



# **Bugle School**

## **Prospectus**

**2017–2018**

# Bugle School..... learning together by including

<b>Address</b>	Bugle School Fore Street Bugle St Austell PL26 8PD
<b>Telephone Number</b>	01726 850420
<b>Fax Number</b>	01726 850420
<b>Email Address</b>	secretary@bugle.cornwall.sch.uk
<b>Headteacher</b>	Mr T Wherry
<b>School Business Manager</b>	Mrs S Tippett
<b>Hub Councillors</b>	Mr D Knight/Mrs D Lambert
<b>Telephone Number</b>	01726 850307
<b>Type of School</b>	Academy

Dear Parent(s)

Welcome to Bugle School, we hope that this is the beginning of an enriching and rewarding time for you, your child and the whole school. This booklet will provide information which will help you settle into the pattern of school life and give you details concerning the organisation, ethos and structure of the school.

We are a small school, but part of a larger group, having joined the Aspire Academy Trust in September 2016. The school has a one form per academic year group, we aim to provide an inclusive atmosphere for learning through a broad curriculum with real and practical experiences for all children in our care. We recognise that learning is a life long process and we are continuously building on what the school has to offer to the children, parents and the local community.

Our school is a lively and interesting place where each person, child and adult, is valued within a safe, secure and caring environment. We are committed to safeguarding and child protection.

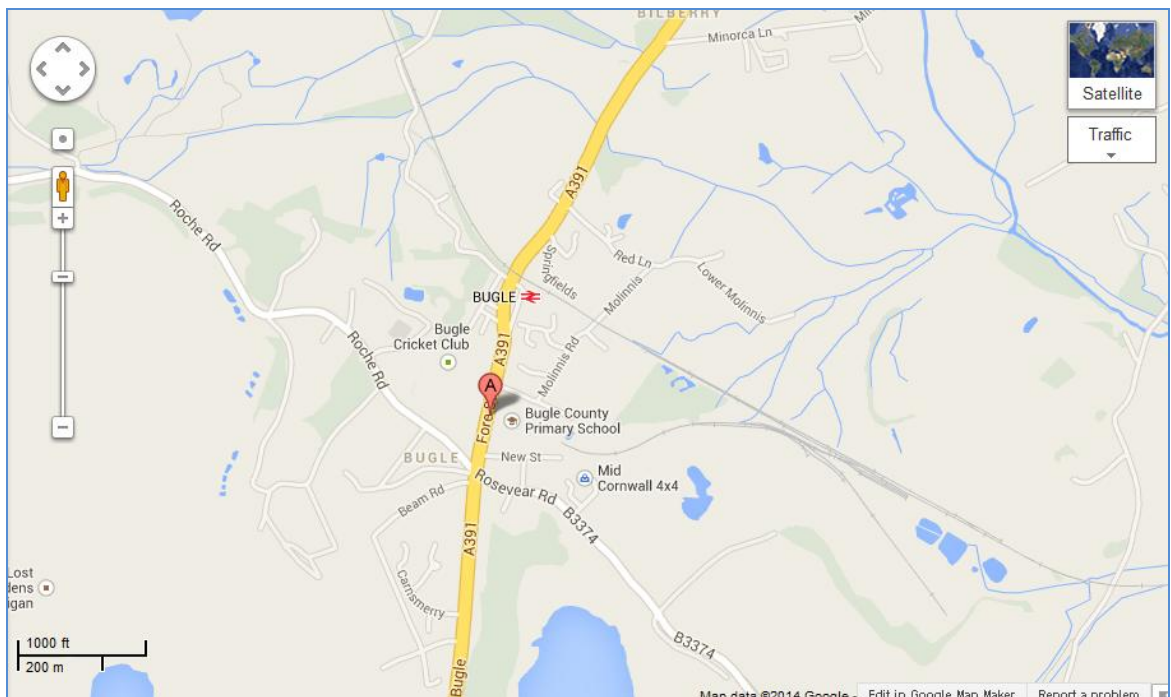
We look forward to meeting all new pupils and their parents and forming good relationships with them and with you. For appointments please contact the Office.



At Bugle School our aim is to promote a fully inclusive partnership where there is true equality of opportunity in all aspects of life-long learning.

