

# Welcome to Oxford Grove!



## New Starter Pack

# Welcome to Oxford Grove Primary School

This pack contains:

## **Important Information for Parents**

All the information you need to know before your child starts school.

## **School Holiday List**

To let you know term and holiday times.

## **Uniform Price List**

To help you find our school uniform and what you will need.

## **Data Collection Form Including Emergency Contact Information**

This gives us all the contact numbers for yourself and family members so that we can contact you in an emergency or if we have a problem in school. It also gives us your key details about your child's background and any additional information we will need to know.

## **Short Excursion Permission**

This is to give your permission for your child to leave the premises on a short trip/walk around the local area with their class and teacher. Any other trips will be covered by an additional letter.

## **Home School Agreement Declaration**

This is to show us you agree with how the school operates and that you will adhere to all the school rules and help your child with anything they need out of school.

## **Digital / Video Images Permission Form**

This is to show us you agree to the school taking and using digital / video images of your child / children for school purposes, including the school website.

## **Pupil Data Declaration**

This is to show that you have read and understood the main purposes for the school collecting, using and sharing pupil data.

## **'Online Safety Promise' Agreement Form**

This shows that you and your child agree to the school rules with regards to the internet and how to stay safe on the internet inside or outside of school.

## **Child Protection and Safeguarding Children Policy Summary for Parents and Carers**

This shows our commitment to safeguarding and promoting the welfare of our children. A full policy is available on the school website or from the school office.

# IMPORTANT INFORMATION FOR PARENTS

## School hours, including lateness



Children in Reception, Key Stage 1 and Key Stage 2 must be in school by 08:30. Children arriving at school after 08:30 will be registered as late. If your child is going to be late for any reason, please ring school on 01204 333380/81.

Nursery begins at 08:30 finishes at 11:30. Please collect your children promptly.

Lunchtimes are between 11:30 and 13:00.

School closes at 15:00. Please collect your children promptly.

## Reporting Absence



If your child is absent from school, please phone the school (01204 333380/81) every day of their absence before 09:00 and let us know the reason for absence.

## Reporting Accidents at home



If your child has had an accident away from school, please inform the office where you will be asked to complete a Home Injury Form.

## Clubs



At Oxford Grove we offer children the opportunity to attend various after-school clubs, which normally run for a half-term. Your child will receive a letter inviting them to join a club. If your child would like to join the club, you must sign and return the form to the school office as soon as possible as places are limited. You will be notified by text if your child has been allocated a place in the club. After-school clubs finish at 16:00; **please collect your children promptly.**

## School uniform



Your child must have a school uniform before they attend school, which must include a polo top and jumper/cardigan displaying the school logo, and black school trousers/skirt. Smart, black, sensible shoes must also be worn; trainers are not allowed. Information is attached on how to obtain the uniform. Your child must also have a school sports kit before beginning school and these are also available from our preferred suppliers.

## Homework



Your child will be expected to complete Maths and English homework each week. We expect parents to comment and sign their homework books. Your child must read their reading book five times a week and parents/carers must sign and comment in the reading record.

## Our Curriculum

At Oxford Grove we are passionate about helping each child to equip themselves with the skills and attributes they need to pursue their dreams and enjoy becoming life-long learners. We are fiercely proud of the diversity of our school community and our curriculum has been designed so it is personalised around what our children need. Consequently, our curriculum has been designed to reflect this ethos. It is rooted in the statutory requirements of the National Curriculum including teaching the full statutory relationships curriculum to all year groups as stipulated by the Department of Education.

## Our Sex and Relationships Curriculum

The focus of our Relationships Curriculum is on teaching the fundamental characteristics of positive and safe relationships including the diversity of families and who the people are who can support them. Sex and Relationships Education will be taught to Y6 children with a focus on the emotional and physical changes that occur during puberty. Parents/carers in Y6 will be contacted before this element of our curriculum is taught so that they have the opportunity to view the materials used in the lessons and give consent for their child to participate.

## Communication with parents/carers: letters, text messaging and newsletters



From time to time, letters detailing forthcoming events and important information will be sent home with your child. Please ask your child daily whether they have brought home any letters; you may also want to check their school bags. We will send urgent information and reminders by text. Every half-term we produce a school newsletter celebrating children's successes and providing you with important information about the school.

**School website** [www.oxford-grove.bolton.sch.uk](http://www.oxford-grove.bolton.sch.uk)



The school website is an important and valuable source of information for families, including links to online educational resources that your child can access from home. These are sometimes used as part of your child's homework. We also encourage children and parents/carers to engage in our class blogs.

## Personal belongings: Mobile phones, jewellery, toys



### **Pupils should not bring mobile phones into school.**

Pupils are not allowed to wear any items of jewellery in school, except for small, plain stud earrings and a watch. Smart watches are not allowed to be worn by children in school. Children will be asked to remove any additional items and these should be collected from the Office at the end of the school day.

Pupils should not bring their own toys or possessions into school.

## Dinners and snacks



The school offers a healthy and balanced menu of school meals for all pupils. We do not provide Halal meals but provide a vegetarian option. Dinners currently cost £2.47 per day. Please pay at the Office on a Monday morning for the full week or for the full half-term. Alternatively, pupils can bring their own packed lunch, which must not contain fizzy drinks or nuts/sweets/chocolate. Please let the office know in advance if your child will be changing their dinner arrangements.

