

## **WELCOME PACK**

### **Springfields Early Years Unit**

**Springfields First School, Yarnfield, STONE.**

Telephone: 01785 337310

**Head Teacher:** Mrs A Bagnall

**Deputy Head Teacher/Early Years Manager:** Mrs E Goodfellow

**Hedgehogs Teacher:** Mrs E Goodfellow and Mrs E Wilkinson

**Hedgehogs Assistant:** Mrs E Stewart

**School hours:** 8.45am (Doors open at 8.40am) - 3.15pm.

THESE ARE THE NEW PROPOSED TIMES - WILL BE CONFIRMED VIA EMAIL FOLLOWING THE PARENT CONSULTATION AND THE FULL GOVERNORS MEETING END OF JUNE 2021

## Information we hold about you and your child

We have procedures in place for the recording and sharing of information [data] about you and your child that is compliant with the principles of the General Data Protection Regulations (2018) as follows:

The data we collect is

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject [you and your family]
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects [you and your family] for no longer than is necessary for the purposes for which the personal data is processed.
6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

When you register your child with us we will provide you with a privacy notice that gives you further details of how we fulfil our obligations with regard to your data.

## GENERAL INFORMATION

**Before your child starts in Springfields First School** please complete all the forms contained within this pack and return them to the school office.

### **Admissions and Attendance**

We take up to 45 children in our setting. Children are admitted in the September after their 4th birthday. Children are expected to attend every day, except in case of illness.

### **Arrival and collection arrangements**

Reception children should go to their external classroom doors which will open at 8.40am, ready to start at 8.45am. They should be collected from the same door at 3.15pm. Please let us know in advance if someone different is collecting your child. This can be done by sending a letter of authority with the person concerned or by informing staff in the morning.

### **Children with special educational needs or health care needs**

We are an inclusive setting that welcomes every child. We have lots of experience of caring for children with a wide range of needs including delayed speech and language, global delay and physical disabilities. We work in partnership with a wide range of professionals and attend relevant training so that we can offer the best possible care and support each child to develop to their full potential. We are proactive in seeking early support for children who are showing signs of not meeting expected levels of progress. Please feel free to contact us to discuss your child's individual needs.

### **Illness**

Please inform us by 9.00am if your child contracts an infectious illness/disease or if they have any other medical problems that we should be aware of. Springfields First School is **unable** to accept children who are ill. Please do not send them for **48 hours after** sickness and/or diarrhoea.

### **School uniform**

Children are encouraged to wear a red sweatshirt, white shirt/blouse/polo shirt, grey trousers/skirt/pinafore, grey/red tights/ grey socks. Children may wear grey shorts/grey socks and a red gingham summer dress/white socks during the warmer weather. Suitable black shoes should also be worn, preferably shoes with Velcro not laces. Sweatshirts, hoodies and polo shirts bearing the school's logo are available to purchase from School's In in Stone Business Park.

### **PE Kit**

Reception children will need black shorts, T-shirt (plain white), a red hoodie/ sweatshirt (this can be personalised for Fitness Friday activities at Stone's In in Stone.) A pair of named trainers are also required. All items need to be clearly labelled and left in school in a drawstring bag. PE Kit will be sent home each week ready for the children to wear on Fitness Fridays. Reception children will need a suitable book bag **or** small rucksack that is large enough to fit reading books, word boxes, library books and spare pants etc. On Fridays children need to come to school in their Fitness Friday uniform of School red hoodie (available from School's In in Stone) navy or black plain joggers and trainers.

Wherever possible please:

Send your child with a **suitable** outdoor coat, as we play out even on cold/wet days.

**Name all** children's belongings, particularly bags, coats, shoes, hoodies, hats, sweatshirts, gloves & wellies;

Leave a pair of wellies at school for use when playing on the grass;

Provide spare pants/trousers/skirts, which can be left in your child's book bag and will be used in the event of accidents.

Send a sun-hat and cream with your child's name on, during sunny periods & warm hat and gloves for wintery weather

Provide a packet of wipes for sticky faces/hands and a box of tissues *each half term* please.

### **Policies**

Many of our policies are available on our school website. These include:

- Accessibility policy
- School Behaviour and anti-bullying policy
- Safeguarding policy
- First Aid Policy and procedure
- Food policy
- Online Safety policy
- Medicines in schools policy
- Mobile phone policy and procedures
- Policy for children in care
- Preventing extremism and radicalisation safeguarding policy
- Pupil illness and accident policy
- Safeguarding policy
- SEND policy

**Please request copies of any policies from the School office.**

### **Learning and Development in the Early Years Foundation Stage**

Children learn and develop through playing, exploring, being active, creative and being asked questions to help their thinking.

At Springfields children will be provided with experiences and support which will help them to develop a positive sense of themselves and of others, respect for others, social skills, building confidence and self-esteem resulting in a positive disposition to learn.

The School will support children's learning and development in communicating, speaking and listening. In the role-play area children can develop their imaginations and we have a cosy corner for children to enjoy looking at books. During story/singing time we encourage the children to actively participate by joining in. We provide a range of mark making media for the children to experiment with both inside and out. Children in Reception have daily Phonics lessons. English and Maths lessons are time-tabled throughout the week.

We support the physical development of all children by providing opportunities for them to be active and interactive and improve their skills of co-ordination, control, manipulation and movement. Children will also be encouraged to try new activities and to judge risks for themselves. We will support the children to use all of their senses to learn about the world around them and to make connections relating to what they already know and extending on this.

### **The Learning Environment**

By having a routine with positive encouragement, we try to create a good atmosphere within a safe a stimulating environment. Where a child feels secure and happy he/she is ready to learn. For a child, playing is learning.

We are guided by The Early Years Foundation Stage (EYFS) (DfE 2021) and our setting covers the four stages of the EYFS:

**A Unique Child** - is constantly learning and can be resilient, capable, confident and self-assured

**Positive Relationships** - children learn to be strong and independent through positive relationships

**Enabling Environment** with teaching and support from adults - in which experiences respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.

**Learning and Development** - children learn and develop at different rates and in different ways. The EYFS framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

**There are two areas of Learning and Development:**

#### **Prime areas**

- Personal, Social and emotional development
- Physical Development
- Communication and language

#### **Specific areas**

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

By using the guidance of The Development Matters document, we assess all our children when they enter our settings and are then able to plan their learning and development.

### **Assessment**

We assess how the children are learning and developing through observations. The information we gain, which includes photographs, are documented in the child's learning journey. This learning journey is shared with parents via e-mail and a printed copy is given at the end of the year. Parents are also encouraged to share information about what their child likes to do at home using wow stickers. Parental Consultation evenings are held three times a year.

We use the Reception Baseline assessment in September as a starting point and final assessment at the end of the Reception year using the Early Learning Goals allows staff to assess progress over the year and to make necessary recommendations where children's individual performance exceeds or falls below national expectations.



## Springfields First School End of Year Expectations for Reception

Information for parents and carers on the end of year expectations for children in our school. The staff have identified these expectations as being the minimum requirements your child must meet in order to ensure continued progress throughout the following year.

All the objectives will be worked on throughout the year and will be the focus of direct teaching. Any extra support you can provide in helping your children to achieve these is greatly valued.

If you have any queries regarding this information or want support in knowing how best to help your child please talk to your child's teacher.

### Reading



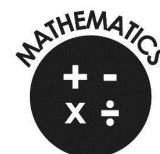
- Demonstrate understanding of what has been read to them by retelling stories and narratives using their own words and recently introduced vocabulary;
- Anticipate - where appropriate - key events in stories;
- Use and understand recently introduced vocabulary during discussions about stories, non-fiction, rhymes and poems and during role-play
- Say a sound for each letter in the alphabet and at least 10 digraphs
- Read words consistent with their phonic knowledge by sound-blending
- Read aloud simple sentences and books that are consistent with their phonic knowledge, including some common exception words

### Writing



- Write simple sentences which can be read by themselves & others.
- Use capital letters and full stops to demarcate sentences.
- Spell some words correctly and make phonetically plausible attempts at spelling.
- Use correct pencil grip.
- Write name (correct upper & lower case).
- Use correct letter formation for familiar words.

