



Please read, sign and return following forms
by handing them
in to the **Junior** School office or posting them
to:

St. Josephs Junior school,
Woodend,
London
SE19 3NU

Thank you

Checklist:

- | | |
|----------------------------------------------------------------------|--------------------------|
| 1. Pupil contact information | <input type="checkbox"/> |
| 2. Administration of medicines consent form | <input type="checkbox"/> |
| 3. Allergy information | <input type="checkbox"/> |
| 4. Who collects your child from school form | <input type="checkbox"/> |
| 5. Data collection form | <input type="checkbox"/> |
| 6. Free school meals application form | <input type="checkbox"/> |
| 7. Permission to be photographed form | <input type="checkbox"/> |
| 8. Home school agreement (school copy) | <input type="checkbox"/> |
| 9. Acceptable use agreement | <input type="checkbox"/> |
| 10. Trip permission form | <input type="checkbox"/> |
| 11. PTA form | <input type="checkbox"/> |
| 12. Nursery letter with code request (<i>Nursery parents only</i>) | <input type="checkbox"/> |
| 13. Nursery declaration (<i>Nursery parents only</i>) | <input type="checkbox"/> |
| 14. Easy fundraising letter | <input type="checkbox"/> |
| 15. Gift aid letter | <input type="checkbox"/> |
| 16. Breakfast and afterschool club form | <input type="checkbox"/> |

Please ensure all forms are signed and all information is included. Thank you in advance





FEDERATION OF ST JOSEPH'S CATHOLIC JUNIOR, INFANT AND NURSERY SCHOOLS

PUPIL CONTACT INFORMATION (PLEASE COMPLETE IN CAPITAL LETTERS)

Child's Name [in full] Gender: Male/Female

Date of Birth Country of Birth Nationality

Home Address Post Code Borough

Email

FAMILY DETAILS

Table with 4 columns: Parent/Guardian 1 (Full name, Relationship to the child, Home Tel, MAIN Mobile Tel, Work Tel, Address) and Parent/Guardian 2 (Full name, Relationship to the child, Home Tel, Mobile Tel, Work Tel, Address)

EMERGENCY DETAILS [in addition to Parents/Guardians]

Table with 4 columns: Emergency Contact 1 (Full name, Relationship to the child, Home Tel, Mobile Tel, Work Tel) and Emergency Contact 2 (Full name, Relationship to the child, Home Tel, Mobile Tel, Work Tel)

SIBLINGS AT THE FEDERATION: NAME CLASS NAME CLASS

HEALTH DETAILS

Form for health details including Doctor's Name, Address, Telephone, and a section for illnesses and medication.

Signed Parent/Guardian Date

Please Print



HEALTH CARE PLAN

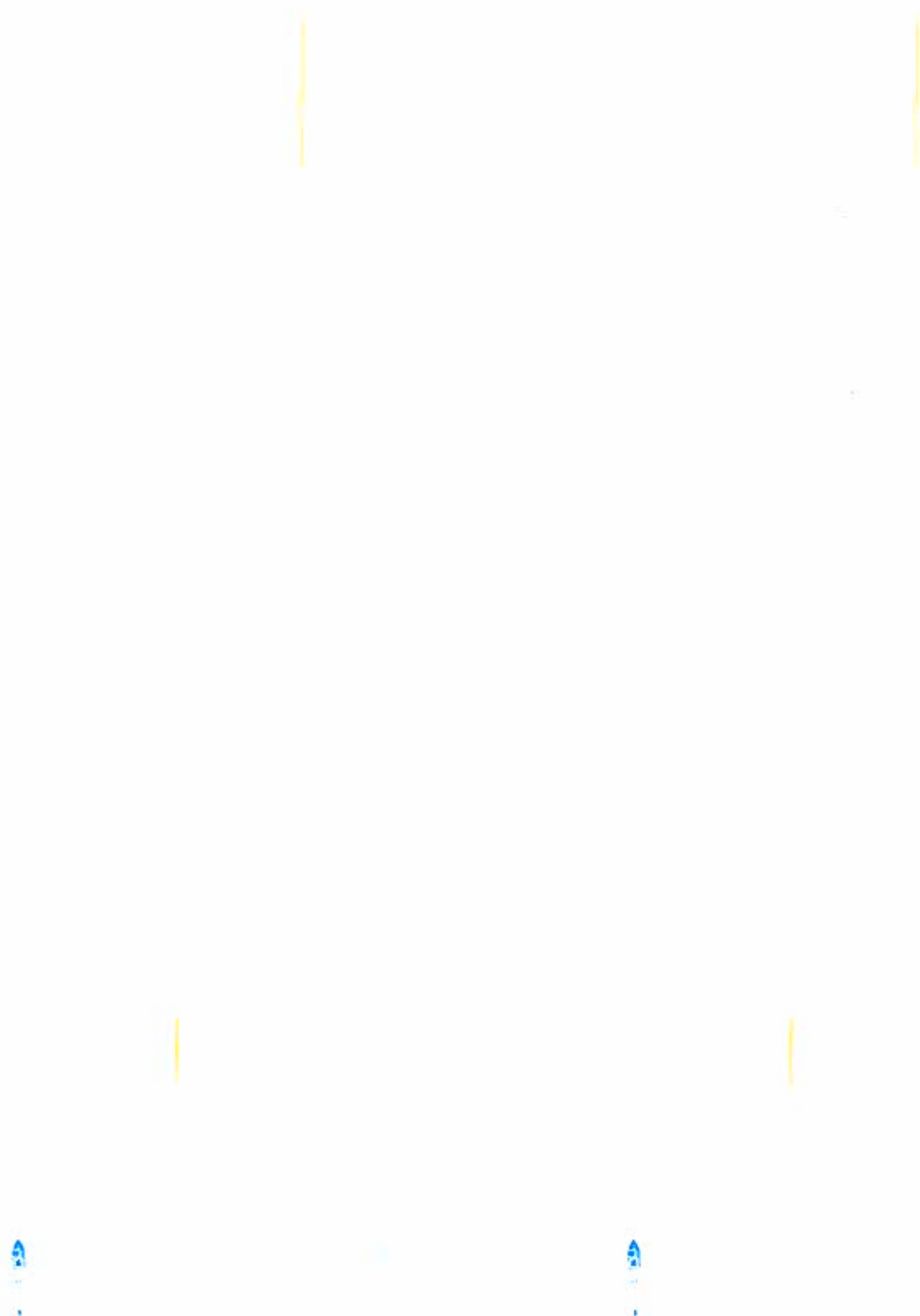
Full Name of Child		
Class:	Gender: Male/Female	DOB:
Parents' Home Telephone No:		
Parents' Mobile Telephone No		
Name of GP		
GP's Address		Post Code:
GP's Telephone No:		

