**Main Confidential Details Form**

Please complete all details carefully, in full, and return to the School Office.

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| **1)****Student’s Main Details** | Legal Surname (shown on Passport/Birth Cert) |  |
| Legal Forename (Passport/Birth Cert) |  |
| Chosen Surname |  |
| Chosen “to be known as” Forename |  |
|  | Middle name(s) |  |
|  | Date of Birth |  |
|  | Gender | * Male  Female
 |

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| **2)****Child’s****Home** **Details** |  |
| Who does the child lives with? Please specify |
|  |
| Does the child have a sibling at the school? **Yes/No**  |
| If Yes, Please specify: |
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| **3)****Parent /Carer Contact Details****usually****1st priority Contact** | Parent/Carer 1 |  |
| Parent/Carer Initial or Forename |  |
| Parent/Carer Surname |  |
| House, Flat, House number and Road |  |
| Town |  |
| County |  |
| Post Code |  |
| Home Landline Telephone number |  |
| Work Telephone number (which days?) |  |
|  | Mobile Telephone number |  |
| Email address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If above parent/carer is not at home address, should we email a copy of main letters and student reports to her? | * Yes  No
 |
|  | Does this person have Parental Responsibility? | * Yes  No
 |
|  | Relationship to child |  |

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| **4)****Parent/Carer Contact Details****usually****2nd priority Contact** | Parent/Carer 2 |  |
| Parent/Carer Initial or Forename |  |
| Parent/Carer Surname |  |
| House, Flat, House number and Road |  |
| Town |  |
| County |  |
| Post Code |  |
| Home Landline Telephone number |  |
| Work Telephone number (which days?) |  |
| Mobile Telephone number |  |
| Email address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If above parent/carer is not at home address, should we email a copy of main letters and student reports to him? | * Yes  No
 |
|  | Does this person have Parental Responsibility? | * Yes  No
 |
|  | Relationship to child |  |

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| **5)****Additional contact****person** |  | Title |  |
|  | Initial or Forename |  |
|  | Surname |  |
|  | House, Flat, House number and Road |  |
|  |  | Town |  |
|  |  | County |  |
|  |  | Post Code |  |
|  |  | Home Landline Telephone number |  |
|  |  | Mobile Telephone number |  |
|  |  | Work telephone number |  |
|  |  | Relationship to Child |  |
| Email address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Does this person have Parental Responsibility? | * Yes  No
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| --- | --- | --- |
|  | Title |  |
| **Additional contact person** | Initial or Forename |  |
| Surname |  |
| House, Flat, House number and Road |  |
|  | Town |  |
|  | County |  |
|  | Post Code |  |
|  | Home Landline Telephone number |  |
|  | Mobile Telephone number |  |
|  | Work / Daytime telephone number |  |
|  | Relationship to Child |  |
|  | Does this person have Parental Responsibility? | * Yes  No
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| **6)****Contact notes** | In the case of emergency who do we contact first? | \* |
| Alternatively, who next should we contact? | \* |
| Or, failing to contact these, who else? | \* |
|  | Please explain if there are any specific contact issues we should bear in mind when we contact you. |
|  | *Details….* |  |
|  |  |  |
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|  | Please inform us if there are any specific confidentiality requirements between relatives or contacts. |
|  | *Details….* |  |
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|  | \* *These contacts must be listed in sections 3, 4 and 5 above.* |

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| **7)****Court Order** | Is there a court order in place which affects the child named in Section 1? | * Yes, there is a Court Order**#**
* No court order
 |
| **#** Please include a copy of the relevant Court Order document with this application or post it to the “Headteacher” at Churchfields Primary School with a covering note. If you prefer, we can take a copy if you bring the original in to school.**Please always inform us if the nature of the Court Order changes or a Court Order is introduced while the child is at school with us.** |

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| **8)****Medical Details** | Information in this section will be used for general student/medical welfare and when planning school educational trips. It is the responsibility of the Parent/Carer to advise the school of any changes to the medical information at any time during the year. |
| a) Doctor’s Surgery Name |
|  | Road Name of Surgery |
|  | Town |
|  | b) Do any of the following apply to this child? Tick any relevant boxes: |
|  | Yes No Yes NoAsthma or Bronchitis   Allergies to medication   Heart Condition   Any other allergies (eg food, materials)  Fits/ fainting/ blackouts   Other illness or disability   Severe Headaches   Travel Sickness  Diabetes   Have they been stung by a Wasp/Bee?    Sight/Hearing Difficulties   Regular medication  Been given specific advice Is currently in receipt of medical orto follow in emergencies   surgical treatment from a doctor or   hospitalIf you have answered “Yes” to any of the above, please give details (including names and dosage of medicines/tablets) |
|  |  |
|  | d) Has your child received vaccination against Tetanus Yes Noin the last 10 years?   (date if known ) |
|  | e) Past medical history, outline details please |
|  |  |
|  | **Please note that it is the parent’s responsibility to ensure that any medication required for a school trip is brought in to school and handed over to the member of staff in charge. This would include such items as inhalers, epipens, migraine medication, antihistamine and other medication the student may need. Please contact the school if this presents any difficulty.****In the event of an accident whilst at school or on a school trip, and not being able to contact a parent or guardian, I consent to any necessary emergency medical treatment which might include the use of anesthetics in hospital.****By signing the application at the end of this form, the parent agrees to inform the school of any medical changes as soon as reasonably possible.** |

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9)

Forest School

During the school year your child will take part in Forest School Sessions. These sessions will take place during the school day on the Forest School site either weekly or in blocks, depending on year group. Your child will need a change of clothes and wellingtons but details will be sent our prior to the sessions.

