



# Registration Form

## BASIC CONTACT DETAILS

Child's Legal Surname			
Legal Forename			
Preferred Forename		Middle Name	
Date of Birth			
Gender	Male <input type="checkbox"/>	Female	<input type="checkbox"/>

House Name or Number	
Address	
Town	
County	
Post Code	
Home Telephone Number	
Previous School & Tel No.	
Sibling(s) already at the School (Name & Class)	

## CONTACT DETAILS – MOTHER/GUARDIAN

<b>Priority 1</b> Mother's Name			
Mother's Home Number (if different from above)			
Mother's Mobile Number		Mother's Work Number	
Mother's Email address			
Mother's Date of Birth: DD/MM/YY		Mother's National Insurance Number:	
Parental Responsibility (please tick)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>

## CONTACT DETAILS – FATHER/GUARDIAN

<b>Priority 2</b> Father's Name			
Father's Home Number (if different from above)			
Father's Mobile Number		Father's Work Number	
Father's Email Address			
Father's Date of Birth: DD/MM/YY		Father's National Insurance Number:	
Parental Responsibility (please tick)	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Is your child from a Forces family? Yes <input type="checkbox"/> No <input type="checkbox"/>			



# Registration Form

## ADDITIONAL HOME ADDRESS DETAILS (if different from overleaf) MOTHER/FATHER *\*delete as appropriate*

House Name or Number	
Address	
Post Code	

## EMERGENCY CONTACTS (other than those provided for Priority 1 & 2)

<b>Priority 3</b> Full Name & Tel Number		Relationship	
<b>Priority 4</b> Full Name & Tel Number		Relationship	

## DIETARY REQUIREMENTS

*Please tick any applicable box(es):*

- |                                                       |                                            |                                     |
|-------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Artificial colouring allergy | <input type="checkbox"/> Gluten Free       | <input type="checkbox"/> Vegetarian |
| <input type="checkbox"/> Halal food only              | <input type="checkbox"/> Kosher foods only | <input type="checkbox"/> No beef    |
| <input type="checkbox"/> Dairy allergy                | <input type="checkbox"/> Nut allergy       |                                     |
| <input type="checkbox"/> No pork                      | <input type="checkbox"/> Seafood allergy   |                                     |

Other (please provide details):

## MEDICAL DETAILS

Family Doctor	
Name of Doctor's Practice and Address	
Surgery Tel Number	

- |                                                                                                                                 |        |
|---------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. Does your child suffer from Asthma, Eczema or Hay Fever?<br>If YES please give details.                                      | YES/NO |
| 2. Is your child currently on medication?<br>If YES please give details.                                                        | YES/NO |
| 3. Is your child allergic to any medication or elastoplast?<br>If YES please give details.                                      | YES/NO |
| 4. Does your child suffer from any severe allergy<br>(e.g. nuts, egg, wasp/bee stings) etc.?<br>If YES please give details.     | YES/NO |
| 5. Is your child diabetic?<br>If YES please give details.                                                                       | YES/NO |
| 6. Does your child suffer from any condition which prevents<br>him/her participating fully in school work or physical exercise? | YES/NO |
| 7. Does your child suffer from any other condition (e.g. epilepsy)<br>Which may need immediate treatment in school?             | YES/NO |

**If your child/ren required medication to be given while at school a 'Administering Medication' form MUST be completed, these can be obtained from the school office.**



# Registration Form

## ASTHMA

Children will need to one reliever inhaler (blue) and at least one spacer to keep at school. **Preventer** inhalers (Brown) should NOT be brought to school. The inhaler and spacer will be kept in the classroom in a red bag, so that it is within easy reach if needed. Parents should ensure that their child knows how to administer their relief medication and that the brown inhaler (if they have one) should be taken daily at home.

## IMMUNISATION HISTORY

If your child has not had all their immunisations, please give details of those not received:

## PRESCRIBED MEDICATION

With regard to prescribed medication, this will be administered if accompanied with a letter from you giving us permission to do so. The letter must be signed by a parent/guardian.

## HEALTH INFORMATION

Reportable Diseases - We have a duty as a School to notify the local Health Authority of certain illnesses/diseases affecting children at St. Andrew's.

For the general health of all those at the school we would ask you to notify the office immediately if your son/daughter contracts any one of the illnesses included on the enclosed list. Please keep the list for your information.

### Routine Health Checks at School

In Hillingdon, there are well established procedures for keeping a check upon various aspects of each child's health and hygiene.