Snacks are provided to children in Reception and Years 1 & 2 (under a Government scheme) and these children need not bring their own snacks to school. Reception class pupils are given fruit/vegetables and a carton of milk daily; Year 1 & 2 pupils are given fruit/vegetables daily.

Children in Years 3 – 6 can choose a piece of fruit or bag of dried fruit daily at no cost (paid for by the school) or can bring a healthy snack from home if they prefer. No nuts/sweets/chocolate or fizzy drinks please.

## Breakfast Club



The school offers a Breakfast Club to all pupils which opens at 08:00 and provides a healthy, nourishing breakfast and stimulating activities for the children, while allowing parents/carers to bring them to school earlier than usual. Breakfast Club is currently free to attend. Please ask at the office if you are interested in your child attending.

## Visits



Throughout the year, the school offers children the opportunity to take part in educational visits away from school. We will write to you with details of any trips requesting your written permission for your child to attend, together with any contribution needed. Please note that your child will not be able to attend a trip if you have not returned a signed permission slip.

## Medication



If your child needs to be given prescribed medication in school, you must complete a consent form at the Office. **Please note that only prescribed medicines can be administered by school staff**, who are qualified First Aiders. Parents/carers must come into school to administer any medication which has not been prescribed.

## Water bottles and school bags



Children are encouraged to bring water bottles into school and to use them regularly. Please ensure your child's water bottle is clearly marked with their name. Water bottles with the school name and logo are available to buy from the

Office at £2.00 each. Any water bottle brought into school should only contain water and no other drinks.

Book bags with the school name and logo are also available to buy from the Office at £5.50 each.

### **Absence during term time**



Under government regulations, schools are no longer allowed to authorise leave of absence during term time for family holidays. We are only able to authorise leave in special or exceptional circumstances. Please ask at the Office and complete a form.

# Oxford Grove Primary School

## 2023–2024 Holiday List

### Autumn Term 2023

<b>Monday 4<sup>th</sup> September 2023</b>	Term Begins
<b>Monday 23<sup>rd</sup> October to Friday 27<sup>th</sup> October 2023</b>	Half Term (1 week )
<b>Monday 4<sup>th</sup> December 2023</b>	School closed (1 day)
<b>Friday 22<sup>nd</sup> December 2023</b>	Term Ends

### Spring Term 2024

<b>Tuesday 9<sup>th</sup> January 2024</b>	Term Begins
<b>Monday 19<sup>th</sup> February to Friday 23<sup>rd</sup> February 2024</b>	Half Term (1 week )
<b>Thursday 28<sup>th</sup> March 2024</b>	Term Ends

### Summer Term 2024

<b>Tuesday 9<sup>th</sup> April 2024</b>	Term Begins
<b>Monday 6<sup>th</sup> May 2024</b>	Bank Holiday
<b>Monday 27<sup>th</sup> May to Friday 7<sup>th</sup> June 2024</b>	Half Term (2 weeks)
<b>Friday 19<sup>th</sup> July 2024</b>	Term Ends

**Term starts back on Monday 2<sup>nd</sup> September 2024**



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**OXFORD GROVE PRIMARY SCHOOL  
UNIFORM PRICE LIST 2023**

**SCHOOLWEAR**

Navy Poloshirt with Logo.....	£7.99*
Black Skirt.....	£4.99*
Boys' Trousers .....	£4.99*
Girls' Trousers .....	£8.99*
Red Sweatshirt with Logo .....	£9.99*
Red Cardigan with Logo .....	£10.99*

\*denotes starting prices depending on size & style.

**SPORTSWEAR**

Navy Sports Shorts with Logo.....	£5.99
<b>NEW</b> Sports T-Shirt with Logo.....	£6.99
Black Jogging Bottoms.....	£7.99
P.E. Pumps .....	£3.99*
PE Bag.....	£2.99

\*denotes starting prices depending on size & style.

