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Lockton Avenue, HEANOR, Derbyshire, DE75 7EQ
Tel/Fax: 01773 713427



*"Let love and kindness be the motivation behind
all that you do."*

(1 Corinthians 16:14)

**Important Information
Documents To be
signed and
returned to the
School Office.**

‘Be Safe!’



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Dear Parent / Carer

Welcome to your new school 😊

In this booklet you will find some important documents that we keep on file while your child is at Mundy CE Junior School. These allow us to make sure we are keeping your child safe and supporting key events throughout their time with us.

We ask that you please complete the following forms and return them to the school office as soon as possible.

Thank you.

The Senior Leadership Team

Check list:

Data Sheet ☐

Attendance, holiday requests & lateness ☐

Home School agreement ☐

Internet Safety within school ☐

Emergency contact card. See separate document ☐

Note: If there are any changes to the information provided in this book, we ask you notify Mundy C of E Juniors of these immediately.



Data Collection Form

This following form will be valid for your child's entire time at Mundy C of E VC Junior School. Please make us aware of any changes as they happen many thanks.

GDPR – explained (the legal bit!)

We collect and use pupil information under The General Data Protection Regulation (GDPR), this allows us to collect and use pupil and parent/carer information with consent of the data subject, where we are complying with a legal requirement, where processing (personal information) is necessary to protect the vital interests of a data subject or another person and where processing (personal information) is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (school). Please see the schools Privacy Notice which can be found on our website www.mundyjunior.org

Child's details

Surname (as on their birth certificate)	
First name	
Any other names (middle name/s)	
To be known as...	
Male or female	
Date of Birth	
Country of Birth	
Permanent address	
Siblings in school	
Previous school	

Family doctor

Name	
Surgery	
Address	
Telephone number	

Details of parent/guardian with responsibility for the child.

First and second contacts will receive all emails sent via Weduc, however text messages will only be sent to the 'First' contact unless requested otherwise.

First emergency contact

Relationship to child		
Title (Mr, Mrs, Miss)		
Name		
Address (if different to above)		
Contact number	HOME	
	WORK	
	MOBILE	
Details of workplace (ie company name)		
Email address		

Second emergency contact

Relationship to child		
Title (Mr, Mrs, Miss)		
Name		
Address (if different to above)		
Contact number	HOME	
	WORK	
	MOBILE	
Details of workplace (ie company name)		
Email address		

Third emergency contact

Relationship to child		
Title (Mr, Mrs, Miss)		
Name		
Address (if different to above)		
Contact number	HOME	
	WORK	
	MOBILE	
Details of workplace (ie company name)		
Email address		

Please give details of anyone else that may be collecting your child from school on a regular basis for example childminder/after school club/friend

Name, telephone number and relation to child	
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Dietary requirements

If your child has any food allergies/dietary needs we need to be aware of please indicate below (please do not include food that your child does not like).

There will be times when your child will take part in food tasting so it is important that you keep us up to date with this information. We will inform you before these activities take place.

Food allergies

Other services

Please give details of any other service that has recently been involved with your child (eg Social Services, Speech Therapist, Educational Psychologist, paediatrician etc)

Child Health Services

The school nurse attends the school on a regular basis to monitor various aspects of a child's growth and health. The school reserves the right to contact the Child Health Services for advice on the child's behalf. We will always keep you informed as necessary.

Supporting children with medical conditions

In line with the schools supporting children with medical needs policy, it is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. In order to ensure that any medical needs are appropriately met in school, we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Does your child have a medical condition / health concern?

- ☐ YES
- ☐ NO

If YES, please give details

Does your child have a medical condition/health concern (including dietary requirements or allergies) that need to be managed during the school day?

- ☐ YES
- ☐ NO

If YES, please give details

Does your child regularly take medication during the school day?

- ☐ YES
- ☐ NO

If YES, please give details

Does your child have a health care plan that should be followed in a medical emergency?

- ☐ YES
- ☐ NO

If YES, please give details

If you have answered 'yes' to any of these questions, a health care plan for your child will be created and kept in the schools medical folder.