### Mathematics



- Have a deep understanding of number to 10, including the composition of each number;
- Subitise (recognise quantities without counting) up to 5;
- Automatically recall (without reference to rhymes, counting or other aids) number bonds up to 5 (including subtraction facts) and some number bonds to 10, including double facts.
- Verbally count beyond 20, recognising the pattern of the counting system;
- Compare quantities up to 10 in different contexts, recognising when one quantity is greater than, less than or the same as the other quantity;
- Explore and represent patterns within numbers up to 10, including evens and odds, double facts and how quantities can be distributed equally.



School uses a secure service ParentPay - a more convenient way to pay for school meals, trips, after school clubs and much more, making the school a cash-free environment.

Parents who do not have access to the internet can still make payments by cash, using the PayPoint network at local convenience stores.

#### **Making secure payments online using your credit or debit card**

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

#### **Using PayPoint**

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are

- Stafford South Roadchef, 2.10 miles away
- Premier, 2.10 miles away
- BP Filleybrook, 2.12 miles away
- Co-Op Stone, 2.17 miles away
- Martins, 2.18 miles away
- Bargain Booze, 2.49 miles away

Please notify the school office if you do not wish to use our online banking system and will be using the PayPoint facility only. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £10 for the first replacement and £15 for each replacement afterwards. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

We hope you will support us in achieving our goal to become a cashless school and reduce the workload on our staff. Your support in using ParentPay will help the school enormously, thank you.

**You will receive your unique ParentPay Account activation details within first week of the admission.**

For further information on ParentPay please see the FAQs overleaf or visit [www.parentpay.com](http://www.parentpay.com).

## ParentPay FAQs

- **When can I log in to my account?**

Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school within first week of the admission.

- **Which cards can I use?**

ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

- **Is it safe to make payments on the internet?**

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

- **How can I check that it's secure?**

Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

- **What about our personal information?**

ParentPay Limited, and its group companies, operate in full compliance with Data Protection Law; Including the Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679.

The ParentPay Terms and Conditions include a Data Processing Agreement (DPA), compliant with the GDPR, which details both parties' obligations relating to Data Protection.

<https://www.parentpay.com/schools/school-terms-and-conditions/>

The ParentPay Privacy Notice, which is available to end users, provides further information on the processing activities undertaken by ParentPay.

<https://www.parentpay.com/privacy-policy/>

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

- **I do not have a home PC so how can I use ParentPay?**

Why not visit your local library, internet café or see if you can get access to a computer at work.

**For more information please visit [www.parentpay.com](http://www.parentpay.com)**



## **Friends of Springfields First School**

Friends of Springfields First School is the parent, teacher and friend association (PTFA) at Springfields.

We are made up of a group of parents and teachers who come together throughout the year to organise fun activities for our children and families to enjoy and to raise money for our school. By having a child at Springfields you are automatically a member of the PTFA!

Some of the events we run include:

- Christmas Fair (with a special guest visitor)
- Disco's
- Summer Fair
- Pop up shops for Mother's Day, Father's Day and Christmas

These events always see a good turn out and are fun for everyone to enjoy! Last academic year we raised around £3,000, which given Covid-19 restrictions was amazing.

The money we raise is spent on equipment and resources to improve our children's experience at school. Last year we re-fitted the school library with new furniture, Andy Wilkinson came and officially opened it for us and spoke to the children in assembly. This year each class has been given £100 to spend on equipment for the classroom, the reception class bought a new sand pit! We also fund the coaches for all school trips, keeping down costs for parents.

We send regular communications to parents through the school email system and we also have our own Facebook group [facebook.com/groups/1713760905588611](https://facebook.com/groups/1713760905588611) so please join the group.

If you would like to get involved with the PTFA, whether it's coming along to our meetings, helping to plan events or volunteering at events, we would love to hear from you. Our email address is [ptfa@springfields-first.staffs.sch.uk](mailto:ptfa@springfields-first.staffs.sch.uk). All our events are run by parent volunteers so we really can't put them on without your support.

Our current committee are

- Sam Williamson - Chair
- Noelle Scaife - Vice Chair
- Erinna Freeth -Treasurer
- Sertac Seckiner – Secretary

There are some great reasons to become active members of your PTFA, including making new friends and meeting other parents. You'll also be making a real difference to your school community and helping raise money for the school. Your children will also love that you are involved in their school, I know mine do!

### **Easy ways you can start to support us straight away!**

There are a number of ways you can start supporting Friends of Springfields First School before your child starts school.

### Pre-loved uniform

We have a stock of pre-loved uniform and try to have regular uniform sales. If you need any uniform please email us at [ptfa@springfields-first.staffs.sch.uk](mailto:ptfa@springfields-first.staffs.sch.uk) and let us know what you need. There is no set charge for uniform, but donations are welcome!

### Easyfundraising – online shopping

We raise money through #easyfundraising and you can help.

Over 4,400 online retailers including John Lewis & Partners, Argos, Uswitch, eBay and M&S are ready to give a free donation every time you shop online. All you have to do is sign up here -

<https://www.easyfundraising.org.uk/causes/springfieldsfirstschool/?invite=NQZ1PO&referral-campaign=c2s>

There are no catches or hidden charges and we would be really grateful for your donations.

### School lottery

Feeling lucky? Why not join our School Lottery

For £1 per week, you could join our school lottery which creates one winner per week from our school but also gives everyone a chance to win £25,000 each week. By joining this lottery, you are not only giving yourself a chance to win money, but you will also be raising money for our PTFA. Just go to:

[www.yourschoollottery.co.uk](http://www.yourschoollottery.co.uk) and search for Springfields First School.

Thank you for taking the time to read about the PTFA and we hope to see you at an event soon!

## Springfields First School Admission Form

SURNAME.....

CHRISTIAN NAMES.....

DATE OF BIRTH.....

ADDRESS.....

.....

HOME TELEPHONE NUMBER .....

EMAIL ADDRESS .....

MOTHER'S NAME .....

MOTHER'S MOBILE NUMBER .....

MOTHER'S WORK TELEPHONE NUMBER .....

FATHER'S NAME .....

FATHER'S MOBILE NUMBER .....

FATHER'S WORK TELEPHONE NUMBER .....

Doctor's name address & telephone number.....

.....

Health Visitor's name and telephone number.....

.....

Emergency contact names & telephone numbers (if different to Mother's & Father's)

.....

.....

Place in family (i.e.) only child, youngest of two etc.

.....

Brought & fetched by (Password if appropriate)

.....

Medical details: Any history of problems with

Hearing:.....

Sight:.....

Asthma:.....

Allergies:.....

Any other medical information, including special dietary requirements:.....

.....

\*If your child requires special dietary requirements, you must fill in the enclosed Chartwell Special Diet Procedure form, at the back of the School Copy Documents part, prior to your child start date.

Signature.....Date.....

## **FIRST AID**

Should children need first aid to be administered, staff act in 'loco parentis' (as caring parents) and follow school procedures. If there is concern about an injury the child is referred to our qualified Paediatric First Aiders who in consultation with the Head Teacher decide the action that needs to be taken. All first aid applied is recorded. Parents are only informed if we consider there may be a delayed reaction, (in which case an accident form is sent home) or if we consider parents need to be contacted immediately. It is therefore essential that we have two contact telephone numbers for parents during the school day. Hopefully, these will never be needed for your child.

We aim to treat children who become ill or who have health problems with care and sympathy. If your child is taken ill at school we will try to contact you and arrange for them to be taken home. Most members of staff are qualified in Emergency First Aid.

In the case of emergencies or more serious injury, we shall try to contact you but no time will be wasted before calling an ambulance or a doctor and it may well be that we shall only be able to contact you afterwards.

We regret that we are only able to administer medicines which are prescribed by a doctor. No non-prescribed medicines (such as Calpol) should be brought into school and we regret that we are no longer able to administer these medicines unless they have been prescribed by a Doctor. Parents must ensure that medicines, particularly inhalers and eczema creams held in school have not passed their expiry date.

Requests for administration of prescribed medicine need to be made to the School Office and a parental consent form / health care plan completed. All medication must be clearly labelled with the owner's name, dosage and details of when/ how often it should be administered.

All children with long term health problems which require intervention by school staff will have a care plan completed by their parents.

A copy of our First Aid Policy is available upon request.

**NAME OF CHILD:**.....

Please delete as appropriate and sign and date each section.

**HEALTH AND SAFETY**

I give/do not give permission for staff to administer emergency first aid on my child when necessary.

