



Pupil Name	
.....	
Date

Pupil Record

St John's Primary School is committed to:
Developing enthusiastic, confident and independent learners,
challenged to achieve their full potential and personal success.

School Aims

At St John's we aim to provide a stimulating and challenging environment where children are encouraged to develop lively, enquiring minds, as well as their imagination and curiosity. We wish to foster a desire and self-motivation to learn.

St John's provides a welcoming, happy and purposeful atmosphere where children feel valued and where they can develop their confidence and self-esteem. By learning to work in collaboration with others, children learn respect, tolerance and sensitivity and learn to understand and care about the world in which they live.

St John's values high achievements in all areas of the curriculum. Learners are encouraged to do their very best at all times. Parents, Staff and Governors work together to provide a quality learning experience for all our children and to develop a broad range of values to prepare children for life in modern Britain.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

This booklet is made up of two sections, Pupil Information and Consent Forms.

Please complete all sections of this booklet and return to the School Office.

If you haven't done so already, please also send in the original Certified Copy of your child's birth certificate (which will be photocopied and returned to you).

This information will be held electronically in accordance with GDPR.

Should any changes occur in the future, please notify the school office immediately.

Pupil Information

Personal Details					
Legal Surname					
Legal Forenames					
Preferred Forename <i>if different from above</i>					
Date of Birth		Gender		Birth Certificate seen?	Y/N
Full Address					
Home Telephone No.					

Educational Background	
Name of Last Nursery attended	
Dates attended	
Previous School, if applicable	
Dates attended	

Emergency & Family Contact Details

1. Resides with this child Has parental responsibility

Name		Relationship	
Mobile No.		Work Tel:	
Email	Please tick if you wish to have all school email communication <input type="checkbox"/>		

2. Resides with this child Has parental responsibility

Name		Relationship	
Mobile No.		Work Tel:	
Email	Please tick if you wish to have all school email communication <input type="checkbox"/>		

3. Parent who does **not** reside with this child Has parental responsibility

Name		Relationship	
Home No.		Mobile No.	
Email	Please tick if you wish to have all school email communication <input type="checkbox"/>		
Address			

4. Other adults who reside with this child

Name		Relationship	
Mobile No.		Work Tel:	
Email	Please tick if you wish to have all school email communication <input type="checkbox"/>		

5. Other adults who reside with this child

Name		Relationship	
Mobile No.		Work Tel:	
Email	Please tick if you wish to have all school email communication <input type="checkbox"/>		

Other Emergency Contacts

Name		Relationship	
Mobile No.		Work Tel:	

Name		Relationship	
Mobile No.		Work Tel:	

Please provide 2 contacts per child so that an adult can be contacted in an emergency situation.

Please note, the following information is required for the Department of Education School Census.

Ethnicity

Please tick the relevant boxes.

Any other Asian background	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>	Traveller – Irish Heritage	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>	White - British	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	White	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>	White European	<input type="checkbox"/>
Indian	<input type="checkbox"/>	White Western European	<input type="checkbox"/>

Language

	First*	Home**		First	Home
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	German	<input type="checkbox"/>	<input type="checkbox"/>
Bosnian	<input type="checkbox"/>	<input type="checkbox"/>	Greek	<input type="checkbox"/>	<input type="checkbox"/>
British Sign Language	<input type="checkbox"/>	<input type="checkbox"/>	Gujarati	<input type="checkbox"/>	<input type="checkbox"/>
Bulgarian	<input type="checkbox"/>	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	Italian	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	Panjabi	<input type="checkbox"/>	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	<input type="checkbox"/>	Polish	<input type="checkbox"/>	<input type="checkbox"/>
Czechoslovakian	<input type="checkbox"/>	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	<input type="checkbox"/>
Danish	<input type="checkbox"/>	<input type="checkbox"/>	Romanian	<input type="checkbox"/>	<input type="checkbox"/>
Dutch	<input type="checkbox"/>	<input type="checkbox"/>	Russian	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	Serbian	<input type="checkbox"/>	<input type="checkbox"/>
Finnish	<input type="checkbox"/>	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	<input type="checkbox"/>
Filipino	<input type="checkbox"/>	<input type="checkbox"/>	Turkish	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	Urdu	<input type="checkbox"/>	<input type="checkbox"/>
Other - please specify					
* language first spoken by child					
** language spoken by child in home setting					

Medical Details	
Doctor's Practice	
Address	
Telephone No.	
Please provide any other relevant medical information below:	

Food allergies and dietary requirements	
Does your child have any food allergies or dietary requirements? (i.e. Nuts; Dairy; Fish, Vegetarian)	YES / NO
If YES, please give details here and please complete the following special diet request form.	



