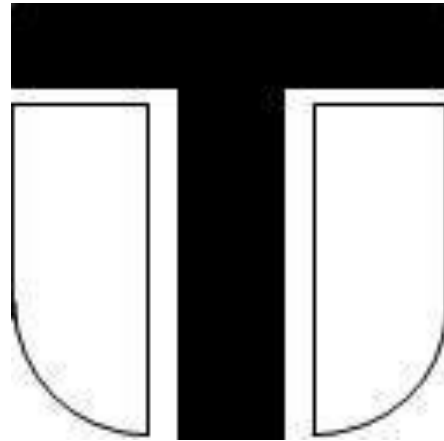


# Theale CE Primary School



## New Pupil Pack

Autumn 2023

Headteacher – Mrs Catherine Morley

# Contents

Please complete these forms during your visit and return to a member of staff.

1. Transition and Ethnic Monitoring Form

Provides information that we are required to record about our pupils

2. Parental Consent Forms

Gives your consent for matters such as short trips, photographs and includes the Home School Agreement

3. ParentMail Consent Form

ParentMail is the system we use to send email and text messages to you, for topics such as reminders and electronic copies of letters.

4. School Uniform Order Form

Many people like to buy most of the school uniform from a supermarket or department store. Most choose to buy a cardigan or sweatshirt with the school logo, a book bag and PE shorts through logo through Tilehurst Schoolwear : [www.tilehurstschoolwear.co.uk](http://www.tilehurstschoolwear.co.uk)

5. Free School Meals/PPG Grant Application

You need to make a free school meal application if you receive certain benefits. The school can use the information to determine if additional funding from the Pupil Premium Grant can be used to help support your child.

If you haven't already shown us a copy of your child's birth certificate, please visit the School Office with it so that we can make a copy for our records.

# THEALE C of E PRIMARY SCHOOL

## NEW PUPIL INFORMATION FORM

Please complete this form as fully as you can. All information is considered strictly confidential.

INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON COMPUTER AND IS THEREFORE SUBJECT TO THE DATA PROTECTION ACT 1984.

### PUPIL DETAILS

CHILD'S SURNAME: \_\_\_\_\_

FORENAME: \_\_\_\_\_

Middle Names: \_\_\_\_\_

Preferred Chosen Name: \_\_\_\_\_

Date of Birth: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Gender: (please circle) Male / Female

Address \_\_\_\_\_ Postcode \_\_\_\_\_

### PARENT/CARER DETAILS

Legal guardians please amend as appropriate

#### Parent/Carer 1

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename \_\_\_\_\_

Address (if different from child)

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

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

Occupation \_\_\_\_\_

Parental Responsibility Yes/No

(If NO, please supply details in confidence)

\_\_\_\_\_

#### Parent/Carer 2

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename \_\_\_\_\_

Address (if different from child)

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Mobile \_\_\_\_\_

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

Occupation \_\_\_\_\_

Parental Responsibility Yes/No

(If NO, please supply details in confidence)

\_\_\_\_\_

Is there a Court Order pending or in place relating to contact? Yes/No If yes, please provide a copy for the school office

Who does the child live with? (e.g. Natural parent/Step parent/Legal guardian/Relative): \_\_\_\_\_

Is any parent a member of HM Armed Forces? Please circle as appropriate:

Mother/Step-Mother/Father/Step-Father

## EMERGENCY CONTACTS (In addition to the above)

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/mobile: \_\_\_\_\_

Telephone/mobile: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## HOME INFORMATION

Child's position in the family (e.g. 1/2 = first of two, 2/3 = second of three) \_\_\_\_\_

Do they have a sibling in school? YES / NO

Child's Natural Language: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

## ADDITIONAL INFORMATION

Will /Does your child take a midday meal at school? YES / NO/ SOMETIMES

How will your child travel to school? (*please circle **only** the most frequently used*):

Walk / Car / Train / Car share / Cycle / School Bus / Public Bus Service / Taxi / Other

