

*We aim to be the school of choice for our community.  
Through living our Christian values, everyone at WCEJS has the opportunity to flourish.  
We nurture the curiosity to learn, the courage to lead and the compassion to care.*



# **Wendover CE Junior School**

## **Admissions Booklet**

**Respect**

**Responsibility**

**Reflection**

**Resilience**

# CONTENTS

---

- 1. Admission Form**  
(Complete and return to the school office)
- 2. Consent for local visits and medical treatment**  
(Complete and return to the school office)
- 3. Home School Agreement**  
(Complete and return to the school office)
- 4. Code of practice: pupil use of computers & internet**  
(Complete and return to the school office)
- 5. Photo consent form**  
(Complete and return to the school office)
- 6. General Data Protection Regulation Privacy Notice**  
(For information)
- 7. Free School Meals (FSM) and Pupil Premium (PP): application form**  
(For information, completion and return as applicable)
- 9. Alliance in Partnership (AiP) hot meals menu**  
(For information)
- 10. School uniform supplies**  
(For information)
- 11. Additional Opportunities: Premier Education and Extra Curricular Activities**  
(For information and action)
- 12. School Travel Plan**  
(For information and action)
- 13. Key school policies and information**  
(For information)
- 14. School Prospectus**  
(For information)

This document contains key forms and information to help you support your child at school. Please ensure that the key forms are read, completed, signed and returned to the school by Wednesday 30 June (forms 1-5 statutory and form 7 as applicable).

Further information can be found on our website: <https://wendover.eschools.co.uk/website>  
A printed version is available on request from the school office: [admin@wendoverjunior.co.uk](mailto:admin@wendoverjunior.co.uk)



# Buckinghamshire County Council ADMISSION FORM [CONFIDENTIAL]

School Name: **WENDOVER CE JUNIOR SCHOOL**

*Schools are required by law to keep on record details of children admitted. We should therefore be grateful if you would complete this form in BLOCK CAPITALS and hand it into the school office when your child is admitted.*

## STUDENT

Legal Forename \_\_\_\_\_

Middle name(s) \_\_\_\_\_

Legal Surname \_\_\_\_\_

Preferred Surname \_\_\_\_\_

Preferred Forename \_\_\_\_\_

Date of birth \_\_\_\_\_

Gender *Male / Female*

## ADDRESS

**Main** (*Home address*)

Apart or Name \_\_\_\_\_

House No \_\_\_\_\_

Street \_\_\_\_\_

District \_\_\_\_\_

Town \_\_\_\_\_

Postcode \_\_\_\_\_

**Alternative** (*Non term time*)

Apart or Name \_\_\_\_\_

House No \_\_\_\_\_

Street \_\_\_\_\_

District \_\_\_\_\_

Town \_\_\_\_\_

Postcode \_\_\_\_\_

*If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name and address of the person with whom the child normally resides:*

Reason \_\_\_\_\_

Dates Applicable \_\_\_\_\_

Forename \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

*It would be very helpful to have available the details of any siblings who are currently attending, have attended this school, or are likely to join this school at a later date.*

Forename	Surname	Date of Birth	Current School

**Parent/Carer 1 - Title**  
(please circle or state)

Mr / Mr / Ms / Miss  
Other \_\_\_\_\_

**Parent/Carer 2 - Title**  
(please circle or state)

Mr / Mrs / Ms / Miss  
Other \_\_\_\_\_

Legal Forename \_\_\_\_\_  
 Middle Name(s) \_\_\_\_\_  
 Legal Surname \_\_\_\_\_  
 Gender \_\_\_\_\_  
 Year of birth \_\_\_\_\_  
 Relationship to child \_\_\_\_\_  
 Parental Responsibility? Yes ☐ No ☐  
 Contact Priority (please circle) 1 / 2 / 3 / 4

Please tick the box for your priority tel number

Home Tel \_\_\_\_\_ ☐  
 Mobile \_\_\_\_\_ ☐  
 Work \_\_\_\_\_ ☐  
 Email \_\_\_\_\_

Address (if different to pupil)

Apartment /  
 House Name /  
 House No \_\_\_\_\_  
 Street \_\_\_\_\_  
 District \_\_\_\_\_  
 Town \_\_\_\_\_  
 Postcode \_\_\_\_\_

Please attach a copy of any court orders relating to your child. Please tick if attached ☐

*OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989*

*Parental responsibility may be shared between a number of people beyond the child's natural parents, for example those with a Parental Responsibility Order. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the school will forward copies of school reports, etc. to the separated parent if requested.*

Is the child resident with foster parents:

Yes ☐ No ☐

If 'yes'; which Authority is financially responsible for maintenance?

