



Date admitted: Admission number:.....
 UPN:..... Class:..... Arrived From Abroad.....

MINET JUNIOR SCHOOL - Pupil Information Form
 All Information freely given, will be treated in line with our Privacy Policy
PLEASE PRINT CLEARLY

Child's Surname: _____	Forename: _____ Girl/Boy
Family Surname: _____	Date of Birth: _____
Name(s) of sibling(s) currently attending Minet Junior School _____	Date entered country: _____
_____	Asylum seeker status: Yes / No
Address: _____	Telephone No: _____
_____	Post Code: _____

Mode of transport to school	Car	Bus	Walk	Other
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We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act.

In case of illness or accident, please provide emergency contact numbers for at least 3 contacts.

CONTACT 1 (Main Carer)	ADDRESS
Name: Mr/Mrs/Miss/Ms	
Mobile No: _____ Home No: _____	
Relationship: Mother/Father/Guardian	
Email: _____	

Email Contact: The email address given above should be the same as the one you will register with on ParentPay. This will enable us to send you Newsletters and other information via email. We will also use it for our online booking system for Parent Consultation Meetings.

CONTACT 2	ADDRESS
Name: Mr/Mrs/Miss/Ms	
Mobile No: _____ Home No: _____	
Relationship: Mother/Father/Guardian/Other	

CONTACT 3	ADDRESS
Name: Mr/Mrs/Miss/Ms	
Mobile No: _____ Home No: _____	
Relationship: Mother/Father/Guardian/Other	

Other Emergency Contacts: Please specify the relationship to the child, i.e. aunt, uncle, childminder, neighbour.	
Other	Tel: _____
Other	Tel: _____

Medical Information:

Child's Doctor:	Medical Conditions you feel we should be aware of (Please tick)	
	Asthma	Hayfever
Tel: _____	Other (Please specify)	

PLEASE COMPLETE ALL SECTIONS P.T.O

Child's previous school: _____

Tel: _____

Address: _____

School Meals: Are you entitled to claim free school meals for your child? **YES /NO**

Do you wish to claim free school meals? **YES /NO**

Special Needs: Does your child have any Special Educational Needs **YES /NO**

Additional Information - Please provide any information you feel may be relevant to enable us to support your child. The Head Teacher will be happy to discuss any special needs or concerns you or your child may have.

Information for DfE - Please tick ONE in each category.

Ethnicity Code		✓	Language Spoken From Birth	✓	Religion	✓
AAFR African Asian	MWBC Mixed White/Black Caribbean		Arabic		Anglican	
ABAN Bangladeshi	MWOE Mixed White/Any Other		Bengali		Baptist	
AIND Indian	OAF6 Afghan		Chinese		Christian	
AKPA Kashmi Pakistani	OARA Arab Other		Dutch		Hindu	
AMPK Mirpuri Pakistani	OFIL Filipino		English		Jewish	
ANEP Nepali	OIRN Iranian		Farsi		Methodist	
AOPK Other Pakistani	OIRQ Iraqi		Gujarati		Muslim	
AOTA Other Asian	OLAM Latin American		Hindi		No Religion	
ASLT Sri Lankan Tamil	O0EG Other Ethnic Group		Polish		Other	
ASNL Sinhalese	REFU refused		Portuguese		Roman Catholic	
BAOF Other Black African	WALB Albanian		Punjabi		Sikh	
BCRB Black Caribbean	WEEU White Eastern European		Somali		United Reform Church	
BNGN Nigerian	WENG English		Spanish			
BOTB Other Black	WEUR White European		Sylheti			
BSLN Sierra Leonean	WIRT Traveller		Tamil			
BSOM Somali	WKOS Kosovan		Urdu			
COCH Other Chinese	WOTW Other White					
MAOE Mixed Asian/Other	WPOR Portuguese					
MCOE Mixed Chinese/Other	Gypsy					
MWAO Mixed White/Other Asian	WSCO Scottish					
MWBA Mixed White/Black African	WWEU White Eastern European		Language Spoken At Home			
Other Ethnicity	Roma					

Please inform the School Office of any change of address, telephone number, emergency contact etc. Our Privacy Policy can be seen on our website at <http://www.minetjunior.org.uk/policies/> or a paper copy can be supplied on request.

PUPIL PREMIUM ELIGIBILITY CHECK



We are asking **all** parents/carers to register for the Pupil Premium Eligibility Check. We will use the information below to check your child's eligibility which will help both yourselves and the school. The pupil premium is a Government scheme that provides funding to the school of up to £1,320 per eligible pupil.

