



Entry into Year

Pre School	<input type="checkbox"/>
R	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>

Pupil Admission Form

Pupil Details

Legal Forename:	Legal Surname:
Middle Names:	Date of Birth:
Gender:	Date of Admission:
Pupil's Home Address:	Postcode:
Home Telephone Number:	

Previous Nursery/School Information (nursery/school attended **PRIOR** to admission to The Quinta Primary School)

Name of previous nursery/school:
Address:
Telephone:

Do both parents live with the pupil at the above address?

- YES
NO

Name of Mother/Carer – Mrs/Ms/Miss/Dr/other	Name of Father/Carer – Mr/Dr/other
Address (if not as above)	Address (if not as above)
Home Tel No:	Home Tel No:
Work/Daytime Tel No:	Work/Daytime Tel No:
Mobile Phone No:	Mobile Phone No:
Email Address:	Email Address:

Separated/Divorced Parents Only

Do both parents have Parental Responsibility?

- YES
NO

(If NO please state which parent DOES have parental responsibility)

Name of parent with parental responsibility:

In an Emergency - Who should the school contact?

Title: Mr / Mrs / Miss / Ms/ Dr	Forename:
Surname:	Daytime Tel No:
Daytime place (home/work):	
Home Address:	Postcode:
Mobile Phone number:	Home phone number:
Contact's relationship to student (parent/ relation/ neighbour):	

Medical Details

Name of Medical Practice:	Name of Doctor:
Address:	Telephone Number:
Please give details of any medical condition, allergies/dietary needs or other relevant information which you feel the school should be aware of:	

Pupil's Ethnic Origin

Please complete the pupil's Ethnic Origin / First Language /Home Language/English Additional Language and Religion in the columns below. (This information is required for Government - DFES Statutory Return Purposes).

Ethnicity (Please tick)	First Language	Home Language	English Additional Language	Religion
Any other Asian background				
Any other Black background				
Any other ethnic group				
Any other mixed background				
Any other white background				
Asian – Bangladeshi				
Asian – Indian				
Asian – Pakistani				
Black – African				
Black - Caribbean				
Chinese				
Gypsy/Roma				
Traveller of Irish Heritage				
White – British				
White – Irish				
Mixed - White and Asian				
Mixed - White and Black African				
Mixed – White and Black Caribbean				

Travel to and from school

Please tick where applicable:

Bicycle

Car

Public Transport

Taxi

Walks



The Quinta Intimate Care Policy

This policy represents the agreed principles for intimate care throughout the school. This policy has been agreed by all staff and governors within the school.

Introduction

The purpose of this policy is to:

- safeguard the rights and promote the best interests of the children
- ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- safeguard adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for intimate care
- inform parents/carers in how intimate care is administered
- ensure parents/carers are consulted of the intimate of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Washing
- Supporting a pupil with dressing/undressing
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Changing a pupil who has wet or soiled him/herself, has vomited or feels unwell

As well as the above, children with disabilities may require help with moving and handling, eating and drinking and all aspects of personal care.

This level of care will be determined by a Health Care Plan that should be provided by a Health Service Practitioner. Specialist training should be provided by a health care professional.

- Physiotherapy Exercise Programme/Manual handling
- Applying topical medicines (e.g. eczema creams)

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. (Appendix 1 Consent letter).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

In the case of severe soiling, parents will be contacted to collect the child so the child can be thoroughly cleaned at home.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

All staff at The Quinta Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers or students to carry out intimate care procedures.

Appendix One

Permission form for the Provision of Care

(To be filled out before starting Early Years)

If a child wets or soils themselves while they are at school it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

The Quinta Primary has an Intimate Care Policy which is available to view on our website or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Mr W Sharpe
Head Teacher

Name of Child	
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Please tick as appropriate

I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of The Quinta Primary School.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

I am aware that in the case of severe soiling, I will be contacted to collect my child so he/she can with dignity and privacy be thoroughly cleaned at home.

Signature	Name:
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Consent Form

This form explains the reasons why and how The Quinta Primary School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of pupil:
Name of parent:
Year group:

Why do we need your consent?

The Quinta Primary School requests the consent of parents on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

Why do you we use images and videos of your child?

The Quinta Primary School uses images and videos of pupils as part of school displays to celebrate school life and pupils' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil **will not** be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil **will not** be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, **separate consent** will be obtained prior to this.

The Quinta Primary School may take images or videos of individual pupils and groups of pupils to use on social media, the school website, in school prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the school is visited by local media and press, who take images or videos of school events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Congleton Chronicle
- Cheshire East Local Authority
- CeCP (Congleton Education Community Partnership)

Where any organisations other than those above intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current 2022/2023 academic year.

- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use pictures of pupils and teachers that have been drawn by pupils.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The school will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by putting a tick or either 'Yes' or 'No' for each criteria.

The school will **only** publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:	Yes	No
Photographing and videoing my child.		
Using images of my child on the school website.		
Using videos of my child on the school website.		
Using images of my child on social media.		
Using videos of my child on social media.		
As an integral part of teaching and learning via See Saw.		
The local media using images of my child to publicise school events and activities (only including the organisations outlined above).		
The local media Using videos of my child to publicise school events and activities (only including the organisations outlined above).		
Using images of my child in marketing material, e.g. the school brochure and prospectus.		

