



New Pupil Starter Pack

Return to School

Year 6 Transition 'Return' Documentation

Please complete these documents and return to school no later than **Friday 9th April 2021**

Longfield Academy, Data Collection Sheet - Please complete the details on both pages.

Pupil Surname	Forename
Middle Name(s)	Chosen Name
Gender	Date of Birth
Address	
Postcode	Telephone No. (Home)
Parent in Armed Forces: Mother <input type="checkbox"/> Father <input type="checkbox"/> N/A	
Looked After Child: LA Care <input type="checkbox"/> Family Care <input type="checkbox"/>	
Has any of the child's parents served in the armed forces in the last 4 years? YES <input type="checkbox"/> NO <input type="checkbox"/>	
National Insurance Number of Primary Carer	
Date of Birth of Primary Carer	

Priority	Parental Responsibility Details (Mother / Father / Carer / Guardian)	
1.	Parent Name: Parental Relationship: Address:	Landline & Mobile: Email:
2.	Parent Name: Parental Relationship: Address:	Landline & Mobile: Email:

	Name	Emergency Contacts: Relationship (grandparent / aunt / uncle etc.)	Address - Landline and Mobile Number
1.			
2.			

Travel Arrangements: Please tick the appropriate choice

Bicycle Train Public Bus Walks Car Share Taxi Car/Van Other

Dietary Needs

Meal Arrangements: Please tick the appropriate choice

Free School Meal Paid School Meal Packed Lunch

Have you claimed Free School Meals in the last 6 years? YES NO If so, please detail which years:

Doctor:	
Address:	
Telephone:	
Medical Details:	

Please list any brothers/sisters already attending Longfield School: (Please identify if living at a different address)

Previous School	From:	To:
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Our ethnic background describes how we think of ourselves. This may be based on many things, for example, our language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and **tick one box only** to indicate the ethnic background of the pupil or child. It is not possible to list all ethnic groups because the list would be too long. The groups listed below reflect the main ethnic groups in Darlington. You are asked to choose the ethnic group which is closest to how you see your son / daughter /yourself.

White	
• British	<input type="checkbox"/> WBRI
• Irish	<input type="checkbox"/> WIRI
• Traveller of Irish Heritage	<input type="checkbox"/> WIRT
• Gypsy	<input type="checkbox"/> WGYP
• Romany Traveller	<input type="checkbox"/> ROMA
• Any other white background	<input type="checkbox"/> WOTH

Black or Black British	
• Caribbean	<input type="checkbox"/> BCRB
• African	<input type="checkbox"/> BAFR
• Any Other Black Background	<input type="checkbox"/> BOTH

Chinese	
• Chinese	<input type="checkbox"/> CHNE

I do not wish an ethnic background category to be recorded	<input type="checkbox"/> REFU
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Religion:

Please also tick whether the form was filled in by a parent or the pupil.

This information was provided by:	
Parent	<input type="checkbox"/>
Pupil	<input type="checkbox"/>

Nationality

Mixed/Dual Background	
• White and Black Caribbean	<input type="checkbox"/> MWBC
• White and Black African	<input type="checkbox"/> MWBA
• White and Asian	<input type="checkbox"/> MWAS
• Any Other Mixed Background	<input type="checkbox"/> MOTH

Asian or Asian British	
• Indian	<input type="checkbox"/> AIND
• Pakistani	<input type="checkbox"/> APKN
• Bangladeshi	<input type="checkbox"/> ABAN
• Any Other Asian Background	<input type="checkbox"/> AOTH

Any Other Ethnic Group	
• Any other ethnic group	<input type="checkbox"/> OOTH
(Please state :.....)	

First Language
Home Language

Asylum Status	Seeker/ Refugee
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(Any information you provide will be used solely to compile statistics on the school profile of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the local authority and with the DCSF and its agencies from time to time.

Signed: Parent / Carer:	Date:
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FOR SCHOOL USE: Year <input type="text"/>	Form Group <input type="text"/>	Admission Date <input type="text"/>
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CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child,

Name: **Form:**

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - all visits which take place during the school day, holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside of the school day
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such, activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that your child suffers from and any medication he/she should take during off-site visits:

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EMERGENCY CONTACT NUMBERS:

Name: Home: Mobile No:

Name: Home: Mobile No:

Signed..... **Parent / Carer**



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to your child using the biometric systems for our cashless catering system until they leave school.