In order to achieve this aim we will raise:

- Self esteem and well being
- Academic achievement
- Awareness of personal responsibility and behaviour for learning and
- An appreciation and understanding of difference



## PERSONNEL

Mr T Wherry Senior Head of School

Mr M Nicholls Head of School

### Teachers:

Miss L Hobbs Reception Class

Ms C Atkins/Miss C Croney Year 1

Mr M Nicholls/Mr K Spriggs Year 2

Miss J Beard Year 3

Miss B Dunmore/ Year 4

Mrs V Wherry(maternity leave)

Mr D Taylor Year 5

Mrs J Ferris Year 6

### Office:

Mrs S Tippett School Business Manager/Head's PA

Mrs H Rowe Receptionist

### Piccolo Group:

Ms V McNamara Nursery Manager

Mrs V Glass Deputy Nursery Manager

Miss S White Nursery Teaching Assistant

Mrs M Torres Nursery Teaching Assistant

Miss K Parry Nursery Teaching Assistant

Mrs J Downes Nursery Teaching Assistant

Mrs D Dyer Nursery Teaching Assistant

Mrs A Jeffs Nursery Teaching Assistant

Ms M Masters Nursery Teaching Assistant

### Classroom Teaching Assistants:

Mrs S Channing Miss A Frost (maternity leave)

Miss L Galley

Mrs R Guedes Mrs K Jennings

Miss M Jennings

Mrs K Moore Mrs V Richards

Miss V Rowe

Mrs H Rowe Mrs A Skelton

Mrs S Sturtridge

Mrs E Tabb Mr D Thomas

Mrs C Williams-Hill

### Lunchtime Supervisors:

Mrs J Downes Miss L Galley

Mrs K Jennings

Miss M Jennings Ms M Masters

Miss K Parry

Mrs V Rowe



# Cornwall Council

## 2017/18 school term dates for community and voluntary-controlled schools



September 2017						
Mon	4	11	18	25		
Tue		5	12	19	26	
Wed		6	13	20	27	
Thurs		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

October 2017						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

November 2017						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed		1	8	15	22	29
Thurs		2	9	16	23	30
Fri		3	10	17	24	
Sat		4	11	18	25	
Sun		5	12	19	26	

December 2017						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thurs		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24	31	

January 2018						
Mon		1	8	15	22	29
Tue		2	9	16	23	30
Wed		3	10	17	24	31
Thurs		4	11	18	25	
Fri		5	12	19	26	
Sat		6	13	20	27	
Sun		7	14	21	28	

February 2018						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thurs		1	8	15	22	
Fri		2	9	16	23	
Sat		3	10	17	24	
Sun		4	11	18	25	

March 2018						
Mon		5	12	19	26	
Tue		6	13	20	27	
Wed		7	14	21	28	
Thurs	1	8	15	22	29	
Fri	2	9	16	23	30	
Sat	3	10	17	24	31	
Sun	4	11	18	25		

April 2018						
Mon		2	9	16	23	30
Tue		3	10	17	24	
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun		1	8	15	22	29

May 2018						
Mon		7	14	21	28	
Tue		1	8	15	22	29
Wed		2	9	16	23	30
Thurs		3	10	17	24	31
Fri		4	11	18	25	
Sat		5	12	19	26	
Sun		6	13	20	27	

June 2018						
Mon		4	11	18	25	
Tue		5	12	19	26	
Wed		6	13	20	27	
Thurs		7	14	21	28	
Fri	1	8	15	22	29	
Sat	2	9	16	23	30	
Sun	3	10	17	24		

July 2018						
Mon		2	9	16	23	30
Tue		3	10	17	24	31
Wed		4	11	18	25	
Thurs		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun		1	8	15	22	29

August 2018						
Mon		6	13	20	27	
Tue		7	14	21	28	
Wed		1	8	15	22	29
Thurs		2	9	16	23	30
Fri		3	10	17	24	31
Sat		4	11	18	25	
Sun		5	12	19	26	

School holidays

Bank holidays

Christmas Day 25 December 2017  
 Boxing Day 26 December 2017  
 New Year's Day 1 January 2018  
 Good Friday 30 March 2018  
 Easter Monday 2 April 2018  
 Early May Holiday 7 May 2018  
 Spring Bank Holiday 28 May 2018  
 Summer Bank Holiday 27 August 2018

**AUTUMN TERM 2017 (73 days)**

4 September - 20 December  
 (Half term 23 - 27 October)

**SPRING TERM 2018 (56 days)**

4 January - 29 March  
 (Half term 12 - 16 February)

**SUMMER TERM 2018 (66 days)**

16 April - 24 July  
 (Half term 29 May - 1 June)

195 days are included on the proposed school calendar. Maintained schools will be open to pupils for 190 days. The 5 additional days are allotted for In-Service Training.

