Arbury Primary School

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Headteacher: Ben Tull
Chair of Governors: David Maher

Dear Parents/Carers,

This booklet is for the parents and carers of all children at this school and for the families of children who will join the school soon. We hope that it will give you some idea of the day to day running of our school. It will not tell you exactly what goes on in school. You can only find that out by regular visits.

We welcome you into school, and value the advice and experience you can bring to help us in educating your child.

The education of young children needs to be shared in a partnership between home and school. This is your school, and with your help and support we can give your child the understanding, care and sense of purpose that we feel is necessary to develop their full potential.

If you have any questions at all, please do not hesitate to come in and see us about them.

Yours sincerely

Ben Tull
Headteacher

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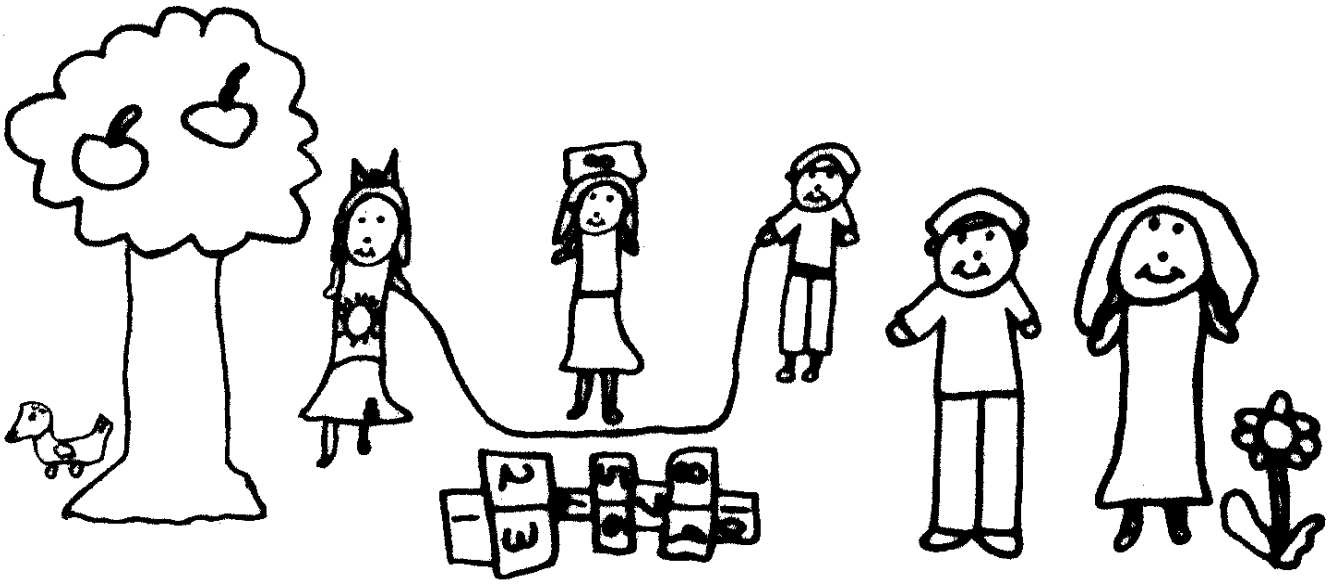
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About the School
Arbury Primary School has a strong reputation in the community and has been an oversubscribed school in most year groups for a number of years.

Opened in January 1956, Arbury Primary School caters for girls and boys between the ages of 4 and 11 years. Our older building means that we have plenty of space both indoors and outside. The main building has two well-equipped halls and a separate dining area. There are also 15 classrooms in the main building, one of which has been converted into an ICT suite.

The outdoor space is exceptionally good, consisting of two playgrounds and a very large playing field offering children enormous scope for outdoor play and games activities.

The school was graded as 'Outstanding' by OFSTED following an inspection in 2011 and was rated as 'Good' in 2014 under the newer framework. We are all very proud of this achievement and continue to work to find further ways to increase the opportunities for children who attend our school whilst ensuring that the needs and wellbeing of our children remain at the forefront.