I give/do not give permission for staff to use antiseptic wipes on my child.

I give/do not give permission for staff to use plasters on my child.

During summer we will only apply sun cream provided by you.

I agree to your putting/ I would prefer it if you did not put sun-cream on my child.

We like to cook or prepare food with the children when linked to our topics.

I am/am not happy for my child to take part in food preparation or cooking activities.

Is there any food that your child cannot or you would prefer them not to eat?

.....

**Signed** ..... **Date**.....

**PHOTOGRAPHS**

For Early Years Foundation Stage planning purposes we observe and assess the children. The results will always be confidential, although available to you.

I agree /do not agree to my child being observed/assessed/photographed for their learning journey.

I agree/do not agree to group photographs being included in other children's learning journeys.

I agree not to share any group photographs on social media.

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not publicise or share it in any way.

**Signed** ..... **Date**.....

## Use of Images and Pupil Information Consent Form

**Name of Child:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

The setting confirms that it shall *only* use photographic images of your child in line with its Code of Practice, overleaf, and in order to demonstrate or promote activities relating to the schools' curricular and extra-curricular provision.

**Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.**

Please tick the relevant box(es) below and return this form to school.

- |  |                          |                    |                          |
|--|--------------------------|--------------------|--------------------------|
| I am happy for the school to take photographs of my child.   | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used on the school website.  | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in the school prospectus.   | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in internal displays.   | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used for adverts in local papers   | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in newspaper articles and features                                  | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used for flyers, banners and publicity material                          | <input type="checkbox"/> | Names not included |                          |
| I give consent to my child being videoed or photographed by other parents at a group event eg. Christmas concert |                          |                    | <input type="checkbox"/> |

If you change your mind at any time, you can let us know by emailing [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk).

I confirm that I have read and agree to the terms contained within this Consent Form.

**Signature:** \_\_\_\_\_  
(Parent/Guardian)

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

### Code of Practice

This code of practice specifies the manner in which Springfields Pre-School will utilise and make available photographic images of pupils and their names.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group
3. Only reveal within images for the media personal details, such as child's name and age, as part of a group or whole group photograph
4. Only use side or rear views of pupils if requested by parents / guardians
5. Ensure our security procedures are reviewed regularly by the Designated and Deputy Designated Safeguarding staff (Mrs Bagnall, Mrs Goodfellow or Mrs Scott)
6. Ensure that consent forms are signed by parents/carers with parental responsibility when registering their child at the school as part of the induction process.

### **Springfields First School Policy for Late/Non-collection of Children**

If your child has not been collected *10 minutes* after the end of the afternoon session (3.15pm) they will be left in the care of the Springfields Care Club at a charge of £3.00 per hourly session.

As instructed by OFSTED & for insurance purposes, please will you sign the agreement below to allow us to leave your child in the care of Springfields Care Club if you are *more than 10 minutes* late collecting your child.

I agree to allow you to leave my child in the care of the Springfields Care Club if I am more than 10 minutes late collecting my child at a charge of £3.00 per hourly session.

Signed..... Date.....

### **Online safety**

As the parent/carer of the pupil, I give permission for my son/daughter to have access to the internet and ICT systems in school.

I understand that the school will discuss an Acceptable Use Policy (AUP) with my child and that they will receive online 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 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 son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

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 online safety.

Signed:.....

Date:.....



## Parental Responsibility Data Collection Sheet

Please complete this form giving details of persons who have parental responsibility (PR) and indicate if they are in the armed forces.

Please give details of anyone else you wish to be contacted in an emergency and place them in the order that you wish for them to be contacted.

**PLEASE ENSURE YOU SHOW A MEMBER OF THE OFFICE STAFF YOUR CHILD'S BIRTH CERTIFICATE.**

Surname:				Legal Surname:			
Forename:				Middle Names:			
Gender:	M / F	Date of Birth:	/	/20	School Year:		
Address:							
Postcode:				Birth Certificate Seen:	Yes / No		

1. The following adult/s lives with the child and act as parent/s:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
1.			Y / N	Y / N
2.			Y / N	Y / N
3.			Y / N	Y / N

2. The following adult/s have "Parental Responsibility" but do not live with the child:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
1.			Y	Y / N
2.			Y	Y / N
3.			Y	Y / N

3. Are there any Court Orders which relate to the child? E.g. Custody orders/Section 8 Orders under the children Act 1989

YES/NO

If YES please state what they are:


This information will be transferred into the school's computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with Parental Responsibility wherever possible.

Signed:	Print Name:
Relationship to child:	Date:



## Ethnicity Data Collection Form

Pupil's Name:

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 tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

### 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 an ethnic background category to be recorded

This information was provided by:	
Parent	<input type="checkbox"/>
Pupil	<input type="checkbox"/>

Country of Birth: \_\_\_\_\_

First Language: \_\_\_\_\_

Home Language: \_\_\_\_\_

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Children, Schools and Families(DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)



## HOME - SCHOOL AGREEMENT

### Our School Aims

- To provide a happy and stimulating environment where each child's full potential socially, intellectually, physically, spiritually and morally is recognised and developed through a broad and balanced curriculum
- To continue to work in partnership with parents, governors and the wider community
- To give children opportunities to develop independence and the responsible attitudes that will enable them to become active and caring members of the community
- To create a sense of belonging to the school and the wider community, a respect for the environment and for the beliefs of others, nurturing a sense of trust, care and consideration

### As a school we will:

1. Treat your child fairly, care for them and ensure their happiness and safety.
2. Encourage independence, respect and a sense of responsibility towards everyone who works in the school.
3. Provide a high quality curriculum that meets your child's needs.
4. Work with you as parents to support the school in maintaining good behaviour..
5. Offer you the opportunity to become active partners in your child's learning, through sharing reading and other homework activities.
6. Contact you about any concerns we may have or problems that might affect your child's behaviour or work.
7. Inform you about your child's progress and attainment through the Home-School Diary, regular Parent Interviews and Annual Reports.
8. Communicate information to you about the life and work of the school, including important dates and other special events, through regular Newsletters, Notices and website updates.
9. Treat any parental enquiry or concern in a manner that maintains this partnership, respond as soon as possible.

Signed: Mrs A Bagnall Date: \_\_\_\_\_  
HEADTEACHER

### The Family:

1. Make sure my child arrives at school on time with the equipment they need and dressed according to school policy.
2. Ensure they attend regularly, provide an explanation if they are absent or late and endeavour to take family holidays out of school time.
3. Help my child to become independent and look after their own things.
4. Become familiar with the school's behaviour policies and support them by encouraging my child to show respect and concern for others.
5. Become a partner in my child's learning by taking an interest in their life at school and supporting them with home learning activities.
6. Attend parent evenings and other events to discuss my child's progress.
7. Inform the school of any issues which may affect their work or behaviour.
8. Treat school staff with respect.
9. Make an appointment, wherever possible, when I need to see a teacher, and respond promptly to school requests for information and permission slips etc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
PARENTS/PERSON WITH PARENTAL RESPONSIBILITY

### As a pupil I will do my best to:

1. Attend school regularly and be on time.
2. Bring all equipment I need to school, named.
3. Work hard and always give my best effort in school.
4. Follow the school rules.
5. Follow the school uniform code.

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



## Springfields First School Privacy Notice

Springfields First School  
Yarnfield  
Stone  
Staffs  
ST15 0NJ

Contact: Mrs A Bagnall

### Introduction

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, email address, emergency contact details, and family details

This information will be collected from you directly in the registration form.

If you apply for free school meals entitlement, we will also collect:

- your national insurance number.
- we may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at [my/our] setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

### **Who we share your data with**

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted - during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety

We will never share your data with any other organisation to use for their own purposes

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

Storing it in a locked cupboard in the school office or on an encrypted computer or file
--

**How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

**Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

**Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.

## School Data Collection Sheet - Introducing SIMS Parent Lite

Springfields First School holds key data for your child. The accuracy of this information is essential to ensure that your child is effectively supported and that we have an up to date information at all times.

