



Ludlow Junior School Consent and Information Form

Name of Child..... Class.....

At Ludlow Junior School we strive to provide innovative, high quality learning opportunities as part of our broad and enriched curriculum. To achieve this, we require permission for your child to participate in a number of activities whilst they are with us. **Please complete and sign this consent form so that your child can access all aspects of life in the junior school.**

1. Internet Access – Acceptable Use Agreement

As part of the school's ICT programme we offer pupils supervised access to the internet. In order to reduce the risk of accidentally accessing inappropriate material, the school employs a service provider that prevents access to listed undesirable sites. We require your consent for your child to have access to the internet.

'I understand that my child will use the internet at school. I understand that the school will take all reasonable precautions to ensure that my child does not gain access to inappropriate material. I understand that pupils will be held accountable for their own actions.'

2. Photographing Pupils

From time to time we have occasion where we ask The Daily Echo or other press outlets to come into our school to photograph pupils during an activity or presentation which may appear in a local publication. We also publish photographs on our school website and Facebook page.

If you **do not** wish your child to be photographed in such circumstances during his or her time at Ludlow we request that you contact the school as soon as possible as we will not alert you on all future occasions. In accordance with GDPR your child's name will not be released with any photograph taken. Staff and volunteers may photograph your child for use solely within the school.

'I give permission for my child's image and their work to be used on the school website and for promotional purposes such as in the school prospectus, school displays and to accompany newsletter articles, including when they have left the school. I also give my permission for a third party (school photographer) to take my child's image and process their data on an annual basis for the purpose of school photos and SIMS information'

3. Administration of Medication

We can only accept prescription medication, however if you feel that we can support you in any other aspect we are happy to meet and discuss this with you. Please contact the school office if you would like to make an appointment.

Any requests for medicine to be administered in school must come from a parent in writing on the school's 'Request to Administer Medication Form'. All children must have a separate form completed for each medicine to be administered. Forms can be obtained from the office.

The medication must be in container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label. We would ask that all medicines be clearly marked with the pupil's name and the instructions for administration and also any specific instructions for storage e.g. refrigeration. We can only accept medicines from an adult.

4. Visits to Local Destinations

We occasionally organise visits to local destinations, such as Peartree Church, to enhance the children's learning. You will be informed of all such visits prior to them taking place, but we may not seek further written consent. Risk Assessments are always carried out and there is always adequate adult supervision. Consent forms for all visits requiring transport and of longer than a half school day duration will always be sent out separately for each trip.

'I give permission for my child to be taken on a visit to a destination within walking distance of the school for no more than half a school day. I understand that the school will take all reasonable precautions to ensure my child's safety and it is my responsibility to ensure all contact information is up-to-date.'

5. Our School Dog

As a new member of our community you may not be aware that we have a school dog who spends the majority of the week in school – he is called Hamish and was born on 30th November 2014. We talked to parents about this in January 2015 and worked with a specialist behaviourist to plan out his training regime. We have also spent time talking to the children about him and how to treat him or work with him. He is a Labradoodle and his breeder has a number of dogs already based in school environments. He has a non-shedding coat and never works with the children without direct supervision, although they may have contact with him in the WISH corridor.

Hamish is always accompanied by an adult when he is moving around school and is never allowed to be with the children without direct supervision. We aim for him to have a positive impact on self-esteem, motivation, emotional well-being, confidence and our sense of community. We see him as having therapeutic qualities and see his work as being parallel to the Pets as Therapy approach.

No adults or children will be expected to come into contact with him if they do not wish to do so.

6. ParentMail

ParentMail is our preferred method of communication for all school letters/correspondence to parents/carers. We use ParentMail to email letters and communication regarding trips/events and you are able to complete the reply slip using ParentMail without the need to print the letter or bring it into the office. We therefore ask all parents/carers to provide us with an email address. We do not send paper copies of any letters/communications.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

Parent Name:

Child's Name:

Parent Email Address:

7. Mobile Phones

Whilst school does not encourage the bringing in of personal possessions, you may feel it necessary for your child to bring a mobile phone to school for a very valid reason. Children are not allowed to carry mobile phones on their person whilst in school and in an effort to maintain levels of safety, all phones must be handed in before the start of each day, and collected at the end of the school day.

I would like to remind you that all personal possessions remain the responsibility of the pupil/parent, however in an effort to take reasonable precautions for your child's property and maintain a level of supervision which is manageable by the school, I have reviewed our policy.

The school will only accept a mobile phone for your child if you have given us your express permission and acknowledged that you are aware your child is bringing a phone into school and there is an exceptional circumstance. A permission form will be sent via parentmail upon request.

In addition to guidance around mobile phones we also recognise that many types of smart watch now offer voice and video recording. Both types of recording can be intrusive and may be without permission. As a result we do not allow the wearing of recording enabled devices/watches in school. However, we do welcome the use of fitness trackers e.g. fit bits, which have a legitimate use and do not offer recording facilities. All recording of images and audio on the school site is strictly permission based and may only take place with express permission from the senior team.

By signing this form, you are agreeing to the consent outlined in sections 1, 2 and 4. You are also indicating that you have understood sections 3, 5, 6 and 7.

Name of Parent/Guardian

Signature.....

Date.....

If you feel unable to complete this form, please call the school office to arrange an individual discussion.

This policy compliments the policies we have in place at school. If you would like to see the full policies relevant, please visit the school's website www.ludlowjunior.org.uk.

THIS CONSENT FORM WILL BE KEPT ON YOUR CHILDS PUPIL FILE FOR THE DURATION THAT YOUR CHILD IS AT LUDLOW JUNIOR SCHOOL.