• Prices are correct at time of publishing. E & OE



**Special Early Bird Discount**

**25 Free Woven Iron on Name Tapes**



Offer available with this leaflet before 6th August 2023



**We are members of the Schoolwear Association to  
show our commitment to parents and the school.**

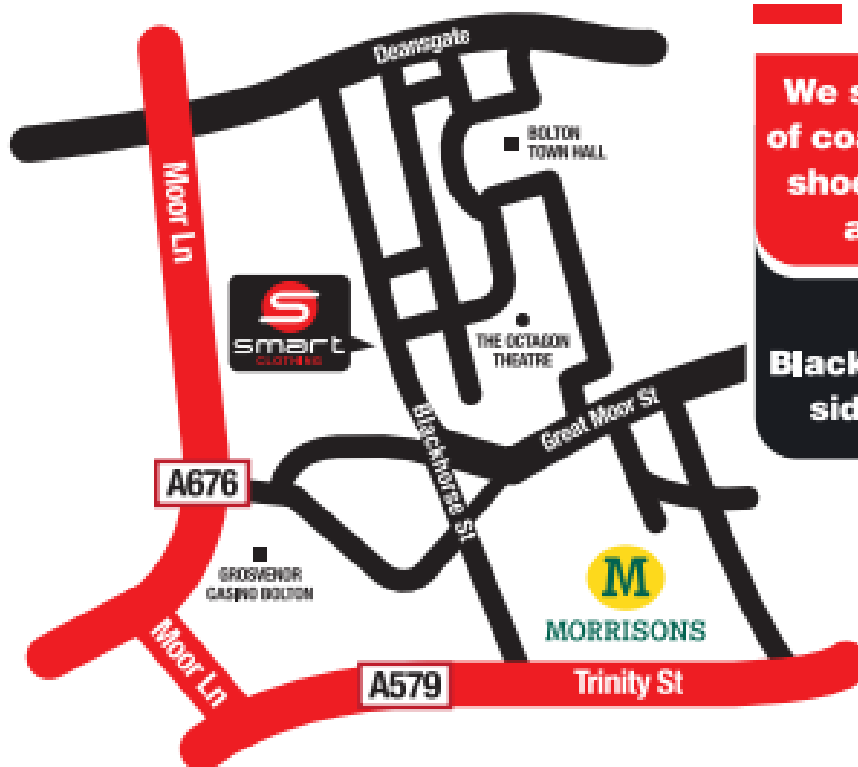


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**BACK TO SCHOOL OPENING TIMES: MONDAY - SATURDAY 9AM - 5.30PM  
BANK HOLIDAY & SUNDAYS\* 10AM - 4PM**

**\*ONLY APPLIES TO LAST BANK HOLIDAY IN AUGUST AND LAST 4 SUNDAYS BEFORE  
THE NEW TERM STARTS IN SEPTEMBER**

**ALL MAJOR CREDIT CARDS ACCEPTED**





**OXFORD GROVE PRIMARY  
SCHOOL**

**Shepherd Cross Street**

**Bolton**

**BL1 3EJ**

Head teacher: Miss. N. Harvey

Deputy Head teacher: Mrs M. Day

Tel. School - 01204 333380

Website- [www.oxford-grove.bolton.sch.uk](http://www.oxford-grove.bolton.sch.uk)

BOLTON METROPOLITAN BOROUGH

**Parental Permission for Short Excursions out of School in the Locale**

Dear Parent/Carer,

I am writing to you regarding the current government policy relating to school trips and visits.

Amended regulations now require that we obtain written permission from parents/carers for every single occasion that a child leaves the premises for any reason under supervision. This includes any walks in the neighbourhood, field study activities, sporting fixtures, rehearsals etc.

To help manage this task, we are seeking parental consent to allow pupils to leave the site for local, school organised activities. I should be most grateful if you would complete the attached form to confirm that you agree to this. You should be aware that without this consent your child will be unable to participate in events which require him/her to leave the premises, even for a very short period of time.

You will be *informed* in advance of any major activities your child is involved in, particularly those which impact on time beyond the end of the school day, but you will no longer have to complete a permission slip on each and every occasion. At any point in the school year, you can withdraw your consent for short excursions out of school in the local area, by contacting the school office.

For any events which necessitate pupils to be off site for more than half a day, or for after school events, a separate letter seeking your permission will be sent to you as usual.

Please return the form in the parental consent section of this pack as soon as possible.

Yours faithfully

Miss N. Harvey  
Head Teacher

## OXFORD GROVE PRIMARY SCHOOL

### HOME-SCHOOL AGREEMENT

This is our Home School Agreement, which we ask you and your child to read together then sign and return to school. It includes a 'Code of Conduct' and sets out the school's responsibilities towards its pupils, the responsibilities of the pupils' parents/carers and what the school expects of its pupils.

The aim of this agreement is to strengthen the partnership between home and school and make clear the respective roles and expectations.

The school will make every effort to:

1. Ensure the safety, security and physical well-being of your child whilst in our care.
2. Ensure your child receives the legal entitlement of a broad and balanced curriculum.
3. Ensure your child achieves their potential.
4. Promote high standards and high expectations of effort and attainment.
5. Promote a policy of positive discipline in which good behaviour is rewarded and poor behaviour results in clear, consistent sanctions.
6. Provide properly planned, weekly homework opportunities which are realistic, achievable and related to work in school.
7. Provide opportunities for extra-curricular activities.
8. Provide a written report informing you of your child's progress with his/her class teacher, at least once per year and provide opportunities for you to discuss your child's progress with his/her class teacher at least twice per year.
9. Deal with parental concerns promptly and inform them of how they have been resolved.
10. Keep parents/carers well informed about school life and special events through regular newsletters and correspondence.

**Parents/carers will make every effort to:**

1. Support the aims of the school.
2. Ensure their child attends regularly and on time.
3. Ensure their child wears the school uniform.
4. Encourage their child to follow the school's Code of Conduct.
5. Support the school's Positive Behaviour Policy and co-operate fully with any behaviour procedures should they become necessary (i.e. target setting, reviews etc.)
6. Attend any parent/carer consultations, reviews, assemblies or events which involve their child.
7. Ensure their child completes any homework and returns it on time.
8. Read regularly with their children.
9. Keep the school informed of any changes in circumstances (i.e. address, phone number, emergency contacts etc.)
10. Inform the school of any problems that may affect their child's learning or behaviour.