## **School Year 2017/2018**

### **Autumn Term 2017 (73 days)**

Monday 4<sup>th</sup> September 2017 - Wednesday 20<sup>th</sup> December 2017

*Half Term - Monday 23<sup>rd</sup> October 2017 - Friday 27<sup>th</sup> October 2017*

### **Christmas Holiday**

Thursday 21<sup>st</sup> December 2017 – Wednesday 3<sup>rd</sup> January 2018

### **Spring Term 2018 (56 days)**

Thursday 4<sup>th</sup> January 2018 – Thursday 29<sup>th</sup> March 2018

*Half Term – Monday 12<sup>th</sup> February 2018 - Friday 16<sup>th</sup> February 2018*

### **Easter Holiday**

Monday 2<sup>nd</sup> April 2018 - Friday 13<sup>th</sup> April 2018

### **Summer Term 2017 (66 days)**

Tuesday 16<sup>th</sup> April 2018 – Tuesday 24<sup>th</sup> July 2018

*Half Term – Monday 28<sup>th</sup> May 2018 to Friday 1<sup>st</sup> June 2018*

### **Staff training days:**

Monday 4<sup>th</sup> September 2017 (no school for children)

Friday 20<sup>th</sup> October 2017 (no school for children)

Monday 19<sup>th</sup> February 2018 (no school for children)

Monday 23<sup>rd</sup> July 2018 (no school for children)

Tuesday 24<sup>th</sup> July 2018 (no school for children)

## School Session Times

Mornings from 8.55 am to 12.00 noon (Infants), 12.10 pm (Juniors)

Afternoons from 1.00 pm to 3.15 pm

The total teaching hours excluding registration and worship is 22.5 hours per week for Infants and 25 for Juniors.

## Organisation

Each morning a teacher commences duty at 8.45 am to supervise the arrival of pupils. Children should not arrive at school prior to this unless their parents supervise them. The bell is rung at 8.50 am when all children go to their classrooms. Parents who wish to take their children from school during normal hours are asked to write a note to the child's class teacher, informing them of the reason and the time the child will be collected and sign their child out at the school office. **Children cannot be sent home unaccompanied during school hours.**

## Admission to School

At present we operate the Cornwall LA Admission Policy which allows an 'Under 5's Scheme'; ie children who are five between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018 to start full time education in September 2017.

Older children moving into the area are most welcome provided we have space. Our published admission level (PAL) for September 2017 is 30. This figure is set by the LA. All parents are required to complete an admission form and produce confirmation of their child's date of birth (Passport or Birth Certificate).

Appeals for admission to the school, should the school exceed its PAL follow the guidelines set out by the LA.

## Under 5's

At present Bugle follows the Early Years Education Policy for Cornwall where children are admitted into the Piccolo Group once they are 2 years old.

Children over the age 3 years can access up to 10 x 2½ hour sessions each week at a cost of £6.50 per session. Lunch sessions take place for children 3 years plus at a cost of £2.00 per session, 11.45-12.45 pm. In the term after their third birthday 15 hours of flexible entitlement can be funded by the Service for Children, Young People and Families.

The Piccolo Group use the (EYFS) Early Years Foundation Stage to plan the curriculum for the children and the statutory welfare requirements which are regulated by OfSTED.

Two year old children can book up to five sessions per week, 8.45 – 11.30 am, at a cost of £6.75 per session.

Two year old funding can be accessed through your Health Visitor if you meet the criteria set by Cornwall Council.





If you have any queries regarding the Piccolo Group please contact Ms McNamara the group's leader on 01726 852686.

## Admissions to Reception Class

If your child was born between September 1<sup>st</sup> 2012 and February 28<sup>th</sup> 2013 they start full time in the Reception Class in September 2017.

The Local Authority are responsible for the allocation of places in the Reception class in the first instance. The relevant information and details can be obtained from the office.

## School Uniform

We depend on your support for maintaining our policy of a school uniform.

V-neck navy blue sweatshirt/cardigan with school badge (available from the Reception area) or navy blue jumper/cardigan

Clip on tie (available from the Reception area)

Blazers (available from the Reception area)

Mid-grey or black trousers/skirt

White shirt/blouse

Socks/tights - white, navy, grey or black

Sensible shoes



For PE **All children will require a change of clothing for PE lessons**

Bugle School Top Sports PE Kit (available from the Reception area)

or

White T-shirt

Navy or black shorts

Track suit (optional for cold days)

Plimsolls or trainers

A draw string bag still proves to be the best method for keeping kit in school

For Swimming (KS2) bathing costume (no long shorts or bikinis)

Towel

**Please mark all items of clothing with your child's name**





## Jewellery/Toys/Games

At school our main concern is the safety of the pupils particularly when involved in sport. Rings, medallions and some types of earrings can be a safety hazard. We feel that a watch and stud earrings are the only jewellery suitable for school wear. The school cannot accept responsibility for lost or broken jewellery or expensive toys, games etc.

## School Meals

Commencing September 2014, every child in reception, year 1 and year 2 in state-funded schools are entitled to receive a free school lunch.