School Governors
The Governing Body works closely with the Headteacher in the management of the school. It meets regularly once each half term with additional sub-committee meetings to discuss matters such as financial management, curriculum issues, maintenance of the building and personnel. The minutes of meetings and other documents are available to all parents/carers. Please enquire at the school office. The Governors are always happy to talk with parents/carers about any matters relating to school and their children. A governor photo board is displayed in the main entrance to the school.

School Aims
"In Arbury School we will all enjoy learning in an environment that is secure and stimulating. We will expect the highest standards from our staff and children. All our achievements will be valued and celebrated".

TEACHING AND LEARNING

- Our teachers work hard to ensure children achieve the highest standards
- Teaching and learning will be carefully planned and fun
- We want our children to be confident and able people

RELATIONSHIPS

- We will teach good behaviour by example and the Golden Rules
- We will respect each other and show our pride in the school
- We will work in partnership with parents/carers

INSIDE

- We will look after our facilities carefully
- We will display work we are proud of
- We will be aware of when and how others are working

OUTSIDE

- We will enjoy our excellent outdoor spaces and use them safely
- We will take care of the trees and wildlife that share them

Golden Rules
Our golden rules make our expectations clear for everybody and help to make the school a happy place for everyone. Staff, governors and children wrote them.

- Be polite to everyone
- Move quietly and carefully around the school
- Only call people by their given name
- Be honest and truthful; do not lie or cheat
- Do be a good friend
- Do co-operate; share with everybody you can
- Follow instructions; never disobey
- Be kind with your words and actions

Arbury Primary School has a commitment to equality in respect of disability, ethnicity, culture, national origin, national status, gender, gender identity, religion, faith background or sexual identity.

Please enquire at the school office for a full copy of our equality policy.

What We Teach

We aim to provide a broad and balanced curriculum at Arbury Primary School. The curriculum operates within the framework of our policy of offering Equal Opportunities to all pupils.

English, Mathematics, Computing, Science and Physical Education are the core of the School's curriculum, and great emphasis is placed on teaching the basic skills of reading, writing, speaking and using Mathematics. We believe that children can nearly always take part in a PE lesson in some capacity if they are able to attend school. Our policy is that children will take part in PE lessons unless a doctor's note advises in writing against it.

Other National Curriculum subjects are Design and Technology, Music, Geography, History, Art, PSHE and Languages in KS2. Religious Education follows the County's Agreed Syllabus.

A carefully planned and well-organised curriculum offers opportunities for children to study aspects of National Curriculum subjects in a way that is interesting, appropriate and allows for practical activities. The School is committed to looking for opportunities to teach areas of the National Curriculum through cross-curricular themes and developing computing and the use of technology throughout the school.



Expressive Arts

Expressive Arts forms a big part of school life. This has been acknowledged in our renewal of the Artsmark Gold Award in 2012. Our teachers ensure that there are always plenty of opportunities for our children.

At present we have a KS2 after-school choir, a Drama Club and a lunchtime school orchestra. Every child is involved in a large production each year using our school stage.

Teachers' planning, preparation and assessment time (PPA) has been used to increase the opportunities for Expressive Arts teaching. All children in KS2 are involved in a half-termly rotation of singing, drama and recorder in years 3 and 4. This gives them an excellent grounding for the 'sound start project' in year 5 in which all the children are allocated a woodwind, brass or percussion instrument and taught how to play in a wind band over the year. Many children continue to learn their instruments in year 6.

There is no cost to parents/carers for this music tuition or instrument loan.



Religious Education
Religious Education in the school follows the County's Agreed Syllabus. This reflects the multicultural society we live in. We hope that parents/carers will not wish to withdraw their children from religious education in the school as we seek to promote an understanding of the range of beliefs and cultures our school represents.

Please visit the school website to download the latest agreed syllabus.

Looking After Your Children
We believe that the school is a community that can only flourish happily and effectively in an atmosphere of mutual respect and consideration for others. The atmosphere in the school is therefore calm, friendly and purposeful.

Every member of staff will do everything possible to understand and help children to be happy and safe because we understand that happy children take the most from their learning.



How the School is Organised
The school is organised into 14 classes. There are two classes in each year group. The school is generally full in nearly all year groups with two classes of 30. We have been over-subscribed in Reception for a number of years.

