

SCHOOL NEW STARTER CHECKLIST

**Application Pack**

**Preschool**

CHILDS NAME …………………………………………………………………………… START DATE …………………………………………

|  |  |  |
| --- | --- | --- |
| Description | Parent / Carer  Initial if enclosed | Office use only  Initial to confirm |
| Completed New Starter Form |  |  |
| Copy of Birth Certificate (original can be copied in school if required) |  |  |
| Signed Generic Consent Form |  |  |
| Signed copy of Home School Agreement |  |  |
| Signed Collection of Children from School Permission Form |  |  |
| Signed Application for Universal Free School Meals (where applicable – Years Reception, 1 and 2 only) |  |  |
| Signed Application for Free School Meals (where applicable – Year 3, 4, 5, 6 only) |  |  |
| Signed Special Diet / Allergy form, photo’s and medical proof (where applicable) |  |  |
| Signed Internet Permission Form |  |  |
| Signed Local Visits Information |  |  |

**Please return all the above forms as soon as possible. We cannot accept your child without these important documents.**

**ENCLOSED FOR YOUR INFORMATION:**

**Welcome to Cotton End forest School Leaflet (written by the children for the children)**

**Uniform List**

**Privacy Notice**

**Other Useful information**

**Photograph policy**

**Attendance information**

**Compliments, Concerns and Complaints**

**Academic Calendar**

**Before / after school care information**

|  |  |  |
| --- | --- | --- |
| **Office Use Only** | **Initials** | **Date** |
| Entered on to MIS |  |  |
| Created File |  |  |
| Contacted Previous school for UPN |  |  |
| Confirmed start date with previous school where applicable |  |  |
| Confirmed with CCV admissions start |  |  |
| Received CTF from previous school |  |  |
| Sent CTF to BBC within 5 days of starting |  |  |
| **Preschool Only** |  |  |
| Date Received: |  |  |
| Age the child will be when starting Preschool: |  |  |
| Town of residence: |  |  |
| Details of preferred days: |  |  |

**CONFIDENTIAL**

We Cotton End Forest have a legal obligation to collect certain information about your child attending our school. The reason we ask for this information, how we keep the information secure and who we share it with is detailed in the **School Privacy Notice** which accompanies this form.

There are additional items of information which our school is specifically asking for and requires your consent. These additional items are identified in Section 4 within this form.

Please complete this form for your child and return it to the school office as soon as possible.

If you need any guidance, assistance or further clarification with completing this form, please ask a member of the school office to help you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1 Personal Details of Pupil** | | | | | | | |
| **Surname**  **Surname** |  | | | **Legal Surname**  **Legal Surname** | | |  |
| **First Name**  **First Name** |  | | | **Other names** | | |  |
| **Date of birth** |  | | | **Gender** | | | Male Female |
| *Please note: please provide a copy of your child’s Birth Certificate to verify the date of birth*    **Pupil Home address** | | | | | | | |
| **Pupil Home Address:**  **House No & Street name** | |  | | | | | |
| **Address line 2** | |  | | | | | |
| **Postcode** | |  | **Address tel. no.** | | |  | |
| **Siblings. If your child has any siblings/other related pupils currently at this school, please provide their details:-** | | | | | | | |
| **Full Name:** | | | | | **Relationship to your child:** | | |
| **HM Forces**: Is the pupil the child of a parent or parents serving in regular HM Forces (as a PStat Cat 1 or 2 personnel) and exercising parental responsibility and care for the pupil?  No Yes Prefer not to say | | | | | | | |
| **Court Orders**  Yes No not applicable  ***Please provide detail of any court orders applying to your child (e.g. Ward of Court, legal rights of access etc.)*** | | | | | | | |