Routine health checks involving weight, height, vision, hearing and dental care carried out periodically. Where necessary if any of these routine procedures indicate that any treatment or further action is necessary, you will, of course, be contacted immediately and no treatment will be given without your written permission.

For the general health and safety of the children at St. Andrew's and in order to ensure routine checks are carried out we would ask you to give your consent by signing below.

I agree to my son/daughter undergoing the routine health checks carried out at St. Andrew's Primary School.

Yes

No

I am in agreement that the school may give my child medical treatment in an emergency.

**Signature Parent/Carer:**

## MODES OF TRAVEL

*Please tick your son/daughter's most frequent*

Bus		Public Bus Service	
Car Share (with child/children)		Taxi	
Car/van		Train	
Cycle		Walk	
Dedicated School Bus		Other	

Should you require a parking permit for dropping off or picking up your child/ren please register on the Hillingdon council website [www.hillingdon.gov.uk/parking permits](http://www.hillingdon.gov.uk/parking-permits) and apply for a school permit



# Registration Form

## SPECIAL NEEDS

Does your child have any Special Educational Needs? <b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>
If yes, please state which Special Education Need/s your child has:		
(Please use additional sheet if needed)		
Is the pupil in care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes to which borough?	
Are you in receipt of child Disability Living Allowance (DLA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## EXTERNAL INTERVENTIONS

Speech Therapy	YES/NO	
Educational Psychologist	YES/NO	
Social Services	YES/NO	
Doctor (other than GP)	YES/NO	

## LANGUAGE & RELIGION

Religion:		Country of Birth:	
First Language:		Nationality:	
If the pupil was not born in the UK please state country of birth:			
Date of arrival in the UK:		Asylum seeker Yes/No	Refugee Yes/No
Is English an additional language:	Yes	No	
Any additional languages spoken at home:			

## Nursery Full-Time (30 hours per week) Place

We are/are not\*eligible for 30 hours of free childcare per week and provide below our eligibility code and NI number to enable the school to confirm this.

Eligibility Code: ..... NI Number: .....

I wish to collect my child at 2.40pm / 3.15pm\*/\*\* every day.

We understand that a place in Nursery **does not guarantee a full-time school place in our Reception class.**

Signature of Parent/Guardian:..... Date: .....

\* delete as appropriate

\*\* additional charges may apply please speak to the office for confirmation.



# Registration Form

## ETHNIC BACKGROUND

Ethnic background record form (based on the new national population Census ethnic categories)

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.

<b>White</b>	◆ British	<input type="checkbox"/>	<b>Asian</b>	◆ Indian	<input type="checkbox"/>
	-English	<input type="checkbox"/>	<b>Or Asian</b>	◆ Pakistani	<input type="checkbox"/>
	-Scottish	<input type="checkbox"/>	<b>British</b>	-Kashmiri Pakistani	<input type="checkbox"/>
	-Welsh	<input type="checkbox"/>		-Other Pakistani	<input type="checkbox"/>
	-Other White British	<input type="checkbox"/>		◆ Bangladeshi	<input type="checkbox"/>
	◆ Irish	<input type="checkbox"/>		◆ Any other Asian background	
	◆ Traveller of Irish heritage	<input type="checkbox"/>		-African Asian	<input type="checkbox"/>
	◆ Gypsy/ Roma	<input type="checkbox"/>		-Kashmiri	<input type="checkbox"/>
	◆ Any other white background	<input type="checkbox"/>		-Nepali	<input type="checkbox"/>
	-	<input type="checkbox"/>		-Sri Lankan Tamil	<input type="checkbox"/>
	Albanian			-Sri Lankan Sinhalese	<input type="checkbox"/>
	-Kosovan	<input type="checkbox"/>		-Sri Lankan Other	<input type="checkbox"/>
	-Portuguese	<input type="checkbox"/>		-any other Asian group	<input type="checkbox"/>
	-Serbian	<input type="checkbox"/>	<b>Black or</b>	◆ Caribbean	<input type="checkbox"/>
	-White Eastern European	<input type="checkbox"/>	<b>Black</b>	◆ African	
	-White Western European	<input type="checkbox"/>	<b>British</b>	-Nigerian	<input type="checkbox"/>
	-Any other white background	<input type="checkbox"/>		-Somali	<input type="checkbox"/>
<b>Mixed</b>	◆ White and Black Caribbean	<input type="checkbox"/>		-Other Black African	<input type="checkbox"/>
	◆ White and Black African	<input type="checkbox"/>		◆ Any other Black background	<input type="checkbox"/>
	◆ White and Asian	<input type="checkbox"/>		◆ Afghan	<input type="checkbox"/>
	◆ Any other mixed background	<input type="checkbox"/>	<b>Any Other</b>		
	-White and any other ethnic group	<input type="checkbox"/>	<b>Ethnic</b>	◆ Arab other	<input type="checkbox"/>
	-Asian and any other ethnic group	<input type="checkbox"/>	<b>Group</b>	◆ Filipino	<input type="checkbox"/>
	-Black and any other ethnic group	<input type="checkbox"/>		◆ Iranian	<input type="checkbox"/>
	-Chinese and any other group	<input type="checkbox"/>		◆ Iraqi	<input type="checkbox"/>
	-any other mixed ethnic group	<input type="checkbox"/>		◆ Kurdish	<input type="checkbox"/>
<b>Chinese</b>	◆ Any Chinese group	<input type="checkbox"/>		◆ Any other ethnic group	<input type="checkbox"/>
I do not wish an ethnic background category to be recorded					<input type="checkbox"/>

