

As with all the academy planned off-site visits they will:

- Follow the academy's Off-site Visit Policy
- Have rigorous risk assessment
- Be supervised with an appropriate child/adult ratio.

Permission to visit & walk to areas in the locality **Yes/No**

Working with other Teachers and Visitors

During the year the academy takes advantage of working with other people and organisations for the benefit of the children. This may take the form of visiting teachers from other schools (e.g. Heckmondwike Grammar school, Spen Valley Sports College) and organisations (Special Needs Services and Registered Charities).

Teachers and visitors bring skills and expertise to the the academy that sometimes we cannot offer the children. All teachers working in the academy with children undergo a background assessment (CRB) to ensure they are suitable to work with children.

Medical Details

If your child suffers from Asthma and uses an inhaler then you **must** complete a 'Medical Consent Form' and make arrangements for an inhaler to be in the academy.

It is very important that the academy knows if your child suffers from any **allergies** (food or other) and whether they have medication for it (e.g. Epipen). If this is the case an Individual Health Care Plan may need to be put in place before the child enters the academy. The academy **does not** need to know of any food likes and dislikes.

Special/modified diet details/allergies

.....
Allergies (list all or put none).....

Permission to administer first aid in case of an emergency **Yes/No**

Permission to contact doctor in case of an emergency **Yes/No**

Photography and Images of Children

During your child's life at The John Curwen Co-operative Primary Academy The academy we may wish to take photographs of activities that involve your child. The photographs may be used for displays, the academy publications (e.g. Prospectus etc) and on the the academy web-site or local newspapers & their web-sites.

Photography or filming will only take place with the permission of the Principal and under appropriate supervision. When photography is carried out by the news media, children will be named (for example, if they have won a prize) but home addresses will never be given out.

Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

The John Curwen Co-operative Primary Academy will regularly review and delete unwanted material.

Please ensure you have been given our photography consent form.

Pupil Computer Use, Internet and E-mail

At all times we expect all children to be responsible for their own behaviour when using the computer, just as they are anywhere else in the academy. The following applies:-

- I will ask permission from a member of staff before using the computer suite or accessing the Internet.
- I will follow the academy log-in procedures.
- I will work only on my files.
- I will keep to the academy settings and not knowingly change, install or delete software.
- I understand that the academy can check my computer files and look at Internet sites I visit.
- I will only E-mail people my teacher has approved.
- The messages I send will be polite and sensible.
- I will report to a member of staff if any unpleasant material or messages are sent to me.
- I will never give my home address, telephone number or that of anyone else to contacts on the Internet or E-mail.
- I understand that if I do not follow these rules I will not be allowed to use the Internet or any of the academy's computers.

Children consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Please sign overleaf that you understand that although the academy uses a filtered Internet Service, the academy staff may have difficulty restricting access to all the controversial materials on the Internet. Therefore, you will not hold them responsible for materials that your child may find as a result of using the Internet through the academy facilities and you take full responsibility for how your child uses the Internet outside the academy.

Attendance

In the **morning** registration is at **8.50am for everyone.**
In the **afternoon** **Key Stage 1** registration is at **1.00pm**
Key Stage 2 registration is at **12.45pm**

At The John Curwen Co-operative Primary Academy we believe that regular attendance and punctuality are essential if children are to benefit fully from the opportunities we provide. Pupils, parents and the academy need to work together in partnership to help each and every child attend, on time, as often as they possibly can.

If your child cannot attend the academy for any reason you should contact us at the academy as soon as possible.

We are as concerned as you are about your child's safety, so if your child is not in the academy and we have had no information from you about their absence we will make the necessary enquiries to make sure they are ok.

We at the academy have to keep clear records of attendance and absence, we have to report to the Department for Education and Skills every year on the levels of authorised and

Absences which can be authorised.

Illness.

If your child is ill please let us know and make sure they return to the academy as soon as they are well enough.

Medical or dental appointments.

Please try to make appointments outside of the school day or at the beginning or end of the day to reduce the disruption to your child's learning.

Family bereavements.

We will deal sympathetically with difficult family situations, please contact Mrs S Balfour-Bellamy

Family holidays.

Please try to take family holidays during academy holidays. Your child will miss valuable teaching time otherwise. Holidays will not be authorised during the month of May in KS1/2 or June in Foundation Stage as tests and teacher assessments are being undertaken.

Religious Observance.

As an academy we respect all religions but appreciate prior notice if time off school is requested.

Absences which cannot be authorised.

Shopping

Shopping, even for school clothes or shoes, should be done outside of academy time.

Looking after brothers and sisters

Please try to make other arrangements so your child does not have to miss school

Sleeping in

If your child sleeps in you should still make sure they come to the academy

Any absence where we have not received an acceptable reason from the parent or carer either by telephone or letter will be unauthorised.

What we expect Parents to do:

- Phone the academy as early as possible on the first day of absence on **01924 326710** (before 10 am) or
- Send a note explaining the absence when the child returns to the academy
- Seek permission for holidays by completing the holiday form available online or from the office

What the academy will do:

- We will telephone or write to you as soon as possible if your child is absent
- We will refer any significant problems to the Education Social Worker.
- Issue a penalty notice for children who are persistently absent from the academy
- Only authorise up to 10 days holiday if it is outside assessment period

Please sign below to confirm that you have read and understood the information printed on Walks & Visits to areas in the Locality, Medical/ Allergies, Academy Photographs, Internet Use & Attendance

Signed.....Print Name.....

Parent of.....

Date.....



Pupil Admission Guidance

Parental Permissions for:

Medical/Allergies, School

Photographs, Internet Use &

In recent years changes to Health and Safety and Data Protection guidance require the academy to maintain records of 'Parental Permissions' about a range of activities which regularly occur at The John Curwen Co-operative Primary Academy.

This leaflet provides parents with background information and policy statements on a range of procedures which are in place to keep children safe at The John Curwen Co-operative Primary Academy.

Data Protection Act 1998: The academy is registered under the Data Protection Act for holding personal data, we use it to support teaching & learning, monitor & report on progress, provide appropriate pastoral care & assess how well your academy is doing. The academy has a duty to protect this information and to keep it up to date. The academy is required to share some of the data with the Local Authority and with the DfE and with parents if requested to do so in writing. If you would like to get in touch with either Kirklees Council or DfE please go to the following website:

<http://www.kirklees.gov.uk/you-kmc/information/dataProtection.aspxor>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

Parental Permissions

Reading and Library Books

The academy would like children to take home reading books and library books each week. In order to achieve this we have spent a lot of money buying additional books and covering them with book jackets to protect them. As funds are now limited a charge will be requested for any book which is lost or damaged. Book bags are available at the office.

Visits and Walks in the Locality

During the year, groups of children (under the adult supervision) may visit Heckmondwike and areas around the academy as part of their lessons. This could include local walks, traffic and shop surveys etc.