Do you receive Income Support / Jobseekers Allowance? YES / NO

(*your child may be entitled to Pupil Premium funding; please speak to the school office*)

If entering from another school, please give details here:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Previous Nursery / Playgroup: \_\_\_\_\_

Telephone Number of Nursery / Playgroup: \_\_\_\_\_

At the end of each day my child will:

Be collected by \_\_\_\_\_

Is allowed to walk home alone  (please tick if applies)

## Religion

Christian

Muslim

Hindu

None

Jehovah

Other

Jewish

Roman Catholic

Methodist

Sikh

## MEDICAL DETAILS

NAME OF FAMILY DOCTOR: Dr \_\_\_\_\_ Telephone: \_\_\_\_\_

NAME & ADDRESS OF MEDICAL PRACTICE: \_\_\_\_\_

CHILD'S NHS Number: \_\_\_\_\_

1. Should your child wear glasses? YES / NO / SOMETIMES
2. Is your child's hearing satisfactory? YES / NO
3. Has your child ever suffered hearing loss in early childhood? YES / NO
4. Does your child have a physical disability about which we should know? YES / NO  
*Please give brief details:*
5. Is there any reason why your child cannot take a full part in games, physical exercise or any other activity? YES / NO
6. Is there any other important medical condition about which we should be aware? EG. asthma, epilepsy, diabetes YES / NO
7. \*Does your child suffer from any chronic / severe allergy (eg. nuts, wasp stings etc) whereby s/he may require a life-saving injection whilst in school YES / NO  
If yes, please print:  
Cause of allergy: \_\_\_\_\_ Antidote drug: \_\_\_\_\_
8. Any other information which you feel we should know (eg. Special Dietary requirements):  
\_\_\_\_\_

**\* Failure to disclose this information will mean that the Local Education Authority will not accept liability for your child if a severe reaction occurs whilst s/he is in school.**

## ETHNICITY

Information collected is solely to provide anonymous statistics to the Local Education Authority and Department for Education and Skills (DfES) to contribute to local and national statistics.

### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background

### Mixed

- White & Black Caribbean
- Any other Black background
- White & Asian
- Any other Mixed background

I do not wish my child's ethnic group category to be recorded

### Asian or Asian Black

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### Chinese

### Black or Black British

- Caribbean White & Black African
- Any other ethnic group

Signature of Parent / Guardian: \_\_\_\_\_

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

Please note the School Office must be shown the child's original Birth Certificate which will be photocopied. *In order for us to keep our records up to date, please advise us immediately of any changes in address, telephone number etc. Thank you.*

<b><i>For Office Use Only</i></b>	<b>Date</b>	<b>Comments</b>
Original Birth Certificate		
Date Of Admission		
Entered on SIMS		
Pupil file requested from previous school (if applicable)		
New Pupil File made up.		
UPN Number allocated or obtained from previous school (if applicable)		<b>UPN Number:</b>
Medical Conditions entered on SIMS (if applicable)		
CTF received from previous school Yes / No		

**THEALE**  
**CHURCH OF ENGLAND PRIMARY SCHOOL**

HEADTEACHER: MRS CATHERINE MORLEY

**PARENTAL CONSENT FORMS**

CHILD'S NAME	
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During your child's time at Theale C of E Primary School there are a number of areas that require parental consent. They are shown overleaf as follows:

**Section 1:** Outdoor Learning & Short visits to local area only

**Section 2:** Pupil Internet Access

**Section 3:** Displaying photographs/video performances

**Section 4:** Change of clothes

**Section 5:** Home School Agreement

**Please sign and return to the School Office promptly, before your child starts to attend  
Theale C of E Primary School - thank you**

**Vision Statement**

Theale C of E Primary School, with the help of all outside agencies, will provide the best education that a child can receive.

The staff and school will be effective and enable children to reach the highest standards possible. The school will develop a child's knowledge, experience and imaginative understanding and to create an awareness of moral values and capacity for enjoyment.

