

 Head Teacher:

Mrs Sue Barnes

Deputy Head Teacher:

Mrs Steph Parkinson

Chair of Governors:

Mr James Edley

Wharf Road

Wendover

Buckinghamshire

HP22 6HF

 Telephone: 01296 622629

Email: office@jhampden.bucks.sch.uk

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Parental consent and information form**

**Please provide a photocopy or scan of your child's birth certificate or passport**

**1. Details about your child:**

|  |  |
| --- | --- |
| Full name:Known as: | Date of birth: |

**2. Parental information:**

|  |  |
| --- | --- |
| Parent/Carer 1 name: | Parent/Carer 2 name: |
| Relationship between Parent 1 and Parent 2: We must have a clear picture of parental responsibility. You may want to provide more information in the space below so we have a better understanding of the structure of your family. |

**3. Email/Communication consent**

|  |
| --- |
| Please provide an e-mail address so that we can send school related information to you electronically. By providing an email address you are consenting to receive regular school newsletters (which may contain advertisements from individuals, businesses or charities) general school or emergency information, PTA news and fundraising information, information about school events, community/marketing information relevant to pupils at the school, information from Buckinghamshire Council, the School Nursing Team and other statutory bodies.Please print your email address clearly.1st email contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd email contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4. Special Educational / Behavioural Needs (SEND)**

|  |
| --- |
| Please provide brief details of any special educational needs or disabilities (SEND)your child may have:Does your child have an Education Healthcare Plan (EHCP) or is SEND Support provided at his/her current school/pre-school?(Write to us separately if you need or wish to)  |

**5. Medical history and needs, allergy information and consent for food tasting**

|  |
| --- |
| Please provide details of any medical condition, medical needs or allergies your child may have.(Throughout the year we will be having food and drink tasting activities and cooking related to various topics being taught so please inform us of any specific allergies. You must inform us if these circumstances change. This is not about preference; it is about medically proven allergies to foodstuffs. Please also advise us of any dietary requirements due to religion.)Please list any foods your child should not taste or eat:Any other dietary requirements:I give permission for my child to take part in food tasting, drink tasting and cookery activities:Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***If you wish to withdraw your permission for food and drink tasting activities, please contact the school office.*** |

**6. Consent for local off site visits and medical treatment**

|  |
| --- |
| During your child's time at John Hampden School Wendover there will be occasions when the pupils will be taken on walks to visit the local area. On these occasions teachers will be assisted by teaching assistants and parent helpers in supervising the children. All visits, outside the school campus, will be notified to parents by letter.I understand and give permission that my child may leave the school premises for local visits, on foot, as outlined in the Educational Visits policy (available on the School Website) and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times using vehicular transport when I will be informed separately by letter and when further consent will be required from me.Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I agree to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present. I undertake to inform the Head Teacher as soon as possible of any change in the medical circumstances of my child, and change of emergency contacts after the date below.Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My child last received a tetanus injection on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)Does your child suffer from any conditions requiring medical treatment or medication? If yes, please provide details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is your child allergic to any medication or treatment? If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I undertake to inform the school as soon as possible of any changes in medical circumstances of my child:Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***If you wish to withdraw your permission for local off site visits and medical treatment, please contact the school office.*** |

**7. Permission for use of children's images in School Materials**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use school owned digital cameras to record images which may then be used in presentations or assemblies in school. Occasionally, we may take photographs of the children at our school. We may use these images in printed publications that we produce, as well as on our website. We may also make video recordings to celebrate successes, for class-to-class communication, monitoring or other educational use that reasonably promotes the work of the school. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.To comply with the General Data Protection Regulations (GDPR) we must request parents/carers permission before taking images of members of the school. We will ensure that when images are published that the young people cannot be identified by the use of their names.Photographs or film footage by parents or guardians of their children at school events for their own personal use is permitted under an exemption in the Data Protection Act 2018. To respect everyone’s privacy and in some cases protection, I understand and agree that these images **should not** be published /made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils or staff in the digital/video images. Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programmes. Please indicate below if you give permission for your child to appear in the media. If not, we will try to keep your child out of the photographs.To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please complete the questions by ticking the boxes below.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| 1. May we use your child's photograph in school publications that we produce for promotional purposes?  |  |  |
| 2. May we use your child’s image around the school?  |  |  |
| 3. May we use your child's image on our website?  |  |  |
| 4. May we record your child's image on video or webcam for use in school? |  |  |
| 5. Are you happy for your child to appear in the media?  |  |  |
| 6. Are you happy for us to use your child’s image for school marketing purposes, reporting of events/ fundraising activities? |  |  |

Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please note that you may withdraw your consent at any time by sending a written instruction to the school office.***Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.******This form is valid for the period of time your child attends this school.******We will not re-use any photographs or recordings after your child leaves this school.******We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website or in any of our other printed publications.******If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.******If we name a pupil in the text, we will not use a photograph of that child to accompany the article.******We may include pictures of pupils and teachers that have been drawn by the pupils.******We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.******We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.*** |