The government will continue to fund schools in England to provide every child in reception, year 1 and year 2 with a nutritious meal at lunch time for the next academic year (2017/18). The aim is to improve academic attainment and save families money – over the course of a year the average family spends £437 on school lunches per child.



Well-balanced and varied school meals are provided each day by expert kitchen staff in our cash cafeteria canteen.

Supervisory Assistants help at lunchtime but the senior member of staff are always on call. The set meal costs **£2.30 per day for junior children (Years 3, 4, 5 and 6)**. Dinner money should be paid through our online ParentPay system (<https://www.parentpay.com>). A copy of the current menu is available from the office.

## Packed Lunches

Arrangements are made for those children who bring packed lunches. Please ensure that lunches are packed in suitable containers but no glass bottles as these can be dangerous. Also drinks of the fizzy variety can cause problems if they are shaken about so they are best avoided. A piece of fruit/raw vegetable are healthy options.



## Tuck Shop

The school operates a Healthy Tuck Shop. Fresh healthy savoury snacks, fruit and milk are provided daily from the school kitchen at a low cost to the pupils.

## Curriculum

At Bugle School we are committed to the belief that 'Every Child Matters'. We believe in the children:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a Positive Contribution and their
- Economic Well-Being

Our children need to acquire basic skills on which to build a sound education. We aim to develop all children's:

- communication skills
- organisational skills
- personal skills
- practical skills
- problem solving skills

We achieve all our aims by delivering a curriculum based on the National Framework for Literacy and Numeracy, QCA Schemes and the Cornish based Sense of Place; this ensures all requirements of the National Curriculum are met. Teachers plan work for each half term and share their expertise to provide the best learning opportunities for our children. We use whole class, group and individual teaching strategies in order to promote a range of learning styles. Individuals and groups of children have targets that help promote their academic and social progress.

## **Special Educational Needs, Disabilities and Inclusion**

Some children experience learning difficulties, especially in the areas of language and mathematics. Usually the class teacher and SEND&ICO (Ms Atkins) diagnose the problem and an individual programme of help is drawn up. If children have problems that cannot be diagnosed in school, we can, after consultation with parents arrange for an assessment by the Educational Psychologist.

Children with reading and language problems are supported in the classroom by a teaching assistant. As they overcome their problems and gain confidence we hope they no longer need this extra help. We also recognise that there may be some children for whom having exceptional ability may present problem; we would expect to treat these problems in the same careful way.

Ms Atkins acts as the Special Educational Needs Co-ordinator. A register of Special Needs is kept and updated regularly. Parents are informed when their child is placed on the register and informed about the Individual Education Plan (IEP) and the targets set.

## **Social, Moral, Cultural and Spiritual Education**

In all areas of school life high priority is placed on relationships with others and the ability to see other people's point of view. Through discussion, PSHE, Circle Time, drama, art and topic work we study both our own and other cultures. We aim to develop in children a sense of their own worth and awareness in their place in the world, in both cultural and spiritual terms.

We aim to provide a secure environment with good pupil-adult relationships, where each child can grow and mature in a practical and purposeful way. Within this environment the adults treat the children with respect and lead by example.

The whole school curriculum is designed to satisfy and stimulate every child in all aspects of development and recognition of equal opportunities for all pupils to perform to the best of their abilities.



## Home/School Partnerships

Parents and under 5's are invited to visit the Piccolo Early Years Group based at the school and funded places are available for 3 to 4 year olds as well as offering sessional care for 2 year olds.



Reading is given a high profile throughout the school and we depend on your support and encouragement to help your child develop a love of reading. We provide a wide variety of books for them to share with you or read for themselves. One of the most valuable contributions a parent can make to a child's education is time to share an activity with them and to talk to them about what and how they are learning.

Please establish a daily routine with your child to encourage and reinforce work sent home from school. Ten to fifteen minutes for private reading should be encouraged from an early age.

Key Stage 2 children are set homework twice weekly. This will include spellings and maths to learn. Years 5 and 6 are given weekly assignments related to their reading and class work. These will include a variety of activities such as comprehension, study skills, research, art and design work, historical and geographical studies. We believe that parents make a significant contribution to their children's progress by regularly showing interest and encouragement.

As of September 1999, in line with Government requirements, pupils, parents and the school have to agree on a contract of Behaviour and Achievement. This will help to clearly define the partnership between school and home and help raise standards of attainment and behaviour.

## Disabled Pupils

We endeavour to make our school building accessible and easy to use for all pupils. We do not believe that a child's disability should prevent them from taking a full and active part in school life. Full wheelchair access and disabled toilet and showering facilities are available for those with a physical handicap.



