



Pupil Name:

Dear Parent/Guardian

Below is an outline of both pupil and staff expectations at the school. This will be read through and agreed by all prior to a pupil starting at the school. This document is not intended to create any legally binding obligations but does signify an intent by all to work towards the agreed school policies on behaviour, attitude and attendance.

### Expectations of Pupils

- To work to the best of their abilities and to allow others to do the same
- To be polite and considerate to both adults, peers and others they may come into contact with
- To behave in a non-violent manner
- Adhere to the schools' Behaviour & Wellbeing Policy at all times
- To show respect for the property of others
- To show respect for the fabric of the buildings
- To be on time for school and for all learning sessions
- To attend school regularly (95%+ annual attendance goal)
- To be aware of the needs of others less able than themselves
- To be aware of the consequences of their behaviour
- To attend school in full uniform

### Expectations of Staff

- Ensure pupil safety at all times
- Provide and encourage a calm and safe environment to support learning
- Offer verbal advice and support as well as other personalised strategies to support pupils to make positive choices
- Address negative behaviour choices in line with the schools Behaviour & Wellbeing Policy
- Celebrate individual successes in a pastoral and academic context
- Communicate with families on a regular basis

Date: \_\_\_\_\_ Signature of pupil: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**IF YOU REQUIRE ANY LETTERS TRANSLATING, PLEASE CONTACT THE SCHOOL**

Greenfields Academy, Great North Road, Grantham, NG31 7US. Telephone 01476 574112

[enquiries@greenfields-cit.co.uk](mailto:enquiries@greenfields-cit.co.uk)

[www.greenfields-cit.co.uk](http://www.greenfields-cit.co.uk)

CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name Community Inclusive Trust. The company's registered number is 9071623 and registered office is: CIT Academies, Poplar Farm School, Helmsley Road, Grantham, NG31 8XF. Tel: 03300 585520.

## Student Details

Legal Surname \_\_\_\_\_

Preferred Surname \_\_\_\_\_

First Name \_\_\_\_\_

Known Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

Date of Birth. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Gender  Male  Female

Home Telephone 1 \_\_\_\_\_

Home Address. \_\_\_\_\_

Home Telephone 2 \_\_\_\_\_

\_\_\_\_\_

Mobile \_\_\_\_\_

\_\_\_\_\_

Email Address. \_\_\_\_\_

\_\_\_\_\_

Nationality \_\_\_\_\_

Postcode. \_\_\_\_\_

Religion. \_\_\_\_\_

(e.g. Catholic, Christian, Hindu, Jewish, Muslim, Sikh, No Religion)

### Ethnicity (please tick)

- White: British
- White: Irish
- White: Traveller or Irish Heritage
- White: Other
- White: Gypsy / Roma
- Mixed: White and Black Caribbean
- Mixed: White and Black African
- Mixed: White and Asian
- Mixed: Other

- Asian or Asian British: Indian
- Asian or Asian British: Pakistan
- Asian or Asian British: Bangladeshi
- Asian or Asian British: Other
- Asian or Black British: Caribbean
- Black or Black British: African
- Black or Black British Other
- Chinese
- Any other ethnic group
- Prefer not to say

First Language.  English

Other (please state) \_\_\_\_\_  Prefer not to say

Language Spoken at Home  English

Other (please state) \_\_\_\_\_  Prefer not to say

Does the child have a parent currently serving in the UK military?  Yes.  No.  Prefer not to say

Is your child entitled to Free School Meals.  Yes.  No.

What type of lunchtime meal will your child be having? \_\_\_\_\_  
(e.g. Dinners, Free Dinners, Go Home, Sandwiches etc.)

Is your child entitled to free transport to and from school?  Yes.  No

What is your child's usual mode of travel to and from school? \_\_\_\_\_

(e.g. Walk, Cycle, Car/Van, Car Share (with children from a different household), Public Bus, School Bus, Taxi, Train etc.)

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Please detail any court orders applying to the child (e.g. Ward or Court, Legal rights of access)

**Siblings**

If your child has any siblings who attend this school, please provide their names.

**Medical Details**

Doctors Names. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Medical Practice Name. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode. \_\_\_\_\_

Do you give permission for the school to call the doctor in an emergency?  Yes.  No

Do you give permission for the school to administer first aid in an emergency?  Yes.  No

Please provide details of any medical condition that the school should be aware of, and any emergency action that should be taken. E.g. Asthma, Epilepsy, Allergies to Bee stings, nuts or particular medicines etc.)

I confirm that the above information is correct: Signed: \_\_\_\_\_

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

Data protection Act 1998 – The school is collecting this data in order to meet the statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 1996 and the School Standards and Framework Act 1998. Some of this data will be shared with the Local Authority and may be shared with other agencies that are involved in the health and welfare of school children.

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## Contact Details

Priority	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
1						Yes/No
Address					Email Address	
Home Phone		Mobile		Work Phone		

Priority	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
2						Yes/No
Address					Email Address	
Home Phone		Mobile		Work Phone		

Priority	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
3						Yes/No
Address					Email Address	
Home Phone		Mobile		Work Phone		

Priority	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
4						Yes/No
Address					Email Address	
Home Phone		Mobile		Work Phone		

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## **About Me**

**Information from Young Person:**

**What are your likes?**

**What are your dislikes?**

**What do you feel you are good at?**

**What do you feel you struggle with?**

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**Information from Parent/Guardian**

**Do you feel this young person has any road safety/travel issues?**

**Has this young person ever been affected by drug or substance abuse?**

**Does this young person self-harm?**

**Has this young person had the involvement of any outside agencies? (CAMHS, TAC, YOT, S.S)**

**Does this young person have any medical needs that we should be aware of?**

**If this young person is in care, do they have contact with their parents?**

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**Parental agreement for Greenfields Academy to Administer Medicine  
(one form to be completed for each medicine)**

The school will not give your child medicine unless you complete and sign this form.