**I give permission for my child to take part in Forest School Sessions:**

**Signed:**

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| **10)****Ethnic, Welfare, Cultural & Social****Information**These details are collected to enable us to provide the best educational service.Some information is passed on to the Government, the Local Education Authority and other services by law. | What type of Passport does your child have? |  |
| What “Ethnic Origin” is your child? |
| What religion is your child? |
| What “First Language” did your child learn? |  |
| Was your child born in the UK? | * Yes  No (please complete next line)
 |
| If “No”, when did he/she start living in the UK? |
| How will your child ***normally*** travel to CPS (Churchfields Primary School)? | **Please select only one*** car (only one CPS student in the car)
* car share (more than one CPS student)
* cycle  public bus  school coach
* train  taxi  walk
 |
| ***Data Privacy Notice***Schools are required to share certain pieces of information. May we share further details with other organisations to support your child’s development? | * Yes  No

Further guidance about the “Data Privacy Notice” may be found in the Data Protection Policy provided on our school Website. |
|  | ***Young Carer***Does your son/daughter play a significant role in the care of an unwell, emotionally vulnerable or disabled member of the family? | * Yes  No

This information will be treated confidentially but could be used to inform provision of additional support in school. |
|  | ***Service Children***Please indicate whether the student has a parent or step-parent who is Service Personnel. as designated as Personnel Category 1 or 2 as shown on the MoD website, serving in regular HM Forces military units of all forces and exercising parental care and responsibility.You have the right to refuse to give this information.Data on individual students is not shared with the MoD. The statistical information is used to provide additional school funding. | Service Child?* Yes
* No, never
* Not now but yes in the last 4 years
* I would rather not say
 |

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| **11)****Cool Milk** | School milk is free for all under-fives.Each pupil that attends is registered, through the School, with Cool Milk and will receive a 189ml portion of semi-skimmed milk everyday, which is delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.Find out what the top ten reasons are for drinking school milk at [www.coolmilk.com/whyschoolmilk](http://www.coolmilk.com/whyschoolmilk) |

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| **12)****VISITS TO LOCAL AREA** | Throughout the school year we sometimes take them off-site in the local area (Beckenham and surrounding areas). In order to do so we need you to sign below giving permission for your child to take part in such visits. |
| I give permission for my child to visit the local areafor educational purposes. | **SIGNED:** |
|  | Should any visits involve the use of transport, I understand that separate permission will be sought. |  |

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| **13)****The Use of Photographs****or video images of** |  | During both normal and special activities at school it is not unusual for staff to take photographs of students. These photographs may be used in wall displays, or some other printed publication, on our website or in a presentation. It is not unusual for a newspaper to include a photograph of students to record a special event. To comply with the Data Protection Act we would use these images in accordance with School Policy.Please consider the policy outlines given below and then answer the questions below. These guidelines are based on London Borough of Bromley advice and are in-keeping with national guidelines and the General Data Protection Regulations 2018. |
| **Students** |  |  |
|  |  | The permission you give here lasts for a maximum of 7 years. Should your child leave the school before Year 6 then we would assume that we may continue using any image previously included in documents like our School Prospectus or other printed and digital materials until the publication was updated. |
|  |  | **Please tick the appropriate boxes below to record whether you permit us to use images of your child as described above, or not. As long as we comply with our Policy, may we.....** |
|  |  | * use a photograph of your child on printed materials or project display boards? Yes [ ] No [ ]
 |
|  |  | * use a photograph of your child on our website? Yes [ ] No [ ]
 |
|  |  | * record your child’s image on video or webcam? Yes [ ] No [ ]
 |
|  |  | * include an image of your child in the media (a newspaper or on tv)? Yes [ ] No [ ]
 |
|  |  | * I agree for my child to be filmed or photographed by other parents (assemblies, productions or sports day)?