**Children will make every effort to:**

1. Follow the school's Code of Conduct.
2. Follow instructions.
3. Be polite and well-mannered.
4. Let an adult know if there is a problem.
5. Read regularly at home and complete and return homework.
6. Be prepared for learning (arrive on time, with the right equipment i.e. PE Kit etc.)
7. Contribute to lessons and listen when being spoken to.
8. Stay on task and work hard.
9. Avoid disturbing others.
10. 'Own up' if things go wrong.

The Code of Conduct is part of our Home-School Agreement. It is displayed around the school and is simplified to the main headings for younger children.

## Our Code of Conduct

### Take care of Yourself

#### Always

- Tell someone if you're unhappy or being picked on

#### Never

- Do anything silly or dangerous
- Stay in school at break times or leave school without permission
- Keep things to yourself if you think an adult in school can help

### Take Care of Others

#### Always

- Be friendly to visitors, newcomers and other children

#### Never

- Do anything to hurt others (such as hitting/name calling)
- Distract others from working
- Be cheeky or rude to adults

### Take Care of your School

#### Always

- Be proud of your school

#### Never

- Steal or deliberately damage school equipment
- Drop litter or deface the school building
- Give the school a bad name

We hope you will read this document carefully and then feel able to 'sign up' to its spirit and intention by completing the attached form – to ensure your child makes 'good' or better progress and secures 'good' or better levels of attainment, given their starting point, by the end of the year.

# Oxford Grove Primary School

## PUPIL DATA AND PARENTAL CONSENT/DECLARATIONS



PLEASE READ CAREFULLY AND FILL OUT DETAILS IN BLOCK CAPITALS.

IF ADDITIONAL DOCUMENTATION IS REQUIRED TO CONFIRM INFORMATION  
PROVIDED, PLEASE BRING THIS TO THE SCHOOL OFFICE.

Child's Name .....

Class .....



## **Data Collection Form Including Emergency Contact Information**

Data Protection Act 1998 was replaced by the General Data Protection Regulations (GDPR) from 25<sup>th</sup> May 2018.

The school is registered under the GDPR for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the Department for Education. For more information please refer to the school's 'Privacy Notice for Parents-How we use Personal Data' posted on the school website.

### **Oxford Grove Primary School**

#### **Child's Personal Information:**

Legal Surname: ..... Legal Forename: .....

Middle Name(s): .....

Preferred Surname:.....

Preferred Forename.....

Male: ☐ Female: ☐ Date of Birth: .....

#### **Child's Home Address:**

Address: .....  
.....

Post Code: .....

Main email Address

.....

Home telephone number/s – landline and mobile

landline ..... mobile .....

Do you have any other children at Oxford Grove? If so, please provide details below:

Name:..... Date of Birth: .....

Name: ..... Date of Birth:.....

Name: ..... Date of Birth: .....



**Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please place them in the order that you wish them to be contacted.**

**Parental Responsibility: Contact Priority 1**

Surname: ..... Forename: ..... Mr/Mrs/Miss: .....

Male: ☐ Female: ☐

Relationship to child ..... Parental responsibility **Yes/No**

Place of work.....

Home Address: .....

Postcode: .....

**Telephone Numbers/ email:**

Home landline .....Mobile .....

Work.....

Email address.....

Notes/Information: .....

**Parental responsibility: Contact Priority 2**

IF YOU ARE COMPLETING THIS FORM ON BEHALF OF ANOTHER ADULT WITH PARENTAL RESPONSIBILITY, PLEASE ENSURE THAT YOU ASK PERMISSION FROM THIS PERSON BEFORE SHARING THEIR INFORMATION WITH SCHOOL AS THEY MAY NEED TO BE CONTACTED FOR WELFARE ISSUES REGARDING YOUR CHILD.

Surname: ..... Forename: ..... Mr/Mrs/Miss: .....

Male: ☐ Female: ☐

Relationship to child ..... Parental responsibility **Yes/No**

Place of work.....

Home Address: .....

Postcode: .....

**Telephone Numbers/ email:**

Home landline .....Mobile .....

Work.....

Email address.....

Notes/Information: .....

**Emergency contacts details of people to contact if neither parents/carers are available**

PLEASE ENSURE THAT YOU ASK PERMISSION FROM THE 'EMERGENCY CONTACTS' BEFORE SHARING THEIR INFORMATION WITH SCHOOL AS THEY MAY NEED TO BE CONTACTED FOR WELFARE ISSUES REGARDING YOUR CHILD.

**Emergency Contact: Priority 3**

Surname: ..... Forename: ..... Mr/Mrs/Miss: .....

Male: ☐ Female: ☐

Relationship to child.....

Home Address: .....

Postcode: .....

**Telephone Numbers/email:**

Home landline ..... Mobile .....

Work.....

Email address.....

Notes/Information: .....

**Emergency Contact: Priority 4**

Surname: ..... Forename: ..... Mr/Mrs/Miss: .....

Male: ☐ Female: ☐

Relationship to child.....

Home Address: .....

Postcode: .....

**Telephone Numbers/email:**

Home landline ..... Mobile .....

Work.....

Email address.....

Notes/Information: .....