Positive Behaviour Policy
Our Positive Behaviour Policy is a whole school policy which has been developed as a result of discussions between staff, governors, parents/carers and children. It details our supportive, caring approach which operates within a well-structured and consistent framework. Our policy is based firmly on the idea of promoting good behaviour and we use rewards and praise to do this. However, the policy also recognises that there is a need for sanctions and we have clearly laid down what we feel is unacceptable behaviour.

Each class operates 'Golden Time' which takes place for 30mins on a Friday. During this time, the children have access to Golden Time activities and resources. These resources are not used at any other time of the week; they are reserved purely for Golden Time. Lost Golden Time is not recoverable, but no child can lose all their Golden Time otherwise they lose the incentive to try and keep it.

Positive Behaviour Certificates are awarded for consistently good, reliable behaviour and attendance and are given out in assemblies on Friday mornings.

We regularly discuss and reinforce our Positive Behaviour Policy with the children and rely on your support in its implementation. We are, above all, concerned to maintain a school where there is a high standard of discipline and behaviour, and where the children feel safe, secure and happy.

Please enquire at the school office for a full copy of our positive behaviour policy.

Anti-Bullying Policy
At Arbury School, we will not tolerate bullying. We define bullying as: '*When someone deliberately threatens, frightens, abuses or hurts another person.*' For example; persistent name-calling, harassment, threatening, physical violence, lying-in wait or verbal violence.

We aim to prevent bullying, support victims, deal effectively with bullying when it occurs, continue to build upon our existing Positive Behaviour Policy and support the ethos of the School.

Please enquire at the school office for a full copy of our anti-bullying policy.

Positive Handling
Arbury Primary School is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with any incidents involving aggressive behaviour, and only use physical intervention as a last resort in line with DfE and local authority advice. If used at all, it will be in the context of a respectful, supportive relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff.

Health and Safety
We regularly review our health and safety policy and procedures in school in order to promote the highest standards. This includes looking at records of common accidents in order to continue to reduce the risks within the school.

The local authority has issued guidance to all schools on Health and Safety issues relating to the wearing of jewellery and advises that, for safety and hygiene reasons, earrings and other jewellery (metal or plastic) must not be worn during any sporting activities (P.E. lessons, swimming etc.).

In view of this advice, we ask you to ensure that your child(ren) do not wear jewellery to school at any time. We are aware that a large number of pupils have their ears pierced, and providing earrings are removed before sporting activities, we are prepared to accept ear studs in school. We advise parents/carers to remove earrings on PE days as adults in school will not be allowed to remove earrings on behalf of children or take responsibility for the safe keeping of earrings once removed. We also hope that any new ear piercing is scheduled for the summer holiday as doing this in term time may result in children missing out on many sporting activities and clubs.

Arrangements for the Youngest Children
In the summer term each year, 4-year-old children who are expecting to join the school in September and their parents/carers are invited to come into school. We run 3 'stay and play' sessions for children to attend to give them a chance to play in the Reception area and meet the staff. During this time, we also arrange an evening meeting for parents/carers of new Reception children to discuss in more detail their children's school day and the activities they will be involved in. In addition, we also aim to visit children to observe them in their nursery settings.

We have found that a short, staggered admission system gives children the best chance of making a positive start. We understand that some parents/carers will need a full time place from the first day of term due to other commitments. If this is the case, please don't let this be a source of worry, just let us know so we can plan ahead.

The School Day
School **starts at 9.00am** and **finishes at 3.15pm**. It is very important that children arrive at school punctually. Children should not arrive at school before 8.45 am in the morning and are expected to go straight home at the end of school in the afternoon.

Key Stage 1 children have about 21 hours and 15 minutes of teaching each week. Key Stage 2 children have 23 hours and 35 minutes teaching each week.

Key Stage 2 children wait on the playground before school until just before 9.00 am when they should line up in their classes ready to be collected by their teacher. At the end of the day, their teacher will bring out the children in KS2 to the playground.