I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary.	
Name of Medicine Required	Illness/Condition
Dose/Frequency :	Length of course of medication:.....days
	Starting from: [date]
	To: [date]
Information for staff about any triggers or symptom	
Special Instructions/Directions for an emergency	









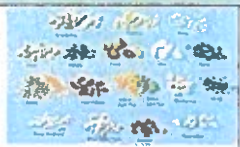







Signature of parent or guardian

[Please print]

Date:



(Please tick all that apply)

PEANUTS		
Peanuts <i>see other legumes</i>		<input type="checkbox"/>
NUTS		
Tree Nuts: - Almond - Hazelnut - Walnut - Pecan - Pistachios - Cashew Nut - Brazil Nut		<input type="checkbox"/>
Other Nuts		<input type="checkbox"/>
EGGS		
- Cakes - custard - Mayonnaise - Mousses - Pasta - Quiche sauce - Pastries		<input type="checkbox"/>
DIARY		
- Butter - Cream - Milk powder - Yoghurt - Powdered soups - Sauces - Cheese		<input type="checkbox"/>
Other		<input type="checkbox"/>
CRUSTACEANS/MOLLUSCS		
- Crab - Prawn - Lobster		<input type="checkbox"/>
- Oysters - Clams - Cockles		<input type="checkbox"/>
SPECIAL DIETARY REQUIRMENTS		
(Not an allergy): (i.e.) Vegan, vegetarian, pescatarian etc.....		
OTHER LEGUMES		
- Lentil - Pea - Chick peas - Bean - Soya - Lupin		<input type="checkbox"/>
CEREALS CONTAINING GLUTEN		
- Wheat - Rye - Spelt - Barley - Oats		<input type="checkbox"/>
FRUITS		
- "Hairy fruits"(peaches, kiwis etc) - other fruits (please specify).....		<input type="checkbox"/>
CELERY		
Includes ALL PARTS of the celery Can be found in: - Salads - Some meat products - Soups		<input type="checkbox"/>
FISH		
Fish Fish sauces Relishes Salad dressings		<input type="checkbox"/>
SESAME SEEDS		
On bread (burger buns) Hummus (houmous) Sesame oil Tahini paste		<input type="checkbox"/>
MUSTARD		
Liquid mustard Mustard powder Mustard seeds Salad dressings		<input type="checkbox"/>
SULPHUR DIOXIDE		
Dried fruits (Raisings, apricots, prunes) Soft drinks etc		<input type="checkbox"/>
OTHER ALLERGIES		
Please specify		<input type="checkbox"/>

My child does not suffer from any allergies

Signed.....on.....(date)..... (Relationship to the child)

1

2

3

4

5

6

7

8

9

10



INFORMATION ABOUT COLLECTING YOUR CHILD FROM SCHOOL

Child's Full Name Year and Class.....

Parent/Guardian's Full Name

Signed.....Parent/Guardian Date.....

Main Contact Telephone No: [Grid of 12 boxes for phone number]

Child makes own way home Yes / No / Sometimes (Yrs 5 and 6 ONLY)

After School Club/Childminder [If applicable]

Please indicate the arrangement for each day of the week below

Monday.....Telephone [Grid of 10 boxes] (eg after school club/parent - please specify)

Tuesday.....Telephone [Grid of 10 boxes]

Wednesday.....Telephone [Grid of 10 boxes]

Thursday.....Telephone [Grid of 10 boxes]

Friday.....Telephone [Grid of 10 boxes]

Children must be collected from the classroom door (Infants) and playground (Juniors). If you or the person in charge of your child is running late or there is a change to your usual arrangement please let us know as soon as possible by calling 0208 653 7195.

In order to keep your child safe we suggest that you set up a safe word that can be used by an adult authorised by you to collect your child.

My safe word is:.....(please print clearly)

Declaration: I am the person legally responsible for the child named above and the information above is correct.

Signed Parent/guardian [Signature line]

[Please print] Date

1

2

3

4

5

6

7



DATA COLLECTION FORM

Pupil's Full Name Year and Class.....

1 ETHNICITY

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.**

The information collected on this form will help schools, the Local Authority and Government to ensure fairness in educational provision. Any information you provide will be used solely to compile statistics on the school carers and experiences of pupils from different backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. From time to time the information will be passed on to the Local Education Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools so in most cases you will not be asked for it again.

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

White

- British
- Irish
- Traveller or Irish Heritage
- Gypsy/Roma
- Any other White background

Black or Black British

- Caribbean
- African
- Any other Black 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

Chinese

- Any other Ethnic Background

I do not wish to answer the above question relating to ethnicity

2 RELIGION

- | | | |
|---------------------------------------------------|----------------------------------------------|-----------------------------------------|
| Baptist <input type="checkbox"/> | Buddhist <input type="checkbox"/> | Calvinist <input type="checkbox"/> |
| Church of England [CofE] <input type="checkbox"/> | Congregational <input type="checkbox"/> | Greek Orthodox <input type="checkbox"/> |
| Hindu <input type="checkbox"/> | Jewish <input type="checkbox"/> | Methodist <input type="checkbox"/> |
| Muslim <input type="checkbox"/> | Quaker <input type="checkbox"/> | Roman Catholic <input type="checkbox"/> |
| Russian Orthodox <input type="checkbox"/> | Seven Day Adventist <input type="checkbox"/> | Sikh <input type="checkbox"/> |
| No Religion <input type="checkbox"/> | Other, please specify <input type="text"/> | |

3 MODES OF TRAVEL

For our records we would also like to note how your child travels to school.

Bus	<input type="text"/>	Walk	<input type="text"/>
Car	<input type="text"/>	Taxi	<input type="text"/>
Car Share [with other children]	<input type="text"/>		
London Underground	<input type="text"/>	OTHER, please specify	<input type="text"/>
Metro/Tram/Light Rail	<input type="text"/>		

4 LANGUAGES SPOKEN AT HOME BY PUPIL

Please place "1" next to the main [first] language and "2" next to language spoken at home.

