

Conisbrough Ivanhoe Primary Academy

(Nursery 2018-19)

Head: Mr J Brian

INFORMATION FOR PARENTS



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Information, policies etc are also available on the Academy website
(www.ivanhoeschool.co.uk)

DISCLAIMER

The information contained in this Welcome Pack was correct when printed (March 2018).

References have been made to other sources of information (ie internet sites) that may have since changed.

WELCOME TO IVANHOE ACADEMY

We hope that this pack will help to answer any questions or concerns that you might have about our Nursery so that you feel 100% confident about your child's experience at such an important moment in their lives - when they start to enter the 'big-school' environment for the first time.

Firstly, let me say that Ivanhoe staff are here to give your child a brilliant experience: if you read our mission statement then you will know how dedicated we are to the well-being of the children in our care. We know that we have to work very closely with parents and carers because through good communication, everyone feels secure in the knowledge that the children are getting the best they can get.

We now offer a much more flexible approach in our nursery to give parents greater choice. We offer the 15 'core' hours and also offer wraparound care from 7.30am to 5.30pm five days a week if needed. We have decided upon this approach because we recognise that parents need to be able to access Nursery provision when they need it - which also benefits the children. We also offer the 30 hours child care for working families. This is made up of the 15 core hours plus an additional 15 hours. To find out if you qualify, please visit www.childcarechoices.gov.uk

We really hope that parents will become part of the school family and help us to continue to be a wonderful place for children - a warm, welcoming environment where children enjoy their schooling and learn lots. We will work with children and parents to ensure that we offer the very best that we can for everyone that attends this school.

Joe Brian

Head Teacher

ACADEMY AIMS

- ✓ We will ensure that there is a nurturing environment in our Academy in which all children feel happy, safe and secure.
- ✓ We will promote excellent attendance through making school an exciting place for children.
- ✓ We will provide a broad, balanced and stimulating curriculum.
- ✓ We will ensure that children have at least three educational visits each year.
- ✓ We will offer children a range of extra-curricular activities supported by all teachers as well as outside agencies.
- ✓ We will promote self-respect as well as respect for others.
- ✓ We will have high expectations of behaviour and consult with children to produce golden rules and guidelines.
- ✓ We will enable children to reach their learning potential through encouraging academic excellence whilst, at the same time, meeting the special educational needs of all children.
- ✓ We will encourage children to understand how they can contribute to their own health and we will promote healthy lifestyles in all aspects of academic life.
- ✓ We will ensure that children have the opportunity to make a positive contribution within Ivanhoe Academy, local and wider community and that they gain the benefits of an Academy committed to community cohesion.
- ✓ We will ensure that children have a voice in day-to-day issues within the school and that they have their say when important changes are made.
- ✓ We will ensure that parents/carers know what their children are engaged in doing at school through carefully considered weekly homework and through other regular communication.
- ✓ We will consult with parents/carers regularly to ensure that their voices are heard when decisions are made.
- ✓ We will ensure that parents/carers know that they are welcome in our Academy and that their views are important.

ACADEMIC DAY

NURSERY (Foundation 1)

OPENING HOURS: 7.30AM – 5.30PM

Basic sessions on offer:	
Mon & Tue	8.30am – 3.30pm
& Wed (am)	8.30am – 11.30am
Wed (pm)	12.30pm – 3.30pm
& Thur & Fri	8.30am – 3.30pm
5 Mornings	8.30am – 11.30am
5 Afternoons	12.30pm – 3.30pm

Please note: Whilst we do our best to accommodate all preferences, this cannot be guaranteed as we are limited to the number of children allowed in each session.

ABSENCE, ILLNESS & ATTENDANCE

Absence

This Academy has a first rate attendance record that is well above the national average. It is of the first importance that children understand how vital good attendance is to their success in our Academy. Punctuality is equally important – children do not enjoy arriving late and they often miss important aspects of learning if they arrive after 8.40 am. It is essential that children do not miss school unless they are poorly. It is unfair to children to keep them out of the schooling except under the correct circumstances.

