



Forest Lodge Community Primary School

**PERMISSION SLIP BOOKLET
2016/17**

Child's Full Name _____

Class _____

Dear Parent/Carer

This booklet has been designed for us to keep an up to date record of your permission for various trips and activities.

We are aware that some of you have already signed similar forms before. However to keep our records up to date we are now issuing this booklet to every child annually so that it can be kept on their file for their entire stay at Forest Lodge Community Primary School.

Please complete and sign the booklet where indicated and return it to school as soon as possible.

Thank you for your co-operation.



Mrs C. Caldwell
Headteacher

VISITING THE LOCAL AREA

From time to time during the year your child will be required to leave the school premises to undertake study activities in the local area.

This usually consists of looking at the local area or visiting other establishments, e.g. The Library, Churches, other local schools etc.

These trips will take place during the school day.

I hereby give consent for my child to participate in activities related to the curriculum which take my child away from the school premises.

If the necessity should arise, I give consent to Forest Lodge Community Primary School obtaining properly qualified medical assistance.

Signed _____ (Parent/Carer) with legal responsibility

SCHOOL TRIPS

As parents/carers you will be notified of any school trips happening throughout the year. Parent/carers must pay in advance for the trip by using our on-line payment system 'ParentPay'. An activation letter will be issued to your child which you will need in order to pay for the relevant trip.

PHOTOGRAPHY AND VIDEO

From time to time your child may engage in activities which are recorded by photograph or video. These images may occasionally be used by the local press or in connection with publicity material for the school or on the school website.

Please delete as appropriate the following relating to the publication of photographs/video.

- **I AGREE** / **I DO NOT AGREE** to my child having his/her photograph/video taken for publication in a local newspaper (or similar) if the occasion arises.
- **I AGREE** / **I DO NOT AGREE** to my child having his/her photograph/video published on Facebook/school website/social media sites.
- **I AGREE** / **I DO NOT AGREE** to my child's name appearing with the photograph/video/school website.

May we take this opportunity to say that video or photography by parents at school events may only take place if there are no objections by other parents. Also, parents should be aware that they should only be capturing the image of their own child (for their use only and not to be displayed on Internet sites). Announcements may be made at performances regarding this matter.

Signed _____ (Parent/Carer) with legal responsibility

SWIMMING LESSONS

Children at Forest Lodge Community Primary School are provided with swimming lessons as part of the National Curriculum. Parents will be informed when these are taking place. Swimming will take place during the school day.

All children should swim unless they have a specific medical reason for not doing so and in cases like this a letter **MUST** be sent to your child's teacher. To ensure your child's safety, the pool and school rules are that children should not wear jewellery in the pool and that a proper swimming costume is worn and long hair tied back. Swimming goggles are not allowed unless it is considered necessary by a doctor and written confirmation will be required.

Parents are expected to provide their child with a swimming kit. Children need to bring their swimming kit to school in a waterproof bag.

Verrucas should not stop children from swimming. They can wear a sock from home, a rubber verruca sock or there is now a gel available that covers them. Please do not excuse your child from swimming for this reason.

Children must have a coat in order to attend swimming lessons.

I give permission for my child to participate in swimming lessons whilst at Forest Lodge Community Primary School.

Signed _____ (Parent/Carer) with legal responsibility

READING/LIBRARY BOOKS POLICY

All children will have the opportunity to borrow books from the school library and will have in addition to this a second book from their class. However, in the cases where children misplace or lose a book, whether it be a library book or a school reading book a charge of £5.00 will be payable.

ICT

We have computer access in all classrooms which are capable of receiving the internet.

When your child logs onto the system they are agreeing to abide by the rules listed below:

- Treat all equipment with care.
- Listen to and follow instructions.
- When using the internet only to go on sites that they have been instructed to use.
- Do not use any equipment at all unless an adult is in the room and has told you to log on.
- I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy.
- I will save only school work on the school network and will check with my teacher before printing.

Please sign below acknowledging that you have read the rules with your child and made it clear to him/her that you expect them to be adhered to.

We have read the rules of computer use and agree that they will be adhered to.

Signed _____ (Parent/Carer) with legal responsibility

Signed _____ (Child)

TEXT/EMAIL MESSAGING SERVICE

Forest Lodge Community Primary School use text and email as an alternative form of communication with parents. Therefore, it is important that you inform the school office immediately should your contact details change.

Please inform the school office if you do not wish to be involved in the text/email messaging service.

PERMISSION TO WEAR THEATRICAL MAKE-UP

During the year the children will be involved in school concerts and will be required to wear theatrical make-up. Please give below if there are any reasons your child should **not** wear theatrical make-up.

RELIGIOUS ASSEMBLIES

From time to time your child may be taken to the local Churches and also the opportunity to visit other religious establishments. If you have any problem with this, please give details below and we will do our best to ensure your wishes are met. However, it is always helpful if your child knows what your wishes are and to make this known to their teachers as they move through the school.

JEWELLERY

The school rule is that jewellery should not be worn to school. This is especially important during Physical Activities and for reasons of Health and Safety. The school will not accept responsibility for jewellery in school or for personal injury caused by wearing it.

- The wearing of a watch is permitted.
- **No other jewellery can be worn.** If a new piercing, one small pair of ear studs can be worn for the first 6 weeks with permission from the Headteacher. These would need to be taped for physical activity sessions during the initial 6 weeks, the earrings should be covered by a suitable fixing such as a plaster - supplied by parent/carer. After the initial 6 weeks, **NO EARRINGS MUST BE WORN.**
- Any items of jewellery that are removed must be done so by the parent/carer of the child or the child themselves and NOT the teacher.