SPECIAL DIET REQUEST FORM

School/Academy		
Child's Name	Class	Year Group

Please specify dietary requirements	
Medical - Allergy	
Medical - Intolerance	
Medical – Coeliac Disease	
Religious – (e.g. Hindu)	
Ethical – (e.g. no meat, fish)	
<p>For safety reasons, it is not possible to cater for pupils with airborne allergies given the facilities available in school kitchens. We offer several Special Diet Menus and follow a matching process to align a pupil's need with one of our Special Diet Menus. We offer Vegetarian, Egg Free, Dairy Free, Vegan, Soya Free, Allergy Aware menus and a menu made without ingredients that contain Gluten. See our website Menu - Twelve15 (itstwelve15.co.uk)</p>	

Please tick which of the allergens (if any) should be excluded			
Wheat/Gluten	<input type="checkbox"/>	Sesame	<input type="checkbox"/>
Peanuts	<input type="checkbox"/>	Fish	<input type="checkbox"/>
Tree Nuts	<input type="checkbox"/>	Crustaceans	<input type="checkbox"/>
Celery	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>
Mustard	<input type="checkbox"/>	Soya	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>
Milk	<input type="checkbox"/>	Lupin	<input type="checkbox"/>
Chickpeas	<input type="checkbox"/>	Legumes	<input type="checkbox"/>

Please tick or insert other dietary exclusions	
Vegetarian	<input type="checkbox"/>
No Pork	<input type="checkbox"/>
No Beef	<input type="checkbox"/>
Vegan	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Is the food hypersensitivity significant or life-threatening?	
Yes	No
<p>If YES and the allergy does not pertain to NUTS school to arrange a meeting with the parent and Twelve15 Operations Team Leader to agree an appropriate Special Diet Menu</p>	

Agreed Twelve15 Special Diet Menu
Meeting Date _____ Signed _____

The following is required for medical diets only and should be copied by the School/Academy representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.	
Emergency procedures for use of a preloaded adrenalin injection, where is it kept and who is to administer?	
Local arrangements for identification of child agreed and emergency procedure in place?	

Signature <i>Parent</i>	Print Name	Date
Signature <i>School/Academy Representative</i>	Print Name	Date
Signature <i>Twelve15 representative</i>	Print Name	Date

This form should be held with the child's Care and Treatment Plan within the School/academy office and a copy passed to the team Twelve15 kitchen.

March 2023 For more information please visit – www.itstwelve15.co.uk/allergies.



GDPR - Special Diet Request Form

Special Diets is an area of School/Academy meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of School/Academy, name of class, parent name, medical information, and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Twelve15 central teams but held locally at the School/Academy for operational reasons.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- Pupil photographs on kitchen walls:**
 Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.
- Pupil photographs in folders:**
 Photographs may also be stored in folders within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.
- Pupil photographs in dining hall**
 Some School/Academies choose to use photographs and detail dietary requirements on a child's place mat. Please check with your School/Academy if this practice is in place.
- Allergy information including special diet request form and medical notes:**
 All special diet pupils should have a special diet request form, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and School/Academy office.
- Retention of Personal Data**
 The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

Further information on how we ensure compliance with GDPR can be found at

<https://www.surreycc.gov.uk/council-and-democracy/your-privacy>

Surrey County Council (Twelve15) use the following allergens in the kitchens where food is prepared for pupils [celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, and sulphur dioxide (sometimes known as sulphites)]. We have formulated a number of Special Diet Menus.

We work very closely with our suppliers and use Nutritional Analysis /Food Labelling software packages to identify allergens in line with current legislation. Our Staff are trained in all aspects of Food Safety and allergen control.

Consumers that have food allergies and intolerances should be aware that during food preparation some food and crockery may be contaminated by any of the 14 major allergens. Whilst every effort is made to avoid cross contamination by following the procedures outlined in our Assured Safe Catering Procedures Manual for instance two-stage cleaning and separate utensils we cannot guarantee an allergen free meal.

I confirm that I have read and understood the above:

Signature Parent	Print Name	Date
Signature School/Academy Representative	Print Name	Date
Signature Twelve15 representative	Print Name	Date

March 2023 For more information please visit – www.itstwelve15.co.uk/allergies.

Child's needs

Please provide information, other than medical, about your child's background or needs, which you think may be relevant in our care and understanding of them

Family Circumstances

Are there any support needs that you or your child has? For example, the health or disability of a family member*; recent separation or significant bereavement. St John's School is committed to providing sensitive support to families, to meet pupils' needs and ensure their optimum attendance, learning and personal development.

Please provide brief details below. These details will be shared with our Home School Link Worker who may contact you if we feel there is support we can offer. With any future changes in family circumstances please do keep the school informed to assist us in helping your child.

*If your child is providing practical or emotional support for a family member, in-school and local support is available for Young Carers. Please ask for further details, leaflets are available in the school office.