All Reception and Key Stage 1 children should be brought to school and collected by an adult. The KS1 entrance doors open just before 9.00 am so that parents/carers can bring their children into the building and see them safely through the classroom door. After 9.05am, parents/carers will need to take children to the main office as the electronic registers will have been completed.

At the end of the day, the doors to the KS1 playground are opened so that children can be collected from the classroom. Teachers will keep children in the classrooms until an adult collects them. It is therefore important that children are collected promptly. Written consent is needed for adults other than parents/carers to collect children under 5.

The school does run a breakfast club from 8.00 am in the morning. The breakfast club is subsidised by the school. The school also runs an afterschool club where children can stay until 6.00pm.

We do understand that there will occasionally be **exceptional** circumstances when parents/carers are delayed. Any children uncollected by 3.25pm or 10 minutes after extra-curricular clubs are brought to the main reception area until they are collected. A member of staff will mark children's names into the late collection book.

Please enquire at the school office for a full copy of our collection policy.

Attendance and Leave of Absence
We hope that your child's attendance will be as good as possible but acknowledge that there are times when children will be off school due to sickness. Please contact the school office and leave a message on the answer phone as soon as you can. We encourage good attendance in a number of ways, including; rewarding children with certificates, awarding classes our attendance bear, maintaining regular contact with the Education Welfare Officer and writing to parents/carers when we are concerned about attendance.

We hope you will use the term dates when you plan your family breaks. We are no longer able to authorise holidays during term time. Absence from school can only be authorised in 'exceptional circumstances'.

Please enquire at the school office for a copy of our attendance policy.

Complaints Procedure
It is very unusual for there to be any complaints about the school's curriculum. However, under the provisions of the 1988 Education Reform Act, schools are required to inform parents/carers of the procedure for dealing with complaints about the curriculum. These are as follows:

1) Informal Stage (discussions between parent/carer and teacher or headteacher.)
2) Formal complaint to the Headteacher
3) Formal complaint to the Chair of Governors
4) Formal complaint to a panel of the Governing Body

It is clearly in the interests of everyone involved that any concerns about a child's progress are voiced at an early stage. Discussion with the class teacher will usually sort out any problems. If this fails then the headteacher will become involved and act to remedy any issues.

Please enquire at the school office for a copy of our leaflet on making a complaint.

Access to the Headteacher
The Headteacher's room is situated just inside the main entrance. The Headteacher is always pleased to see parents/carers when he is available. For quick visits, first thing in the morning or at the end of the school day is appropriate. If you wish a longer meeting, please telephone or call in to make an appointment.



Cycles
We encourage children to cycle to school provided their bicycle is in a roadworthy condition. Bicycles may be left in one of our bike shelters at the owner's risk and should be secured with a padlock. For safety, we ask that children and adults dismount their cycles before entering the school site.

Health Matters
If your child has an accident or becomes ill at school, we may need to contact you quickly. Please make sure that the school has up to date information about how you can be contacted.

We do not have a nurse on site, but many of our staff members are trained to deliver first aid. Open wounds will be cleaned with water and covered. It is therefore very important that parents/carers take responsibility for changing the dressing and applying antiseptic if needed. If we think that injuries require further medical attention sooner than the end of the school day, we will contact parents/carers. Parents/carers will receive written notification of injuries above the shoulder.

If your child needs to take medicine during the day it is important that you hand the medicine in at the main office and fill in the form requesting the school to administer the medicine. Medicines must be clearly labelled and prescribed to the named child.

If you have any worries about your child's health we can ask for an appointment with a community nurse. In addition, if you are at all worried about your child's hearing or speech we can make a referral to start a process of hearing and speech checks.

Headlice
This is a subject which causes much anxiety in a family, but it is a fact that headlice are a very common problem. Headlice have become resistant to certain shampoos and lotions that you can get from the chemist, and in order to stop this happening to the rest, the effective lotions are rotated.

If you suspect that your child has headlice, please contact your pharmacist who will tell you which is the current effective lotion.

Dealing with Headlice
1. Check your child's hair once a week by washing hair and combing it through while wet with a detector comb.
2. If a live louse is found then treatment with a recommended lotion (not shampoo) should begin. You should only ever treat someone for headlice if you have found a living, moving louse.
3. The rest of the family should be checked at this time and treatment should begin on any other family member who also has headlice. Do not use treatment unless a living, moving louse is found.
4. Treatment should always be repeated seven days later (follow the instructions given with the lotion).

