



Please complete and return to the school office.

Legal Surname:		Preferred Surname:	
Legal Forename:		Preferred Forename:	
Middle Names:		Gender:	
Date of Birth:			
Address:			

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/Email	Work Address/Phone/Email
<input type="checkbox"/> I wish to receive school correspondence including emails and text messages.	Title:	Address:	Address:
	First Name:		
	Last Name:		
	Relationship:	Email:	
		Home Tel:	Work Tel:
		Mobile:	Email:
<input type="checkbox"/> I wish to receive school correspondence including emails and text messages.	Title:	Address:	
	First Name:		
	Last Name:		
	Relationship:	Email:	
		Home Tel:	Work Tel:
		Mobile:	Email:
	Relationship:	Email:	

Names and classes of any siblings already at Horsell Junior School:

Medical Practice / Address:

Tel. Number:

Medical Condition(s):

Medical Note(s):

*Additional forms to be completed for medication held in school , and for children who are at risk of anaphylaxis



Ethnic / Cultural Details	
Ethnicity:	
Nationality:	
Country of Birth:	
First / Home Language:	Additional languages spoken at home:
Religion:	

Dietary Needs (please complete additional special diet request form):

Free School Meals
<input type="checkbox"/> Please tick here if you may be entitled to Free School Meals. An application form can be found on our website.

Any additional information:

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.	
Parent / Guardian Signature:	Date:



MONEY, MONEY, MONEY ..

..... WHERE IT COMES FROM

..... AND WHAT IT'S SPENT ON

DELEGATED BUDGET

RUNNING COSTS

The money to cover the running costs of the school comes in the delegated budget from the Department for Education via the local authority, Surrey County Council. The amount we receive is largely based on the number of pupils in the school.

These are the budget headings under which the money was spent:

- Staffing, staff development and training
- Insurance and rates
- Books, equipment, ICT and consumables
- Bought-in professional services
- Capital projects
- Buildings and grounds maintenance
- Administration
- School catering service

Each primary school also receives two separately defined streams of additional funding - the Pupil Premium and the Sports Premium. Details of how these funds were spent are available on the school website or from the school office.

CAPITAL PROJECTS

The money for new buildings or major refurbishments comes from the Department for Education via Guildford Diocese. As a church school we are obliged to fund 10% of the cost of any capital project - a recent example was the improvement of site security by the installation of school's fencing. We cover this through the Governors' Fund (see below).

SCHOOL FUND

This is used to take in money paid for school outings and residential journeys and then to pay the bills for travel and other costs. The account is also credited with any commissions the school receives from school photographers and school uniform suppliers. None of the money in the school fund comes from the government and the use of any surplus money in the account is at the discretion of the school for particular projects, for example the pond relocation and wild life project, or supporting families with the cost of trips.

GOVERNORS' FUND

This is a separate account which has charitable status because Horsell Junior is a church school. The money comes from St Mary's Church (for some years this has been a contribution of £3,000, decided annually) and from parents, many of whom donate by gift aid so that we can claim back money from HMRC to make their donations go further.

PARENT TEACHER ASSOCIATION (PTA)

Our joint PTA, shared with Horsell Village School, raises thousands of pounds each year, and the money is split between the two schools. Recently we have received funding to refurbish our library, purchase new books, install a traversing wall and paint new game markings for the playground.



The Governors' Fund was set up, in common with other voluntary aided schools, to raise money to meet the school's contribution (now 10%) towards any building work, as only 90% is funded by government through the diocese. The school's contribution cannot be met out of the school's normal (government funded) budget. Since its inception, the Governors' Fund has also been used to support other projects in school, such as whiteboards and furniture, which the school's finances find difficult to cover. The Fund therefore welcomes donations from the church and local community, including parents, to make such extras possible.

All donations are welcome but we suggest a contribution of £20 per family, ideally by standing order, over the time that your child/ren are in school.

Thank you.

Please return this form to the school in an envelope marked Horsell Governors' Fund

Name of parent or guardian:
Names of child/ren:

Standing Order:

Please see separate form for how to contribute by Standing Order

Cheques:

If you wish to donate via a cheque, please make it payable to: Horsell C of E Junior School, Treasurers Account.

GIFTAID IT

If you are a UK tax payer, you can Gift Aid your donation which allows the school to claim back 25% of the amount from HMRC on the tax you have already paid. Please complete this form and declaration. The declaration must be made in one name only.

Title: Mr / Mrs / Ms / Dr / Other	First Name:	Surname:
Home Address:		Postcode:
Email Address for acknowledgement or queries:		

I want Horsell C of E School Governors' Fund to treat all qualifying gifts of money in this tax year and all donations I make in the future until I notify you otherwise, as Gift Aid donations.