## The National Curriculum

The new national curriculum has been taught in all maintained primary and secondary schools since September 2014. Schools are now preparing to implement the new curriculum and, since most of the current curriculum has now been disappled, some schools are already using this freedom to adopt the new programmes of study early



## Our Policy for Sex Education

Sex education is included as part of our Health Education within a topic approach. Opportunities are provided for discussion as well as the imparting of knowledge. Before any explicit information is included in the school curriculum, parents are informed and given the right to withdraw their child from any lesson.

During the summer term of Year 5/6, pupils view the BBC programmes 'Living and Growing'. It is our aim to assist pupils in the foundation of responsible, caring attitudes towards themselves, others and their environment.

The Education Act 1993 gives parents the right to withdraw their child from any or all parts of a school's programme of sex education.

## Religious Education

Bugle has no affiliation with any religious denomination. The Education Act of 1944 states that 'a parent has the right to withdraw a pupil from attendance at religious worship and/or religious instruction at any County or Voluntary school'.

Each day, all of our pupils, unless parents request otherwise, join with their teachers in a daily act of Christian worship, and pupils are encouraged to take an active part. The local Methodist Chapel is used for assemblies and seasonal plays when parents are invited to join us.



An RE lesson is included in the timetable, in these lessons pupils learn about religions including Christianity, Judaism, Sikhism and Hinduism. It is also hoped that they will learn from religions and give them a better understanding and preparation for life. We follow the guidelines in the National Agreed Syllabuses for Religious Education.

## Assessment

Your child's class teacher will keep a computer/written record of progress throughout the year and you will receive a written report at the end of the academic year. You are welcome to visit during the year to discuss your child's progress. There will be organised parents' evenings, but a request for an appointment is possible at any time to discuss a worry or particular aspect of your child's learning.

## Arrangements for making complaints about the curriculum.

There are procedures for you to follow should you wish to make a complaint. Please refer to the complaints procedure which can be found on our school website.

## National Curriculum Testing

This takes place at Year 2 and Year 6. Your child's results will be available for you to see.

### The Key Stage 1 SAT results last year (2015/16):

	Maths	Reading	Writing
Pupils working at the expected standard	72%	71%	71%
Pupils working at greater depth	24%	21%	21%

### The Key Stage 2 SAT results last year (2015/16):

	Maths	Reading	Writing
Pupils working at the expected standard	53%	43%	33%
Pupils working at greater depth	10%	13%	7%

## Extra - Curricular activities

Activities for pupils outside the normal class routine include:

Football	High 5/Netball	Games	Wake and Shake
Cross Country	Choir	Tag Rugby	Brass
Recorder	Basketball	Short Tennis	Keyboard
Art and Craft	Gardening	Cricket	Athletics
Cross Stitch	Multi Skills	Homework	KS1 Sports
Maths	ICT	Roving Reporters	Board Games
Cooking			



School teams compete in friendly matches; also County competitions for Athletics. The school choir competes in local music festivals, entertains annually at the local Darby and Joan Club, and also takes part in local Carol Concerts at Christmas and end of term assemblies.

## Breakfast Club

Piccolo Early Years Group provides a breakfast facility, which is run within the school buildings.

Breakfast Club runs between 7.45 am-8.45 am. The cost per session is £2.50. Children after 8.15 am sessions £1.00 (no breakfast included).

To reserve a space for your child or if you have any queries regarding the Breakfast Club please contact Ms McNamara on 01726 852686.



## **Sporting Aims and Provision**

At Bugle School we aim to encourage all children to participate in sporting activities and to perform to the best of their ability, competition is a part of life. We hope that by encouraging self-motivation and confidence that children will appreciate and enjoy competition and realise that 'taking part' is the important issue. Everyone who participates to the best of their ability is a winner.

There are extra curricular sport clubs which cater for those who would like to have extra tuition in football, netball and athletics.

We aim to ensure that all children leaving Bugle School are competent swimmers. Each Summer Term, for a 10 week period, our KS2 pupils visit Polkyth Leisure Centre for swimming lessons. Our football and netball teams participate in the friendly matches and we participate in Cross Country running events. We appreciate parental input into these activities and are grateful for their help with transport to and from events.

## **School Council**

The school operates a system where pupils views and ideas are represented through a School Council. The Council meets on a regular basis to discuss issues such as playtimes, lunchtimes, purchasing equipment, appointing staff, both teaching and support staff. One of their suggestions has been to make changes to the school uniform, so that everyone could be smarter. As a result, we now have shirts and ties with the option of a blazer. Recently they have also instigated the setting up of a Huff and Puff Shed, where play equipment can be used at lunchtimes.

## **Charging and Remissions Policy - Summary**

Activities offered wholly or mainly during teaching time should be available to all our pupils regardless of their parent's ability to help meet the cost. Voluntary contributions towards the cost of visits will be invited and the visit will proceed only if sufficient monies are promised to make the visit viable.