The school can use this money to support your child, eg: providing help with school uniform, trips and clubs and devices for homework. Those pupils who are eligible may also benefit from the Local Authorities Household Support Fund Initiatives. Please provide details of anyone with parental responsibility for your child – whilst you may not qualify, they could.

Parent/Carer First Name	Parent/Carer Surname	National Insurance Number	National Asylum Seeker Number	Parents Date of Birth

Child's Forename	Child's Surname	Child's date of birth	Male/Female

I agree that the details provided above are accurate.	
I agree to allow Minet Junior School to hold these details and complete checks to confirm eligibility status while the child(ren) named attend the school.	
I accept that Minet Junior School will check eligibility via the DfE checking service and that I will be contacted if there is any change to my eligibility status.	
Signed	Date

Your child may be eligible for Pupil Premium if you claim one of the benefits below.

Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)



Minet Junior School

Avondale Drive | Hayes | Middlesex | UB3 3NR | 01895462362
Email: office@minetjunior.org.uk | Website: <http://www.minetjunior.org.uk>
Headteacher: Ms K Ryan

Minet Junior School: Home-School Agreement

The aim of our school is: **To include everyone, staff, pupils, pupils parents, governors and the wider community in providing a caring, stimulating environment which enables everyone to feel valued and achieve their full potential.**

This goal will only be achieved if:

- there is a shared commitment by pupils and parents and the school
- high quality education is provided as the right of every child
- effective learning is achieved by positive discipline

We ask you to share with us a commitment to a quality experience for your child.

Pupil and Parent Expectation of our School

The school will provide:

- A safe, secure, well ordered and caring environment where learning can take place.
- A place where pupils are encouraged to do their best at all times.
- A place where each pupil is valued as an individual.
- A range of opportunities and challenges to enable pupils to achieve their full potential.
- Trips within the local area as well as further afield and workshops to support learning
- Information about school activities through newsletters, emails, website etc.
- Opportunities to express views on wider school issues.
- Encouragement to take care of their belongings, surroundings and others around them.
- A broad and balanced curriculum and a stimulating classroom environment, striving to meet the individual needs of the pupil.
- Work of a suitable standard for each child so that they can engage with the work and be challenged by it.
- Regular homework which is marked, if appropriate.
- Opportunities for parents to discuss their child's progress, conduct and achievements and to provide an annual written report.
- Awareness of any concerns or problems which may affect the pupil's attendance, work or behaviour.
- The ability for pupils to develop a positive attitude towards everyone, regardless of gender, race, belief, values, age and need.
- An open and welcoming atmosphere and offer parents the opportunity to become involved in the life of the school.
- Social media is not an appropriate means of communication regarding dissatisfaction with the school. **The school has a complaints procedure which must be followed and can be found on the school website.**

The School's Expectations of Parents

- Comply with all policies and procedures in place at the school.
- Understand that regular attendance is essential and ensure that your child attends school.
- Provide an explanation on the first day of your child's absence in accordance with the schools attendance policy.
- Ensure that your child arrives on time (by 8:40am) and is collected promptly at 3:15pm.
- Ensure that correct uniform is worn including footwear (black shoes). **NO TRAINERS**. A suitable PE kit must also be in school at all times.



- Encourage your child to remember everything needed for the day, including equipment, promoting independence.
- Make the school aware of any concerns or problems that might affect your children's work or behaviour.
- Support your child with homework and other opportunities for home learning, ensuring that homework is completed and returned on time.
- Attend parents meetings and discussions on your child's progress.
- Foster positive attitudes towards education and learning and encourage your child to always do their best.
- Do not arrange holiday during KS2 SATs and endeavour to avoid taking holidays during term time.
- Encourage effort and achievement.
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- Treat all members of the school community with respect and politeness.
- Read all communications sent home by the school and respond where necessary.
- Inform the school of any changes to contact details.
- Support the school approach to online safety and ensure your child's access to games and devices is age-appropriate and restricted overnight.
- Drive with consideration for others, parking away from the school gates, turning the car engine off and never blocking a driveway.
- Ensure your child gets enough sleep before school.
- Allow your child to attend visits within the local area on foot or school minibus under the supervision of members of school staff.