Once your child ceases to use the biometric recognition system, their biometric information will be securely and permanently deleted by the school.

I give consent to Longfield Academy, for the biometrics of my child to be used by Longfield Academy for use as part of a recognition system as described above.

I understand that I can withdraw this consent at any time in writing.

Name of Child:

Name of Parent / Carer:

Signature:

Date:



PHOTO PERMISSION FORM

There are 3 parts to this consent form. Please ensure you select whether you consent / do not consent to each section.

Option 1 - is to inform the school of whether you *consent / do not consent* to your child's photo being taken for school systems only. Consenting to option 1 will also allow your child to take part in school photograph day, this will enable you to purchase their school photo.

Option 2 & 3 - At Longfield, we are very keen to promote the success of our pupils. We communicate with parents / carers via school newsletters, mySchoolApp and the school website. However, we would like to extend the audience to include the general public via social media and local media outlets.

We would like your consent to include photographs / video footage of your child if it is appropriate which may be taken and published around the school, on our school website and within promotional material.

Any images used outside of the school; i.e. website, newsletters or local media may include a pupil's name, should you consent. However, it will not include any other personal details about the pupil.

If you do not consent to option 2 & 3, your child's image / name will not be used for any purpose. Please ensure your child is aware of your decision so that they can take some responsibility to ensure that staff know that they should not be included in photographs or be named.

Please complete the slip below and return to the school office

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Name: **Form Group:**

(Please delete as appropriate)

- 1) **I do / do not wish for my child's photograph to be taken for school use**
- 2) **I do / do not consent for my child's photograph to be taken or used in any way relating to school or out of school media.**
- 3) **I do / do not wish for my child's name to be used in any way relating to school or out of school media.**

Signed Parent / Carer

Date:



YOUR CHILD COULD BE ENTITLED TO FREE SCHOOL MEALS

School meals are nutritious and provide much needed energy to help pupils through the school day. Free school meals are an entitlement if you are in receipt of certain allowances.

Free School meals are available to children of families who are in receipt of:

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

Parents receiving Working Tax Credit for four weeks after their employment finishes are entitled to free school meals during that period. This also applies to parents who start working less than 16 hours per week (please seek advice about this from the Benefits Agency)

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

If your child can claim free school meals, please inform the school of your youngest child, even if you do not wish to take up the offer of a free school meal as this affects the level of funding the school receives.

All claims for free school meals will be treated in the strictest of confidence and handled sensitively by the school.

If you have any queries, or you would like advice about free school meals, please contact the Finance Department on 01325 380815.

I hereby give consent to a check for Free School Meals eligibility, via Durham County Council's Benefit Systems and the Department for Education's online service which includes data from HMRC and DWP. (Communication with Durham County Council may be subject to monitoring and recording.) I understand that it is my responsibility to inform the school if I no longer receive the relevant benefit.

Parent / Carer's Signature: **Date:**



Remote Learning Questionnaire

Pupil Name: _____

Year Group: _____ **Tutor Group:** _____

Please select all options that your child has access to at home:

Wi-Fi / Internet

A computer or laptop

Tablet / i-Pad

Smart Phone

Printer

**If your child has access to a computer / tablet / smart phone –home many hours per day is this for?
Please select one of the below options:**

Sole use - they have access at any time

Shared – they have access for less than 2 hours a day

Shared – they have access for between 2 & 4 hours a day

Shared – they have access for more than 4 hours a day

The majority of work will be set using Microsoft Teams (instructions on how to use this are available on the pupil portal section of the school website)

**As a parent / carer, do you feel you will be able to support your child to access the work at home?
Please select the most relevant option below:**

Yes – I understand how to use teams

No – I have looked at the instructions and still require further support

No – I haven't looked at the instructions yet

Parent / Carer Signature: _____

Date: _____

N.B – please inform the school if any of the above options change during the school year.



