

Permission Booklet
Little Tommy's Nursery
St Thomas More Catholic Primary School

Oxford Road

Kidlington

OX5 1EA



Principal: Mrs B Bowles

Dear Parents

Please find attached the following letters. Please read through, sign and return to your child's teacher as soon as possible.

- ❖ Home School Agreement
- ❖ Photograph Consent Form
- ❖ Local study/Visit Consent Form
- ❖ Internet Safety Agreement
- ❖ Changing of Clothing Agreement
- ❖ Medical consent/Collection of your Child Agreement/Tapestry permission
- ❖ Pupil Premium
- ❖ Dietary needs
- ❖ Privacy notice

These are all important documents and we would be very grateful if you could return them to school as soon as possible.

Yours sincerely

Mrs Breda Bowles
Principal



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HOME – SCHOOL AGREEMENT

Our School Mission Statement:

To promote the formation of the complete person based on the example and inspiration of Jesus Christ and to help the pupils develop a personal relationship with God in their journey through life. To ensure every child shares in an educational environment filled with love and concern – a community joining together to help create a better world.

The community of St. Thomas More, at all times and in all that it does, attempts to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally and academically in a happy, secure and Christian environment.

We will always do our best to provide the best possible education for every child.

SCHOOL'S EDUCATIONAL RESPONSIBILITY

We acknowledge our responsibility to support parents in their task of nurturing their children towards human wholeness within a Christian community.

Therefore we will:

- ❖ Provide a friendly welcome to your child and a secure, stimulating, Christian environment in which to learn
- ❖ Ensure that your child is valued for who he/she is and help to make good progress in their spiritual, moral, emotional and academic development
- ❖ Treat your child with the dignity and respect they require, encouraging them to full human wholeness
- ❖ Demonstrate our faith and our school's foundation in the teachings of Jesus Christ, by what we teach and the way we live and worship in our school
- ❖ Do our best to provide the best possible education we can for your child and enthusiastic teaching rooted in our beliefs, our values and our skills
- ❖ Provide you with information about your child's progress and provide you with opportunities to talk to teachers
- ❖ Keep you well informed about school policies and activities through regular letters and newsletters
- ❖ Set, mark and monitor homework suitable to your child's needs
- ❖ Send home an annual report of your child's progress
- ❖ Contact you if there is a problem with your child's attendance or punctuality
- ❖ Inform you of any concerns regarding your child's behaviour, work or health
- ❖ Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do





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EExAT Online Learning Journey Permission

Dear Parents,

As you are aware we will be using EExAT to record observations and assessments which will form your child's online learning journey for their year in Nursery.

Please complete the following permission form and return to school to be kept in your child's learning journey file.

Failure to abide with point number 2 will result in access to your child's online learning journey being suspended.

We thank you for your co-operation.

Child's Name

- 1) I agree to my child having an EExAT Online Learning Journey.
- 2) I agree not to reproduce or post any content from my child's learning journey on any social networking site, e.g. Facebook.
- 3) I give permission for my child's image to appear in photographs/videos in other children's learning journey.

Parent's Signature

Date



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PARENT RESPONSIBILITIES:

We acknowledge that we as parents are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I / We will try to:

- ❖ See that my child attends school regularly, on time and suitably equipped
- ❖ Inform the school of any concerns or problems that might affect my child's work or behaviour
- ❖ Support the Christian Values of the school community
- ❖ Give my child opportunities for home learning and support homework from school
- ❖ Support the school's policies and guidelines for behaviour
- ❖ Attend parents' evenings and discussions about my child's progress
- ❖ Encourage my child to show kindness and consideration to others
- ❖ Talk to my child about their experiences in school and encourage them to do their best
- ❖ Attempt to support the Catholic community and the Academy Committee in their responsibilities for maintaining the school buildings in good repair

PARENT DECLARATION:

I / We have read St. Thomas More Catholic School's Home-School Agreement.

I / We note and understand the aims and values it has as a Catholic School and the educational opportunities it will provide for my / our child within a Christian context.

I / We acknowledge the type of support outlined in the 'Parental Responsibilities' Statement that will be necessary to ensure my / our child is helped towards reaching their full potential.

I / We acknowledge what the school expects from all pupils.

SIGNED:

Parent/Guardian of:

Dated:



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PUPIL RESPONSIBILITIES:

Please talk through these at your child's level!

