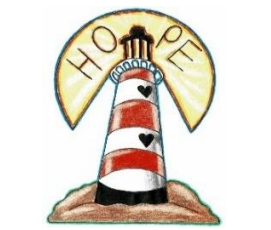
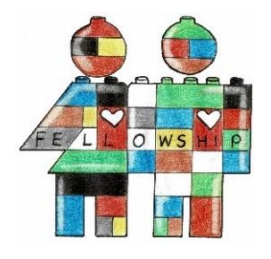


ADMISSION, CONSENT & PERMISSION FORMS

EARLY YEARS FOUNDATION STAGE

(forms to be completed
by parents & returned to school)



REGISTRATION FORM FOR RECEPTION CHILD

Legal Surname:
(As on Birth Certificate)

Legal Forename:

Middle Names(s):

Preferred Surname:

Preferred Forename:

Date of Birth:

Current Address:

Post Code:

Telephone Numbers

Mobile:

Home:

Address if moving:

Post Code:

Proposed moving date if known:

Name of older brother/sister if already attending the school:

Name of Church (if any) Parents/Guardians regularly attend:

Signed:

(Parent/Carer)

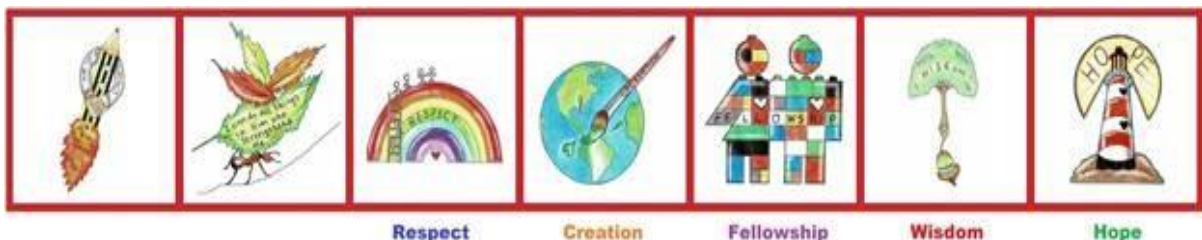
Print Name:

Date:

Letter from Parish Priest:

Attached: Yes

Sent under separate cover Yes



Pupil Entry Record

Personal Details

Name:

Known as:

Date of Birth:

Name and ages of brothers/sisters:

Full name of Mother:

Full name of Father:

Preferred language spoken at home:

Religion:

Ethnic background:

Pre-School Experience

Name of Nursery (Number of terms and how many sessions per week)

Childminding

Name of Playgroup/other activities

Significant periods away from home/family

Physical/medical considerations

e.g. speech, sight, hearing, allergies, hospitalisation etc.

Practical skills with which your child may need help

Use of toilet and washroom

Use of cutlery

Your child and other people

Talking/relationship with others (adults/family/other children, e.g. confident with known adults, shy, etc.)

Things your child likes to do

e.g. playing outside, drawing, helping. etc.

Other information

Right handed/left handed/no preference

Fears/anxieties

Other information you would like us to know

Signature of Parent/Carer:

Signature of Teacher:

Date:

Archbishop Benson C of E Primary School
Bodmin Road
Truro
TR1 1BN
Tel: 01872 273185
Email: officemanager@archbishop-benson.cornwall.sch.uk
secretary@archbishop-benson.cornwall.sch.uk

Headteacher: Mrs Helen Giblett

CAPITA SIMS.NET (SCHOOLS INFORMATION MANAGEMENT SYSTEM)
ADMISSION FORM

(Please note: This application form does not constitute an offer of admission)

Please complete all sections except Section B which is for Office Use Only.

CONFIDENTIALITY: The information given below will be maintained on the school's data base to which no unauthorised person shall have access and will be subject to strict control under the Data Protection Act.

