



RINGINGLOW ROAD SITE

PSALTER LANE SITE



Admission Forms and Permission Slips

Please complete all the forms and return this booklet to school as soon as possible.

Welcome to Clifford
All Saints Church of
England Primary School



Learning, Creativity and Love

PUPIL ADMISSIONS FORM

Clifford All Saints C of E Primary School

Please could you let us have sight of your child's Birth Certificate before starting school as proof of date of birth.

Child's Legal Surname			Legal Forename:		
Middle name/s:			Preferred Forename:		
Address:			Date of Birth:		
			Male / Female:		
Postcode:			Home Telephone No:		
We are required to record the names and addresses of every person who has parental responsibility for the child under the Children's Act.					
Mr/Mrs/Miss/Ms/Mx/Dr/Other			Mr/Mrs/Miss/Ms/Mx/Dr/Other		
Surname			Surname		
Forename			Forename		
Relationship			Relationship		
Person with Parental responsibility			Person with Parental responsibility		
Priority	1	2	Priority	1	2
In case of emergency we will always contact priority 1 in the first instance.					
Home Address			Home Address		
Postcode			Postcode		
Mobile Tel No:			Mobile Tel No:		
Profession/Job Title			Profession/Job Title		
Place of work			Place of work		
Postcode			Postcode		
Work Tel no:			Work Tel no:		
Days worked	Hours worked e.g. 9-5		Days Worked	Hours Worked e.g. 9-5	
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Preferred Email:			Preferred Email:		
The school communicates with parents via text and email so please provide a current email address and remember to check your emails regularly.					

Other contacts in case of emergency if we cannot contact parents/guardians**Contact 1 Name:****Contact 2 Name:****Address****Address****Relationship****Relationship****Tel. No****Tel. No.****Is the child legally 'In Care'? If YES please provide the following information.**

Please attach any copies of any court orders and any details about others with parental responsibility in case of emergency.

Carer's name**Social Worker's name****Address****Address****Tel. No.****Tel No.****Ethnicity**

White British		Black Caribbean		Bangladeshi	
White Irish		Black Somali		Chinese	
White Eastern European		Any other Black		Gypsy	
White & Black African		Any other Asian		Gypsy/Roma	
White & Black Caribbean		Any other Mixed		Other Gypsy Roma	
White & Pakistani		Other Black African		Roma	
White & any other Asian background		Other Ethnic Group		Traveler of Irish Heritage	
White Other		Pakistani		Yemeni	

First Language

A **First Language** other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community. If a child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded (irrespective of the child's proficiency in English).

First Language	Other languages spoken (in order of importance)	
	1.	2.

If English is an additional language what level do you consider your child to be at?

Fluent		Average		Poor		No English Spoken	
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Country of Birth**Religion**

Christian		Anglican		7 Day Adventist		Roman Catholic	
Pentecostal		Hindu		Sikh		Muslim	
Buddhist		Jewish		No Religion			

Medical / Dietary Information						
Child's Doctor			Surgery Address			
Tel. No.						
Please give details of any medical conditions or allergies including if your child has toileting needs:						
Dietary Requirements	No Pork		No Dairy		Halal	
	Gluten Free		Vegetarian		No Nuts	
	Seafood Allergy					
My child is not allergic to latex and I do not object to school using plasters or micro pore tape to cover an open wound if necessary.						
Signed _____ Parent/Guardian						
Do you consider your child to have a Special Education Need or disability? Are any agencies involved? If so please give details below:						
Travel to school: (please only circle the one that is most used) <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Car Bus Walks Taxi Bicycle Train Other </div>						

Please sign below. Where Father and Mother both have parental responsibility, the form must be signed by both parents.	
Signature of Mother/Guardian	Date
Signature of Father/Guardian	Date

DATA PROTECTION STATEMENT: This data is being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the Data Protection Act and the General Data Protection Regulation (2018). Data on this form will be shared, with the Local Authority, in line with the school's Privacy Notice.

Your signature on this form implies your consent for the school/Local Authority/Health authority to process the data.

PUPIL PREMIUM AND FREE SCHOOL MEAL FORM

Clifford All Saints C of E Infant School

We need information about you and your child, so that we can provide them with the best possible education and support by making sure the school receives all the government funding to which it is entitled.

About Pupil Premium

All children in Reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch, regardless of their family income. However children who also qualify for free meals under the income based criteria (see below), could raise an extra **£1,320 per year** paid to school to boost their learning and fund valuable support like extra tuition, additional teaching staff or after school activities. This additional funding is known as Pupil Premium.