Legal Forename \_\_\_\_\_  
 Middle Name(s) \_\_\_\_\_  
 Legal Surname \_\_\_\_\_  
 Gender \_\_\_\_\_  
 Year of birth \_\_\_\_\_  
 Relationship to child \_\_\_\_\_  
 Parental Responsibility? Yes ☐ No ☐  
 Contact Priority (please circle) 1 / 2 / 3 / 4

Please tick the box for your priority tel number

Home Tel \_\_\_\_\_ ☐  
 Mobile \_\_\_\_\_ ☐  
 Work \_\_\_\_\_ ☐  
 Email \_\_\_\_\_

Address (if different to pupil)

Apartment /  
 House Name /  
 House No \_\_\_\_\_  
 Street \_\_\_\_\_  
 District \_\_\_\_\_  
 Town \_\_\_\_\_  
 Postcode \_\_\_\_\_

Title (please circle or state) Mr /Mr /Miss/Other \_\_\_\_\_

Legal Forename \_\_\_\_\_  
 Middle Name(s) \_\_\_\_\_  
 Legal Surname \_\_\_\_\_  
 Gender \_\_\_\_\_  
 Year of birth \_\_\_\_\_  
 Relationship to child \_\_\_\_\_  
 Contact Priority (please circle) 1 / 2 / 3 / 4

Please tick the box for your priority tel number

Home Tel \_\_\_\_\_ ☐  
 Mobile \_\_\_\_\_ ☐  
 Work \_\_\_\_\_ ☐  
 Email \_\_\_\_\_

Address (if different to pupil)

Apartment /  
 House Name /  
 House No \_\_\_\_\_  
 Street \_\_\_\_\_  
 District \_\_\_\_\_  
 Town \_\_\_\_\_  
 Postcode \_\_\_\_\_

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below (in order of preference) the all details of **any additional person(s) from those above** who we can contact on such an occasion.

Contact Priority	_____	_____	_____
Title	Mr /Mr /Miss/Other _____	Mr /Mr /Miss/Other _____	Mr /Mr /Miss/Other _____
Legal Forename	_____	_____	_____
Legal Surname	_____	_____	_____
Relationship to child	_____	_____	_____
Address	_____	_____	_____
Home Tel	_____	_____	_____
Mobile	_____	_____	_____

## MEDICAL INFORMATION

Knowledge about your children's health is vital if we are to help them to achieve their potential educationally. Would you please supply the following medical information about your child. This information will only be shared with relevant professionals within education and health who need to know in order to support your child in school. If you wish to discuss your child's health confidentially, please contact the School Nurse.

