



Pupil Information Form

Child's Name	
---------------------	--

Office use only	
Year	
Class	
Teacher	
House	

***Please return to the School Office by email to
parent@st-gregorygreat.gloucs.sch.uk***

Please complete in as much detail as possible. All information given will be treated as confidential. It is vital that you complete and return this form as we need up-to-date information so that we are able to make contact with you in the event of an emergency.

SECTION 1: PUPIL INFORMATION

Please ensure you fill in ALL sections on this form:

Pupil Details - Please ensure you fill in ALL sections on this form:			
Forename (as on Birth Certificate)		Surname (as on Birth Certificate)	
Middle Name(s) (as on Birth Certificate)			
Preferred Forename		Preferred Surname	
Date of Birth		Gender	
Home Address & Postcode			
Does your child have any siblings currently at Saint Gregory's?			
Sibling/s Name		Year Group	
Child's Previous School/Nursery - Please ensure you fill in ALL sections on this form:			
School/Nursery Names		Date of Leaving	
Reason for Leaving		Current Year Group	
Special Educational Needs and Disability (SEND)- Please ensure you fill in ALL sections on this form:			
Does your child have/or have they ever had an EHCP, My Plan, My Plan Plus or any other plan because of Special Educational Needs and/or disabilities? YES ☐ NO ☐ <i>If Yes please give us a brief overview of these meetings so that we know how best to support your child/family.</i>	<i>Brief overview:</i>		
Have you been asked to attend any TAC (Team around the child) / TAF (Team around the Family) meetings? YES ☐ NO ☐ <i>If Yes please give us a brief overview of these meetings so that we know how best to support your child/family.</i>	<i>Brief overview:</i>		
Have you been involved with any external agencies? YES ☐ NO ☐ <i>If Yes please give us a brief overview.</i>	<i>Brief overview:</i>		
Is there a history of Dyslexia in the family? <i>If one parent has dyslexia, there's a 50–60% chance their child will develop it too. Early screening is important for providing early intervention.</i>	YES ☐ NO ☐		
Please let us know any other relevant information or support your feel your child may need within school.	<i>Brief overview:</i>		

SECTION 1: PUPIL INFORMATION - CONTINUED

Please ensure you fill in ALL sections on this form:

Required by DFE for Statistical Analysis Only - Please ensure you fill in ALL sections on this form			
Country of birth		Religion	
Nationality		Language Spoken at Home	
Pupils First Language		Languages Pupil can understand	
Is your child a Young Carer? - Please ensure you fill in ALL sections on this form			
Young Carer - Young carers are children and young people under the age of 18 who provide regular or ongoing care and/or emotional support to a family member. They may be involved in the care of an adult or child in their family affected by one or more of the following: a physical disability or sensory impairment, a long term illness, mental ill health, problematic substance misuse, a learning disability. YES ☐ NO ☐		<i>Brief overview:</i>	
Ethnic Origin			
White	Mixed	Black or Black British	Asian or Asian British
☐ English ☐ Scottish ☐ Welsh ☐ Other White British ☐ Irish ☐ Traveller of Irish Heritage ☐ White Eastern European ☐ White Western European ☐ White Other	☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ White & Chinese ☐ Other mixed background	☐ Caribbean ☐ African ☐ Any other Black background	☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background

SECTION 2: PARENT/LEGAL GUARDIAN DETAILS

Please ensure you fill in ALL sections on this form.

It is a legal requirement that we have contact details for two Adults per child. Please ensure that at least two adults are listed below either in Parent/Legal Guardian and or Emergency Contact section.

Parent/ Legal Guardian Details		
	Parent/Legal Guardian 1	Parent/Legal Guardian 2
Title		
Forename		
Surname		
Relationship to pupil		
Occupation		
Are you a Critical/ Keyworker ?	YES ☐ NO ☐	YES ☐ NO ☐
Are you in the Armed Forces?	YES ☐ NO ☐	YES ☐ NO ☐
Gender (Male/Female)		
Home Address & Postcode		
Home & Mobile Tel No: <i>It is a legal requirement that we have contact details</i>		
Work Tel No:		
Email Address		
Emergency Contact Priority	1 st ☐ 2 nd ☐	1 st ☐ 2 nd ☐
Parent Responsibility	YES ☐ NO ☐	YES ☐ NO ☐
Please give TWO ADDITIONAL NUMBERS (For in an emergency /authorisation for pick up during & after school hours)		
	Emergency Contact 1	Emergency Contact 2
Name		
Tel No:		
Relationship to pupil		
Can we contact in an Emergency	YES ☐ NO ☐	YES ☐ NO ☐
Does he/she have a legal right to receive correspondence from school i.e. school reports?	YES ☐ NO ☐ <i>* If YES please supply any supporting legal documents (ie Court Order)</i>	YES ☐ NO ☐ <i>* If YES please supply any supporting legal documents (ie Court Order)</i>

SECTION 3: MEDICAL DETAILS

Please ensure you fill in all sections on this form:

Please indicate below any medical conditions which may affect your child's life and work in school.

Pupil Medical Details			
Does your child have any medical conditions?	YES ☐ NO ☐ If YES to medical conditions please ensure you fill our additional "Medical-Form and/or Asthma-Form"		
	☐ Arthritis ☐ Arthritis ☐ Cerebral Palsy ☐ Asthma ☐ Eczema ☐ Seizures ☐ Diabetes ☐ Epilepsy ☐ Other	<i>Brief overview:</i>	
Allergies	YES ☐ NO ☐ If YES to Allergies please ensure you fill our additional "Medical-Form"		<i>Brief overview:</i>
Doctor Surgery Details			
Doctor Surgery Name		Name of child's Doctor	
Address & Postcode		Doctor's Tel No:	
PRETERM BABY We are aware that being born preterm (before 37 weeks) can sometimes impact on a child's education and learning behaviours. So we can have this flagged up early on, it would be helpful to know.			
Was your child born before 37 weeks?	YES ☐ NO ☐ Unsure ☐ If Yes at how many weeks of pregnancy was your child born? _____		
Wellbeing			
CONFIDENTIAL INFORMATION			
Please add brief details on any matter that may affect your child's well-being or performance in school			
<i>Brief overview:</i>			

Data Protection 1998: The School is registered under the Data Protection Act 1998 for holding personal data. The School has a duty to protect this information and to keep it up to date. The School is required to share some of the data with the Local Authority and with the DfE. We also use online systems such as ParentPay and Edulink One.

Parent/Carer Signature		Date	
-------------------------------	--	-------------	--

SECTION 4: PHOTO PERMISSION / ICT & INTERNET USE FORM

This form will remain valid until your child leaves Saint Gregory's School but you are at liberty at any point to rescind your permission. Rescinding permission does not mean that photos used will be removed retrospectively – they will not be added from that date on. Please ensure you fill in all sections on this form:

PHOTO PERMISSION (Tick as appropriate)	
I agree that photographs may be taken of my child for use (identified only by their first name) in: - School publications and - Classroom	YES ☐ NO ☐
I agree that photographs may be taken of my child for use (identified only by their first name) on School social media sites such as - Class Dojo <i>We use Class Dojo to add pictures of your children doing school lessons, activities, trips, events and more. Class Dojo is a secure platform for our school parents only. This platform has been very successful in joining and involving parents in our day to day school life.</i>	YES ☐ NO ☐
I agree that photographs may be taken of my child for use (identified only by their first name) on the - School Website /School Blog / School YouTube) and on - DVD <i>Please note that the website can be viewed throughout the world and not just in the United Kingdom, where UK law applies.</i>	YES ☐ NO ☐
I consent to my child being photographed by - Local newspapers and - Other news media, on the basis that their full name may be published along with the picture. <i>Please note that newspapers will be asked to avoid using the child's full name if their image is put on the newspaper's own website and that this consent will be taken to apply to television images, provided that your child is not named except with your specific agreement.</i>	YES ☐ NO ☐
I give permission for my child's picture/video clips to be placed on a Disc and distributed amongst their Year Group. The disk will be distributed with a clear message which states that images on the disc are not to be uploaded and used for any social networking.	YES ☐ NO ☐
I agree to historic pictures of my child remaining on - Publications - Website etc when they have left St Gregory's. No new photos will be used for this purpose after they have left.	YES ☐ NO ☐
ICT & INTERNET USE (Tick as appropriate)	
I have read and explained to my child about the school's "Rules For Responsible ICT Use" (Appendix 2 to E-safety /Acceptable Use Policy, found on the school website) and as the parent or legal guardian of the pupil, I grant permission for him / her to use the internet, e-mail and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of internet safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet. I accept responsibility for setting and conveying standards for the above named child to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.	
Parent/Carer Signature	Date

SECTION 5: ACCEPTABLE USE AGREEMENT FORM

PARENT/CARER ACCEPTABLE USE AGREEMENT – APPENDIX 6

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The Catholic School of Saint Gregory The Great will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is available on our website, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

As the parent / carer of the above students / pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

I have read and understand The Catholic School of Saint Gregory The Great "Rules For Responsible ICT Use" and as the parent or legal guardian of the pupil signing above, I grant permission for him / her to use the internet, e-mail and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of internet safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet. I accept responsibility for setting and conveying standards for the above named child to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

**Parent/Carer
Signature**

Date

SECTION 6: PARENTAL CONSENT FORM – TRIPS & OFFSITE ACTIVITIES

PARENTAL CONSENT FORM – TRIPS & OFFSITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

This form will cover your child's participation in any of the types of activities where consent is required, throughout their time at the school. This includes:

- All visits and off site activities (including residential trips) which take place during the week, holidays or on a weekend and any adventure activities at any time.
- Extra curriculum activities including cooking with the use of sharp utensils & cooking equipment, food tasting, gardening and offsite sporting fixtures. **Please be aware that if you do not offer to transport your child they will be transported by another parent volunteer. The school is not held responsible for any checks on the vehicles the children are being transported in e.g MOT and Insurance.**
- Travelling by foot or in appropriately certified and insured transport.
- Watching appropriate PG films.

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity with exceptions below.

Written parental consent will not be requested from you for the majority of offsite activities offered by the school – for example, group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day. This consent form applies only to optional non-national curriculum activities. Parents are unable to withdraw their children from curriculum activities, e.g. swimming.

Please note you are expected to provide the school with relevant up to date information regarding any special medical and dietary needs of your child. Please also ensure that you provide up to date contact information for use in emergencies.

PARENTAL CONSENT:

- i. I agree to my son/daughter taking part in trips and offsite activities.
- ii. I understand that the staff responsible for the activities will take all reasonable care of participants.
- iii. I consent to any emergency treatment necessary. I therefore authorise the visit leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary.
- iv. I confirm that I will inform the school of any changes to my child's medical details submitted in the Pupil Information Form

Parent/Carer Signature		Date	
Child's Name		Date of Birth	

** A copy of this form may be returned to the parent by the school, once received and signed, if requested.*

SECTION 7: ADDITIONAL NOTES

Please indicate below any additional information you feel the school should know:

Additional Notes

St Gregory The Great

We believe that parents are the first and foremost educators of their children and that our role is to support them in this.

The distinctive ethos of our school is grounded in our Mission Statement. It is expected that every member of the school community does their part to live out our Mission. Each member of the community can expect to have certain rights but in return, they also have responsibilities:



Mission Statement

Believe and Achieve

"We are a safe and happy school where we all shine as part of God's family."

Developing self-knowledge, self-esteem and self-confidence

We have the right to:

- ✓ feel happy and healthy
- ✓ be valued
- ✓ have our own thoughts or ideas
- ✓ be loved
- ✓ be proud of ourselves
- ✓ have time for reflection

We have the responsibility to:

- ✓ be positive
- ✓ value others
- ✓ show appreciation for others
- ✓ love one another as Jesus taught us
- ✓ try our best
- ✓ be confident in ourselves

Behaviour, respect and harmony

We have the right to:

- ✓ be treated with respect
- ✓ be safe
- ✓ be treated fairly
- ✓ be rewarded for doing well
- ✓ share our beliefs

We have the responsibility to:

- ✓ treat others with respect
- ✓ behave well
- ✓ say sorry and forgive
- ✓ take pride in ourselves
- ✓ celebrate differences
- ✓ look after God's creation

Taking responsibility and contributing positively

We have the right to:

- ✓ be listened to
- ✓ be encouraged to be the best we can be
- ✓ be supported and challenged
- ✓ share our own ideas
- ✓ enjoy being at school

We have the responsibility to:

- ✓ listen to others
- ✓ ask for help
- ✓ be ready to learn
- ✓ act on feedback
- ✓ join in

Acquiring knowledge

We have the right to:

- ✓ love learning
- ✓ opportunities
- ✓ be inspired
- ✓ learn about lots of interesting things

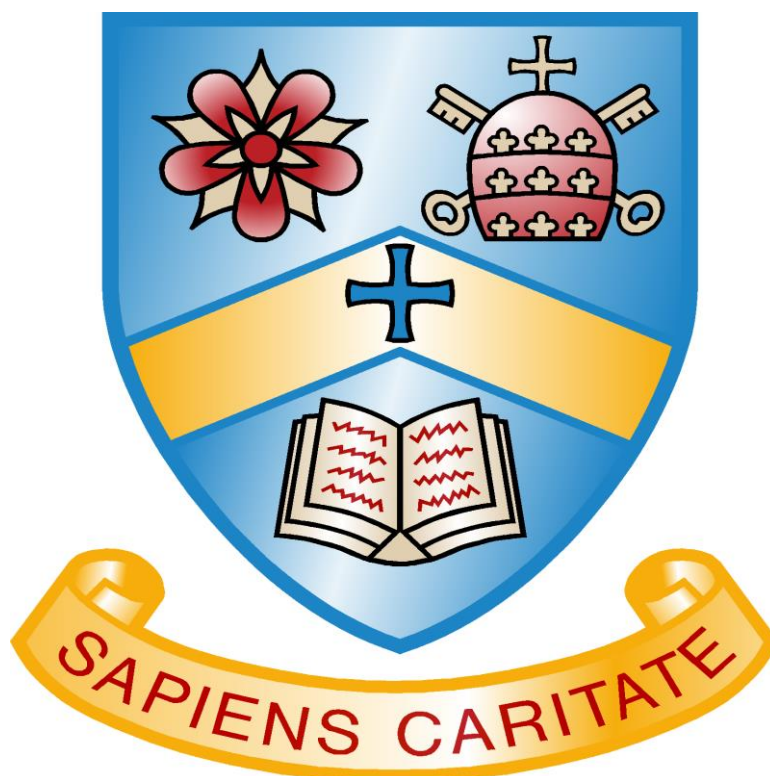
We have the responsibility to:

- ✓ listen to others
- ✓ ask for help
- ✓ be ready to learn
- ✓ inspire others

Signed: Headteacher _____ Signed: Parent / Guardian _____

Date _____ Signed: Child _____

Believe and Achieve



Headteacher: Mrs R Penney

Website address: www.st-gregorygreat.gloucs.sch.uk

E-mail address: parent@st-gregorygreat.gloucs.sch.uk

Telephone: 01242 513659