## Chipstead Valley Primary and nursery School

# CVPS-LogoContact Information

If your child should suffer an illness or accident at school, we may need to get in touch with you quickly. It is therefore very important that we have the correct contact details for the parent(s) at home and work. It is also very useful to have contact details for someone who could collect your child should you be unavoidably detained at any time.

Please complete all the details below by typing in the necessary boxes and returning it to the school office. **Do remember to notify us if any details change during the course of the year by completing a ‘Contact Change of Information Form’ available from the school office and/or the school website.**

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| Child’s INFORMATION | | | | | | | |
| Child’s Surname: | | Child’s Forename(s): | | Middle Name: | Class: | | Date of Birth: |
|  |  | |  | |  |
| **Main Home Address of Child** | | | | | | | |
| House Name/Number: | | | | | | | |
| Address Line 1: | | | | | | | |
| Address Line 2: | | | | | | Postcode: | |

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| Parent/Carer Contact iNFORMATION | | | | | |
| Mother’s Full Name: | | | Mrs.  Miss | | Ms.  Other |
| Home Tel. Number: | Mobile Number: | Work Tel. Number (& ext. if any): | | | |
| Additional Contact Information (e.g. working hours): | | | | | |
| Email Address (for home/school contact via Tucasi (Scopay): | | | | Primary Contact Email: | |
| **Address (if different from child)** | | | | | |
| House Name/Number: | | | | | |
| Address Line 1: | | | | | |
| Address Line 2: | | | Postcode: | | |

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| Father’s Full Name: | | | | |
| Home Tel. Number: | Mobile Number: | Work Tel. Number (& ext. if any): | | |
| Additional Contact Information (e.g. working hours): | | | | |
| Email Address (for home/school contact via Tucasi (Scopay): | | | | Primary Contact Email: |
| **Address (if different from child)** | | | | |
| House Name/Number: | | | | |
| Address Line 1: | | | | |
| Address Line 2: | | | Postcode: | |

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| |  |  |  | | --- | --- | --- | | **Other Contact –** Name of another person who is willing to take charge of the child until a parent reaches home | | | | Full Name: | | | | Relationship to Child: | Home Tel.: | Mobile No.: |  |  |  | | --- | --- | | Other iNFORMATION | | | **Looked after child –** Is the child above in public care.  If yes, please indicate the care authority? | Yes  No | | **Previous school, nursery or school group attended**: | | | **Has your child ever been referred to:** | | | Speech and Language Therapy? | Yes  No | | Occupational Therapy? | Yes  No | | Physiotherapy? | Yes  No | | Any other service? | Yes  No | | If YES, please give details – i.e. when referred, waiting time, when therapy started, is it continuing or has your child been discharged. |  | | Please detail any disability, serious illness, allergy or special need: | | |

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| |  | | --- | | FRUIT AND FREE MILK SCHEMES | | **Fruit:**  *All children in Reception and Years 1 and 2 receive a piece of fresh fruit or vegetable every day. Please delete as appropriate.*  **I agree to my child receiving** **fruit**.  Yes  No | | **Free Milk:**  *Free milk is available for all children under 5 in the school, funded by the government. In our school, Cool Milk provide this.*  *In order for milk to be provided for your child, we will share your child’s name, date of birth and your contact details with Cool Milk:* [*Cool Milk Privacy Policy*](https://www.coolmilk.com/privacy-cookie-policy)*. Please indicate you are happy for us to share this information by ticking the box below:*  *I am happy for the school to share relevant data with Cool Milk:*  Yes  No  ***Should you wish to withdraw your consent at any time then please email the school office****:* [*office@chipstead.croydon.sch.uk*](mailto:office@chipstead.croydon.sch.uk)  *Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.*  *All information handled by the Cool Milk group is processed in accordance with current Data Protection Legislation. All personal information is securely stored on Cool Milk’s UK servers, and is never passed on to third parties without your permission.* | |