If your child **is absent** from Ivanhoe Academy, please let the Administration Office know on the first day of absence (by telephone, letter or personal visit) the reason for the absence. Ivanhoe Academy needs to know where children are – if a child does not arrive at Ivanhoe Academy and we do not hear from parents, we need to know that the child has not been involved in a mishap on the way to Ivanhoe Academy.

We may come out to homes to check if we have no contact and cannot get in contact – **this is to ensure that children are safe.**

In case of an emergency, accident or illness in our Academy, we will try to contact you immediately.

Emergency Details

If Ivanhoe Academy has to close in the case of an emergency, it is essential that your child has a safe place to go. Always inform us immediately of any change of phone numbers or emergency contact details.

ATTENDANCE

The most important thing you can do is to make sure your child goes to school regularly, arrives on time and keeps to the school's rules of attending all lessons. Start these good habits at an early age while your child is in primary school and you will make things easier for yourself in the long run. Here are a few more tips:

- If your child starts missing school, help the school to put things right. Make sure your child understands that you do not approve of them missing school.
- If your child is ill, contact the school on the first day of your child's illness. Staff will be concerned if they do not hear anything.
- If your child is ever off school, you must tell the school why. Do this by following the arrangements made by the school.
- If you want permission for your child to miss school for a special occasion such as a wedding, you should ask for permission well in advance and give full details.
- Do not expect the school to agree to shopping trips during school hours.
- Take an interest in your child's schoolwork.
- Support the school in its efforts to control bad behaviour.

ACCESS TO OUR ACADEMY

(PEDESTRIANS, VEHICLES AND PARKING)

VEHICLES

It is essential that parents/carers do not use Ivanhoe Academy car park during the day unless there is a need to use the designated disabled parking space.

Parents/carers and children are put in danger if there are cars moving during the day in the car park. Please help to keep children safe by parking outside Ivanhoe Academy if you are visiting or dropping children off.

PEDESTRIAN ACCESS

The gateway **Junior Pedestrian Entrance** is accessed via the path leading off from Grove Road and the gateway Infant and Nursery Entrances are accessed via the path leading off from Old Road. There is also an access gateway from Old Road leading onto the Junior playground. For security reasons, these gates are locked during Academy hours.

Pupils, for safety reasons, are **not allowed to walk down the main drive way** to our Academy.

EMERGENCY/UNFORESEEN CLOSURE OF OUR ACADEMY

Should our Academy need to be closed in an emergency, or an unforeseen event (for example, catastrophe, adverse weather conditions or heating/boiler problems), our Academy will do its utmost to contact parents/guardians.

In the event of closure due to

- problems (ie heating) during the day: Ivanhoe Academy will endeavour to contact parents/guardians and make arrangements, as appropriate to ensure the well being of pupils whose parents/guardians Ivanhoe Academy has been unable to contact.
- a catastrophe during the day: Ivanhoe Academy will put into operation an appropriate procedure (ie evacuation into our grounds or to a neighboring school) and parents/guardians will be informed as soon as possible via the school text messaging service.
- adverse weather conditions before the start of school day: broadcasts will be made via
 - our school website (www.ivanhoeschool.co.uk)
 - text messaging service.

Privacy Notice - Data Protection Act 1998
for
Conisbrough Ivanhoe Primary Academy

We, Conisbrough Ivanhoe Primary Academy, 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 information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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)

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 Christine Foster, School Business Manager.

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:

www.doncaster.gov.uk² and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- SIMS Support Team
- 01302 737162
 - Civic Office
 - Waterdale
 - Doncaster
 - DN1 3BU
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as a part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5s for their own specific purposes.

² Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

ACADEMY MILK

Academy milk is now provided by *Cool milk*. To register your child for milk, you can apply on line or by post, using the leaflet in this information pack. Spare registration forms are also available from the Administration Office. Milk is free to all Nursery children, **PARENTS MUST REGISTER IF THEY WISH THEIR CHILD TO RECEIVE FREE MILK.**

www.coolmilk.com

HEALTH AND SAFETY POLICY

Our Health and Safety Policy is accessible by going to the Ivanhoe website www.ivanhooeschool.co.uk Parent Area – Ofsted stuff, scroll down to find the Health and Safety Policy. If you are unable to access it on-line, just ask a member of the Academy Administration team.

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CONISBROUGH IVANHOE PRIMARY ACADEMY

HOLIDAY PATTERN

TERM DATES: ACADEMIC YEAR 2018/2019

	CLOSES AT 3.15 pm	OPENS AT 8.40 pm
Autumn Term		Monday 3 rd Sept 2018
Autumn Half Term Holiday	Thurs 25 th Oct 2018	Mon 5 th Nov 2018
Christmas Holiday	Fri 21 st Dec 2018	Wed 2 nd Jan 2019
Spring Half Term	Fri 15 th Feb 2019	Mon 25 th Feb 2019
Easter Holiday	Fri 12 th Apr 2019	Mon 29 th Apr 2019
May Day	Fri 3 rd May 2019	Tues 7 th May 2019
Summer Half Term	Fri 24 th May 2019	Mon 10 th Jun 2019
Academic Year End	Fri 19 th Jul 2019	

Training Days (5)

Friday 26th October 2018
Tuesday 15th January 2019
Friday 26th April 2019
Tuesday 18th June 2019
Monday 22nd July 2019

Nursery closure due to Polling Day – Thursday 2nd May 2019

YEAR 6 SATS EXAMINATIONS: MONDAY 13th – THURSDAY 16th MAY 2019

MEDICATION AND FIRST AID

Medication

Ivanhoe Academy is willing to administer most **prescribed medications** *subject to the following provisos:*

- Parents/guardians are required to discuss the medication with a member of staff (preferably a member of the Administration Team) to ensure we fully understand exactly what we are required to do as well as to determine whether staff are trained to administer the medication (ie in the case of rectal medication).
- Parents/guardians complete a medication consent form.
- The medication is in the packaging as supplied by the pharmacist.

Asthma inhalers are kept in classrooms. All other medication is stored, under lock and key, in the Administration Office.

Please note: medication (such as antibiotics), which need to be taken 3 times a day, should be administered before school, after school and before bedtime.

First Aid

We will (unless you give other instructions)

- administer basic first aid ie clean and dress a graze, or apply a cold compress to a bump
- advise you, either by telephone or letter, of
 - any accident or incident which is consequential
 - involves a severe bump/injury to a child's head

ACADEMY DRESS

Our **Academy dress** consists of a:

- Grey, white or light blue polo shirt
- Grey trousers or shorts
- Grey skirt or pinafore dress
- White or grey socks
- Black or navy footwear (suitable for school – no heels, no flip flops, no crocs or shoes without ankle support)
- Blue check dress (summer)
- Either navy or grey sweatshirts with the exception of Year 6 pupils. The colour of the Year 6 sweatshirts varies from year to year.
- Black shoes/trainers

Polo and sweat shirts with our embroidered logo (and other non obligatory items such as reversible fleeces and PE kits) are obtainable from Tesco on-line Embroidery Service.

Leaflets are available from the school office or go to: **[tesco.com/ues](https://www.tesco.com/ues)**

AS DEMAND FOR UNIFORM IS ALWAYS GREATER FOR THE AUTUMN TERM, WE ADVISE PARENTS TO ORDER AS EARLY AS POSSIBLE TO GUARANTEE THEY HAVE THEIR UNIFORM IN TIME FOR CHILDREN TO START IN SEPTEMBER. WHERE POSSIBLE, WE WOULD ADVISE PARENTS TO PLACE THEIR ORDERS BEFORE WE BREAK UP FOR SUMMER.