We request the information every Autumn Term to update our files. However, if any of your details change in the meantime we ask that you inform us of this in writing as soon as possible or alternatively you can update your child's records instantly via SIMS parent Lite, our data collection system. **It is parent's responsibility to keep the school informed of any changes.**

SIMS parent Lite:

- aids schools in managing data accuracy and upkeep, and also 'security in transit' by enabling parents and staff to confirm data and update changes as required throughout the academic year.
- allows you to review and request changes to information such as medical details and dietary needs electronically, using the text information function. Parents can also provide additional information on these crucial details, ensuring that personal information not previously held in SIMS is collected.
- allows you to complete an online "data checking sheet" to update the contact information we hold for your son / daughter, removing the need for paper-based collection – something we would urge you to do the first time you log in.

SIMS Parent Lite helps schools comply with the new GDPR data requirements, by providing a simple way to collect, manage and handle information by obtaining accurate data securely from parents.

We recommend the use of SIMS Parent Lite to view and update your child's details as it's the quickest and most secure way to keep all your details up to date. However, if you require a paper copy you can request this in writing.

Getting started with SIMS Parent Lite.

1. We will send you an activation email; simply click on the link from your smartphone, tablet or PC to activate your account.
2. You can then log in using your normal Facebook, Twitter, Google, Microsoft or Office 365 username and password.
3. Once you have registered, you can access the SIMS Parent website by visiting [www.sims-parent.co.uk](http://www.sims-parent.co.uk) directly.

Please check the accuracy of the data, paying particular attention to the following sections:

- the address and postcode in the 'Student Details' section are correct
- the phone numbers and email addresses in the 'Contacts' section are correct
- the medical information we have is accurate and correct; please note that some information may be duplicated between the medical conditions and medical notes section

**Please remember to click 'Save' button after changes are made and then 'Save and Finish' at the end to save all changes.**

The School Data Collection Sheet requests Ethnicity, and First Language for your child, however it is not compulsory for you to provide this information



## City Catering's Values

We believe that food plays an important part in the school day. By providing pupils with a healthy, nutritionally balanced meal we help to support their learning and development during the day.

Our dedicated team some of whom are based in your school work hard to ensure that we deliver a range of meals each school day which will be enjoyed by your child. Our staff in your school are all fully trained and DBS cleared.

Eating in company helps to develop social skills so we aim to give all pupils the opportunity to have a school meal. For those with special medical dietary

requirements the menu can be adapted to suit individual needs. We aim to offer similar options where possible so that pupils appear to be eating the same foods. We meet with parents individually to put this process in place.

We take pride in serving all of our meals on Staffordshire manufactured plates and bowls, supporting the City's pottery heritage.

The health and wellbeing of pupils is and always will be our main focus, this is supported by us being locally based non-profit making business.

## Quality

Over 90% of our dishes are homemade. This means that we can produce them using quality ingredients that have been sourced locally wherever possible. All ingredients we use are checked to ensure our standards are met and for their suitability for special diets. There is no Monosodium Glutamate in our ingredients and no Genetically Modified food on our menu.

We put emphasis on sourcing environmentally sustainable and ethically sourced foods. Our fruit and vegetable suppliers work with local growers to make the most of seasonality. These factors are supported by our menu holding the Silver Food for Life Catering Mark awarded by the Soil Association.

A few other things you might find interesting about our ingredients:

- The meat that we use is farm assured ensuring animal welfare, food safety, UK origin and low food miles.
- We only use free range eggs.
- Fish serves is Marine Stewardship Council (MSC) certified.
- We support the '5 a day' campaign and use local growers where possible.
- A percentage of the meat we purchase is organic.
- City Catering has its own policies for Additives, MSG and Nuts to ensure that strict standards are adhered to at all times.
- Allergen information is available for all dishes served.



## Your School's Menu

The menu offer in your school has been chosen by pupils at your school. A consultation process was carried out during the Summer Term; this included asking pupils to vote on the dishes they wanted to see on the menu. Allowing schools to have this input means that each school's menu meets the preferred tastes of that school.

Once pupils had made their selection a three week menu cycle was created to ensure that the offer complies with the School Food Standards put in to place by the government. If you wish to find out more visit [www.schoolfoodplan.com](http://www.schoolfoodplan.com)

Our display menus main course options

are shown as meals, these act as a guide for pupils but are not set in stone. When pupils make their choice at the serving area they can choose what carbohydrates and vegetables they would like to accompany their choice. Portion sizes are in line with those recommended by the Children's Food Trust. Getting your correct portion size is important but does need balancing with changing appetites so flexible portioning is adopted on the carbohydrate choice to support main protein items.

In order to keep pupil's classic favourites on the menu we carefully select our ingredients and use healthier cooking methods. We do not fry goods, oil is not



added to the cooking process and dishes are made and cooked to our recipes not bought in prepared. Our kitchens hold the 'Eating Well to be Well' award which is an initiative within Stoke on Trent to promote healthier eating to customers. It is awarded by the Environmental Health Team following a strict assessment process.

There is always a selection of salad items and fresh bread (locally baked to our own recipe) available for pupils to have as an addition to their chosen meal at no extra cost.

Sometimes pupils prefer to choose the 'deli' option of a sandwich, baguette or wrap, or a filled Jacket Potato. There are a range of fillings available daily. Pupils still have a choice of dessert and drink with

this option and access to the selection of salad and fresh bread.

Each day pupils have a choice of dessert items. We always offer a traditional homemade dessert. Custard is optional for those who like it. The recipes for these desserts as with all of our recipes are carefully designed to use less fat, salt and sugar. Our chocolate desserts don't actually contain 'chocolate'. If pupils prefer they can choose from yogurt, Fresh Fruit or Crackers and Cheese.

Each meal is accompanied by a choice of drink. These options are all compliant with food standards.

If you wish to find out the cost of meals in your school please contact your school directly.

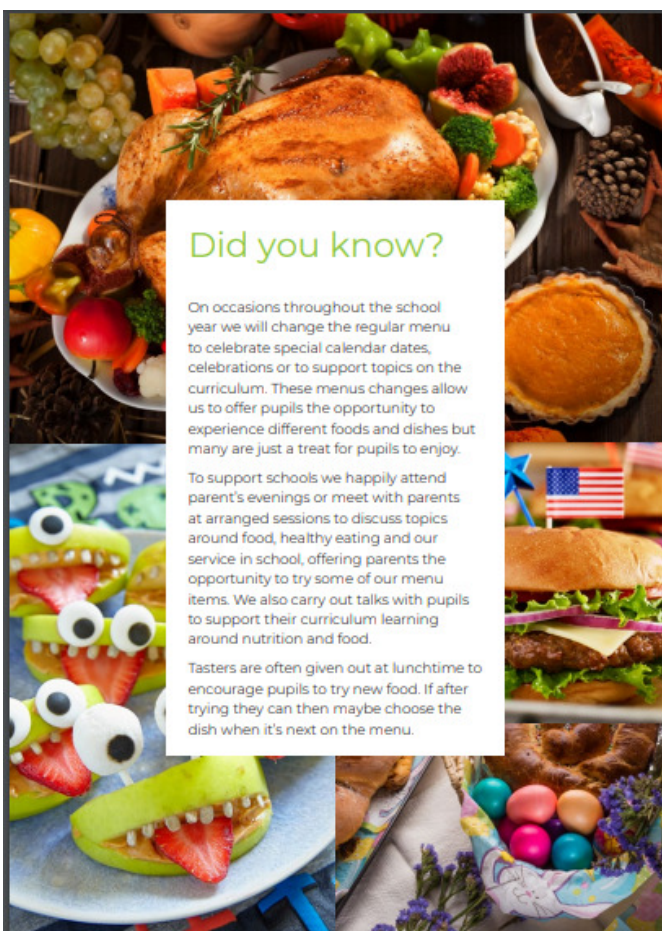


## Free Meals for Reception, Year One and Year Two

Take advantage of the government scheme (Universal Infant Free School Meals) which provides all pupils in Reception, Year 1 and Year 2 with a free school meal each day.

This scheme is an excellent initiative which saves parents time as there is no need to worry about preparing a packed lunch for school but more importantly saves money.

Welfare Free School Meals are still available for those who are eligible across all year groups.



## Did you know?

On occasions throughout the school year we will change the regular menu to celebrate special calendar dates, celebrations or to support topics on the curriculum. These menu changes allow us to offer pupils the opportunity to experience different foods and dishes but many are just a treat for pupils to enjoy.

To support schools we happily attend parent's evenings or meet with parents at arranged sessions to discuss topics around food, healthy eating and our service in school, offering parents the opportunity to try some of our menu items. We also carry out talks with pupils to support their curriculum learning around nutrition and food.

