This may include talking, listening, understanding and communicating with confidence. Informal groups take place in our classrooms and may involve our visiting speech therapist.

Please sign the slip below if you agree to this support for your child. Any results and intervention will be discussed with you.

I **agree / disagree** for my child to participate in a speech and language assessment, which might involve a visiting speech therapist.

Name of child: \_\_\_\_\_

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



### **Medical & Dietary Information**

Name of child		
Date of Birth		
Medical condition or illness and/or dietary requirements Please give as much detail as possible		
Procedures to take in an emergency		
Contact Details	Name	
	Telephone no.	
	Relationship to child	
	Address	

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes to my child's condition or medication in writing.

**Signature:** \_\_\_\_\_

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

**Please note:** it is your responsibility to ensure that the school is kept informed about any changes to your child's medicines, including how much they take and when. It is also your responsibility to provide the school with medication that is clearly labelled and in date. The school will not administer medicine to a child unless it is prescribed by a doctor.