MEAL ARRANGEMENTS		PLEASE TICK HERE
<b>Universal Free School Meal</b> Your child will currently be entitled to a Universal Free school Meal if they are in EYFS or KS1 (Reception - Year 2)		
Paid School Meal		
Packed Lunch		
<b>Free School Meal</b>  If you are receiving certain benefits, you may be entitled to free school meals. We have invested in a secure online system which, using either your National Insurance number or National Asylum Support number lets us check this on your behalf and meets the DFE's eligibility requirements. In order for us to do this please fill in the attached 'Free School Meals Eligibility Check' form.  Alternatively, you can still confirm your entitlement by taking your ID and benefits documents to the One Stop Shop, Town Hall, Victoria Square, Bolton, BL1 1RU. Please contact school if you are unsure about this.		
DIETARY NEEDS	Please state YES or NO	Is this an allergy?
<b>Please note we currently do not offer Halal or Kosher food but we do offer a vegetarian option.</b>		<b>Please note that school meal service will require further forms to be completed if your child has a medically confirmed allergy/intolerance.</b>
Vegetarian		
Vegan		
Eats Beef		
Eats Pork		
Eats Gelatine		
Eats Fish and Seafood		
Eats Egg		
Eats Nuts		
Eats Gluten		
Eats Milk Products		
<b>Other</b>  Please provide details of any other foods your child has an allergy to		

Is your child currently receiving support from an additional service or support plan?	YES/NO
Occupational Therapy	
Physiotherapy	
Speech and Language Therapy	
Dietician	
Education Psychology	
CAMHS (Child and Adult Mental Health Service)	
Paediatrician	
ACIS Support	
Family support worker/children's services/social worker	
Early Help Assessment (EHA)	
Educational Health Care Plan (EHCP)	
OTHER- Please state	

Special Educational Needs	Please circle
Does your child have any identified Special Educational Needs?	Yes / No
If yes, please provide further details here:	

## **MEDICAL INFORMATION**

Medical Practice Name.....

Doctor's name .....

Address:.....

.....

Telephone No: .....

Please tell us about any medical conditions, not already included on this form which may affect your child in school and could be a barrier to learning e.g **other allergies or asthma**. Include details of any necessary medication if applicable. Please advise the school office staff if there are any changes to these in the future.

<b>Asthma</b>	<b>YES/NO</b>
<b>Allergy to plasters</b>	<b>YES/NO</b>
<b>Pet allergy</b>	<b>YES/NO</b>
Any other allergy or concern/Medication	

.....

.....

Ethnic origin of your child	Please tick
Black African	
Black Caribbean	
Chinese	
Indian	
Bangladeshi	
Pakistani	
White British	
White Traveller of Irish Heritage	
Gypsy/Roma	
White and Asian	
White and Black African	
White and Black Caribbean	
Other Black background	
Other mixed background	
Other White background	
Other Asian	
Any other ethnic background	
I do not wish for the ethnic background to be recorded	

What language does your child speak?	
What is their <b>first Language</b> ? Please tick	What is the main language your <b>child speaks at home</b> ?
English: <input type="checkbox"/>	English: <input type="checkbox"/>
Punjabi: <input type="checkbox"/>	Punjabi: <input type="checkbox"/>
Urdu: <input type="checkbox"/>	Urdu: <input type="checkbox"/>
Somali: <input type="checkbox"/>	Somali: <input type="checkbox"/>
Guajarati: <input type="checkbox"/>	Guajarati: <input type="checkbox"/>
Arabic: <input type="checkbox"/>	Arabic: <input type="checkbox"/>
Polish: <input type="checkbox"/>	Polish: <input type="checkbox"/>
Hungarian: <input type="checkbox"/>	Hungarian: <input type="checkbox"/>
French: <input type="checkbox"/>	French: <input type="checkbox"/>
Czech: <input type="checkbox"/>	Czech: <input type="checkbox"/>
Portuguese: <input type="checkbox"/>	Portuguese: <input type="checkbox"/>
Slovak: <input type="checkbox"/>	Slovak: <input type="checkbox"/>
Other (Please Specify):	Other (Please Specify):
<b>What is their Country of Birth?</b>	
<b>What is their Nationality?</b>	
<b>What is your child's religion?</b>	
Christian <input type="checkbox"/>	Methodist <input type="checkbox"/>
Muslim <input type="checkbox"/>	Baptist <input type="checkbox"/>
Hindu <input type="checkbox"/>	United Reform <input type="checkbox"/>
Anglican <input type="checkbox"/>	No Religion <input type="checkbox"/>
Other (Please Specify):	

Please circle if applicable to your child:		
Asylum Seeker	Gateway Refugee	EU Migrant

**Previous Playgroup/Nursery/School Attended**

Name..... Tel. number.....

Address.....

.....

**If your child has been known by a previous legal surname, please give details below:**

Previous Surname: ..... Date of change.....

Reason for change ..... Is there a deed poll **YES/NO delete**

**(If yes, please provide a copy)**

**Adoption Information:**

You do not have to answer the following question if you do not wish to, however the school can receive extra funding for any child who has been adopted which will be used toward supporting your child's education. Any information would, of course, be treated with complete confidentiality.