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 Education 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.



# Registration Form

## HOME SCHOOL AGREEMENT

The ethos of St. Andrew's School is to enable each child to grow in knowledge, confidence, self-esteem and spiritual awareness. It achieves this by delivering a balanced curriculum, allowing children to reach their full potential, with independent, enquiring and creative minds. This is fostered on a foundation of understanding and respect for others.

### The family will

- Accept the school's aims and Christian values, positively supporting the school
- Ensure that their child attends School regularly in uniform, on time and properly equipped
- Notify the school of any absence by telephone or email at [absence@standrewsuxbridge.org.uk](mailto:absence@standrewsuxbridge.org.uk).
- Promptly inform the School of any concerns, which might affect their child's learning, behaviour, or happiness at school e.g. marital break-up, bereavement.
- Keep us informed of where to contact you in case of emergency.
- Support the School's policies and guidelines for behaviour and learning, both in school and at home.
- Support the homework policy and encourage their child with their homework and other opportunities for home learning.
- Attend open evenings and discussions about their child's progress at School.
- Support the school in getting any help my child may need.
- Read all letters/messages/emails that are sent home.
- Support the school community through activity and events.
- Support school in the teaching of safe and secure Internet use at home
- Be considerate to our neighbours on the road near the school entrance
- Ensure access to games and devices is restricted (particularly overnight) and their children only have access to age-appropriate games.
- Ensure their child gets enough sleep before school

Parent/Guardian Signature: .....

### The school will

- Encourage your child to achieve high standards of work, behaviour and attitude.
- Encourage and nurture a faith within a Christian environment.
- Encourage your child to understand and respect others.
- Inform parents/guardians of their child's progress at open evenings, in annual reports or at anytime should the need arise.
- Provide a safe secure environment for all school based learning.
- Provide high quality lessons covering a broad and balanced curriculum including provision for individual needs.
- Be open and welcoming and keep parents/guardians informed about School practice, activities and special events through regular newsletters and notices.
- Strive to provide safe access to the Internet so that learning can take place without risk.

School Signature: .....



# Registration Form

## The Pupil will

- Take pride and responsibility in representing and being part of St. Andrew's C of E Primary School.
- Bring all the equipment needed every day.
- Be kind, helpful and forgiving.
- Be honest.
- Tell somebody if there is something he/she is not happy about.
- Do all classwork and homework as well as possible, asking questions when needed.
- Respect School property.
- Use the Internet safely in line with what has been taught in school.

Pupil Signature: .....

## Together we will

- Work towards providing greater learning and understanding.
- Identify any individual needs and plan accordingly.

## WAYS TO SUPPORT THE CHILDREN AT ST ANDREW'S

### At School

Class assemblies  
Class trips  
Sports' day  
Parents' evenings  
Class reading  
Changing library books  
Attend parent workshops  
Attend parents and grandparents in school days  
Concerts, plays and performances

### Fund Raising Events

Attend:

Summer & Christmas Fayres  
BBQs, Discos, Film Nights,

Volunteer:

To wrap presents for Christmas,  
Mothers' and Fathers' Days, bake  
cakes to sell

### The Care Fund

The annual contribution pays  
for building and maintenance  
work inside and outside

### Run a Club

Chess, Board Games, Sewing, Prayer  
room  
What hobbies could you share?