Meetings will only be required if your child's medical needs change.

Ethnic background record (based on the new national population census ethnic categories)

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

Please study the list below and **tick** only to indicate the ethnic background of the pupil or child named above.

White	British
	Irish
	Traveller of Irish heritage
	Gypsy / Roma
	Any other White background
Mixed	White and Black Caribbean
	White and Black African
	White and Asian
	Any other mixed background
Asian or Asian British	Indian
	Pakistani
	Bangladeshi
	Any other Asian background
Black or Black British	Caribbean
	African
	Any other Black background
Chinese	
Any other ethnic background	
I do not wish an ethnic background to be recorded	

Any information you provide will be used solely to compile statistics on the school careers and experiences 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 Education 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.

Collection and recording of pupils' first language

- This is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community and use the majority of the time.
- If your child's first language is a language other than English, please record this language. The question is not about how well your child speaks English.
- The information you provide will be held confidentially. It will be used to provide the school with better information about your child and help us to ensure that all children have the opportunity to fulfil their potential.
- The information will not be published in a way that allows individual children to be identified and the information will not be used for any other purpose. From time to time this information will be passed to the Local Authority and the DfES to contribute to local and national statistics.
- Information about your child's first language will be passed on to any other school to which your child transfers to save you having to be asked for it again.
- You can ask to check the information about your child's first language at any time and, if you wish, to have the information changed or removed.

My child's first language is: _____

Nationality: _____

Country of Birth: _____

Religion: _____

Travel Details

My child will mainly be travelling to school by:

Car	Walking	Taxi	Public Transport	Bike or Scoot
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Additional information

This information is required as your child may be entitled to pupil premium funding.

Universal Credits ☐

Service children (Military) ☐ (this is when one of your child's parents are in this category)

Post adoption ☐

Data Protection Consent and who we share limited data with

In accordance with the General Data Protection Regulations (GDPR) we are allowed to collect, use and share with consent pupil and parent/carers information.

We have a legal basis for sharing much of the personal information we hold with external data processors such as the local authority and Department for Education this will be through Integris our designated authority Data Base. (please see the schools privacy notice which can be found on the school's website for more information www.mundyjunior.org)

The school routinely shares this information with online service providers in order to support pupil learning and allow effective communication with parents.

As we have no legal basis for sharing your information with these processors, we require your consent to allow us to do this.

All of these online providers have been assessed and approved by the schools governing body to ensure they meet the GDPR regulations and their suitability to school use.

We need to make you aware that if you do not give consent to us sharing your information with these processors that you (or your child) will no longer have access to these platforms. We will request that your information is removed from these online services in accordance with the supplier contracts we hold with them. If you chose not to consent, then this will not result in you or your child suffering any detriment or disadvantage.

If you are happy to share your child's information with all of the online services indicated you only need to tick the first box alternatively you can tick which service you are happy for you or your child's information to be shared with.

If you require more information, please contact the schools Data Protection Lead Mrs Leonie George.

External online services that your child's information is shared with

- **Active Learn including Bug Club and Abacus** – a learning platform used in school and for home learning. ☐
- **Junior Librarian** – IT software for use in school and to manage the distribution of school library books. ☐
- **TT Rock Stars** – a learning platform used in school and for home learning. ☐
- **Current Photographers** – School Photographers. ☐
- **Mirodo** - a learning platform used in school and for home learning. ☐
- **Itrack** – online education data tracker ☐

Parent/carer information is shared with

- **WeDuc** – online communication via email and text message ☐

Administering Medication in Schools

Please be aware...

- Unprescribed medicine will only be given in exceptional circumstances
- We are unable to administer over the counter cough medicines
- If a child needs paracetamol every 4 hours (to enable them to stay in school), parents should consider keeping them at home
- All prescribed medication needs to be labelled by the pharmacist and the appropriate paperwork completed in school
- Antibiotics will be given if they need to be administered 4 times daily.
- Ibuprofen – this is only able to be given in school if prescribed. Ibuprofen is not able to be administered in school if purchased over the counter due to the side effects
- If your child requires any medication to be given in school, you must complete a medical administration form **before** we are able to administer their medication. This can be downloaded from the school website and are available in reception.

