



# PERMISSION SLIP BOOKLET

Child's Full name: \_\_\_\_\_

Class: \_\_\_\_\_

## **SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

The trips and activities covered by this consent include:

- All visits (including residential trips) which take place during the holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

**Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.**

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### **MEDICAL INFORMATION**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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

Signed: \_\_\_\_\_ (Parent / Carer with legal responsibility)

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

## PHOTOGRAPHY AND VIDEO CONSENT FORM

We often take photographs (and sometimes videos) of pupils at Fosse Primary as an integral part of pupils' learning. We may use these in printed publications to promote the school or on the school website; they may be of individuals or groups of children. In the interests of safeguarding pupils at Fosse we try, wherever appropriate, to not include faces and we will never link children's names to any photographs or videos.

From time to time, the media may visit the school and pupils sometimes appear in local newspapers. To comply with the Data Protection Act 1998, we need your permission before we can use photographs or recordings. Please answer the four questions below, then sign and date the form below.

1. May we use your child's photograph (unidentified) in promotional material or printed publications that may be produced for the school.

Yes / No

2. May we use your child's image (unidentified) on our website.

Yes / No

3. Do you consent to your child's photograph appearing (unidentified) in newspapers or other publications.

Yes / No

4. Do you consent to your child's image appearing (unidentified) on other websites.

Yes / No

Video or photography by parents at school events may only take place if there are no objections by other parents. Also, parents should be aware that they should only be capturing the image of their own child and that this is for their own use only and should not be used on social networking or other internet sites.

Announcements may be made at performances regarding this matter.

Signed: \_\_\_\_\_ (Parent / Carer with legal responsibility)

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

## **READING & LIBRARY BOOKS POLICY**

All children at Fosse will have the opportunity to borrow books from the school library as well as being allocated books by their class teacher at the appropriate reading level.

Where pupils misplace, lose or seriously damage a book a charge of £3.00 will be payable.

## **TEXT & EMAIL MESSAGING SERVICE**

Fosse Primary School use text and email as an alternative form of communication with parents. For this reason (and for safeguarding purposes) it is extremely important that you inform the school office immediately should your contact details change.

Please inform the school office if you DO NOT wish to be involved in the text / email messaging service.

## **JEWELLERY & MAKE UP**

Jewellery should not be worn to school. This is particularly important during physical activities and for reasons of Health and Safety. As such, the school will not accept responsibility for jewellery in school or for personal injury caused by wearing it.

- The wearing of a watch is permitted (except during PE)
- If removal of jewellery is not possible ie newly inserted stud/sleeper earrings you should see the Head or Deputy and also sign the slip below to indicate that you take responsibility for any personal injury caused to another child by wearing them. The earrings should be covered by a suitable fixing such as a plaster (supplied by the parent/carer).
- Any items of jewellery that are removed must be done so by the parent / carer of the child or the child themselves and NOT an adult employed by the school.
- Make up should not be worn at all in school, including nail polish or any nail decoration – if children come to school wearing make-up, wipes will be supplied by the school and given to them for removal.

***I have read the information above and accept responsibility for any injury caused by my child wearing a newly inserted stud or sleeper earring to school.***

Signed: \_\_\_\_\_ (Parent / Carer with legal responsibility)

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

## **SCHOOL UNIFORM POLICY**

### **Pupils should wear**

- A blue sweatshirt, fleece or cardigan, preferably with the school logo
- A plain white polo shirt or white shirt or blouse for girls. Pale blue polo shirts are also acceptable
- Plain black or grey trousers for both boys and girls. Alternatively girls can wear a black or grey skirt – these should be of a suitable length (ie only just above the knee) and may be worn with plain black, grey or blue tights. If socks are worn they must be below the knee.
- In warmer weather boys may wear black or grey shorts and girls may wear blue check / gingham dresses.
- If headscarves are worn they should be plain blue, black or grey
- From April 2016 all footwear must be plain black school shoes or plain black trainers.
- Waterproof boots may be worn in bad weather but pupils will be expected to bring a change of footwear for inside.
- Basic hair accessories ie hair bobble or hair slides may be worn but should be kept to a minimum

### **Pupils cannot wear**

- Hooded tops of any kind
- Sports wear with prominent logos even if in the school colours
- Coloured shorts or tights
- Leggings
- Jeans of any kind
- Heeled shoes or flip flops etc

Non-compliance with our uniform policy is a breach of school rules. Parents will be informed and if pupils come to school inappropriately dressed they will be provided with spare, clean uniform by the school.