If your child also qualifies for free school meals under the income based criteria, or has a protected Free School Meal claim (see below) it's important that you tell school as this enables us to claim pupil premium to support your child. Schools are given a pupil premium for any children who have qualified for income based free school meals at any point in the past six years.

How is it spent?

Schools can choose how to spend their pupil premium money. You can find out from our school's website how we spend their pupil premium.

Common ways in which schools spend their pupil premium fund include:

- Extra one-to-one or small-group support for children within the classroom.
- Employing extra teaching assistants to work with classes.
- Running catch-up sessions before/after school, for children who need extra help with maths or literacy.
- Running a school breakfast club to improve attendance.
- Funding educational trips and visits.
- Paying for additional help such as speech and language therapy or family therapy.
- Funding English classes for children who speak another language at home.

(Source - <https://www.theschoolrun.com/pupil-premium-explained>)

Income Based Criteria

Your child may be eligible for free school meals - and therefore allow your child's school to receive pupil premium - if you receive any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

- Child Tax Credit (with no Working tax Credit) with an annual income of no more than £16,190
- Working tax Credit run-on
- Universal Credit (If you make a new claim after 1st April 2018 your annual earnings income must be no more than £7400, for claims before this date see Protected Free School Meals)

Or if your child in Looked After or Adopted from Care.

Protected Free School meals

The DfE said they will protect every child in receipt of Income Based free school meals from 01/04/18 against any change in financial circumstances – and protect every child who gains eligibility after this date, until Universal Credit is fully rolled out – currently scheduled for March 2022.

After this, protected children still in school will continue to receive free school meals until the end of their phase of education (primary or secondary).

While the DfE are making changes to their system in order for the LA to see if you have protected status, if you move into or out of Sheffield, the LA may need to contact your previous School or LA to confirm your FSM eligibility. Similarly we may be contacted by another LA to confirm your status if you make a FSM claim in a new area.

If you are unsure if you meet the criteria and you would still like us to check whether your child is eligible for free school meals please also complete the form. For further information please contact Sheffield City Council Customer Services on 0114 2734567 (option 4, then option 3)

How the information on this form will be used

The information you provide on this form will only be used by the council to confirm continued receipt of one of the listed benefits for the purposes of Free School Meal and Pupil Premium eligibility, or to confirm your protected status with your previous school or local authority.

You only need to complete this form once and it will last for the duration of your child's education in Sheffield. If your child moves to another state funded school in Sheffield we will notify them of your continuing entitlement. If you move out of city, we may be contacted by your child's new school or local authority to confirm if you have a protected Free School Meal status.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. For further information please ask your school for a copy of their Privacy Notice.

If you are claiming through your school, this agreement must be kept by the school for their records. Please return this form for processing either to:

- Your child's school
- Howden House reception, 1 Union Street, Sheffield, S1 2SH
- Posted to Howden House - Customer Services, Fulfilment Team, Floor 2, Howden House, 1 Union Street, Sheffield, S1 2SH.

About Your Child/Children

If your child has had an Income Based Free School Meal (FSM) on or after 01/04/18 **outside of Sheffield** please state Yes to the FSM award box and add the child's previous school name and location so we can confirm their eligibility, otherwise **please leave the school fields blank**

Child's Last Name	Child's First Name	Date of Birth			FSM on or after 01/04/18	Previous school name	Previous school location (town/city)
Example	example	01	01	01	Yes	Green Abbey	Simsville
Example	example	01	01	15	no		

Parent / Guardian Details	PARENT/GUARDIAN 1										PARENT/GUARDIAN 2									
Last Name																				
First Name																				
Date of Birth																				
National Insurance No. or NASS No.																				
Daytime Telephone Number																				
Mobile Number																				
Address																				
	Postcode:										Postcode:									

Declaration

- The information I have given on this form is complete and accurate.
- I understand that my personal information is held securely and agree to the Local Authority using this information to process my application for free school meals and pupil premium.
- I understand that if eligible, my child's eligibility will be shared with the current and future educational settings they attend, and if I make a claim for Free School Meals in a new area, that Sheffield may confirm my child's eligibility for Free School Meals.
- I agree to notify the Local authority in writing if the person claiming the appropriate benefit no longer has responsibility for the child.

Signature of

parent/guardian:

Date:

Thank you for completing this form and helping to make sure your child's school is as well funded as possible.