**SECTION 2 Medical and Health information of pupil**

The information asked for below is required in the interests of safety and wellbeing of your child whilst in our care.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Doctor's name | |  | | | |
| Medical Practice Name and address: | |  | | | |
| Practice telephone number | |  |  | | |
| Do you give permission for the school to contact the Doctor in an emergency? | | | | | Yes No |
| Do you give permission for the school to administer medicine/first aid in an emergency? | | | | | Yes No |
| Does your child have any medical conditions that the school should be aware of? | | | | | Yes No |
| If Yes, please give details of the condition(s) (eg: Asthma; Allergy etc.) and any emergency procedures that need to be followed: | | | | | |
| Does your child have any Special Educational Needs? | | | | | |
| No | Yes | | | Does your child have an Education Health Care Plan (EHCP)? No Yes | |
| Dietary Needs - Does your child have any specific dietary needs?  No Yes (please specify) | | | | | |
| Meal arrangements - What type of lunchtime meal will your child be having? (please tick relevant box) | | | | | |
| Free School Meal | | | | Paid School Meal | Packed Lunch |
| Universal free school meal for ALL children in Years Reception, 1 & 2. | | | | | |
| Free School Meals for Year Reception and above  Is your child currently entitled to Free School Meals? No Yes | | | | | |

**SECTION 3 Emergency Contact Information**

This information is required to allow the school to manage your child’s safety and well being and contact you when needed and in cases of emergency.

*High Road*

*Cotton End*

*Bedford*

*MK45 3AG*

*office@cottonendforestschool.co.uk*

As the main parent/carer completing this form, **please ask for the permission of all other contacts for their details to be included in this section.** The school will act upon the information provided.

Please **enter contact details** **in the order you wish them to be contacted** in the event of an emergency. You can enter details for up to **four** individual contacts:

**Contact 1**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Title*** | ***Mr*** | ***Mrs*** | | ***Ms*** | ***Miss*** | | ***Other (please specify)*** | |  | |
| ***Full Name*** |  | | | | | | | | | |
| ***Address if different from pupil address*** |  | | | | | | | ***Postcode*** | | |
| ***Parental responsibility?*** | Yes | | No | | | ***Relationship to child***  (i.e. mother/father) | |  | | |
| ***Contact 1 telephone numbers***: ***Tick for priority contact number*** | | | | | | | | | | |
| ***Home*** |  | | | | | | |  | |  |
| ***Mobile*** |  | | | | | | |  | |
| ***Work*** |  | | | | | | |  | |
| ***Email address*** |  | | | | | | | | | |

**Contact 2**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Title*** | ***Mr*** | ***Mrs*** | | ***Ms*** | ***Miss*** | | ***Other (please specify)*** | |  | |
| ***Full Name*** |  | | | | | | | | | |
| ***Address if different from pupil address*** |  | | | | | | | ***Postcode*** | | |
| ***Parental responsibility?*** | Yes | | No | | | ***Relationship to child***  (i.e. mother/father) | |  | | |
| ***Contact 2 telephone numbers: Tick for priority contact number*** | | | | | | | | | | |
| ***Home*** |  | | | | | | |  | |  |
| ***Mobile*** |  | | | | | | |  | |
| ***Work*** |  | | | | | | |  | |
| ***Email address*** |  | | | | | | | | | |

**Contact 3** (***optional***)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Title*** | ***Mr*** | ***Mrs*** | | ***Ms*** | ***Miss*** | | ***Other (please specify)*** | |  | |
| ***Full Name*** |  | | | | | | | | | |
| ***Address if different from pupil address*** |  | | | | | | | ***Postcode*** | | |
| ***Parental responsibility?*** | Yes | | No | | | ***Relationship to child***  (i.e mother/father/aunt etc) | |  | | |
| ***Contact 3 telephone numbers:*** ***Tick for priority contact number*** | | | | | | | | | | |
| ***Home*** |  | | | | | | |  | |  |
| ***Mobile*** |  | | | | | | |  | |
| ***Work*** |  | | | | | | |  | |
| ***Email address*** |  | | | | | | | | | |

