

**DISHFORTH AIRFIELD CP SCHOOL
ADMISSIONS FORM**

SURNAME*: <i>*as appears on Birth Certificate Please bring a copy of a birth certificate to the school office</i>	CHRISTIAN NAMES:
Name Child Wishes to be known by:	Male/Female
Date of Birth:	Current Year Group:
Resident Address: 	
Position of child in Family:	
Previous schools attended:	Address: Tel No:
Previous schools attended: <i>Please continue on a separate sheet if necessary</i>	Address: Tel No:
Previous schools attended: <i>Please continue on a separate sheet if necessary</i>	Address: Tel No:

Parent/Carer 1 NAME:		Relationship to Child:	
Address if different from above:			
Telephone Numbers:	Home:		
	Mobile:		
	Work:		

Parent/Carer 2 NAME:		Relationship to Child:	
Address if different from above:			
Telephone Numbers:	Home:		
	Mobile:		
	Work:		

Emergency Contact: please provide details of a relative/friend who can be contacted if parents are unobtainable		
Name	Relationship to child	Telephone No / Mobile / Work
1.		
2.		
3.		

If you would like correspondence to be sent to a parent who the child does not normally live with please provide details	
Name:	Relationship to Child:
Address:	Telephone Numbers:

Does your child currently have an Educational Health & Care Plan (Formerly known as a Final Statement of Special Educational Needs)	Yes		No	
Is your child currently undergoing Statutory Assessment of Special Educational Needs	Yes		No	
Are there any of the following in place for your child: Court Order / Care Order / Residence Order <i>*If yes please provide details</i>	Yes		No	
Was your child previously looked after (adopted, or subject to a residence or special guardianship order?) Please provide a copy of the adoption /residence /special guardianship order.	Yes		No	

Nationality		Ethnicity e.g. (please select one Or write in space provided)	White-British
First Language			Any other Asian background
Language Spoken at Home			Any other Black background
Country of Birth			Any other ethnic group
Religion			Prefer not to Specify
Military Family:	YES / NO	Transport Type:	Walk / Car / Bike / Other
Is your child currently entitled to Free School Meals (or had them in the past) <i>Years 3/4/5/6 only – This does not include Universal FSM</i>			YES* / NO

Is there any other information which will help us to get to know and understand your child?	
Signature of Parent/Carer:	Date:

UPN No:	Office Use Only:	Admission Date:
	Admission No:	
Birth Certificate Seen:	YES/NO	

DISHFORTH AIRFIELD C. P. SCHOOL
MEDICAL CONSENT LETTER

We are required by North Yorkshire County Council to obtain details requiring medical attention such as Asthma, diabetes etc.

Name of Child		
Medical Condition	<i>If your child has a medical condition, please give further details here including any medication and / or treatment required:</i>	
Allergies	YES*/ NO	<i>* If Yes please give details</i>
Date of Last Tetanus		

Name and address of Doctor:	Telephone No:
Please give details of any relevant medical information on the Medical Consent Form attached	

Asthma

If your child suffers from Asthma please ensure your child has an inhaler in school.

Medication

If your child needs to have prescribed medication at any time during the school day, you are quite welcome to come into School to administer it or complete a medication consent form (Entrance area).

I consent to any emergency treatment necessary during any school visit/activity.	YES/NO
Permission to call Doctor	YES/NO
Permission to call Dentist	YES/NO
Permission to Administer First Aid	YES/NO

I will advise the school of any illness/infection suffered by my child after the signing of this form	
Signed	Date



Dear Parent

Sun Safety at School

The school is concerned about protecting staff and pupils from sunburn and from skin damage that can be caused by the harmful ultra-violet rays in sunlight. Skin cancer is the most common form of cancer in the country. As sunburn and almost all skin cancers are caused by the sun, it is possible to prevent this happening. The school believes that by encouraging sun safe behaviour at school and teaching children about the risks of sunlight, we can prevent them burning and contribute towards preventing skin cancer.