The school may ask for voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed a wish, in advance, to have the finished product.

Board and lodging cost on residential trips will be charged.

Charges will be made for breakages or damage to school property.

A copy of the full policy is available in school.

## **Absence From School**

After any period of absence please provide a letter to school explaining the reason or telephone the school so that the reason for absence can be recorded. The school will contact you if we have not heard from you.

If you fail to contact the school then the absence becomes unauthorised, appears as such on the end of year report and is recorded on returns to the Department for Education. We have, by law, to keep a record of 'unauthorised absences'.

The school operates a texting service to inform parents of any late cancellations, positive behaviour and to collect data on absences.

At present, June 2017, the whole school attendance rate is 94.11%.





## Sickness and Accidents

Parents are asked to keep at home children who are not well. It causes great distress to children who are sent to school unwell. If your child becomes ill whilst at school, every effort will be made to contact you. You are asked to provide the name of another person who will take responsibility for your child if you are not available. In the event of a serious accident parents will be notified as soon as possible. If a visit to the surgery or casualty department is deemed necessary this will be put into operation as we try to contact parents.



No medication can be given unless written authorisation is signed by a parent or guardian. All medicines should be handed to the class teacher or to the school office.

## Moving On - Secondary Education

Parents can select from several local secondary schools. Each child will be allocated a 'designated' school but the final choice is a free one. We maintain links with Penrice and Poltair. During the course of the final year in Bugle School a very real effort is made to ensure the transition to secondary education is as smooth as possible. Liaison meetings are held and Year 6 pupils spend a day in the school they are transferring to.

## 'It's Good to be Green' Behaviour System

At Bugle School we have a behaviour system that recognises and rewards positive behaviour. By following the school rules the children will remain on a green card. If children remain on a green card all day they receive 5 house points. By remaining on a green card for a week a text is sent to parents and their photo is displayed on our achievement board. If they remain on a green card for a term then they have a reward and if they remain on a green card for the year then they have a bigger reward! Last year 67 of our 187 children remained on a green card for the whole year. There are also other rewards systems in place including privilege cards, stickers, certificates and phone calls home.

However, if children choose not to follow the school rules the following will apply:

1. **Verbal warning** - inform the pupil that they are not following the school's positive behaviour system. Explain that if they continue to behave in a negative way they will receive a yellow card and therefore lose 10 minutes of their break time.
2. **Yellow card given** - inform the pupil that they have received a yellow card and they must turn their card to yellow (where possible). They will lose 10 minutes of their break time.  
(At this point it is possible to return to a green card, however the yellow card will still be recorded).
3. **Final Verbal warning** - inform the pupil that they are continuing not to follow the school's positive behaviour system. Explain that if they continue to behave in a negative way they will receive a red card and therefore lose 20 minutes of their lunch break.
4. **Red card given** - inform the pupil that they have received a red card. Emphasise the severity of this and the consequences.

### **SANCTIONS:**

**Yellow card** - loss of 10 minutes break time to reflect.

(Discussion to take place with class teacher).

**Red card** - loss of 20 minutes of lunchtime.

- Lunch to be eaten in the pupil's classroom.
- Reflection sheet to be filled out with class teacher.
- Copy of reflection sheet to Mr Wherry and parents.
- Parents spoken to and informed of red card at the end of the day.

**Remember..... at Bugle School**





# Bugle School

Fore Street, Bugle, St Austell, PL26 8PD

Tel: 01726 850420

E-mail [secretary@bugle.cornwall.sch.uk](mailto:secretary@bugle.cornwall.sch.uk)

## ADMISSION FORM

(Please note: This application form does not constitute an offer of admission)

Please complete **all** sections **except Section B** which is for Office Use Only.

CONFIDENTIALITY: The information given below will be maintained on the school's data base to which no unauthorised person shall have access and will be subject to strict control under the Data Protection Act.

Name of Parent/s .....

(Full individual details to be included in the contact area of Section D)

### Section A - Basic Student Details:

Legal Forename: ..... Legal Surname .....

Middle Name(s): ..... Preferred Surname: .....

Preferred Forename: ..... Date of Birth: .....

Age at Admission: ..... Gender: *Male/Female*

Previous Surname: .....

Brothers/Sisters (including half/step brothers and sisters)

*Please list in age order any siblings who are currently at this school.*

Surname	Forenames	Gender	Date of Birth	Same Address
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗
		Female/Male	/ /	✓ / ✗

### Section B - Registration (Office Use Only):

Reg Group: ..... House: .....

Year Group: ..... Year Taught In: .....

Enrolment Status: ..... Admission Date: .....