Was your child formally a 'looked after child' and adopted or did he/she leave care under a Special Guardianship Order?    **Yes** ☐    **No** ☐

If the answer to the above question is 'Yes' then we would ask you to provide supporting evidence, for example, show the original Adoption (Court) Order.

**Service Personnel Children:**

Parent of Son/Daughter who is serving in the regular armed forces    YES/NO





## PARENTAL CONSENT SECTION

Name of pupil:	Class:
----------------	--------

### Parental Permission for Short Excursions out of School in the Locale

I give permission for my child to leave school premises under the staff supervision to attend school events and activities. I will inform the school if I decide to revoke this permission.

Signed (parent/carer):	Date:
------------------------	-------

### Home-School Agreement

**Parents/carers:** I agree with Oxford Grove's Home-School Agreement and believe it to be fair and reasonable. I will make every effort to ensure my child understands the Agreement.

Signed (parent/carer):	Date:
------------------------	-------

*If you feel your child is mature enough to understand the Agreement please ask them to sign below.*

**Child:** I will try to keep my part of the Oxford Grove Home-School Agreement.

Signed (pupil):	Date:
-----------------	-------

**Teacher:** We will make every effort to ensure we keep our part of the Agreement.

Signed (Teacher):	Date:
-------------------	-------



## Digital / Video Images Permission

Pupils and members of staff may use school digital cameras/school iPads/school mobile phones to record evidence of activities in lessons and evidence of school activities outside of lesson times. These images may then be used in presentations within school in subsequent lessons.

Images may also be used to celebrate success through their publication in school newsletters, on the school website and occasionally in the public media. These images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the child/school.

The school will comply with the General Data Protection Regulation (May 2018) and request a parent's / carer's permission before using images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

### Digital / Video Images Permission

Parent / Carer Name (print name)

Pupil Name

Class

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child to publish on school displays within school.

Yes / No

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child to publish in the school newsletter.

Yes / No

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child to publish on the school website.

Yes / No

### Photograph and name in the media

On occasions, the media may wish to publish children's photographs. If in small groups, they will usually require the use of names, including surnames.

As the parent / carer of the above pupil, I agree to the press taking and using digital / video images of my child to publish with their name in the press.

Yes / No

### Large group photograph in the media

On occasions, the media will sometimes wish to publish pictures of large groups of children, for instance in classes. In this case, the press will not require surnames.

As the parent / carer of the above pupil, I agree to the press taking and using digital / video images of my child to publish in the press.

Yes / No

### **Digital and video images of parents/carers**

On occasions, such as celebration events and work related learning events, members of staff may use school digital cameras/school iPads/school mobile phones to record evidence of activities that might include images of parents/carers. These images may be used to celebrate success through their publication in newsletters, on school displays and on the school website.

#### **Parent/carer 1**

I agree to the school taking and using **my** digital / video images to publish on school displays.

Yes / No

I agree to the school taking and using **my** digital / video images to publish in the school newsletter.

Yes / No

I agree to the school taking and using **my** digital / video images of to publish on the school website.

Yes / No

In accordance with guidance from the Information Commissioner's Office, **parents / carers are welcome to take videos and digital images of their children at school events for their own personal use** (as such use is not covered by the General Data Protection Regulation). **To respect everyone's privacy and in some cases for safeguarding reasons, these images should not be published on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.**

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

Printed name of parent/carer

Signed

#### **Parent/carer 2**

I agree to the school taking and using **my** digital / video images to publish on school displays.

Yes / No

I agree to the school taking and using **my** digital / video images to publish in the school newsletter.

Yes / No

I agree to the school taking and using **my** digital / video images of to publish on the school website.

Yes / No

In accordance with guidance from the Information Commissioner's Office, **parents / carers are welcome to take videos and digital images of their children at school events for their own personal use** (as such use in not covered by the General Data Protection Regulation). **To respect everyone's privacy and in some cases for safeguarding reasons, these images should not be published on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.**

I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Yes / No

Printed name of parent/carer

Signed

## **Pupil Data Declaration**

### **We use pupil data to:**

- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- protect pupil welfare
- administer admissions waiting lists

### **The categories of pupil information that we collect, hold and share include:**

- Personal Information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free meal eligibility)
- Attendance Information (such as sessions attended, number of absences and absence reasons)

### **Who we share the information with:**

- Schools that pupils attend after leaving us
- Our local authority
- The Department for Education (DFE)

**I have read and understood the key principles of the school's data collection and usage:**

Signature of Parent/carer .....

Please Print Name.....Relationship to child.....

Signature of Parent/carer.....





Please print Name..... Relationship to child.....

Date .....