SCHOOL MEALS AND MILK

School Meals

All children in Reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch, regardless of their family income, however children who also qualify for free meals under the income based criteria (see below), could raise an extra £1,320 per year paid to school to boost their learning and fund valuable support like extra tuition, additional teaching staff or after school activities. This additional funding is known as Pupil Premium. So if you think you are entitled to Pupil Premium then please follow the instructions in this booklet. For all other children you can still have a school meal at a cost of £2.00 per day

We are part of the Local Authority contract and our school meals are cooked on site by Taylor Shaw. The menu changes termly, there is a choice of 3 main courses, one meat, one vegetarian and Jacket Potato, and a choice of dessert, yoghurt or fruit. Vegetables are offered daily along with a salad bar and bread. Your child's meals will be pre-ordered with the kitchen.

Milk

School Milk is available to order at a cost of 18p per carton and is paid termly. If you would like your child to have school milk please complete the section below and we will let you know how much the cost is for the appropriate term.

MILK PROVISION for _____ child's name

My child <u>will</u> require school milk. I will pay the appropriate cost.	
My child <u>will</u> require school milk. I will pay the appropriate cost in the week of his/her 5th birthday	
My child <u>will</u> require school milk. I am in receipt of Income Support.	
My child <u>will not</u> require school milk.	

Signed _____ Parent/Guardian

SCHOOL UNIFORM

As a small Church school, we feel it is important to generate a feeling of community and belonging for the children. Part of the way we can do this is to increase their sense of identity by the children wearing School Uniform i.e. Clifford sweatshirts or polo shirts. This means the children have a more immediately visible connection with the school, both to them and to other members of the community.

It is also felt that if the children have specific clothes for school, it does encourage them to have their "school head on". The clothes help to indicate and reinforce the message that a certain level of behaviour and hard work is expected of them during the school day.

A navy blue school sweatshirt with logo

A white or navy blue plain shirt/blouse (this to include polo shirts plain or with logo)

Navy/black/grey bottoms (this to include trousers/jogging bottoms/shorts/skirt/pinafore/leggings)

In summer blue gingham summer dresses may be worn.

Suitable footwear (this should be safe, comfortable and appropriate for the season). (It should not include high heels and high platform shoes, flip-flops and slip-on shoes without backs, other fashion boots or shoes that do not facilitate active play).

Coloured or patterned tights/ socks may be worn .

Headbands should be relatively plain.

No Jewellery is allowed.

Clothing for PE

Drawstring bag (This can be any colour, pattern or design that your child will instantly recognize as their own and should be named)

P.E. KIT (Indoor use)

T shirt (white or navy)

Shorts in blue or black or grey

Black or white plimsolls

P.E KIT (Outdoor use)

Joggers

Sweatshirt

Trainers

Spare socks

Shorts and T shirts are available to order on the uniform order form. For the outdoor kit you can purchase from most supermarkets.

The easiest and quickest way to order School Uniform online at

<http://logoleisurewear.com/schoolshop> if you cannot do this you can download an order form from our website or pick one up from the school office.

Orders placed during term time are collected every Thursday and usually delivered the following Thursday.

PERMISSION SLIPS

Clifford All Saints C of E Infant School

Permission slip for local visits.

On occasions, as part of class topic work, it may be necessary to take children on visits of educational value to places in the immediate locality of Clifford All Saints School, e.g. visits to the park, the shops, a traffic census and to visit church for services etc.

By signing the slip below, you will be giving permission for these visits to take place during your child's time at Clifford All Saints School. It is **vital** that you sign and return this slip to comply with our insurance policy. Any other trips will have permission slips printed on the relevant letters.

I give permission for my child: _____

to attend local visits during their time at Clifford All Saints. I understand that groups will always be properly supervised and that the correct adult/pupil ratios will be observed at all times.

Signature of Parent/Guardian:	Date:
Please print name:	

Photographs and Videos of Pupils at Clifford All Saints

This form explains the reasons why and how we may use images and videos of your child. Please read the form thoroughly and indicate your agreement as appropriate.

Providing your consent

We will now request your permission on an annual basis to use images and videos of your child for a variety of different purposes. Without your consent, we will not use videos and images of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, we will abide by the conditions you outline on this form. We will **only** publish images and videos of your child for the conditions that you provide consent for. We will never publish individual images and videos of the children and they will never be named.

Refreshing your consent

We currently have photograph permission forms on file for almost every child in school. We will only use these until the end of this academic year, after which time a new form will be essential. The new form will be valid from the day that we receive it back in school until the end of the 2019/20 academic year. After returning your form, if you would like to amend the provisions for which consent has been provided, this will need to be submitted in writing to the head teacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not necessarily affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, this will need to be submitted in writing to the head teacher.