TRUSTEES AND GOVERNORS

Category	Name
PARENT	Mrs C Lee (Chair) Mrs Joanne Toller (Trustee and Vice Chair) Mr M Taylor (Trustee) Mr A Harris Mrs V Thomas McArthur Mr D Cartwright Miss R Wesley Mrs R Stocks
STAFF	Mr J Brian (Head Teacher and Trustee) Mrs K Wild (Deputy Head Teacher) Mrs V Sedgwick (Teacher & SENCO) Mrs J Sutton (Support Staff)
MEMBERS APPOINTMENT	Mr A Nixon Mr D Sedgwick Mr D Lee



Parent Declaration Form for a Funded Entitlement Place

This form is for a child accessing a Funded Entitlement Place from 1st September 2018.

The parent, carer or guardian (referred to as 'parent') with legal responsibility for the child must complete this document prior to their child taking up a funded entitlement place.

The parent must:

- Complete and sign a Parent Declaration Form:
 - for **each** child who will access a Funded Entitlement Place
 - with **every** School / Provider where the child will access a Funded Entitlement Place, in order to ensure that funding is paid fairly between them
- Provide original documentation evidence of the child's date of birth i.e. birth certificate, passport, NHS medical card

1. Providers Details - *Provider to complete Section 1*

School/Provider Name	
Provision Address	

2. Child's Details - if you are not sure what to enter in any of the boxes please talk to your Provider

Child's legal forename(s)			
Child's Legal Surname			
Name by which child is known if different from above			
Address (Including Postcode)			
Date of Birth (DoB)		Male / Female	
Document Proof of DoB <i>i.e. birth certificate, passport</i>		Document Recorded by <i>Signature</i>	
Date Document Recorded		Two Year Old Code	
Child's First Language			
Child's Ethnicity			

3. Additional Details Required for the 30 Hours Validation Check

Parent National Insurance Number		30 Hours Eligibility Code	
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4. Providers and Attendance Details

- A Provider can be: a school nursery, day nursery, sessional provider, childminder or breakfast / after school club
- Your child can attend a maximum of two sites in a single day
- If your child attends more than one Provider the funding will be split fairly between them

My child is attending the following Provider(s):

Provider Name	Enter Number of Funded Entitlement Hours per Day					Total Number of Funded Hours per Week	Number of Weeks per Year <i>i.e. 38, 45, 51</i>
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
Total							

Has your child already taken up 3 year old funded hours before coming to this Provider?

No Yes *The parent must provide a copy of the previous Declaration Form*

5. Early Years Pupil Premium (EYPP)

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to Providers for children of families in receipt of certain benefits. This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your Provider. If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** and complete section A, B or C to enable the local authority to confirm eligibility. It is important the main benefit holder is the Claimant for example, the person named on the Tax Credit Award Form or letter from the Department for Works and Pensions.

PLEASE NOTE: completing section 5 is optional

Main benefit holder (Claimant):

Parent First Name		Parent Date of Birth	
Parent Last Name			
Please complete either A, B or C			
(A) Parent National Insurance Number			
(B) Parent National Asylum Support Service Number			
(C) Other Criteria <i>Please indicate which one</i>	<input type="checkbox"/> Looked after child	<i>No further action, verification will be through the Council</i>	
	<input type="checkbox"/> Adopted from care <input type="checkbox"/> Special Guardianship Order <input type="checkbox"/> Child Arrangement Order	Childcare Provider <i>Must submit to the Council a copy of this Form and the relevant court order</i>	School <i>Must tick the box to confirm the school has seen original documentation</i> <input type="checkbox"/>

6. Disability Access Fund Declaration

Three and four year old children who are in receipt of child Disability Living Allowance and are receiving a funded entitlement place are eligible for the Disability Access Fund (DAF). DAF is paid to the child's Provider as a fixed annual rate of £615 per eligible child.

Is your child eligible and in receipt of Disability Living Allowance (DLA)?