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| |  |  |  |  | | --- | --- | --- | --- | | Medical Form | | | | | **My child has known medical conditions:**  **Yes**  **No**  (If YES, please complete the table below) | | | | | **Condition** | **Severe/Moderate/Mild** | | **Medication to be held in school (Prescription Only)** | | Allergies (Type) e.g. Hay Fever |  | |  | | Asthma |  | |  | | Diabetes |  | |  | | Eczema |  | |  | | Epilepsy |  | |  | | Any Other Condition |  | |  | | We have chickens at CVPS and your child may be involved in caring for them during their time here. Is your child allergic to chickens, touching eggs etc? |  | |  | | Name of Medical Practice: | | Telephone Number of Medical Practice: | | |

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| |  |  | | --- | --- | | DIETARY REQUIREMENTS FORM | | | This form **must** be completed, if your child has a preferred diet, in order to allow our Chef Manager/Nutritional Advisor to provide safe, specific dietary plans. Please ensure that **all** sections are completed in full. All details will be stored in accordance with the school data protection policy.  If there is any additional dietary information to be added, at a later date or changes to this dietary information, you must request a new form to complete.  If your child has a vegetarian dietary requirement please be assured that there is **always** a vegetarian option daily; please ensure that your child informs the serving staff and that you have indicated this requirement below. | | | **Allergy/Intolerance Details** | **Information** | | My child has a food allergy to: |  | | Medication relating to allergy is: |  | | My child has an intolerance to: |  | | Cultural preferences to diet: |  | | My child is vegetarian, pescatarian, etc.: |  | | Any additional information: |  | |

**ADDITIONAL REQUIREMENTS**

**BIRTH CERTIFICATE**

When your child starts at Chipstead Valley it will be necessary for you to show his/her birth certificate to a member of the Office staff. The school will then take a copy of this and keep it in your child’s file, it will also be noted on a computer-based system that the birth certificate has been seen. If you are unable to supply a birth certificate you will be asked to produce some other form of identification, (passport, driving licence etc.), for yourself and your child.

**FREE SCHOOL MEALS FOR ALL CHILDREN IN RECEPTION, YEAR 1 AND YEAR 2**

Since September 2014 children in Reception, Year 1 & Year 2 have been entitled to a free school lunch under the governments scheme. This is automatically available to any child in Reception & KS1, aged from 4-7 years old.

***PUPIL PREMIUM & FREE SCHOOL MEALS***

Some parents may already be aware of the Pupil Premium monies paid to school to support our pupil’s learning. The money received by the school is directly related to the number of children registered for Free School Meals over the last 6 years (known as ‘ever 6’). Additionally, the school also receives monies for children who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as post-LAC. Finally, additional money is also made available to children of service personnel (known as ‘ever 6 service child’).

Free School Meals money for 2019/20 is £1 320 per annum per pupil, (registered – link to online application form below). For Looked After and post looked after children the Department for Education will allocate £2 300 per child to schools and £300 for ‘ever 6 service children’. These are substantial amounts of money which allow the school to support pupils and help them reach their full potential. **The funding can also be used to help subsidise school trips and activities for those pupils.** Therefore, if you are registered for free school meals and are financially struggling to pay for school trips or after school clubs, please speak to the Head Teacher to discuss this further.

If your circumstances are described by any of the following categories, your child may be entitled to free school meals and the school will receive additional funding.

* Income support
* Income-based job seeker’s allowance (not contribution based)
* Income related employment and support allowance
* Guaranteed state pension credit
* Child tax credit (where there is no element of working tax credit AND the total household income for tax credit purposes is assessed to be less than £16,190 per year)
* Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
* Financially supported by NASS (National Asylum Support Service)
* Universal Credit if you apply on or after 1 April 2018 your household earned income must be less than £7,400 a year (after tax and not including any benefits you get).

If your child is eligible for and getting free school meals on 31st March 2018, they will remain eligible until 31 March 2022 regardless if your income changes.