DIETARY NEEDS	
<input type="checkbox"/> Artificial colour allergy	<input type="checkbox"/> Gluten Free
<input type="checkbox"/> No nuts of any type/quantity	<input type="checkbox"/> Kosher food only
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> No dairy produce
<input type="checkbox"/> No pork	<input type="checkbox"/> Ramadan
<input type="checkbox"/> Halal	<input type="checkbox"/> Seafood allergy
<input type="checkbox"/> Other (please specify) _____	
MEDICAL PRACTICE	
<b>Surgery Name:</b>	<b>Surgery Telephone Number:</b>
MEDICAL CONDITIONS	
<b>Does your child suffer from?</b> <input type="checkbox"/> Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes	
<input type="checkbox"/> Bowel or bladder problems <input type="checkbox"/> Eczema <input type="checkbox"/> Any other medical condition _____	
<b>Do you consider your child to have a disability? Yes / No</b> <i>If Yes, please select all that apply from the list below.</i> <i>A child is considered to have a disability if their parent indicates substantial and/or long term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.</i>	
<input type="checkbox"/> Mobility	<input type="checkbox"/> Hand Function
<input type="checkbox"/> Medication	<input type="checkbox"/> Personal Care
<input type="checkbox"/> Hearing	<input type="checkbox"/> Incontinence
<input type="checkbox"/> ASD/Aspergers	<input type="checkbox"/> Communication
<input type="checkbox"/> Vision	<input type="checkbox"/> Eating and drinking
<input type="checkbox"/> Palliative care needs	<input type="checkbox"/> Learning
<input type="checkbox"/> Behaviour	<input type="checkbox"/> Consciousness e.g. seizures
<input type="checkbox"/> Other Disability/Health problem _____	
<b>Does your child attend any medical clinics? - Yes / No</b> <i>If Yes, please give details in the box below</i>	
If you have ticked any of the above boxes, please give further details below:-	
If your child is on regular medication, does it need to be given during school hours? – <b>Yes / No</b> If Yes please discuss with the Headteacher.	

## ETHNIC/CULTURAL INFORMATION

The Department for Education (DfE) has asked for the collection of the following information for all pupils.				
ETHNICITY				
<i>White</i> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Any other white background	<i>Mixed</i> <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background	<i>Other</i> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish an ethnic background category to be recorded		
<i>Asian or Asian British</i> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	<i>Black or Black British</i> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background			
FIRST LANGUAGE – The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.				
<input type="checkbox"/> Arabic <input type="checkbox"/> English <input type="checkbox"/> Hindi <input type="checkbox"/> Pashto <input type="checkbox"/> Swahili <input type="checkbox"/> Urdu	<input type="checkbox"/> Bengali <input type="checkbox"/> French <input type="checkbox"/> Italian <input type="checkbox"/> Polish <input type="checkbox"/> Tagalog/Filipino <input type="checkbox"/> Vietnamese	<input type="checkbox"/> Chinese Cantonese <input type="checkbox"/> German <input type="checkbox"/> Japanese <input type="checkbox"/> Portuguese <input type="checkbox"/> Tamil	<input type="checkbox"/> Chinese Mandarin <input type="checkbox"/> Greek <input type="checkbox"/> Panjabi (Gurmukhi) <input type="checkbox"/> Shona <input type="checkbox"/> Thai	<input type="checkbox"/> Dutch <input type="checkbox"/> Gujarati <input type="checkbox"/> Panjabi (Mirpuri) <input type="checkbox"/> Spanish <input type="checkbox"/> Turkish
<input type="checkbox"/> Other (Please specify) _____				
<input type="checkbox"/> I do not wish a first language to be recorded				

RELIGION				
<input type="checkbox"/> Anglican	<input type="checkbox"/> Baptist	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Church of England
<input type="checkbox"/> Hindu	<input type="checkbox"/> Jehovah's Witness	<input type="checkbox"/> Jewish	<input type="checkbox"/> Methodist	<input type="checkbox"/> Mormon
<input type="checkbox"/> Muslim	<input type="checkbox"/> Plymouth Brethren	<input type="checkbox"/> Quaker	<input type="checkbox"/> Roman Catholic	<input type="checkbox"/> Sikh
<input type="checkbox"/> United Reform Church	<input type="checkbox"/> No Religion	<input type="checkbox"/> I do not wish a religion to be recorded	<input type="checkbox"/> Other (Please specify) _____	

### ADDITIONAL INFORMATION

MEALS			
<input type="checkbox"/> Eligible for Free Meals	<input type="checkbox"/> Goes Home	<input type="checkbox"/> Packed Lunch	<input type="checkbox"/> Paid School Meals
<b>TRAVEL TO SCHOOL</b> - Please tick your child's usual main mode of travel. If the journey to school involves more than one mode of travel tick the mode used for the greatest part, by distance, of the journey.			
<input type="checkbox"/> Walk	<input type="checkbox"/> Cycle	<input type="checkbox"/> Car/Van	<input type="checkbox"/> Car Share (with a child/children from a different household)
<input type="checkbox"/> Public service bus	<input type="checkbox"/> Dedicated school bus/coach	<input type="checkbox"/> Bus (type not known)	<input type="checkbox"/> Taxi
<input type="checkbox"/> Train	<input type="checkbox"/> London Underground	<input type="checkbox"/> Metro/Tram/Light Rail	<input type="checkbox"/> Other
<b>FOR SCHOOL USE ONLY</b>	<input type="checkbox"/> LA provided transport	Route	

**Service Children in Education Indicator** – are one or both parents Service personnel, serving in regular military units of any of the HM Forces, or in the Armed Forces of another nation and stationed in England and exercising parental care and responsibility?