Every child will be regarded and valued as an individual person with academic potential, needs, problems and aspirations; a person who can make a distinct contribution to the life of the school.

The school will provide an exciting and stimulating learning environment where the children will be able to learn, create and experience and where their efforts are celebrated by being displayed.

The school will be well organised, efficient and well resourced. The children and all staff will strive for the highest possible standards of achievement.

Parents, pupils and staff will create an atmosphere in which the children will accept responsibility for their behaviour and their work.

Children will be encouraged to have understanding, sympathy and tolerance for cultures and societies other than their own.

A good rapport between pupil, teacher and parents is the corner stone for security and success for each and every child. The years that the children spend in this school are formative years, when they discover themselves, their individuality, their abilities, their interests and their strengths. A child's talents may display themselves in many ways. We must provide a vehicle for these talents to be nurtured, encouraged, developed and praised.

Catherine Morley

## Section 1: Outdoor Learning & Short Visits to the local area

Throughout the School Year the children have Outdoor Learning sessions, which are an inspirational concept providing learning opportunities through practical activities in an outdoor environment. Children enjoy the freedom to explore and experience the natural world in all seasons and in all weathers. Outdoor Learning embraces an approach of nurturing, supporting and developing the self-esteem of participants. It is an ideal environment in which to develop innovation, problem solving, risk taking, creativity and teamwork.

We often take the children out on local visits in connection with work in the school, to visit Holy Trinity Church. Local, in this case, means in or around Theale. These trips will not require transportation and may include Englefield Estates, Theale High Street, The Gateway Library and Theale Green Community School.

On those occasions when visits involve any kind of cost and voluntary contribution, you will receive a letter with details and consent form as usual.

I give permission for my child to take part in all such visits as outlined above, and I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent.

Signed: ..... (Parent's signature)

## Section 2: Pupil Internet Access

As part of pupils' curriculum enhancement and the development of ICT skills, Theale C of E Primary School is providing supervised access to the Internet.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable websites as part of their programme of learning.

We teach children to use the Internet responsibly and take every precaution to ensure children have controlled access and do not access inappropriate materials. We have purchased our Internet Access from an educational supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated above, access will be supervised.

Should you wish to discuss any aspect of Internet use please contact the School to arrange an appointment.

### Rules of Internet Use

- I will only access the system with my own login and password, which I will keep secret.
- I will not access other people's files.
- I will use the computers for school work and homework.
- I will not bring in memory sticks/CDs/DVDS from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.

### **Pupil's Agreement**

I agree to follow the rules set out as above for Responsible Internet Use.

Signed: ..... (Child's signature). *Juniors only need sign*

### **Parent Permission**

I give permission for my child to have Internet access on the terms set out above.

Signed: ..... (Parent's signature).



### Section 3: Photographs for Display/ Video Performances

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

Please tick below to provide your consent for the taking of photographs/videos and their use.

- We like to include photographs of the children in our school displays, prospectus or other material produced by the school. Names will not be included with photographs.
- We may use your child's photograph on the school website. Names will not be included with photographs.
- There are occasions, such as Christmas/Summer Productions, when we like to video the children's performance.
- The school photographer 'Tempest Photography' take both individual and class photos of the children. Individual photos are available for sale to the parents/carers of each pupil and class photos are available for purchase by all parents/carers of the children in that class.
- My child's photograph may be taken and used by the local press for publicity purposes (e.g. 'First Day at School' supplements). Names will not be included with photographs.

Signed:.....(Parent's signature)

### Section 4: Change of Clothes

There are occasions when children will need to change their clothes under the supervision of a member of staff. We need your permission to allow this.

I give permission for my child's clothes to be changed by a member of staff.

Signed: ..... (Parent's signature)

### Section 5: Home School Agreement

At Theale we aim to provide an environment which is: secure, caring and stimulating, so that the full intellectual, social, physical, moral and spiritual capabilities of each child are developed to their best potential within a Christian community.