Admission Number: ..... Attendance Mode: *AM / PM / ALL DAY*

UPN: ..... Part Time Dates: *...../...../..... to ...../...../.....*

Birth Certificate Seen:  Name Change Documents Seen:

Quick Note Information (e.g. SEN, or any other pertinent note).....



**Section C - Student Address:**

Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....  
Tel: Home/Mobile:.....  
Home E-mail:.....

**Section D:**

**Contact 1**

Title: ..... Forename: ..... Surname: .....  
Postcode: ..... House Number/Name:.....  
Street: ..... Town/City: .....

- Relationship:*  Parental Responsibility  Court Order  
 Mother  Father  Step Parent  Foster Parent  
 Grandparent  Other Relative  Neighbour  Other Contact  
 Guardian  Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main  Work: .....Main   
Mobile: .....Main  Other: .....Main

**Contact 2**

Title: ..... Forename: ..... Surname: .....  
Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....

- Relationship:*  Parental Responsibility  Court Order  
 Mother  Father  Step Parent  Foster Parent  
 Grandparent  Other Relative  Neighbour  Other Contact  
 Guardian  Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main  Work: .....Main   
Mobile: .....Main  Other: .....Main

**Contact 3**

Title: ..... Forename: ..... Surname: .....  
Postcode: ..... House Number/Name: .....  
Street: ..... Town/City: .....

- Relationship:*  Parental Responsibility  Court Order  
 Mother  Father  Step Parent  Foster Parent  
 Grandparent  Other Relative  Neighbour  Other Contact  
 Guardian  Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main  Work: .....Main   
Mobile: .....Main  Other: .....Main



## Contact 4

Title: ..... Forename: ..... Surname: .....

Postcode: ..... House Number/Name: .....

Street: ..... Town/City: .....

Relationship:  Parental Responsibility  Court Order  
 Mother  Father  Step Parent  Foster Parent  
 Grandparent  Other Relative  Neighbour  Other Contact  
 Guardian  Social Worker

Tick **one** telephone number as the **Main Day Time number** for use in emergency

Telephone: Home: .....Main  Work: .....Main

Mobile: .....Main  Other: .....Main

### Section E - Student Medical Information:

Emergency Medical Consent:  (this confirms your agreement for the school to initiate appropriate medical treatment in the event of an emergency)

Medical Practice: .....

Dietary Needs:  Artificial colouring allergy  
(if applicable)  Gluten Free

Practice Address: .....

Kosher foods only  
 No dairy produce  
 No nuts of any type/quantity  
 No pork  
 Ramadan  
 Seafood allergy  
 Vegetarian

.....

Telephone: .....

Doctor's Name: .....

Medical Conditions/Information: Please include details of any allergies/medical conditions e.g. asthma, and medications regularly taken. (If you require more space please give full details on a separate sheet).

**If none, please state NONE.**

### Section F - Student Ethnic/Cultural Information:

**The school is required by law to provide the information you give in this section to the DfES. The school will not use this information for any other purposes.**

Ethnicity: (Data Source:  Parent  Student  Other)

White – Cornish  Other White British  White – Irish  
 Traveller of Irish Heritage  Gypsy/Roma  Any Other White background  
 White and Black Caribbean  White and Black African  White and Asian  
 Any Other Mixed Background  Indian  Pakistani  
 Bangladeshi  Any Other Asian Background  Black Caribbean  
 Black – African  Any Other Black Background  Chinese  
 Any Other Ethnic Group  Refused  Information Not Yet Obtained

First Language: ENGLISH  or OTHER (please specify).....

Asylum Seeker:  Refugee Status:  Traveller Status:

Religion:  
 Anglican  Buddhist  Christian  
 Hindu  Jewish  Methodist  
 Muslim  No Religion  Other Religion  
 Roman Catholic  Sikh





Dear Parent,  
 School Trends high quality schoolwear is now available for purchase directly from school. All the garments offer excellent value for money and are made from hard wearing, machine washable fabrics, specially decorated with our school logo.