Name of Parent/s
(Full individual details to be included in the contact area of Section D)

Section A - Basic Pupil Details				
Legal Forename:	Legal Surname			
Middle Name(s):	Preferred Surname:			
Preferred Forename:	Date of Birth:			
Age at Admission:	Gender: <i>Male/Female</i>			
Previous Surname: (if applicable)				
Brothers/Sisters (including half/step brothers and sisters) <i>who are currently at this school.</i> <i>Please list in age order:</i>				
Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
Section B - Registration (Office Use Only)				
Reg Group:		House:		
Year Group:		Year Taught In:		
Enrolment Status:		Admission Date:		
Admission Number:		Attendance Mode: <i>AM / PM / ALL DAY</i>		
UPN:		Part Time Dates:/...../..... to/...../.....		
Name Change Documents Seen: <input type="checkbox"/>				
Quick Note Information (e.g. SEN, or any other pertinent note)				

Section C – Family/Home

Contact 1

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

- Relationship:* Parental Responsibility Correspondence Court Order
 Mother Father Step Parent Foster Parent Grandparent
 Other Relative (relationship)_____ Neighbour Guardian
 Other Contact please state _____
 Social Worker please state name:_____

*Tick **one** telephone number as the **Main Day Time number** for use in emergency*

Telephone: Home:Main. Work:Main.

Mobile:Main. Other:Main.

E-mail address:

Contact 2

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

- Relationship:* Parental Responsibility Correspondence Court Order
 Mother Father Step Parent Foster Parent Grandparent
 Other Relative state other_____ Neighbour Guardian
 Other Contact please state _____
 Social Worker state name _____

*Tick **one** telephone number as the **Main Day Time number** for use in emergency*

Telephone: Home:Main. Work:Main.

Mobile:Main. Other:Main.

E-mail address:

Contact 3

Title: Forename: Surname:

Postcode: House Number/Name:

Street: Town/City:

- Relationship:* Parental Responsibility Correspondence Court Order
 Mother Father Step Parent Foster Parent Grandparent
 Other Relative(state relative_____) Neighbour Guardian
 Other Contact please state _____
 Social Worker: please state name:_____

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home:Main. Work:Main.

Mobile:Main. Other:Main.

E-mail address:

Section D - Pupil Address

Postcode: House Number/Name:

Street: Town/City:

Section E - Pupil Medical Information:

Emergency Medical Consent: tick for consent (*this confirms your agreement for the school to initiate appropriate medical treatment in the event of an emergency*)

Medical Practice: Dietary Needs: Artificial colouring allergy
 (if applicable) Gluten Free
 Kosher foods only
 No dairy produce
 No nuts of any type/quantity
 No pork
 Ramadan
 Seafood allergy

Practice Address:

 Telephone:
 Doctor's Name:

Medical Conditions/Information: Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken. (If you require more space please give full details on a separate sheet).
If none, please state NONE.

.....

Section F - Pupil Ethnic/Cultural Information:
The school is required by law to provide the information you give in this section to the DfES. The school will not use this information for any other purposes.

Ethnicity: (Data Source: Parent Pupil Other)

<input type="checkbox"/> White – Cornish	<input type="checkbox"/> Other White British	<input type="checkbox"/> White – Irish
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Any Other White background
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian
<input type="checkbox"/> Any Other Mixed Background	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any Other Asian Background	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Black – African	<input type="checkbox"/> Any Other Black Background	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any Other Ethnic Group	<input type="checkbox"/> Refused	<input type="checkbox"/> Information Not Yet Obtained

First Language: ENGLISH or OTHER (please specify).....

Language spoken at home if **not** English, please state: _____

English as additional language? Yes/No (delete as appropriate)

National Identity:

<input type="checkbox"/> English	<input type="checkbox"/> Scottish	<input type="checkbox"/> Welsh	<input type="checkbox"/> Irish
<input type="checkbox"/> British	<input type="checkbox"/> Other (Please state _____)		<input type="checkbox"/> Refused

Asylum Seeker: Refugee Status: Traveller Status:

Religion:

- | | | |
|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Christian | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Catholic |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | <input type="checkbox"/> Anglican |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Other Religion | <input type="checkbox"/> No Religion |
| <input type="checkbox"/> Sikh | | |

Section G - Pupil Additional Information:

Meals:

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Free Meal | <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Home for Lunch |
| <input type="checkbox"/> School Meal (including Universal Free Meal for children in Reception to Year 2) | | |

Vegetarian: Yes No

Mode of Transport:

- | | | |
|----------------------------------|--------------------------------|---|
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Car | <input type="checkbox"/> Walks |
| <input type="checkbox"/> Taxi | <input type="checkbox"/> Train | <input type="checkbox"/> Public Transport |

Child of Service Personnel (Parent serving in Royal Navy, Army or RAF)?