☐ Yes    ☐ No    ☐ I do not wish to answer this question

### PREVIOUS SCHOOL HISTORY

School, Pre-School or Nursery	Town/City	Start Date (dd/mm/yy)	Leaving Date (dd/mm/yy)	Reason for Leaving

For pupils being admitted into **the Reception Year only**, please include the number of terms spent in pre-school education, where known:- \_\_\_\_\_ terms.

### PARENTAL DECLARATION

**DATA PROTECTION STATEMENT:** The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

**DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:**

I declare the above information to be correct to the best of my knowledge at the time of completion.

I agree to notify the school of any change in my child's circumstances.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR SCHOOL USE ONLY

Registration Group: _____	House: _____
* NC Year Group: _____	* Year Taught in: _____
* Enrolment Status: _____	Boarder Status: _____
* Admission Date: _____	Admission No: _____
UPN: _____	Attendance mode: _____
Birth Certificate/Passport seen and copied: <input type="checkbox"/> (Infant/Combined Schools only)    *required fields for SIMS	

**Wendover CE Junior School**  
**Consent for Local Visits and Medical Treatment**

**Pupil's name** ..... **Date of Birth** .....

1. I understand that my child may leave the school premises for local visits as outlined in the school prospectus 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 when I will be informed separately by letter and further consent will be required from me.
2. I agree to my child 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 understand the extent and limitations of the insurance cover provided by Bucks County Council (details available on request).
3. I undertake to inform the school as soon as possible of any change in the medical circumstances of my child after the date below.

Signed ..... (parent/carer)      Date .....

4. Does your child suffer from any conditions requiring medical treatment or medication? **YES / NO**  
If yes, please give details below:

.....  
.....  
.....

5. Is your child allergic to any medication or treatment? **YES / NO**  
If yes, please give details below:

.....  
.....  
.....

6. When did your child last receive a tetanus injection? .....

7. Does your child have any special dietary requirements? .....

.....

**Please complete and return to the school office.**

# Wendover CE Junior School

## Home School Agreement

*We aim to be the school of choice for our community.  
Through living our Christian values, everyone at WCEJS has the opportunity to flourish.  
We nurture the curiosity to learn, the courage to lead and the compassion to care.*

**Please sign to confirm you have read this agreement with your child.  
Return the signed agreement to the school office.**

### The school will:

- Model the school values and encourage children to live by them; Respect, Responsibility, Reflection & Resilience
- Provide a safe, caring environment for your child;
- Encourage your child to always do their best: to be curious and excited about learning; to demonstrate courage and lead by example; to show care for their work, each other and the environment;
- Provide a rich balanced curriculum that celebrates diversity and builds character;
- Maintain respectful communication between school and home
- Engage with parents and children in order to provide for them the best we can;
- Keep you well-informed about general school matters and consult with you as appropriate.

### The parent/guardian will:

- Model the school values for my child; Respect, Responsibility, Reflection & Resilience
- Ensure that my child attends school each day: on time, properly dressed and prepared;
- Inform the school office if my child is unable to attend (see attendance policy);
- Make the school aware of any concerns that might affect my child's well-being, work or behaviour;
- Support the school's policies and guidance;
- Provide a quiet place and time for my child to complete extended learning tasks;
- Engage with the school in order to support my child (consultation meetings, class assemblies, events and any additional meetings as required);
- Maintain respectful communication between home and school
- Ensure that social networking and communication technology is used appropriately.