**Please complete this online form if you believe that your child is eligible for Free School Meals**: [Online Application Form](https://secure.croydon.gov.uk/eforms/ufsmain;jsessionid=D6F173610AB5A707CA91847F5BB227B4?formid=EXT_ED_FREE_SCHOOL_MEALS&ebz=1_1473601088937&ebd=0&ebp=10&ebz=1_1473601088937)

Even if your child doesn’t wish to take a hot dinner or is currently receiving universal free school meals in Reception, Year 1 and Year 2 the school will still receive the £1 320 to support learning. **HOWEVER, IN ORDER FOR THE PUPILS TO BENEFIT FROM ADDITIONAL FUNDING YOU MUST STILL REGISTER FOR FREE SCHOOL MEALS.**

If you have not already informed the school and you think you are eligible for free school meals, meet any of the criteria as above, if your child is looked after, adopted, or left local authority care under special guardianship or child arrangements order (previously known as a residency order) please complete the response below by ticking the relevant box or contact the school directly. Please be assured that any discussions or details will remain confidential.

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**Pupil Premium**

Child’s name       Class:

My child is eligible for free school meals and I have completed the online application form: [Online Application Form](https://secure.croydon.gov.uk/eforms/ufsmain;jsessionid=D6F173610AB5A707CA91847F5BB227B4?formid=EXT_ED_FREE_SCHOOL_MEALS&ebz=1_1473601088937&ebd=0&ebp=10&ebz=1_1473601088937)

My child is: Adopted  Child arrangements order (previously known as a residence order)

Looked After  Special guardianship order Ever 6 Service Child

**IMPORTANT INFORMATION**

**HEALTHY SCHOOL/NUT FREE SCHOOL**

Being a ‘Healthy School’ we wish to encourage healthy eating and with this in mind we do not allow children to bring in sweets to share with the class on their birthdays, as this can mean giving sweets up to 30 times a year and can also cause difficulty for children with food allergies.

Due to a number of children and adults with nut allergies in school we would also be grateful if you could ensure that lunch boxes do not contain any nut products.

With the worrying statistics on the effects of diet and lifestyle constantly in the media I hope you will support us.

**ATTENDANCE – UNAUTHORISED ABSENCE IN TERM TIME**

We receive a number of applications from parents requesting holiday leave in term time. As you are aware from previous correspondence government guidelines stipulate that ‘Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances’.

We are required to inform the Educational Welfare Officer (EWO) of any unauthorised absence. This will result in the EWO writing formally to the parents of children who have unauthorised absence and could lead to penalty notices being issued or legal proceedings taking place.

While I would not expect anyone to re-arrange family holidays when they have been booked, please bear in mind that if children are taken out of school during term time it will be necessary for the school to register the absence as unauthorised and inform the EWO.

**DISCLOSURE AND BARRING SERVICE (DBS)**

We very much appreciate all offers of help from parents; indeed, without it valuable lessons and activities such as swimming, listening to children read and school trips would not be able to take place on a regular basis. If you would like to help you will be required to complete a DBS. In order to process your application online the school office will require the following information: title, forename, surname, email address, DOB, gender, address including post code, position applied for. You will also need to bring into the school office (for the attention of Miss Campbell or Mrs Uddin) 3 ID documents: eg: passport/birth certificate, driving licence, utility bill (not mobile), bank, credit card statement, any bill/statement must be less than three months old.

Please rest assured that all information received from the DBS check will be treated in the strictest confidence and will only be known by those that need to know for safeguarding purposes. There is no charge to parents for this service.

**PRIVACY NOTICE**

Chipstead Valley Primary School is a member of the PACE Academy Trust. Under data protection legislation, the Pace Academy Trust is the controller of the data.

The postal address of the Trust is: c/o Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

**How we use Pupil information**

The Trust collects and stores personal information relating to our pupils and may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

* Support your child’s learning
* Monitor and report on their progress
* Provide appropriate care and safeguarding for pupils and staff
* Assess the quality of our service
* Comply with our legal obligations

The information we hold may include names, addresses and contact details, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, free school meal eligibility, any special educational need, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons, we will ask for your consent to any additional use of your child’s photograph, if you give consent you may change your mind at any time.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous school or the local authority), or data which we have gathered (eg. attendance and attainment records) during the course of your child’s education. The Trust is obliged to record this information in order to carry out its duties as a public body.

