

Surname:	Legal Surname:
Forename:	Middle name:
Chosen name:	Gender:
Date of Birth:	
Address:	
Post Code:	
Telephone:	
Email:	

Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax Tel:	Work Address Phone/Email Tel:
		Mobile: Tel:	Email: Tel:
		Mobile: Tel:	Email: Tel:
		Mobile:	Email::

Travel Arrangements

<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Car/Van	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	School Bus	<input type="checkbox"/>	Car Share	<input type="checkbox"/>	Other
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Meal Arrangement

Free School Meal Paid School Meal Sandwiches Home Other

Medical Practice:
Address:
Telephone Number:
Medical Condition(s):

Ethnicity : _____

Home Language: _____ **Religion:** _____

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 DfES.

Signature: _____ **Date:** _____



Morland Area C. of E. Primary School & Mini Morlanders' Pre-School

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Parental Consent

Dear Parents/Carers,

This written parental consent will last for all activities for the duration your child attends this school unless family circumstances which may affect parental responsibility change. **You may withdraw any of these consents at any time.**

Educational Visits

Please read the declaration, complete the medical information section and tell us who your two main emergency contacts are should your child experience an emergency at school or off-site.

The Use of Your Child's Image

We may wish to take images of activities that involve your child and use them for displays inside or outside school, in publications and on web/social networking sites managed by us, or with our permission, others associated with us. This may include pictures that have been drawn by children. Images that might cause embarrassment or distress will not be used nor will images of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography or filming will only take place with the permission of the Head teacher, and under appropriate supervision. When filming or photography is carried out by the news media, they are exempt from the data Protection Act 1998, but it is our policy that children will only be named if there is a particular reason to do so (e.g. they have won a prize), and no other personal details will be given out. However, it is important to understand that unless your child is part of a large group, it is likely that the media will require your child's full name before an image is used. If you give your consent to this, you should be aware that these images and your child's name may appear in local or national newspapers and worldwide online.

Please carefully consider the consent descriptions in the form below and indicate those which you **do** consent to by initialling beside each one. Where you do not consent, please leave the space blank.

If you wish to attend school functions and take images of your child, please be sensitive to other people and try not to disrupt concerts, performances and events. Please also bear in mind that you may capture other people's children and you should ensure the images you have taken are appropriate. If you or your child intends to share such images you should only share them publicly with the express permission of the parents of everyone in the images. Please also note that we ask all parents and children to support our approach to E-safety and not upload or post to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.

Headteacher Mrs Louise Donnelly-Stott

Morland, Penrith, Cumbria, CA10 3AT. Tel/Fax 01931-714668 Email: admin@morlandarea.cumbria.sch.uk

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The Giving of Medicines (necessary pain relief only)

We will not give your child any medicine, including necessary pain relief, unless it is in line with our policy for Supporting Pupils with Medical Conditions (available on request) and you give your express consent by signing the form below. If your child requires regular medicine for a health or medical condition, we will need more detailed information about the medicine and as part of your child's Individual Healthcare Plan you will be asked for that separately.

Please complete form overleaf.

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Parental Consent Form - Trips, Images and Pain Relief

Name of Child:		Date of Birth:	
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EDUCATIONAL VISITS

This consent *will* last for the time that your child is with us at this school, but it is good practice for us to confirm your consent for residential or adventurous visits again at the time we run such activities because we may require further information relevant to that single trip e.g. phobias, swimming ability, sleepwalking etc. When you are informed that this kind of visit will take place, you will be asked for further information and offered an opportunity to withdraw this consent. You should also complete and return any slip provided at that time.

I consent to my child taking part in school trips and other activities that take place off-site **and** to them being given urgent medical/dental treatment or necessary pain relief during any trip or activity. I understand that:

- **All** trips and activities are covered by this consent and will include;
 - all visits (including residential trips) which take place during the holidays or a weekend,
 - adventure activities at any time *and*
 - off-site sporting fixtures outside the normal school day,
- School will provide me with information about each trip or activity before it takes place.
- I can inform school that I **do not** want my child to take part in a particular trip/activity and I should do so in writing.
- I **must** ensure that I and my child understand and agree to abide by any trip Code-of-Conduct.
- I **must** keep school informed if any medical information I have provided becomes out-of-date or where religious beliefs may impact on any medical treatment my child may receive.
- I **must** keep school informed if any emergency contact information I have provided becomes out-of-date or does not apply to a particular trip and I must provide alternatives as necessary.
- All school activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).