STYLE	COLOUR	22"	24"	26"	28"	30"	32"	S(34)	PRICE	TOTAL
ESSENTIAL V-NECK S/SHIRT	NAVY								£9.50	
BLAZER	NAVY								£21.00	
STYLE	COLOUR	24"	26"	28"	30"	32"	S(34")	PRICE	TOTAL	
ESSENTIAL SWEATCARDI	NAVY							£10.50		
STYLE	COLOUR	3-4yrs	5-6yrs	7-8yrs	9-10yrs	11-12yrs	13-14yrs	PRICE	TOTAL	
FLEECE JACKET	NAVY							£13.50		
REVERSIBLE COAT	NAVY							£18.00		
LIGHTWEIGHT JACKET	NAVY							£13.00		
STYLE	COLOUR	ONE SIZE ONLY						PRICE	TOTAL	
KNITTED HATS	NAVY							£4.50		
<b>PE KIT</b>										
TEE SHIRT	COLOUR	22/24"	26"	28"	30"	32"	S (34")	PRICE	TOTAL	
	WHITE									
P.E. SHORTS (Plain)	COLOUR	22/24"	26/28"	30/32"	X	X	X			
	NAVY				X	X	X			
NYLON BAG	COLOUR	ONE SIZE ONLY						PRICE	TOTAL	
	NAVY							£11.00		
STYLE	COLOUR	ONE SIZE ONLY						PRICE	TOTAL	
CLIP ON TIES	NAVY							£4.00		
STYLE	COLOUR	ONE SIZE ONLY						PRICE	TOTAL	
BOOK BAG	NAVY							£3.00		
IRON ON NAME LABELS							QTY	PRICE	TOTAL	
		PACK OF 15 LABELS							£2.00	
		PACK OF 30 LABELS							£2.50	

For larger sizes please enquire at school for details.

NAME OF PUPIL						CLASS	
I ENCLOSE: CASH	CHEQUE		PAYABLE TO	BUGLE SCHOOL	TOTAL	£	
SIGNED						DATE	

# BUGLE SCHOOL

## PARENTAL CONSENT FOR LOCAL OFF-SITE ACTIVITIES

### ANNUAL CONSENT FORM

Dear Parent or Guardian

This is a consent form to cover local off-site activities and visits that your child may be undertaking during the school year. These visits may include short journeys on foot or in vehicles and some may continue beyond the school day. None of these visits include any adventurous activity, or involve an overnight stay. A separate specific consent form will be sent out for visits involving adventurous activities or for residential visits.

The visits and activities covered by this consent typically include:

- All visits which take place as part of the normal school programme
- Swimming lessons
- Visits to theatres, museums and similar
- All off-site sporting fixtures within and outside the school day
- Any local visits which take place in the holidays or at a weekend
- All off-site activities for nursery schools

In normal circumstances the school will send you information about each visit or activity before it takes place.

<b>Name of child:</b>		<b>Date of birth:</b>	
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Special details - any information about your child's health which may need special attention, but does not prevent them from taking part should be noted below. (For example; any allergies, any medication needed and the dosage, travel sickness, diabetes, asthma or epilepsy?)

<b>Has your child had any recent illness?</b>	Yes/No
<b>Does your child have any specific dietary requirements?</b>	Yes/No
<b>Any additional information which may be of use</b>	

- I would like my child to take part in the programme of activities that form part of the school year. I understand that I will be informed of the arrangements for each visit in advance.
- I acknowledge the need for my child to behave responsibly at all times.
- I consent to any emergency medical treatment required by my child during the course of the visit.
- I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated Local Authority guidance.
- I confirm that my child is in good health and I consider him/her fit to participate.

<b>Signature of parent/guardian:</b>		<b>Name of parent/guardian:</b>	
<b>Relationship to child:</b>		<b>Telephone number:</b>	
<b>Address:</b>			
<b>Contact name in event of an emergency:</b>		<b>Emergency contact telephone number:</b>	
<b>Name of family doctor:</b>		<b>Approximate date of last tetanus injection:</b>	
<b>Date:</b>			



# BUGLE SCHOOL

## PERMISSION FOR PHOTOGRAPHS

### ACADEMIC YEAR 2017/18

Please read our Policy for the Use of Images of Children and indicate whether you agree to your child's images being taken. You have the option to indicate whether or not you consent to your child's images being taken and used for different purposes. **You can withdraw your consent at any time by writing to the school.**

Name of Child (block capitals)	
Child's date of birth	
Name of Parent or Legal Guardian (block capitals)	

**I have read the school's policy on the use of images of children and I agree to its provisions.**

*Please give your consent by putting your initials next to each statement. Your child's images will not be taken/used as specified, if you do not give your consent.*

<b>I give my consent to images of my child being taken and used for official school purposes of promoting or publicising school events in accordance with the guidelines of the policy for the duration of their time at the school (ie on the reception television/wall displays).</b>	<u>Please initial here</u>
<b>I give consent to images of my child being used on the school website and I understand that these images will be available on the World Wide Web (ie the newsletter which is on our school website).</b>	

**I agree that any photographic or video images I as a parent or legal guardian might take at school events will not be used inappropriately.**

Signature of parent or legal guardian of the child	
Relationship to the child	
Date	

**NB:** There may be other circumstances falling outside of the normal day to day activities of the school, when images of children are needed. The school recognises that in such circumstances specific consent from the parent or legal guardian will be sought before any photography or filming of children starts. If you have concerns or queries about this information, please contact Bugle School.