### Homework

Go through homework tasks  
together



# Registration Form

## What is ClassDojo?

ClassDojo is an online program that we are using at St. Andrew's in a number of different ways. It can be used to reward good choices on an individual, small group, whole class or whole school basis. Feedback is instant. The children work with their class teachers to decide on what Dojo points can be awarded for and to decide what whole class or individual rewards may be earned each week. Dojo points will work alongside the other incentives in use at St. Andrew's such as House Points and Class Ticks.

ClassDojo is also an effective tool for communication between class teachers and parents. There is a messaging system for individual one to one messages. Additionally class teachers can share text, images, document and web links and even video with individual parents or with whole classes. Parents, teachers and children can upload work completed at home and at school via the Portfolios. It can be accessed via the website or downloaded as an app.

We are asking all parents, children and staff to read through and sign this home school agreement at the start of each academic year. More than one parent can sign up and parents with more than one child will be able to see each child's account separately.

### **St. Andrew's CofE Primary School Staff will:**

- Promote positive behaviours through ClassDojo.
- Share information about the class or individuals at least once a week.
- Send out individual or group messages if required. These will be along the lines of 'Please could I catch up with you at the end of the school day...' rather than going into specific details online about issues, queries, other children or personal data.
- Agree to respond to any messages from parents within 24 hours (working days only).
- Not read or respond to any messages during quiet hours or days off.
- Share links to useful websites or important documents that relate to activities and learning in class.
- Send photographs of the children whenever possible.
- Use ClassDojo as a communication tool when on class trips.
- Use the class toolkit to encourage collaboration in class and support pupils' learning.
- Maintain the highest professionalism and security settings at all times when using ClassDojo

### **Parents/Carers will:**

- Check their child's Dojo report during the week.
- Check for individual messages and whole class stories at least twice a week.
- Make sure individual messages are concise and factual. For anything particularly sensitive or confidential, it is more appropriate to speak over the phone or in person. The purpose of the Dojo message can be to try to arrange those opportunities.
- Use the information from ClassDojo to structure a conversation with their child about what they have been learning and how they have been behaving in class.
- Not share any content from ClassDojo on social media or via other messaging services.
- Visit the following website for more information: <https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents>

Parent/Guardian Signatures: .....

**Please note that as written in our Parent Code of Conduct**, any individual who uses ClassDojo to post abusive, defamatory, threatening or offensive comments about staff, pupils or the school will be removed from the site, either temporarily or permanently.

### **The Pupil will:**

- Make good choices and support others to make good choices.
- Collaborate with the rest of the class to suggest new ideas for positive feedback and ideas for rewards.
- Use ClassDojo feedback and messages to discuss their learning and behaviour with their parents/carers.
- Upload work via the portfolios from home or school

Pupil Signature: .....





## Registration Form

**Please provide the email addresses below for each parent/carer who would like to connect with Class Dojo:**

Name:

Email address:

Name:

Email address

### Safety and Protections for your Child

Here is a message from Class Dojo. All their privacy notices and information can be found on their website at <https://classdojo.zendesk.com/hc/en-us/articles/115004741703-Privacy-Policy-and-Terms-of-Service-Key-Terms>

Hello!

ClassDojo's mission is to connect teachers, students, and families to help them improve education in their communities. Protecting your privacy is fundamental to that mission.

We updated our [Privacy Policy](#) to reflect changes we made to strengthen your rights, increase transparency for how we protect your information, and comply with the European Union's General Data Protection Regulation (GDPR). These changes were effective starting May 23, 2018.

We encourage you to read our full policy, but here are some highlights of what's changed:

1. We added a "Privacy Highlights" section to the top of our [Privacy Policy](#) to help you quickly understand how we collect, use, share, and protect your personal information.
2. We created a [simple chart](#), linked from our Privacy Policy, so you can easily see the personal information we have about you, how we use it, and where it is stored.
3. We made a short [video](#) to help students understand our Privacy Policy. We highlighted your [privacy rights](#) and how to exercise them, like how to delete your personal information.

Lastly, you can learn more and download our shareable [GDPR fact sheet](#) on our [Privacy Center](#).

As always, please reach out with any additional questions! We're happy to help!

Cheers,

Meg



# Registration Form

## Photographic Images of Children

To comply with **the General Data Protection Regulations 2018 and the Data Protection Act 2018**, we need your permission to photograph or make any recording, visual or audio, of your child.