The school would like your help and support in this matter. We will be encouraging children to avoid sunburn and overexposure to the sun by:

- **seeking the shade, particularly during the middle of the day**
- **wearing suitable hats**
- **wearing clothing that protects the skin, particularly for outdoor activities and school trips**
- **using a high factor sunscreen (SPF 15+).**

Staff will be encouraged to set an example. Some children are at greater risk of sunburn than others. Fair skinned, freckled children who burn easily are most at risk from overexposure to the sun and need to take great care when out in the sun. Brown skinned children have a much lower risk of sunburn but still need to take care and protect themselves in stronger sunlight. Black skinned children hardly ever burn and have a very low risk of skin cancer. Those with brown or black skin do not normally need to use sunscreen in the UK but should avoid overexposure to the sun to prevent dehydration and overheating. Teachers and support staff on outdoor duties or in charge of school outings will remind those most at risk of burning to cover up in the sun and use sunscreen.

You can help by encouraging your child to bring, and wear, a hat at school, particularly on sports days and school excursions. Also by encouraging your child to wear longer sleeved shirts and longer shorts when outdoors. The school will remind parents of the sun safety policy from time to time, particularly around the start of the summer term, sports days, and outings.

Sunscreens provide added protection and may be useful when other measures are not available. Dermatologists recommend that a sunscreen with a sun protection factor (SPF) of 15 or above will provide children in this country with adequate protection.

This school encourages parents to provide sunscreen for this purpose. Dishforth Airfield Primary School wishes to encourage students to protect themselves from the sun. One way of doing this is to use sunscreen at the appropriate time. If a pupil is to use sunscreen at school, parents are asked to:

- 1. Provide the sunscreen product for school use. The sunscreen must be:**
 - a. Clearly marked with the child's name.**
 - b. Replenished by the parent as needed.**
- 2. The sunscreen product will be stored in the child's book bag or other location designated by the teacher such as the classroom so that it can be easily distributed.**

- 3. The child must be able to apply his or her own sunscreen (except Nursery and Reception children).**
- 4. For Nursery and Reception parents: You are asked to apply sunscreen at home before a typical school day, this will be reapplied as necessary by staff.**

If it is considered necessary for teachers/staff to assist with the application of sunscreen, the sunscreen will only be applied to face, neck, arms, hands and lower legs. Parents are asked to provide written instruction to teachers for their child's individual needs.

I would ask that you complete the attached form so that the school has a record of your support for the sun safety policy and your wishes with regard to sunscreen use by your child/ren. Please note that the school does not permit the use of aerosol sprays.

Yours sincerely

Julie Lyon

Head Teacher

June 2015



Sunscreen Parental Consent Form

The school wishes to encourage pupils to protect themselves from the sun. One way of doing this is to use sunscreen at the appropriate time. You are asked to sign this form to show that you have received the letter about the school's approach to sun safety and support the school's policy.

Not all children are at equal risk of sunburn. If your child is at risk and you wish him/her to use a sunscreen at school, please indicate this below. You are asked to say whether you will provide a sunscreen.

Reception Parents Only. The school policy states that whenever possible teachers will supervise the application of sunscreen. Sometimes it may be necessary for teachers or support staff to help children apply the sunscreen. Please indicate below whether you are happy for approved teaching or support staff to do this.

If your child has any allergies or skin sensitivities you may want to check with your GP before providing a sunscreen. The school will inform you if your child has any adverse reaction that may be due to the sunscreen.

PUPIL NAME:

- I have read and support the school's sun safety policy. Please tick:
- I will provide my child/ren with a non-aerosol sunscreen product (SPF 15+) for use at school and on school outings in accordance with the school's procedures. Please tick:
- I give my permission for approved teachers and support staff to apply sunscreen when this is considered necessary. **(Reception Pupils ONLY)**. Please tick:
- If your child doesn't have sunscreen at any time, I give my permission for the following sunscreen to be provided by the school – Please check the list of ingredients for allergies.

Boots Soltan Kids dry touch Hypoallergenic Suncare Lotion SPF 50* Please tick:

Signature

Date

* Ingredients

Aqua, C12-15 alkyl benzoate, Octocrylene, Butyl methoxydibenzoylmethane, Butylene glycol, Tridecyl salicylate, Methylene bis-benzotriazolyl tetramethylbutylphenol (nano), Methyl methacrylate cross-polymer, Polyglyceryl-3 methylglucose distearate, PVP/eicosene copolymer, Dimethicone, Bis-ethylhexyloxyphenol methoxyphenyl triazine, Tribehenin, Adipic acid/diglycol crosspolymer, Diethylhexyl butamido triazone, Phenoxyethanol, Decyl glucoside, Potassium cetyl phosphate, Ethylhexyl salicylate, Caprylyl glycol, Parfum, Methylparaben, Butyrospermum parkii (shea) butter, Tocopheryl acetate, Ethylparaben, Ethylhexylglycerin, Vitis vinifera seed oil, Acrylates/vinyl isodecanoate crosspolymer, Glycerin, Tetrasodium EDTA, Triethyl citrate, Potassium hydroxide, Propylene glycol, Xanthan gum, Sodium ascorbyl phosphate, Panax ginseng extract