The Trust may identify additional uses of your data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or our school promotional events. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

We do not share information about our pupils with anyone without consent unless the law and our policies require us to do so.

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE use this data for school funding and educational attainment policy and monitoring.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This information may, in turn, then be made available for use by the Local Authority.

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We may also share data with approved third parties or contractors in order to support your child’s education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communication tools).

The information shared may include sensitive personal information such as information about your child’s health, special educational needs, or disabilities. This information is used to provide the correct services to support your child, is shared on a strictly need to know basis and is communicated securely.

**How long do we keep information?**

We keep information for as long as the law requires or until it is no longer required. The Trust has a document retention policy that explains in detail how long we keep information. You can find the policy on our school website or ask for a copy in the office.

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information that we hold about them. Requests for access to your personal information must be recorded in writing. You may make the request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request Form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 OBS, or submit or submit an email request to:

Chipstead Valley Primary [chipstead.sars@openair.systems](mailto:chipstead.sars@openair.systems)

New Valley Primary [newvalley.sars@openair.systems](mailto:newvalley.sars@openair.systems)

Beecholme Primary [beecholme.sars@openair.systems](mailto:beecholme.sars@openair.systems)

Keston Primary [keston.sars@openair.systems](mailto:keston.sars@openair.systems)

Stanford Primary [stanford.sars@openair.systems](mailto:stanford.sars@openair.systems)

PACE Academy [paceacademy.sars@openair.systems](mailto:paceacademy.sars@openair.systems)

Further information is available in our Data Protection policy, copies of which are available upon request or downloaded from the school website. For further queries about the data we hold, please contact the Head Teacher or email the school office.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office:

Online at: <https://ico.org.uk/concerns/>

By post: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By telephone: 0303 123 113 or 01625 545 745

**Please tick the relevant box below to confirm you are happy to receive information about extra-curricular or fundraising activities run by the PTFA or school promotional events.**

I am happy to receive this information.  I would prefer not to receive this information

**BREAKFAST, AFTER SCHOOL CLUB, SCHOOL LUNCHES - ONLINE PAYMENTS**

When your child joins Chipstead Valley you will receive a login for our online booking and payment system Tucasi/Scopay. You will be able to book and pay for After School, Breakfast Club, school lunches, trips, ties, bottles and swimming hats on-line, all bookings for Breakfast and After School Club must be made through the booking system. Breakfast Club **MUST** be booked in advance via the online booking and payment system by Midday prior to the booking day:

If, due to unforeseen circumstances, you require a same day booking please bring children to the club and sign them onto the register and pay for the session as soon as possible on the same day. Should you need to cancel a booking please phone or email the office and an adjustment will be made to your child’s account.

Please note that for children who attend Nursery and Reception Breakfast Club takes place in the Nursery building.

Breakfast Club for Children in Years 1-6 takes place in the Canteen.

**In the event of late cancellations (less than 24 hours) a charge may be made.** The link to Tucasi/Scopay can be found on the school website: [https://www.scopay.com/chipsteadvalleypri .](https://www.scopay.com/chipsteadvalleypri%20.Current) Current prices are set out below:

**Years Reception to Year 6**

Breakfast Club £5.00

After School Club (3.45pm) £1.50

After School Club (6pm) £9.00

School lunches £2.30

**Nursery Breakfast Club After School Club 30 minute Short Stay After School**

30 hour entitlement £5.50 £ 9.00 £1.50

3/4 year old 15 hour children £5.50 £ 9.00 £1.50

2/3 year old children £6.00 £15.00 £2.00

**CHIPSTEAD VALLEY PRIMARY SCHOOL: SCHOOL UNIFORM- RECEPTION TO YEAR 6 (please read the school uniform policy)**

**Winter uniform consists of:**

* A maroon v-necked sweatshirt or sweat cardigan\*
* A white shirt and school tie (tie available from school office)
* A mid-grey skirt and tights (black) or white socks

**or** grey trousers (trouser-cut not boot-leg) and grey socks

* Sensible low-heeled black shoes
* Wellington boots and waterproof kagoule

**Summer uniform consists of:**

* A white polo shirt
* A mid-grey skirt

**or** mid**-**grey long or short trousers

**or** a red-white checked dress

* Sensible low-heeled black shoes or sandals (closed toe and heel)
* Sun hat

**PE kit consists of**:

* A white PE T-shirt with school badge house colour\*
* Dark blue shorts\*
* Black plimsolls
* Dark blue jogging trousers for winter (optional – Years 1-6 only)
* Swimming hat (available from school)

**Additional items are available in the school colours**:

* Rucksack\* PE/Swimming bag\* Book carrier\*

Ties/swim hats only available from school.