**If you have any further questions relating to the above please feel free to contact the school or alternatively visit our school website where full details can be found in our Privacy Policy.**

# Oxford Grove EYFS Online Safety Promise

## Nursery and Reception Children

 My Learning	<ul style="list-style-type: none"> <li>• I will use school devices (PCs, laptops, tablets/ ipads) for my learning.</li> <li>• I will ask a teacher before using a device and ask for help if I can't work the device.</li> <li>• I will only use activities that a teacher has told or allowed me to use.</li> <li>• I will ask a teacher if I am not sure what to do or I think I have done something wrong.</li> <li>• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.</li> </ul>
 My Online Safety	<ul style="list-style-type: none"> <li>• I will always use what I have learned about Online Safety to keep myself safe.</li> <li>• I will tell a teacher if I see something that upsets me on the screen.</li> </ul>
 Using the Internet @school	<ul style="list-style-type: none"> <li>• I will only use the internet when the teacher says I can.</li> <li>• I will only go on websites that my teacher allows me to.</li> <li>• I will tell my teacher if I go on a website by mistake.</li> </ul>
 Using the Internet @home	<ul style="list-style-type: none"> <li>• I will tell a trusted adult if I see something that upsets me on the screen.</li> </ul>

I understand that these rules help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use the school's computing equipment.

\_\_\_\_\_  
**Child's Name Printed**

\_\_\_\_\_  
**Child's class**

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

**EYFS Parents / Carers:**

I understand that the school has discussed the Online Safety Promise with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Online Safety Promise.

**I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.**





**Parent/Carer's Name (printed)** \_\_\_\_\_

**Parent/Carer's Signature** \_\_\_\_\_

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

## Oxford Grove KS1 Online Safety Promise

### Year 1 and Year 2 children

 My Learning	<ul style="list-style-type: none"><li>• I will use school devices (PCs, laptops, tablets/ ipads) for my learning.</li><li>• I will ask a teacher before using a device and ask for help if I can't work the device.</li><li>• I will only use activities that a teacher has told or allowed me to use.</li><li>• I will ask a teacher if I am not sure what to do or I think I have done something wrong.</li><li>• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.</li></ul>
 My Online Safety	<ul style="list-style-type: none"><li>• I will always use what I have learned about Online Safety to keep myself safe.</li><li>• I will tell a teacher if I see something that upsets me on the screen.</li></ul>
 Using the Internet @school	<ul style="list-style-type: none"><li>• I will only use the internet when the teacher says I can.</li><li>• I will only go on websites that my teacher allows me to.</li><li>• I will tell my teacher if I go on a website by mistake.</li></ul>
 Using the Internet @home	<ul style="list-style-type: none"><li>• I will not share personal information about myself when on-line (names, addresses, telephone numbers, age, gender, school details)</li><li>• Where I have my own username and password, I will keep it safe and secret.</li><li>• I will tell a trusted adult if I see something that upsets me on the screen.</li></ul> <p><b>My use of Social Media and Gaming</b></p> <ul style="list-style-type: none"><li>• I understand that certain sites and games have age restrictions to keep me safe.</li><li>• I understand that by accessing such sites and games, I may be putting myself at risk of accessing inappropriate content and cyberbullying.</li></ul>

I understand that these rules help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use the school's computing equipment.

\_\_\_\_\_  
Child's Name Printed

\_\_\_\_\_  
Child's Class

\_\_\_\_\_  
Date

**KS1 Parents / Carers:**

I know that my child has signed an Online Safety Promise and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Online Safety Promise.

**I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.**




**Parent/Carer's Name (printed)** \_\_\_\_\_

**Parent/Carer's Signature** \_\_\_\_\_

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



## LKS2 Pupils School Online Safety Promise Year 3 and Year 4 children

 <p>My Learning</p>	<ul style="list-style-type: none"> <li>• I will use school devices (PCs, laptops, tablets/ iPads) for my learning.</li> <li>• I will ask a teacher before using a device and ask for help if I can't work the device.</li> <li>• I will only use activities that a teacher has told or allowed me to use.</li> <li>• I will ask a teacher if I am not sure what to do or I think I have done something wrong.</li> <li>• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.</li> <li>• When logging on using my own username and password, I will keep it safe and secret.</li> <li>• I will save only school work on the school computer and will check with my teacher before printing.</li> <li>• I will log off or shut down a computer when I have finished using it</li> </ul>
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> <li>• I will only visit sites that are appropriate to my learning at the time</li> </ul> <p><b>My School Accounts</b></p> <ul style="list-style-type: none"> <li>• I will keep my username and password safe and secure - I will not share it.</li> <li>• I will not use any other person's username and password.</li> <li>• I understand that I should not write down or store a password where it is possible that someone may use it.</li> </ul> <p><b>My role as a Digital Citizen.</b></p> <ul style="list-style-type: none"> <li>• I will report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult.</li> <li>• I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.</li> </ul>
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> <li>• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details)</li> <li>• I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, Childnet, Childline, Barnardos</li> </ul> <p><b>My Communications</b></p> <ul style="list-style-type: none"> <li>• I will be aware of the "SMART" rules, when I am communicating online.</li> <li>• I will be polite and responsible when I communicate with others.</li> <li>• I will not use inappropriate language and I understand that others may have different opinions.</li> </ul> <p><b>My use of Social Media and Gaming</b></p> <ul style="list-style-type: none"> <li>• I understand that certain sites and games have age restrictions to keep me safe.</li> <li>• I understand that by accessing such sites and games, I may be putting myself at risk of accessing inappropriate content and cyberbullying.</li> </ul>

## **LKS2 Pupils School Online Safety Promise**

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules help me to stay safe and I agree to follow them.