Yes No

Section H - Pupil Education History:

Please ensure you give details of any previous schools including Nursery, Overseas or Private education.

Name & Address of Previous Educational Setting:

.....
.....

Telephone: Dates Attended:

Section I – Court Orders

If the pupil is subject to any Court Orders please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school under the pupil's position. A copy of any Court Orders will need to be provided.

.....
.....
.....

Section J

I confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I understand that this form does not constitute an offer of admission by the school.

Signed: Date:



PUPIL WELFARE FORM

As part of our beginning of year procedures and when new pupils join us, we update our annual Pupil Welfare Register. This register includes information on pupils with medical needs or conditions.

- If your child has a specific medical condition or an allergy that could require support/intervention in school, then we would be grateful if you could complete the table below.
- If you have already informed the school of your child’s condition & do not need to update this information, then please record **ALREADY SUBMITTED across** the sheet and return the signed form to school
- Please record **NIL** across the sheet if your child has no medical needs and return the signed form to school

Name of child		Class	
Nature of medical need	Medical Condition (e.g. epilepsy, asthma, hearing loss, grommets, squint)	Allergy (e.g. food colourings, penicillin, nuts, face paints, insect bites)	
Symptom(s)			
Recommended Action			

PLEASE NOTE: In order to ensure your child’s ongoing wellbeing, it may be necessary for some or all staff to know these details. We will be collating this information into our Pupil Welfare Register. Where a pupil’s medical needs are more complex, they will also be recorded in our Acute Medical Register, including a photograph of your child. This register will be on view for all staff & volunteers to read. If you have any issue with this information being shared openly I would be grateful if you could clarify this in the Comments section below.

Parental comments:

ADDITIONAL SAFEGUARDING INFORMATION: In order to meet the individual needs of the children in our care, it is important that we know if any child has been adopted or is the subject of a private fostering arrangement. Any information you share with us will be treated with the strictest confidence.

HOME SCHOOL AGREEMENT

AGREEMENT FOR SCHOOL:

The School will do it's best to

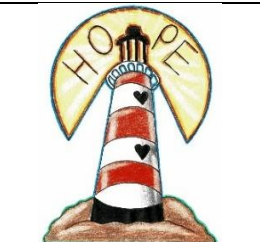
- Provide a safe and stimulating environment for your child.
- Care for your child's well-being and happiness.
- Insist that all pupils observe the school's behaviour and anti-bullying policies.
- Ensure that your child fulfils their full potential as a learner & as a member of the school community.
- Provide a balanced education and strive to meet the individual needs of your child.
- Keep you informed about your child's progress and general school matters.
- Let you know about concerns and work with you to solve problems.
- Set and mark regular homework in accordance with school policy.
- Set up procedures for dealing with complaints.

AGREEMENT FOR PUPILS:

To help me to enjoy school and to make the most of my time there,

I will:

- Attend regularly and arrive in school on time.
- Wear the correct uniform and bring the correct equipment each day.
- Give my best efforts in all class work and activities.
- Work hard to achieve targets set with my teachers.
- Help other students by allowing every teacher to teach and every learner to learn.
- Meet all deadlines for completing and/or handing in my homework.
- Behave well in and out of class, following the school's behaviour code.
- Speak up in school and at home if I am concerned about something.
- Respect and care for others and their property (including school property).
- Take care of the school environment.
- Find out what opportunities are available to me and participate where possible.
- Pass all letters, notes and reports to my parents on the day they are issued.



AGREEMENT FOR PARENTS:

To help my child at school

I will:

- Get to know about and be involved in my child’s school life.
- See that my child attends school regularly, on time and is properly equipped.
- Support the school’s policy on uniform.
- Notify the school if for any reason my child cannot attend.
- Communicate to school all relevant information which may affect my child’s work or behaviour.
- Encourage my child to follow the school’s behaviour code and support associated action taken by the school.
- Support the school’s policy on homework, provide suitable facilities at home, and encourage my child to make the required effort.
- Do my best to attend parent meetings (and other meetings at which my presence is requested) and support my child’s personal targets.

