BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org
www.broadwaterce.org

BROADWATER CHURCH OF ENGLAND PRIMARY SCHOOL

STARTING SCHOOL ENROLMENT BOOKLET

Child's Name: _____

Child's Date of Birth: _____

Date of Admission: _____

Please complete this enrolment booklet and return to the school by your child's first day at school.
The information required is very important to us, so please make sure you read it all carefully and complete all the questions (if you would like any help to complete the forms please ask a member of the office staff who would be pleased to assist you).

It is very important that you give clear, precise contact details and keep them updated (many people change their phone numbers and forget to tell us), so that we can contact you in case of any emergency.

Our school uses an online parent payment system called Parent Pay. In September, we will issue new parents with a user code for the Parent Pay system and once registered you can make payments for trips using a credit or debit card, view receipts for transactions and check account balances. Parents can access Parent Pay from a computer or mobile from home or work. Using this system is simple, convenient and free for parents and allows us as a school to cut down on the amount of paper and envelopes we use.

Finally, if you have any other concerns please don't hesitate to contact the school.

Thank you for your co-operation.

For Office Use Only:

Data Check	Medical check	Consent Forms	

ENROLMENT FORM

(THIS IS INFORMATION ABOUT YOUR CHILD)

We will need to see your child's Birth Certificate – please bring it to the office when returning this form. You must complete the fields marked with an asterisk *.

*SURNAME OF CHILD:	
*FIRST NAMES OF CHILD:	
PREFERRED FIRST NAME:	
*HOME ADDRESS OF CHILD:	
*HOME TELEPHONE NUMBER:	
*DATE OF BIRTH:	
*MALE / FEMALE:	
BIRTH CERTIFICATE SEEN	YES / NO (For School Office use only)

*PARENT/CARER CONTACT DETAILS:
* Relationship to child:
*Please tick box if legal guardian ☐ *Does this person have parental responsibility? **Yes / No**
*Title: *First Name: *Surname:
*Address: Please tick if you live with your child: ☐

*Home Telephone Number:
*Work Telephone Number:
*Mobile Number:
*Email:
***We will send you electronic correspondence unless you choose not to by writing NO in the box:** ☐

*PARENT/CARER CONTACT DETAILS:
* Relationship to child:
*Please tick box if legal guardian ☐ *Does this person have parental responsibility? **Yes / No**
*Title: *First Name: *Surname:
*Address: Please tick if you live with your child: ☐

*Home Telephone Number:
*Work Telephone Number:
*Mobile Number:
*Email:
***We will send you electronic correspondence unless you choose not to by writing NO in the box:** ☐

NAME, ADDRESS & TELEPHONE NOS. OF ANY OTHER LEGAL GUARDIANS AND RELATIONSHIP TO CHILD:	1. Relationship to child:	2. Relationship to child:
PLEASE INDICATE IF THE CHILD HAS BEEN PREVIOUSLY ADOPTED FROM CARE	(You will need to provide the school with a copy of the adoption certificate.)	

PLEASE ENSURE YOU KEEP THE SCHOOL UPATED WITH ANY CHANGE OF ADDRESS OR TELEPHONE NUMBERS. WE MAY HAVE TO CONTACT YOU IN THE EVENT OF AN ILLNESS, ACCIDENT OR EMERGENCY AND IF WE DO NOT HAVE THE CORRECT CONTACT DETAILS IT MAY CAUSE CONCERN TO YOUR CHILD.

Additional Contact 1.	Additional Contact 2.
Name: Address: Home Number: Mobile Number: Work Number: Relationship to child:	Name: Address: Home Number: Mobile Number: Work Number: Relationship to child:

Please indicate the Emergency contact order below (if not Parent/Carer 1 and 2 and Additional Contact 1 and 2).