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

**Medicine: To be in the original container with label as dispensed by the pharmacy.**

Name/type & strength of medicine  
(as described on the container) \_\_\_\_\_  
\_\_\_\_\_

Date commenced \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Dosage & method \_\_\_\_\_

Time to be given \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the  
School should know about? \_\_\_\_\_

Self-administration (please circle) Yes / No

Procedures to be taken in an emergency \_\_\_\_\_

**Parent/Guardian Contact Details:**

Name \_\_\_\_\_

Mobile \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I understand that I must deliver the medicine safely to the school office – all medication must be clearly labelled by the prescriber.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

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

Print Name \_\_\_\_\_

Date \_\_\_\_\_

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## **School Uniform**

All pupils are expected to wear school uniform, as per the **Greenfields Academy Uniform Policy**.

School uniform can be purchased here:

<https://www.mapac.com/education/parents/uniform/greenfieldsacademyng317us>

Pupils will also be required to wear Greenfields Academy PE kit (this includes swimming kit at Key Stage 2) as well as appropriate clothing for weekly Outdoor Education lessons.

At Key Stage 4 pupils may be required to wear specialised clothing for some Options choices i.e. Construction & Animal Care.

## **Mobile phones & Electronic Devices**

All pupils who bring their phone or any other electronic devices into school will be expected to hand it in to the office at the beginning of the day and will be able to collect it at the end of the day.

Should a student wish to make an urgent call home, they may do this with permission, using a school telephone.

The school does not take responsibility for damage or loss of any electronic items which are not handed in to the main office as requested.

## **Wellbeing Team Contact**

At Greenfields academy, we provide you with weekly update. To ensure that you are able to have constant contact with your school, we request you inform of the best way to give you your weekly contact.

I would like to be given my weekly Wellbeing Team contact via Phone / Email (please circle)

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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### **Photography Permission**

I have read and understood the school policy on the use of photographs and hereby give my consent that photographs of my child are used for the purposes stated in the policy.

I further agree that I consent to images of my child appearing on the school website subject to the necessary controls being in place.

Parents/guardians can, at any time, alter the permission given should the circumstances change.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments

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### **Internet Permission**

#### **Pupil:**

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.

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Parent/Guardian:**

As a parent or legal guardian of the pupil signing above, I grant permission for my child to use electronic mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that some material 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.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **School Educational Visits/Activities Permission**

I give permission for my child to participate in all organised visits & activities, arranged by the school within the planned day and within the Lincolnshire Education Authority. These may include outdoor activities such as climbing, high ropes, or canoeing. Additional permission will be sought if school organises residential visits or activities outside of the Lincolnshire Education Authority.

Parents/Guardians can, at any time, alter the permission given should the circumstances change.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Use of Reasonable Force Overview

DfE - 'Schools need to manage behaviour well so they can provide a calm, safe and supportive environment which children and young people want to attend and where they can learn a thrive'

In some situations, reasonable force is applied at Greenfields Academy in order to maintain a positive learning environment.

### DfE Definition

'Physical contact by a member of staff on a pupil to control or restrain their actions or movements in order to prevent or stop....

- ❖ A pupil committing **any** offence
- ❖ A pupil causing personal injury (to themselves or others, incl. adults)
- ❖ Damage to property
- ❖ Disruption to education and good order at the school

...with no more force than **necessary**'

### Section 93 – Education & Inspections Act 2006:

*All staff, teaching & non-teaching have the power to use reasonable force to prevent pupils from hurting themselves or others, damaging property or causing disorder – when safe lawful and absolutely necessary (including volunteers and supply staff appointed by the headteacher)*

It is highly desirable that no injury is caused during use of reasonable force, in exceptional circumstances it is recognised that it may not always be possible to avoid – *any injury caused will be investigated and subsequent justification provided to all stakeholders.*

All incidents of physical intervention are reported, recorded, monitored, and evaluated. Parents, Guardians, Social Workers etc., will be informed of any physical restraints that involve a child being held in a restrictive hold. Any injury sustained during a physical management is also reported to the Headteacher who will inform the Designated Safeguarding Lead (DSL). After receipt of the information the unit will decide if they wish to further investigate the referral.

As a parent or guardian, you should be assured that all staff will ensure that any physical intervention will happen as a last resort.

If you have any questions concerning the use of Physical Interventions, please do not hesitate to contact the academy.

I have read and understood that Greenfields Academy operates a system of positive physical intervention for all and I am supportive of this policy. I understand that the school does not require my permission to apply reasonable force.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **Transport Application**

We would be grateful if you could complete a transport application online as soon as possible to ensure this is in place prior to your child starting Greenfields Academy. Below is the process on how to access this:

- Please go to the Lincolnshire County Council website. [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)
- Once this has opened, please go to the Parents tab towards the top right-hand side and click on it.
- When this has opened go to the tab that says Home to Transport and click on this. This is located on the right-hand side of the page.
- Then click on the wording that says SEN Transport.
- Approximately halfway down the page, please click on Apply on Line.
- Complete and submit the application.

## **Free School Meals**

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils' readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra **£900** for your child's secondary school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the benefits listed above.

To check if your child is eligible, please see attached information on how to apply online.

## **Family Income & Benefit Details**

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

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## Declaration

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

## How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year. All pupils currently receive free meals in reception, year 1 and year 2. However, we would still like you to complete the information so that we can check if your child is eligible for Pupil Premium funding. Also, your child may be eligible to continue to receive free school meals when they are no longer in the infants.

The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school. You should contact the school or local authority if you have a change in financial circumstances. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals.

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