Longfield Academy Care Plan

Pupil Name: _____ **Tutor Group:** _____

Address: _____

D.O.B: _____

Description of Illness/Condition:

Warning signs where hospital treatment might be required:

Supply and Storage of Medication:

Key Personnel in school: **Pastoral Office**

GP Name & Contact: _____

Family Contact Information

Name (relationship): _____

Telephone Home No: _____

Mobile No: _____

Work No: _____

Name (relationship): _____

Telephone Home No: _____

Mobile No: _____

Work No: _____

Parent / Carer Signature:

Date:



Home School Agreement 2021 - 2026

The parents / carers - I / we shall:

- Ensure that my child attends school regularly (minimum of 95% over the course of the academic year), on - time and properly dressed and equipped.
- Support my child with revision prior to published exams and in response to areas for development from school reports.
- Notify the school if I know about any concerns or problems that might affect my child's work, welfare or behaviour
- Support the school's policies
- Support my child in completing their homework and other opportunities for home-learning to the best of their ability.
- Attend parents / carers' evenings and discussions about my child's progress.
- Find out about my child's life at school.
- Ensure my child adheres to the classroom expectations, break and lunch time and transport guidelines in the Longfield Academy Values Charter.

Longfield Academy will:

- Care for your child's safety and happiness.
- Provide a comfortable, safe environment in which to work.
- Provide a high standard of education for your child, allowing them to achieve their potential.
- Provide a balanced curriculum and meet the individual needs of your child.
- Keep you informed about general school matters and about your child's progress in particular.
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
- Provide support for the pupil in the completion of all necessary classwork, coursework and Homework tasks. This may include support from the SEN department.
- Liaise regularly with the pupil and their parents / carers regarding progress, and put into place strategies to improve the pupil's chances of academic success.
- Provide a series of additional lunch time, after - school and revision classes deemed necessary by the school to ensure your child achieves the highest possible performance in public examinations
- The school will provide your child with Academic Mentors in Year 11 to support them in optimising their potential

The pupil - I shall:

- Attend school regularly and on time.
- Adhere to the classroom expectations, break and lunch time and transport guidelines in the Longfield Academy Values Charter.
- Attend all additional lunchtime, after school and revision classes deemed necessary by the school.
- Complete all necessary classwork, coursework and Independent Learning tasks by the given deadlines and to the prescribed standard

Longfield Academy Home-School Agreement:

I / We have read the home-school agreement and undertake to support the arrangements set out.

Signed (parent / carer) _____ **Date** _____

Signed (pupil) _____ **Date** _____



Agreement for Examination Success 2021 - 2026

Name of Pupil

Name of Mentor

The School hereby promises to:

- Provide a high standard of education for the pupil in all core subjects, thus enabling pupils to achieve their optimum GCSE grades
- Provide support for the pupil in the completion of all necessary classwork, coursework and Independent Learning as appropriate. This may include the support of the SEN department
- Provide a comfortable, safe environment in which to work
- Liaise regularly with the pupil and their parents / carers regarding progress, and put into place strategies to improve the pupil's chances of success
- Provide a series of additional lunchtime, afterschool and revision classes **deemed necessary by the school** to assist the pupil in the improvement of grades (**see statement earlier in this handbook**). NB "Afterschool" is defined as outside normal school hours (08.50-15.20) and during school holidays

The Parent(s) / carer(s) hereby promise to:

- Support your child through their crucial last year of compulsory education, assisting where possible with study and providing a quiet place for the pupil to work at home where possible
- Ensure the pupil's attendance at those additional lunchtime, after school and revision classes deemed necessary by the school (**see statement earlier in this handbook**) • Liaise regularly with the pupil's mentor about progress and assist the pupil and the school with remedial work should there be a need

The Pupil hereby promises to:

- Attend all additional lunchtime, after school and revision classes deemed necessary by the school (**see statement earlier in this handbook**)
- Complete all necessary classwork, coursework and Independent Learning by the given deadlines
- Adhere to the classroom expectations, break and lunch time and transport guidelines in the Longfield Academy Values Charter
- Meet regularly with their mentor to discuss progress, and undertake to make improvements where necessary

Signed on behalf of the school Date

Signed (parent / carer) Date

Signed (pupil) Date

For General Data Protection Regulation (GDPR) information, please visit the policy section of the SWIFT Academies website <http://www.swiftacademies.org.uk/policies/>

Alternatively, please contact Mr S Rawle, Assistant Headteacher on (01325) 380815 or by emailing: srawle@longfield.swiftacademies.org.uk

If you are concerned that any information held about you or your family is incorrect or out-of-date, you are able to request that the data is amended. To do so, please contact Mrs Humphrey, Pastoral Manager on (01325) 380815 and chose option 2 or email: chumphrey@longfield.swiftacademies.org.uk