



Teignmouth
Primary School

Home data and consent form

CONFIDENTIAL

- This form is for completion by the parent/carers of every child in their family **once** they have been granted a place in our school, or for parents/carers who wish to update the data we hold regarding them.
- This form must be completed in full, providing as much information as possible.
- We are unable to receive your child into school unless this information is adequately provided
- If you wish to change any of the consents during this time, please contact the school office or email info@teignmouthschool.co.uk

STUDENT DETAILS (*The legal forename and surname must match the name given on the child's birth/adoption certificate)

Legal Forename:		*Legal Surname:	
Middle Name:		Preferred Forename:	
		Preferred Surname:	

Date of birth:	/ /	Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age:	
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Other siblings currently attending school here (name and class teacher):

STUDENT ETHNICITY, NATIONALITY AND RELIGION

Ethnicity		
<input type="checkbox"/> I do not wish an ethnic background category to be reported		
<input type="checkbox"/> White – British	<input type="checkbox"/> White and Black Asian	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> White – Irish	<input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Black African
<input type="checkbox"/> Traveler of Irish Heritage	<input type="checkbox"/> Indian	<input type="checkbox"/> Any other Black background
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Chinese
<input type="checkbox"/> Gypsy / Roma	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other (please state) _____
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Any other Asian background	
Country of birth:		

Ethnic origin may also be about background, language and culture. It may not always be the same as nationality, race or birthplace.

First Language & Nationality	<input type="checkbox"/> English <input type="checkbox"/> Other (Please State) _____
Religious affiliation:	<input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No Religion <input type="checkbox"/> Decline to answer Other:

FAMILY/HOME INFORMATION

Child's home address:	
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Please give details of adults who you would like to be recorded as 'emergency contacts'. These adults will receive a phone call if the child is poorly or whether we need to contact home in an emergency. They should be the first point of contact between home and school. All contacts will also be recorded as having permission to collect the child from school and to receive school communications via email/text message unless we are informed otherwise.

PR – an adult who has parental responsibility (**PR – see back of form for more information**)

EMERGENCY CONTACTS			
Name/Relationship (inc title e.g. Mr, Mrs etc.)	Home Address/Phone/Mobile/Email	Work Address/Phone/Email	PR?
	Address: Tel: Mobile: Email:	Address: Tel:	Yes <input type="checkbox"/>

	Address: Tel: Mobile: Email:	Address: Tel:	Yes <input type="checkbox"/>
	Address: Tel: Mobile: Email:	Address: Tel:	Yes <input type="checkbox"/>
	Address: Tel: Mobile: Email:	Address: Tel:	Yes <input type="checkbox"/>

MEDICAL DETAILS

Please indicate any medical information relevant to your child.

Surgery Name:		Town:		Tel No:	

MEAL ARRANGEMENTS / DIETARY DETAILS

School Meal ☐

Packed Lunch ☐

Free School Meal ☐

Note: it is important that parents of Early Years / Key Stage 1 pupils apply for free school meals. For information on how to apply please visit <https://www.devon.gov.uk/educationandfamilies/school-information/school-meals>

Please indicate any dietary needs/allergies:

MAIN MODE OF TRANSPORT TO SCHOOL (Please tick one only)

<input type="checkbox"/> Car share	<input type="checkbox"/> School bus	<input type="checkbox"/> Taxi
<input type="checkbox"/> Car/Van	<input type="checkbox"/> Public bus service	<input type="checkbox"/> Walk
<input type="checkbox"/> Cycle	<input type="checkbox"/> Train	<input type="checkbox"/> Other

If my child is in Year 3 and above, I give consent for them to walk home from school alone at the end of each day: ☐ Yes ☐ No

PREVIOUS SCHOOL

Please provide details of the last school attended (includes Nursery, Schools/Units or Pre-Schools/Playgroups)

School Name:		Town/city:	
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SPECIAL EDUCATION NEEDS



Please tick if this child has Special Educational Needs (i.e. has a Statement for Special Education Needs or an Education and Health Care Plan (EHCP) or is currently being assessed).

☐

USE OF IMAGES/VIDEO

From time to time, we may wish to capture video or photographs of pupils at our school to use on our website, Trust website and social media/digital platforms such as Seesaw, Facebook and others. We may also wish to use these images in our school displays, newsletters and school publications. Whilst extremely rare, there may also be opportunities where the local/national press are invited into our school and may take photographs/video which could appear in the local/national press including newspapers and television.

