



Bugle School

Prospectus

2018–2019

Bugle School..... learning together by including

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

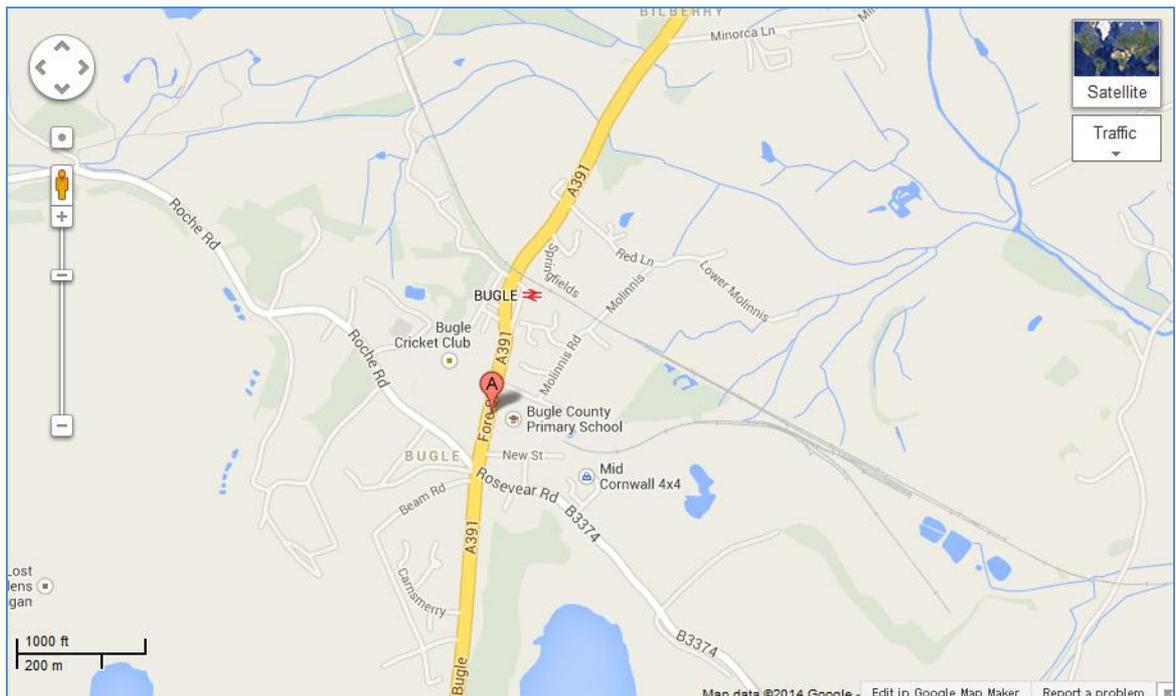
We look forward to meeting all new pupils and their parents and forming good relationships with them and with you. For appointments please contact the Office.



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
Mrs J Ferris/Mr M Nicholls	Year 2
Mrs J Cocks	Year 3
Miss B Dunmore	Year 4
Mr D Taylor	Year 5
Mr E Watson/Mrs V Wherry	Year 6

Office:

Mrs S Tippett	School Business Manager/Head's PA
Mrs H Rowe	Receptionist
Mrs L Caust	Office Apprentice
Ms M Cooper	Parent Support Adviser
Mrs A Lobb	Behaviour Support

Piccolo Group:

Ms V McNamara	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 J White	Nursery Teaching Assistant
Ms M Masters	Nursery Teaching Assistant

Classroom Teaching Assistants:

Mrs S Channing

Mrs R Guedes

Mrs A Jeffs

Miss V Rowe

Ms E Tabb

Miss A Frost

Miss K Hickey

Mrs V Richards

Mrs A Skelton

Mr D Thomas

Miss L Galley

Miss M Jennings

Mrs H Rowe

Mrs S Sturtridge

Mrs C Williams-Hill

Lunchtime Supervisors:

Mrs J Downes

Miss M Jennings

Mrs V Rowe

Miss L Galley

Ms M Masters

Mrs K Hickey

Miss K Parry

Cornwall Council

2018/19 school term dates for community and voluntary-controlled schools



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

October 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	

November 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	
Sun	4	11	18	25	

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

January 2019					
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	

February 2019					
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	
Sat	2	9	16	23	
Sun	3	10	17	24	

March 2019					
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

April 2019					
Mon	1	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	
Thurs	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	
Sun	7	14	21	28	

May 2019					
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	

June 2019					
Mon		3	10	17	24
Tue		4	11	18	25
Wed		5	12	19	26
Thurs		6	13	20	27
Fri		7	14	21	28
Sat	1	8	15	22	29
Sun	2	9	16	23	30

July 2019					
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	

August 2019					
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	

School holidays

Bank holidays

Christmas Day	25 December 2018
Boxing Day	26 December 2018
New Year's Day	01 January 2019
Good Friday	19 April 2019
Easter Monday	22 April 2019
Early May Holiday	06 May 2019
Spring Bank Holiday	27 May 2019
Summer Bank Holiday	26 August 2019

AUTUMN TERM 2018 (73 days)

04 September - 20 December
(Half term 22 - 26 October)

SPRING TERM 2019 (60 days)

07 January - 05 April
(Half term 18 - 22 February)

SUMMER TERM 2019 (62 days)

23 April - 25 July
(Half term 27 May - 31 May)

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

School Year 2018/2019

Autumn Term 2018 (73 days)

Tuesday 4th September 2018 - Thursday 20th December 2018

Half Term - Monday 22nd October 2018 - Friday 26th October 2018

Christmas Holiday

Friday 21st December 2018 – Friday 4th January 2019

Spring Term 2019 (60 days)

Monday 7th January 2019 – Friday 5th April 2019

Half Term – Monday 18th February 2019 - Friday 22nd February 2019

Easter Holiday

Monday 8th April 2019 - Monday 22nd April 2019

Summer Term 2019 (62 days)

Tuesday 23rd April 2019 – Thursday 25th July 2019

Half Term – Monday 27th May 2019 to Friday 31st May 2019

Staff training days (no school for children):

Tuesday 4th September 2018

Friday 19th October 2018

Thursday 20th December 2018

Monday 3rd June 2019

Thursday 25th July 2019

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 1st September 2018 and 31st August 2019 to start full time education in September 2018.

Older children moving into the area are most welcome provided we have space. Our published admission level (PAL) for September 2018 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 aged 3 and over can access up to 10 x 3 hour sessions each week at a cost of £7.00/£7.50 (dependant on the cohort) per session (8.45 am -11.45 am and 12.30 pm-3.30 pm). Lunch sessions take place for children at a cost of £2.00 per session, 11.45-12.30 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 we also offer 30 hour funding for those children who are eligible.

Two year old children can book 5 x 3 hour sessions per week, 8.30 – 11.30 am, at a cost of £7.50 per session.

Two year old funding can be accessed online if you meet the criteria set by Cornwall Council.



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.

If you have any queries regarding the Piccolo Group please contact Ms McNamara the group's leader on 01726 850420.

Admissions to Reception Class

If your child was born between September 1st 2013 and February 28th 2014 they start full time in the Reception Class in September 2018.

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 black 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

Since September 2014, every child in reception, year 1 and year 2 in state-funded schools have been 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 (2018/19). 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 by Chartwells.

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 or available through our school website.



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.



National
Curriculum

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 disappplied, 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 under The Education Act 1993.

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 (2017/18):

	Maths	Reading	Writing
Pupils working at the expected standard	64%	68%	60%
Pupils working at greater depth	12%	20%	8%

The Key Stage 2 SAT results last year (2017/18):

	Maths	Reading	Writing
Pupils working at the expected standard	55%	52%	62%
Pupils working at greater depth	0%	3%	0%

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
Guitar	Art and Craft	Gardening	Cricket
Athletics	Multi Skills	Homework	KS1 Sports
Maths	ICT	Board Games	Cooking
Eco			



School teams compete in friendly matches; also competitions for athletics, cross country, swimming, football and netball. The school choir 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 7.30 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. Contributions towards the cost of visits for optional extras will be invited and the visit will proceed only if sufficient monies are promised to make the visit viable.

The school may ask for 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 on our school website.

Absence From School

At Bugle School, we believe that the attendance of our pupils is exceptionally important. It is vital for children to have good attendance as it promotes good learning, positive attitudes and maintains continuity in their education and friendship groups.

There are only 195 days in the academic year and so, if a child misses just 20 days, they will miss more than 10% of their schooling for that year. Over a four year period, this could result in a child falling significantly behind the achievements of their peer group.

The school is no longer allowed to authorise up to 10 days holiday for a family within the academic year. These rules were changed in 2013. Any leave of absence request must be submitted in writing via the request form below, or via a hard copy obtained from the school office.



If your child is unable to attend school, please inform us via telephone so that the reason for absence can be recorded. The school will contact you if we have not heard from you.

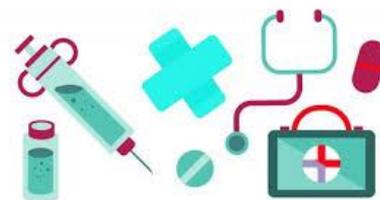
If you fail to contact the school then the absence becomes unauthorised, appears as such on the end of year report and is recorded on returns to the Department for Education. We have, by law, to keep a record of 'unauthorised absences'.

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

At present, June 2018, the whole school attendance rate is 92.2%.

Sickness and Accidents

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

ADMISSION FORM

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

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

Name of Parent/s.....

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

Section A - Basic Pupil 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 Academy.

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

Section B - Registration

Before children can be enrolled we need to see their Birth Certificate.

Birth Certificate Seen: Signed by Date seen

If there has been any legal name change, we will need to see the Deed Poll Document

Name Change Documents Seen: Signed by Date seen

Place has been offered:

Date of offer:..... by Cornwall Council to start in Yearon



Section C - Pupil Address:

Postcode: House Number/Name:

Street: Town/City:

Section D - Family/Home:

Note on Parental Responsibility: A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either married to the child's mother or listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in).

Contact 1 E-mail.....

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 OtherMain

Contact 2 E-mail.....

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 E-mail.....

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 - Pupil Medical Information:

Medical Practice: Dietary Needs: Artificial colouring allergy
 (if applicable) Gluten Free
 Practice Address: Kosher foods only
 No dairy produce
 Telephone: No nuts of any type/quantity
 No pork
 Doctor's Name: Ramadan
 Seafood allergy
 Vegetarian

I am happy for my child's dietary needs to be shared with our catering provider

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.

.....

If your child has a permanent diagnosed medical condition which requires ongoing treatment, or if there are religious considerations which may affect medical care for your child, the school will work with you to create an individual healthcare plan. Please contact the school office to make an appointment.

Section F - Pupil Ethnic/Cultural Information:

The school is required by law to provide the information you give in this section to the DfE. The school will not use this information for any other purposes. (Data Source: Parent Pupil Other)

Country of Birth:

National Identity:
 Welsh Scottish British Refused
 English Irish Other

Ethnicity:
 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
- Hindu
- Muslim
- Roman Catholic

- Buddhist
- Jewish
- No Religion
- Sikh

- Christian
- Methodist
- Other Religion

Section G - Pupil School History:

Please ensure you give details of any previous schools including Nursery, Overseas or Private education

Name & Address of Previous School:

Telephone: Dates Attended:

Section H - Court Orders:

If the pupil is subject to any Court Orders please specify the Court Order terms below. This information is CONFIDENTIAL but will help the school understand the pupil's position. We need to see the Court Order documentation

.....
.....

Section I - Pupil Premium:

We collect this data to check whether your child is eligible for the Pupil Premium – an additional source of funding for the school. This data is shared with the local authority as part of the checking process. The data is held securely and is deleted when your child leaves the school.

Parent One:

Parent Name:
Parent D.O.B:
NI Number:

Parent Two:

Parent Name:
Parent D.O.B:
NI Number:

Child of Service Personnel (*i.e. parent serving regular military units of all forces (Royal Navy, Army or RAF)*)

- Yes No

Adopted

- Yes No

This data is collected as part of the school census. In addition, these children are eligible for the Service Pupil Premium/Pupil Premium Plus.



Section J - Use of Images Consent:

We sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school. For further information please talk to the Head of School.

I am happy for the school to take photos and videos of my child.

I am happy for images of my child to be used on the school/trust website.

I am happy for images of my child to be used in school/trust promotional literature.

I am happy for images of my child to be used for internal displays.

I am happy for images of my child to be used on school/trust social media platforms, such as Facebook, Twitter and Instagram.

I am happy for images of my child to be used in media/press articles

If you change your mind at any time, you can let us know by contacting the school office.

Note: *We would only ever give first names when sharing an image publicly.*

Section K - Film Clips:

As part of our topic or English work, we sometimes show clips from children's films that are rated P.G. We check the clips are suitable for the children and contain no strong language or violence.

As the films are P.G. rated, we need permission from parents.

I agree that my child can be shown clips from P.G. films as part of the school's topic work

Section L - Local Visit Consent:

As part of the National Curriculum work undertaken at the Academy, it is necessary to take groups of children, or the whole class, out of the Academy for visits in the nearby locality. The trips undertaken refer to visits made where children can walk the short distances involved and may include local walks/stream surveys/visits to local playgroups/local community involvement/to observe traffic, buildings and excavational work etc.

Signing this form constitutes your consent for your child to participate in trips during your child's time with us. **If you do not wish your child to go on these trips, then please put this in writing and pass to the school office.**

I consent to my child taking part in local visits

PLEASE NOTE – where travel by coach is involved then the appropriate letter and trip/medical form will be sent to you

Section M - School Photography:

You child will regularly have the chance for their photo to be taken by a professional photographer in both whole class and individual photos. As the photos are taken by a third party, and the ongoing use and purchase of these images will be bound by the terms and conditions of the photography company, you can choose whether to consent to your child being photographed.

I am happy for the school photography company to take and store photographs of my child.

Further information about the photography company that we use and the way that they handle personal data about your child can be found on the school website.

Section N - Who is likely to collect your child on a regular basis (EYFS/KS1 only):

We require this information for safeguarding reasons. We will only allow children to go home with those listed below. Please can you inform the school office if someone else will be collecting your child.

Adults Name and contact details.

Name	Relationship	Tel No
Name	Relationship	Tel No
Name	Relationship	Tel No
Name	Relationship	Tel No
Name	Relationship	Tel No

Safe Word to be used if anyone else is to collect your child.....

This will be a word that anyone, who is not listed above, must be able to repeat to the teacher before a child is released from school.

Section O - Pupil allowed to walk home alone (KS2 only):

Some of our KS2 pupils (year 3-6) walk home alone or arrange to meet their parents at certain areas outside of the school premises.

If you consent (unless phoned into the office to inform us) for your son/daughter to walk home alone, please tick here.

Section P - Parent Code of Conduct:

We value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

You will find on our website our Parent/Carer Code of Conduct which outlines the basic principles of care, integrity and mutual respect within our school environment. Signing this form constitutes that you have read this. If you would like a hard copy then please come to the office and request a copy.

Section Q:

I confirm that the above information is true and accurate. I undertake to inform the school if any of the above details change. I understand that this form does not constitute an offer of admission by the school.

Signed: Date:



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	24"	26"	28"	30"	32"	S(34)	36 £10.75	PRICE	TOTAL
ESSENTIAL V-NECK SWEATSHIRT	NAVY								£9.50	
BLAZER	NAVY								£22.50	
STYLE	COLOUR	24"	26"	28"	30"	32"	S(34")	£11.99	PRICE	TOTAL
ESSENTIAL SWEATCARDI	NAVY								£10.50	
STYLE	COLOUR	3-4 years	5-6 years	7-8 years	9-10 years	11-12 years	13-14 years		PRICE	TOTAL
FLEECE JACKET	NAVY								£13.50	
REVERSIBLE COAT	NAVY								£18.50	
LIGHTWEIGHT JACKET	NAVY								£13.00	
STYLE	COLOUR	ONE SIZE ONLY							PRICE	TOTAL
KNITTED HATS	NAVY								£4.50	
PE KIT										
TEE SHIRT	COLOUR	22/24"	26"	28"	30"	32"	S (34")		PRICE	TOTAL
	WHITE									
PE SHORTS (Plain)	COLOUR	22/24"	26/28"	30/32"	X	X	X			
	NAVY				X	X	X			
NYLON BAG	COLOUR	ONE SIZE ONLY								
	NAVY								£11.25	
STYLE	COLOUR	ONE SIZE ONLY							PRICE	TOTAL
CLIP ON TIES	NAVY								£4.15	
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	