No Yes *The Provider must submit a copy of the DLA award letter to the Council*

If your child is taking their funded entitlement place across more than one Provider please nominate the main Provider where the local authority should pay the DAF:

Nominated Provider	
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7. Only complete this section if: you have completed Section 3 and your child is entitled to a 30 hours Funded Place OR Section 5 Early Years Pupil Premium

This section is to identify the Provider your child will take their 15 hours universal funded place with:

- The Early Years Pupil Premium is **only** paid for the 15 hours universal funded place that **all** 3 & 4 year olds are entitled to
- If your child is eligible for the 30 hours entitlement and a change of circumstances meant your child was no longer eligible, your child will continue to receive the 15 hours universal funded place

Please nominate the Provider your child will take their 15 hours universal funded place with:

Nominated Provider	
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8. Declaration Section:

I (print full name)

of (print address)

.....

declare that the information I have provided above is complete and accurate. I understand and agree to the conditions set out in this document and I authorise the Provider named in Section 1 to claim funding as agreed in Section 4, on behalf of my child.

In addition, I also agree that the information I have provided can be shared with the local authority and Department for Education, who will access information from other government departments to confirm my child's eligibility and enable the named Provider to claim entitlement place funding, Early Years Pupil Premium (EYPP) or Disability Access Fund (DAF) on behalf of my child.

I understand:

- this document must be signed prior to each Funding Period to confirm the information in this document is correct. If the information has changed a new Parent Declaration Form must be completed and agreed with the Provider.
- my child's attendance should be regular and I will inform the provider if my child cannot attend and the reason for any absence
- my child's funded entitlement place will be delivered without charge
- that any false or incorrect information could lead to the entitlement place funding being withdrawn
- any additional hours or services over and above the funded entitlement hours will incur a charge from the Provider
- should my child leave the Provider named in Section 1 during a funding period there will be no transfer of funding to a different Provider, within that funding period

Please complete the relevant Funding Period:

Funding Periods	Parent Signature	Provider Signature	Date
1 st Sept to 31 st Dec			
1 st Jan to 31 st March			
1 st April to 31 st Aug			

9. Data Privacy: Information for Providers

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subject's rights and therefore DfE recommend they are used to explain to parents, children and staff how their data is being used.

The department has drafted template privacy notices that schools and local authorities may like to use: www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices

If used, the DfE privacy notices should be reviewed and amended as necessary to reflect business need and ideally include the following link to the gov.uk webpage on how the department collects and shares data www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the school / provider website for parents, as well as potentially featured on the staff notice board / intranet. They do not need to be issued on an annual basis as long as new families and staff are made aware of the notices and they are readily available, either electronically or in paper format.

Please note that information about whether a child is in receipt of Disability Living Allowance is sensitive personal data which should be handled appropriately. Providers are asked to pay particular note to advice from the ICO on holding personal data including sensitive personal data available at: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-3-adequacy/>

Official Use Only:

Only to be completed if a child leaves the provision before the end of their entitlement year

10. The Provider to Complete

On completion of Section 10, a photocopy of the Parent Declaration Form is to be given to the parent prior to or on the last day the child attends the provision.

The Provider should explain to the parent they must take this form to any future Provider to verify the number of funded entitlement hours that have been claimed for the child.

Please Note: If a child leaves after the headcount date and mid-funding period the entitlement funding claimed for the child will remain with the Provider, therefore the 'date funding ended' and the 'number of funding hours claimed for' should go up to the end of the Funding Period the Provider has received entitlement funding for.

Provider Name		Number of Funded Hours Claimed for	
Date Funded Hours Started		Date Funded Hours Ended	
Provider Signature		Date Completed	



If you would like to know more about how we processes personal information, please refer to PRIVACY NOTICE - DATA PROTECTION ACT 1998 (one of the documents contained in our Welcome Pack and re-issued yearly to parents) or contact us.