Child Protection
It may be helpful to know that the Local Education Authority requires Headteachers to report any obvious or suspected case of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Headteachers risk upsetting some parents/carers by reporting a case which, on investigation, proves unfounded. In such circumstances, it is hoped that parents/carers, appreciating how difficult it is for Headteachers to carry out this delicate responsibility, would accept that the Headteacher was acting in what were believed to be the child's best interests.

Please enquire at the school office for a full copy of our child protection policy.

School Uniform
Although school uniform is not compulsory in Primary Schools, parents/carers at Arbury Primary School have indicated their appreciation of the practical advantages of clear guidelines on the subject of school clothing. Children are expected to come to school in sensible clothing and footwear. (Shoes with high heels or flip-flops are not suitable for running around at lunchtimes.)

Our school uniform is based on the colours navy and yellow. School sweatshirts and fleeces in the school colours may be purchased from the School Office. Children are not allowed to wear football strips to school other than for P.E. A bag with the child's name on should be provided for these items.

The following items of clothing are recommended:

- trousers, tracksuit trousers, shorts, jeans, skirts, pinafore dresses
- shirt, T-shirt, polo shirt, sweatshirt, jumper

Please ensure that clothing provides enough protection for the range of activities that will be part of classroom learning and outside playtimes. (Clothing should cover shoulders, tummies and the tops of legs.)

We display examples of the current stock of school uniform, book bags and water bottles in the main reception area for you to have a look at. We keep a stock of school uniform, which can be purchased daily between 9.00am and 4.00pm from the school office.

Jewellery is not permitted to be worn in school other than stud earrings, which cannot be worn for sporting activities. We advise parents/carers to remove earrings on PE days as staff will not be allowed to remove children's earrings or take responsibility for their safe keeping once removed.

Any items of clothing found lying around the school are placed in a lost property basket. In KS1, lost property is kept in the KS1 corridor. In KS2, lost property is kept under the 1st stairwell. We manage the lost property by sorting through items on a regular basis. We return named items to children, display lost property at the end of the day for parent/carers to reclaim and eventually donate unclaimed items to charity. We will notify parents and carers when items are to be displayed at the end of the day so that they have a chance to reclaim them before we donate them to charity.

Valuables (Including Mobile Phones)
Please do not let your child bring valuables to school. They may get lost or damaged.

Children are not encouraged to bring mobile phones to school; they are best left at home. If any mobile phones are brought to school, we ask that they are clearly labelled, switched off, are handed in at reception at the beginning of the day and collected at the end of the day. The school as a whole and individual members of staff are not responsible for any losses or damage to clothing or other possessions.

Healthy Eating
Children are encouraged to eat healthily. In KS1, all children will be given a daily piece of fruit. In addition, we provide a water bottle free of charge to all new children to the school. Classroom water bottles are not for fizzy drinks or juices. All the taps in the classrooms can be used to refill the bottles. Children are not allowed to bring sweets or chocolate bars to school. Please also avoid sending in concentrated fruit snacks. Fresh fruit and vegetables make an ideal morning snack.

School Meals
School meals are cooked on the premises and are currently provided by Cambridgeshire Catering Services.

It makes it much easier for the school if lunches are ordered and paid for every Monday morning for the week. Alternatively money for a whole term or even a half term may be paid in advance. (Cheques are payable to Arbury Primary School.) However, we do appreciate that some children may prefer to order a hot dinner on a daily basis. Children who bring a packed lunch should bring it in a plastic container, lunchbox or lunch bag (not a plastic bag) with their name and class clearly marked.

All children in Reception, Year 1 and Year 2 are entitled to receive a free school dinner until they enter KS2. You may find you qualify for meals in KS2 also. Our School Office can advise parents/carers about accessing a free school meal in KS2 and assist them with completing the paperwork.

Children who stay at school at lunchtime are looked after by teaching assistants, both in the dining hall and in the playground. Class teachers are not on duty during the lunchtime although senior managers ensure lunchtimes run smoothly.