Tasters are often given out at lunchtime to encourage pupils to try new food. If after trying they can then maybe choose the dish when it's next on the menu.



Weighbridge Site, Cromer Road,  
Northwood, Stoke on Trent ST1 6QN

01782 236464

[city.catering@stoke.gov.uk](mailto:city.catering@stoke.gov.uk)

[www.citycatering.org.uk](http://www.citycatering.org.uk)

@city\_catering



## CITY CATERING



### Policy on Catering for Special Diets

Every child has the right to a varied and nutritious lunch menu, regardless of special dietary requirements and needs. It is of the upmost importance that any child suffering from a food allergy and intolerance can enjoy their school meal without risk of reaction.

City Catering will cater for all special diets, regardless of how complex or rare they may be.

### Our Policy

- ❖ We ask that parents provide us with written confirmation of the allergy/medical condition from a GP, Consultant, Dietitian or other health professional, which is passed on via the school. This is to ensure that children are not having foods removed from their diet without a diagnosed medical need.
- ❖ Once we have this information, our Nutritionist will contact parents directly, and wherever possible will arrange a meeting at the school to develop a bespoke menu. The Catering Supervisor is invited to attend, as well as the Pupil as it is important for them to take on ownership and understanding of their individual menu and food choices. Where ever possible, the pupil will be provided with a menu that is similar to their peers, so there is very little obvious difference in food choices.
- ❖ Once the menu is finalised, the Catering Supervisor receives copies of the menu and modified recipes and dishes are produced accordingly.

### Continued Support

We advise on steps to prevent reactions occurring, such as identifying and displaying information regarding allergenic ingredients, methods of food preparation/ cooking and eliminating cross contamination. Each kitchen also has an Allergen Folder which is updated on a regular basis, should any additional queries arise.

Throughout all this process, ensuring good communication between our Nutritionist, the Catering Supervisor, School and Parents/ Guardians is essential. Parents can contact our Nutritionist at any time and often do. It is essential that our Nutritionist is assertive and knowledgeable when speaking to Parents, as this ensures they continue to have faith and confidence in us. Letting someone else cater for a child with specific needs can be quite a daunting prospect for some parents, which is why we always make sure the highest standard of practice is adhered to at all times.

If you require any further information, please contact Jenny Roberts, our Nutritionist, via the contact details below:

[jenny.roberts@stoke.gov.uk](mailto:jenny.roberts@stoke.gov.uk)

telephone: **01782 236110**

## SPECIAL DIET INFORMATION FORM

Pupil Name:	
Year Group:	
Allergies / Intolerancies:	

Parent / Carer Name:	
Contact Phone Number:	

Please attach a photograph  
of your child.  
Alternatively, if you cannot  
access a printer,  
a copy can be emailed to  
[office@springfields-first.  
staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk)

Please remember to include a written confirmation of the allergy/medical condition from a GP, Consultant, Dietitian or other health professional. This is required to ensure ultimate safety of the pupil by providing complete transparency of their food allergies and intolerances. It also gives an indication of tolerance levels and possible reactions to look out for.

Please note, special diet requests without a medical note will be processed by our catering company.

## FREE SCHOOL MEALS / UNIVERSAL FREE SCHOOL MEALS

All Reception, Year 1 and Year 2 age pupils are entitled to a free meal under the Universal Free School Meals scheme.

However, Springfields First School offers financial support to the families that meet the low income criteria and would be entitled to a free school meal regardless of the age, in the form of free school trips, music lessons, after school sport clubs etc. offered in school.

All school educational visits and after school sports activities organised by school will be automatically paid for by the school.

If your child wishes to take part in one of the after school clubs offered, you must contact the school so we can arrange the payment. All we ask is that if your child chooses a club, they try to commit to it and attend as the fee is non-refundable and places are limited. If your child chooses to take part in the after school activities and does not commit, we may review further funding.

If you think you meet the low income criteria and your child is going to be in Reception year or above when the meals begin, please apply on Staffordshire County Council website, the Free School Meals section:

<https://apps2.staffordshire.gov.uk/web/fsmweb/>

If you are looking to apply for a free school meal entitlement to start from September 2021, please don't apply before 1 June 2021.

Please contact school office on 01785 337310 or [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk) if you require assistance with filling in the online form, alternatively please provide details below and we will apply on your behalf:

Parent 1 Full Name:	
Date of Birth	
National Insurance Number	
Benefit (as per list below) received	

Parent 2 Full Name:	
Date of Birth	
National Insurance Number	
Benefit (as per list below) received	

\*only fill in the information above if you authorise the school office to apply for a free school meal entitlement on your behalf\*

Further information is available from <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals>

**Please note that the government have made changes to the entitlement criteria for new free school meal applications from 1 April 2018.**

The entitlement criteria from 1 April 2018 is -

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may

To prevent a delay in your claim, please don't apply before either:

- Your eligibility to working tax credit has ended but you are still receiving child tax credit and have a household income (as used by HMRC to assess tax credits) of less than £16,190, or receive one of the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed or;
- You have received your benefit or tax award notice showing that you meet the eligibility criteria
- your entitlement to Universal Credit has been confirmed

Please note Staffordshire County Council is unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.

Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

If your child has a finalised Education, Health and Care Plan and is registered as a pupil at a special school they can receive free school meals at nursery age - if you are not sure if have a finalised plan or if they are registered at the school (and not at some other nursery provision on site) please check with the school before making your application for free school meals.



## Springfields Care Club Registration Form

Surname:		Forename:		Middle name:	
Gender:		Date of birth:		Class year:	
Home address:			Tel. No:		
			Email address:		

Mother's name:	Parental responsibility: YES / NO
Address if different to child's:	Daytime tel. no:
	Mobile phone no:
	E-mail address:

Details of any Court Orders:	
Father's name:	Parental responsibility: YES / NO
Address if different to child's:	Daytime tel. no:
	Mobile phone no:
	E-mail address:

Details of any Court Orders:
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Details of all persons you wish to be contacted in an emergency (in order of priority):			
	Name/relationship	Address	Contact numbers
1.			
2.			
3.			
4.			

Details of all persons who have your permission to collect your child from Care Club:			
	Name/relationship	Address	Contact numbers
1.			
2.			
3.			
4.			

Ethnicity: please tick the box to indicate your child's ethnic background:	
WHITE: <input type="checkbox"/> British, <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage, <input type="checkbox"/> Gypsy/Roma, <input type="checkbox"/> Other White background MIXED: <input type="checkbox"/> White and Black Caribbean, <input type="checkbox"/> White and Black African, <input type="checkbox"/> White and Asian, <input type="checkbox"/> Other Mixed background BLACK or BLACK BRITISH: <input type="checkbox"/> Caribbean, <input type="checkbox"/> African, <input type="checkbox"/> Other Black background ASIAN or ASIAN BRITISH: <input type="checkbox"/> Indian, <input type="checkbox"/> Pakistani, <input type="checkbox"/> Bangladeshi, <input type="checkbox"/> Other Asian Background <input type="checkbox"/> Chinese, <input type="checkbox"/> Any other ethnic background, <input type="checkbox"/> I do not wish an ethnic background category to be recorded	
Home language:	Religion:

Medical information:		
Medical practice (inc. address):	GP Name:	Tel. no:
Please provide details of any medical conditions, allergies or food preferences:		
Allergies:	Medical conditions:	Food preferences:

I give permission for the staff at Springfields Care Club to give emergency first aid to my child and the seeking of any emergency medical advice or treatment now and at any time in the future.	YES / NO
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**The GDPR 2018:** The school has an obligation to comply with the General Data Protection Regulation and other applicable data protection law. The school maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the Data Protection Laws. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Education Authority – and with DE and other Departments for statistics and research purposes.