We wish to equip pupils with the knowledge, skills and attitudes needed for the next stage in their educational life and later as adults.

We wish to encourage pupils to:

- communicate effectively
- develop positive relationships with others
- share and contribute
- learn constructively in a secure environment
- become individuals and independent learners
- work with others as a team
- be actively involved in learning and have a healthy life-long attitude towards gaining and using knowledge
- have a high level of self-esteem and self-confidence
- develop an awareness of their responsibilities towards sustaining our environment
- respect themselves and appreciate their own goals and achievements
- respect and understand other people's feelings, property, opinions, religion and abilities
- develop consideration and interest in others in the local, national and world community
- take responsibility through opportunities for taking part in decision making

- strive for academic, social and personal excellence through a structured broad and balanced curriculum within a school where:
  - consistent high standards are encouraged through appropriate targeting, to ensure achievement and progress
  - there is a clear code of behaviour and modelled good conduct
  - all staff, parents and pupils share common aims as part of a team
  - there is an atmosphere of drive through a consistency of pace, and individual effort is recognised and rewarded.

**The School will aim to:**

- treat your child as an individual helping them to develop and grow personally and academically
- set high but realistic expectations for your child and give him/her every help to achieve them
- be alert to any difficulties your child is having and take appropriate action
- deal with all instances of negative behaviour quickly and effectively
- keep parents informed of their child's progress, school organisation, further learning opportunities available and current developments
- give children the opportunities to discuss school issues
- provide a conducive learning environment for your child
- work within the framework of a Christian community promoting clear moral and social guidelines

**We ask parents and guardians to:**

- help children to attend regularly and punctually, bringing with them all appropriate equipment, ready to begin a school day
- inform the school for reasons for a child's absence or any issues affecting their welfare
- keep the school informed in any changes of emergency contact numbers
- avoid taking family holidays during school term time
- be supportive of decisions made by school staff which affect your child
- where possible, support both formal and informal occasions when staff, governors and parents meet and attend parents' meetings
- encourage and support any extension work completed at home
- ensure children wear the school uniform and not have inappropriate or extreme hair styles
- not post inappropriate or derogatory comments about the school or its staff on social media sites

**NB**

If after speaking with the class teacher parents have a need to make a formal complaint, initially this should be discussed with the Headteacher. If still not satisfied please refer the matter, in writing, to the Chair of Governors.

**We ask the children to:**

- be responsible for their punctuality and own personal organisation
- respect people and their property
- behave in an appropriate manner according to the school's expectations
- to work hard at all times and show pride in their work
- complete any home activities requested by the school
- take an interest in the extra-curricular opportunities delivered by the school and local community
- tell a teacher if anything is worrying them



Headteacher's signature

Parent's signature.....

Name of child.....

Child's signature.....

## ParentMail

We use an electronic system for sending trip permissions, text messages and emails to parents, called ParentMail. All School events/trips are sent out via forms, our letters and general information messages are sent via email, and we send text messages to remind you of events or update you on the status of activities. If recommend, you download the ParentMail pmx app so that you can access the forms and all messages are all stored in one location.

Please fill in the form below to give your consent for us to add you to the ParentMail system. Once you are registered, a link will be sent by the system so that you can confirm.

**Child's Name:** \_\_\_\_\_

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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

Primary Contact: Yes/No

*This is the person who needs to receive text updates for changes to activities happening that day*

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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

Primary Contact: Yes/No

*This is the person who needs to receive text updates for changes to activities happening that day*

# School Uniform

The basic school uniform can be purchased from many high street shops. Items embroidered with the school logo can be purchased from Tilehurst SchoolWear, either in person at their shop or via their website: [www.tilehurstschoolwear.co.uk](http://www.tilehurstschoolwear.co.uk) . Their phone number is 0118 3271060.

