



Dear Parents

Just a note explaining some of the routines, forms etc we need when your child transfers to Upper School. We will need the attached forms completed for each child and returned to school.

1. Contact Form – Please ensure all sections are completed. This year we are asking you to include an email address as we will soon be introducing a new school app and hope to use email for newsletters and other school communications.
2. Photographic Consent – The conditions of school use of digital imagery are explained on the reverse of the form. Please read these carefully before you fill in the form.
3. Internet Consent – We have provided a copy of the E-safety rules for Key Stage 2. It is important that you make your child aware of the new rules for Key Stage 2.
4. Jewellery Consent and Indemnity – For health and safety reasons we recommend that children do not wear jewellery in school. If you would like your child to be allowed to wear any items of jewellery we would ask you to specify what these items would be and sign to say you accept full responsibility for any injury or accident which may occur as a result.
5. EV4 Form – This is a general consent form from Durham Local Authority for your child to take part in educational visits and off-site activities for the year, such as visits in the local areas. It is a legal requirement which must be completed before your child is permitted to take part. We may also send visit specific forms out through the year, if necessary, eg residential visits.
6. Home School Agreement - This is an agreement that parents, children and the school will all work together to ensure the best outcomes for everyone.
7. Free School Meal Form – As your child is now in Key Stage 2, they will no longer be eligible for Universal Free Meals. If you think you may be eligible please fill in this form and return it to the school office as soon as possible so we can have things in place for you by September as Free School Meals section do not backdate applications. You may also apply online through the www.durham.gov.uk website.
8. Meal Preference Form – Please complete the meal preference form to let us know whether your child will be having school dinners or a packed lunch from September.

If you have any queries please do not hesitate to contact school. We will also put copies of all this information on the website if you need to print out additional information.

Please tick below and return this letter and forms needed for the school office.

1. Contact Form
2. Photographic Consent Form
3. Internet Consent Form
4. Jewellery consent(only if your child wears earrings)
5. Educational Visits Form
6. Home School Agreement

Signed _____ Parent/Guardian

Date _____