Arabic	<input type="text"/>	<input type="text"/>	Luganda	<input type="text"/>	<input type="text"/>
Cantonese	<input type="text"/>	<input type="text"/>	Malayalam	<input type="text"/>	<input type="text"/>
English	<input type="text"/>	<input type="text"/>	Panjabi	<input type="text"/>	<input type="text"/>
Farsi	<input type="text"/>	<input type="text"/>	Portuguese	<input type="text"/>	<input type="text"/>
French	<input type="text"/>	<input type="text"/>	Spanish	<input type="text"/>	<input type="text"/>
Greek	<input type="text"/>	<input type="text"/>	Tamil	<input type="text"/>	<input type="text"/>
Gujerati	<input type="text"/>	<input type="text"/>	Turkish	<input type="text"/>	<input type="text"/>
Italian	<input type="text"/>	<input type="text"/>	Twi	<input type="text"/>	<input type="text"/>

IF OTHER, please specify

I do not wish to answer question 4

Signed [Parent/Guardian]
 [please print]
 Date



FREE SCHOOL MEALS APPLICATION FORM 2022/2023

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.
- Protection applies to the child getting free school meals - not the family. If a sibling is not entitled to free school meals based on the eligibility criteria, protection does not apply (this is also the case where a child moves to live with another parent or family member)
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The Universal Credit rollout is currently expected to complete in March 2023

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting school
- In full-time education

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2023.

Infant free school meals in England

Your child will be able to get free school meals if they're in a government-funded school and in:

- reception class
- year 1
- year 2

If you have just applied for one of the qualifying benefits above please note we are unable to award free school meals until your benefit is in payment.

To apply for free school meals please go to <https://pps.lgfl.org.uk/>
 School will be notified of the outcome of your application via email.

Alternatively you can complete the form below and return it to the Junior school Office

DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT:

Title	First name	Surname	Date of birth	National Insurance number or National Asylum Seeker number																

Address	
Post-code	
Telephone number	

DETAILS OF CHILD/CHILDREN:

Family name/surname	First name	Date of birth	Name of school
			St. Joseph's Juniors

Use of Images Consent form for use by The Federation of St Joseph's Junior, Infant and Nursery Schools



Full Name of Child: _____

At St. Joseph's we take photographs of the children in our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for, shows, assemblies, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Consent form

This Photograph Consent form should be completed when your child joins the school. The consent form remains in place for the duration of your child's time at St Joseph's. An annual reminder that the Photograph Consent forms are in place will be sent out at the start of each academic year. Please note that there are likely to be circumstances when we may use your child's photograph for other purposes connected with the school where we do not require your consent because there is another legal reason, which permits us to use photos or images of your child. For example, we keep a copy of the official school photo on our database so that we can correctly identify students.

You can withdraw or change your consent at any time by emailing the school at ict@st-josephs-jun.croydon.sch.uk. If you withdraw consent for your child's photo being used in any of the ways described on the form, we will stop using it in this way, but we may still need to retain a copy of the photograph or image for other reasons, for example, where it is needed to perform our public task of providing education.

PLEASE CIRCLE YOUR CHOICE OF OPTIONS

I give permission for my child's photograph/video to be used in school

I do not give permission for my child's photograph/video to be used in school

I give permission for my child's photograph/video to be used electronically i.e. school website, newsletter.

I do not give permission for my child's photograph/video to be used electronically i.e. school website, newsletter.

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

I have read and understood the conditions of use in this form.

Parent's or Guardian's signature: _____ Date: _____

Please print in Capitals: _____

PART SHOULD BE KEPT BY PARENT/GUARDIAN

Conditions of Use

We will not re-use any photographs or recordings after your child leaves this school. However, any photographs published at the time your child was a pupil at the school may remain withstanding.

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.

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.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Staff are not allowed to take photographs or videos on their personal equipment



Home School Agreement

(school copy)

We will empower our children to have high aspirations and be confident they can have a positive impact locally, globally and to contribute to our world's future. Our school values are based on Christ's message of kindness, love, respect tolerance and forgiveness and this underpins our practice and interaction with all stakeholders of our school community.

Achieving excellent outcomes will be most effective when all staff, parents and children understand their responsibilities and work together towards the same goals.

School

We pledge as a school to:

- Care for your child's safety and well-being by observation and listening
- Promote pupil voice, so children know they are heard
- Provide your child with a high standard of education and access to a broad curriculum
- Ensure that our learning environment is stimulating and challenging
- Celebrate your child's academic and personal achievements.
- Provide support and challenge to enable your child to achieve their full potential.

Staff will ensure that they:

- Support your child to develop a positive attitude, with the self belief they can achieve
- Promote equality for everyone and celebrate diversity as a strength
- Encourage your child to become an active member within our school, local and global community and know they can inform change
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support them in their areas for development.
- Provide information to you about our school to promote effective communication
- Welcome you to contribute to our school's curriculum and value your individual contributions, with the knowledge that you will have individual strengths to offer
- Set homework tasks to promote learning at home and will provide training sessions and workshops to enhance your knowledge of ways to support your child.

Parents & Carers

You are the first and most important educators of your child and we ask you to commit to work closely with and make a pledge.

Attendance, punctuality and behaviour

As a parent/carer, I will:

- Ensure my child is punctual and arrives at school by 8:45am prepared to start their lessons.
- Make sure that my child will wear named school uniform which includes sensible shoes and have a smart conventional hairstyle. In addition they will not wear extreme hair fashions, including dyed hair, hair extensions and hair styles such spikes, mohicans and images or lines cut into the hair. I understand for health and safety reasons long hair should be tied back and hair beads should not be worn.
- Ensure that they will not wear jewellery to school and any earrings worn must be tiny silver or gold studs and not stone studs.
- and nail varnish are not to be worn in school. My child will have their PE kit in school at the start of each week
- Respect the ethos, vision and values of our school
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Park with due consideration towards other, always showing respect and not stop on yellow zig zag lines
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.

Working with staff and other stakeholders

As a parent/carer, I will:

- Communicate and meet with staff, to ensure the best outcomes for my child
- Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with you as it is much healthier to work out solutions together and move on.
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.
- Monitor and ensure homework tasks are completed and returned on time.
- Use my talents and experiences to enhance my child's learning at home. I understand that my child will benefit greatly from what I can show them, discuss with them and teach them.