**SECTION 4**

**\* Previous setting**

|  |  |
| --- | --- |
| Name of **PLAYGROUP / NURSERY or PREVIOUS SCHOOL** attended if relevant: | |
| **Previous Playgroup / Nursery / School name:** | **County:** |
| **Has the pupil come from abroad?**  **No Yes If Yes, which country? ………………………………………………** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | | | | |
| **First Language:** | English | Other (please state) ……………… | | Prefer not to say |
| **Language spoken at home:** | English | Other (please state) ……………… | | Prefer not to say |
| **Ethnicity:**  (Please tick one of the boxes below)  White: British □  White: Irish □  **White:** Traveller of Irish Heritage □  Heritage  Gypsy / Roma □  Italian □  White Other □  White & Black Caribbean □  **Mixed:** White & Black African  White and Asian    Any other Mixed background  **Asian** Indian  **Or** Pakistani  **Asian** Bangladeshi  **British** Any other Asian background  **Black** Caribbean  **Or** African  **Black** Any other background  **British**  **Chinese**  **Any other ethnic background**  **Prefer not to say** | | **Nationality:**  *If dual nationality, please enter all that apply* |  | |
| Prefer not to say | |
| **Country of Birth:** |  | |
| Prefer not to say | |
| **Religion**  (please tick one of the boxes below)  **□** Catholic □ Hindu □ Muslim □ Sikh  □ Christian □ Jewish □ No Religion  □ Other (please state) | | |
| **Court Order** Yes No  ***Please provide detail of any court orders applying to your child (e.g. Ward of Court, legal rights of access etc.)*** | | | | |

*\* Denotes additional information the school needs for school management purposes.*

**SECTION 5 Additional Information**

Please tick the boxes below to indicate whether you grant consent for your child to be involved in the following:

I, the Parent/Carer agree the **following (please tick the relevant boxes)**

* to consent to my child’s photograph and image being taken to be used for school purposes including individual photos, learning journeys, educational observations etc. – please refer to photograph policy.
* to consent to my child’s image being taken to be used for the website and promotional purposes including blog, prospectus, newsletter, whole class photo’s etc. – please refer to photograph policy.
* that any photographic or video images I as a parent or legal guardian and members of my family might take at school events will not be used in appropriately or posted on to any social media or websites.
* to consent to my child participating in cookery lessons that include food preparation and tasting of foods. (NB Your child’s dietary needs will be accounted for providing that we are informed in writing)
* to consent to my child participating in local school visits, accompanied walks around the village, to the church field and sports competitions at other local schools, as part of curriculum activities and visits. – please refer to local visits information.
* that I have signed the home school agreement. – included.
* to consent to my child to use the internet and adhere to the school’s internet policy. – Please refer to internet permission form included.
* that I understand the school has a privacy notice for handling of data. (Included as part of the application pack, on the school website and also available from the school office.)
* to consent to my child receiving first aid and plasters being applied when necessary.
* to consent to my child (under 5’s & FSM) receiving the government’s free milk and their details being shared with cool milk our milk provider.
* that I have completed the permission slip for other named adults to collect my child and have provided the school with a password. I will ensure that the school is informed of any changes and recomplete the form when necessary. – please refer to collection permission form included.

Thank you for taking the time to complete this form.

The information collected in this form will be kept confidential and safe. We will from time to time check these details with you to ensure that we have the latest information.

Please ensure that you inform us of any changes to these details, in particular, contact telephone numbers as we use these to communicate with our parents/carers on a regular basis.

Please read the **School Privacy Notice** regarding how we keep this information secure, how we use it and who we share it with and also information about your rights of access to this information.

Once you have read the **School Privacy Notice**, please complete the final **Section 5** **– Parent/Carer Declaration**

**SECTION 5**

**Parent/Carer Consent and Declaration**

**I declare that the information given in this form is accurate and will endeavour to inform the school of any changes to the pupil’s personal details and contact details given at the earliest opportunity.**

**I have read the School’s Privacy Notice and understand the legal basis for the information collected in this form, how it is used and shared with third parties.**

Signature of parent/carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre School Admission Information**

**Admission Criteria for Preschool:**

1. Any looked after children
2. Any funded 2 year old children
3. Catchment pupils with siblings already attending School
4. Other catchment pupils
5. Other siblings already attending School
6. Any other children

***Please note, the above criteria will be implemented regardless of the date the application is received.***

Please Note: Attending the Pre School does not automatically give you a place in the Primary School. Please see the admissions criteria in our prospectus which can be found on our website.