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date _____

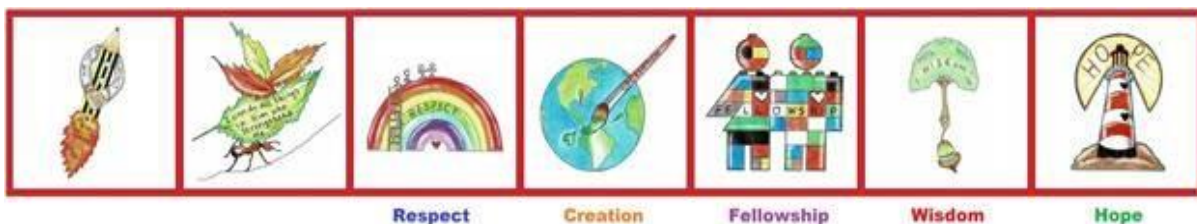
WALKING IN THE LOCAL AREA

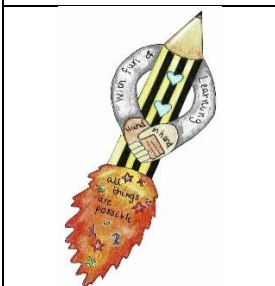
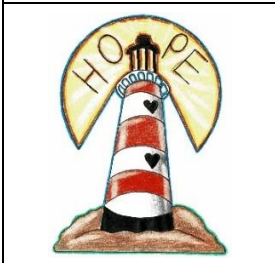
At various times during the school year your child will be visiting places within walking distance from school. Such places are the church, the cinema, local parks or the local library etc. For each of these local trips we need permission for your child leave the school site. In order to save the class teacher having to write for your permission for each of these trips, we ask you, on entry to the school, to provide us with the authority to take your child on all such visits or trips. We will seek your specific permission for any other trip which may involve the use of transport.

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date: _____





PARENT / CARER ACCEPTABLE USE POLICY AGREEMENT

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will strive to ensure that *pupils* will have good access to ICT to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users. Parents are requested to sign this permission form show their support of the school's expectations in this important aspect of the school's work.

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date: _____

As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date: _____

USE OF DIGITAL/VIDEO IMAGES

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents are requested to sign the permission form below to allow the school to take and use images of their children.

- As the parent / carer of the above student / pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.
- I agree that if I take digital or video images at, or of, school events which include images of children other than my own, I will abide by these guidelines in my use of these images
- I will ensure that any images (photos or videos) taken relating to school, including pupils & staff, should be used for personal and private use only and should not be posted online without the express permission of the school and/or other parents/carers

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date: _____

CONSENT FORM TO TRAVEL ON THE SCHOOL MINIBUS

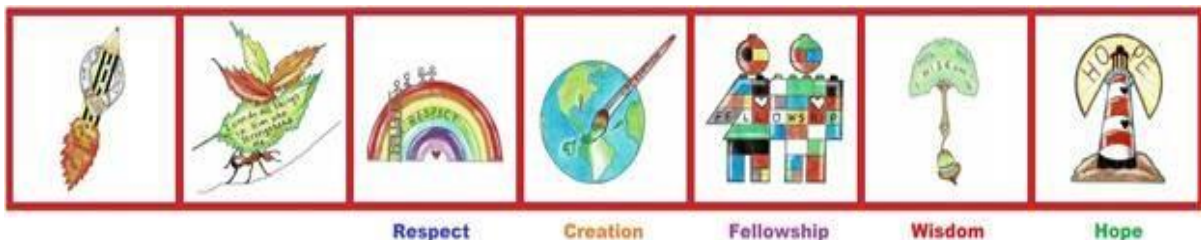
I give permission for my child to travel on the school minibus during school activities or trips at any time during their school life at Archbishop Benson School.

I understand that I will be advised when my child is going to travel on the minibus.

Name of child _____ (Please print)

Parent/Guardian _____ (Please print)

Date: _____



Photographic and Filming Consent form for children and young people



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

This form should be completed by a parent or guardian for anyone aged under 16.

Name of child: _____

Name of parent or guardian giving consent: _____

Email (or contact address) of parent or guardian: _____

The Diocese of Truro would like to take a photograph or a video of your child for promotional purposes. These images may appear in our printed publications, on our website, or social media accounts. Please answer questions one, two and three below, then sign and date the form where shown. Any image taken or information you provide will not be used for any other purposes.

Please note that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies.