CHILD'S FORENAME		SURNAME	
DATE OF BIRTH		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/> (Please tick as appropriate)
CHILD'S HOME ADDRESS (If this varies ie custody is split between parents, please talk to administrative staff to clarify who to contact in an emergency, etc).	ADDRESS		
	Post Code	Tel No	

PREVIOUS SCHOOLS

NAME/S OF SIBLINGS, STEP BROTHERS/SISTERS, OTHER FAMILY MEMBERS LIVING AT SAME ADDRESS ATTENDING OUR ACADEMY

PARENT (1) <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency) e-mail address	PARENT (2) <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency) e-mail address
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If we fail to get in touch you when your child is ill/has been involved in an accident, who should we contact in an emergency?
 Please bear in mind: the contact should, preferably, be someone who lives near to Ivanhoe Academy.

First contact: Name Relationship/family friend/etc. Mr/Mrs/Miss Telephone number/s Address	Second contact: Name Relationship/family friend/etc. Mr/Mrs/Miss Telephone number/s Address
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MEDICAL INFORMATION: Please give details of any medical conditions etc which you feel we should be aware of (ie asthma and instructions re inhalers, hay fever, hearing/sight/speech impairments, epilepsy, allergies, prone to nose bleeds, etc)

GP and Surgery address

Medication required to be taken during the day (ie inhaler, Ritalin) subject to an agreed Consent Form.

ADDITIONAL INFORMATION (delete/add as appropriate)

Country of birth: _____
 Religion: _____ Ethnic Origin: _____
 Free Meals Entitlement: Yes/No _____ Sandwiches/School Meal _____
 How pupil travels to Ivanhoe Academy: Walks/car/public transport _____
 English as a 2nd language: Yes/No _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT: In the event of an accident or serious illness, occurring during the day, I agree to my child receiving any emergency treatment as considered necessary by hospital staff. (I understand that Ivanhoe Academy will endeavour to contact me prior to any emergency treatment.)

Signed _____ Name of Parent/Guardian _____ Date _____

CONSENT FOR ACADEMY VISITS: I consent to my child taking part in local out of Academy visits subject being informed beforehand.

Signed _____ Name of Parent/Guardian _____ Date _____

CONISBROUGH IVANHOE PRIMARY ACADEMY

RULES FOR RESPONSIBLE INTERNET USE

I will only use the internet when my teacher tells me I can.

I will only use the internet to do the task that the teacher has asked me to do.

If I use a search engine, I will only enter the words which have been agreed in class.

I will not put my name, address, telephone number or details of my family or those of anyone else, on the internet.

I will not attempt to use any internet chat room.

I know I must not send e-mails unless my teacher has read them and said I can send them.

I must not open any e-mails, or attachments, unless my teacher has said I can open them.

I know that anything I do on the computer can be monitored by my teachers.

I will tell a teacher immediately if I see anything which upsets me or which I know is wrong!

If I break the rules for using the internet in school, I understand my parent will be informed and I will be banned for using computers. My parent will then have to sign a new consent form before I am allowed to use computers again.

INTERNET CONSENT

I have read the rules for using the internet in school and would like my parents to allow me to use the internet in school.

Name of child		Class	
Child's signature		Date	

I have discussed the Use of Internet Rules with my child. I understand that school will continue to take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed if my child breaks the rules.

I give consent for my child to use the internet.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child to use the internet.			
Name of child		Class	
Parent/Carer's signature		Date	

SCHOOL WEBSITE

I give consent for my child to have his/her work published on the academy website.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child have his/her work published on the academy website.			
Name of child		Class	
Parent/Carer's signature		Date	

PHOTOGRAPHS

I give consent for my child to have his/her photograph to appear in the media eg newspapers.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child have his/her work photograph to appear in the media eg newspapers.			
Name of child		Class	
Parent/Carer's signature		Date	

PLEASE COMPLETE

AND RETURN TO
THE
SCHOOL OFFICE

BEFORE YOUR
CHILD

**STARTS NURSERY
IN SEPTEMBER.**

THANK YOU ☺