Sharing my child's data with a school-appointed external photography company for official school images. This includes the following: <ul style="list-style-type: none"> • Name • Class • Roll number 		
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Refreshing your consent

This form is valid for the entire academic year, 2022/2023 – it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal. If you would like to withdraw your consent, you must submit your request in writing to the headteacher.

Declaration

I understand;

- Why my consent is required.
- The reasons why The Quinta Primary School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school uses images and videos of my child.
- I have provided my consent above as appropriate, and the school will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the head teacher.

Name of parent:

Date:

If you have any questions regarding this form, please do not hesitate to contact the school office on 01260 221640 or email admin@thequinta.cheshire.sch.uk.



The Quinta Primary School **ICT Acceptable Use Policy (Primary Pupils)**

The Quinta Primary School recognises the importance of ICT in education and the needs of pupils to access the computing facilities available within the School. The School aims to make the ICT facilities it has available for pupils to use for their studies. To allow for this The Quinta Primary School requires all pupils' parents to sign a copy of the Acceptable Usage Policy for the use of the School's ICT facilities. This is signed and checked off at the beginning of each year.

Listed below are the terms of this agreement. All pupils at The Quinta Primary School are expected to use the ICT facilities in accordance with these terms. Please read this document carefully and sign and date it in order to indicate your acceptance of the Policy on your child's behalf. It is important that your child understands the policy, so please ensure that you take the time to explain/ discuss this with them.

Equipment

Care of the equipment

All the children will look after all equipment and treat everything with respect. This includes, making sure that there is no:

- Deliberate damage to computer hardware such as monitors, base units, printers, keyboards, mice or other hardware.
- Change or removal of software

These actions make it difficult to ensure that the school is able to provide your child with reliable and available computer equipment and it has a cost implication for the school.

The school will not be responsible for any equipment brought in from home including that which is used under the Bring Your Own Device Scheme.

Printers

A networked printer is provided for use by pupils. It is important that children learn to press the print key once and be patient after the teacher has inputted the network printer key.

Internet and Email

Content Filtering and use of the Internet

The Quinta Primary School provides high level internet filtering, designed to remove controversial, offensive or illegal material that would cause your child to be upset. The School makes use of the filtering services provided by Surfprotect, which includes filtering of extremist content and is in line with the Prevent duty.

As part of your child's work in Information and Communication Technology and

other subjects, we offer access to the Internet both supervised and unsupervised.

The Internet is a rich source of information and provides educational activities which are of great benefit to the children. However there are concerns about inappropriate materials and the school takes a range of measures to minimize these risks:

- A high level filtering system is in operation.
- Children are not allowed access to chat rooms at any time.
- Children are taught about safe Internet use by their teachers and rules are outlined on display around school
- Drama team deliver online safety for the pupils regularly
- Parent workshops focusing on staying safe online have been delivered by the police and CEOPS team.
- The school promotes safer internet all year round and holds a Safer Internet Week, in line with other schools across the nation.
- Every laptop and desktop has the safety rules at the login screen.

It is important in all emails to:

- Be Polite - never send or encourage others to send abusive messages.
- Use appropriate language

Privacy and Data Protection

Service

Whilst every effort is made to ensure that the systems, both hardware and software are working correctly, the school will not be responsible for any damages or loss incurred as a result of system faults, malfunctions or routine maintenance. These damages include loss of data as a result of delay, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the School's ICT system is at your own risk. The Quinta Primary School specifically denies any responsibility for the accuracy of information obtained whilst using the ICT systems.

Policy created: May 2020

Review date: June 2021

Appendix 1

The Quinta Acceptable Use Policy for Pupils:

Please tick the following statements to show that you agree to abide by The Quinta Primary School Internet Safety / Acceptable Use Agreement:

I agree to

- always take care of the equipment I use in school.
- never share information about myself, including passwords online unless a teacher/ parent says it is safe to. (e.g as part of a lesson / email to a relative)
- tell an adult if I see anything that makes me feel uncomfortable online and minimise the screen so that the teacher can report the information accurately.
- only use polite language online, not be rude or mean to anyone and report any bullying I see online
- not use anyone else's password or login information
- download anything without a teacher
- use the internet for any activity which has not been agreed with by a teacher
- video, photograph or record anyone without their consent.

I understand that if I break any of these promises, my access to the internet will be stopped.

Signed

Class

I have explained these promises to my child and agree to them

Parent signature

Name



Medical Information

Does your child have a **long-term medical** condition of which the school needs to be aware of?

Yes

No

Child	Reception Class
Medical Condition	
Name of Medication	
Frequency/Amounts	

Name of parent:

Date:



Permission to go out of school

I give permission for _____ (Insert name of child) to go out of school walking around the local area to support learning within the curriculum.

Using the local area for example includes visits to the local shops, vets, library, town centre, key local buildings ie: Congleton Town Hall or other Congleton schools and/or local park areas.

Child's Name:

Class: Reception

Signed:

Parent/Carer/Guardian

Date:

Thank you

Mr W Sharpe
Head Teacher



All about me form

This form will help the teachers know more about your child and the things that will help them settle into school quicker.

My family consists of..	
These people live in my house...	
Other important people in my life are...	
I like to do these things...	
I don't like these things...	
These things will help me to settle into school happily	
I think that you should also know...	