We would like your consent to take photos of your child, and use them in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

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

		✓
<b>A</b>	I am happy for photos of my child to be used in displays within school. <i>Only first names will be attributed to the pictures displayed</i>	
<b>B</b>	I am happy for photos of my child to be used in school publications e.g. newsletter <i>Only first names will be attributed to the pictures displayed</i>	
<b>C</b>	I am happy for photos of my child to be used on school online applications e.g. website <i>No first names will be attributed to the pictures displayed</i>	
<b>D</b>	I am happy for photos of my child to be used on school social media e.g. Twitter <i>No first names will be attributed to the pictures displayed</i>	
<b>E</b>	I am happy for photos of my child to be used for external press / media e.g. newspaper and TV images <i>No first names will be attributed to the pictures displayed</i>	
<b>F</b>	I am happy for my child to be photographed in the annual class picture and/or school photo. <i>No first names will be attributed to the pupils. Please note that these photos are for general sale to parents</i>	
<b>G</b>	I am happy for my child to be filmed for the school website / events. <i>No first names will be attributed to the images displayed</i>	

### Declaration:

- I have read and understood the consent asked of me above.
- My decision on whether to give consent will remain valid throughout my child's time at School and beyond, unless I notify the school of the contrary in writing to the School Office.
- I promise that if I, or members of my family, take photographs or video recordings at a school event, including images of other children these will be kept for family use only and will not be uploaded to social media.

Parent / Carers signature \_\_\_\_\_ Date \_\_\_\_\_

### ParentPay

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for items such as clubs, trips etc.

Once your child has been set up on the school system, you will be given a unique activation username and password. To activate the account visit [www.parentpay.com](http://www.parentpay.com).

### Colham Manor Catering

The school lunch provider have demonstrated that they offer a sustainable and inclusive lunch experience to a large number of children and are in the position to accommodate different dietary requirements such as gluten free, vegetarian and vegan options, halal and diabetic preferences.

All lunches need to be ordered and paid for using the dedicated Colham Catering Ordering and Payment Portal. Please go to <https://www.colhamcateringplus.co.uk> to register and set up an account. Should you experience any difficulties please contact Colham Catering direct on : 01895 542 413.



# Registration Form

## Technology

As the use of technology increases our use of the internet has become more and more a part of our everyday learning. Again we need your permission for your child to access this facility.

## Trips

From time to time we may take your child on 'walking trips' within the locality, visits to the school or to have photographs taken for school use. In order to make it easier for you and the school we have decided to add this to our general consent form which will cover all 'walking trips' and visits to the school which do not involve payment. While we do not need your permission to do this. We would ask you to tick the box below to confirm that you understand such outings will take place. Letters for outings that require travelling by coach or public transport will continue to be sent out with a request for donations towards the cost.

## Medical

Permission for emergency medical treatment. If we are unable to contact you in an emergency, we ask that you give your permission for the school to seek any necessary medical advice or treatment.

(FOR THE DURATION OF YOUR CHILD'S TIME AT ST. ANDREW'S)

PLEASE TICK THE APPROPRIATE BOXES, COMPLETE AND SIGN THE BOTTOM OF THE FORM

### Permission of the use of the Internet

I give permission for my child to use the internet as part of their everyday learning whilst at school.

### Trip consent

I understand my child will go outside the school premises to take part in 'walking trips', school based visits.

### Permission for emergency medical treatment

If you are unable to contact me, I give permission for the school to seek any necessary medical advice or treatment.

If I wish at any time to withdraw my child from the above I will inform the office in writing.

Signed: ..... Date: .....

## Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of ICT skills, St. Andrew's CE Primary school is providing supervised access to the internet. Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. We have purchased our Internet access from an educational supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated above, access will be supervised. Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone to arrange an appointment. I enclose a copy of the Acceptable Use Policy Agreement that we operate at St Andrew's. We also have a number of leaflets from national bodies that explain issues further and also cover internet use at home.

## SHARING INFORMATION

Information provided on this form and any information about your child may be shared with outside agencies where needed. For example but not limited to the School Nursing Team and/or Children's Services when requested and the Department of Education termly. As a school we use ParentPay to communicate with parents using email and text messages. We also use a ParentPay for some other bookings. Only relevant information is stored with these providers, and both are fully compliant with current data protection legislation. Please check on their websites for more information.

### Third Party

I consent to receiving information from the Parent Teacher Association (PTA)/Friends and other third parties via the school. This may include information about school clubs and other community events.

Signed: ..... Date: .....

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

Signed:  
(Parent/Guardian)

Date: .....