**Please sign to confirm you have read the above…………………………………………………………**

**(*parent / carer)***

Please give details of any other of your children who currently attend this school.

Child’s Name: ........................................................... Date of Birth: ……………………….

Please indicate when you would wish your child to start in the Pre School. (Your child can start the term after their third birthday unless there is availability to start at 2 years.

September………………………………. (Please complete year).

**Extended Childcare (additional 15 hours) – for eligibility details please visit :-**

[**https://www.bedford.gov.uk/schools-education-and-childcare/early-years-and-childcare/family-information-service/childcare-choices/**](https://www.bedford.gov.uk/schools-education-and-childcare/early-years-and-childcare/family-information-service/childcare-choices/)

*Is your child entitled to the government funded Extended Childcare (addition 15 hours)?*

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

*If yes, please provide your child’s 30-hour code*

I understand that if we cease to be entitled or I do not re verify my code, I will become liable for the cost of the session and I will pay for the extra sessions.

**2 year old funding – for eligibility details please visit:-**

[**https://www.bedford.gov.uk/schools-education-and-childcare/early-years-and-childcare/family-information-service/parent-portal/**](https://www.bedford.gov.uk/schools-education-and-childcare/early-years-and-childcare/family-information-service/parent-portal/)

*Is you child entitled to the Government funded 15 hours Childcare?*

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

*If yes, please provide your child’s 2 year old funding code and your voucher with this application form*

Please return to the office along with a copy of your **child’s full birth certificate and proof of your child’s address**, you will automatically be placed on our enrolment list. We will contact you just before your child is due to start inviting your child to a taster session.

Signed Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for taking the time to complete this form.

The information collected in this form will be kept confidential.

We will from time to time check these details with you to ensure that we have the latest information

High Road

Cotton End

Bedford

MK45 3AG

office@cottonendforestschool.co.uk

Collection of children from school permission form

We are aware that parents often make arrangements between themselves and family members to collect children from school. As we are not always aware of these arrangements, please complete the consent form below to inform us who we may send your child home with. If the slip is not complete we will not allow your child to go home with anyone apart from yourself.

We also have a password system across the school, this allows us to release to the person collecting your child in an emergency. If we do not recognise that person, again, we will not release your child if they do not have the password; therefore can you please make your password a memorable one and remember to inform the person collecting your child.

Can we also ask you to inform the school office if your child is going home with someone other than stated below e.g. going to tea at a friend’s house etc.

The permission will stay in place for the duration of your child’s school life at Cotton End Forest School and any changes in permissions need to be made in writing.

Please note if there is a valid court order in place please ensure the school has a copy of this.

✂

Childs Name ………………………………………………………………….………… Class………………………………………………

Password …………………………………………………………………………………………………………………………………………...

People with parental responsibility ……….…………………………………………………………….

………………………………………………………………………

Court order in place

I give permission to be taken home by:

1. ………………………………………………..
2. ………………………………………………..
3. ………………………………………………..
4. ………………………………………………..

Signed ……………………………………………………….…………………………….. Date ……………………………………………………………

# FREE SCHOOL MEAL APPLICATION



For pupils attending BEDFORD BOROUGH SCHOOLS ONLY

Use **BLOCK CAPITALS and SIGN at the bottom of form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  |  | **Surname:** |  | | | | |
| **Other Names:** |  |  | | | | | | |
| **National Insurance No.** | |  |  | | **OR NASS No** |  | | |
| **Email:** |  |  | | | | | | |
| **Contact Tel number:** | |  |  | | **Your date of birth** |  |  |  |

**Your Address**

**………………………………………………………………………………………………………………………………………………………………………………………**

**…………………………………………………………………………………………………………. POST CODE……………………………………………………………**

**Write below the details of each dependent child living with you and in full time attendance at a Bedford Borough school.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** | **Other names** | **Date of birth** | **Name of school** | **Relationship to applicant** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**I am entitled to claim free school meals. *(Tick the box to indicate which benefit you receive).***

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 1st April your household income must be less than £7,400 a year (after tax and not including any benefits you get).