Finding out about your child
If you wish to discuss your child or anything to do with their education, then please come into school and share your concern with us. Usually a chat will sort things out. All teachers are available by appointment on a Wednesday after school. Quick messages can be given just before school begins or after school.

During the year there is a meeting for parents/carers each term. These consultation meetings are to give you the opportunity to visit the school and see your child's work and to discuss his/her progress with the teacher. Each half term, the school invites parents/carers to open classrooms for half an hour at the end of the day

Home Learning
We define *'home learning'* as any work or activities which children are asked to do outside lesson time, either on their own or with parents/carers. It is the policy of the school to build the partnership between home and school in a variety of ways. One way is by asking parents/carers to become involved with learning at home.

Reading - We encourage parents/carers to read with their child on a daily basis and make an entry in their children's reading diary.

Spelling - Parents/carers will be informed through the half-termly year group letter about the specific focus for spelling for the half term including example words.

Maths - We ask that from Y2, parents/carers help their children to practice their times tables.

Home Learning Projects - Class teachers will send home ideas for home learning projects each half term. We encourage parents/carers and children to find time to complete a project together and to bring them in at any time during the half term or after each holiday. Children will have the opportunity to share their home learning projects in class, whole school assemblies and as part of displays.

Please enquire at the school office for a copy of our Home Learning Policy.



Parents/carers in School
An increasing number of parents/carers with children at the school are prepared to give up time to help teachers in their classrooms and in other ways. It is school policy to complete detailed checks in the same way as we check employees. This includes a police check (DBS), several references and a detailed induction before adults can volunteer in school.

Friends of Arbury
The school has an active group called the Friends of Arbury who continue to provide equipment for the school and organise events which add valuable experiences to school life. Various social events and fundraising activities are organised. The events include half termly teas in which parents/carers are encouraged to stay after school for a cup of tea, something to eat and a chat, as well as events for the children throughout the year.



Transferring to Secondary School
Children transfer to Secondary School at the end of the year in which they reach the age of eleven. Children from Arbury transfer to a number of different secondary schools, and parents/carers can visit these schools and meet the staff during the children's final year. Staff from the secondary schools visit Arbury and consult carefully with our staff about the children who are coming to them.

Educational Visits
Class visits are generally arranged termly to support learning. Parents/carers will be told about any visits and the voluntary contribution to cover the cost well in advance. We subsidise most trips, capping trip contributions at £10 to limit the costs to parents/carers.

The Governing Body have adopted the Local Education Authority's Policy for Charging for non-school activities which is available from the school office upon request.

Arbury Primary School does not ask for contributions from those children who are in receipt of pupil premium funding as this funding is used to cover the cost of the trip.

Sex and Relationships Education
Our Sex and Relationships Education does not go beyond the National Curriculum for Science, therefore parents/carers are not able to withdraw their children from the Statutory Science Curriculum. The Science curriculum is delivered in ways appropriate to the ages and stages of the children.

Admissions Policy
There is a planned admission number of 60 children each year. Parents/carers will be directed to the local authority admissions team, who manage all admissions to the school. Once a place has been allocated, parents/carers are invited to contact the School Office and make an appointment with the Headteacher to discuss the admission of their child(ren) to the school.

Oversubscription Criteria:
Children who have a statement of special educational needs that names the school will be admitted. NB: Those children with a statement of special educational needs that does not name the school will be referred to Student Assessment to determine an appropriate place.
1. Children in Care, also known as Looked After Children (LAC)
2. Children living in the catchment area with a sibling at the school at the time of admission;
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children who live outside the catchment area, but nearest the school as measured by a straight line.
In cases of equal merit in each set of criteria, priority will go to children living nearest the school as measured by a straight line.

Please enquire at the school office for a full copy of the admissions policy.

Inclusion
Our school aims to be an inclusive school. We hope to make all our children welcome, feel happy and look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a special educational need or disability, he or she will be treated no less favourably than other applicants for admission. The school has a policy for supporting children with special educational needs (and supporting those children who are gifted and talented) which is revised every year. The full policy is available from the school office or download from the school website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school from being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for effective partnership working between home and school to take place, we anticipate that parents/carers will want to:

- inform the school at the earliest opportunity if their child has a disability and the exact nature of it;
- provide the information the school needs to plan effectively for the child to be a full member of the school community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the school community;
- recognise the importance of school and home working in partnership.