I confirm that I have paid or will pay an amount of UK Income and/or Capital Gains Tax for each tax year (6th April to 5th April) that is at least equal to the amount of tax that all charities or Community Amateur Sports Clubs (CASC) that I donate to will reclaim on my gifts that for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

- You can cancel this declaration at any time by notifying the school.
- If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the school reclaims, you must cancel your declaration.
- As any tax refund received by the school will be made at the basic rate, higher rate tax payers will benefit through additional tax relief if they declare their gift aid donations on their tax return.
- The declaration refers to all donations made to the charity in respect of the Horsell C of E School Governors' Fund but should not include donations for any other services provided by the school.

SignatureDate.....

Please email any queries on the Governors' Fund to hon.treasurer@horsell-junior.surrey.sch.uk



STANDING ORDER INSTRUCTIONS

Please complete this form in BLOCK CAPITALS and return it to the school.

The details of your bank account:

Bank name:	
Bank address:	
Name on the account:	
Sort Code:	
Account Number:	

About the payment:

How often the payments are to be made (*tick one box only*)

Monthly		Quarterly		Annually	
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Date of first payment and amount:

Date / / 20..... (first payment date)	Amount £
Continue payments until/...../20..... (last payment date) OR Continue until further notice <i>(delete as appropriate)</i>	

Payee Details:

Bank name:	Lloyds Bank PLC
Bank address:	32 Commercial Way, Woking
Sort Code:	30-99-80
Name on the account:	Horsell C of E School Treasurers Account
Account Number:	00228730

Signature	Date
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Working together as a School Family

We all agree to live by our school values of:

Dignity, Hope, Justice, Service, Love and Forgiveness

School

The Learning Environment

Our School will:

- Provide your child with a high standard of education, implemented by national guidelines, within a rich and broad curriculum
- Ensure that the learning environment is stimulating, challenging and academically rigorous
- Celebrate your child's academic and personal achievements
- Provide the scaffolding needed to enable your child to reach their full potential
- Care for your child's safety and well-being by observation and listening

Our School family

Our School will:

- Treat you and your child with dignity, demonstrating our shared belief that we are all made in the 'image of God'.
- Teach all of our children to develop a positive, respectful, inclusive and loving attitude to one another
- Encourage your child to become an active member within our community, willing to serve others, so that they understand that they can have an impact on the world around them
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explain how we can support them in their areas for development
- Provide information to you about our school, including relevant policies, meetings, family learning events, activities, newsletters and open days
- Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Horsell village holds a wealth of talent, experience, diversity and enthusiasm that our school could richly benefit from.

Homework

Our School will:

- Set achievable homework to consolidate and extend learning done in the classroom
- Communicate homework expectations using a home school organiser, with clear deadlines for completion
- Provide information for you that will give you confidence to support your child.

Head teacher's signature:

Celia D. Ward



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Parents/Carers

The Learning Environment

As a parent/carer I will:

- Ensure that my child arrives at school at 8 30am prepared to start their lessons
- Ensure my child has the correct uniform, equipment and PE kit
- Ensure my child attends any additional booster classes that they have been selected for
- Support the school's attendance policy by ensuring that all holidays are taken in school holiday time and not in the school's term time

Our School Family

As a parent/carer I will:

- Treat all members of our school family with love and dignity, being particularly mindful if I am using social media and email
- Support the school by encouraging my child to live by our school values
- Let the school know about any concerns or problems regarding my child
- Attend meetings with my child's teacher and other staff, working together with teachers towards moving my child on with their learning
- Encourage a positive attitude towards my child's education and Horsell C of E Junior School. If I have any concerns I will come and discuss them with my child's class teacher in the first instance
- Read all information sent home from the school
- Encourage my child to take part in extra-curricular activities
- Support the PTA

Homework

As a parent/carer I will:

- Ensure that my child completes his/her homework on time
- Inform the school if my child's homework is taking too long, my child has needed significant help to complete it or if my child is having any other difficulties with the work that has been set
- Sign the home school organiser every week

Parents' signature(s) _____

Please print name _____

Name of Child _____ Class _____

Date _____



Working together as a School Family

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Dignity, Hope, Justice, Service, Love and Forgiveness

Pupils

The Learning Environment

As a pupil I will:

- Arrive at school on time and be in the correct uniform
- Bring in the equipment that I need each day
- Try my best with all of my schoolwork and homework

Our School Family

As I pupil I will:

- Treat my friends, teachers, staff, governors and school visitors with dignity
- Be respectful, polite and helpful to everybody in the school, demonstrating our school values at all times
- Participate in house events and other extra-curricular activities with enthusiasm and pride

Homework

- Complete my homework on time every week
- Tell my teacher if I am finding my homework tricky or not challenging enough
- Use my home school organiser to manage my homework

Pupil's signature _____

Pupils name (please print) _____

Class: _____

Date _____



4.1: Photography and the use of images

The General Data Protection Regulation came into force from the 25th May 2018. This placed additional obligations on organisations which affects how they handle personal data. We take cyber security and data protection very seriously and we have put steps in place within our organisation to ensure we maintain secure and compliant systems.