I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

\_\_\_\_\_  
**Child's Name Printed**

\_\_\_\_\_  
**Child's Class**

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

## **LKS2 Parents / Carers:**

I know that my child has signed an Online Safety Promise and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.




I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Online Safety Promise.

**I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.**

**Parent/Carer's Name (printed)** \_\_\_\_\_

**Parent/Carer's Signature** \_\_\_\_\_

## UKS2 Pupils School Online Safety Promise Year 5 and Year 6 children

 <p>My Learning</p>	<ul style="list-style-type: none"> <li>• I will use school devices (PCs, laptops, tablets/ ipads) for my learning.</li> <li>• I will ask a teacher before using a device and ask for help if I can't work the device.</li> <li>• I will only use activities that a teacher has told or allowed me to use.</li> <li>• I will ask a teacher if I am not sure what to do or I think I have done something wrong.</li> <li>• I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.</li> <li>• When logging on using my own username and password, I will keep it safe and secret.</li> <li>• I will save only school work on the school computer and will check with my teacher before printing.</li> <li>• I will log off or shut down a computer when I have finished using it.</li> </ul>
 <p>Using the Internet @school</p>	<ul style="list-style-type: none"> <li>• I will only visit sites that are appropriate to my learning at the time</li> </ul> <p><b>My School Accounts</b></p> <ul style="list-style-type: none"> <li>• I will keep my username and password safe and secure - I will not share it.</li> <li>• I will not use any other person's username and password.</li> <li>• I understand that I should not write down or store a password where it is possible that someone may steal it.</li> </ul> <p><b>My role as a Digital Citizen.</b></p> <ul style="list-style-type: none"> <li>• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult.</li> <li>• I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.</li> <li>• I will not take or distribute images of anyone without their permission.</li> </ul>
 <p>Using the Internet @home</p>	<ul style="list-style-type: none"> <li>• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details)</li> <li>• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.</li> <li>• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, Childnet, Childline, Barnardos.</li> </ul> <p><b>My Communications (Including texting and messaging)</b></p> <ul style="list-style-type: none"> <li>• I will be aware of "stranger danger", when I am communicating online.</li> <li>• I will be polite and responsible when I communicate with others.</li> <li>• I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.</li> </ul> <p><b>My use of Social Media and Gaming</b></p> <ul style="list-style-type: none"> <li>• I understand that certain sites and games have age restrictions to keep me safe.</li> <li>• I understand that by accessing such sites and games, I may be putting myself at risk of accessing inappropriate content and cyberbullying.</li> </ul>

## UKS2 Pupils School Online Safety Promise

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules help me to stay safe and I agree to follow them.  
I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

\_\_\_\_\_  
**Child's Name Printed**

\_\_\_\_\_  
**Child's Class**

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

## UKS2 Parent / Carer:

I know that my child has signed an Online Safety Promise and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Online Safety Promise.

**I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.**

**Parent/Carer's Name (printed)** \_\_\_\_\_

**Parent/Carer's Signature** \_\_\_\_\_

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

## Free School Meals Eligibility Check



Children in Reception through to Year 2 are automatically entitled to a free school meal through a universal scheme, regardless of your income. However, if parents are receiving one of the qualifying benefits, they could also get the pupil premium for their school by applying online. In addition, due to the Government's 'transitional arrangements' whilst the roll out to Universal Credit takes place, it would be beneficial for parents to check their eligibility sooner rather than later, as once your eligibility is confirmed the entitlement is currently protected until the end of the roll out phase.

We have invested in a secure online service that meets the DFE's eligibility checking requirements. This service makes it easier for parents to apply for free school meals online and confidentially. Our school complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and we therefore require your consent to process this information on your behalf.

<b><u>Child's Personal Information:</u></b>	
Legal Surname: .....	Legal Forename: .....
Preferred Surname: .....	Preferred Forename: .....
Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Date of Birth: .....
<b><u>Parental Responsibility: Priority 1</u></b>	<b><u>Parental Responsibility: Priority 2</u></b>
Mr/Mrs/Miss: .....	Mr/Mrs/Miss: .....
Forename: .....	Forename: .....
Surname: .....	Surname: .....
Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Relationship to child .....	Relationship to child .....
<b><u>YOUR</u></b> Date of Birth: .....	<b><u>YOUR</u></b> Date of Birth: .....
NATIONAL INSURANCE NUMBER: .....	NATIONAL INSURANCE NUMBER: .....
<b>OR</b>	<b>OR</b>
NATIONAL ASYLUM SUPPORT NUMBER: .....	NATIONAL ASYLUM SUPPORT NUMBER: .....
<b><u>Your Home Address:</u></b>	<b><u>Your Home Address:</u></b>
Address: .....	Address: .....
.....	.....
Post Code: .....	Post Code: .....
<b>Signature of Parent/Carer.....</b>	<b>Signature of Parent/Carer.....</b>
<b><u>Data Declaration: We will use this data to:</u></b> Check your entitlement to free school meals for your child using Capita's free school meal eligibility checking service. Their privacy policy which states they will not disclose your data to any third parties can be found here: <a href="https://www.cloudforedu.org.uk/ofsm/sims/pages/privacy_policy">https://www.cloudforedu.org.uk/ofsm/sims/pages/privacy_policy</a>	