### **PE Kit**

All pupil must have a change of clothes and footwear for PE

- Children should wear blue or black shorts
- T-shirts or polo shirts matching you child's house should be worn
  - Confidence - Blue
  - Honesty - Green
  - Enthusiasm - Yellow
  - Kindness – Red
- Black plimsolls or trainers

## **HOME SCHOOL AGREEMENT**

Fosse Primary School's Home School Agreement sets out the school's responsibilities towards its pupils, the responsibilities of the pupil's parents and what the school expects of its pupils.

The aim is to strengthen the partnership between home and school and makes clear the respective roles and expectations.

### **The school will make every effort to:**

- Ensure the safety, security and physical well-being of your child whilst in our care.
- Ensure your child receives the legal entitlement of a broad and balanced curriculum.
- Ensure your child achieves their potential.
- Promote high standards and high expectations of effort and attainment.
- Promote our positive behaviour policy, in which good behaviour is rewarded and poor behaviour results in clear, consistent sanctions.
- Provide properly planned, weekly homework opportunities which are realistic, achievable and related to work in school.
- Provide opportunities for extra-curricular activities.
- Provide a written report informing you of your child's progress with his/her class teacher at least once per year and provide opportunities for you to discuss your child's progress with his/her class teacher at least twice per year.
- Deal with parental concerns promptly and inform them of how they have been resolved.
- Keep parents well informed about school life and special events through regular newsletters and correspondence.

### **Parents / Carers will make every effort to:**

- Support the aims of the school
- Ensure their child attends school regularly and on time
- Ensure their child wears the school uniform and follows the school dress code
- Encourage their child to follow the school 'Golden Rules'
- Support the school's behaviour policy and co-operate with any behaviour procedures should they become necessary
- Attend any parent consultation meetings, reviews, assemblies or events which involve their child
- Read regularly with their children
- Ensure their child completes any homework and returns it on time
- Keep the school informed of any changes in circumstances (i.e. address, phone number, emergency contacts, difficulties at home etc.)
- Inform the school of any problems that may affect their child's learning or behaviour.

**Children will make every effort to:**

- Follow instructions and listen to all adults in school
- Be polite and well mannered
- Let an adult know if there is a problem
- Complete and return homework
- Be prepared for learning – on time and with the right equipment
- Contribute to lessons
- Be proud of our school
- **Follow the school's Golden Rules**

**We are gentle** – we don't hurt others

**We are kind and helpful** – we don't hurt anybody's feelings

**We listen** – we don't interrupt

**We are honest** – we 'Own Up' if things go wrong

**We work hard** – we don't waste our own or others' time

**We look after property** – we don't waste or damage things

**Above all, we hope that every member of the school community will work as part of a team, making every effort to follow our school motto and work together for the benefit of everyone.**

**Parents:**

***I agree with Fosse Primary School's Home-School Agreement and believe it to be fair and reasonable. I will make every effort to ensure my child understands the Agreement.***

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

If you feel your child is mature enough to understand the Agreement please ask them to sign below.

**Child:**

***I will try to keep my part of the Fosse Primary School Home-School Agreement.***

Signed \_\_\_\_\_

**Headteacher**

***I will work with staff to provide the best care, guidance and education possible***

Signed \_\_\_\_\_

## **ALLERGIES / AILMENTS**

During the school year the children will work with a variety of materials and foods etc. It is therefore important for us to know if your child has any allergies. Please tick the appropriate boxes below and provide further details as necessary.

My child:

- has had all necessary vaccinations
- has no known allergies
- has the following allergies

Please state: \_\_\_\_\_

## **ADMINISTRATION OF MEDICINES IN SCHOOL**

If your child needs to take medicine during school hours they should be able to do so themselves with adult supervision. Medicine should be clearly marked and handed into the school office.

Staff are unable to administer any medicine to children unless an official request is made on the appropriate form, available from the school office.

### **Asthma**

If your child has been diagnosed with asthma and has an inhaler for use in school please indicate below. It is your responsibility to ensure that your child has an up to date inhaler in school. Inhalers must be labelled and will be kept in an easily accessible location in your child's class. Inhalers will be taken to the Sports Hall for possible use during PE.