## Springfields Care Club Contract

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

- I consent for my child to attend Springfields Care Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Springfields Care Club is a play setting and that whilst my child is there, Springfields Care Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Springfields Care Club he/she will be in the care of Springfields Care Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- Advance booking is required for all sessions. I will book my child into the club on an ongoing basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays). I will fill in the relevant booking form.
- If I require an emergency booking on the day when my child is not booked in for a session, I will telephone the school office on 01785 337310 and speak to the Office Manager who will check the availability with the Springfields Care Club.
- I will give the required one month's notice for permanent cancellation of a permanent session. If my child will not be attending a session for any reason, I will inform the school as soon as possible.
- I will be provided with a login access to the online banking system - ParentPay and I will view and settle any outstanding fees within 2 weeks of sessions taken. I agree to a late payment charge of £25 applied if I don't settle outstanding arrears within the agreed 2 weeks period. After this stage, I understand, the place in the Springfields Care Club will not be available for my child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. Please note if Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary. As a final course of action, the debt recovery will be passed to the local authority.
- If the Springfields Care Club informs me that a place is no longer available for my child due to outstanding arrears and I do not collect my child from school at 3.15pm, I understand that Springfields First School / Springfields Care Club will follow its **Uncollected Children Policy** and contact Social Care.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Springfields Care Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Springfields Care Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible and will arrange for someone else to collect my child before the club closing time.
- If I do not collect my child by 6.00pm I will pay a charge of £15 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Springfields Care Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Springfields Care Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the Springfields First School / Springfields Care Club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions.

- If there are any accidents or incidents at Springfields Care Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Springfields Care Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Springfields Care Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on school/club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Name: \_\_\_\_\_

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

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



### Springfields Care Club Booking Form

**Child's name:**

**Requested start date:**

Morning sessions are: **7.30am-8.45am & 8.00am-8.45am**

Afternoon sessions start at **3.15pm and run until 4.15pm, 5.30pm or 6.00pm**

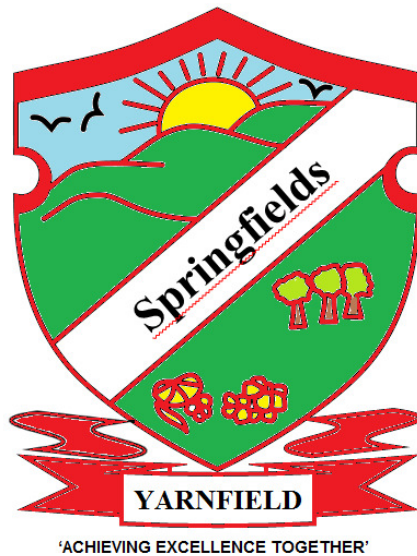
*(Please tick the sessions that you require below)*

	<b>7.30am-8.45am</b> <b>£5.20</b> (incl.breakfast)	<b>8.00am-8.45am</b> <b>£2.70</b> (arrival before 8.15am incl.breakfast)	<b>3.15pm-4.15pm</b> <b>£3.00</b> (incl.biscuit & drink)	<b>3.15pm-5.30pm</b> <b>£6.75</b> (incl.biscuit, drink & light tea/snack)	<b>3.15pm-6.00pm</b> <b>£9.75</b> (incl.biscuit, drink & light tea/snack)
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed: .....  
(parent/carer)

Date: .....



## WELCOME PACK

Springfields Early Years Unit

**SCHOOL COPY DOCUMENTS**

**PLEASE RETURN THIS SECTION TO THE  
SCHOOL OFFICE**



## Springfields First School Admission Form

SURNAME.....

CHRISTIAN NAMES.....

DATE OF BIRTH.....

ADDRESS.....

HOME TELEPHONE NUMBER .....

EMAIL ADDRESS .....

MOTHER'S NAME .....

MOTHER'S MOBILE NUMBER .....

MOTHER'S WORK TELEPHONE NUMBER .....

FATHER'S NAME .....

FATHER'S MOBILE NUMBER .....

FATHER'S WORK TELEPHONE NUMBER .....

Doctor's name address & telephone number.....

Health Visitor's name and telephone number.....

Emergency contact names & telephone numbers (if different to Mother's & Father's)

Place in family (i.e.) only child, youngest of two etc.

Brought & fetched by (Password if appropriate)

Medical details: Any history of problems with

Hearing:.....

Sight:.....

Asthma:.....

Allergies:.....

Any other medical information, including special dietary requirements:.....

**\*If your child requires special dietary requirements, you must fill in the enclosed Chartwell Special Diet Procedure form prior to your child start date.**

Signature.....Date.....

## **FIRST AID**

Should children need first aid to be administered, staff act in 'loco parentis' (as caring parents) and follow school procedures. If there is concern about an injury the child is referred to our qualified Paediatric First Aiders who in consultation with the Head Teacher decide the action that needs to be taken. All first aid applied is recorded. Parents are only informed if we consider there may be a delayed reaction, (in which case an accident form is sent home) or if we consider parents need to be contacted immediately. It is therefore essential that we have two contact telephone numbers for parents during the school day. Hopefully, these will never be needed for your child.

We aim to treat children who become ill or who have health problems with care and sympathy. If your child is taken ill at school we will try to contact you and arrange for them to be taken home. Most members of staff are qualified in Emergency First Aid.

In the case of emergencies or more serious injury, we shall try to contact you but no time will be wasted before calling an ambulance or a doctor and it may well be that we shall only be able to contact you afterwards.

We regret that we are only able to administer medicines which are prescribed by a doctor. No non-prescribed medicines (such as Calpol) should be brought into school and we regret that we are no longer able to administer these medicines unless they have been prescribed by a Doctor. Parents must ensure that medicines, particularly inhalers and eczema creams held in school have not passed their expiry date.

Requests for administration of prescribed medicine need to be made to the School Office and a parental consent form / health care plan completed. All medication must be clearly labelled with the owner's name, dosage and details of when/ how often it should be administered.

All children with long term health problems which require intervention by school staff will have a care plan completed by their parents.

A copy of our First Aid Policy is available upon request.

**NAME OF CHILD:**.....

Please delete as appropriate and sign and date each section.

### **HEALTH AND SAFETY**

I give/do not give permission for staff to administer emergency first aid on my child when necessary.

I give/do not give permission for staff to use antiseptic wipes on my child.

I give/do not give permission for staff to use plasters on my child.

During summer we will only apply sun cream provided by you.

I agree to your putting/ I would prefer it if you did not put sun-cream on my child.

We like to cook or prepare food with the children when linked to our topics.

I am/am not happy for my child to take part in food preparation or cooking activities.

Is there any food that your child cannot or you would prefer them not to eat?

.....

**Signed** ..... **Date**.....

### **PHOTOGRAPHS**

For Early Years Foundation Stage planning purposes we observe and assess the children. The results will always be confidential, although available to you.

I agree /do not agree to my child being observed/assessed/photographed for their learning journey.

I agree/do not agree to group photographs being included in other children's learning journeys.

I agree not to share any group photographs on social media.

I understand that any data included in my child's learning journey which relates to another child is for my information only and I will not publicise or share it in any way.

**Signed** ..... **Date**.....

## Use of Images and Pupil Information Consent Form

**Name of Child:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

The setting confirms that it shall *only* use photographic images of your child in line with its Code of Practice, overleaf, and in order to demonstrate or promote activities relating to the schools' curricular and extra-curricular provision.

**Please tick the relevant boxes and sign below in all instances where you give your consent for photographic images of your child being used. Please also indicate whether you consent to your child's name being associated with their image.**

Please tick the relevant box(es) below and return this form to school.

- |  |                          |                    |                          |
|--|--------------------------|--------------------|--------------------------|
| I am happy for the school to take photographs of my child.   | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used on the school website.  | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in the school prospectus.   | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in internal displays.   | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used for adverts in local papers   | <input type="checkbox"/> | Names not included |                          |
| I am happy for photos of my child to be used in newspaper articles and features                                  | <input type="checkbox"/> | And include names  | <input type="checkbox"/> |
| I am happy for photos of my child to be used for flyers, banners and publicity material                          | <input type="checkbox"/> | Names not included |                          |
| I give consent to my child being videoed or photographed by other parents at a group event eg. Christmas concert |                          |                    | <input type="checkbox"/> |

If you change your mind at any time, you can let us know by emailing [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk).

I confirm that I have read and agree to the terms contained within this Consent Form.

**Signature:** \_\_\_\_\_  
(Parent/Guardian)

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

### Code of Practice

This code of practice specifies the manner in which Springfields Pre-School will utilise and make available photographic images of pupils and their names.