### The pupil will:

- Always try to live the school values; Respect, Responsibility, Reflection & Resilience
- Attend school each day and arrive at school on time;
- Be well prepared for school and bring only the things I need for school;
- Wear the school uniform correctly;
- Follow instructions from adults in school;
- Do all my classwork and extended learning as well as I can;
- Be polite, friendly and helpful towards others;
- Use social networking media and communication technology appropriately.

Parent/carer signature(s): .....

Date: .....

**Respect**

**Responsibility**

**Reflection**

**Resilience**



# **Wendover CE Junior School**

## **Code of Practice: Pupil Use of Computers & Internet**

Please read this document carefully with your child, then sign and return it to the school office. For the purpose of this document, computer refers to any digital device capable of accessing the school network or the internet (desktop, laptop, ipad or other).

Violation of the code will be dealt with through the behaviour policy and may result in access restriction. Additionally we may involve outside agencies, such as the police.

Pupil's Name ..... Class .....

I understand that:

- I will only use a computer or the internet when supervised by an adult;
- I will never disclose my name, home address, telephone number or my school's name to anyone, unless an adult gives me permission;
- I will never send anyone my picture without permission from an adult;
- I will never share my password and I will log off when I have finished using the computer;
- I will always tell an adult about anything that has worried me whilst using a computer or being online;
- I will never respond to unpleasant, suggestive or bullying messages - I will report it and tell an adult about it;
- I will not post messages anonymously, or ones that are offensive, provocative or that encourage others to break this code of practice (including the forwarding of chain messages);
- I will never pretend to be anyone else online or anything I am not;
- I will only access sites and material relevant to my work in school;
- I will not search for anything inappropriate (words or images) and I will report anything that happens accidentally to an adult;
- I will not use computers, or the internet, inappropriately to access or change information held on the school network;
- I may not download software from the internet (including screen savers, games, video clips, audio clips and \*.exe files) without prior permission from an adult.
- I understand that information on the internet may not always be trustworthy;
- I understand adults in school and the internet service provider can see the sites I have visited and the messages I send.

**I have read the Pupil Code of Practice and I have discussed it with my child.**

**We agree to support the school's policy on the use of the internet.**

Signed (parent / carer): ..... Date: .....

# Wendover CE Junior School

## Use of Images: Consent Form

Child's name ..... Date of birth .....

Occasionally we may take photographs or video of the children at our school for the purpose of recording work, celebrating events or for promotional resources (such as the website or prospectus).

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the General Data Protection Regulation 2018. There is also a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers or on televised news programmes. Please indicate if you do not wish your child to appear in the media and we will try to keep your child out of such photographs. To comply with the General Data Protection Regulation 2018 we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

- |  |          |
|--|----------|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?  | YES / NO |
| 2. May we use your child's image on our website?<br><b>NB If you say NO we will not be able to include your child's photograph in our newsletters as these are uploaded on to our website.</b> | YES / NO |
| 3. May we record your child's image on video or iPad?  | YES / NO |
| 4. Are you happy for your child's image to appear in the media?  | YES / NO |

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

I have read and understood the Conditions of Use on the reverse of this form.

Signed ..... Date .....

Name (in block capitals) ..... (parent/carer)

### CONDITIONS OF USE

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. 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 or video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a single pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed.
9. All images of your child will be destroyed when your child leaves the school.

# Wendover CE Junior School

## GDPR Privacy Notice

We, **WENDOVER CE JUNIOR SCHOOL**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- contributions to trips and activities
- catering and free school meal management

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to enable the day-to-day running of the school

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our school website.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school governors (anonymised data)
- NHS including school nursing team
- other parties where there is a legal basis for doing so

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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- section 87 of the Education Act 2002. Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 20032

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For further information, please see the section below 'How Government uses your data'.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Headteacher.

### **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information to (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Wendover CE Junior School

### Free School Meals (FSM) and Pupil Premium (PP): Application Form

Research shows that better food in schools is improving what children eat during the school day, and there's evidence of a clear link between what children eat at lunchtime in school, where they eat it and how they focus with their teachers in the afternoon.

Free school meals are available to pupils in years 3 and above whose parents receive certain benefits and register using this application form. Please return this form to your child's school if you think you qualify for Free School Meals.