We will not include personal details such as names or ages without obtaining further consent.

Please circle your answer

- | | |
|---|--------|
| 1. May we use your/your child's image in printed materials such as newsletters and booklets | Yes/No |
| 2. May we use your/your child's image on our website? | Yes/No |
| 3. May we use your/your child's image on Diocese of Truro social media (Facebook/Instagram and Twitter) | Yes/No |
| 4. May we use your image(s) in our press releases to media outlets | Yes/No |

Signature(s): _____

Date: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not use the photo or film for that purpose. You can find out more about how we use personal data from our 'Privacy Notice' which is available from our website. You can withdraw or change your consent at any time by contacting the Diocese of Truro on info@truro.anglican.org

For use by Diocesan staff only:

Location of photograph:

Date:

How do I apply?

If you are in receipt of any of the benefits stated you can make a claim for free school meals. Applying through the 'Citizen Portal' is the quickest and easiest way to apply and will result in you getting an instant decision. The quick link is available on the school's website or visit <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/application-for-free-school-meals-and-pupil-premium/>

Alternatively, call the Education Helpline on 020 8987 6212 or 08000 562 561

Once you have made a successful claim your child will continue to receive Pupil Premium funding for the rest of the time they are in Primary school.

An application can be made by any responsible adult who is involved in the care of the child. If you would like help with applying then please speak to the school office who will be happy to help.

Please note all children in Foundation Stage, Year 1 and 2 automatically receive 'Universal Infant Free School meals but this is **NOT** part of Pupil Premium. To ensure your child's school receives this additional funding to support learning you must apply for Free School Meals as stated within this leaflet.

Our school aims:

- Enable each child to achieve their full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- Educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- Awaken and develop every child's sense of self worth
- Develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- Provide a wide variety of activities, visits and special events which enrich children's learning



Archbishop Benson C of E Primary School,
Bodmin Road
Cornwall
TR1 1BN
01872 273185

office manager@archbishop-benson.com wall.sch.uk or
secretary@archbishop-benson.com wall.sch.uk



Ensuring all our children
get the best education
they are entitled to

**A parent's guide to
Pupil Premium
2020-2021**



What is the Pupil Premium?

Pupil Premium is additional funding, that central government provides to schools in England to ensure all children, regardless of their social or economic circumstances, get the best education possible to ensure they make good progress and achieve age related expectations or better.

How much extra funding does the school receive?

This year schools will receive:

- £1,345 for each pupil eligible for free school meals or previously eligible, from Reception to Year 6
- £2,345 for each pupil identified as being in care
- £310 for each pupil who is identified as service families

How does the school use this extra funding?

It is a legal requirement for schools to show how their Pupil Premium money is spent and this report is available on our website. Schools do not report about individual pupils but identify needs across the school and how the PPG money is spent to support the specific context of the school. As well as using the money to ensure the highest quality teaching for all children it also funds specialist interventions and support programmes for children that require extra provision to reach their educational milestones. The school is always happy to discuss parents opinions and ideas about specific support.

Who is eligible for Pupil Premium?

Service children, children looked after by the state and any child who is eligible for free school meals are entitled to Pupil Premium funding for their school.

A child is entitled to free school meals if their parents receive one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400)
- Income support
- Income-based Jobseekers Allowance
- Income- related Employment and Support Allowance
- Support under Part VI of the immigration and Asylum Act 1999
- The guarantee element of pension Credit
- Child Tax Credit (provided you are NOT also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run -on -paid for four weeks after you stop qualifying for Working Tax Credit

Our Incentive Package

We want all families at Archbishop Benson C of E Primary School, whose child/children are eligible for Pupil Premium money to sign up. To encourage this we have created an incentive package that will support your child throughout their time with us:

All PP Pupils will receive:

Free School Meals whilst your child receives the PP funding (this is different to universal free school meals for EYFS and KS1 pupils)

Service Children:

Children with parents in the Services can receive financial discount for additional support for Emotional Well-Being.

All other PP pupils including 'looked after pupils and previously looked after pupils' will receive:

Year R / Year 1 / Year 2

The school will provide a replacement book bag x 1
water bottle x 1

Year 3 / Year 4

Swimming Paid

Year 4

Up to 50% discount for the Year 4 residential

Year 6

Up to 50% discount for the Year 6

Application for Free School Meals and Pupil Premium

You can use this form to apply for Free School Meals and/or Pupil Premium for a child who is a full-time pupil at any state-funded primary or secondary school in Cornwall. The person applying must have Parental Responsibility for the child/ren.