We keep a **small** supply of paracetamol in school to administer to children who may require it. Please complete the box to indicate that you are happy for us to administer this to your child. If paracetamol is required before lunch time we will telephone you to check to see if they had any before they came to school. We will send a text to let you know if we have given your child paracetamol.

Is your child's tetanus jab up to date?	YES / NO
In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anesthetics.	YES / NO

Films with a PG certificate

As you may be aware, our usual practice is to only show films to the children that have a U certificate unless we have asked for your permission to show a PG certificate film. However, more and more Films and clips these days carry a PG rating. So that we do not need to ask every time for permission to show a PG film or clip, we would ask that you sign the form below to indicate whether you agree for your child to be able to view PG rated Films.

I agree to my child viewing PG certificate Films and clips at school	YES / NO
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When attending public school events please adhere to the instructions regarding photograph and video restrictions. Our Photo and Video Policy is on the website.

Personal Data Consent

Mundy C of E VC Junior School take data protection very seriously and we are committed to keeping the personal data of our pupils and parents as secure as possible, whilst at the same time balancing the need to share it for educational purposes and to ensure the normal running of the school.

In line with the General Data Protection Regulation and the Data Protection Act 2018 we are seeking your consent for certain data processing activities. Once consent has been given, we will process the relevant personal data in line with our Privacy Policy.

1. Images/Photos/Film

We really value using images of students, to be able to showcase what students do in school and show what life at our school is like to others. We will take images/photographs and film of your child for identification, assessment/educational and celebration purposes, including on school premises and whilst away from school on trips and visits, and to share with parents on our website. However we will only **publish** these images photographs or films in line with the consents granted by you below

Consent type	Permission (Please circle your response)		Notes
Photographs/videos – for use within school premises	Granted	Denied	
Photographs/Video – for use in school publications	Granted	Denied	
Photographs/Videos – for use on school website	Granted	Denied	
Photographs/Videos – for use in public events and performances			

N.B We will generally store images/photos and film taken of your child for up to 1 year after they have left the school, however we reserve the right to retain them in perpetuity for historical research purposes.

3. Parent/Carer Personal Data

We may from time to time like to send you information and offers from outside organisations including childcare providers/after school clubs, sports and fitness providers and other charities or groups. If you consent for us to use your contact details (personal data) to send you information and offers please indicate below.

I give Consent to use my personal data to send information and offers ☐

We will not pass your details to any such organisations other than in accordance with our Privacy Policy.

4. Your right to withdraw consent:

Please note you have the right to withdraw these consents at any time and you can do this by contacting us by any of the means listed below:

For more information on how Mundy C of E Junior School uses the data we hold about you or your child, including how long we keep it and your rights relating to it, (including to have it corrected, erased, restricted, transferred or your rights of access to it) please go to our website www.mundyjunior.org and view our Privacy Policy or contact: Mrs L. George in the school office Your consent choices will be applied for the duration of your child's time at the school unless you advise us otherwise. We will ask you to make any request to withdraw your consent in writing, however you are not obliged to do so.

.Conditions of use

1. This form is valid for *five years from the date you sign it, or for the period of time your child attends this school / *for this project only. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings *after your child leaves this school / *after the project is completed.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press have some exemptions from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Educational Visits

There will be short educational visits out of the school grounds which are within walking distance of the school and subject to suitable weather conditions. The time out of school will be short with all pupils being well supervised at all times.

I agree to my child being taken out of school for short educational visits (for example visits to the church, to another local school, to local areas eg Shipley Park	YES / NO
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Mundy Junior School expects

1. Disciplined orderly and cooperative behaviour from children and adults.
2. Hard work leading to academic progress.
3. Children to wear appropriate school uniform.

We want every pupil to prosper in our school and to be aware that our parents trust and support our efforts.

