

Mill Field Primary Nursery Admission Form

Child's First Name..... Surname.....

Preferred Name..... M/F? DOB..... B/C- signed.....

Passport Number..... Previous School /Nursery.....

Mother's Name..... Post Code.....

Address..... Home Number.....

..... Mobile Number.....

Email Address..... Work Number.....

Father's Name..... Post Code.....

Address (if different)..... Home Number.....

..... Mobile Number.....

Email Address..... Work Number.....

If one of the parents is not living in the household, do they have access to the child Y/N?

Names and D.O.B of brothers & sisters.....

Ethnic Origin..... Religion..... Home Language.....

Doctors Name..... Telephone number.....

Surgery Address..... Tetanus Injection Y/N Year.....

Health Visitor Social Worker

Speech Therapist

Dietary Requirements (medical or Religious).....

IT IMPORTANT TO HAVE A CONTACT OTHER THAN THE PARENTS

Name of emergency contact..... Relationship to child.....

Address..... Post Code.....

Home Number..... Mobile Number.....

Office Use Only

Date of Admission..... Lunch..... Free.....

Dental Milk Yes No Photographs Consent with Conditions

Medical Treatment Yes No Allergies..... Dietary.....



Headteacher: Mr Stephen Watkins M.Ed.

Mill Field Primary School, Potternewton Mount, Leeds, LS7 2DR

0113 2620021 www.mfprimary.com head@mfprimary.com office@mfprimary.com

Dear parents,

Please complete the slip below to indicate whether your child suffers from any allergies or illness, which we need to be made aware of.

Yours sincerely

Sam Hannah
School Administrator

Name of child.....

My child suffers from the following Allergies:

My child suffers from the following illnesses:

My child suffers from the following Medical Conditions:

Signed..... (Parent/Guardian)

Date.....



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I have read the **Responsible Internet Use** with my child.

PERMISSION FOR INTERNET ACCESS

PARENT/GUARDIAN'S PERMISSION

I give consent for access to the internet on the terms set out in the letter attached. I consent to the monitoring and auditing of my child's email and internet access.

- Signed..... (Parent/Guardian)
- Print Name.....
- Date.....

PUPILS AGREEMENT

I agree to the following rules for **Responsible Internet Use**. I agree to the monitoring and auditing of my mail and internet access.

- Signed..... (Pupil)
- Print Name.....
- Date.....



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Dear Parent/Guardian

RESPONSIBLE USE OF THE INTERNET

As part of our curriculum and the development of ICT skills, Mill Field Primary School is providing supervised access to the internet including email.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet access provider is Leeds Learning Network, which operates a filtering system that restricts access to inappropriate materials. Your child will only be using the internet under adult supervision. Your child's activity on the internet will be monitored and reported to the headteacher on a regular basis.

Whilst every endeavour is made to ensure that suitable restrictions are in place and working effectively to prevent children gaining access to inappropriate materials, neither the school nor the council will be liable, under any circumstances, for any injury, distress, loss or damage to the pupil or the parents, which may arise directly or indirectly from the pupils unauthorised use of those facilities or email.

The council cannot be held responsible for the nature or the content of materials accessed from your child's use of the internet facilities.

I enclose a copy of the **Rules for Responsible Internet Use** that we operate at Mill Field Primary School, and ask you to read through them with your child. We ask you to complete the **Permission for Internet Access** slip provided and return it to the school.

Should you wish to discuss any aspect of Internet use, please arrange an appointment to see myself.

Yours sincerely

Stephen Watkins
Headteacher



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PERMISSION FOR SCHOOL VISITS

I give permission for my child named..... To be taken out of school on visits arranged by the school.

I understand this permission will last until my child leaves Mill Field Primary School.

Signed..... (Parent/Guardian)

PERMISSION FOR PHOTOGRAPHS TO BE TAKEN FOR PUBLICITY PURPOSES

I DO give permission for my child named..... To be photographed for publicity purposes, such as newspapers or magazine articles.

I DO NOT give permission for my child named..... To be photographed for publicity purposes, such as newspapers or magazine articles.

I understand this permission will last until my child leaves Mill Field Primary School.

Signed..... (Parent/Guardian)

I have agreed for photographs to be taken and will choose **one** of the following options:

- Only the photographs can appear in the articles (Sign)
- Only photograph and first name can appear. (Sign)
- Photograph, first name and surname can appear. (Sign)



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EMERGENCY MEDICAL TREATMENT

We will always do our best to contact parents/guardians if medical treatment is needed. However, if we are unable to contact anyone we need to know what you would want us to do. Please complete **one** of the sections below.

I agree that my child..... **Can** receive emergency medical treatment if necessary.

Signed..... (Parent/Guardian)

I agree that my child..... **Can** receive emergency medical treatment **with the following exceptions.**

.....
.....

Signed..... (Parent/Guardian)

I take full responsibility for the consequences of the school implementing my wishes as stated above.



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People Who Can Collect My Child

Please list people who can collect your child.

We will **NOT** allow a child to be collected by an adult who is not known to us.

.....
.....

First Name

First Name

.....

Surname

Surname

.....

Relationship to child

Relationship to child

.....

First Name

First Name

.....

Surname

Surname

.....

Relationship to child

Relationship to child

.....

First Name

First Name

.....

Surname

Surname

.....

Relationship to child

Relationship to child

.....

Please contact Nursery if a different adult will be collecting your child.

Tel. 0113 2620021



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Collecting your child from Nursery

Children need to feel happy and secure in order to achieve. Children thrive with a regular predictable routine. Being collected, on time by the person you are expecting is part of the Nursery routine. We cannot emphasise strongly enough how important it is to collect your child on time.

If you are going to be unavoidably late –

You **MUST** contact the school

You **MUST** tell us how late you will be and/or if your child will be collected by another adult.

If you or your designated adult is late, this will be recorded in the Late Collection Book noting how many minutes late the adult collecting is. If this time accrues to 1 hour you will lose 1 hour from your child's next Nursery session.

If you regularly collect your child late then you will be at risk of having your child's Nursery place withdrawn.

A handwritten signature in black ink that reads 'S. Watkins'.

Stephen Watkins
Headteacher

I have read and understood the above:-

Child's Name

Parent/Carer Date