The school has adopted the graduated response to special educational needs assessment and provision, as recommended by the SEND Code of Practice (2014). If you have any concern about the special educational provision for your child, or about special educational needs provision generally, please speak to Sophie Evans, our inclusion leader.

Please enquire at the school office for a copy of our Inclusion Policy.



Permission for photographs

We are keen to make the local community aware of all the exciting things that happen in school. From time to time, we will want photographs to be taken for our school brochure or website. Pictures taken for use in school publications such as the school brochure or the website will use first names only.

In order that your child can appear in school publications, we ask that you complete the permission slip below.

I give permission for my child's photograph to be used in school publications.

Child's name: ……. Class: …….

Signed:……. Parent / Carer Date:……..

……

Local Visits

It is usual for teachers to take children on a number of local visits such as to the local shops, library, church etc. These local visits support ongoing work in the classrooms. These visits would not normally require any transport and the children would always be accompanied by the appropriate number of adults.

Please complete the slip below giving us permission to take your child out of school for this purpose as and when necessary. You will still be informed of any larger outings in the usual way. Please inform the office if you wish to withdraw this permission in the future.

I give permission for my child to go on local visits during their time at the school

Child's name: ……. Class: …….

Signed:……. Parent / Carer Date:……..

ADMISSION FORM

Please complete all four sides then sign on the last page.

The Data Protection Act (1998) and the Education (School Records) Regulations (1989) protect this strictly confidential information, stored on the school's student records database. The information on ethnic origin and first language is needed by the school and by Cambridgeshire Learning Authority. This is to ensure that resources are made available when required and that the Education Service offers real equality of opportunity for all pupils.

The sections marked * are non-compulsory. If supplied, this information will be shared with Cambridgeshire County Council and other relevant bodies administering public funds.
By signing this form, I/we give permission for the data to be shared as appropriate to enable: determination of the support available; verification of any entitlement to Free School Meals/Pupil Premium; prevention and detection of fraud in connection with any claims; periodic checks by the Education Welfare Benefit Service to confirm entitlement to education benefits.
For further information on the handling of personal data, please see a copy of the Privacy Notice at:

https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/privacy-statement/

Legal Surname .....(as it appears on student's birth certificate)

Legal Forename .....(as it appears on student's birth certificate)

Middle name(s) ……

Known as …….. Gender……..Male / Female

Date of Birth .....

Home Address .....

Postcode ..... Telephone number .....

In Local Authority Care ……. Yes / No

If Yes, Name of Care Authority ……

Name & address of previous school.....

……

If this school is overseas, please give name and address of any previous UK school attended (primary or secondary)

.....

SERVICE CHILDREN IN SCHOOL

Schools are now required to indicate whether a child has a parent(s)/guardian(s) currently serving in regular military units of any of the armed forces, and designated as Personnel Category 1 or 2. Please could you indicate if your child is a 'service child in education' by ticking one of the boxes below.

No		Yes		I do not wish a service children indicator to be recorded	

CONTACT INFORMATION

Please provide details of three parents/guardians/contacts and place them in the order you wish them to be contacted in an emergency.

Please tell us if the information changes; we need to be able to contact you quickly if your child is ill.

PRIORITY 1 CONTACT

Title.....Surname .....Forename.....

Relationship to student ..... Parental responsibility: YES / NO

*Date of Birth…… *NI Number …… ……

Home address ……..……..……

….....Postcode.....….

Home telephone number .....Home email.....

Work address…….....Work email.....

Work telephone number ..... Mobile telephone number ……

PRIORITY 2 CONTACT

Title.....Surname .....Forename.....

Relationship to student ..... Parental responsibility: YES / NO

*Date of Birth…… *NI Number …… ……

Home address ……..……..……

….....Postcode.....….

Home telephone number .....Home email.....

Work address…….....Work email.....