I have read the information above and accept responsibility for any injury caused by my child wearing newly inserted stud earrings to school.

Signed _____ **(Parent/Carer) with legal responsibility**

SCHOOL UNIFORM POLICY

Nursery - Year 6

- Red sweatshirt, red fleece or red cardigan preferably with our School Logo.
- Plain white school style polo shirt. White blouse for girls. White shirt for boys. No logos or skin tight fashion tops or other coloured garment to be worn.
- Plain black or grey trousers for both girls and boys. Alternatively girls can wear a black or grey skirt. In the summer, girls may wear a pinafore or/red checked dress.
- Plain black flat school shoes or plain black trainers. No heeled shoes or vibrant coloured trainers are permitted. However, pupils can wear boots to school in bad weather.

Years 5 and 6 Children ONLY

- Black sweatshirt or black fleece, preferably with our School Logo.

PE Kit – All Children

- White t-shirt.
- Black shorts and black jogging bottoms.
- Black plimsolls for inside and trainers for wearing outside.

All children who attend our school need to come wearing the correct school uniform. Non-compliance with school uniform is a breach of school rules. Parents will be informed and a meeting with the Headteacher will be arranged.

Basic hair accessories, i.e. hair bobble, hair slides may be worn, but must be kept to a minimum. **No jewellery, except a watch can be worn. One small pair of ear studs can be worn due to a recent piercing for 6 weeks with permission from the Headteacher. These would need to be taped for physical activity sessions. After the initial 6 weeks, NO EARRINGS MUST BE WORN.**

No make-up or nail polish or any nail decoration. If children come to school wearing make-up, wipes will be supplied by the school and given to them for removal.

ALLERGIES/AILMENTS

During the school year the children work with a variety of materials, foods etc. It is important for us to know if your child has any allergies. Please complete below and give further details if necessary.

My child:

- has had all the necessary vaccinations
 has no known allergies
 has the following allergies
- [Please indicate by placing a tick (✓)
in the appropriate boxes]*

Please state: _____

*** Please be aware an allergy is not a dislike.**

ADMINISTRATION OF MEDICATIONS IN SCHOOL

Please be aware, all medication must be clearly marked with:

- Name of medication _____
- Dosage _____

Asthma

Please complete an Asthma Plan if inhaler is to be used during school hours
(forms available from the school office).

Inhalers must be clearly marked with child's full name and class.

SCHOOL IS NOT RESPONSIBLE FOR LOSS OF OR DAMAGE TO MEDICATION.

STAFF AT FOREST LODGE COMMUNITY PRIMARY SCHOOL CANNOT UNDERTAKE THE ADMINISTERING OF MEDICINES TO CHILDREN UNLESS AN OFFICIAL ADMINISTRATION FORM IS COMPLETED.

(Parents are always welcome to come into school to administer medication during school hours)

DIETARY REQUIREMENTS

If your child has any special dietary requirements due to religious or cultural observances, please state these below. We will do our best to help your child observe these, but it is always helpful if your child knows themselves of any requirements they should adhere to.

SCHOOL MEALS DEBT POLICY

Forest Lodge Community Primary School has adopted a clear 'no debt' policy relating to the school meal service. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent would take their child to a restaurant and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parent/s must pay in advance for the school meal by using our on-line payment system 'ParentPay' which a username and password will have been provided by the school beforehand. Children will not be provided with a school meal unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However funds/money must be paid next day in ParentPay and future meals must be paid in advance before any meal is provided. If the debt is not cleared parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the Headteacher will phone the parent to ask them to come to school to discuss the reason why.

However, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

PLEASE NOTE: You must contact the school office if you wish to change your child's lunch arrangements. Failure to do this will result in being charged for school meals that have been booked which payment must be paid in full using our on-line system ParentPay.com

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

Signed _____ (Parent/Carer) with legal responsibility

ETHNIC BACKGROUND INFORMATION

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

Ethnic Background:

- African Asian
- Any Other Black Background
- Any Other Ethnic Group
- Any Other Mixed Background
- Bangladeshi
- Black Somali
- Black Caribbean
- Chinese
- Gypsy/Roma
- Indian
- Other Asian
- Other Black African
- Pakistani
- Traveller of Irish Heritage
- White British
- White Irish
- White and Asian
- White and Black African
- White and Black Caribbean
- White European
- White Other
- White Western European

- I do not wish an ethnic background to be recorded

The information on this form will only be used to look at statistics on the school careers and experiences of pupils to help ensure that all pupils have equal opportunities to fulfil their potential.

These statistics will not allow individual pupils to be identified.

From time to time the information will be passed to the Local Education Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools.

First Language of the Family _____

First Language of the Child _____

HOME/SCHOOL CONTRACT

Parent

I will ensure that:

- My child is in school regularly and on time each day (by 8.40 am., but no later than 8.50 am.)
- Collected from school promptly at 3.00 pm. each day.

I will inform the school by 9.00 am. if my child is absent on the first day of absence giving reasons for their absence.

I will ensure the school has up to date contact numbers for use in an emergency.

I will ensure that my child completes any necessary homework and returns it on the given day.

I will keep the school informed of any change of circumstances affecting my child.

I will attend any necessary meetings with school staff to discuss the education and welfare of my child.

School

The school will:

- Ensure that it provides the best possible education and care for your child.
- Keep you informed about their educational progress, and any concerns they have regarding your child.

Signed _____ **(Parent/Carer) with legal responsibility**

Date _____

C Caldwell

Headteacher

Date _____