Please note carefully once more the major aspects for the school's ethos and signify your support and commitment for them and their related policies by signing this registration form.

I/we* the parent/carers of :..... support the school's policy and approach towards:

1. Homework
2. School uniform
3. Expectations of behaviour, rewards and sanctions
4. Attendance and punctuality
5. Holidays during term time policy

Signed: Dated:

Print Name:

Please ensure you have answered all of the questions. If any details change during your child's time at Mundy C of E Junior School, it is vital that you inform us as soon as possible, as we may need to use the details in an emergency.

ATTENDANCE, HOLIDAY REQUESTS AND LATENESS – MUNDY C OF E JUNIOR SCHOOL

At Mundy C of E Junior School, we have worked hard with the support of parents and the Educational Welfare Officers and intend to continue our drive to ensure that children make maximum progress within our school. To do this the children have to be here. To this end, We are enclosing the booklet entitled 'Advice for parents and carers'- 'Penalty Notices' which explains the Anti-Social Behaviour Act 2003 which came into force in February 2004, this gives step-by-step advice regarding attendance. A summary follows:

As you will appreciate, this law has been borne out of firm evidence between the level of attendance and attainment as follows:

There are 175 Non-school days a year, these are days that you can spend on family time, visits, holidays, shopping, household jobs and other appointments, please bear in mind the following information

Days of education	Days missed through absence	% of attendance	Level of concern
190	0	100%	Good – best chance of success. Gets your child off to a flying start
180	10	95%	
171	19	90%	Worrying – less chance of success. Makes it harder to make progress.
161	29	85%	
152	38	80%	Serious concern. Not Fair on your child. MAY RESULT IN COURT ACTION
143	47	75%	

LATENESS

Lateness can add up to a lot of lost learning time over an academic year; this can lead to your child not reaching their potential. Other effects that it has are as follows:

- It results in the disruption of a class as they put items away when they enter the class,
- Wastes time. A teacher has to spend extra time explaining information again to the late pupil.
- Affects the other pupils in the class who miss out on time that could be spent with them.
- It also has the effect of unsettling pupils; they feel unprepared and disheveled and does not put a child in the best frame-of-mind for learning.

The impact of lateness is as follows which might surprise you:

LATENESS	DAYS LOST IN A YEAR AS A RESULT OF LATENESS
On Time	0 Days lost
5 minutes late	3 Days lost
10 minutes late	6 ½ Days lost
15 minutes late	10 Days lost
20 minutes late	13 Days lost
30 minutes late	19 Days lost

HOLIDAY REQUESTS

Mundy Junior School do not authorize term time holiday requests, this is a policy that has been implemented by our governors. Once we have unauthorized a holiday request, we then forward the documentation to the Local Authority where a fine will be issued in line with current criteria.

We are asking all parents to read both the above information and the booklet then to sign and return the tear-off-slip below and return it to school as soon as possible.

We would like to extend our sincere thanks to all our parents who have worked hard to get their children here regularly, and on time.

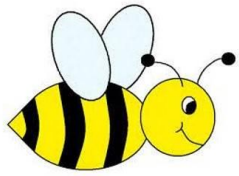
☐

I/we have read both the above letter and the advice booklet and will make every effort to comply with Mundy C of E Junior School's policy on attendance. I/We understand that if we apply for leave of absence it is the **Head's prerogative to** authorise/unauthorise an absence; an unauthorized absence could be subjected to a fine

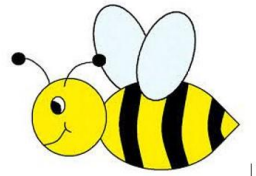
I would/wouldn't like to discuss my child's attendance.

Signed: Dated:

Parent of: Class:



Home/school Agreement Between: Mundy C of E Junior School And



Parents/Carers of:

Signed child:

Signed Parent:

Date:

Pupils

I agree to:

Be happy

Be proud

Be caring

Be respectful

Be polite

Be trustworthy

Be determined

Be responsible

Be prepared

Be safe

Mundy C of E Junior School

The school will:

Ensure your child's physical and social wellbeing at all times, and to foster feelings of confidence, self-worth and belonging.



