



Priorslee Academy New Student Registration Form

PLEASE SEND IN A COPY OF YOUR CHILD'S BIRTH CERTIFICATE WITH THEIR APPLICATION FORM

CHILD'S DETAILS			
Full legal name of child:			
Preferred name of child:			
Date of birth:		Boy <input type="checkbox"/>	Girl <input type="checkbox"/>
Home address:			
Postcode:	Year group:	Have they ever been entitled to Free School Meals? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Priority contact:	1 or 2	1 or 2
Title & full name:	Mr/Mrs/Miss/Ms	Mr/Mrs/Miss/Ms
Parental responsibility?	Yes / No	Yes / No
Relationship to child:		
NI number:		
Email Address:		
Home phone:		
Mobile phone:		
Work address and phone:		
Address: leave blank if same as above.		
Postcode:		
Member of the Armed Forces?	Yes / No	Yes / No
Contact restrictions with child? If yes, please give details.	<i>Evidence must be submitted to support this</i>	<i>Evidence must be submitted to support this</i>

ADDITIONAL CONTACT(S)	1	2	3
BY PROVIDING US WITH THIS CONTACT INFORMATION, YOU ARE CONFIRMING THAT THE BELOW PERSON(S) HAVE CONSENTED TO THEIR INFORMATION BEING HELD BY PRIORSLEE ACADEMY.			
Name:			
Telephone number(s):			
Relationship to child:			
Authorised to collect child?	YES / NO	YES / NO	YES / NO
Collection password to be given to those authorised to collect. Guardians will not be able to collect children without this password.			
Does this child have a sibling at Priorslee Academy or Priorslee Academy Pre-School? Please provide their name(s)			

ETHNIC BACKGROUNDS, LANGUAGE AND RELIGION

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

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

WHITE		ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH	
British		Indian		Caribbean	
Irish		Mirpuri Pakistani		Japanese	
Traveller of Irish heritage		Other Pakistani		Korean	
White European		Bangladeshi			
Gypsy/Roma		Any other Asian background			
Any other White background					
MIXED/DUAL BACKGROUND		ANY OTHER ETHNIC GROUP			
White and Black Caribbean		Chinese			
White and Black African		African			
White and Asian		Any other Black background			
Any other mixed background					

LANGUAGE	Home:	
	Additional:	
RELIGION		
NATIONALITY		
COUNTRY OF BIRTH		
DISABILITY		

PREVIOUS SETTING
Name and address of previous nursery or primary school (if applicable):

DOCTOR'S DETAILS	
Doctor's name:	Doctor's telephone number:
Doctor's address:	

MEDICAL DETAILS	
Does your child have any medical conditions we should be made aware of? For example, allergies or long-term medication. Please give details:	
Do you give permission for staff to administer first aid?	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to necessary or emergency medical treatment to be sought and administered including anaesthetic and blood transfusions, as considered necessary by the medical authorities	Yes <input type="checkbox"/> No <input type="checkbox"/>

SPECIAL DIETARY REQUIREMENTS
Does your child have any special dietary requirements? E.g. Vegetarian. Please give details:

OTHER
Is there any other information related to the care of your child of which we should be aware? Please give details:

PERMISSIONS

Do you give permission to take your child on outings/educational visits?

Yes No

Do you give permission for photographs of your child for development files and displays?

Yes No

Do you give permission for your child's photograph in staff coursework?

Yes No **Signature:****Date:**

CONSENT FORM - PUPIL PERSONAL DATA

The Trust may provide photographs and videos to the media, or the Trust may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust has no control over these.

Student name:

Date of birth:

As a Trust we are very proud of the achievements of all of our pupils and we want to be able to celebrate these achievements both within the Trust and with others and to promote the Trust. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports.

	YES	NO
I am happy for the Trust to use:		
Photographs of my child		
Videos of my child		
The following information may be used with the above:		
Name		
Class		
Year group		
Age		
I am happy for the information selected above to be used:		
In Newsletters		
On the Trust intranet		
On the Trust website		
On the Trust social media sites		
On Flyers		
In Trust Prospectus		
In local news media - newspapers, websites and television		
In national news media - newspapers, websites and television		
On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards		
Other external documents		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

*To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:
Miss J Hart, Data Protection Officer, Priorslee Academy, Priorslee, Telford, TF2 9RS*

This consent will otherwise continue until your child leaves the Trust [or your child reaches the age of 12 years old at which point the Trust will seek consent directly from your child in relation to the above matters].

Signed: _____

Name: _____

Date: _____

Tapestry - Online Learning Journal

All Pre-School and Reception children attending Priorslee Academy have a personal online Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry, an online system, which is hosted within the EU on secure servers. The benefits to yourselves from Tapestry being on-line means you will have secure access (via a website or mobile app, which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and adjacent comments.