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

**Declaration** I have read the information overleaf and agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement. I understand that if I give false information I may be prosecuted. I undertake to notify FSM administration IMMEDIATELY if:

* **I change my address**

Signed ………………………………………………………………………………………… Date……………………………………….

High Road

Cotton End

Bedford

MK45 3AG

*office@cottonendforestschool.co.uk*

Dear Parents/Carers,

**Internet Permission Form**

As part of the school’s IT programme we offer pupils supervised access to the internet. Before being allowed to use the internet, we must obtain parental permission and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

We are fortunate that as a Bedfordshire Borough Council school we are provided with a high-level security filter through Talk Straight.

Access to the internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other internet users throughout the world. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the internet, in the form information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family’s right to decide whether or not to apply for access.

During school, teachers will guide pupils will toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely,

Head Teacher

**Guidelines for Internet use**

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or the school playground. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents'/Carers’ permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network.

It is presumed that users will comply with school standards and will honour the agreements they have signed.

Staff reserve the right to review files and communications to ensure that users are using the system responsibly.

Users should not expect that files stored on servers will always be private.

During school, teachers will guide pupils towards appropriate materials. Outside of school,

families bear responsibility for such guidance, as with information sources such as television, telephones, movies, radio and other potentially offensive materials.

The following are not permitted

1. Sending or displaying offensive messages or pictures

2. Using obscene language

3. Harassing, insulting misleading or attacking others

4. Damaging computers, computer systems or computer networks

5. Violating copyright laws

6. Using others' passwords

7. Trespassing in others folders, work or files. Intentionally wasting limited resources

Some of these activities will count as Cyber Bullying

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.

2. Additional disciplinary action may be added in line with existing practice on inappropriate

language or behaviour.

3. When applicable, police or local authorities may be involved.

**Internet Permission Form**

**Parent/Carer**

I grant permission for my child to use e-mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Carer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Pupil**

**School Internet Rules**

• Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, unless given specific permission.

• Never send anyone your picture or bank details, or anything else, without first checking with your parent or carer.

• Never give your password to anyone, even your best friend.

• Never arrange to meet anyone in person without first agreeing it with your parents or carer, and get them to come along to the first meeting, which should always be in a public place.

• Never respond to nasty, suggestive or rude emails or postings in user groups.

• Always tell your parent or carer if you see bad language or distasteful pictures while on line.

• Always be yourself and do not pretend to be anyone or anything you are not.

• Always remember if someone makes you an offer which seems too good to be true, it probably is.

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupils Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

High Road

Cotton End

Bedford

MK45 3AG

office@cottonendforestschool.co.uk

**Local Visits information**

**Trips to the Local Area**

As part of our learning programme for the school year, classes may need to use the local area to support their learning. This includes accompanied walks around the village, to the church field and Shocott Spring, also trips to other schools as part of the Bedford and Kempston Schools Sports partnership. For these trips, rather than gaining permission on a per outing basis, please would you give overall permission for the year for your children to attend these outings.

The outings will be led in accordance with our Health and Safety policy with the appropriate pupil to adult ratios for the children’s age. On occasion parents may be asked to accompany the children on these visits.

This permission will cover your child for the entire time that he/she attends Cotton End Forest School. Your permission can be withdrawn at any time providing we receive it in writing.

I give permission for my child to attend local trips

Name of person completing this form:­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your relationship to child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High Road

Cotton End

Bedford

MK45 3AG

office@cottonendforestschool.co.uk

Cotton End Preschool Session Request

Please can we ask you to complete the below session request form for sessions required.

Childs Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Morning Session 9am-12pm | Lunch 12pm-12.30pm | Afternoon Session  12.30pm -3.00pm | Afternoon Session  12.30pm -3.30pm |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |

We will endeavour to allocate your chosen sessions; if the session is full you will be offered an alternative choice. We will contact you around April prior to the September starting to confirm sessions

Thank you

Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANY APPLICATION RECEIVED AFTER 1ST MARCH WILL BE CONSIDERED AS A LATE APPLICATION AND WILL BE DEALT WITH SUBJECT TO AVAILABILITY AND CRITERIA AS PER PRESCHOOL ADMISSION INFORMATION**