Medical Information: Details of any medical conditions including allergies and travel sickness that my child suffers from and any medicines with dosage etc. that they should take during off-site activities including those outside school hours or overnight – attach additional sheet if necessary.

Communication: initial under YES or NO - I am able to use the school website/Parentpay/email to keep up to date with information about school and in particular, activities, visits and fixtures.

YES

NO

EMERGENCIES	Emergency Contact 1		Emergency Contact 2	
Name:				
Relationship:				
Telephone Number(s):	Work:		Work:	
	Home/ Mobile:		Home/ Mobile:	

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USE OF YOUR CHILD'S IMAGE – <u>initial</u> where you <u>do</u> consent and <u>leave blank</u> where you <u>do not</u> consent	Initials
I consent to images of my child being used for official school purposes of promoting or publicising the school and events in accordance with the school policy.	
I consent to images of my child being used on the school website, on websites of those organisations permitted to use images by the school and school managed Social Network sites and I understand that these images will be available on the World Wide Web.	
I consent to images being used with my child's full name in news media.	
I consent to my child being included in any images taken by other parents/carers who wish to photograph or record school events for their own personal use.	
I agree that any images I might take at school events will not be used inappropriately or shared publicly without suitable consent from all others involved. NB: If you do not agree to this Governors reserve the right to take steps to prevent you from taking your own images or using/sharing any images that others have taken at school events.	

THE GIVING OF NECESSARY PAIN RELIEF MEDICINE ONLY (Paracetamol)
We will not give your child any medicine, including necessary pain relief, unless it is in line with our Supporting Pupils with Medical Conditions Policy (available on request) and you give your express consent here.
I consent to my child receiving necessary pain relief medicine (Paracetamol) in line with the school policy and as per my instructions or those of a medical practitioner. I understand that if my child will require the regular administration of medicine at school, even for a limited time, I must complete another form with full details e.g. what, when, dose etc.

Signed:		Date:	
Print Name:		Relationship to Child:	

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Morland Area C of E Parent/Carer Code of Conduct Policy

At Morland Area C of E Primary School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a framework for all parents, carers, staff members and visitors to our school about their expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding and respect.

Guidance

As well as following the guidance set out in our Home-School Agreement, we expect everyone to:

- Respect the caring ethos of our school
- Understand that all members of staff and parents need to work together for the benefit of our children.
- Demonstrate that **all** members of the school community deserve to be treated with respect and as such set a good example with their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view, in order to bring about a peaceful resolution to any issue.
- Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a calm and safe school environment the school cannot tolerate the following:

Headteacher Mrs Louise Donnelly-Stott

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- Disruptive behaviour which interferes with or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area within the school grounds including whilst attending team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils, parents or staff members at the school on Facebook or other social media sites. (See Appendix 1). Any concerns that anyone has about the school must be made through the appropriate channels by following the hierarchy as set down in the school's Complaints Procedure. This will ensure that matters raised can be dealt with transparently, fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards an adult or child. This includes using physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and the consumption of alcohol or other drugs whilst on school property.
- Dogs being allowed to foul school premises.

Should **any** of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

Agreed by Governors

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Appendix 1 - Parent/Carer Code of Conduct Policy

Inappropriate use of Social Network Sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents &/or pupils.

The Governors of Morland Area C of E Primary consider that using social media websites in this way is unacceptable and not in the best interests of our pupils or the whole school community. As stated in the policy above any concerns must be communicated to school in accordance with the school's Complaints Procedure so that they can be addressed appropriately.

If any pupil or parent or carer or member of staff is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on that site and they provide robust mechanisms to report contact or activity which breaches this. Our school will also expect that any parent, carer, staff member or pupil removes such comments immediately.

In serious cases our school will also consider its legal options when dealing with any such misuse of social networks and other social media sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the prospect of one child or a parent/carers trying to publicly humiliate another person by posting inappropriate social network entries. We will deal with this as we would with any serious incident of school bullying. Thankfully such incidents are extremely rare.

We expect that parents and carers will make all persons who are responsible for their children aware of this policy.

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Dear Parents/carers,

Due to a change in our insurance policy we now cover volunteers driving through our own school business insurance policy. Therefore please can all parents/grandparents/carers who help transport to ANY event please complete the updated version of the transporting form below. This will be kept as a record in the school office, and if any details change please come in and inform us.

We greatly value all support in helping transport our young people to and from activities off site. Without it we would find it very difficult to offer the range of experiences that we do, which would clearly disadvantage them. However, it is a statistical fact that travel by road can be more dangerous than the activity itself and it is the duty of management to do what we can to minimise the risks. Therefore we ask all our drivers (volunteers and staff) to comply with the checklist below and to sign and date it **before** driving on our behalf. This in no way invalidates or curtails private transport arrangements between parents/carers.