**NURSERY**

Nursery uniform is ordered in the same way as above, using the link on our website. Nursery items can be found at the very bottom of the order page on the website. Items listed are:

Polo from £6.50

Cap: £4.05

Sweatshirt from £8.50

Book Bag £4.91

\*A limited stock is held in school should you need to check sizes.

**We use School Trends as our suppliers of school uniform (LOGO ITEMS). You can order items using the school website at** [**www.chipsteadvalley.com**](http://www.chipsteadvalley.com)**. Once on the website go to Parent Information/Useful Links/School Trends.**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Data Collection Form | | | | | | | **Ethnicity**  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 aged over 11 years old have the opportunity to decide their own ethnic identity. Parents of those with parental responsibility 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 pupils or child named above. Please also tick whether a parent or pupil filled in the form. | | | | | | | **White**  British  Irish  Traveller of Irish Heritage  Gypsy/Romany  Any other White Background | **Black or Black British**  Caribbean  African  Any other Black Background | | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian Background | | **Mixed**  White & Black Caribbean  White & Black African  White & Asian  Any other Mixed Background | | Any other Ethnic Background, please specify: | | | | | | | I do not wish an ethnic background category to be recorded  **This information was provided by:**  **Parent  Pupil** | | | | | | | **Languages Spoken at Home by Pupil**   1. Is English the first language of your child (the only language your child has been brought up in and hears and speaks at home)?   Please tick:  Yes  No   1. If no, what is the name of the first language your child has been brought up in?   (Please write the name of language)     1. Has your child grown up hearing and speaking more than one language at home?   Please tick:  Yes  No  If yes, please write the name(s) of these other languages:  1. [     ] 2. [     ]  I do not wish to answer this question | | | | | | | **Religion**  Please tick one box only. | | | | | | | Baptist  Calvinist  Hindu  Muslim  Russian Orthodox  No Religion | | Buddhist  Congregational  Jewish  Quaker  Seven Day Adventist  Other (Please Name) | | Church of England (CofE)  Greek Orthodox  Methodist  Roman Catholic  Sikh  I do not wish to answer | | | The information collected in this form will help schools, the Local Authority and Government to ensure fairness in educational provision. Any information you provide will be used solely to compile statistics on the school and experience of pupils from different backgrounds, to help ensure that all pupils have the opportunity to fulfill their potential. From time to time the information will be passed on to the Local Authority and the Department for Education to contribute to local and national statistics. The information will also be passed on to future schools so in most cases you will not be asked for it again. | | | | | | |

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| chipstead valley primary and nursery School PHOTOGRAPH SIGNED consent form | | | |
| *During your child’s school life certain activities require your signed consent before they are allowed to participate.*  *Copies of all school policies can be obtained from the school office on request.* | | | |
|  | I give/I do not give permission for my child to have his/her photograph taken. Please tick below as appropriate | If permission has been given please confirm below if the name of your child can appear with any photograph | |
| For the school website | Yes  No | Yes  No |
| To appear on displays within school | Yes  No | Yes  No |
| To appear in articles by local newspapers or any other outside organisation | Yes  No | Yes  No |
| On school trips | Yes  No | Yes  No |
| On SIMs (School Information Management System) | Yes  No | Yes  No |
| On NRS till system for school meals | Yes  No | Yes  No |
| School Prospectus | Yes  No | Yes  No |

**I understand that I am able to withdraw my consent at any time and that if I wish to do so I should complete the form ‘Photograph Consent Withdrawal Form’ available from the school office and/or school website.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRINT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**