Deliver a balanced and carefully planned curriculum which meets the individual needs of your child.



Provide a range of after school extracurricular activities designed to enrich your child's experience.



Ensure that all homework tasks are given regularly on an agreed day, and that they reflect your child's learning needs.



To actively welcome parents/carers into the life of the school and to ensure that teaching staff are always available, by mutual arrangement, to discuss any concerns you might have about your child's progress or general welfare.



Keep you informed about the school's policies and guidelines on behaviour and equal opportunities, other general school matters and about your child's progress in particular.



Ensure that all teaching staff keep up to date on important educational developments and initiatives which might affect your child, and to inform you of these at given meetings where appropriate.



Do what is in the best interests of the children at all times.



Support our families and community beyond the school day, providing support and welfare when required.



As Parents/Carers

We undertake to:

Ensure that my child attends school regularly and that absences are properly notified.



Ensure that my child arrives on time and where appropriate is collected promptly at the beginning and end of the school day.



Support the school's policies and guidelines on behaviour and equal opportunities.



Support my child in his/her homework and wherever possible promote opportunities for home learning.



Ensure that my child goes to bed at a reasonable time on weekdays.



Attend Parents' Evenings and discussions about my child's progress at school.



Communicate with school on all relevant and information up to date regarding my child to support school life.



Internet Safety within school

As part of the National Curriculum, all children are required to use computers and hardware including use of the Internet during the school day. We believe that ensuring our children know how to use the internet safely is an essential skill in the modern world. The Internet service provider used within school provides a continually updated and filtered service to attempt to ensure only suitable internet sites are available.

To ensure our children are safe when using the Internet within school, teachers will:

- Only set ICT work which is related to the curriculum and which will benefit their learning.
- Supervise children at all times.
- Check that websites to be used are always appropriate to a pupil's age and maturity.
- Be extra vigilant when pupils are undertaking their own research and check that pupils follow an agreed search plan.
- Monitor websites that are used to ensure safe usage.

~

Partnership Agreement

Using the Internet at home can be a great way for children to explore, have fun and socialize.

Keeping children safe whilst doing so can be difficult (they often know more than we do!).

<https://saferinternet.org.uk/> offers some excellent advice for parents and carers, highlighting 4 key areas to keeping children safe:

- Have ongoing conversations with your children about staying safe online.
- Use safety tools on social networks and other online services.
- Decide if you want to use parental controls on your home internet.
- Understand devices and the parental controls they offer.

Other sites for internet safety are:

The NSPCC: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Think You Know: <https://www.thinkuknow.co.uk/>

Pupil Agreement

All pupils will be told that their internet usage is monitored for their safety before being allowed to use the Internet in school, they must also agree to adhere to our safety rules, these being:

- I will ask permission before using the Internet.
- I will only use websites an adult has chosen.
- I will immediately tell an adult and turn off my monitor if I see a web page I am uncomfortable with.
- I will only e-mail people an adult has approved and write to them in a polite manner.
- I will never give out personal information or passwords.
- I will only open e-mails sent from people I know.
- I will not use chat rooms or social networking.

Parent / Guardian Agreement

Our Acceptable Use Policy is available from the school office should you require more detailed information, should you have any concerns or questions please ask. Please also note the following:

- Portable storage devices (DVD's' Memory sticks etc.) should not be brought to school due to virus and licensing implications.
- Digital images containing children and/or their work are occasionally taken, these may be placed on the school website and blog (children will not be named).
- Parents acknowledge their agreement to this by sending their children to Mundy Junior School, should you object to this please let the school know by letter.

Parent & Pupil Declaration

Please can you and your child complete the section below, detach and return to the school office.

I agree to adhere to the above listed safety rules whilst in school.

Pupils Name

Signed

Date

I have read the schools policy for pupil's use of ICT and agree to allow my child to use resources for the purposes described above.

(Please tick the box if you understand and accept this agreement)

☐

Parents Name

Signed

Date