We will:

1. Not use photographs in any form of internal or external publication where we do not have consent or there is written objection from a parent/guardian.
2. Primarily use photographs of children as part of a group
3. Only reveal within images for the media personal details, such as child's name and age, as part of a group or whole group photograph
4. Only use side or rear views of pupils if requested by parents / guardians
5. Ensure our security procedures are reviewed regularly by the Designated and Deputy Designated Safeguarding staff (Mrs Bagnall, Mrs Goodfellow or Mrs Scott)
6. Ensure that consent forms are signed by parents/carers with parental responsibility when registering their child at the school as part of the induction process.

### **Springfields First School Policy for Late/Non-collection of Children**

If your child has not been collected 10 minutes after the end of the afternoon session (3.20pm) they will be left in the care of the Springfields Care Club at a charge of £3.00 per hourly session.

As instructed by OFSTED & for insurance purposes, please will you sign the agreement below to allow us to leave your child in the care of Springfields Care Club if you are *more than 10 minutes* late collecting your child.

I agree to allow you to leave my child in the care of the Springfields Care Club if I am more than 10 minutes late collecting my child at a charge of £3.00 per hourly session.

Signed..... Date.....

### **Online safety**

As the parent/carer of the pupil, I give permission for my son/daughter to have access to the internet and ICT systems in school.

I understand that the school will discuss an Acceptable Use Policy (AUP) with my child and that they will receive online 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 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 son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the AUP.

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 online safety.

Signed:.....

Date:.....



## Parental Responsibility Data Collection Sheet

Please complete this form giving details of persons who have parental responsibility (PR) and indicate if they are in the armed forces.

Please give details of anyone else you wish to be contacted in an emergency and place them in the order that you wish for them to be contacted.

**PLEASE ENSURE YOU SHOW A MEMBER OF THE OFFICE STAFF YOUR CHILD'S BIRTH CERTIFICATE.**

Surname:				Legal Surname:			
Forename:				Middle Names:			
Gender:	M / F	Date of Birth:	/ /20	School Year:			
Address:							
Postcode:				Birth Certificate Seen:	Yes / No		

1. The following adult/s lives with the child and act as parent/s:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
1.			Y / N	Y / N
2.			Y / N	Y / N
3.			Y / N	Y / N

2. The following adult/s have "Parental Responsibility" but do not live with the child:

	Full Name	Relationship to child	Parental Responsibility	Armed Forces
1.			Y	Y / N
2.			Y	Y / N
3.			Y	Y / N

3. Are there any Court Orders which relate to the child? E.g. Custody orders/Section 8 Orders under the children Act 1989

YES/NO

If YES please state what they are:


This information will be transferred into the school's computer system. Under the Data Protection Act 1984, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with Parental Responsibility wherever possible.

Signed:	Print Name:
Relationship to child:	Date:



## Ethnicity Data Collection Form

Pupil's Name:

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 tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

### 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 an ethnic background category to be recorded

<b>This information was provided by:</b>	
Parent	<input type="checkbox"/>
Pupil	<input type="checkbox"/>

Country of Birth: \_\_\_\_\_

First Language: \_\_\_\_\_

Home Language: \_\_\_\_\_

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Children, Schools and Families(DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)



## HOME - SCHOOL AGREEMENT

### Our School Aims

- To provide a happy and stimulating environment where each child's full potential socially, intellectually, physically, spiritually and morally is recognised and developed through a broad and balanced curriculum
- To continue to work in partnership with parents, governors and the wider community
- To give children opportunities to develop independence and the responsible attitudes that will enable them to become active and caring members of the community
- To create a sense of belonging to the school and the wider community, a respect for the environment and for the beliefs of others, nurturing a sense of trust, care and consideration

### As a school we will:

1. Treat your child fairly, care for them and ensure their happiness and safety.
2. Encourage independence, respect and a sense of responsibility towards everyone who works in the school.
10. Provide a high quality curriculum that meets your child's needs.
11. Work with you as parents to support the school in maintaining good behaviour..
12. Offer you the opportunity to become active partners in your child's learning, through sharing reading and other homework activities.
13. Contact you about any concerns we may have or problems that might affect your child's behaviour or work.
14. Inform you about your child's progress and attainment through the Home-School Diary, regular Parent Interviews and Annual Reports.
15. Communicate information to you about the life and work of the school, including important dates and other special events, through regular Newsletters, Notices and website updates.
16. Treat any parental enquiry or concern in a manner that maintains this partnership, respond as soon as possible.

Signed: Mrs A Bagnall Date: \_\_\_\_\_  
HEADTEACHER

The Family:

10. Make sure my child arrives at school on time with the equipment they need and dressed according to school policy.
11. Ensure they attend regularly, provide an explanation if they are absent or late and endeavour to take family holidays out of school time.
12. Help my child to become independent and look after their own things.
13. Become familiar with the school's behaviour policies and support them by encouraging my child to show respect and concern for others.
14. Become a partner in my child's learning by taking an interest in their life at school and supporting them with home learning activities.
15. Attend parent evenings and other events to discuss my child's progress.
16. Inform the school of any issues which may affect their work or behaviour.
17. Treat school staff with respect.
18. Make an appointment, wherever possible, when I need to see a teacher, and respond promptly to school requests for information and permission slips etc.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
PARENTS/PERSON WITH PARENTAL RESPONSIBILITY

As a pupil I will do my best to:

6. Attend school regularly and be on time.
7. Bring all equipment I need to school, named.
8. Work hard and always give my best effort in school.
9. Follow the school rules.
10. Follow the school uniform code.

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

## CITY CATERING



### Policy on Catering for Special Diets

Every child has the right to a varied and nutritious lunch menu, regardless of special dietary requirements and needs. It is of the upmost importance that any child suffering from a food allergy and intolerance can enjoy their school meal without risk of reaction.

City Catering will cater for all special diets, regardless of how complex or rare they may be.

### Our Policy

- ❖ We ask that parents provide us with written confirmation of the allergy/medical condition from a GP, Consultant, Dietitian or other health professional, which is passed on via the school. This is to ensure that children are not having foods removed from their diet without a diagnosed medical need.
- ❖ Once we have this information, our Nutritionist will contact parents directly, and wherever possible will arrange a meeting at the school to develop a bespoke menu. The Catering Supervisor is invited to attend, as well as the Pupil as it is important for them to take on ownership and understanding of their individual menu and food choices. Where ever possible, the pupil will be provided with a menu that is similar to their peers, so there is very little obvious difference in food choices.
- ❖ Once the menu is finalised, the Catering Supervisor receives copies of the menu and modified recipes and dishes are produced accordingly.

### Continued Support

We advise on steps to prevent reactions occurring, such as identifying and displaying information regarding allergenic ingredients, methods of food preparation/ cooking and eliminating cross contamination. Each kitchen also has an Allergen Folder which is updated on a regular basis, should any additional queries arise.

Throughout all this process, ensuring good communication between our Nutritionist, the Catering Supervisor, School and Parents/ Guardians is essential. Parents can contact our Nutritionist at any time and often do. It is essential that our Nutritionist is assertive and knowledgeable when speaking to Parents, as this ensures they continue to have faith and confidence in us. Letting someone else cater for a child with specific needs can be quite a daunting prospect for some parents, which is why we always make sure the highest standard of practice is adhered to at all times.

If you require any further information, please contact Jenny Roberts, our Nutritionist, via the contact details below:

[jenny.roberts@stoke.gov.uk](mailto:jenny.roberts@stoke.gov.uk)

telephone: **01782 236110**

## SPECIAL DIET INFORMATION FORM

Pupil Name:	
Year Group:	
Allergies / Intolerancies:	

Parent / Carer Name:	
Contact Phone Number:	

Please attach a photograph  
of your child.  
Alternatively, if you cannot  
access a printer,  
a copy can be emailed to  
[office@springfields-first.  
staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk)

Please remember to include a written confirmation of the allergy/medical condition from a GP, Consultant, Dietitian or other health professional. This is required to ensure ultimate safety of the pupil by providing complete transparency of their food allergies and intolerances. It also gives an indication of tolerance levels and possible reactions to look out for.

Please note, special diet requests without a medical note will be processed by our catering company.

## FREE SCHOOL MEALS / UNIVERSAL FREE SCHOOL MEALS

All Reception, Year 1 and Year 2 age pupils are entitled to a free meal under the Universal Free School Meals scheme.

However, Springfields First School offers financial support to the families that meet the low income criteria and would be entitled to a free school meal regardless of the age, in the form of free school trips, music lessons, after school sport clubs etc. offered in school.