Please complete the form below

Photographs and Videos of Pupils at Clifford All Saints
Consent form

I provide consent for:	Yes	No
WITHIN SCHOOL		
Printed photographs of my child to be displayed in school.		
Printed photographs of my child to be displayed on a screen in school.		
Photographs of my child to be used in children's books. (we currently use photographs to show evidence of group work that your child is involved in, meaning a group photograph including your child could be stuck in another child's book and sent home at the end of the year.)		
Photographs of my child to be stored electronically and/or printed as evidence of work		
OUTSIDE SCHOOL		
Images of my child to be used on the school website.		
Videos of my child to be used on the school website.		
School using images of my child in marketing material, e.g. the school brochure and prospectus.		
The local media, (e.g. The Sheffield Star) using images of my child to publicise school events, activities and achievements.		
On the schools social media accounts i.e. Twitter, Facebook & Instagram.		

Signed _____ Parent/Carer Date _____

Child's Name _____ Class _____

Acceptable use agreement (pupils and parents/carers)





Foundation/ KS1 Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer / tablet.

Signed (child):

Signed (parent):

Think before you click	
S 	I will only use the Internet and email with an adult
A 	I will only click on icons and links when I know they are safe
F 	I will only send friendly and polite messages
E 	If I see something I don't like on a screen, I will always tell an adult
My Name: <input type="text"/>	
My Signature: <input type="text"/>	

KS2 Pupil Acceptable Use Policy Agreement

Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers

Name of pupil:

When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

Mobile Phones

I will only bring a mobile phone into school to use if I am travelling to and from school by myself (Y5 and Y6). I will bring this to the office on arrival where it will stay throughout the day.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Internet Access for Pupils

As part of the school's ICT programme, we offer pupils supervised access to the Internet. Your child never has unsupervised access to the Internet and we have a Firewall to prevent unsuitable material being accessed.

Various projects have proven the educational benefits of Internet access, which will enable pupils to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The school supports and respects each family's right to decide whether or not to allow their child to use the Internet.

Please complete the form below to allow your child to access the Internet.

As the parent or legal guardian of the pupil below I grant permission for my child to use electronic mail and the Internet.

--

Signature of Parent/Guardian:	Date:
Please print name:	

Parental Permission for Intimate Care

Children do occasionally have an 'accident' or need assistance which can involve any of the following:-

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled themselves
- Assisting with toileting issues
- Supervising a child involved in intimate self- care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child
- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Signature of Parent/Guardian:	Date:
Please print name:	



Home - School - Child Agreement

School will:

1. Provide a friendly welcome to the children and a secure, stimulating, Christian environment in which to learn.
2. Encourage children to do their best at all times.
3. Encourage children to show consideration for others and care for their surroundings.
4. Inform parents of the children's progress at regular meetings.
5. Inform parents about what the teachers aim to teach the children each term.
6. Deal with concerns properly and promptly.

Teachers

signatures.....

The family will:

1. Support the Christian values of the school community.
2. Make sure the child attends regularly and informs the school in writing or by telephone if the child is absent; and will avoid taking family holidays in term time.
3. Support the school, by helping the child with any work that is sent home.
4. Attend Open Evenings to discuss child's progress.
5. Ensure the child gets to school on time, 8.50am at the Psalter Lane site and 8.40am at the Ringinglow Site.
6. Make sure the child wears school uniform and clothes/shoes appropriate to the weather.

Parent's

signature.....

The Child will keep Clifford All Saints Commandments:

1. Do your best all the time and never give up.
2. It doesn't matter if you get things wrong because that's how you learn to get things right.
3. Be kind to one other and listen to each other.
4. Enjoy school and have fun.

These commandments were written by Y2 2015/2016.

Child's

Name.....

Together we will:

1. Support any special needs.
2. Encourage the children to keep Clifford All Saints Commandments.
3. Support every child's learning to help them achieve their best.
4. Respect and show consideration for all members of the school community.



best.

Welcome to Clifford All Saints Kids Club

Psalter Lane Site

The club is run in the school hall, library, yard and garden. Entry is from the side door on the drive which is kept secure at all times.

Ringinglow Site

The club is run in the school dining hall and playground. Entry is from the first door in the staff car park.