#### **Pupil Premium - completing this form could also raise money for your child's school...**

The Pupil Premium is a Government scheme that provides funding to schools of £955 - £1,345 per pupil whose parents receive one of the qualifying benefits listed on this application form. The school can use this money to raise the attainment of disadvantaged pupils and close the gap between them and their peers

#### **Q. How can I apply?**

A. Simply complete this application form and return it to your child's school

#### **Q. Why should I apply?**

A. You and your school could benefit from Pupil Premium funding worth £955 - £1345 per pupil. As well as this, if your child is in year 3 or above this form is also used to apply for Free School Meals and could save you hundreds of pounds a year.

#### **Q. My child is in Reception, year 1 or year 2 and automatically receives Free School Meals, do I still need to complete this form?**

A. Yes! Pupil Premium is only paid to a school if the parent registers using this form and is receiving one of the qualifying benefits listed. Even though your child automatically receives free school meals completing this application form may entitle your school to Pupil Premium funding.

We use Pupil Premium in a flexible way to increase the life chances of our children. This includes:

- Interventions to support academic progress
- Emotional, well-being and behavioural support
- Enrichment activities that support the curriculum, including residential visits
- Contributions towards uniform and equipment
- Contribution towards peripatetic music lessons and extra-curricular activities

All requests for funding support should be made in writing to the school office.



## FREE SCHOOL MEAL &amp; PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ **Income Support (IS)**
- ✓ **Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)**
- ✓ The guaranteed element of the **State Pension Credit**.
- ✓ **Income-related employment and support allowance**
- ✓ **Support under Part VI of the Immigration and Asylum Act 1999**
- ✓ **Universal Credit** with an annual net earned income of no more than £7,400
- ✓ **Child Tax Credit** (with no Working Tax Credit) with an annual income of no more than £16,190
- ✓ Where they are entitled to Child Tax Credit and also Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Administration for the provision of free school meals is undertaken by Buckinghamshire Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

## 1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

**SURNAME/FAMILY NAME** as it appears on your benefit letter:

**FORENAME:**  **TITLE:**  **DATE OF BIRTH:**  dd/mm/yyyy

**NATIONAL INSURANCE NUMBER**

OR

**NATIONAL ASYLUM SEEKER NUMBER**



**ADDRESS**

**POST CODE**

**DAYTIME TEL. NO(s)**

## 2. DETAILS OF THE CHILD/CHILDREN

**Surname/Family Name**    **Forename**    **Date of Birth**    **Name of School**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. The remainder of this declaration does not apply to pupils in Reception, Year 1 or Year 2 - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

**SIGNATURE** \_\_\_\_\_ (Parent/Guardian) **DATE** \_\_\_\_\_

s110 of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.

## Alliance in Partnership (AiP)

### School Meals

At AiP we firmly believe that we have a responsibility to support our Primary Schools by helping with the education of the children with regards to food, lifestyle and making healthy choices. Our Primary School offer is all about promoting a well-balanced diet whilst encouraging the children to try new things and to have fun with food!

Our aim with Food Smart is to deliver freshly prepared meals that exceed all nutritional standards, served by caring staff in a welcoming, home from home environment. We only use local, fresh core ingredients including meat sourced from British farms, in-season vegetables and free range eggs. AiP uses the industry-recognised Saffron database to create compliant menus.

With Food Smart, good food doesn't stop at the kitchen either. We inspire pupils to enjoy healthy meals both at school and at home with theme events, food sampling, competitions and hands on cooking, often working alongside the curriculum in-school.