Work telephone number ..... Mobile telephone number ……

PRIORITY 3 CONTACT

Title.....Surname .....Forename.....

Relationship to student ..... Parental responsibility: YES / NO

*Date of Birth…… *NI Number …… ……

Home address ……..……..……

….....Postcode.....….

Home telephone number .....Home email.....

Work address…….....Work email.....

Work telephone number ..... Mobile telephone number ……

SEPARATED PARENT INFORMATION – For parents not living with student
Please specify contact priority (if any)…….

Under the 1989 Children's Act all parents have the right to receive information about their child's progress.

Title.....Surname .....Forename.....

Relationship to student ..... Parental responsibility: YES / NO

*Date of Birth…….. *NI Number …….. ……..

Home address ……..…….....

….....Postcode.....….

Home telephone number .....Home email.....

Work address…….…….…….....Work email.....

Work telephone number ..... Mobile telephone number ……..……

Court Case Yes / No …….. Address can be Disclosed Yes / No

SPECIAL EDUCATIONAL NEEDS

Does your child have any Special Needs Provision YES / NO

If YES: SEN Support / Education Health Care Plan / Statement (Please delete accordingly)

MEDICAL DETAILS

Doctor ……..……

Address and telephone number .....…….…….

Please state any medical conditions of which you wish the school to be made aware, (e.g. asthma, epilepsy, allergies)
.....…….

……

Please also complete an Individual Healthcare Plan form where you have indicated that a child has an on-going medical condition.

DIETARY REQUIREMENTS

Lunch arrangements: School Meal / Free School Meal / Packed Lunch / Home (Please delete accordingly)

Gluten Free	
No Dairy	
No Nuts	
No Pork	
No Seafood	
Vegetarian	
Vegetarian and No Fish	
Other Allergy (Please give details)	

TRAVEL ARRANGEMENTS

Linked to the Government's Travel to School Initiative, we collect details of how our students travel to and from school. Where he/she uses more than one mode of travel for each journey to school, please tell us the most frequently used.

School Bus		Public Transport Bus		Bicycle		Walking		Train	
Taxi		Car / Van		Car Share		Other			

PERSONAL INFORMATION

To help us and the local authority in monitoring equal opportunities you are asked to complete the following:

1. Country of birth .....……..……

2. Family's Ethnic Origin. (Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.)

White - British		Any other Asian background (This includes African Asian, Nepali, Sinhalese, Sri Lankan Tamil….)	
White – Irish		Black or Black British -Caribbean	
White - Traveller of Irish Heritage		Black or Black British -African	
White - Gypsy/Roma		Any other Black background	
White - Any other White background		Chinese	
Mixed - White and Black Caribbean		Any other ethnic group – please circle one. (This includes Afghan, Arab, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin American, Lebanese, Libyan, Malay, Mauritian, Moroccan, Polynesian, Thai, Vietnamese, Yemeni…)	
Mixed - White and Black African			
Mixed - White and Asian			
Mixed - Any other mixed background			
Asian or Asian British -Indian			
Asian or Asian British - Pakistani			
Asian or Asian British - Bangladeshi		I do not wish an ethnic background to be recorded	

3. Date of arrival in UK (if relevant)…..……..……..

4. First language ……..……Other language(s)……

   If your child speaks a language other than English:

   Was the first language learned by your child other than English: Yes / No (Please delete accordingly)

   Can your child read in their home language: Yes / No (Please delete accordingly)

   Can your child write in their home language: No / A Little / Yes (Please delete accordingly)

5. Religion ……..……..……..

6. If there are any religious or cultural practices of which the school should be aware, please specify.

   ……..

7. Please give the name, gender and date of birth of any other children in your family.

   Name ..... Date of Birth ……Male / Female

   Name ..... Date of Birth ……Male / Female

   Name ..... Date of Birth ……Male / Female

   Name ..... Date of Birth ……Male / Female

Any additional information……..……

……..…

……..…

……..…

PLEASE NOTE: Children are not able to start school until the office has seen your child's original birth certificate. Please bring this to the school office with your completed forms.

I certify that, to the best of my knowledge, the information on this form is correct.

Signature:.....Parent/Guardian

Date ……