Local Activities Permission Form for Parental Consent

Name of Child		Name of Parent/Guardian	
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I declare that I am the legal parent or guardian of the above child.

I give consent for my child to walk to the following:

Anywhere on the base to include the church, camp and park. This form is a generic form to cover all local activities, therefore we will not be sending out individual consent forms for this type of trip in future (to save paperwork).

Signed:

Date:

I will keep the school informed of any changes to my contact details.

Swimming Consent

I consent to my child travelling in the swimming bus to Thirsk and I consent to them taking part in the swimming sessions.

Name of Child				
Swimming Ability	Non Swimmer	Swims with buoyancy aids	Swims 25 metres unaided	Competent Swimmer
Please complete				
Signed: (Parent/Guardian)				Date:

Swimming lessons will take place on a Wednesday morning at Thirsk Pool. The indoor pool is heated, and fully qualified instructors with lifesaving certificates will teach the children, plus members of our own staff.

Transport will be by bus. If you wish your child to join in this, and other swimming sessions, please sign the consent form and provide your child with:-

- 1 named towel**
- 1 named full swim suit/trunks**

*A contribution of **£3.50** per child per session is asked for towards the cost of using the pool, transport and the instructor. Payment can be made via Parent Pay weekly, monthly or termly. Children have the opportunity to swim during Autumn and Spring terms, however due to fluctuating numbers the school will decide prior to the start of the term which year groups attend.*

Newsletters

Our weekly newsletters are published on our Website under *News & Diary* and sent electronically by email.

It is also displayed on the school playground noticeboard.

The newsletter will be sent to the email address you provide once you log onto Parent Pay.

Appreciating Diversity

We are very lucky here at Dishforth Airfield Community Primary School that we have children who are from the length and breadth of the country, and the world. We like to celebrate the diversity and roots of where the children have come from with a display in the hall. If you have a new child to the school, we would be very grateful if you could fill in the attached slip to let us know where you consider your roots to be so that we can add your child to the display.

Appreciating Diversity

Name of child: _____

Name of area / county / country you would consider your roots to be: _____

Privacy Notice - Data Protection Act 1998

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

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school / educational setting is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information, any exclusion information, where your child goes once they leave Dishforth Airfield Community Primary School, and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

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

We are required by law to pass some of your information to the local authority, North Yorkshire County Council, and the Department for Education (DfE) and where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

DfE may also share pupil level personal data, which we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE release this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level of sensitivity of data requested, and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements, and retention and use of the data.

For more information about how this sharing process works, and for information on which third part organisations (and for which project) pupil level data has been provided to, please visit:

- **Sharing Process:**
www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract
- **Third Party Information:**
www.gov.uk/government/publications/national-pupil-database-requests-received

If you want to see a copy of the information we hold and share about you then please contact the Headteacher at Dishforth Airfield Community Primary School.

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

- **North Yorkshire County Council:**
www.northyorks.gov.uk/schoolrecords
- **DfE Website:**
www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Governance Manager
North Yorkshire County Council
Internal Audit Service
County Hall
Northallerton
DL7 8AL
website: www.northyorks.gov.uk
email: infogov@northyorks.gov.uk
Telephone: 01609 533219
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
website: www.education.gov.uk
email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

Name of School: Dishforth Airfield Community Primary School

Dear Parent or Guardian,

CONSENT FORM TO USE AN IMAGE OR PHOTOGRAPH

- Photographs and Images:* Increasingly, computers and related technology are making it easier to use pictures and images in printed materials or on websites. As more and more people now have home computers we need to take steps to prevent photographs and images being wrongly used. We take the issue of child safety very seriously and will not use an image of your child without your prior consent. This is a general consent form to enable the school, official County Council photographers or authorised press photographers to take and use photographs of your child individually or in a group. There may be occasions when it is intended to use a photograph or image that identifies your child by name e.g. as part of a newspaper article, or is to be used in a particular context. In these instances you can indicate whether you would be happy for the headteacher to use his/her discretion in the matter or whether you require the school to seek your specific permission.
- Videos:* Although there is no difference in the principle of use of electronic images on a website and use in a video, some parents/guardians may have concerns about other individuals videoing their child while participating in school activities. Therefore, it is proposed to give you the opportunity to withdraw your child from activities where videoing will be allowed by the school.

