

Parent/Guardian Consent Forms September 2009



Stanbridge
Earls School

Pupil's Full Name(Block Capitals).....
.....**Date of Birth:**.....
Address:.....
.....
.....**Postcode:**.....
Name of Parent(s)/Guardian:.....
Address (if different to above):.....
.....
.....**Postcode:**.....
Telephone: Daytime.....
Evening:.....

Dear Parent(s) / Guardian,
I would be most grateful if you would read ,
complete and sign the enclosed documents.

- **ICT Procedures**
- **Mobile Telephones**
- **Data Protection**
- **Curriculum-Led Activities**
- **Conduct for Out-of-School Activities**

These forms must be signed annually and returned to the School before your son or daughter starts each year at Stanbridge Earls. If there are changes during the year please notify the School.

Please return this booklet to:
Anne Spicer
Stanbridge Earls School
Romsey
Hampshire SO51 0ZS

Thank you
Rob Bailey - Deputy Headmaster Pastoral

ICT Policy Procedures

Please refer to Page 26 from the Parent Policies document.

I have read and understand Stanbridge Earls School's ICT Policy and accept the consequences outlined therein should I fail to conform to the procedures or undertake illegal or inappropriate behaviour.

Pupil's Name:.....

Name of Parent/Guardian*.....

Signed:.....

Date:.....

*please delete as appropriate

Mobile Telephones

Please refer to Page 31 from the Parent Policies Document.

I consent to my son/daughter* having a personal telephone whilst at School according to the rules and regulations laid down by the School. I am aware that the School will not accept responsibility for any loss, damage or misuse of the personal telephone.

Mobile telephones must be switched off during lesson times, preps, assemblies and Chapel services.

Name of Pupil responsible for the personal telephone:

.....

Mobile telephone number:.....

Make/model:.....

Serial number:.....

Description:.....

.....

Name of Parent/Guardian*.....

Signed:.....

Date:.....

*please delete as appropriate

Data Protection Notice for Parents

We will use your personal information for the purposes of administration and for sending you (by email or post) invoices and other information relevant to your child and the School, including newsletter, fund raising appeals and surveys. We will keep your information to use for these purposes for a reasonable period after your child has left school.

We may share your information when necessary with those who provide services to the School and with organisations concerned with the welfare of your child and with others when we are required to do so. We may also share your information with organisations who provide goods, services or promotions that are connected with your child’s education. Please indicate by ticking the box if you do **not** wish us to

(a) send you information about fundraising or other appeals connected to the School;

(b) share your information with other organisations who may contact you in connection with their goods, services or promotions.

If you decide to make a request for information under the Data Protection Act, the School reserves the right to make a £10 administration fee.

Name of Parent/Guardian*:

Signed:

Date:

*please delete as appropriate

Consent Form for Curriculum-Led Activities (including Activities, Sports Fixtures and Events, Swimming)

I hereby give my consent to:

- (1) My son/daughter participating in curriculum-led activities as advised from time to time.
- (2) The school, in the event that it is necessary, obtaining or rendering properly-qualified medical assistance to my son/daughter.
- (3) The school, where appropriate, administering the prescribed dose of any required medication, e.g. Paracetamol, travel-sickness tablets, as advised by Sister.

I also acknowledge:

- (1) The need for obedience and responsible behaviour on his/her part.
- (2) That in the event of serious misbehaviour before any off-campus activity, the school may refuse to take my son/daughter on such occasions, and there will be no refund on monies paid. In the event of serious misbehaviour during an off-campus activity, the school has the right to exclude my son/daughter from the remaining part of this activity. In either case the decision of the Group Leader shall be final. I also understand that I may be requested to collect my son/daughter from the activity venue.
- (3) That, should the activity require it, my son/daughter is competent and confident in water.
- (4) That any photographs or video film taken during any activity must be solely for your individual family's use and must not be distributed more widely. Photographs may also be taken for publicity use by the school.
- (5) That on local curriculum-led activities my son/daughter is very likely to be walking on public footpaths alongside main roads.
- (6) That for some activities there may be occasions when a member of the school staff or another parent will transport my son/daughter by private car opposed to the use of a coach or bus.
- (7) That the Department for Education & Skills (DfES) Guidance now states, "Group Leaders should ensure that transport by road has seat belts and pupils wear them". This is fully endorsed by the School who has further advised that, in the event of a pupil refusing to wear the seat belt, the Group Leader has the right to refuse to take that pupil on the visit.

Pupil's Name (Block Caps):

Phone Numbers (for Emergency Use Only)

Daytime:.....Evening:.....

Date of Birth:N.H.S. NUMBER:.....

Family Doctor:

Surgery:.....

Address:

.....

.....Postcode:.....

Any relevant medical details and any special medical requirements
(e.g. allergies, asthma, diabetes, epilepsy, fainting, medication or other treatment):

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.....

.....

Any other information which you feel we should know:

.....

.....

.....

Name of Parent/Guardian*:.....

Signed:.....

Date:.....

*please delete as appropriate

Code of Conduct for all Out-Of-School Activities - to be read and signed by child and parent/guardian

All participants on any out of school activity are entitled to expect that their safety will come first. The following code of conduct sets out the school's expectations. It is a code of conduct that ensures safety and enjoyment for all involved in these activities.

Pupils should:

- Follow the rules established at the start of each activity, without fail and without question.
- Never leave the group whether indoors or out without permission from a responsible adult.
- Always be in a group of at least three.
- Be considerate and respectful at all times to all members of the group and the community.
- Remember that they are representatives of the family, their school, their community and their country, and behave accordingly.
- Be punctual.
- Avoid noisy behaviour at all times.
- Abide by the laws of the countries visited and comply with customs regulations.
- Not purchase or consume alcohol/drugs or cigarettes or potentially dangerous weapons or fireworks.
- Understand that parents will be informed as soon as is practicable of any breach of the code of conduct.

I fully accept this code of conduct.

Pupil's Name

Pupil's Signature:.....

This code of conduct is a partnership of trust between teacher, parent and child. If the group leader believes that the safety or enjoyment of anyone is at risk because of the behaviour or attitude of your child, they may be banned from an activity and/or you may be required to collect your child at your own expense. In these cases there will be no refund of monies paid.

I understand that if required I will collect my child from the activity at my own expense.

Name of Parent/Guardian* :.....

Signed:.....

Date:.....

*please delete as appropriate