My child:

- has been diagnosed with asthma
- has an asthma inhaler for use at school

Please provide any further details if necessary: \_\_\_\_\_

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## **DIETARY REQUIREMENTS**

If your child has any special dietary requirements due to religious or cultural observances please state these below. We will always do our best to ensure that your child observes these but it is always helpful if your child knows themselves about any requirements they should adhere to.

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## **ACCEPTABLE USE OF INFORMATION TECHNOLOGY AND eSAFETY RULES**

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss these eSafety rules with your child and take care to ensure that appropriate systems are in place at home to protect and support your child.

- I will only use ICT in school for school purposes
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I will make sure that I tell an adult if I receive a message from anyone that upsets me
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

***These rules have been discussed with my child and we agree to follow the eSafety rules and to support the safe use of ICT at Fosse Primary School***

Signed: \_\_\_\_\_ (Parent / Carer with legal responsibility)

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

## **'BRITISH VALUES' & RELIGIOUS ASSEMBLIES**

As a Primary School we have a legal responsibility to promote what have been termed 'British Values'.

We recognise the multicultural, multi-faith nature of the United Kingdom and understand the crucial role that schools play in promoting these values. As a school that serves a richly diverse community, we take our responsibility to promote community cohesion, generate a respect for difference and support individual rights seriously.

We encourage pupils to reflect upon their role in a diverse society and we actively promote British values through:

- A school council whose members take part in a democratic voting processes involving the whole school community from Year 1 – 6
- Encouraging mutual respect and tolerance through our adoption of our Golden Rules
- A religious education curriculum that teaches about the shared values that religion can promote
- Actively celebrating our differences and similarities through assemblies and whole school events such as International Week and our Christmas Carol Service
- Ensuring that staff from other countries, and visitors from other faiths, share their language and culture with pupils
- Ensuring that children are actively encouraged to make choices and become confident, independent learners knowing that they are in a safe and supportive environment
- The positive reinforcement of the importance of teamwork and working together through our school motto, 'Together Everyone Achieves More'

From time to time your child may be taken to local churches and also to have the opportunity to visit other religious establishments. These take place as part of the National Curriculum. Children are never expected to take part in any religious activity if they do not want to although we expect that all children will feel able to take part in activities to broaden their understanding of the range of different beliefs in the world.

If you wish to discuss any of the above please make an appointment to see the Headteacher or Deputy Headteacher.

## **SWIMMING**

Pupils at Fosse Primary are provided with swimming lessons as part of the National curriculum. Parents will be informed when these are taking place – lessons will always happen during the school day although we will also offer after school swimming clubs whenever possible.

All children should swim unless there is a specific reason for not doing so; in cases like this a letter **MUST** be sent to your child's class teacher in the first instance. To ensure your child's safety, the pool and school rules are that children should not wear jewellery in the pool and that a proper swimming costume is worn with long hair tied back. Swimming goggles are not allowed unless it is considered necessary by a doctor – written confirmation will be required.

Parents are expected to provide their child with swimming kit. Children need to bring this to school in a waterproof bag.

Verruca should not stop children from swimming. They can wear a sock from home, a rubber verruca sock or, better still, there is now a gel available which covers them. Please do not excuse your child from swimming for this reason.

***I give permission for my child to participate in swimming lessons while at Fosse Primary School.***

Signed: \_\_\_\_\_ (Parent / Carer with legal responsibility)

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

## **FOSSE PRIMARY SCHOOL PERMISSIONS BOOKLET**

Dear Parent / Carer,

This booklet has been designed for us to keep a single record of your permission for the variety of trips and activities that may take place while your child is at Fosse Primary.

We are aware that many of you will have signed similar forms before – we have introduced this booklet so that all information can be kept in one place while your child is at Fosse – you should not need to complete another form during their time here.

Some of the information contained here is for information only; some requires a signature - please complete and sign the booklet where indicated and return it to the school as soon as possible.

Thank-you for your support.

Richard Stone  
Headteacher

### **Consent forms and information included in this booklet:**

School Trips and other off-site activities  
Photography and video  
Reading and Library Books policy  
Text and Email Messaging Service  
Jewellery and Make-up  
School Uniform Policy  
PE Kit  
Home School Agreement  
Allergies and Ailments  
Administration of Medicines in School  
Dietary Requirements  
Acceptable use of IT and eSafety  
British Values and Religious Assemblies  
Swimming