As a school, we regularly use photographs and occasionally produce videos to show how our pupils and the school as a whole develop. Images can also help us illustrate and communicate with parents about upcoming events and can help advertise and market the school to prospective parents and pupils.

We are also aware that parents and pupils really enjoy being able to see their images and would like to give all pupils this opportunity.

There are a number of instances when the school may take photos of your child, specifically: -

- We publish photos and videos on the school's website to promote the school to current and prospective parents as well as providing updates on current events;
- We publish photos and videos on our social media accounts such as Twitter and Facebook to provide updates on events and news within the school. The school ensure that its privacy settings are such to limit viewing of photos to followers of the school accounts (as approved by the school);
- Within our newsletters, we may provide photos of recent events or achievements from our pupils;
- In order to promote the school, we send out prospectuses, flyers, leaflets and brochures which contain images to show life at our school. These will be sent to prospective parents;
- We may also use other promotional materials such as banners and signs which may contain photographic images for prospective parents to view;
- We may be visited by the media who will take photographs or film footage of events. Pupils will sometimes appear in these images, which may then be published in local or national newspapers, in televised news programmes and on social media sites;
- We publish photos in and around the school building to illustrate to current pupils and parents life around the school including educational materials and images of recent trips and events. These can be seen from time to time by other parents or visitors within the school;
- In promotional materials to show the history and character of the school to future generations.
- Once a year a school photographer will visit the school and take individual and group photos of the children which will be made available to purchase. Reminders will be sent in good time prior to the photographer's visit.
- External providers, e.g. National Trust, Sayers Croft, Swanage, may ask to take images when visiting or being visited by pupils from our school.

We follow guidance as set by data protection legislation (mainly the General Data Protection Regulation) as well as guidance set by the Information Commissioner's Office on taking photos in schools and obtaining consent.

Usually pupils will not be named in the photographs unless they gain specific consent in the first instance.

Consent to using your child's images will last throughout your child's time at the school and will continue to apply for a short time after they leave (except for images published for historical purposes which may be kept for an extended period of time to show the history of the school).

We would like to seek your consent to the use of your child's images and will respect your decisions when publishing photos moving forward.

You can withdraw your consent at any time and can do so by writing to the school office asking them to stop using your child's images. At that point they will not be used in future publications but we cannot prevent them from continuing to appear in publications already in circulation.



Name of Child:	Class:
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4.1: Photography and the use of images continued

I agree to my child being photographed and videoed on the school's:	
Website	[] Yes [] No
Twitter Feed	[] Yes [] No
Facebook Page	[] Yes [] No
Newsletters (please note a copy is uploaded to our website)	[] Yes [] No
Prospectuses, flyers, leaflets and brochures	[] Yes [] No
Other promotional school material (such as banners, signs and displays)	[] Yes [] No
In and around the school building	[] Yes [] No
In promotional materials to show the history of the school	[] Yes [] No
To photographs being taken of my child (individual and group photos) by the school photographer. The group photos will be made available for other parents to purchase.	[] Yes [] No
Child's image to be taken by external providers e.g. National Trust, residential trip venues, museums.	[] Yes [] No
I promise that if I, or members of my family, take photographs or video recordings these will be kept for family use and will not be uploaded to social media including WhatsApp.	[] Yes [] No
Parent signature:	Date:

4.2 Consent to visit local area

I agree to allow my child off the school premises during the school day for class activities in the local area.

Parent / guardian signature:	Date:
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4.3: PTA Consent

"I/We agree that my e mail address and/or phone number (*please delete if you would prefer one or other) can be passed directly to the Class Representative(s) of my child's class for the purpose of informing me of any information which is relevant to my child's class (for example, but not limited to social events, obtaining volunteers for class/school events, information about Parent Teacher Association events).

I understand that my e mail address/phone number will be shared with other parents/carers of my child's class in the circulation of such e mails and text/Whatsapp messages by the Class Representative. I agree that my email address/phone number is stored and passed to the Class Representative for each year that my child is in attendance at the Horsell Junior School. I am also aware that I can withdraw my information at any time.

Parent / guardian signature:	Date:
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ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will hand it into my class teacher at the start of the day and collect it at the end of the school day
- I will not use my mobile phone whilst on school premises

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.

Signed (pupil):	Date:
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Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):	Date:
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