Signed: _____ Date: _____

The School's Expectations of Pupils

- Always try my best and work hard to learn.
- Come to school regularly and attend on time.
- Behave well and be polite and helpful to others both in school and whilst on trips.
- Follow the school and class rules.
- Be polite, friendly and show respect to other children and all adults.
- Look after others.
- Take responsibility for myself and my actions.
- Do my homework regularly and return it to the school on time.
- Bring all the equipment I need every day including my PE kit and reading books.
- Wear the correct school uniform, including footwear, following the school dress code.
- Take good care of the school equipment and school environment.

Child's Name: _____ Class: _____ Date: _____

Code for Classroom Behaviour

- Listen carefully to all instructions given by the teacher
- Ask for further help if you do not understand
- Raise your hand before speaking
- Participate fully in all lessons
- Treat others, their work and equipment with respect
- Talk to others without shouting, use language which is neither abusive nor offensive
- Do all classwork as well as you can and hand in homework properly completed and on time
- Wear correct uniform and be tidy in appearance
- Look after your personal belongings

Out of Class Conduct

- Pupils should always act in ways which bring credit to the school
- Pupils should behave in an appropriate manner at lunch times
- Pupils should not bring valuable items in to school as school cannot be responsible for their safety.
- Pupils should ensure they keep the school grounds tidy and litter free.



Minet Junior School Parental Consent for Images

Dear Parent/carer

This letter explains why we will need to ask for your consent before we are able to use photographs of your child for our website and public media during their time at Minet Junior School. By NOT returning this form Minet Junior School assume you DO NOT give consent for your child's photo to be used for the School website or public media.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities as part of their school day
- recording their learning and development progress as part of their school day
- recording and celebrating special events and achievements for internal displays
- recording and celebrating special events and achievements for public viewing on websites and local newspapers and media (Consent is required for this)

We do have Tempest Photography come into the school to take Sports photos and to take your children's School Photo. Every child will have a school photo taken and parents will be given the opportunity to purchase these as a historical reminder of your child's time at the school.

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other as part of their IT Lesson (these images/videos will not be used on the website unless consent is granted).

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk. We will ask for your consent for photos to be used on the schools Website and local newspapers and public media.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We have a specific policy regarding the use of images and include the safe use of mobile phones and personal devices as part of our online safety policy, which you are welcome to view or take a copy of at any time.

To comply with the General Data Protection Regulations, we need your consent before we can use any photographs for our website or public media and local newspapers. If your child is old enough to express their own view, you may want to consult with them about consent.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely,
Headteacher

Minet Junior School Parental Consent Form for Images

Name of Child:	
Class:	
Parent/Carer Name	
Date	

- This form is valid for the period of time your child attends Minet Junior School. The consent will automatically expire after this time (unless we have used your child’s image on our website or publications in line with the consent given below). We will not re-use any photographs or recordings after your child leaves the school/setting without additional consent.
- We will use photos of pupils for the day-to-day running of the school. These photos will only be used on internal displays and in workbooks. Only the child themselves will appear in their workbook.
- We will not use the personal information or full names (which means first name and surname) of any child or adult in a photographic image or video on our website, online, in our prospectus or in any of our other printed publications.
- If we use photographs of individual children, then we will not use the full name of that child in the accompanying text or photo caption. If we name a child in any text then we will not use a photograph of that child to accompany the article.
- We may include pictures of children and staff that have been drawn by the children. We may use group photographs or footage with general labels. We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way and to promote role model positive behaviour.
- Parent/carers can withdraw this consent at any time by informing Minet Junior School in writing.

	Please Delete as Appropriate
May we use your child’s photograph/image in our prospectus and other printed publications that we produce for educational and promotional purposes? We may also use images for local Newspapers, public media, and the schools newsletter and also the class group photo that all parent can purchase.	YES NO
When your child reaches Year 6 there may be PG Rated films that they will watch for English. Do you give us consent to show your child a PG rated Film when they are in year 6.	YES NO
When your child reaches Year 6 they may take part in the end of year performance, do you give consent for your child to take part. We ask this as we take photos and at times video of the event, which may be put on our website. Consent for this choice is purely for Year 6 End Of Year Production.	YES NO

- I have read and understood the conditions of use and I am also aware of the following:
 - Websites can be viewed worldwide and not just in the United Kingdom where UK law applies.
 - The press are exempt from the General Data Protection Regulations and may want to include the names and personal details of children and adults in the media.
- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate.
- As the child’s parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children, then we will only use these for our personal use and will not upload these to a public place including but not limited to Facebook, Twitter, SnapChat.