All school educational visits will be automatically paid for by the school.

If your child wishes to take part in one of the after school clubs offered throughout a year, you must contact the school so we can arrange the payment. All we ask is that if your child chooses a club, they try to commit to it and attend as the fee is non-refundable and places are limited. If your child chooses to take part in the after school activities and does not commit, we may review further funding.

If you think you meet the low income criteria and your child is going to be in Reception year or above when the meals begin, please apply on Staffordshire County Council website, the Free School Meals section:

<https://apps2.staffordshire.gov.uk/web/fsmweb/>

If you are looking to apply for a free school meal entitlement to start from September 2021, please don't apply before 1 June 2021.

Please contact school office on 01785 337310 or [office@springfields-first.staffs.sch.uk](mailto:office@springfields-first.staffs.sch.uk) if you require assistance with filling in the online form, alternatively please provide details below and we will apply on your behalf:

Parent 1 Full Name:	
Date of Birth	
National Insurance Number	
Benefit received	

Parent 2 Full Name:	
Date of Birth	
National Insurance Number	
Benefit received	

\*only fill in the information above if you authorise the school office to apply for a free school meal entitlement on your behalf\*

Further information is available from <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals>

**Please note that the government have made changes to the entitlement criteria for new free school meal applications from 1 April 2018.**

The entitlement criteria from 1 April 2018 is -

- Income Support
- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may

To prevent a delay in your claim, please don't apply before either:

- Your eligibility to working tax credit has ended but you are still receiving child tax credit and have a household income (as used by HMRC to assess tax credits) of less than £16,190, or receive one of the qualifying benefits listed above or;
- Your claim for a qualifying benefit has been accepted and the start date for the benefit has passed or;
- You have received your benefit or tax award notice showing that you meet the eligibility criteria
- your entitlement to Universal Credit has been confirmed

Please note Staffordshire County Council is unable to backdate a claim for entitlement to free school meals to cover unpaid money or refund money paid prior to the start date of a successful application.

Please note that children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

If your child has a finalised Education, Health and Care Plan and is registered as a pupil at a special school they can receive free school meals at nursery age - if you are not sure if have a finalised plan or if they are registered at the school (and not at some other nursery provision on site) please check with the school before making your application for free school meals.



## Springfields Care Club Registration Form

Surname:		Forename:		Middle name:	
Gender:		Date of birth:		Class year:	
Home address:			Tel. No:		
			Email address:		

Mother's name:		Parental responsibility: YES / NO
Address if different to child's:		Daytime tel. no:
		Mobile phone no:
		E-mail address:

Details of any Court Orders:		
Father's name:		Parental responsibility: YES / NO
Address if different to child's:		Daytime tel. no:
		Mobile phone no:
		E-mail address:
Details of any Court Orders:		

Details of all persons you wish to be contacted in an emergency (in order of priority):			
	Name/relationship	Address	Contact numbers
1.			
2.			
3.			
4.			

Details of all persons who have your permission to collect your child from Care Club:			
	Name/relationship	Address	Contact numbers
1.			
2.			
3.			
4.			

Ethnicity: please tick the box to indicate your child's ethnic background:	
WHITE: <input type="checkbox"/> British, <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage, <input type="checkbox"/> Gypsy/Roma, <input type="checkbox"/> Other White background	
MIXED: <input type="checkbox"/> White and Black Caribbean, <input type="checkbox"/> White and Black African, <input type="checkbox"/> White and Asian, <input type="checkbox"/> Other Mixed background	
BLACK or BLACK BRITISH: <input type="checkbox"/> Caribbean, <input type="checkbox"/> African, <input type="checkbox"/> Other Black background	
ASIAN or ASIAN BRITISH: <input type="checkbox"/> Indian, <input type="checkbox"/> Pakistani, <input type="checkbox"/> Bangladeshi, <input type="checkbox"/> Other Asian Background	
<input type="checkbox"/> Chinese, <input type="checkbox"/> Any other ethnic background, <input type="checkbox"/> I do not wish an ethnic background category to be recorded	
Home language:	Religion:

Medical information:		
Medical practice (inc. address):	GP Name:	Tel. no:

Please provide details of any medical conditions, allergies or food preferences:		
Allergies:	Medical conditions:	Food preferences:

I give permission for the staff at Springfields Care Club to give emergency first aid to my child and the seeking of any emergency medical advice or treatment now and at any time in the future.	YES / NO
---	----------

**The GDPR 2018:** The school has an obligation to comply with the General Data Protection Regulation and other applicable data protection law. The school maintains a data protection registration with the Information Commissioner's Office, the independent authority which oversees compliance with the Data Protection Laws. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Education Authority – and with DE and other Departments for statistics and research purposes.



## Springfields Care Club Contract

Child's name \_\_\_\_\_

Parent or carer's name \_\_\_\_\_

- I consent for my child to attend Springfields Care Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Springfields Care Club is a play setting and that whilst my child is there, Springfields Care Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at Springfields Care Club he/she will be in the care of Springfields Care Club until collected and signed out by an authorised person.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- Advance booking is required for all sessions. I will book my child into the club on an ongoing basis and will pay promptly for all booked sessions whether my child attends or not (eg due to illness or holidays). I will fill in the relevant booking form.
- If I require an emergency booking on the day when my child is not booked in for a session, I will telephone the school office on 01785 337310 and speak to the Office Manager who will check the availability with the Springfields Care Club.
- I will give the required one month's notice for permanent cancellation of a permanent session. If my child will not be attending a session for any reason, I will inform the school as soon as possible.
- I will be provided with a login access to the online banking system - ParentPay and I will view and settle any outstanding fees within 2 weeks of sessions taken. I agree to a late payment charge of £25 applied if I don't settle outstanding arrears within the agreed 2 weeks period. After this stage, I understand, the place in the Springfields Care Club will not be available for my child until the debt is repaid and any unpaid debts will be passed to the Governors to discuss the situation with them. Please note if Springfields First School discontinues its services due to non-payment, we are not obliged to keep the place available and it can be offered to another child if necessary. As a final course of action, the debt recovery will be passed to the local authority.
- If the Springfields Care Club informs me that a place is no longer available for my child due to outstanding arrears and I do not collect my child from school at 3.15pm, I understand that Springfields First School / Springfields Care Club will follow its **Uncollected Children Policy** and contact Social Care.
- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).
- I accept that my child may take part in messy activities while at Springfields Care Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Springfields Care Club closes at 6.00pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager/deputy as soon as possible and will arrange for someone else to collect my child before the club closing time.
- If I do not collect my child by 6.00pm I will pay a charge of £15 per quarter of an hour to cover the costs of the staff who are legally required to supervise my child.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Springfields Care Club will follow its **Uncollected Children Policy** and contact Social Care.
- Whilst Springfields Care Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Club.
- I have read the Springfields First School / Springfields Care Club's **Behaviour Management Policy** and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club, and I will pay for any missed sessions.

- If there are any accidents or incidents at Springfields Care Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Springfields Care Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's **Medical Form**.
- Information held by Springfields Care Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will not use a camera, mobile phone or other mobile device on school/club premises.

I have read and **understood** the above terms and conditions and I agree to abide by them.

Name: \_\_\_\_\_

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

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



### Springfields Care Club Booking Form

**Child's name:**

**Requested start date:**

Morning sessions are: **7.30am-8.45am & 8.00am-8.45am**

Afternoon sessions start at **3.15pm and run until 4.15pm, 5.30pm or 6.00pm**

*(Please tick the sessions that you require below)*

	<b>7.30am-8.45am</b> <b>£5.20</b> (incl.breakfast)	<b>8.00am-8.45am</b> <b>£2.70</b> (arrival before 8.15am incl.breakfast)	<b>3.15pm-4.15pm</b> <b>£3.00</b> (incl.biscuit & drink)	<b>3.15pm-5.30pm</b> <b>£6.75</b> (incl.biscuit, drink & light tea/snack)	<b>3.15pm-6.00pm</b> <b>£9.75</b> (incl.biscuit, drink & light tea/snack)
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					

Please book my child in for the days and times indicated above. I will let you know in advance if my child will not be attending a booked session. I understand that the Club cannot give refunds for any sessions that I have booked but which my child does not attend.

Signed: .....  
(parent/carer)

Date: .....