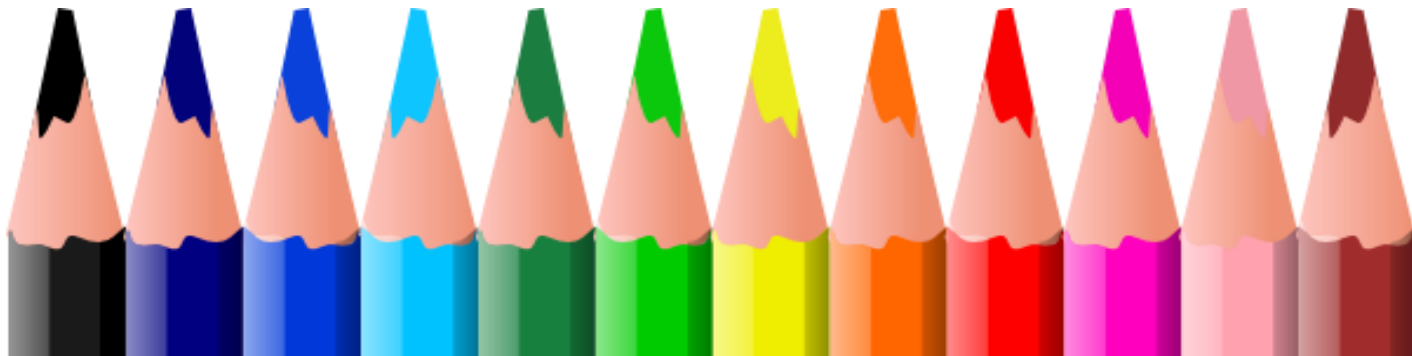
We aim to create a safe, stimulating, high quality environment in which all children feel secure, happy and valued and where they can experience a wide variety of play opportunities. The children's ideas and suggestions are used in the planning of the activities.

We are asking you to register your children with the Kids Club when they start school so that all children can access the Breakfast Club and After School Club if they need to in emergencies.

We are therefore enclosing a registration form to complete so that your child will be registered, there is also a booking form included should you wish to use the club on a regular basis. The Clubs can take a maximum of 16 children, although the number they take on an individual date depends on the staffing available. The children who attend have a lot of fun and the cost is very competitive. The prices are £11.00 per session for the ASC including snack from the end of school till 3:45pm. Breakfast Club is £6.00 from 7:30am till the start of school including breakfast. All sessions **MUST** be booked and paid for half termly in advance unless you have an emergency. A further 10% discount is available for sibling bookings.

You may be interested to know that you can pay for the Clifford All Saints Clubs using childcare voucher schemes such as Computershare and Fidelity; these schemes are usually set up between you and your employer and can save you substantial amounts in income tax, there is also the new Tax Free Childcare (for further information please see Mrs Hudson/Mrs Brankin (in the school offices).

If you are interested in sending your child, even on an occasional basis or in an emergency, do come and see Mrs Hudson or Mrs Brankin in the school offices.



CLIFFORD ALL SAINTS KIDS CLUB

CHILD'S DETAILS

Surname.....First Name.....Other Names.....

Date of Birth.....

*Male / *Female

PARENT'S DETAILS

*Natural Mother (includes adoptive Mother)

*Natural Father (includes adoptive Father)

*Guardian *Person with parental responsibility

*Guardian *Person with parental

Marital Status.....

Marital Status.....

Title Mrs / Miss / Ms / Other.....

Title Mr / Miss / Ms / Other.....

Surname.....

Surname.....

First Name.....

First Name.....

Home Address.....

Home Address.....

Home Tel. No.....

Home Tel. No.....

Mobile Tel. No.....

Mobile Tel. No.....

Work Tel. No.....

Work Tel. No.....

Emergency Contact Numbers:- (Other than yourself or partner, must be filled in)

Name..... Number/s.....

Relationship to child.....

Name..... Number/s.....

Relationship to child.....

Named persons to whom you give permission to collect your child:

(Please note that your child will not be allowed to leave Kids Club with anyone other than the named persons above unless prior notice has been given.)

PERMISSION AND CONSENT	YES	NO
I give permission for my child to watch PG rated Videos / DVD's chosen sensibly by a member of staff.		
I give permission for my child to attend outings and visits whilst at Kids Club (Notice will be given.)		
I give permission for my child to have their face painted.		
I give permission for my child to have their photograph taken at Kids Club.		
I give permission for my child to receive medical treatment in the event of an emergency.		

MEDICAL INFORMATION

Skin Allergies: Y/N

Food Allergies: Y/N.....

Other: Please specify

Dietary Requirements:

Doctor's Surgery.....GP's Name.....

Address.....Tel No.....

My child is not allergic to latex and I do not object to school using plasters or micro pore tape to cover an open wound if necessary.

Signed_____ Parents/Guardian

Any other information that we need to be aware of:

(Special requirements, behaviour issues, SEN, disabilities, phobias etc.)

Please contact us for a private discussion if preferred.

All information on this form is correct to date.

Signed_____Parent/Guardian Date.....