**Week One**

**MONDAY**  
**MAIN MEALS**  
Pasta Bar with Vegetable Bolognese or Cheese Sauce or Nut Free Pesto  
Summer Vegetable Savoury Rice (v)  
Fish Gumbo  
Jacket Potato with Baked Beans, Cheese or Tuna Mayo  
Sandwich with Tuna, Cheese or Ham

**TUESDAY**  
**MAIN MEALS**  
Pork and Apple Stuffing Bake  
Vegetable Bolognese with Pasta (v)  
Fish Pie with Crispy Potatoes  
Jacket Potato with Baked Beans, Cheese or Tuna Mayo  
Sandwich with Tuna, Cheese or Ham

**WEDNESDAY**  
**MAIN MEALS**  
Beef Stir Fry  
Vegetable Enchilada (v)  
Fish Finger Sandwich with Coleslaw  
Sandwich with Tuna, Cheese or Ham

**THURSDAY**  
**MAIN MEALS**  
Roast Gammon with Roast Potatoes and Gravy  
Vegan Sausages with Mashed Potatoes and Gravy (v)  
Tuna and Sweetcorn Pizza with Roast Potatoes  
Jacket Potato with Baked Beans, Cheese or Tuna Mayo  
Sandwich with Tuna, Cheese or Ham

**FRIDAY**  
**MAIN MEALS**  
Fish and Chips  
Cheese and Tomato Pizza with Chips (v)  
Salmon Pinwheel with Chips  
Jacket Potato with Baked Beans, Cheese or Salmon Mayo  
Sandwich with Tuna, Cheese or Ham

**LET'S BE  
FOOD  
SMART**  
FOR BODY AND BRAIN

**VEGETABLES/SIDES**  
Cauliflower  
Peas  
**DESSERT**  
Fruit Flapjack with Custard

**VEGETABLES/SIDES**  
Tomatoes  
Baked Beans  
**DESSERT**  
Blueberry and Lemon Sponge with Custard

**VEGETABLES/SIDES**  
Cucumber Raita  
Broccoli  
**DESSERT**  
Honey Granola Yoghurt

**VEGETABLES/SIDES**  
Carrots  
Leeks  
**DESSERT**  
Raspberry and Coconut Crumble Slice with Custard

**VEGETABLES/SIDES**  
Peas and Sweetcorn  
Baked Beans  
**DESSERT**  
Chocolate Crispy Cake with Custard



Further details about how to book meals will be shared with parents before the end of the summer term.



## **PL School Wear**

### **School Uniform**

We believe that a school uniform promotes a sense of belonging, reinforces a positive ethos, is practical and reduces expenditure for parents. We understand that uniform may be purchased from many retailers, however we consider PL School Wear to be providers of good quality clothing at a competitive price.

Our uniform policy can be viewed at: <https://wendover.eschools.co.uk/website/policies/188848>

The uniform catalogue can be viewed at: <https://plschoollwear.co.uk/product-category/wendover-junior-school/>

Unit 56  
Edison Road  
Rabans Lane Industrial Estate  
Aylesbury  
HP19 8TE

## **Additional Opportunities**

### **Premier Education, Extra-Curricular Activities and Music Lessons**

#### **Premier Education**

Premier Education is based at the Wendover Youth Centre on our shared campus. They are an experienced company who employ qualified instructors. Premier staff work in school, teaching some of our PE and aspects of healthy living. Additionally they offer child care before school and after school, as well as a range of clubs during the school holidays.

Click here for more information: <https://family.premier-education.com/about-us/buckinghamshire>

#### **Extra-Curricular Activities**

We offer many extra-curricular activities at Wendover CE Junior School. Some of them are run during social time and some after school. We also work with Premier Education to help provide a wide range of activities – something for everyone. More details of our autumn programme will be available in the first few weeks of the new academic year.

#### **Music Lessons**

We offer a range of instrument lessons at school, either during the school day. We work with local peripatetic teachers and Buckinghamshire Music Trust to provide a wide range of instrumental tuition.

Details about provision from Buckinghamshire Music Trust will be available early in the new term.

Amongst our experienced teachers are Michele and Pippa Beckford, who have worked with the school successfully for a considerable time. They are a mother and daughter team providing high-quality, affordable and rewarding instrumental tuition. Between them, they have a wealth of over 30 years of teaching experience and have a 100% examination pass rate with both ABRSM and RockschooL.

Lessons are either 20 or 30 minutes long and take place on a strictly individual basis during lunchtimes and the afternoon period of the school day. Currently, there are spaces on the timetable for piano, bass guitar, electric guitar and drums. Lessons are usually oversubscribed so do get in contact soon.

