

EYFS Appendices

Please fill in and return these forms before your child’s first day at school.

Forms should be returned to the school office.

Thank you

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| **Emergency Contacts**  ***(Please be aware that in the event of an emergency the priority of contact names and no. is important to ensure that we inform you of any situations as soon as possible)*** | |
| **First Contact (Main):**  Relationship to child: | Date of Birth:  Contact Priority: |
| Address:  Postcode: | Home Telephone Number:  Mobile Number: |
|  |  |
|  |  |
| Occupation:  Place of work:  **Second Contact**:  Relationship to child:  Address:  Postcode:  Occupation:  Place of work:  **Third Contact**:  Relationship to child:  Address:  Postcode:  Occupation:  Place of work:  **Fourth Contact:**  Relationship to child:  Address:  Postcode:  Occupation:  Place of work: | Work Telephone Number:  Date of Birth  Contact Priority:  Home Telephone Number:  Mobile Number:  Work Telephone Number:  Date of Birth:  Contact Priority:  Home Telephone Number:  Mobile Number:  Work Telephone Number:  Home Telephone Number:  Mobile Number:  Work Telephone Number: |

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| **Medical Information** |
| Doctors Name: |
| Address: |
| Telephone No: |
| Please note any medical conditions we should know about  (i.e any allergies (food, medicines, plasters etc.), asthma etc) |

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| **Travel Arrangements** | | **Dietary Needs** | | **Meal Arrangements** | |
| **Car Share (with child/children)** |  | **Artificial colouring allergy** |  | **Free Meal** |  |
| **Car/Van** |  | **Gluten Free** |  | **Home** |  |
| **Cycle** |  | **Halal** |  | **School Meal** |  |
| **Dedicated School Bus** |  | **Kosher foods only** |  | **Sandwiches** |  |
| **Other** |  | **No dairy produce** |  |
| **Public Bus Service** |  | **No nuts of any type/quantity** |  |
| **Taxi** |  | **No pork** |  |
| **Train** |  | **Seafood allergy** |  |
| **Walk** |  | **Vegetarian** |  |
| **Cultural Information** | | | | | |
| **Ethnicity** | | **Religion** | | **Home Language** | |
| **Any other Asian background** |  | **Buddhist** |  | **English** |  |
| **Any other Black background** |  | **Christian** |  | **Other (please specify)** | |
| **Any other ethnic group** |  | **Hindu** |  |
| **Any other mixed background** |  | **Jewish** |  |
| **Any other White background** |  | **Muslim** |  |
| **Bangladeshi** |  | **No Religion** |  |
| **Black-African** |  | **Other Religion** |  |
| **Black-Caribbean** |  | **Sikh** |  |
| **Chinese** |  |
| **Gypsy/Roma** |  |
| **Indian** |  |
| **Information not yet obtained** |  |
| **Pakistani** |  |
| **Refused** |  |
| **Traveller of Irish heritage** |  |
| **White-British** |  |
| **White-Irish** |  |
| **White and Asian** |  |
| **White and Black African** |  |
| **White and Black Caribbean** |  |

**Asthma Information**

Dear Parent/Guardian

We regularly update our Asthma Register at school and require the following information. Please complete and return whether your child is asthmatic or not.

Please Tick

Is your child Asthmatic? Yes No

If so does your child have their own inhaler Yes No

in school? (we cannot allow children to use any other than their own inhaler, even siblings.)

If so which type? (e.g ventolin) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you happy for your child to carry and

Use his/her inhaler whilst in school unsupervised Yes No

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Childs Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: 1. 2.

(Both parents/guardians are required to sign)

Date: 1. 2.

**Authorisation Form**

|  |  |
| --- | --- |
| Name of Child: | Date of Birth: |

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| **Sun Cream**  In hot weather it is important that children are adequately protected against the harmful rays of the sun.  We request that parents apply sun cream for their child before they begin school that day.  If your child is staying for the afternoon session and you wish us to re-apply sun cream for your child, parents must provide sun cream. It must be clearly labelled with your child’s name.  Do you give permission for sun cream to be applied to your child? Yes / No  Please circle your answer |

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| **Outings**  As you will know the EYFS curriculum contains many aspects of local study and we wish to be able to take pupils out into the local community to enhance their learning.  We may take walks throughout the year around the village, for example, to the park, or to the local shop.  Do you give permission for your child to be included in these outings? Yes / No  Please circle your answer |

This form is valid throughout your child’s attendance at St. Thomas’ C of E Academy, unless you notify the manager of any changes in writing.

**Name (capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/ Carers signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agreed guidelines for accessing and using**

**Dojo ‘Online Learning Journeys’**

E-safety is extremely important to us at St. Thomas’ Nursery, therefore we ask you to provide us with the following information and to sign the agreement to show that you understand and will agree with our guidelines.