It is our responsibility to protect and promote the safety and welfare of our pupils in our care at all times. We recognise this responsibility extends to how we manage the use of photographs and video of our pupils, and have put in place the appropriate safeguards. It is our statutory obligation to protect the privacy of individuals and families.

To consent to us using your child's image through their time with us for all of those reasons explained above, please tick (✓) the appropriate box below. If you choose the 'No' option, we will remove your child from any of the photography/video opportunities that may be on offer:

☐ Yes

☐ No

If you wish to change your mind about the permission you give us, just let us know.

GDPR (GENERAL DATA PROTECTION REGULATIONS)

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law. In accordance, the personal data of pupils and their families is collected and used for these reasons only. We also share data with third party companies that we use for communication, learning and administration purposes. These include Seesaw, School Money, Class Charts and Smart School Websites, but this list is not exhaustive.

For more information, please read our Privacy Notice for Parents and Pupils by visiting [Ivy Education Trust](#).

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. To make a request for your personal information, or be given access to your child's educational record please contact our Data Protection Officer via DPO@ivyeducationtrust.co.uk.

PARENTAL RESPONSIBILITY

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. A person with parental responsibility for a child has the right to make important decisions about their upbringing, for example,

- where they live
- what medical treatment the child should receive
- what education they receive, including which school they should attend

Who has parental responsibility?

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

For more information please visit <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>

I confirm the information I have given Teignmouth Primary School on this form is true and accurate.

Signature (parent/carer):

Date:

Printed name:

Working Families Entitlement (15/30 Hours)

The introduction of the working families entitlement was introduced for children from 9 months onwards.

This is either 15 hours funding for children aged 9 months to 2 years old or an additional 15 hours funding for children aged 3 and 4 years.

Eligibility for the extended entitlement

Working parents will need to meet the following criteria to be eligible for up to working families entitlement:

Each earns or expects to earn the equivalent to 16 hours a week at the National Minimum or Living Wage over the coming three months. This equates to £120 a week (or about £6000 a year) for each parent over 25 years old, or £112.80 a week (or about £5800 a year) for each parent between 21 and 24 years old.

This means you do not have to actually work 16 hours a week but earn at least the equivalent of these wage rates.

How do I apply?

You must apply for the extended entitlement hours through www.childcarechoices.gov.uk

You will need:

Your National Insurance Number, and your partner's National Insurance Number (if applicable), child's name and date of birth.

What next?

If you are eligible, you will receive an 11-digit code, you will need to provide the school with this code along with your National Insurance Numbers. This can be handed or emailed to Mrs Elver – kerry.elver@teignmouthschool.co.uk

The eligibility code only lasts for 3 months, you will need to reapply for the funding before this period. The school will require your next code.

When can I start using my extended entitlement hours?

The offer begins at the start of each school term. You may access a place for the funding period after your child becomes 3 years old. If your child is 3 or 4 years old, you must apply by:

- 31 August to be able to use the funding in the Autumn Term
- 31 December to be able to use the funding in the Spring Term
- 31 March to be able to use the funding in the Summer Term

Please find more information about the funding options available to you at <https://www.childcarechoices.gov.uk/>

Nursery basic information

Child's name: _____

Has your child had his/her 2 Year Development Review Check with the Health Visitor? Yes/No

Were there any concerns including health issues that you and your child might need support with at the setting?

General Health: Including speech/hearing/sight	
Important likes and dislikes: food/drinks fears and phobias	
Does your child have a nap?	
Does your child attend or have they attended another childcare setting?	
Groups/stay and play groups attended	

Intimate care permission

We adhere to a policy in which we ensure that the circumstances in which we change children into dry clothing or nappies are as comfortable as possible.

If there are any circumstances in which a child is distressed or upset, that the parents or carers will be contacted and asked to change their child.

If your child wears nappies, parents and carers are required to provide nappies/pull ups, wet wipes, nappy creams (if required) and nappy sacks for their child.

If your child is in the early stages of using the toilet, we ask you to provide plenty of spare clothing (pants, socks and trousers) and wet wipes.

Please ensure that your child has a small bag with a set of spare clothing and wet wipes for the occasional accident or if they become very mucky.

Please complete the information below:



Allergies to wet wipes	
Allergies to nappies	
Toileting habits	

- I give permission for my child to be changed if wet or soiled by a member of the Early Years team
- I give permission to apply nappy creams to my child if required. (Creams to be provided by parent/carer)

Parents/Carers name: _____

Parents/Carers Signature: _____

Date: _____

 Economic Early Years Pupil Premium Declaration Form 
Provider Name: Teignmouth Primary School

Economic Early Years Pupil Premium Declaration

Early Years Pupil Premium could bring £300 of funding to your provider to support your child. If you receive one of the benefits below you could attract this funding:

The Early Years Pupil Premium is paid to the child's early years provider based on the number of universal entitlement hours that the child is attending.