NAME OF DRIVER:.....

- I passed my test for the class of vehicle I am using over 3 years ago.
- I have no more than 3 points on my licence.
- The vehicle I use carries adequate insurance, which is renewed each year on _____ (date).
- The road fund licence where required, is current and always renewed by the expiry date.
- The vehicle is kept in a safe running condition and where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate my insurance.
- All passengers I shall carry will have access to, and **use** a seatbelt.

All passengers I shall carry who are under 135cm tall **and** under the age of 12 years will use any booster seat or booster cushion provided for them.

Name.....

Signed..... Date.....

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PTA

Hello from The Morland PTA

Firstly let us congratulate you on your choice of school for your little one, we are immensely proud of our school and all that it does to create a warm, welcoming, and safe environment for our children.

As a parent at Morland you are automatically enrolled onto the PTA so just turn up to our monthly meetings just to say 'hi' or with new ideas. The dates of the meetings are on the website calendar, in the school newsletter or ask at the school office.

We love to see new faces at meetings or social events. It's a fantastic way to get to know our school, the teachers and other parents, especially important if you are new to the area and would like to meet some like-minded parents.

We organise many fun fundraisers throughout the year, the kids have fun, we have fun, the school receives the money and the kids benefit! Win-win!

Not all learning happens in the classroom and some of the visits and trips that your child will experience are funded or part funded by the PTA fundraising.

Kindest Regards

Sarah Alderton

On behalf of Morland PTA

Headteacher Mrs Louise Donnelly-Stott

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PUPIL ACCEPTABLE USE AGREEMENT

Morland Area Primary School

These rules will help us to be fair to others and keep everyone safe.

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class email address or my own school email address when emailing.
- ★ I will only open email attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will 'log-off' when I leave a computer.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

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Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact **Mrs Donnelly-Stott**.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

We have discussed this document with (child name) and we agree to follow the online safety rules and to support the safe use of ICT at Morland Area CE School.

Pupil Name		Pupil Class	
Signed (Parent)		Date	
Signed (Pupil)		Date	

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The role of the School Staff

Staff in school are in a good position to keep a watchful eye on children and their safety, and to protect them from harm. Safeguarding is everyone's responsibility. Staff should not ignore warning signs, complaints or concerns.

If staff have concerns about a student's safety or well-being, they have a duty to inform the designated safeguarding lead, Mrs Donnelly-Stott or in her absence Mrs Dobinson, so that support and advice can be accessed if appropriate.

If parents or staff have any safeguarding concerns about staff, they should contact the designated safeguarding lead Mrs Donnelly-Stott. The LADO (Local Authority Designated Officer) manages allegations against school staff.

The Role of the Governing Body

Safeguarding children is a collective responsibility for the whole of the Governing Body.

Every school should have a nominated governor for child protection. In this school it is Shirley Austin. She can be contacted by email via the Clerk to the Governors.

Child Protection Information

Our child protection policy can be viewed on the school website:

www.morlandarea.cumbria.sch.uk

Morland Primary School will comply with national and local statutory duties and guidance. Please see the Cumbrian Safeguarding Children website for detailed safeguarding information, contact numbers and advice:

www.cumbrialscb.com

Key Contacts

Mrs Louise Donnelly-Stott, Headteacher and Designated Safeguarding lead
01931 714668

Cumbria Safeguarding Hub (for 24 hours child protection referrals and advice)

0333 240 1727
safeguardinghub.fax@cumbria.gov.uk

Local Authority Designated Officer (LADO) (for allegations against school staff)
01768 812267

Introduction

Morland Primary School recognises the importance of students, welfare.

We are committed to ensuring all students are safeguarded. Morland Primary School will:

- Establish and maintain an ethos in which students feel secure and are listened to.
- Encourage all students to feel that they can talk to a teacher if they are worried about something.
- Equip the students with the skills they need to stay safe.
- Make any referrals necessary to ensure students are safe.

Ensure that the school is always a safe environment.



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Students

If students feel unsafe at any time, please talk to an adult in school. You can speak to Mrs Donnelly-Stott, or to any teacher you choose.

If you are concerned about a friend, please tell an adult in school.

We are here to help.

Parents

If you are concerned about a safeguarding issue, please share it with the designated safeguarding lead Mrs Donnelly-Stott.



www.cumbrialscb.com

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**Safeguarding
Information and
Contact Details**