Learning Journals are used to reflect your child’s time in the Foundation Stage. It will include photographs of your child at play with other children.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I consent to photographs containing my child’s image being included in other children’s learning journals. | Yes |  | No |  |
| (tick as appropriate) | | | |
|  |  | | | |

As a parent I will…

* Treat photographs containing images of other children as **for my own personal use only.**
* **Not** publish any of my child’s observations, photographs or videos on any social media site.
* Keep the login details within my trusted family.
* Speak to a member of staff if I experience any difficulties accessing my child’s learning journey.

I give permission for St. Thomas’ Nursery to create an online Dojo Learning Journey for my child.

Print name:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to your child’s teacher as soon as possible so that we can set up your account. We are unable to set up accounts until we have received consent from every parent. We will send out a note to let you know once your account has been set up, you will then receive an email containing a link to set up your password.

*Please check your junk folder if you do not see this email in your inbox. Please be aware that this link expires if not used. (We are able to resend a link if it expires before you are able to set it up)*

**EYFS Intimate Care Policy**

Home – School Partnership Agreement

All are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream required.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent / Guardian:

* I agree to ensure that my child is changed at the latest possible time before being brought to school.
* I agree to provide the school with spare nappies, wipes and a change of clothing.
* I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
* I agree to inform the school should my child have any marks or a rash.
* I agree to encourage my child’s participation in toileting procedures wherever possible.
* I agree to review the arrangements, in discussion with the school, should this be necessary.

The school:

* We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
* We agree to monitor the number of times the child is changed.
* We agree to report should the child become distressed, or if marks or rashes are seen.
* We agree to encourage the child’s participation in toileting procedures wherever possible.
* We agree to review the arrangements, in discussion with parents, should this be necessary.
* We agree to take the appropriate action to respect the cultural practices of the family.

Child’s Name

Signed Parent/Guardian

Date

**Permission for school to provide intimate care**

|  |  |
| --- | --- |
| Child’s Full Name |  |
| Male / Female |  |
| Date of Birth |  |
| Parent / Carer’s Full Name |  |

I understand that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the class teacher of any medical complaint my child may have which affects issues of intimate care.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Code of Conduct for Internet Use**

The school has internet access to help our learning. These rules will keep you safe and help us to be fair to others.

* I will only use the internet with permission.
* I will only use the computers for school work and homework.
* I will not bring in hardware/software from outside school unless I have been given permission.
* I will only communicate with people I know, or my teacher has approved.
* I will not give my home address or telephone number, unless my parent or teacher has given permission.
* I will report any unpleasant material or messages sent to me. I understand that this report will be confidential and would help protect other pupils and myself.
* I understand that the school may check my computer files and may monitor the internet sites I visit.
* I will note where I have found and used information from the internet.

……………………………………………………………………………………………………………………………………………….

**Code of Conduct for Internet Use**

Please complete and return this portion to school.

I give permission for my child to use the internet and e-mail at school. I have read and understood the schools Code of Conduct for internet use. I have talked to my child about the importance of following this code of conduct.

**Pupils name** ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian signature­­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home &School Agreement**

**The School will aim to:**

* Make sure school is a safe, secure and caring place.
* Make sure every child learns well.
* Make sure every child learns different things.
* Give parents a chance to come into school every day.
* Give rewards when a child does something well.
* Teach children to treat each other and the school with respect.
* Tell parents if your child gets hurt or is ill or if we are worried about them.
* Tell you how well your child is doing.
* Help you if you need us to.
* Listen to what you and your child have to say

Signed…………………………….

**Parents or Carers will aim to:**

* Make sure your child comes to school every day on time.
* Tell us straightaway why your child is off school.
* Make sure your child is dressed properly and has everything they need for school (like their book bag and PE kit)
* Tell school if there is anything that might stop your child from learning or make them behave differently.
* Support school rules for behaviour, what happens if your child is naughty and for what they should wear to school.
* Come to Parent Evenings
* Help your child with their learning in school and by making sure they do their homework.
* Tell school if you are worried or have anything important you would like us to know. Where possible, attend special occasions supporting your child’s work.
* Support visits made by your child into the environment and the locality.

Signed………………………………………………………………….

**The Child will aim to:**

* Work hard and join in everything.
* Be polite and friendly to everyone.
* Listen to others and think before you do something.
* Listen to the teacher and do as they say.
* Bring everything needed for school and look after it.
* Tell the teachers if anything is worrying you.
* Enjoy school.
* Take care of the equipment and school environment.

Signed………………………………………………………………….

**Any Questions?**

Thank you for taking the time to read our handbook, and for filling in and promptly returning all of the required information.

If there are any further questions that you may have about our school, please feel free to contact your child’s class teacher or a member of the office staff where relevant.

Alternatively, write your questions in the space below, return this form along with your registration forms and we will do our best to answer them.

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