We recommend that shoes are both practical and comfortable; trainers should not be worn in the classroom. High heels are not allowed. Sandals must be sturdy and provide some protection to the ankles. Jewellery, novelty hairbands, make up, unnatural hair colour, inappropriate hairstyles (e.g. shapes cut into the hair), and nail varnish are not allowed.

## **Please make sure that all clothing is clearly named.**

The children should have PE kit available every day in school. Kit should be kept in a clearly labelled bag and left in school all week. For health and safety reasons earrings (1 stud per ear permitted) must be removed for PE or Games lessons. It is the child's responsibility to remove them.

Winter: Tailored trousers, skirt or pinafore – grey or black  
Shirt, blouse or polo shirt – white (polo shirt with or without school logo)  
Jumper, sweatshirt or cardigan – maroon (with or without school logo)  
Socks – grey or black with trousers, white with skirt  
Tights – grey or black  
Shoes - black

Summer: As above or with shorts (grey or black)  
or yellow and white gingham dress (with white socks)

PE kit: Black tracksuit (winter)  
Shorts – maroon  
T-shirt – plain white or with school logo  
Trainers, gym shoes, socks

# Free School Meals Application Form

For children attending **all years (Including Infants)** in West Berkshire Schools

Make an online application at: [www.westberks.gov.uk/freeschoolmeals](http://www.westberks.gov.uk/freeschoolmeals)



## Note for parents with infant children

All children attending Reception, Year 1 and Year 2 can receive a Free School Meal. You still need to make a free school meal application if you receive certain benefits because the school can use the information to determine if additional funding from the Pupil Premium Grant can be used to help support your child.

The Pupil Premium Pupil Grant can only be used to support children from low income families so there is noticeable benefit if you apply.

## Part 1 - Details of the applicant who must be the child's parent or legal guardian

Mrs/Mrs/Miss/Ms	Forename:	Surname:
Address:		
Phone Number:		
Email:		

## Part 2 – Information required to check if you are entitled

Please confirm if you receive any of the following benefits:

Universal Credit (provided you have an annual net income of no more than £7,400, as assessed by earnings from up to 3 of your most recent assessment periods)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Jobseeker's Allowance ( <b>income-based</b> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment and Support Allowance ( <b>income-related</b> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>
support under Part VI of the Immigration and Asylum Act 1999	Yes <input type="checkbox"/>	No <input type="checkbox"/>
the guaranteed element of Pension Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income (household income) of no more than £16,190	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Please confirm if you receive working tax credits

If you are in receipt of Working Tax Credits then you do not qualify for Free School Meals or Pupil Premium.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you are in receipt of the above benefits but not working tax credits, please complete the following so we can check your entitlement:

**Applicant's National Insurance Number:**

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**Applicant's Date of Birth:**

--	--	--

If you are an Asylum seeker we need you **NASS Number:**

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If you have confirmed that you receive any of the above benefits a check will be made against records held by the Department for Work and Pensions, HM Revenue and Customs and the Home Office to determine entitlement.

### Part 3 - Details of Children in the family

Please list all children who attend West Berkshire Schools

Child's Surname	Child's First Name	Date of Birth	Name of School

### Part 4 - DECLARATION TO BE SIGNED BY THE CLAIMANT

I certify that the information given above is to the best of my knowledge and belief correct and, where necessary I undertake to notify West Berkshire Council if the benefit I receive ceases. I understand that West Berkshire Council may verify any of the information provided. I **agree** that you will use the information I have provided to process my claim for free school lunches and will contact other sources as allowed by the law to verify my initial, and on-going, entitlement. I **understand** that the results of any free school lunch eligibility check may also be used to assess my entitlement to receive free travel to school.

<b>Signed:</b>	<b>Date:</b>
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**You can return this form to your child's school or allocated school who will forward to West Berkshire Council's Free School Meals Team or you can post to:**

School Admissions & Free School Meals Team, West Berkshire Council, West Street House, Newbury, RG14 1BZ

### Privacy Notice

Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at [www.westberks.gov.uk/pnfsm](http://www.westberks.gov.uk/pnfsm)