For more information please email us at: [beckfordmusic@hotmail.com](mailto:beckfordmusic@hotmail.com)

# **Wendover CE Junior School**

## **Travel Plan**

### **Introduction**

Wendover CE Junior School has had an active School Travel Plan since 2003 and we take pride in promoting healthy ways of travelling to and from school. We joined the Modeshift Stars Accreditation Scheme in 2012 and achieved Bronze Level in 2013, followed by Silver in 2014 and Gold in 2016. In 2017 our Junior Road Safety Officers attended a ceremony at the Houses of Parliament to proudly receive the School of the Region Award. Modeshift Stars is a national on-line scheme which encourages schools to engage in initiatives to develop healthy modes of travelling to reduce congestion in areas around schools, improve air quality and fitness, as well as focussing on road safety and ways to engage the whole community in 'shifting modes of travel'. We run many initiatives and have been accredited with the Gold Award again this year.

### **Junior Road Safety Officers**

Junior Road Safety Officers are appointed each year from Year 6 to help promote School Travel initiatives to the whole school. They generate new ideas and support campaigns and are very proactive in organising activities for the whole school, for example, road safety competitions and making presentations to children at the our school and the John Hampden School. They also actively support our Park and Stride initiative by attending parking patrols on campus. They are enthusiastic promoters of road safety schemes during Walk to School Month, National Road Safety Week, The Big Pedal and Walk to School Week.

### **The WOW Travel Tracker**

We encourage children and their families to travel sustainably to and from school, either by walking, scooting, cycling or 'Park and Stride', parking responsibly away from the school area and walking the rest of the way. We are in our third year of using the WOW Travel Tracker, which is an interactive, in-class system where each child can click on their mode of travel each day as they arrive in the classroom. At the end of each month children who have travelled actively at least three times each week receive a WOW badge. The badges are themed and this year the theme is 'Inventions that changed the world' and children are proudly collecting their badges, which are all designed by school children around the country. The WOW Travel Tracker is run by Living Streets, the everyday walking charity.

### **MAPS**

In 2017 we launched the MAPS initiative. Every family was issued with a MAP of the local area which highlights five and ten minute walking zones and the Active Travel Zone. The ATZ covers the Wharf Road and Manor Road area including the Schools' Campus. We ask that all children and their families travel actively, i.e. walk, cycle or scoot, within this zone to eliminate congestion and provide a safe and healthy environment in an area where large numbers of children and parents converge at peak times. A PDF copy of the Active Travel Zone Map is available on the Parents section of the website.

### **Parents' Parking Promise**

Many of our families have signed up to the Parents Parking Promise, part of the countrywide Perfect Parking Campaign, encouraging drivers to park away from the schools' campus, outside of the Active Travel Zone. Parents/carers receive a car sticker to display on their windscreen. Parking Promise Registration Forms can be requested from the school office.

The road through the campus is simply an access road for staff and deliveries, so parking or dropping off/picking up on campus is prohibited as per the signs at the entrance on Wharf Road. Entry to the campus is controlled by automated barrier.

Click here for further information: [https://wendover.eschools.co.uk/website/school\\_travel\\_plan/196093](https://wendover.eschools.co.uk/website/school_travel_plan/196093)

# **Wendover CE Junior School**

## **Key School Policies and Information**

### **School Policies**

The statutory school policies can be found on the school website and written copies are available on request: <https://wendover.eschools.co.uk/website/policies/188848>

Policies are reviewed regularly by leaders and governors.

### **Important Information**

Our school website contains key information about the performance of our school and our strategic planning: [https://wendover.eschools.co.uk/website/key\\_information/180975](https://wendover.eschools.co.uk/website/key_information/180975)

On this page can be found:

- School Performance Data
- Ofsted and SIAMS reports
- Achievement and Progress Data
- School Development Plans
- Sports Premium Funding
- Pupil Premium Funding
- Safeguarding
- A link to Parentview

Written versions are available on request from the school office.

## **Wendover CE Junior School**

### **School Prospectus**

Click here for the most recent version of our prospectus:

[https://wendover.eschools.co.uk/website/school\\_prospectus/188768](https://wendover.eschools.co.uk/website/school_prospectus/188768)