**8. Parental permission for Intimate Care**

|  |
| --- |
| Should it be necessary, I give permission for my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to receive intimate care (e.g. help with changing or following toileting). I understand that staff will endeavour to encourage my child to be independent. I understand that I will be informed discretely should the occasion arise (see Intimate Care Policy on the school website)Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**9. Consent for collecting my child at the end of the school day**

|  |
| --- |
| From time to time it may be necessary for you to appoint someone else to collect your child at the end of the school day. In order for us to be able to let them go home with someone other than yourself please indicate on the form below the details of any other nominated person who you give permission to. ***Please note we do not allow children to be collected by a minor.***I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent of pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hereby give consent to the following people to collect my child at the end of the school day.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contact telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contact telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contact telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**10. Parents Parking Promise**

|  |
| --- |
| The area outside our school is busy in the morning and at the end of the school day. Parents who park close to the entrance of the campus road or in the campus road itself are not parking responsibly, potentially placing children in danger. The *‘School Keep Clear’* Zig Zags should maintain an area free from parked cars. This allows children and parents walking in and out of the campus entrance to cross safely, where they can see and be seen by approaching traffic.Using the car less would help reduce congestion and danger. Many children are driven to school when they could easily walk part or all of the way. Walking has various benefits: it helps keep children fit and healthy, it develops traffic awareness skills, it keeps the environment cleaner and it reduces traffic outside school at starting and finishing times.Please help us by signing below to promise to keep parked cars away from the area outside of the school and the *‘School Keep Clear’* Zig Zags and to try to use your car as little as possible for school journeys and if the school makes suggestions as alternatives you will consider them where appropriate therefore protecting the lives of all the children who attend our school. Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**11. John Hampden School Wendover Home-School Agreement**

|  |
| --- |
| **Our vision for a happy school**We aim to make our school the best,A place of discovery and success.Caring, sharing, taking turns,We learn to love, we love to learn.Our aims:* To engender a love of learning
* To make the most of learners’ potential
* To develop independent learning
* To develop skills
* To learn to value
* To learn to question
* To open up to possibility
* To provide security
* To prepare for life

Our values:* PERSEVERANCE
* COLLABORATION
* RESPECT
* GOOD MANNERS
* BELONGING
* INDEPENDENCE
* REFLECTION

The School will:* Encourage children to do their best at all times
* Teach basic skills within a broad and balanced curriculum
* Assess pupil progress and set targets for further development
* Inform parents of their child’s progress at regular points during the academic year
* Encourage children to follow the Golden Rules and Values
* Keep parents informed through the website, regular newsletters, letters from teachers and letters from the Friends of John Hampden

The Parents/Carers will:* Make sure their child attends regularly and provide a phone call and note of explanation if they are absent
* See that their child goes to school on time in full school uniform and properly equipped. Official school times are 8.55 a.m. to 3.15 p.m.
* Make the school aware of any concerns or problems that might affect their child’s performance or behaviour
* Support their child with his/her homework and home-learning opportunities
* Attend parents’ evenings and discussions about their child’s progress
* Support the school behaviour policy
* Aim to avoid taking children out of school during term time

The child will:Keep the School’s Golden Rules* Do be gentle
* Do be kind and helpful
* Do work hard
* Do look after property
* Do listen to people
* Do be honest
* Do be polite

Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**12. Acceptable Use of the Internet and E-Learning**

|  |
| --- |
| As part of the school’s ICT programme, we offer all pupils access to the Internet.Access to the Internet at John Hampden School Wendover is designed to enhance learning. Every effort will be taken by the school to ensure that pupils are only able to access suitable information sources. The school Internet Service Provider operates a strong filtering system that restricts access to inappropriate materials. However, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. Whilst our aim for Internet use is to further educational goals and objectives, it is always possible that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.We recognise that parents and guardians of minors have the ultimate responsibility for setting and conveying the standards that their children should follow. We also appreciate this is exercised on a daily basis through the control you exert over your child’s access to information sources such as television, telephones, films, radio and other media. During school time, teachers will exercise equal vigilance in guiding pupils only towards appropriate material. However the school supports and respects each family’s right to decide whether or not to apply for access.Conditions of Use**Personal Responsibility.** Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse to a member of staff.**Acceptable Use**. Users are expected to utilise the network systems in a responsible manner. **Pupil Acceptable Use Policy (AUP)****This is how we stay safe when we use computers:*** I will ask a teacher or suitable adult if I want to use the computers
* I will only use activities that a teacher or suitable adult has told or allowed me to use
* I will take care of the computer and other equipment
* I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
* I will tell a teacher or suitable adult if I see something that upsets me on the screen
* I know that if I break the rules I might not be allowed to use a computer

Having read the school’s information on the Acceptable Use of the Internet and E-Learning, I consent to my child having access to school systems.Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**13. Privacy Notices – Data Protection Act 2018**

|  |
| --- |
| Dear Parent/GuardianPlease find attached our Privacy Notices for your information.I have read and understood the Privacy Notices.Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**I/We confirm that the information on this form is true and accurate. I/We will inform the school office of any changes to the details on this form – a further copy of this form is available for this purpose.**

|  |  |
| --- | --- |
| **Signed Parent/Carer 1** | **Signed Parent/Carer 2** |
| **Dated:** | **Dated:** |