

Forms to be completed ONLINE

(if a paper copy is required, please contact the school office)

19 Admission Form -

<https://forms.office.com/Pages/ResponsePage.aspx?id=ViObpySMIkM0IMbibQtAkRbQvGuQY99Gpj3YMcGcXCZUNUZPNUQwQIk2RVBESlczT1I4TzREVVZCTi4u>

20 Pupil permissions form -

<https://forms.office.com/Pages/ResponsePage.aspx?id=ViObpySMIkM0IMbibQtAkU-GpKfP3PVEpUW9reQgsLtUNDBZQjk1Q0IIQkEzTzRRV0xHVjE4WVZRWC4u>

Forms to be COMPLETED and RETURNED to the school office

21 End of day password form

Forms to be completed and returned to the school office ONLY IF APPLICABLE

22 Healthcare plan

23 Intolerances, allergies, special diets form

24 Breakfast and afterschool club registration form



2021/2022 End of Day Procedures & Password Slip

At Summerhill Academy we have introduced a password system for those being collected by any other contact who does not have parental responsibility. This will support our safeguarding practices and help parents/carers who need to make alternative arrangements for other contacts to collect their child. The class teacher and school office will retain the password. This password system will also be used for any pupils being collected from internal clubs, please note the password must not be any part of the child's name.

If you need your child to be collected by another trusted adult, you do not need to phone the school office. The adult picking up will have to provide the password to the teacher/play leader signing the class out.

Please complete the password slip below:

I would like to provide the following password, which will be provided to the person collecting my child who does not have parental responsibility.

Pupil Name

Class.....

PASSWORD:

Should a person arrive to collect my child who does not have the password, I understand that my child will not be allowed to leave school premises until the correct password has been provided.

Parent/Carer Signature.....

Date:



PUPIL HEALTHCARE PLAN

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Special Diets/Allergy Form

Aspens are committed to providing meals for children with special diets for medical and cultural requirements. Where possible we work closely with our suppliers and aim to be as accurate as possible but it must be noted that we can only be guided by the information the suppliers provide, similar to the process of a parent catering for a special diet.

It is essential that all parties concerned work together when providing a safe, special diet and that this is reviewed with every menu change. Therefore, please ensure this form is fully completed. If the parents and Head teacher are happy, we will also display a 'Food Allergy Record Sheet' and a photo of the child on the kitchen wall near the server.

It is vital that all forms are accompanied with a referral letter from a medical professional (GP/consultant/dietician). It is important the unit manager or supervisor have met the child requiring the special diet to ensure they give the right meal to the right child. This form should be handed into the school and discussed with them in the first instance.

Child Details					
Child's Name				Male	Female
Class					
Date form issued to the school and to whom					
Diet required or allergy information (<i>please tick</i>)	Peanut	Milk	Crustacean	Soybean	Fish
	Celery	Nuts	Sesame Seeds	Mustard	Lupin
	Eggs	Molluscs	Gluten	Sulphites	*Other
	*Other – Please state				
Cultural requirements					
School Details					
Name of School					
Is the Head teacher/Business Manager involved/aware		Aspens Operation Manager name			
Unit Manager name					
Production kitchen address (if different)					
School contact regarding special diets/allergies					
Parent/Guardian Details					
Main contact name and relationship					
Main contact – phone number and email address					
Second contact – name and relationship					
Second contact - phone number					
Other Information					
Has a photo ID form been completed and issued to the kitchen?		Has the Unit Manager been informed?		If Epipen/ medicine is needed, who is the contact in school and is it kept on site?	

Summerhill Academy Breakfast/After School Club - Registration Form 2021 – 2022

Child's Full Name	
Gender	Date of Birth
Class	Child's UPN (Infants Only – please ask for this from Summerhill Infants School)
Main Carer (with whom the child normally lives)	Other Main Carer
Relationship to Child	Relationship to Child
Home Address	Home Address (if different)
Postcode	Postcode
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Email	Email
Name of the person(s) who will usually collect your child. (Must be over 18)	Any person(s) who should NOT be allowed to collect your child
INFANT SCHOOL PUPILS ONLY	
<p>I would like to provide the following password, which will be provided to any trusted adult collecting my child who does not have parental responsibility.</p> <p>PASSWORD</p> <p>Should any person arrive to collect my child who does not have the password, I understand that my child will not be allowed to leave the school premises until the correct password has been provided.</p>	
Other Contact Details	
Emergency Contact 1	Emergency Contact 2
Name	Name
Relationship to Child	Relationship to Child
Mobile Telephone Number	Mobile Telephone Number
Does your child have any medical conditions/ issues? Please give details:	
Does your child have any allergies or specific dietary needs? Vegetarian/ Halal/Sikh/Halal YES / NO (Please give details)	
Any further information you feel staff should be aware of when caring for your child:	