Safety and wellbeing

As a parent/carer, I will:

- Encourage my child to inform a trusted adult if they experience any form of bullying including cyber bullying and to follow our school policy and procedures.

- Speak to a member of the senior leadership team if I have any safeguarding concerns
- Support healthy choices, and not bring in party bags for my child's birthday or any other celebration. Should I wish to treat other children, I may donate a book/books for the class library.
- Ensure that my child has a healthy packed lunch. I acknowledge that ***DUE TO SERIOUS ALLERGIES THE SCHOOL IS A NUT FREE ZONE***
- Inform the school on the first day of absence and the expected date of return
- Ensure that **only prescribed medication are brought into school. These must be in their original container and clearly labelled with instructions for administration as indicated by a pharmacist.** I will give the medication to the school office with a signed consent form at the start of the day
- Give written permission for my child to walk to and from school on their own and understand that this is only for junior children. I acknowledge that they will be allowed to have a mobile phone in school, but only with the agreed consent of a member of the senior leadership team. My child will hand their phone in to the school office and collect it at the end of the day. I accept that the school will not take any responsibility for mobiles that are damaged or lost and it is the personal responsibility of my child

Pupils

As a pupil, I will:

- Be respectful and understand that everyone has a right to speak and be heard.
- Respect other children's cultures, feelings, beliefs and values
- Play kindly with others and be a good friend to everyone
- Accept responsibility for the choices I make
- Be responsible for my learning in school and at home
- Ask for help if I need it and try my best in all that I do
- Be kind and speak politely to everyone in school
- Not write or say any unkind or inappropriate comments
- Take good care of the building, equipment and school grounds
- Behave in a safe way
- Think about keeping safe when I am online
- Tell a member of staff if I am worried or unhappy



Mrs Fernandes
Headteacher

Signed..... Name of parent/Carer.....

Signed..... Name of Pupil

1. $\frac{1}{2}$

2. $\frac{1}{2}$

3. $\frac{1}{2}$

4. $\frac{1}{2}$

5. $\frac{1}{2}$

6. $\frac{1}{2}$

7. $\frac{1}{2}$

8. $\frac{1}{2}$



Parent Acceptable Use Policy Agreement

What is an AUP?

We ask all children, young people and adults involved in the life of St Joseph's to sign an Acceptable Use* Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which has been sent home.

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”



Where can I find out more?

You can read St Joseph's full Online Safety Policy on the school website for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc.). If you have any questions about this AUP or our approach to online safety, please speak to Mrs Gallagher.

What am I agreeing to?

1. I understand that St Joseph's uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
5. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.
6. I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.
Understanding human behaviour is more helpful than knowing how a particular app, site or game works.

8. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.
9. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
10. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and I understand that s/he will be subject to sanctions if s/he does not follow these rules.
11. I can find out more about online safety at St Joseph's by reading the full Online Safety Policy here on the school website. Paper copies can also be requested. I can talk to Mrs Gallagher if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

~~~~~

**I/we have read, understood and agreed to this policy.**

**Signature/s:**

\_\_\_\_\_

**Name/s of parent / guardian:**

\_\_\_\_\_

**Parent / guardian of:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_







**CONSENT FORM FOR SCHOOL TRIPS, OTHER OFF-SITE ACTIVITIES AND PHOTOGRAPHS**

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

(Child's name).....in class.....

- a) To take part in school trips and other activities that take place off school premises
- b) To be given first aid or **urgent medical treatment** during any school trip or activity
- c) To travel either by mini bus and or public transport

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include:
  - all visits (including residential trips) which take place during, the holidays or at weekends
  - adventure and sports activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- 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 (if applicable) and photographs section below and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child .....(child's name) suffers from and any medication my child should take during off-site visits:

.....  
.....

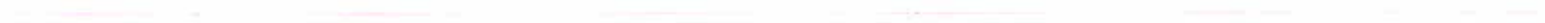
**PHOTOGRAPHS**

I give permission for my child to be photographed.

Signed.....parent/guardian Full Name:.....

Relationship to the child .....

Date.....





## Welcome to Friends of St Joseph's PTA!

We welcome you to St Joseph's and our wonderful community. The St Joseph's parents and teachers' association is the school community body that every parent and teacher is part of.

Friends of St Joseph's run and fund a great number of the community events at the school and aim to support the school environment, parent body, the kids and activities. Over the years, we have raised funds to purchase the school mini bus, essential for school trips and attending sporting events, in 2017 we purchased an AED for the school and arranged CPR training for every teacher and child on our site. Our current fundraising program is going towards regenerating the playgrounds, so far, we have raised and saved over £10,000 towards this cause. So together we take a community focussed proactive approach to support the school.

We also run the school discos, coffee mornings, social events, and summer and Christmas fairs amongst other essential community building events.

Of course, to do this we require the parent community to come together to volunteer. At the start of the autumn term we have our AGM where we plan the year together and allocate jobs to spread the load. You can help from as little as few hours at a fair to joining the committee, everyone's little bit counts and helps!

**There will be a welcome PTA session in the Autumn Term when your child starts school.**

To keep up with all the news and events please follow our Facebook page [@friendsofstjosephsPTA](#)

You can also email the PTA at [pta.stjosephsSE19@gmail.com](mailto:pta.stjosephsSE19@gmail.com)

We look forward to welcoming you to our community!

Warm regards,

Your Friends of St Joseph's PTA Team

Please register your number here so we can ensure you are kept up to date with all our notices:

|                                                        |  |
|--------------------------------------------------------|--|
| Name                                                   |  |
| Mobile number                                          |  |
| Ideas, things you enjoy, Special talents, hobbies etc. |  |

**Data Protection & Privacy:** Your personal details will only be used for the purpose that you sign up for and will be stored securely by the PTA committee. We ensure our partners and suppliers comply with GDPR.



## COMMITMENT FOR ADVERTISING SCHOOL FAIRS AND EVENTS

Please complete this form if you are able to have a signboard, commonly provided by real estate agents to advertise our school fairs and events.

Real estate agents pay a fee of circa £15 per board to the PTA so it is an easy way to raise funds if you don't mind having a board outside your home for a couple of weeks a year. Many families at the school host a sign each year to help raise funds for the school community, please complete this form if you are happy to host a signboard.

Thank you!

Your PTA Team

|               |  |
|---------------|--|
| Name          |  |
| Phone         |  |
| Email         |  |
| Address       |  |
| Signed / Date |  |

**Data Protection & Privacy:** Your personal details will only be used and shared (with our real estate partner) for the purpose that you sign up for and will be stored securely by the PTA committee. We ensure our partners and suppliers comply with GDPR.

June 2022

**Re: Admission to St Joseph's Nursery – Autumn Term 2022**

Dear Parents

We are pleased to offer you a place for your child to start here at St Joseph's Nursery in Autumn Term 2022.

We have two nursery offerings:

- 1) 15 hours per week, being either 5 mornings (09:00 a.m. to 12:00 p.m.) or 5 afternoons (12:00 p.m. to 3:00 p.m.); or
- 2) 30 hours per week, from 09:00 a.m. to 3:00 p.m.

The children will have their lunch at 12.00pm so if your child has 30 hours per week, we request that you prepare and bring a packed lunch for them.

Every family is eligible for 15 hours (5 x 3-hour sessions) of free childcare from the Government.

If you wish to enrol for our 30-hours per week provision, you have several options:

1. If you work and your household income is less than £100,000, you could be eligible for 30-hours free childcare (go to: <https://www.gov.uk/apply-30-hours-free-childcare> to check your eligibility). If you are eligible, you will get an 11-digit code, which you must provide to the office by **1 July 2022** to secure your funding; or
2. You can pay for the additional 15 hours yourself; our Nursery fees are a very competitive £20 per extra session or £90 per week.

If you are paying for the additional 15 hours, we provide several options:

1. Tax-Free Childcare: If your household income is above £100,000, then you could still be eligible for Tax-Free Childcare (go to: <https://www.gov.uk/tax-free-childcare> to check your eligibility). In this case the Government will contribute £2 for every £8 you pay (our provider ID is 50033893497); or
2. Childcare Vouchers: We accept Childcare Vouchers from Edenred (our provider number is P21307942) and Sodexo (our Carer ID is 914544); or



**Infants & Nursery**

Crown Dale, London SE19 3NX

020 8670 2385

[office@st-josephs-inf.croydon.sch.uk](mailto:office@st-josephs-inf.croydon.sch.uk)

**Juniors**

Woodend, London SE19 3NU

020 8653 7195

[office@st-josephs-jun.croydon.sch.uk](mailto:office@st-josephs-jun.croydon.sch.uk)

3. Childcare Grant Payments Scheme: If you are studying, you may be eligible for help with your childcare costs (go to: <https://www.gov.uk/childcare-grant> for more information). In this case, we accept Childcare Grant Payments (CGPS) and our provider number is CCG5979348. This covers 85% of the costs and you will have to pay the remaining 15%.

If you would like help filling out the form or confirming your eligibility, please ask to speak to Mr Navarro, the School Business Manager.

Please complete and return the attached acceptance form to the school by **1 July 2022**

If you are paying for the additional 15 hours yourself, we will request that you make payment for these sessions in advance via ParentPay. We will send you your details for ParentPay before September 2022. Please do not allow your account to fall into arrears as we will have no choice but to suspend the extra hours and you will go back to 15 hours only.

Please think very carefully about whether you can afford paying for the extra 15 hours. We do not offer credit and we are not debt collectors; it will be really distressing to the child if we have to change their pattern part-way through the year because of unpaid fees.



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## Admission to St Joseph's Nursery - Autumn Term 2022

Question 1: Please tick to show your acceptance

I accept the place offered for my child to attend St Joseph's Nursery in Autumn Term 2022.

Question 2: Please tick ONE to indicate your choice

I accept the place for my child for:

15 hours OR

30 hours per week

If you have selected the 30-hours option, please answer the next questions

Question 3: Please tick to indicate your choice

I am eligible for 30-hours free childcare funding. I will ensure that I submit my code to the school office by **1 July 2022** or my child may lose their place.

My code is

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

My National Insurance Number is

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

OR

I am not entitled to the full free 30 hours of funding; however, we would like a full-time place for my child at a cost of £20 per extra session or £90 per week. I agree to pay this to the school irrespective of my child being absent (for any reason) or the school being closed due to lockdown(s) or other unforeseen reasons. Inset days are not charged for.

I therefore wish to pay for the extra 15 hours per week by:

Tax Free Childcare

Edenred Childcare Vouchers

Sodexo Childcare Vouchers

Childcare Grant Payment Scheme

All parents to complete and sign below

Parent's Name: .....



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020 8653 7195

office@st-josephs-jun.croydon.sch.uk

Parent's Email address: .....

Parent's Mobile Phone Number: .....

Child's Full Legal Name:.....

Child's Date of Birth:.....

Parent's Signature.....

Date .....



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office@st-josephs-jun.croydon.sch.uk



# Croydon Free Entitlement Parental/Carer Agreement

## Parent/Carer Declaration Form for 2, 3 & 4 year old children

There are 3 types of early years funding, each of which begins from the term following the child's birthday.  
Criteria information: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

| Age        | Annual amount                               | Eligibility                | Code | Staff signature & date |
|------------|---------------------------------------------|----------------------------|------|------------------------|
| 2 Year Old | 570 hours                                   | Criteria based             |      |                        |
| 3 & 4 YO   | 570 hours                                   | Universal/available to all | n/a  |                        |
| 3 & 4 YO   | Additional 570 hours (extended entitlement) | Criteria based<br>NI no.:  |      |                        |

This agreement is between the parent and provider listed below:

|                                                            |                     |
|------------------------------------------------------------|---------------------|
| Parent/carers:                                             |                     |
| Address:                                                   |                     |
|                                                            | Post Code:          |
| Name of child:                                             | Date of birth:      |
| Address (If different to above):                           |                     |
|                                                            | Post Code:          |
| Name of provider: St Joseph's RC Infant and Nursery School |                     |
| Address Crown Dale, London                                 |                     |
|                                                            | Post Code: SE19 3NX |

Please tick to indicate whether you are claiming your funded hours as either a

- ~~Stretched offer of \_\_\_\_\_ hours over \_\_\_\_\_ weeks OR~~
- Term time offer with term lengths as shown:
 

|        |           |       |
|--------|-----------|-------|
| Autumn | <u>14</u> | weeks |
| Spring | <u>11</u> | weeks |
| Summer | <u>13</u> | weeks |
- I confirm that my child does not access funding with another Croydon private provider, maintained nursery class, school or with any provider in another Local Authority OR
- My child will access \_\_\_\_\_ hours per week of their universal / extended entitlement (delete as appropriate) with the provider named above.  
My child is also accessing \_\_\_\_\_ hours per week of their universal / extended entitlement (delete as appropriate) with the provider named below

|                                 |
|---------------------------------|
| Name of provider:               |
| Address:                        |
| Post Code:                      |
| Local authority if not Croydon: |

Please tick to show that you agree to the following conditions:

- I understand the provider will not charge me for the funded hours.
- Should I request that my provider supplies additional services and/or provides extra hours beyond the funded hours detailed above I agree to pay any applicable fees for these additional services and/or extra hours.
- I acknowledge that if I move my child to another setting without giving 4 weeks' notice in writing I will not be able to claim the 2 year old or universal funding in the new setting until the end of the 4 week period as the original setting claims this in lieu of notice.  
N.B. The extended entitlement is not transferable as it is agreed termly in advance.

**Newly registered organisations**

If the setting you are accessing is new and has not yet been graded by Ofsted, Croydon Council will fund the child until advised of the Ofsted inspection grade.

All children will continue to be funded if the setting is graded 'Outstanding' or 'Good'.

If the setting is graded 'Requires Improvement' then Croydon Council reserves the right to cease 2 year old funding at the setting but will continue to fund your child as long as you choose to stay.

If the setting is graded 'Inadequate' then we will continue to fund your child there as long as you choose to stay but the setting will not be able to offer funding to new children.

**Please read the following statement and confirm your agreement to it by signing below.**

I understand that if I have given any false information on this form, I may be asked to reimburse the provider. I understand that Croydon Council may perform background checks on the system and that I am required to present the provider with:

- evidence of my address
- a copy of my child's birth certificate as proof of his/her date of birth
- evidence of eligibility for 2 year old funding (recorded overleaf and subsequently verified by the provider)
- evidence of eligibility for the 3 and 4 year old extended entitlement (recorded overleaf and subsequently verified by the provider)

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you receive any of the following benefits and would like the setting to claim additional Early Years Pupil Premium (EYPP) on behalf of your 3 and 4 year old, please provide the requested information.

This information is also required if you are claiming the extended entitlement.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit and annual gross income is no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who are looked after or adopted are entitled to EYPP subject to sight of relevant documentation.

|                                               | Parent/Guardian 1 | Parent/Guardian 2 |
|-----------------------------------------------|-------------------|-------------------|
| Last name                                     |                   |                   |
| First name                                    |                   |                   |
| Date of birth                                 |                   |                   |
| National Insurance Number                     |                   |                   |
| National Asylum Support Service (NASS) Number |                   |                   |

**Disability Access Fund (DAF) declaration**

Any 3 or 4 year old children who are in receipt of child Disability Living Allowance and are accessing funded hours are eligible for DAF. This is a fixed annual payment made to the setting of £615 and cannot be split between more than one setting nor transferred.

Please provide your child's DLA reference if you wish this setting to claim DAF

**Data Protection Statement**

For the purposes of Data Protection Act 1998 (the 'Act'), Croydon Council is the data controller in relation to all personal information you provide on this form. Croydon Council is committed to protecting your privacy and processing such personal information in a manner which meets the requirements of the Act. For more information about Croydon Council's privacy policy and the Act, please refer to <https://www.croydon.gov.uk/democracy/data-protection-freedom-information>

## Easyfundraising.org – Raising money for St Joseph's when you shop online

Dear Parents and St Joseph's community

At St Joseph's we have a partnership with [easyfundraising.org](http://www.easyfundraising.org), which is a website portal that you can use to raise funds for the school, at no cost to you.

The way it works is as follows:

1. You set up a FREE account on [www.easyfundraising.org](http://www.easyfundraising.org)
2. When you next buy something online, go to the easyfundraising [website](#) first
3. Once logged in, select the cause you wish to support. Obviously support the school <https://www.easyfundraising.org.uk/causes/stjosephsfederation/>
4. Search for a retailer and go to their website via the easyfundraising site
5. Depending on the retailer, they will donate up a % of the value of your purchases to the school. This is FREE to you. Most will donate between 2% to 5%.

There are over 5,000 stores who donate via easyfundraising including:

- Retail: amazon, ebay, John Lewis, Argos, M&S, and Sainsbury's
- Fashion: H&M, GAP, Asos and Boden
- Insurance: confused.com, Aviva, comparethemarket.com
- Food and drink: Morrisons, TESCO, ASDA and Majestic Wine
- Travel: Booking.com, lastminute.com, and Travel Supermarket

Thank you for your continued support and happy shopping.

School Business Manager



### Infants & Nursery

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June 2022

Dear Parents and St Joseph's community

### Donations to St Joseph's Federation Foundation and Gift Aid Declaration

Over the years our School has been blessed by generous donations from alumni, parents and our community who wanted to support us, recognising the impact of rising costs and uncertain Government funding for schools, and believing that our pupils deserve every opportunity to achieve their full potential.

Following legal advice and approval by our Full Governing Body, we have decided to formalise this process so that all donations would be received and managed by a Charitable Incorporated Organisation ("CIO"), legally separate from the School, and regulated by the Charities Commission.

St Joseph's Federation Foundation (the "Foundation") was therefore created and registered, primarily to support the provision of education by The Federation of St Joseph's Junior, Infant and Nursery Schools and the maintenance of the education facilities used by the School.

As a charity, the Foundation can claim Gift Aid on any donations it receives, which increases its ability to support the School by 25%. The Foundation will be required to publish how it spends its money through annual audited accounts, which the Trustees will be responsible for. The Foundation is bound to follow the rules set out in its Articles of Incorporation and Grant Making Policy, which are available to view on the link below: <https://www.stjosephsfederation.co.uk/about-us/charitable-foundation/>

The founding trustees of the Foundation (all appointed for four-year terms commencing 29 June 2021) are:

- Mrs Margaret Bailey (Chair of Governors)
- Mrs Miranda Curran (Lecturer, MA)
- Mr Arindam Das (Energy Consultant, MBA, M.S.)

We ask that you consider donating to the Foundation as a way of supporting St Joseph's. If you are a UK taxpayer, you can boost your donation by 25% by signing the Gift Aid declaration form below. Parent contributions to the Foundation are voluntary, however, we hope that families will feel able to contribute as much as they can. A contribution of just £40 a year (or £3.33 per month), for instance, will make a significant impact in supporting our aims. If families are in a position to make a larger donation, we would welcome this.



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The Foundation may be asked by the School to fund specific projects or improvements that we believe will be most advantageous to the children, such as:

- Outdoor play and learning equipment
- Reading books
- Math resources and science apparatus
- Subsidising school trips
- Support extracurricular clubs, workshops and theatre performance visits
- Help funding major school projects like the redevelopment of the playground

### There are 2 simple ways to donate to the Foundation

Please use your child's initial and surname as the reference to help us identify your contribution payment.

#### 1. School's online Parent Pay system

We will be setting up a voluntary Foundation contribution payment item against each child. Simply log-on and make the payment in the same way you would for school meals.

This payment item will be the suggested annual contribution amount of £40 per child, however the system allows you to vary the contribution amount according to your financial means. There is no obligation to make payment as this is a voluntary contribution.

Please note that if you choose to make a contribution using a Standing Order, the payment item will still show on your child's ParentPay account so please disregard it.

#### 2. Standing order

If you would prefer to make regularly monthly payments, via your bank, we can facilitate the process in setting up a standing order. Please complete the enclosed standing order form and return it to the School Office.

Thank you for your on-going support and generosity.

Yours sincerely



Mrs L Fernandes  
Headteacher



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Standing Order for Foundation Contributions

| <b>St Joseph's Federation Foundation<br/>BANK STANDING ORDER FORM</b>  |                                                                                  |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| To:<br>(name of your Bank / Building Society)                          |                                                                                  |
| Address:<br>(of your Bank / Building Society)                          |                                                                                  |
| Postcode:<br>(of your Bank / Building Society)                         |                                                                                  |
| Sort Code:                                                             |                                                                                  |
| Account Name:                                                          |                                                                                  |
| Account No.:                                                           |                                                                                  |
| Reference (Student's name)                                             |                                                                                  |
| <b>Please pay to St Joseph's Federation Foundation</b>                 |                                                                                  |
| Amount:<br>(amount for each instalment in figures and word)            | £                                                                                |
| Commencing on:<br>(date of first instalment)                           |                                                                                  |
| and the same date                                                      | Monthly / Quarterly / Annually<br>(Please circle frequency of instalments above) |
| and thereafter until further notice, and debit my account accordingly. |                                                                                  |
| Signature:                                                             | Date:                                                                            |
| Your Name:                                                             |                                                                                  |
| Student's Name:                                                        |                                                                                  |
| Your Address:                                                          |                                                                                  |
| Your Postcode:                                                         |                                                                                  |



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**GIFT AID DECLARATION – Please sign and return to the school**

In order to Gift Aid your donations, please tick this box :

I want to Gift Aid any donations I make in the future or have made in the past 4 years to St Joseph's Federation Foundation (registered charity number of 1194987).

I am a UK taxpayer and understand that if I pay less Income Tax and / or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

**My Details:**

Full name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home postcode: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please notify the School if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code



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Federation of St. Joseph's Junior, Infant  
and Nursery Schools

# Breakfast and After School Club



## Introductory Booklet

St Joseph's Junior Infants and Nursery School

Woodend

SE19 3NU

Tel: 07469929311

Email: [Stephanie-stjosephfedbasc@hotmail.co.uk](mailto:Stephanie-stjosephfedbasc@hotmail.co.uk)

OFSTED Registered

The Federation of St. Joseph's BASC  
is independently operated by  
Mrs Stephanie Odewale and is staffed by qualified professionals.  
We are Ofsted registered to provide out-of-school care  
for children aged 5 to 11, exclusive to the children of the Federation of  
St Joseph's Junior, Infants and Nursery Schools.  
The BASC was established in September 2011 and is located on the  
grounds of St Joseph's Federation (Garden Hall).

### **Our Aims**

Our aims are to provide quality care in a safe environment for the children of St Joseph's Federation Junior, Infants and Nursery School during term time. We will endeavour to give our full support to the families of the children, while working in partnership with them. We are committed to ensure that the children enjoy their activities, and whilst doing that, they are learning through play. We will aim to be consistent and reliable, thus giving you peace of mind.

### **Our Services**

#### **Mornings**

We offer breakfast service from as early as 7:30 am. Your child(ren) will be allowed to settle in before breakfast is served. They will have an opportunity to look over their school work, read, colour, draw, or play a board game.

Infant children will be escorted to their lines in the infant playground at 8:45am, Junior children will make their own way to their respective classes.

#### **Afternoons**

Infant children will be collected from their classes or afterschool activity and escorted to the clubs building.

Junior children will be asked to make their way over the Garden Hall after school or after their club has finished.

On arrival, children will be allowed to settle in and discuss their day's events.

We will provide a healthy snack, usually warm, along with fruits, fresh vegetables and drink of water, juice or milk.

Homework will be encouraged but will not be forced.

Activities will be planned with the children's input.

A range of resources are provided that link to the school curriculum.

### **Activities**

Activities vary each day, they are either adult lead or child initiated and may include:

- Homework support
- Art – drawing, colouring, sticking
- Craft – t-shirt design, tea towel design, bead stringing, frame decorating, making key rings, etc

- Theme days – movie night (popcorn and hotdog on offer), we have talent – showcase of different talent, karaoke, cultural celebration, etc
- Computers play and learn games – wii console
- Construction – Lego, magnet, tickle bricks, etc
- Board games – chess, snake and ladder, twister, connect 4, ludo, etc
- Card games – memory games, pairs, snap, etc
- Table games – football, pool, table tennis, etc
- Play dough, Puzzles, Dress up, Book Corner, etc.

## Fees

Fulltime £80.00

Morning session £5.00

Afternoon session £13.00

**One week's non-refundable deposit of £80.00 must be paid to secure a place.**

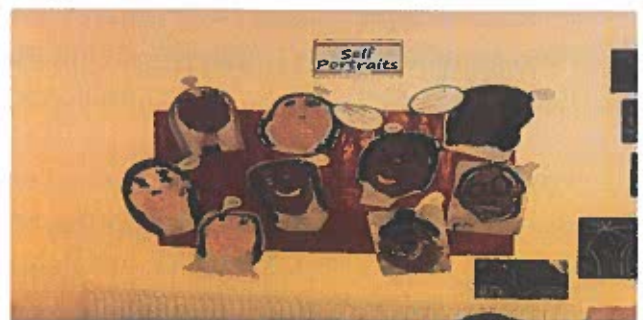
A place is guaranteed on a "First come, first served" basis.

If you have not been offered a place, you will be placed on a waiting list and will be notified when one becomes available.

## Menu

Our menu includes:

- Pita bread, wraps, sandwiches and toasties served with a selection of fillings (ham, cheese, chicken, tuna, lettuce, tomatoes)
- Soups
- Simple Pastas
- Baked Beans and Toast
- Pizza
- Hot Dogs
- Carrot sticks
- Cocktail sausages
- Dips
- Fresh Fruits and Vegetables
- Water and Juice
- A selection of cereal, served with milk
- Toast, pancakes, crumpets, waffles, croissants, bagels



*Please note: Our menu is subject to change*

# Term and Conditions BASC

## Admission and registration

Priority will be given:

- To children that require a full time place
- Siblings

Children attending the club must be between the ages of 5 and 11 years old and currently attending either of the Federation of St. Joseph's Schools.

Because we operate on a "Roll on, roll off" basis, when a space at the club becomes available we will offer this place to a child most closely fulfilling our admission criteria who is on the top of our waiting list.

Once you have received a place offer for your child you will need to secure it by paying one week's worth non-refundable deposit. This will be offset against your payment for child's last week at the club providing that four weeks' notice was given before their place was withdrawn.

Any late or outstanding fees will incur a charge of 10% of the whole outstanding amount.

If payment is not received within 2 weeks, your child will not be admitted to the club and we reserve the right to withdraw your child's place at the club and offer it to the next child on our waiting list.

If you wish to alter the days of which your child attends the club you must give us at least 7 days' notice.

Your request might be granted if the requested days are available.

Fees must be paid in advance, at the beginning of each half term (6 weeks) or full term (12 weeks). We will issue an invoice before the start of each academic term.

Fees are payable irrespective of child's non-attendance due to sickness, absence, Bank holidays, inset days or unforeseen circumstances like bad weather, strikes or other school closures which are beyond our control. Please inform a staff member of our team, as well as the school if your child is going to be absent.

You are required to give at least 4 weeks' notice, in writing, if you wish to terminate your contract. All fees must be settled before your child's last day at the club.

If you are running late to pick up, please contact us as soon as possible. We reserve the right to charge for late collection. This is to cover the staff's overtime and will be included in your payment on the next invoice. A late collection fee will be £5 for the first 15 minutes and a further £5 for any subsequent 5 minute periods.

**Payment details:**

Fees are payable by cash, cheque or direct debit/standing order.

Cheques must be made payable to "St. Joseph's Federation BASC".

Direct debits/standing order must be paid to:

Santander bank

Account No: 01693471

Sort Code: 09-01-28

**Medications**

We accept no responsibility for the administration of medication not prescribed by a doctor or medical practitioner.

**Personal Property**

Children are not allowed to bring any toys/games or items of any value to the club. We will not accept any responsibility for loss or damage to such items. All clothing, bags and coats must be clearly labelled.

**Behaviour**

All children must comply with the rules and regulation of the club and follow our behaviour policy in order to ensure their safety at the club is safe and enjoyable. Failure to comply with our behaviour rules might result in their place being terminated.

**Pick up**

Children will not be released to anyone other than adults named on your child's contact sheet (application form). If another adult is collecting your child on the day you must contact the club's manager beforehand.

I, parent of.....(child's name)  
have read and agreed to all the above terms and conditions of St. Joseph's  
Federation BASC.

Parent/carers' name.....

Relationship to the child .....

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

# St Joseph's Federation BASC

## Registration Form

Tick if EYFS child

**Child's details:**

Date of Registration:...../...../20.....

|                                |                                     |                    |
|--------------------------------|-------------------------------------|--------------------|
| First name:                    | Surname:                            | Preferred name:    |
| Date of birth and current age: | School attended:<br>First language: | Key worker's name: |

**Parent/Guardian's details:**

| Title:                                                                 | First name:    | Surname      | Title:                                                  | First name:    | Surname      |
|------------------------------------------------------------------------|----------------|--------------|---------------------------------------------------------|----------------|--------------|
| Home address:                                                          |                |              | Home address (if different):                            |                |              |
| Does this child normally live at this address? Yes / No                |                |              | Does this child normally live at this address? Yes / No |                |              |
| Work address:                                                          |                |              | Work address:                                           |                |              |
| Home number:                                                           | Mobile number: | Work number: | Home number:                                            | Mobile number: | Work number: |
| Email address:                                                         |                |              | Email address:                                          |                |              |
| Does this person have parental responsibility? Yes / No                |                |              | Does this person have parental responsibility? Yes / No |                |              |
| Does anyone else have parental responsibility for this child? Yes / No |                |              | (If yes, please provide details on separate sheet.)     |                |              |

**Emergency Contact Details** (please provide details of two people we can contact if we are unable to get hold of you)

|          |                   |                            |
|----------|-------------------|----------------------------|
| Name:    | Telephone number: | Mobile number:             |
| Address: |                   | Relationship to the child: |
| Name:    | Telephone number: | Mobile number:             |

Address:

Relationship to the child:

**Child's Doctor**

Name of Doctor:

Address:

Telephone:

**About your child**

Additional / special needs, if any: (please provide full details)

Any dietary requirements/ food allergies: (please provide full details)

Is there anything your child doesn't like (food, games etc) or is scared of?

What are your child's favourite activities?

Signature of Parent/Carer.....relationship to the child.....

Date.....

Office use only

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



# St. Joseph's Federation BASC

## Consent form for trips, photographs and collection

Child's name.....

I agree for my child (named above) to be taken out on trips while in care of St. Joseph's Federation BASC.

I agree for my child (named above) to be photographed and/or filmed while taking part in the club's activities. I understand that these images will be used for the club's publications and website.

I agree for my child (named above) to be collected from their respective classrooms by a member of staff after school/afternoon activity.

Parent/carer's name.....

Signed.....

Date.....

## Permission to seek emergency medical treatment

Child's name.....

I authorise the club's first aider to administer first aid treatment/assistance to my child (named above), if and when necessary and I agree for a member of staff to seek medical/hospital assistance, in my absence, in the event of an emergency.

Parent/carer's name.....

Signed.....

Date.....