We need the following personal information to check if you are eligible.

Child's Details

Legal Name:	First Name	Middle Name(s)	Last Name
Date of Birth:			

Parents Details

	Parent/Guardian 1									Parent/Guardian 2								
Name:																		
Date of Birth	D			M			Y			D			M			Y		
National Insurance Number:																		
National Asylum Support Service (NASS) Number:			/			/						/			/			
Address:																		
	Postcode:									Postcode:								

General Data Protection Regulation Template Consent

Your personal data is being used by Teignmouth Primary School for the purposes of claiming Early Years Pupil Premium funding from Devon County Council. We undertake to ensure your personal data will only be used in accordance with our privacy notice which can be accessed on the school website.

The information provided will be shared with Devon County Council (DCC). For more details see [Devon County Councils Privacy Notice](#). Please confirm that you give your consent to Teignmouth Primary School using your personal data as outlined in our privacy notice and Devon County Councils privacy notice, by completing the table below.

I give my consent for you to use my personal data as outlined in your privacy notice and Devon County Councils privacy notice .
Signed:
Print name:
Date of consent:

You have the right to withdraw your consent at any time. Should you wish to withdraw, please contact Kerry Elver, Nursery Manager. If you wish to exercise any of your rights under the General Data Protection Regulations, please contact our Data Protection Officer.

Teignmouth Primary School



Nursery Hours Contract

Child's Name: _____

Please take the time to read the nursery hour's contract.

We are open from 8:40am to 3:15pm Monday to Friday. Various sessions are available (please see below). We offer term time childcare only.

Funding

Funding Type: ☐ 2-year-olds Funding

Funding code:

☐ Early Years Entitlement (3–4-year-olds)

☐ Working Families Entitlement

11-digit validation code:

Additional Sessions (Paid)

For additional sessions over the 15 funded hours or if your child is currently not eligible for funding, please read the details below and complete the following section:

Things to note about additional sessions are:

- Additional nursery time can be purchased subject to availability.
- Sessions are charged *from as little as £6 per hour*. The sessions available are as follows:

Core Offer:

8:45am to 3:15pm - £36 per day

8:45am to 12pm - £18 per day

12pm to 3:15pm - £18 per day

- We accept Tax Free Childcare as payment for hours.
- Parents and carers will be asked to sign this contract setting out the terms and conditions and agreeing to a commitment to the chosen sessions for the school year. Any change to these hours is subject to availability.
- **All Payments must be made in advance.**
- **All purchased sessions booked that your child does not attend must be paid for.**
- **There will be a late collection fee of £15 for every 15 minutes the parent/carers is late to collect their child. The minimum charge is £15.**
- **We reserve the right to cancel any bookings.**

Executive Headteacher: Mrs Annabelle Thomas | Headteacher: Mr Luke Marchant

Mill Lane, Teignmouth, Devon, TQ14 9BB | Tel: 01626 772320

Email: info@teignmouthschool.co.uk | www.teignmouthprimary.co.uk



If you are eligible for the working families or extended entitlement, you will be responsible for providing the school with the 11-digit code and your National Insurance Number.

Signing this contract will give us permission to verify the code with the Local Authority.

If for some reason you are no longer eligible for the extended entitlement you will be required to reduce down to the 15 hours funded or pay for the additional sessions.

Please provide us with a National Insurance Number:

Name of Parent/Carer: 1									
National Insurance Number:									
Name of Parent/Carer: 2									
National Insurance Number:									

Session choices

Please indicate below your choice of the sessions that you wish your child to attend nursery for:

	Morning 8:40am-12:00pm (3 hours)		Afternoon 12:00pm-3:15pm including lunch (3 hours)	
	Funded Session	Paid	Funded Session	Paid
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If your child is in for an afternoon session from 12pm please could you provide a packed lunch or inform the school on that morning (by 9am) if they require a school cooked meal.

Notice Period

If you wish to withdraw your child from our Nursery, we ask for 4 weeks written notice. Funding will be claimed and additional payments are required in the 4 weeks' notice period.

I confirm that I hereby agree to the terms and conditions in this contract.

Signed (Parent/Carer): _____ Print (Parent/Carer): _____

Date: _____

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