All Key Stage 1 children (Reception, Year 1 and Year 2) are eligible to receive a free school lunch regardless of household income or benefits. However, if you are in receipt of one or more of the qualifying benefits (listed below) and you are not in receipt of Working Tax Credit, your child's school could also benefit from additional Pupil Premium funding to support your child when you complete this application form. For more information, please speak to your child's school.



Why not apply online instead? You can apply online now at www.cornwall.gov.uk/schoolmeals

Parent/Carer Details			
Title	Legal First Name(s)	Legal Surname	
Date of Birth	Telephone Number(s)		
Home Address			Postcode
National Insurance Number or NASS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Relationship to children for whom you are applying for Free School Meals	
Do you have Parental Responsibility for the child/ren forwhom you are applying for Free School Meals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Qualifying Benefits	
Families must be in receipt of one of the benefits listed below to be eligible for Free School Meals / Pupil Premium. Please tick which of the following benefits you are in receipt of:	
Universal Credit with net ('take-home') income not exceeding £7,400 (£616.67 per month)	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>
Support under Part 6 of the Immigration and Asylum Act 1999	<input type="checkbox"/>
The guarantee element of Pension Credit	<input type="checkbox"/>
Child Tax Credit, provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC	<input type="checkbox"/>
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	<input type="checkbox"/>

Details of Child/ren					
Please provide details of all children for whom you wish to claim Free School Meals / Pupil Premium.					
	Legal First Name(s)	Legal Surname	Date of Birth	School Attending	Home Address if Different to Parent/Carer
Child 1					
Child 2					
Child 3					
Child 4					
Have any of the children listed above previously been entitled to Free School Meals at a Local Authority outside of Cornwall? If so, please state where, below:					

Please return your completed form to **School Meals Team, West 3, County Hall, Treyew Road, Truro, TR1 3AY.**

We will check your entitlement to Free School Meals and Pupil Premium via a secure government website. If your details are not found on the secure website or your eligibility cannot be confirmed, we may ask you to provide paper-based evidence. Your application may take up to five working days to process. If you are eligible for Free School Meals and Pupil Premium, we will regularly check your entitlement which will be automatically renewed. However, you must inform us immediately of any changes to your details (e.g. name or address) or to your family circumstances.

Declaration:

I declare the information I have provided is accurate and that I have read and consent to the privacy notice shown below.

Signature	
Date	

[Data Protection Act | Privacy Notice](#)

The information you provide is being collected by the Free School Meals Team of Cornwall Council, New County Hall, Truro, TR1 3AY, Data Protection Registration Number: Z1745294 for the purpose of determining eligibility for Free School Meals and Pupil Premium and will be retained until your child's 25th birthday. Your child's Free School Meals and/or Pupil Premium eligibility status will be shared with your child's relevant school. Data on you or your child may also be shared with other relevant professionals within Cornwall Council to inform their work and the services that may be provided for your child (for example, school transport). The data held will be used both for the provision of services and also for performance and service planning. This information will be held in a secure environment until your child's 25th birthday, in accordance with the Children, Schools and Families Directorate data retention policy, after which time it will be destroyed in a secure manner. If you wish to see what data we hold about you, or ask we rectify this data or erase the data you should contact the Free School Meals Team, schoolmeals@cornwall.gov.uk or telephone 0300 1234 101. A full copy of our Privacy Notice can be found <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/how-we-use-your-information-to-provide-services/> or on request by telephoning 0300 1234 101.