Yes [ ] No [ ] |
|  |  | * I agree that any images of children other than my own (that I have filmed) will not be made public (e.g. Uploaded onto the internet via social media) Yes [ ] No [ ]
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| **14)****Free School Meals** | Please see details below regarding eligibility for Free School Meals and school Pupil Premium funding. It is extremely important that the school is aware that you are / were entitled to Free School Meals as the additional funding the school receives will have a direct impact on your child.Parents can check their eligibility to Free School Meals/Pupil Premium by visiting [http://www.bromley.gov.uk/info/200086/schools\_and\_colleges/62/free\_school\_meals](http://www.bromley.gov.uk/info/200086/schools_and_colleges/62/free_school_meals%20) and following the link to Free School Meals.Pupil Premium is only payable for those children whose parents meet the eligibility criteria, but it is important for schools to be able to make use of all available resources to support your child.For every eligible child the school will receive a significant sum per year to improve learning and this funding continues to be payable in successive academic years, even if your financial situation changes and you become no longer eligible.**Eligibility Criteria:*** Income support
* Income-based Jobseeker’s Allowance
* Employment and Support Allowance (Income Related)
* Support under Park VI of the Immigration and Asylum Act 1999
* Families in receipt of Child Tax Credit will also qualify provided that (a) they are **not** entitled to Working Tax Credit, and (b) their annual income, as assessed by Her Majesty’s Revenue and Customs does not exceed £16190 (subject to annual review)\*
* Guarantee element of State Pension Credit

\*Parents who are made redundant or start working less than 16 hours per week may find their children are entitled to free meals for a limited period.The School Office has a form for parents to complete if they are eligible for Free School Meals/Pupil Premium and we urge that you do this and not just return the meal selection form on its own. |
|  | Is your child entitled to a Free School Meal? | * Yes**#** (evidence is required)
* No, never
* Used to be entitled until (date):
 |
|  | # Please apply online for Free School Meals at <https://www.bromley.gov.uk/site/xfp/scripts/xforms_form.aspx?formID=180&%u205Elanguage=en> Alternatively please contact the School Office and we will explain how to confidentially apply for Free School Meals, the school can even do this for you on your behalf. |

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| **15)****Universal UNIVERSAL FREE SCHOOL MEALS FOR INFANT CLASSES****Free School** |
| **Meals** The Universal Free School Meals initiative (UFSM) was introduced in September 2014 for all children in Years R, 1 & 2, enabling the children to take advantage of a school meal everyday, free ofcharge.You may also have heard of the Pupil Premium initiative whereby the school receives funding for those children entitled to Free School Meals under the eligibility criteria listed in Section 13, as this initiative has been in place for some years now.It is important that the school is still aware of those children who are entitled to a Free School Meal and hence Pupil Premium funding, even though a free meal is being provided through UFSM.We urge all parents of infant age children to check their eligibility (as listed in Section 13) and let the school know.If you suspect / are unsure that you maybe entitled to Free School Meals, by completing a simple form and handing it in to the School Office, the school will be able to check on your behalf if you are entitled to Free School Meals and Pupil Premium funding.Furthermore, children of service families also attract Pupil Premium funding each year - please make the office aware if you are a serving member of the services. |

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| **16)****School Dinners &****Food Allergies** | We are very proud of our school meals service.We do not have any processed or fried food on our menus and we buy all our meat from a local butchers. Fruit and vegetables are purchased from a local supplier and everything is made from scratch in our kitchens using fresh, healthy ingredients. The menus change every term and we offer a range of balanced meals; e.g. roast dinners, lasagne, filled jacket potatoes. Our menus are published and sent out approximately 2 weeks before the end of term and are on a 3 week rotation lasting until the end of the term. From September 2014 years R, 1 & 2 children will receive free school meals. For years 3-6 all invoices will be sent out during the first week back of each half term.All children will participate in cooking lessons during the school year which they thoroughly enjoy. The emphasis in these sessions will be on developing basic cooking skills whilst learning about healthy eating. The end result will be brought home for the family to share.**Please state below only if your child has a food allergy** (not that they don’t like something!). We may need to request a medical note for our records.Please give information regarding any food allergies:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Signed by Parent/Guardian** .................................................................... |

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| **17)****Confirm and Sign** | **Main Details Document – Confirm and Sign****The information which you provide on this form will be treated in the strictest of confidence.****As the parent /guardian of this child I promise to inform the School, as soon as is practical, of any change in information provided here.** |
|  | Signature: Relationship to child: |
|  | Date: |
|  | Thank you for completing this form. Please check that the details are complete and accurate.The School will store these details electronically and you are entitled to review them at any time. If required, please write to the school asking for a copy. Each year around October you will be asked to check, sign and return a Data Check Sheet with these details presented. Please ensure you inform the School in writing if any details change at any other time. |
|  |  ***Admin Use Only:***  |

PTO – one final question 

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| **18)** |
| **“Calling All Parents”**One final question - can you help?We’d like to welcome parents in to school as much as possible to work with us. If you think you might be able to get involved in any of the following ways please comment in the spaces provided. We’ll be in touch in due course. |
| Taking part in our very supportive Parent Teacher Association: |
| Talking to groups students aboutlife experiences, relating to school topics: |
| Volunteering in the classrooms: |
| Reading with students duringschool time: |
| Something else which you could offer:Volunteers for Forest School sessions: |
|  |
|  Thank you. |