Our class has their own secure Tapestry website for which an account is required to enable access. In order for this to happen, we require you to provide the school with preferred e-mail address. Please note each parent only has access to their own child's Learning Journey; however, your child may appear in group photographs in other children's Learning Journeys. Therefore, as E-safety is extremely important to us at Priorslee Academy, we ask you to provide us with the information below and to sign the agreement to show that you understand and will agree with our guidelines.

If you do not have access to e-mail your child is still able to have an online Learning Journey which you may access using school computer equipment during specific dates throughout the year.

If you have any questions or queries about the online Learning Journeys, please do not hesitate to contact our fabulous EYFS team.

Tapestry Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper learning journal is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend preparing resource and supporting your children with their learning children.

How do I get onto the system?

Tapestry can be accessed online at: <https://tapestryjournal.com/> once you have entered a password from the link which will be emailed to you. You will then be able to log on using your email and password. Tapestry is available as a free app from the Apple Store and also on Android devices. We ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's learning journal.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then please come and see us as we may be able to set up sessions at school for you to come in a view your child's learning journal.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site.

What if I do not give permission for group photos?

If you do not give permission for your child's photo to appear in any group photos then the photo will not be shared and you will only see photos that include your child on their own.

Tapestry Permission Slip

I give permission for Priorslee Academy to hold an online Tapestry Learning Journey
for _____ (name of child).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey
is:

_____ (provide your
e-mail address).

Child Date of Birth: _____

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent I will...

- Not publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Print name: _____

Signature: _____ Date: _____

Please return to the school office who will pass details on to your class teachers to set up your account and send out your login details once permission has been received.

Priorslee Academy

From the 1st October 2021, Natasha's Law comes into effect. This means that children **cannot be given any food, unless parents have pre-consented to it**. As you pre-book meals online, you consent to the school meal given to them during the day.

From 1st October, if you do not book your child onto a school dinner and they do not have a packed lunch, we will be unable to give your child an emergency meal, unless you have consented to either a ham packed lunch, or a cheese packed lunch below. If we do not have your consent, you will be asked to bring in lunch for your child. Consent cannot be taken over the phone. We must also collect your consent for Breakfast Club, After School Club and Fruit and Milk.

Name:

Base:

Circumstance	Parent name & Signature
<p>Emergency packed lunch -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cheese Sandwich packed lunch <input type="checkbox"/> Ham Sandwich packed lunch <p>Allergens of above: Gluten, Milk, Soya - May contain Egg, Sesame Seeds</p> <p>Any relevant information: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Circumstance	Parent name & Signature
<p>Breakfast Club</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am happy for my child to have access to the variety of food available at Breakfast club, including but not limited to; toast, cereal, fruit <p>Any relevant information: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Circumstance	Parent name & Signature
<p>Fruit and Milk</p> <ul style="list-style-type: none"> <input type="checkbox"/> I am happy for my child to have access to free fruit <input type="checkbox"/> I am happy for my child to have access to free milk <p>Any relevant information: _____</p> <p>_____</p> <p>_____</p>	

Circumstance	Parent name & Signature
<p>Pre-School Children only</p> <p><input type="checkbox"/> I am happy for my child to have access to the variety of food available during the day as necessary and at Breakfast and After School Club, including but not limited to; toast, cereal, cheese, fruit, breadsticks.</p> <p>Any relevant information: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Allergies / Dietary Requirements

Please make sure you list all and any dietary requirements your child has. If they have an allergy, please ensure you indicate the severity and if they need an Epi-Pen. If your child has a slight allergy, you can have prescribed piriton kept in school.

Parent name and Signature:

I consent to all of the above and have included all relevant information relating to my child's dietary requirements. I will ensure that the Office are updated immediately should any of the above change.

Name: _____

Signature: _____

Date: _____

Home/School Agreement

We wish to encourage and foster the development of each child intellectually, physically, socially and emotionally within a caring atmosphere. We shall strive to make each Academy within our Trust, a caring community and our children sensitive to the needs of others; a community in which all members have a sense of fairness and justice and that the contribution of each member is valued. We will not tolerate any misuse of public or social media sites by either children or adults, which may bring the Trust into disrepute, or cast aspersion on any child, parent or employee.