I acknowledge the different and unique talents which God has given me and my responsibilities to use them wisely. Therefore I will try to:

- ❖ Observe all schools rules and treat everyone with the respect they deserve
- ❖ Attend school regularly and on time
- ❖ Wear the school uniform and bring all the equipment I need every day
- ❖ Take care of all school equipment and help keep our school free from litter
- ❖ Learn something new each lesson and always do my best
- ❖ Share my feelings honestly and politely and show consideration for others in school
- ❖ Behave sensibly so we can be happy and safe as we learn
- ❖ Try to think for myself and take responsibility for my action



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Dear Parent/Guardian

Permission Form for the use of PHOTOGRAPHS and recorded images

Throughout the school year it is customary for us to take photographs of children working and we are occasionally visited by the Press on special or specific occasions. During assessment time within the school we occasionally video the pupils, and this is purely for assessment purpose only. We would be very grateful if you could fill in and return this form to the class teacher to give permission for your child to be included in any photographs/videos. Please tick the applicable statement. Any photographs put in the school's printed and online publications WILL NOT have the child's name attached to it in anyway.

This form will be kept on your child's record during their time at St Thomas More. If you would like to update your preference please see your child's class teacher or the school office.

As a parent/legal guardian of

..... (child's name)

I consent to photographs and digital images of my child or their work appearing in the school's printed publications, eg the Prospectus, the school's website relating to the school's activities. I understand that the images will be used only to promote and celebrate St. Thomas More School and the work of children attending the school.

I only give consent for photos of my child to be used for internal displays with St. Thomas More School and not made available to any outside party.

I give consent for photos of my child to be used in press articles where their FULL NAME will be used

I do not consent to my child's photograph being used at any time.

Name of Parent/Guardian.....
(Block capitals please)

Signature.....

Date.....



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Dear Parent/Guardian,

Permission for Children to Leave the School Premises

Throughout the school year we would like to take small groups of children on visits around the local area to support learning based on the children's interests as well as enriching their experiences so for instance taking them to our local Co-op to buy ingredients for things we then cook so they experience the process. During these visits children are always supervised by teachers and teaching assistants at all times and in accordance with ratios for their age with risk assessments being carried out prior to any visit.

To allow us to react quickly to the children's interests and to avoid being asked several times during the year to sign permission slips we would be very grateful if you could fill in and return this form to the class teacher to give permission for your child to be taken off the school site for such visits.

We will continue, where possible, to inform you prior to these visits taking place, however, there may be occasions when teachers take the opportunity when the weather permits. Our policy and procedures for Educational Visits will be followed at all times and this is available on request.

Permission to Leave the School Premises

As a parent/Legal guardian of: _____ (*Child's Name*) in

Nursery/Reception

I consent to my child being taken off-site to support work being done in the curriculum.

Name of Parent/Guardian:

Signature:

Date:



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INTERNET AND COMPUTER CODE OF CONDUCT

You should:

- ❖ Only access sites which are appropriate for school use.
- ❖ Be aware that your actions on the Internet can be seen by others
- ❖ Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself or others to anyone you write or talk with on the Internet.
- ❖ Treat others as you would expect to be treated – show respect and be polite
- ❖ Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person who owns that site. You must not copy text or pictures from the Internet and give it to your teacher as your own work

ALWAYS Check with a teacher before

- ❖ Sending an email
- ❖ Downloading files, other than pictures
- ❖ Completing questionnaires or subscription forms

You should not:

- ❖ Send, access or display offensive messages or pictures
- ❖ Use or send bad language
- ❖ Intentionally waste resources

Please note:

Access to the Internet and email is a privilege and not a right. User areas on the school network will be closely monitored and teachers may review your files and communications to make sure you are following this Code of Conduct. Failure to follow the Code of Conduct will result in loss of access to the Internet and email.





Principal: Mrs B Bowles

INTERNET CODE OF CONDUCT

Dear Parent/Guardian

As part of our curriculum we encourage pupils to make use of educational resources available on the internet. Access to the internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials which are inappropriate in school we use an appropriately filtered service. However, it is not possible to provide at 100% assurance that pupils might not accidentally come across material which would be in appropriate.

Therefore, before they access the Internet we would like all pupils to discuss the attached Internet Code of Conduct with their parents/guardians and then return the attached form to the class teacher. We believe that the educational benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During lesson time teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the Internet outside lessons they must agree to access only those sites that are appropriate for use in school.

Yours sincerely

Mrs B Bowles
Principal

St. Thomas More Catholic Primary School

INTERNET CODE OF CONDUCT

Pupil: _____ Class: _____ Date: _____

My parents/guardians and I have read the Code of Conduct for Internet Use and agree to follow it.

Signature: _____

Parent/Guardian:

As a parent/Guardian I have read, discussed and explained the Code of Conduct for Internet use to my child. I understand that if he/she fails to follow this code then his/her individual access will be withdrawn and I will be informed.

Signed: _____

Dated: _____



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Consent for staff to cater for the personal needs of children

I give my consent for ----- (*child's name*) to be changed by staff in the event of wetting, soiling or any other eventuality that may require clothing to be changed.

I understand that the privacy and dignity of my child will be respected at all times.

Signed

Date:

Child's Name:

Date of Birth:

I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child (*named above*)

I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (*named above*)

The setting must keep a record (signed by a parent/Guardian of the child) of any person whom the parents have authorised to collect their child from the setting.

Please use the space below for this purpose if applicable.

- 1.
- 2.



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PUPIL PREMIUM

Our school receives extra funding through the Pupil Premium grant for some groups of children, including:

- Children who would be eligible for free school meals before the introduction of this new initiative
- Children adopted from care, those who left care to Special Guardianship Orders or who left care to Residence Orders.

For each of these pupils, the school receives up to £1,200 each year. This money is used to help these groups of children achieve their best potential by funding equipment, support groups, and additional staff and resources. This can make a real difference to the progress and achievement of these children. You can see how we have used our Pupil Premium on our school website.

If you have any questions, or would like help filling out this form, please contact the school office.

To ensure that we are able to claim all Pupil Premium funding we are eligible for, we are asking **all** parents / carers to complete the attached form. We can assure parents and carers that all matters linked to this will be treated with discretion and in confidence.

For children adopted from care, we would like to assure you that the family legal status of every child is a confidential matter and we handle all information received with great sensitivity. If your child comes under this category we will need a letter from you and you should also provide supporting evidence, for example, the Adoption (Court) Order for the school to record the child's status on the School Census. Please speak to the Principal in confidence if you have any concerns about this.

Both of these types of funding for the school enable us to attract significant sums of money which we can use to support the progress of a pupil who may previously have experienced barriers to being really successful in school.



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FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes No

If you have ticked yes, you do not need to complete this section.

If you ticked no, please place an X in this box if you¹ are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Universal Credit.
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for the early years pupil premium.

ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER

If your child has left care through adoption, special guardianship or a child arrangements order and you would like your child to attract the early years pupil premium, you should complete the following section and attach a copy of the relevant court order:

Has your child been adopted from care?

Yes No

If you have ticked yes in the previous question, have you yet been granted an adoption order by the courts?

Yes No

Did your child leave the local authority's care under a special guardianship order or a child arrangements order (formally known as a residence order)?

Yes No

¹ This includes those who have parental rights for the child/children named on this form.





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PUPIL PREMIUM VOLUNTARY REGISTRATION

We need information about you and your child, to provide the best education and support by making sure we receive all the government funding to which we and your child are entitled. Please complete this form and return ASAP

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of preschool, nursery, childminder
		DD	MM	YYYY	St Thomas More RC Primary
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1						Parent/Guardian 2					
Last name												
First Name												
Date of Birth	D		M		Y		D		M		Y	
National Insurance Number*												
National Asylum Support Service (NASS) Number*		/		/				/		/		
Daytime Telephone Number												
Mobile Number												
Address												
	Postcode:						Postcode:					

* Complete as appropriate





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DIETARY NEEDS

Dear Parents/Carers

We would be very grateful if you could fill out the dietary needs for your child so that we are aware of any up to date information to keep on your child's file and also provide to kitchen staff if schools meals are taken.

DIETARY NEEDS PLEASE TICK ALL THAT APPLY

Child's Name.....

Class.....

Vegetarian
Lactose Intolerant
No Nuts
Seafood AllergyArtificial Additives

Gluten Free
No Dairy
No Pork

Please state any other dietary needs

Parent/carers signature.....

Date.....





PRIVACY NOTICE

For Primary Schools/Academies

Privacy Notice - Data Protection Act 1998

We St Thomas More Catholic Primary School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

Support your teaching and learning;

Monitor and report on your progress;

Provide appropriate pastoral care, and

Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information² and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

(For Academy use only) *We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.*

If you want to see a copy of the information about you that we hold and/or share, please contact the school

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.oxfordshire.gov.uk/cms/content/school-data-privacy-notice> and
<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information.

² Attendance information is not collected as part of the Censuses for the Department for Education for the following pupils / children - those aged under 4 years in Maintained schools and those in Alternative Provision and Early Years Settings.