Benson Buddies Club – Registration form 2020

Child's full name: _____

Date of Birth: _____

Class: _____

Name of Parent/Carer: _____

Contact Numbers: _____

Name of person/s regularly dropping off child if different from above: _____

Contact number of person: _____

Emergency contact should parent/carer be unavailable: _____

Contact Number: _____

Adults permitted to collect child: _____

Password for pick up: _____

Doctors Surgery: _____

Doctors Contact Number: _____

Medical Information Allergies etc. _____

Dietary information (food allergies, vegetarian etc): _____

Requested food substitutes for allergies (Soya Milk etc): _____

Child's interests or hobbies (any other significant information regarding your child)



1. Bookings and payments must be made in advance using SchoolsBuddy
2. Parents wishing to pay using childcare vouchers, must contact the school office to advise them in advance and the bookings can be made for you. Please refer to the Information leaflet for more information
3. Bookings for breakfast club and After School Care must be made **48 hours** before the day required. If you require an emergency booking on the day you must call the school office direct
4. If you have booked After School Care and **do not** collect your child on time, you will be charged for the whole of the next session. If you **do not** collect by 6pm, you will be charged a late fee of £5.00 for every whole or part 10 minutes you are late and the Headteacher will be informed
5. If you wish to cancel a session you must call the school office at least **48 hours** prior to the session for which you have booked. **No refunds will be made for absences including sickness, if the school office has not been informed**
6. If your child behaves in an unacceptable manner, persistently fails to follow the club rules or acts in an unsafe way we reserve the right to exclude them from attending the care provision
7. We have an obligation to report any safeguarding concerns where we consider a child may be at risk. We may do so without your consent and/or without informing you
8. If the school has to close or we take the decision to close due to events or circumstances that are outside our control, we shall be under no obligation to provide alternative care

I agree to the terms and conditions above

Parent of _____ Class: _____

Name of parent: _____

Signature of parent _____

Date: _____

Welcome to Benson Buddies Wraparound Club

The club is for children aged 4-11 years, it operates a before school and after school club,.

The Breakfast Club runs from 7.30am to 8.30am and breakfast is included in the fees. Staff will accompany the children to school and see them safely into their classroom.

The Afterschool Club runs from 3.15pm to 6.00pm, the children are collected from their classrooms and brought across to the setting. The children have registration and are then given snacks and drinks. A range of activities are available throughout the session and these are taken from the children's interests and ideas. Children who attend afterschool clubs can access the club afterwards.

Our main aim is to provide High Quality care for your child and to ensure they have lots of fun and enjoy their time at Wraparound.

Staff are always open to new ideas and welcome input from parents. Please feel free to speak with staff at any time regarding your child as they will be only too happy to help.

The aim of our club is to provide a secure and caring environment for your children. We are registered for children from the age of 4-11 years. Whilst at wraparound your child will be able to become involved in the following activities:-

- Outdoor sports
- Organised activities
- Crafts
- Construction games
- Board games
- Junk modeling
- Cookery and lots more

We involve the children each week in planning our activities and work very hard to ensure that we listen to them and meet all their needs. We value and respect your children and encourage them to contribute to the club.

Snack Time

At breakfast club the children can choose from a wide selection of healthy choices all overseen by our school chef. We do try and encourage the children to eat healthily and try new foods.

In the late afternoon we offer again a varied choice through the week and these include dishes such as fresh fruit, crackers and cheese, pasta etc. If your child has any allergies then please do let us know to ensure that we can offer them an alternative snack.

TIMES & PRICES

Breakfast Club

7.30am—8.30am.....£4.50

(Includes breakfast)

After School Club

(Includes a snack)

3.15pm—4.00pm.....£4.00

4.00pm—5.15pm.....£5.00

5.15pm—6.00pm.....£3.00



Why choose our Wraparound Club

- Highly qualified team of staff
- Excellent premises on a secure school site
- Continuity of care for your child on one safe site
- Fun and innovative activities on offer every day
- We aim to meet all the needs of you and your child
- Fun packed half term programs
- Advice given to claim tax credits towards child care costs
- Our location means we can collect your child from after school clubs



Booking

Breakfast and after school wraparound can be booked using our current booking system: **SchoolsBuddy**

Using the **SchoolsBuddy** App on your phone or the **SchoolsBuddy** website:
archbishopbenson.schoolsbuddy.net

Bookings will need to be made at least 48 hours in advance and the App is now open for you to book.

Immediate payment will be required when making the booking.

If you require an emergency booking on the day you must call the school directly.

Childcare vouchers are accepted for Benson Buddies Wraparound Club only, on agreement with the school.



Please come in and have a chat with us...

T: 01872 273185
E: bensonbuddies@archbishop-benson.cornwall.sch.uk
www.archbishop-benson.cornwall.sch.uk



Benson Buddies
Wraparound