SignedDate

Name *(in block capitals please)*

Pupil Premium and Free School Meals

Pupil Premium is additional funding given to schools by the Government for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers.

Information about how the school spends its Pupil Premiums can be found on the school website. **PLEASE** do complete the below Pupil Premium form, even if you are not planning for your child to have a school meal.

Free School Meal Eligibility & Pupil Premium Application Form

Your completion of this form enables the school to check for Free School Meal Eligibility and also if additional money (Pupil Premium) can be claimed from the Government.

Free School Meals can be provided to pupils if parents/guardians meet the eligibility **CRITERIA 1** overleaf.

We urge you to complete this form even if your child does not take a school meal.

Pupil Premium is additional funding given to schools for pupils who have been registered as being entitled to Free School Meals (FSM) at any point in the last 6 years. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. Other Pupil Premiums are available to the school if parents or guardians meet **CRITERIA 2** overleaf.

Further information about how the school spends its Pupil Premium can be found on the school website.

To register please complete the boxes below using black ink and BLOCK CAPITALS and return it to your school

Parent/Guardian 1										
First Name						Last Name				
Date of Birth	DD		MM			YYYY				
National Insurance Number OR										
National Asylum Support Service (NASS) Number			/			/				

Parent/Guardian 2										
First Name						Last Name				
Date of Birth	DD		MM			YYYY				
National Insurance Number OR										
National Asylum Support Service (NASS) Number			/			/				

Child(rens) first & last name(s)	Child 1	Year Group / Class	Child 2	Year Group / Class	Child 3	Year Group / Class

DECLARATION:

I confirm that the details supplied are correct and accurate. I understand that my personal information is held securely and agree that the school can only use the information provided to process my claim for Free School Meals and / or Pupil Premium by contacting Surrey County Council, who will check entitlement via a secure government website.

I understand that I am responsible for informing the school immediately if I stop receiving one of the qualifying benefits.

By signing this form I am confirming that I have read and fully understood the above declaration.

Signed Parent/Guardian 1 Signed Parent/Guardian 2.....

Date..... Date

N.B. This form must be signed by the person who is in receipt of any of the qualifying benefit.

ELIGIBILITY CRITERIA 1 – DOES EITHER PARENT RECEIVE ANY OF THE FOLLOWING?	
IF YES PLEASE TICK RELEVANT BOX BELOW	<input checked="" type="checkbox"/>
• Universal Credit with an annual net earned income of no more than £7,400	<input type="checkbox"/>
• Income support	<input type="checkbox"/>
• Income based Jobseeker's Allowance (IBJSA)	<input type="checkbox"/>
• Income related Employment and Support Allowance (IRESA)	<input type="checkbox"/>
• Support under Part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
• The guarantee element of Pension Credit	<input type="checkbox"/>
• Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC	<input type="checkbox"/>
N.B. If you receive WORKING TAX CREDIT you do NOT qualify even if you receive child tax credit and your income is below £16,190	
• Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)	<input type="checkbox"/>

CRITERIA 2 – APPLICATION FOR OTHER PUPIL PREMIUM	
• Is your child a looked-after child (LAC)? i.e. in the care of, or provided with accommodation by an English local authority?	<input type="checkbox"/>
• Has your child ceased to be looked after by the local authority because of adoption, a special guardianship order, a child arrangements order or a residence order?	<input type="checkbox"/>
FOR PUPILS IN YEAR GROUPS RECEPTION TO YEAR 11	
• Are either or both parents regular members of HM Forces and designated as personal category 1 or 2 (PStat Cat 1 or 2), in the armed forces of another nation and stationed in England or in receipt of a child pension from the Ministry of Defence?	<input type="checkbox"/>

Consent Forms

Local Walks

We often take children out of school on local visits in order to expand the curriculum opportunities we offer and to maximize the use of local facilities e.g. trips to the library, cinema, town centre or other schools. In line with our Outdoor Curriculum Driver, we also frequently use Redhill Common for lessons, curriculum activities and PE sessions.

We ask you to sign 'blanket consent' for these trips as such visits would be on foot and would have the requisite regulation staff supervision and cover.

On occasions when visits involve any kind of transport, cost and or voluntary contribution, you will receive a letter with details and consent form as usual.

- ✓ I wish my child to be involved in local visits during their time at this school.
- ✓ I understand that I will not be expected to give my consent for each individual visit.
- ✓ I consent to any emergency medical treatment necessary during the course of a visit.

Parent/Carer's signature 

Parental permission to watch 'PG' films and view YouTube clips

From time to time class teachers wish to show films and YouTube clips to the class as part as their lesson. Although we can show 'U' certificates without permission, we still need parental permission to allow pupils to see a 'PG' film. To save requesting written permission each time, we are now asking for a blanket consent.

Please be assured that any films and/or clips shown will have already been approved by the class teacher.