Ethnic Origin:
Religion:
Child's First Language:
Other Languages Spoken:
<p>During After School or Breakfast Club do you give permission for your child to:</p> <p>Taste Food YES / NO Watch PG Films YES / NO</p> <p>Access the internet YES / NO</p> <p>Photographs of your child to be taken whilst at the setting for internal/external purposes? YES / NO</p>
<p>Please read the following statements carefully and sign the acceptance below:</p> <ul style="list-style-type: none"> ○ I consent to my child receiving medical treatment in the event of an emergency from an appropriately qualified person or persons. ○ I understand that a booking can only be made if there is credit on my SCOPAY account. ○ I will pay the said fees when they fall due and understand that the person signing the registration/booking form will be liable to pay the said fees. ○ I understand that if I cancel any booking <u>prior</u> to 24 hours before the booked session, my SCOPAY account will be credited with the amount originally paid for the session. This credit can then be used towards another session booking. Any sessions cancelled within 24 hours will not be refunded. ○ My child will only be released to the person(s) detailed overleaf (using the password supplied to the school) unless otherwise notified by myself. It is my responsibility to provide the correct password to any other responsible adult collecting my child. ○ I understand that if my booking is made after 2pm the same day for After School Club, then I will incur a higher charge of £10 per child for that session. ○ I understand that if my child is not booked in to Breakfast Club prior to 7am the same day, I will incur a higher charge of £5 per child for that session. ○ I understand that if my child is attending After School Club due to non-collection from school (10 minutes after end of class day, or by 4.35pm for extra-curricular clubs), I will incur a higher charge of £10 per child. ○ I understand that if my child is not collected from After School Club by 5.45pm Monday - Friday I will incur a late collection fee of £5 per child any time from 5.45pm-6.00pm and an additional £10 for every 15 minute period thereafter. ○ I agree to the above terms and conditions. <p>Signed Date</p>
<p>Booking Preferences: The following is only to be used as a guideline on possible numbers for office use and is <u>NOT</u> a guarantee of booking. Please ensure you book on www.scopay.com</p> <p>Breakfast Club: (Please circle) Monday Tuesday Wednesday Thursday Friday</p> <p>After School Club: (Please circle) Monday Tuesday Wednesday Thursday Friday</p>

Childcare Vouchers

At Summerhill we take childcare vouchers towards payment of sessions. If you wish to pay with vouchers, you may need to provide our reference number (known as a URN) to your childcare voucher supplier. This is as follows: URN 138658

Student Data

Personal data is held by the academy (and where applicable by the multi-academy trust, Cabot Learning Federation) about students. This includes, but is not limited to:

- Information passed on to us from a previous school or academy
- Information collected from parents/carers when a student starts at the academy

SEND information

Medical information, and

Information about the student's attendance and progress whilst at school.

The academy has some statutory duties to pass on some of this data to the Department for Education, Ofsted, the Local Authority, the local healthcare trust, examination boards and other educational providers used by the federation. The academy maintains a full list of all organisations it shares data with.

The academy uses CCTV surveillance and student images are stored for a temporary period in line with the Cabot Learning Federation's CCTV policy and the Records Retention policy which can be found on the website: <http://www.cabotlearningfederation.net>

There are some activities that are essential to the running of the academy that require the processing of student data. The academy will use student data in its own software packages and those used for specific functions, certain curriculum activities and / or homework. These include CPOMS, Office 365, Twinkl, PiXL and DoJo. The academy will be able to provide a list of such software providers on request.

For further information about how the academy stores, uses and shares data, please read the Privacy Notice on the Cabot Learning Federation website:
<http://www.cabotlearningfederation.net>