Members of the Trust will:

- Provide a balanced, well-rounded education for all children
- Aim for a high standard of work and behaviour from all pupils and encourage them to do their best at all times
- Care for each child's safety and happiness
- Keep parents informed of what their child is learning and evidence progress made
- Establish a purposeful and positive relationship with all parents and carers

Parents/Guardians should:

- Make sure your child arrives on time at the start of each day and attends regularly, informing administrative staff of any absence
- Support your child with homework and other opportunities for home learning
- Make staff aware of any concerns or problems which may affect your child's work or behaviour
- Attend parent/teacher meetings to discuss your child's progress
- Support the Trust and staff including its policies, ethos and values particularly in relation to behaviour
- Sign your child's homework/reading diary on a weekly basis
- Ensure your child is dressed and presented appropriately each day

Pupils should:

- Make sure that they have all equipment required for any school day
- Do the best work they can and not stop others from learning
- Be helpful, friendly and polite to everyone
- Take care of classrooms and all environments for learning, and wherever they visit or play
- Follow all rules and play an active role in supporting ethos

Together we shall:

- Work towards solutions for any problems concerning learning
- Work together for the benefit of each child
- Help each child achieve their best

Pupil's name _____

Parent's signature _____

Date _____

Application for **Free School Meals**



Submit by email

Print form

Please fill in all sections so that your child's eligibility for Free School Meals (or your eligibility if you are applying for yourself) can be verified. You must indicate the benefit you are receiving. If you have any questions, please call the Free School Meals Helpline on 01952 383983.

1 Your name and address

Title Initial(s) Surname

Address

Postcode email

Tel: Mob: Relationship to child(ren)

2 You and your partner (living at the address above)

Title	Forename and surname	Date of birth	National Insurance Number or NASS Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Your children attending a school or sixth form in Telford and Wrekin, for whom you are applying

Forename	Surname	Gender	Date of birth	School attended	Start date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Your benefits - please select the benefit you receive which entitles you to Free School Meals

- | | |
|--|---|
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Income-based Jobseeker's Allowance |
| <input type="checkbox"/> Employment and Support Allowance (income related) | <input type="checkbox"/> Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual household income (as assessed by HM Revenue & Customs) that does not exceed £16,190 |
| <input type="checkbox"/> Guaranteed element of Pension Credit | <input type="checkbox"/> Support under Part VI, Immigration and Asylum Act 1999 |

5 Your declaration

I confirm that as far as I know, the information I have given above is correct. I will tell you immediately if my details or circumstances change. I wish for Telford & Wrekin Council to be able to assess my claim in future by a secure computer link with the Department for Education. I authorise Telford & Wrekin Council to use my information to process my claim for Free School Meals and to contact other sources as allowed by law to verify my initial and continuing entitlement.

Your signature Date

Important Helpline 01952 383983

You no longer need to reapply for Free School Meals. Once we have your details on record we will do regular checks to see whether you are still entitled. If however you have other children just starting school and wish to claim for them you must complete a new claim form with their details.

In order to perform these checks we need up to date details. It is therefore essential for you to let us know of any changes in benefits or names and addresses of the person in your household, receiving the qualifying benefit. Incorrect details may lead us to believe that you are no longer entitled to Free School Meals.

How do I qualify ?

If you receive any of these benefits then you will be entitled to Free School Meals:

- Income support
- Employment and Support Allowance (income related)
- Child Tax Credit without Working Tax Credit with an annual taxable income (as assessed by HMR&C) of less than £16,190
- Income based Jobseekers Allowance (IBJSA)
- Guaranteed Element of State Pension Credit
- Support under Part V1 of the Immigration and Asylum Act 1999

If you have recently become unemployed but are still receiving Working Tax credits, you may be entitled to Free School Meals, please call 01952 383983 for advice.

How do I apply ?

1. Fill out the form overleaf, including the declaration at the bottom.
2. Take the completed form to your child's school. If you have children who go to different schools, the form needs to go to just one of the schools.
3. We will enter your details onto the online system and this will tell us if you are entitled.
4. We will send you a letter with our decision, usually within 5-10 working days.
5. If it states **Entitled** we will inform the school and your child will be able to receive Free School meals
6. If it states **Not Entitled** if you still believe you are entitled please call 01952 383983 for advice. We may need you to send us evidence that you are in receipt of a qualifying benefit.

You do not need to send evidence with this application, if we need evidence at a later date we will contact you.

You can submit your form online at www.telford.gov.uk/fsm
by email to freeschoolmeals@telford.gov.uk or you can post it to:
Revenues & Benefits Service, PO Box 249, Addenbrooke House, Telford TF3 4NT



For office use only

For school use	<input type="text"/>	Date other schools (if any) informed	<input type="text"/>
Name of school	<input type="text"/>	Signature of Head or Administrator	<input type="text"/>
Date free meals are given	<input type="text"/>	Name of Head or Administrator	<input type="text"/>
Proof of Benefit attached	<input type="text"/>	Date	<input type="text"/>