I have read the details above and I give permission for the child to watch PG films and YouTube clips.

Parent/Carer's signature 

E-Safety at St John's Primary

For further information please see our Internet Acceptable Use Policy ([St John's Policies](#)).

We believe St John's has a duty to provide pupils with quality Internet access as part of their learning experience. The Internet is an essential element in life for education, business and social interaction and access to it enables children to develop the skills they will need in their future lives.

This policy is intended to ensure that whilst using the internet, children will have access to a safe and secure learning environment. Each child is to be respected as an individual and their rights and safety are to be protected at all times.

All computers have a filter system which prevents access to unsuitable websites. Pupils' full names will not be used anywhere on a school website or other online space, in association with their photograph.

If you would like to help your child further, www.thinkuknow.com is an excellent website designed to help children understand the importance of e safety.

In order to keep our children safe we deliver specific lessons on e-safety and have an agreed for internet use. To maximize the effectiveness of this code, we suggest you discuss these internet safety rules with your child and consider using this code at home as well.

St John's E-safety Rules



1. We only use the internet when an adult is with us or websites our teacher has chosen.
2. Always tell an adult if you see something online that you know is wrong or that makes you feel uncomfortable.
3. Never give out any personal information about yourself.
4. Always report a cyber bully to a trusted adult.
5. Always tell a trusted adult if you receive a nasty message or one you are unsure of.
6. Always check with an adult before you open a message from a sender you don't know.
7. Never share your secret password with other people.

I have discussed these rules with (your child)

I give permission for my child to use Email and internet facilities

I can confirm that I have discussed the internet safety rules with my child.



Parent/Carer's signature x

Tucasi Consent

We use the Tucasi secure scopay.com system for all online payments. Your account will allow you to check balances for dinner money, trips and clubs and to make payments to the school. You can also use your account for other tasks such as checking your child's meal history, reprinting receipts, booking appointments for parents' evenings and updating your contact details.



You can use the same account for any children you have at this school, and for children at other schools which also use Tucasi secure scopay.com system.

We will send you a letter in September, with an online link code. You will need this to register and set up your new account.

Please be assured that all information you provide will be kept private and will not be passed on to any other organization ([St John's Policies](#)).

Parent/Carer's signature
..... x

Pupil Image Consent

At St John's we believe it is important to share and celebrate the activities and achievements of our pupils, both to parents and also the wider local community. We often take group or individual photos or videos to accompany these moments both in school and on external trips. You will have seen examples of these on our website / in our newsletter.

We use these photos and videos in a variety of existing ways to communicate with current parents and prospective parents:

1. Communication, Marketing & Promotional Materials

- In school newsletters
- On our website
- On promotional materials e.g. banners/flyers /prospectuses to advertise the school and open events
- Occasionally for use in the local press
- On our existing and future school social media channels.

In this digital age, our school is moving towards an increased online presence. It is therefore our intention to establish social media accounts potentially including, but not limited to, Facebook and Instagram as well as our school Twitter/X account.

We would only ever use a pupil's first name to accompany any photograph or video, not their surname.

Additionally, as we are a part of Greensand Multi Academy Trust, the Trust occasionally uses photos/videos from schools within the Trust in their newsletters/website/promotional materials/social media feeds.

2. 'Internal' School Use

The school also uses pupil images internally, for example on internal displays located around the school.

3. School Photographer

The school photographer also takes individual and class photos each year, for purchase by parents

Please take a minute to consider the above and provide your consent or not to each of these 3 options.

There is no obligation for you to grant consent and your decision will be respected, but please note that if your consent is not given, your child will need to be omitted from photos or videos celebrating activities and achievements at our school/our Trust. You can withdraw or change your consent at any time by emailing the school at info@stjohns-redhill.surrey.sch.uk.

Please note this agreement does not cover the school's lawful use of pupils' images as part of its public function. Under GDPR, the school is allowed to use pupil photographs internally to carry out its normal functions. Examples of these are using pupil images to:

- Keep school records e.g. on school MIS systems, pupil medical records for trips etc.
- Use in pupils' learning journals

If you have more than one child at the school, please complete one form per child, thank you.

Declaration:

I have read and understood the consent asked of me above. My decision on whether to give consent will remain valid unless I notify the school of the contrary in writing.

My consent remains valid for the duration of my child's time at the school and beyond. Images/videos will be retained according to the Greensand Multi Academy Trust Data Protection Policy and Data Retention & Destruction Policy, which can be found on the Greensand website.

Yes

No

Pupil Image Consent

1. I agree to my child's image being used by the school/Trust for communication, marketing & promotional materials.

Yes

No

2. I agree to my child's image being used by the school for internal school use.

Yes

No

3. I agree to my child having their photo taken by school photographers for purchase by families.

Yes

No

Your name:

Signature:

Child's name:

Date: