

## Rockwood Nursery School

### ACCIDENT POLICY

Any accidents that happen during Nursery hours and whilst the child is under supervision of Nursery staff, will be dealt with in the following manner:

No application of proprietary oils, lotions or creams will be administered. The child will be comforted and reassured after any accident.

#### MINOR CUTS AND GRAZES

These will be washed in water and covered with a dressing if necessary.

#### BUMPS AND BRUISES

A cold-water compress or ice pack will be applied to bumps and bruises. In the case of a head injury, the child will be monitored for signs of concussion for the rest of the Nursery session. Signs of concussion are: dizziness, sickness, loss of colour, lapsing in and out of consciousness. The Head Teacher will take appropriate action.

#### KNOCKS, BANGS AND BROKEN LIMBS

These will be checked for any bruising, swelling of joints and mobility. If there is a fracture or broken limb is suspected, the child will be made comfortable and checked for shock. Symptoms of shock are: shaking, loss of colour, perspiration (damp and clammy). The Head Teacher will take appropriate action.

#### MAJOR CUTS

Apply direct pressure to the wound to stop the bleeding. Apply ample dressing and re-apply as necessary, but never remove the dressing in contact with the wound. The Head Teacher will take appropriate action.

In the event of any serious accident at school, the Head Teacher will take the appropriate action or telephone the Emergency Services immediately to seek medical attention. Parents will be contacted as soon as possible.

In the case of a non-urgent accident at school, parents will be contacted by telephone or as appropriate so that they may seek medical attention themselves as necessary.

All accidents are recorded in the Accident Book. Parents will be asked to sign the book to show they have been informed of the accident. If the child has suffered a head injury, parents will be given a Head Injury form, which will give details of any signs or symptoms the parent should watch for.

Parents have the responsibility of providing the Nursery with two emergency telephone numbers and should inform the school of any changes to this.

In order to protect the children in our care, the Nursery door and gate MUST BE KEPT CLOSED at all times. Nursery cannot be held responsible for accidents that occur due to parents or guardians negligence in this matter.

Parents are asked to sign the attached signature sheet to show they have read and understood this information.

## Rockwood Nursery School

### SAFETY/ALLERGIES FORM

Rockwood is not a purpose built Nursery School and parents are asked to note that children will be supervised on the stairs but will use the downstairs toilets on their own. Children at Rockwood are encouraged to be independent and are shown how to move around the building. Every precaution is taken to ensure the children's safety. Parents are asked to send their children in appropriate clothing and footwear (no flip flops please), and to remove any items of jewellery, which could cause injury. Remember, we have a lovely garden area, and the children will be outside enjoying it most days.

PLEASE NOTE, children are encouraged to become fully involved in all activities and although aprons are provided, children will get messy! Please do not send your child to Nursery in their best clothes - they will get dirty!

Rockwood Nursery School aims to provide a full and varied range of activities for the children's enjoyment and development. This may include baking and eating cooked food. Parents must inform the school of any food or other allergies their child may have.

Parents are asked to sign the attached signature sheet to show they have read and understood this information.

## SICKNESS AND ILLNESS GUIDANCE

Children of this age often pick up bugs and infections as they build up their immunity. Please check the list below for some of the common problems and see whether your child should be attending school.

The information is taken from the Health Protection Agency's guidance for schools.

| <u>TYPE</u>          | <u>RECOMMENDED TIME AWAY FROM SCHOOL</u>  |
|----------------------|---|
| Chicken Pox          | 5 days from onset of rash   |
| Cold Sores           | None  |
| German Measles       | 6 days from rash onset  |
| Impetigo             | Until lesions are crusted and healed or 48 hours after antibiotic start                                   |
| Hand, Foot and Mouth | None  |
| Diarrhoea/Vomiting   | 48 hours after the last episode   |
| Flu                  | Until recovered   |
| Conjunctivitis       | None  |
| Tonsillitis          | None  |
| Headlice             | None. This is a common childhood problem. Please treat your child with the appropriate medicated shampoo. |

If your child is ill, please contact the school as soon as you know they will be absent, we worry otherwise :) You can ring and leave a message on option 1 (report a pupil absence).

**If you are in doubt about whether your child is able to come to school - ask at the office, or look at the HPA posters in the cloakroom and conservatory**

Rockwood Nursery School  
IMPORTANT REMINDERS TO PARENTS  
PLEASE READ AND KEEP FOR REFERENCE

**SESSION TIMES**

- Morning session - Monday to Friday 8.30am - 11.30am
- Afternoon session - Monday to Friday 12.15pm - 3.15pm
- Flexible session - Monday and Tuesday 8.30am - 3.15pm  
and Wednesday morning 8.30am - 11.30am
- Flexible session - Wednesday afternoon 12.15pm - 3.15pm  
and Thursday and Friday 8.30a.m. - 3.15pm

We operate a flexible pick up and drop off system.

Parents can drop off between 8:30 - 8:45am OR 12:15 - 12:30pm  
and collect between 11:15 - 11:30am OR 3:00 - 3:15pm

**Parents are asked NOT to arrive before 11.15am or 3.00pm. Please wait outside the gate if the children are still playing out.**

The gate has a magnetic locking system to allow secure access to the site. This keeps your children safe whilst they are playing. Please ring the buzzer at the gate and identify yourself to access the school.

**SECURITY**

The door will be locked when all the children have arrived at Nursery. If you are late, please ring the bell on the visitor's door. We ONLY allow children to go with people we know who are recorded on the permission sheets. This must be a responsible ADULT. Please inform Nursery if anyone different to the usual person will be collecting your child. Parents are asked to tell a member of staff or telephone if a different person will be collecting your child.

If you are late picking up your child, please ring to inform us as if we are unable to contact you and no one has arrived within reasonable time, we have a duty to report the situation under safeguarding procedures as an abandoned child.

**CLOTHING**

In Nursery the children are encouraged to be independent and to join in all activities however messy! Please send your child in clothes that will allow them to use the toilet by themselves, that will be safe on the stairs and that will wash well! We do play in the garden in the winter and the children will get muddy.

**ACCIDENTS and ILLNESS**

It is vital that we have 2 emergency contact telephone numbers in case of illness or an accident. REMEMBER to inform Nursery if you change address or telephone number. Parents will be informed of ALL accidents and asked to sign the accident book to show that they have been told. We DO NOT give medicines to children in Nursery unless a full medical form has been completed.

**PARKING**

For the safety of all the children, please do not park or turn your car near to the entrance gate. The road is an un-adopted highway and we do ask that you take

care and slow down on the road. Please respect our neighbours by not parking where it will block access.

**ATTENDANCE** Regular attendance is very important for your child's development. Please inform Nursery about absences due to illness, holidays etc (01282 426711). An unexplained absence of 3 weeks could lead to your child losing their place at Nursery.

**FRUIT SHARING** Every day is Fruit Sharing Day. We ask that every child bring fruit to share with the other children at snack time.

**LIBRARY** The children borrow a book from the Nursery Library on a weekly basis.

Please remember - **ALWAYS** close the entrance gate and door behind you. **DON'T** leave it open for the next person or hold it open for anyone. Children can run out very quickly. The gate is very heavy and has a gas closer on it. We have had several accidents when children have pushed the gate open and it has bounced back and hit them in the face. Parents need to supervise their children when using the gate.

No prams are allowed in the cloakroom for safety reasons.

No dogs are allowed in the school grounds.

No smoking is allowed in the building or school grounds.

**SCHOOL FUNDS** £2 is collected every Wednesday. This donation covers paying for snacks, gifts and additional events for the children.

**TEXTING SERVICE** So we can contact parents directly with information about Nursery, a donation of £3 per year is collected at the beginning of the year.

### **AND FINALLY...**

Our aim is to provide a caring, secure and happy Nursery where your child can develop to his/her full potential. Staff are always available to discuss your child's progress. Please do not hesitate to discuss any problems or queries you may have regarding the Nursery with your child's group teacher or with myself.

Mrs F Stringer  
Head Teacher



## **Photographic Consent - Use by Rockwood Nursery School**

This letter explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

On advice from the Lancashire Police, the Lancashire Local Education Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. The DfC broad rule of thumb for schools is that “if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil”. For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child’s identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let your child’s class teacher know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

## ROCKWOOD NURSERY SCHOOL

### Conditions of School Use

1. This form is valid for two years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time (the school will ensure that images on the website are updated and remove out-of-date images). It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may include, if selected work from pupils
8. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
10. As the child’s parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only. I/we understand that where consent has **not** been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.



## *Rockwood Nursery School*

Dear Parent

### **re DATA PROTECTION ACT - COMPUTER STORED INFORMATION**

A management computer system is installed in the school. This greatly improves the speed and accuracy with which we can access information related to our pupils.

The information stored on the computer is used to assist the school in the management of personal and academic records and will be treated confidentially by those members of staff who have a legitimate right to use it.

Access to the data will be governed by a series of computer passwords known only to those authorised by the Head Teacher.

The type of personal information required by the school and stored on the computer may include:

- a) the name, date of birth, address and telephone number of the child
- b) the names of his/her parents or guardians
- c) a record of emergency contact names and telephone numbers
- d) the child's religion (if any)
- e) the name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school
- f) the method of travel to school
- g) ethnic group and language spoken at home

Much of this information is contained on the school admission form that all parents are asked to complete when registering their child for school.

In order that the data can be kept up to date and accurate, parents are requested to ensure that any changes in their child's personal details are made known to the school as soon as they occur.

As a registered data user, the school will take every precaution to ensure that pupil data stored on the computer will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes.

Any parent wishing to examine the data related to their child should apply to the Head Teacher for access.

Please acknowledge receipt of this letter by completing the attached pro-forma, which should be returned to school as soon as possible.

Yours sincerely

F. Stringer

Headteacher



## Safeguarding Policy for Rockwood Nursery School

### **Early Years Foundation Stage Statutory Framework: Welfare Requirements:**

The provider must take the necessary steps to safeguard and promote the welfare of children.

**This means that in practice, the provider complies with the policies and guidance from the Lancashire Safeguarding Children Board and ensures that all adults working and looking after children in the provision are able to put procedures into practice.**

All children whatever their age, background, religion, or family circumstances have a fundamental right to be offered care and protection by those responsible for their well being. As a childcare provider, Rockwood Nursery School is required by law to safeguard and protect the interests of children placed in my care. This means that where we have worries about the welfare of any child, in most situations, we will share our concerns with the parents. If there are occasions however, when we have serious worries and believe that a child is, or maybe, at risk of serious harm then we are required to follow the procedures and guidance. This means that we are obliged to The Children's Team within Care Connect and Ofsted Early Years and share our concerns. In most circumstances we will tell the parents of the action we are taking.

If any parent has cause for concern about the way we care for a child, then they too can take steps to refer the matter to The Children's Team within Care Connect and Ofsted Early Years.

If any allegations of abuse are made whilst the child is in our care we have a mandatory duty to report the matters without delay to Lancashire Children's Integrated Services and inform Ofsted Early Years.

**The Children's Team within Care Connect,  
The Globe,  
Accrington, Lancashire, BB5 0RE.  
Customer Care – 0845 0530009  
[cypreferrals@lancashire.gov.uk](mailto:cypreferrals@lancashire.gov.uk)**

**Ofsted Early Years Tel: 0300 123 1231**

**Emergency Duty Team Tel: 0845 602 1043 (Before 9.00 a.m., after 5.00 p.m., at weekends and during holidays)**

As childcare providers, we are required to have an effective safeguarding children policy and procedure in place, all parents who wish to place their child in our care must read and discuss this document and sign on the attached 'summary of signatures' form to indicate they are aware of our responsibilities.

- Where we have concerns about a child's welfare and well being, or if there is an incident which occurs while any child is in our care we will make a note of this and discuss it with the parents as long as this is safe for the child.
- Parents are welcome to see these notes and have copies.
- If we feel particularly worried about the welfare or safety of the child, we will encourage parents, or seek permission, to contact other agencies that may be able to help.





## **LISTENING TO YOUR CONCERNS AND RESPONDING TO YOUR COMPLAINTS**

### **We care about what you think**

At school we make many decisions every day. We try hard to do our best for all our pupils. Your views help us plan for the future. We like to know when things are going well. We also want parents to tell us about their worries, concerns or complaints as soon as possible. It is much easier for us to sort out a recent problem than something that happened some time ago.

If you are unhappy with the way your child is being treated, or any of our actions or lack of action, please feel able to tell us your concern. We know it can be difficult to question what a school is doing, but if you do not tell us what is worrying you, we cannot explain our actions or put things right. Our support and respect for you and your child will not lessen in any way.

### **Our promise to you**

- We will deal with your concern or complaint honestly and politely.
- It will be looked into thoroughly, fairly and as quickly as possible.
- We will keep you up-to-date with what we are doing.
- We will apologize if we have made a mistake.
- We will tell you what we are going to do to put things right.

### **What to do first**

If you have a concern about anything we do you can tell us by telephone, in person or in writing. If any of these are difficult for you, a friend or adviser can speak to us on your behalf. Most concerns or complaints will be sorted out quickly either by putting things right or by explaining the School's actions to you.

Try to go to the member of staff involved or your child's Key Person or a teacher who will either deal with your issue or pass you on to someone who is more able to help.

Please remember the beginning or end of the school day can be a very busy time. If you talk to a Key Person/teacher at these times, for practical reasons, it may not be possible to sort things out there and then. Be ready for the Key Person/teacher to say she or he will see you or ring you as soon as possible. This is because we want to give your worries the attention they deserve. You should not be asked to wait more than a week and often she or he will discuss things with you much sooner. We hope this will be enough to put things right.

Sometimes the Key Person/teacher will send you a brief note after the phone call or meeting with details of what we are doing about your concern.

## **Making a complaint**

If you have already told us about a concern but are not satisfied with how we have responded, you may wish to make a complaint.

We have a complaints procedure to make sure we respond to complaints in the best possible way. Our aim is to resolve complaints as quickly and as effectively as possible.

The complaints procedure will tell you exactly what will happen and how long it should all take. If you want to look at it before speaking to us please contact Mrs. Stringer who will be happy to give you a copy.

The procedure has three stages. We have time limits in our complaints procedure to make sure that complaints are dealt with as quickly as possible.

The first stage is an informal stage. At this stage, we would like you to put your complaint first to the member of staff involved. If this is not possible, please go to a more senior member of staff or the Head Teacher. She will either meet you or, if you prefer, discuss your complaint on the phone.

If your concern involves the Head Teacher, you should put your complaint to the Chair of Governors via the School.

We hope very much that your complaint will be resolved at this informal stage, but if you are still not satisfied, you can complain formally to Mrs. Stringer.

Please try to do this not more than 20 school days after getting a note explaining the Key Person/teacher's response to your complaint. If we have not heard from you by then, we will assume that you do not want to take things any further. If the Head Teacher has already been involved you can complain formally to the Chair of Governors.

At the formal stage, the Head Teacher (or Chair of Governors, if appropriate) will fully investigate if necessary and arrange to discuss your complaint with you, and then send you a letter with an explanation of the actions the School will take.

Generally complaints are sorted out at the informal or formal stages, but occasionally complainants still feel dissatisfied and if so have a right to appeal against the outcome of the formal stage to the Complaints Appeals Committee of the Governing Body.

If you are not happy with the outcome of the formal stage, you must let us know not more than 20 school days after getting a letter from the Head Teacher, explaining the school's response to your complaint and that you wish to go to the next Stage. If the Clerk of Governors has not heard from you by then, we will assume that you do not want to take things any further.

Arrangements for a meeting of the Complaints Appeals Committee will be made by the Clerk to Governors.

We hope very much that our complaints procedure will resolve all complaints in the School but a parent who is not satisfied may refer certain complaints to Ofsted. Any complainant who is not satisfied with the outcome of the Complaints Appeals Committee's consideration may take the complaint to the Secretary of State for Children, Schools and Families.

We keep copies of all correspondence about concerns and complaints. These will be treated with the utmost confidence. You and your child have a legal right to have a copy of your child's school records.

All complaints are reported in general terms to the School's Governing Body to enable the School to learn from them.

*F Stringer*

Mrs. F Stringer  
Head Teacher





Rockwood Nursery School  
School Charging and Remissions Policy

## **INTRODUCTION**

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

## **CHARGING POLICY**

### **Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments and other equipment.
- Education provided outside of school hours if it is part of the curriculum delivery of the EYFS

### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school time activities or snack to assist with funding subject to the following conditions:

- Parents will be informed at the outset that there is no obligation to pay for a particular activity;
- Any children of parents who do not wish to contribute will not be treated any differently;
- Where there are insufficient contributions to make the activity viable, then the activity will be cancelled.

### **Chargeable Activities**

The school may recover the full costs of the following activities which may be provided directly or through commissioned services but charges will not exceed the actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
  1. part of the EYFS curriculum
  2. part of religious education

*These activities might include before and after school clubs or training and special activities eg sports training*

- Day care facilities/lunch club if provided are covered under separate policy (Please see Appendix 1)

## Remissions Policy

- Charges for other chargeable activities may be fully or partly remitted for parents in receipt of:
  1. Income Support, Income Based Jobseeker's Allowance,
  2. Child Tax Credit (provided Working Tax Credit is not also received and the family's income as assessed by Her Majesty's Revenue and Customs does not exceed a specified amount,
  3. the guaranteed element of State Pension Credit, support under part VI of the Immigration and Asylum Act 1999,
  4. an income related employment and support allowance that was introduced on 27 October 2008
  5. and other state benefits as deemed appropriate by governors.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

**PARENTAL/CARER/GUARDIAN AGREEMENT FOR THE PROVISION OF  
FREE EARLY EDUCATION (FEE) for TWO, THREE & FOUR YEAR OLD  
CHILDREN**

|                          |  |
|--------------------------|--|
| <b>Provider name:</b>    |  |
| <b>Provider address:</b> |  |

**1. Child's Details**

|  |  |                                   |                       |
|--|--|-----------------------------------|-----------------------|
| <b>Child's Legal Family Name:</b>                                  |  | <b>Child's Legal Forename(s):</b> |                       |
| <b>Name by which the child is known (if different from above):</b> |  | <b>Child's NHS Number:</b>        |                       |
| <b>Date of Birth:</b>  |  | <b>Male/Female:</b>               |                       |
| <b>Documentary proof of DoB:</b>                                   | <b>Type</b> (eg Birth Certificate, Passport etc) | <b>Seen by</b>                    | <b>Copy taken y/n</b> |
| <b>Address:</b>  |  |                                   | <b>Post Code:</b>     |

**2. Parent/Carer/Guardian with legal responsibility Details**

|   |   |
|---|---|
| <b>Parent/Carer/Guardian legal family name:</b> | <b>Parent/Carer/Guardian legal forename(s):</b> |
| <b>National Insurance Number or (NASS No.):</b> | <b>Date of Birth:</b>                           |

|   |   |
|---|---|
| <b>Parent/Carer/Guardian legal family name:</b> | <b>Parent/Carer/Guardian legal forename(s):</b> |
| <b>National Insurance Number or (NASS No.):</b> | <b>Date of Birth:</b>                           |

### 3. Agreed hours of attendance for my child

Placement Start Date .....

| Term                  | Autumn   |                      | Spring  |                      | Summer (1)                                       |                      |
|-----------------------|--|----------------------|---|----------------------|--|----------------------|
| Term Dates            | 1 <sup>st</sup> September to 31 <sup>st</sup> December |                      | 1 <sup>st</sup> January to 31 <sup>st</sup> March |                      | 1 <sup>st</sup> April to 31 <sup>st</sup> August |                      |
| Max No. hr/wk in term | 210hr/14wk   |                      | 165hr/11wk  |                      | 195hr/13wk                                       |                      |
| Day                   | No. hours child will attend                            | Agreed No. FEE hours | No. hours child will attend                       | Agreed No. FEE hours | No. hours child will attend                      | Agreed No. FEE hours |
| Monday                |  |                      |   |                      |  |                      |
| Tuesday               |  |                      |   |                      |  |                      |
| Wednesday             |  |                      |   |                      |  |                      |
| Thursday              |  |                      |   |                      |  |                      |
| Friday                |  |                      |   |                      |  |                      |
| Saturday              |  |                      |   |                      |  |                      |
| Total hours per week  |  |                      |   |                      |  |                      |

|                             | Autumn Term | Spring Term | Summer term |
|-----------------------------|-------------|-------------|-------------|
| No. of weeks FEE taken over |             |             |             |
| Term Entitlement hours      |             |             |             |

### 4. Notice Period and Transfer of Entitlement

As the parent/carer/guardian of the above named child I understand that I shall be entitled to move my child from the above named childcare provider to a new provider, by giving the childcare provider at least **half a term's written notice** of my intention.

I also understand that if this move occurs after a term's "Headcount" day, any FEE entitlement allocated, for that term, to the above named child, **will not be transferred** to the new provider.

### 5. Absence Monitoring

I understand that for my child to receive the greatest benefit from the FEE entitlement, it is important my child's attendance is in line with the agreed hours detailed above. Whilst it is appreciated that absences may occur due to unforeseen circumstances, I understand that the childcare provider will report my child's absence, to my local children's centre, in accordance with the childcare provider's safeguarding policy.

### 6. Take-up of Additional FEE entitlement

Does your child take up any FEE hours at any other childcare provider? Yes/No

If Yes, please complete the following:

|   |                                   |  |
|---|-----------------------------------|--|
| Provider Name                                 |                                   |  |
| Provider Address                              |                                   |  |
| Telephone Number                              |                                   |  |
| <b>Day</b>                                    | <b>No. of hours child attends</b> | <b>No. of FEE hours child receives</b> |
| Monday  |                                   |  |
| Tuesday                                       |                                   |  |
| Wednesday                                     |                                   |  |
| Thursday                                      |                                   |  |
| Friday  |                                   |  |
| Saturday                                      |                                   |  |
| <b>Total No. hours per week</b>               |                                   |  |
| <b>No. weeks entitlement to be taken over</b> |                                   |  |
| <b>Term Entitlement hours</b>                 |                                   |  |

**Declaration I** (Name) .....

of (Address) .....

confirm that the information I have provided above is accurate and true. I understand and agree to the conditions set out in this document and I authorise (Name of Provider)

..... to claim Free Early Education funding as agreed above on behalf of my child. In addition I also agree that the information I have provided can be shared with Lancashire County Council to enable this provider to claim the Early Years Pupil Premium (EYPP) on behalf of my child.

| Parent/Carer/Guardian with legal responsibility |  | Childcare Provider (Key Person on Home Visit) |  |
|---|--|---|--|
| Signed  |  | Signed  |  |
| Print name                                      |  | Print name                                    |  |
| Date  |  | Date  |  |



SUMMARY OF SIGNATURES:

CHILD'S NAME \_\_\_\_\_

ACCIDENT POLICY

The Accident Policy has been read and understood by me and I agree to its implementation.

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

EMERGENCY TELEPHONE NUMBERS \_\_\_\_\_

SUN CREAM APPLICATION

I give permission for sun cream, provided in a labelled bottle by myself, to be applied when necessary to my child

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

PLASTER APPLICATION

I give permission for plasters to be applied when necessary to my child

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

SAFETY/ALLERGIES

The Safety/Allergies form has been read and understood by me. I have informed school of any known allergies.

FOOD OR OTHER ALLERGY \_\_\_\_\_

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

DATA PROTECTION ACT

I acknowledge receipt to your letter regarding the Data Protection Act.

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

SAFEGUARDING POLICY

The Safeguarding Policy for Rockwood Nursery School has been read and understood.

SIGNED (Parent/Guardian) \_\_\_\_\_ DATE \_\_\_\_\_

# Photographic Consent Form for Use by Rockwood Nursery School

Name of Child ..... Group .....

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Please answer questions 1 to 5 below, then sign and date the form where shown.

***Please circle your answer***

- 1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes? Yes / No
- 2. May we use your child's image (unidentified) on our website? Yes / No
- 3. May we use, if selected your child's work on our website? Yes / No
- 4. May we record your child's image (unidentified) on video? Yes / No
- 5. Do you consent to your child's image (unidentified) being published with a press photo? Yes / No

*Please note:*

- *Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*
- *Unidentified above means we will only use the first name.*
- *Conditions for use of these photographs are in your parent/carer booklet.*

I have read and understood the conditions of use in the New Starter booklet.

Name of parent/guardian (please print) .....

Signature .....

Date: ..... (Parent/Guardian)



Rockwood Nursery School

Parental Release Consent Form

It is a statutory requirement that Nursery must ONLY release a child into the care of an individual named by the parent. This person MUST be a responsible adult, not a brother/sister or other young person. Parents MUST inform Nursery immediately if these details change.

In the case of an extreme emergency e.g. car accident/puncture, parents may telephone Nursery and give the details of a person not named on this consent form. Wherever possible this should be a person known to the Nursery staff e.g. another parent.

IMPORTANT

Nursery will only release your child into the care of an individual named on this form.

Child's name \_\_\_\_\_

I authorise Rockwood Nursery School to release my child into the care of the individuals named on this form.

Parent's name \_\_\_\_\_

Parent's signature \_\_\_\_\_

\_\_\_\_\_

Other People with Parental Responsibility:

\_\_\_\_\_

\_\_\_\_\_

Occasionally we may take the children out of Nursery for a walk to the local Spar shop to buy ingredients for baking or on a hot day to buy ice creams, or to the post box at the end of Kingsland Road to post a letter. Please sign below if you give your permission for your child to be taken out as detailed above.

I give my permission for \_\_\_\_\_

to be taken out of Nursery for a walk as detailed above.

Signed \_\_\_\_\_

Rockwood Nursery School  
Parental Release Consent Form

Child's Name \_\_\_\_\_

The usual person collecting my child will be

\_\_\_\_\_ Password \_\_\_\_\_

I authorise Rockwood Nursery School to release my child into the care of the individuals named below.

| NAME | RELATIONSHIP TO CHILD | TELEPHONE NUMBER |
|------|-----------------------|------------------|
| 1.   |                       |                  |
| 2.   |                       |                  |
| 3.   |                       |                  |
| 4.   |                       |                  |
| 5.   |                       |                  |



**ROCKWOOD NURSERY SCHOOL  
DATA COLLECTION SHEET**

*Please check that the information below is correct.  
Complete any missing details, and return to the school office.*

|                       |                       |
|-----------------------|-----------------------|
| <b>Surname:</b>       | <b>Legal Surname:</b> |
| <b>Forename:</b>      | <b>Middle name:</b>   |
| <b>Chosen name:</b>   | <b>Gender:</b>        |
| <b>Date of Birth:</b> | <b>Year:</b>          |
|                       | <b>Reg Group:</b>     |
| <b>Address:</b>       |                       |
| <b>Post Code:</b>     |                       |
| <b>Telephone:</b>     |                       |
| <b>Email:</b>         |                       |

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.  
Place them in the order that you wish for them to be contacted in an emergency.

| Priority | Name/Relationship | Home Address/Phone/Mobile/Fax | Work Address Phone/Email |
|----------|-------------------|-------------------------------|--------------------------|
| 1.       |                   |                               |                          |
|          |                   | <b>Tel:</b>                   | <b>Tel:</b>              |
| 2.       |                   |                               |                          |
|          |                   | <b>Tel:</b>                   | <b>Tel:</b>              |
| 3.       |                   |                               |                          |
|          |                   | <b>Tel:</b>                   | <b>Tel:</b>              |

**Travel Arrangements**

Bicycle

Train

Car/Van

Walk

Taxi

Public Bus  
Service

Car Share

Dietary Needs (eg  
allergies, religious  
preferences, if any)

**Medical Practice:****Address:****Telephone Number:****Medical Condition(s)****Medical Note(s)****ETHNICITY:** (please specify – White-British, White-Other, Bangladeshi, Pakistani, etc)**HOME LANGUAGE:** (please specify)**RELIGION:** (please specify or state 'NONE')

**Data Protection Act 1998:** The school is registered under the Data Protection Act 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.

Signature:

Date:

## Rockwood Nursery School Charging Policy and Parental Agreement

### PARENTAL AGREEMENT

Name of

Child: \_\_\_\_\_

***I am aware that when my child attends any extended provision at the school I am agreeing to pay for sessions for at least one term. Please be aware: in order to plan staffing accordingly, we require families to opt in for the term at least and to provide a half term's notice of change if you wish to withdraw.***

***It will not be possible to refund unattended sessions as the space and staffing will have been allocated to your child and would not be available to allocate to another in their absence.***

### Charging Policy

- Rockwood Nursery School will charge an advertised rate for education and activities for children accessing the group, which are advertised at Reception.
- Parents/carers will be informed in advance of the fees and will be required to pay for sessions in advance on a weekly/monthly/half termly basis.
- Fees that remain unpaid for a period of 2 weeks will receive a text message to ask for immediate payment.
- Fees that remain unpaid for 3 weeks will receive a letter advising of the loss of place and further action if arrangements are not made to pay the outstanding amount.
- Fees that remain unpaid for 4 weeks will lose the provision of the place and action will be taken to reclaim the outstanding amount.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Signed..... Head Teacher

Signed.....On Governors' Behalf

Dated.....