Please use BLOCK CAPITALS

Name of child:			
Name of parent or guardian:			
1. Photographs and Images:		Please delete as applicable	
I consent to my child appearing in photographs being used in printed information, displays, school exhibitions and promotional literature. I understand that this image will NOT be used for anything that may cause offence, embarrassment or distress for the child or their parent or guardian: for example, drug/alcohol abuse, child abuse, etc.		Yes/No	
I give permission for the headteacher to use discretion in the use of photographs that identify my child by name,		<i>(If yes, please tick only one of the following three statements that apply)</i>	
Or , I require the school to obtain my permission before using photographs that identify my child by name,			
Or , I do not want the school to use any photographs that identify my child by name.			
I consent to my child appearing in images being used on the school's web site on the basis that such images will <u>not</u> identify my child by name.		Yes/No	
2. Videos: I understand that from time to time the school will allow some activities to be videoed and will inform parents of this beforehand. In such circumstances I consent to my child participating in those school activities.		Yes/No	
Signature of parent or guardian:			
Relationship to the child:		Date (Day/Month/Year):	

Please note: This consent is considered valid for the time your child is registered at the school shown above unless you specifically inform the school in writing of withdrawal of consent. Some photographs and images may be retained by the school as part of its historical record. If, once he/she has left the school, you or he/she wish to have destroyed any photograph or image showing your child individually, you should inform the school in writing.

Dishforth Airfield Primary School

Responsible Internet Use



We use the school computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will use only my own login and password.
- I will not look at or delete other people's files.
- I will not bring memory sticks or discs into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Signed:

Print Name:

“E Safety 10 Top Tips” for Children and Young People



1. Treat your password like your toothbrush – keep it to yourself
2. Only give your mobile number or personal website address to trusted friends
3. Block the bully – learn to block or report someone who is behaving badly
4. Save the evidence – learn how to keep records of offending text messages, pictures or online conversations
5. Don't retaliate or reply
6. Check your profile and make sure it doesn't include any personal information
7. Always respect others – be careful what you say online and what images you send
8. Think before you send – whatever you send can be made public very quickly and could stay online forever
9. Look out for your friends – and do something if you think they are at risk
10. Tell your parent, carer or a teacher if something or someone makes you feel uncomfortable or worried

Finally, if you have other questions, contact www.thinkuknow.com or www.chatdanger.com for further information.

Dinner Money

From September 2014 children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal – please let the school know if you wish your child to have this.

Daily Dinner **£2.10 - £10.50 per week** (*Prices may increase in September*)

Milk Children under 5years old are entitled to receive free **milk**, (leaflets in Reception) please register at www.coolmilk.com Once your child turns 5 they can still receive milk, but you will need to pay for this direct with Coolmilk.

We have a **water** dispenser in school and each new pupil will be issued with a water bottle. Subsequent bottles can be purchased.

Replacement bottles **£0.30p**

School Uniform

Grey trousers/skirt Red polo shirts
Navy blue embroidered school sweatshirt or cardigan
Grey/white socks Black shoes
In **summer** children can wear shorts (grey), check dresses (red or blue) and sandals

There are now 2 ways you can order uniform.

Option 1: Direct form APC Suppliers - Please click on the link to order direct . Your order can be delivered **FREE of Charge** to our school if you use the voucher code **dafreepost**. [Uniform Order](#)

Option 2: The Uniform Shop in Ripon now holds our uniform.
Address is:64 Blossomgate - 01765 692233 Open until 16:30 (Behind Argos)

PE Kit

White loose T-shirt
Blue or black shorts
Plimsolls or trainers

Swimming Kit

Swimming costume/trunks and towel

PLEASE ENSURE ALL UNIFORM AND SPORTS KIT IS CLEARLY NAMED

**Before and After School Childcare
Dishforth Airfield Primary School children**



Parental Agreement

Operational Times:

Breakfast Club : 7.45am – 8.45 am

After School Club : 3.15pm – 5.15pm

Fees:

Fees must be paid on the first day of the month that the child attends. Fees can be paid in advance and must not exceed 2 weeks arrears. Payment will be via your **Parent Pay account** –please check your Parent Pay account regularly.

Charge Per Child Per Hour is £3.65

If a child has a place booked in the after school club but wants to go to a school club (such as homework / dance etc) on the same night parents will still be charged as above because a place has been reserved.

Absence Charge:

If a place has been reserved for your child at the Out of School Club and your child is then absent, **you will still be charged** as the cost of staffing, heating, snacks will still have to be met.

Booking & Cancellation Notice:

We must have your booking by Friday morning for the following week. The minimum booking and cancellation notice is 24 hours. You can email or telephone the office to make any bookings or changes.

Late Collection Charge:

A late charge of **£5 per family** will be will occur if a child is picked up **after 5.15pm** because the staff work up until this time and not after. The late charge will be appear as a separate charge on Parent Pay.

NAME OF CHILD:

Start Date :

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 7.45 – 8.45					
Afternoon 3.15 – 4.15 1 hour					
Afternoon 3.15 – 5.15 2 hours					

I/we agree to the terms and conditions

Parent / Carer Name : _____

Signature: _____

Date: _____

**Before and After School Childcare
Dishforth Airfield Primary School children**



Child's name:
Date of Birth:
Current Year Group:
Address:
Telephone number:
Parents Name and Relationship:
Name of Other People who may collect my child:
Password for collection of child:

Emergency Contact Details:

Name	Relationship to child	Telephone number / mobile / work

Medical Information:

Name and address of Doctor:
Medical Details (allergies etc):

Home School Agreement 2017-18



We encourage all parents and carers to engage in school life at Dishforth Airfield Community Primary School. As part of this significant and most important Home School partnership we are legally required to engage in a Home School Contract.

Please take time to review the key philosophy behind these important statements with your child and return one copy signed by parents and pupil for our records to indicate your compliance with our ideals.

Dishforth Airfield Community Primary School will ...

- Provide a loving, caring, safe and secure environment
- Provide an excellent standard of education and deliver a broad, balanced, exciting and relevant curriculum where all children will enjoy and achieve
- Teach children to value and respect both their own and other cultures
- Develop learning through purposeful talk and encourage children to think for themselves
- Encourage pupils to take a personal pride in themselves, their behaviour, their achievement and their school
- Encourage children to participate fully in the life of the school
- Welcome parents and carers, keeping them fully informed about their child's progress
- Encourage all children to become active and responsible international citizens

Signed (Headteacher) : *Julie Lyon*

Mrs Julie Lyon

As parents and carers we will ...

- Be a partner in my child's education by getting to know about my child's life in school
- See that my child goes to school on time and properly dressed in school uniform, informing the school of the reason for any absence
- Attend Parent's Evenings and consultations related to my child's progress
- Make the school aware of any concerns or problems that might affect my child's work or behaviour
- Support the school's policies and guidelines for behaviour and conduct myself appropriately on school grounds
- Support my child in homework tasks and other opportunities for home learning
- Support the school's ethos and distinctive nature whilst maintaining an understanding on the cohesion, richness and diversity of our own and other cultures.

Signed (parent / carer)

As a pupil I will ...

- Follow the School's Expectations
- Wear our school uniform with pride and be tidy in appearance
- Do all my work in class and homework to the best of my ability
- Be polite, kind and helpful to everyone
- Use every chance to develop my talents, improve my work and achieve higher standards
- Treat other children and adults with respect and treat them as I would like to be treated

Signed (pupil)



Our School Aims

We believe in promoting the individual child, within a happy, secure environment where children and staff feel valued and respect each other.



We aim to:

- **Ensure** each child **respects and is responsible** for themselves and others.
- **Develop** a sense of **pride and self-esteem** in each child and instil confidence so that they may become independent learners and active global citizens.
 - **Promote high standards** in both academic achievement and behaviour.
- **Forge** close links and develop **co-operation** with parents, Governors, the local, national and global community.



After being at our school you will...



be able to look at the wider world
with the confidence and knowledge that you can make a
difference and that you matter.