Emergency Contact Priority 1 Name of Contact:

Emergency Contact Priority 2 Name of Contact:

Emergency Contact Priority 3 Name of Contact:

Emergency Contact Priority 4 Name of Contact:

In order to comply with the Pupils' Amendment regulation of October 1988 relating to separated or divorced parents, if one of the parents does not receive information from the school and would like to be placed on the mailing list please fill in the details below:

NAME:

ADDRESS:

POST CODE:

EMAIL ADDRESS:

NATIONALITY:	
COUNTRY OF BIRTH:	
IS PARENT A MEMBER OF THE ARMED FORCES?	YES / NO (PLEASE DELETE WHERE NECESSARY) ***(Proof of evidence to be attached)***
WHAT LANGUAGES ARE SPOKEN AT HOME? (e.g. English, Italian, Mandarin)	First Language: Other Home Languages:
RELIGION:	
NAMES & DATES OF BIRTH OF BROTHERS & SISTERS:	
NAME OF PREVIOUS SCHOOL / PLAYGROUP ADDRESS: TELEPHONE NO:	

NAME OF DOCTOR ADDRESS: TELEPHONE NUMBER:	
ANY DIETARY NEEDS? If a Special Diet is required please also fill in Chartwells special diet form)	

Please list any outside agencies involved with your child/family e.g. Occupational Therapy Service, Speech and language Therapy Services, Social and caring Services:

Agencies/Support Services	**Date(s) involved**	**Name if known**

MEDICAL			
Condition	**Yes**	**No**	**Medication and emergency requirements**
Asthma NB: Parents of pupil with asthma must also sign an asthma information form.			
Allergies/Anaphylaxis NB: A care plan will need to be arranged with the school if medication is required. If Yes and Auto-Injector, Piriton or other medicine required please also fill in a Medicine form.			
Epilepsy NB: A care plan will need to be arranged with the school.			
Diabetes NB: A care plan will need to be arranged with the school.			
Sight Does your child have a known visual problem? Does he / she wear glasses?			
Hearing Does your child have hearing difficulties? Does he / she have a history of intermittent ear problems?			

Condition	Yes	No	Medication and emergency requirements
Any other Conditions/Disabilities Does your child take any medication for any condition other than those listed on the previous page? Does your child have any other condition/disability?			

Please use this space below to tell us about any other concerns you have regarding your child's heath, continue on a separate sheet if necessary.

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 over 11years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibilities 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. Please also tick whether the form was filled in by a parent or the pupil.

White

- ☐ British
- ☐ Irish
- ☐ Traveller of Irish Heritage
- ☐ Gypsy / Roma
- ☐ Any other White background

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background
- ☐ Chinese
- ☐ Any other ethnic background
- ☐ I do not wish an ethnic background category to be recorded

This information was provided by: (please tick) **Parent** ☐ **Pupil** ☐

BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Home – School Agreement

This agreement was made in consultation with the staff, parents and governors of Broadwater Church of England Primary School. Together we will work in partnership to enrich the life and education of your child.

School Mission Statement:

Broadwater is a Christian School. We will enable children to become wise confident successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

The School – we will:

- Provide a safe and caring Christian environment.
- Encourage children to do their best at all times.
- Encourage children to respect other people and be kind and considerate.
- Encourage children to take care of their surroundings.
- Provide a balanced curriculum and aim to meet the individual needs of each child.
- Inform parents about the curriculum each term.
- Discuss with parents their child's progress on a regular basis.
- Encourage the child to continue learning at home and provide relevant supporting activities.
- Foster good relationships between home and school and within the school community.

The Family – we will:

- Respect our school values and our caring ethos.
- Ensure our child arrives at school properly equipped and on time.
- Ensure our child attends regularly, notifying the school on the first day of any absence, and provide a written explanation when our child returns to school.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour including comments made on social media.
- Support the school's behaviour policies and guidelines.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Try to attend parent's evenings and discussions concerning our child's progress.
- Encourage our child to continue learning at home, especially by supporting activities brought home from school.
- Ensure our child has a healthy lunch, fruit or veg snack and a water bottle.

The Child – I will:

- Follow the instructions of staff and leaders.
- Respect others and respond in the best way understanding that bullying is never acceptable.
- Be responsible, helpful and ask before borrowing.
- Play carefully and kindly in the right way and include everyone. (No play fighting or hurting others.)
- Opt in to every lesson with every teacher.

Together we will enable children to become confident and successful learners with the motivation, skills and responsibility to make a positive difference in God's world.

Privacy Notice for Pupils 2024-2027

Information about Pupils in Schools, Alternative Provision, Pupil Referral Units and Children in Early Years Settings

The EU General Data Protection Regulation (GDPR)

The Data Protection Act 2018 (DPA) is the UK's implementation of the General Data Protection Regulation (GDPR) and both came into force on 25th May 2018.

The DPA 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998.

The DPA sits alongside the GDPR, and tailors how the GDPR applies in the UK.

Everyone responsible for using personal data has to follow the 'data protection principles'.

They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Data Controller

Broadwater Church of England Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6928657).

The Data Protection Officer (DPO) for the school is the School Bursar

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest,

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent.
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provided measures to safeguard the fundamental rights and the interests of the data subject;
- for data collection purposes under the Education Act 1996 (**https://www.gov.uk/education/data-collection-and-censuses-for-schools**)

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

- personal identifiers and contacts (such as name, unique pupil number and address and contact details, carers details)
- characteristics (such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility)
- a safeguarding information (such as court orders and professional involvement)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance information (such as sessions attended, number of absences and absence reasons, behavioural information, details of any exclusion information, alternative provision put in place)
- national curriculum assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results, examination results
- where pupils go after they leave us
- any special educational needs or disabilities as well as relevant medical information.

Why we collect and use pupil information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and hold personal information relating to our pupils and those involved in their care, we may also receive information from previous schools, the local authority(s) and/or the Department for Education (DfE).

Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We use this personal data to:

- support our pupils' learning
- support our pupils' welfare
- support the safeguarding of our pupils
- monitor and report on pupil attainment progress
- provide appropriate pastoral care;
- to keep children safe (food allergies, or emergency contact details)
- assess the quality of our services;
- process any complaints;
- protecting vulnerable individuals;
- to meet the statutory duties placed upon us by the Department for Education
- the prevention and detection of crime

Who we share data with

We may pass data to:

- the local authority
- Schools that a pupil attends after leaving this school
- The Department for Education (DfE)
- NHS
- third-party organisations, as allowed by law
- agencies that provide services on our behalf
- agencies with whom we have a duty to co-operate

For further information about who we share with and why please see APPENDIX A.

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools. https://irms.site-ym.com/page/SchoolsToolkit

Photographs

The School may take photographs, videos or webcam recordings of pupils or students for official use, monitoring and for educational purposes. You will be made aware that this is happening and the context in which the photograph will be used.

Photographs may also be taken of those attending a ceremony, a sporting fixture or school event which may appear in the school newsletter or in a newspaper. You will be made aware that this is happening and the context in which the photograph will be used.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. withdraw consent (see below)
9. complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO (Data Protection Officer is the Bursar).

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal date solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

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BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Safe Use of Children's Photographs and Video

Taking, keeping and publishing photographs and video footage involves processing personal data. The School's Privacy Notice will cover the majority of processing where it is limited to official use, monitoring and for educational purposes. However, to comply with the Data Protection Act and the General Data Protection Regulations, consent will be required where there is additional processing of personal data which is not within the reasonable expectation of those involved, such as taking photographs for certain media use.

The use of photography and video within the school is an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

Broadwater Church of England Primary School would like to take photographs and or video recordings of pupils whilst they attend the school to celebrate their achievements and successes. Still or moving images may be published in our printed publications (e.g. School prospectus, newsletters) and/or on our external website. They may also be used to promote the good educational practice of the school to other teachers, e.g. at training events organised by the school, Local Authority or national education/government institutions. Children's full names will never be published alongside their photograph externally to the school. Names may be used internally, for example – on a display. Photographs/videos may also be published for *internal* use *only,* as part of children's regular classroom work e.g. on classroom displays, within multimedia projects (e.g. PowerPoint), on the school's internal network and to share educational achievements with parents, e.g. video presentation of a school trip. Electronic images, whether photographs or videos, will be stored securely on the school's network which is accessible only by authorised users.

Promotional materials including photographs may continue to be used once a child has left the school until such time that these materials are updated e.g. website photographs and brochure photographs.

Before using any photographs/videos of children parental permission is sought. This is by means of the School Enrolment Booklet new parents complete prior to their child's entry to the school. This consent is valid from the date of signing until your child leaves the school.

Photographs and videos may be securely archived after your child has left the school. Archiving provides a valuable record of the school's history for future generations. On an occasional basis such as a published historical record of the school or new publicity material where a specific photograph illustrates clearly an aspect of school, a photograph may be re-used or re-published. If we receive a request to use your child's image (photograph) from an external body we would seek permission for this.

We recognise that parents, carers and family members will wish to record events such as school plays, sports days etc. to celebrate their child's achievements. Broadwater is happy to allow this on the understanding that such images/recordings are used purely for personal family use and not posted to any public social media.

Please note that photographs may be taken at public events/performances by third parties beyond our control.

Consent Form for Photographs and Video

Child's Name:	Date of Birth:

By signing this form, you consent to the use of photographs/video of your child for the following purposes:

Please circle clearly your answer

1	I give permission for my child's photograph to be used in printed publications produced by Broadwater Church of England Primary School.	YES	NO
2	I give permission for my child's photograph to be used on the school website or other school-hosted media site as part of a large group or whole school activity.	YES	NO
3	I give permission for my child's photograph to be used on the school website or other school-hosted media site (twitter) showing an individual activity? (e.g. holding a winner's trophy).	YES	NO
4	I give permission for my child's photograph to be taken and used for in school purposes only. eg on displays in classroom or in topic books	YES	NO
(Please note that the above is a very important way of promoting the activities of the school and celebrating the many wonderful achievements of our children. The school would greatly appreciate your full sup port for this.)			
5	I give permission for my child's photograph to be used by external media (e.g. newspaper). This might be as part of a school team or record of a school event.	YES	NO
6	I give permission for my child to have their school photograph taken, individually and in classes for purchase by parents/carers either digitally or printed and for recordings to be taken (e.g. a school play) which will be available for purchase by parents/carers.	YES	NO

We regard the use of photography and video within the school as an essential part of the regular curriculum work of the school. This includes, for example, the use of these media for assessment purposes, recording of work in topic books and for internal celebration of work on displays. We may occasionally use video containing your child to share good educational practice with teachers. In these instances, we will adhere strictly to the rules on using photographs outlined in our policy.

The school owns the copyright of this photograph/video. It will be used solely for the purpose/s mentioned above.

In cases where the school considers it necessary to seek consent from both parents, the school will assume consent has not been given unless all parents agree. You have the right to opt out or withdraw consent in respect of one or all of these options at any time. Should you wish to withdraw your consent you will need to notify the Data Protection officer in writing using the school address or email DPO@broadwaterce.org. Alternatively, please complete a new form and we will update our records accordingly. Opting out will be effective from that date only and will not be retrospective.

Signed: Parent/Guardian 1:	Date:
Please confirm you have parent/legal responsibility YES / NO	
Print Name:	

Signed: Parent/Guardian 2:	Date:
Please confirm you have parent/legal responsibility YES / NO	
Print Name:	

Pupil Acceptable Use Agreement– for older pupils in Key Stage 2

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the *students/pupils* to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the *school* will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- 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, educational details, financial details etc.)
- 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.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the *school* systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the *school* systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the *school*:

- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission I understand that, if I do use my own devices in the *school*, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the *school/academy* 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 online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student/Pupil Acceptable Use Agreement Form

This form relates to the *student/pupil* acceptable use agreement; to which it is attached.
Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the *school* systems and devices (both in and out of school)
- I use my own devices in the *school* (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this *school* e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil: .....

Class: .....

Signed: .....

Date: .....

Parent/Carer Countersignature .....

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BROADWATER CHURCH OF ENGLAND PRIMARY SCHOOL

CONSENT FORM
FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Throughout the period of time your son / daughter attends this school many visits will be made to local places of interest and it is necessary to obtain your permission to take your child on these outings. Rather than obtaining your permission on each occasion, we wish to seek your consent collectively. To make the organisation a little less complicated, we would be grateful if you would sign the accompanying overall consent form to cover these visits. This form will be kept in your child's file.

The trips and activities covered by this consent include:

- All visits (including residential trips)
- Adventurous activities at any time
- Off-site sporting fixtures during and outside of the school day
- All offsite activities

Such visits may be on foot, by staff/parent car, coach or train and would have the requisite regulation staff and adult supervision. All visits are covered by our insurance policy.

We would, of course, still inform you if your child was going to be out and full details of each trip will be sent to you. On those occasions when visits involve any kind of cost and voluntary contribution or special arrangements, you will receive an email/letter with full details about the trip with consent to be given via ParentPay.

- -

Parent/Carer Consent Form

I wish my child _____ (Child's name) DoB _____

To be allowed to take part in the above-mentioned school activities and, having read the information above, agree to his/her taking part in any or all the activities described. I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising as a result of the journey.

I consent to any emergency medical treatment necessary during the course of the visit

Signed _____ (Parent/Carer) Date _____

Name of Parent/Carer _____