



www.stgerardsprimary.org

St. Gerard's Catholic Primary School

Park Nook
Doncaster Road
Thrybergh
Rotherham
S65 4AE
01709 850568

Dear Parents/Carers,

With Christ as our teacher, to enable every child to be the best that they can be.

Welcome to St Gerard's Catholic Primary School

I am delighted to be able to welcome you to St Gerard's Catholic Primary School. I am thrilled that you and your child are joining Our St Gerard's Family!

St Gerard's Catholic Primary School is a happy place to be! It is a vibrant Catholic School where each child is valued and encouraged to be a committed member of our Catholic Community. Each child brings a unique contribution to our school and we work hard to ensure they have the best possible start in life. The children are at the heart of every decision we make and all staff strive to meet the needs of each and every child in order for them to achieve their full potential.

Our dedicated team are committed to developing your children to become resilient, motivated and curious within a curriculum carefully designed to inspire and ignite excitement for new learning. We passionately believe in a need for our pupils to become life-long learners in a fast-moving world. We can only begin to imagine what our children's futures will look like, our job is to equip them with the knowledge and skills to be the individuals to shape and change our world for the better.

Over the coming weeks and months, we look forward to getting to know you as well as your child. Your first job is not exciting but entirely necessary! Please find enclosed our school Admission Pack. Within this pack, you will find various consent forms. Please complete the paperwork enclosed in block capitals and return to us as soon as possible. It would be helpful too if you could bring along a copy of their birth certificate as we need to see this document to register your child. I look forward to meeting you and your child over the coming few weeks.

Kind regards

Mrs. Bernadette Baxter
Head Teacher



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St Gerard's Catholic Primary School is a GDPR compliant organisation. We hold information relating to your child including nominated contact data as part of our legitimate purpose to provide education and safeguarding services. It is your responsibility to ensure that family members or other nominated contacts have consented to their data being used in this way, and that any change of information is notified to the school. Please do not nominate contacts unless you have reason to believe that they have consented. If required, further information is available from the school.

For any further information, please visit our school website where you can find all our policy documents.



Admission Form

Legal Surname*:		Legal Forenames*:		Middle Name:	
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**As appears on birth certificate. Please bring a copy of a birth certificate to the school office.*

Name to be used in school:						Male/ Female
Date of birth:				Country of birth:		
Home address:						
				Post code:		
Previous school/nursery attended:						Date left:
Address:						
Phone:						
Parents/Guardians (those with parental responsibility i.e. named on the birth certificate)						
Child is living with	Mum		Dad		Other	
Parents/Carers Contact 1 Name:						
Parental responsibility	Yes/No	Date of Birth				
Home address:						
Post code:		Email:				
Mobile:		Home:		Work:		
Parents/Carers Contact 2 Name:						
Parental responsibility	Yes/No	Date of Birth		NI Number		
Home address:						
Post code:		Email:				
Mobile:		Home:		Work:		

**Information texts are only sent by school to the named parent in the number 1 contact *Emails are sent to number 1 and 2 contacts only*

**Please note the school must allow all contact to those who have parental responsibility*



Confidential Password <i>Please provide a password that may be requested to confirm identify of an adult collecting your child.</i>		Password		
Additional Emergency Contacts: <i>Please provide details of a relative/friend who can be contacted if parents are unobtainable.</i>				
Name	Mobile	Email	Relationship to child	
1.				
2.				
Names and ages of other children in family:				
1.	Age:	2.	Age:	
3.	Age:	4.	Age:	
Any additional information about family structure:				
Does your child currently have an Educational Health & Care Plan? (formerly known as a Final Statement of Special Educational Needs)			Yes	No
Is your child currently undergoing Statutory Assessment of Special Educational Needs?			Yes	No
Have you had any involvement with outside agencies, eg, Physiotherapist, Speech Therapist or Paediatrician. If yes, please provide details below.			Yes	No
Do either parent work or have previously worked for the Armed Forces?			Yes	No
Is your child currently in looked after care? If yes, please confirm under which Authority?			Yes	No
Has your child previously been in looked after care? If yes, please confirm under which Authority?			Yes	No
Medical key contact details:				
Name of doctor:		Telephone no:		
Name of surgery				
Medical conditions: Yes/No	Please give details of any relevant medical information.			
Signature Parents/ Carers:			Date:	



Student Additional Information

Name of Child

☐ My child has no Special Dietary Requirements or Allergies.

☐ My child is allergic to some foods. **I understand that school dinners cannot be provided for my child until I have produced medical evidence to support this and must supply a packed lunch.**

The foods that my child is allergic to are:

- ☐ Seafood
- ☐ Nuts
- ☐ Dairy
- ☐ Gluten
- ☐ Mustard
- ☐ Other (please provide details below)

☐ My child has the following dietary restrictions:

- ☐ No meat
- ☐ No fish
- ☐ No meat and no fish
- ☐ Other (please provide details below)

☐ My child does not have a physical or mental impairment that has 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

☐ My child does have a physical or mental impairment that has 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

Please tick all that apply:

- ☐ Problems with Mobility
- ☐ Problems with Hand Function
- ☐ Problems with Personal Care
- ☐ Problems with Eating and Drinking
- ☐ Problems with Medication
- ☐ Problems with Incontinence
- ☐ Problems with Communication

- ☐ Problems with Learning
- ☐ Problems with Hearing
- ☐ Problems with Vision
- ☐ Problems with Behaviour
- ☐ Problems with Consciousness
- ☐ Problems with ASD/Asperger's
- ☐ Problems with Palliative Care Need
- ☐ Other Disability/Health Problem

Please provide details

This information was provided by:

Parent / Carer: (Please print)



ETHNICITY DATA COLLECTION

In January each year we are required to complete a Statutory School Census. This records all pupil and staff data and part of this data is your child's ethnic background, first language and religion (this is the language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community).

If your child's first language is a language other than English, please record this language.

Childs Name		Nationality	
First Language		Main language spoken at home	
Religion		Place of worship	
Mothers First Language		Amount of English understood	
Fathers First Language		Amount of English understood	

Ethnic Background

White		Black or Black British	
British	<input type="checkbox"/>	African	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	Asian or Asian British	
Any other white background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Mixed		Chinese	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>

I do not wish an ethnic background category to be recorded ☐

This information was provided by:

Parent / Carer: (Please print)


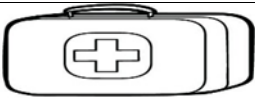





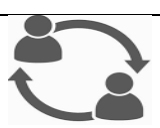

Parent / Carer: (Signature)



Parental Consent

Name of Child	
Parent signature	

Please consider the following elements of this form, for which we feel it is appropriate to request additional consent. All of these activities form part of the day-to-day running of the school and, as such, consent to them allows us to organise at short notice.

	Community Visits I give permission for my child to take part in walking activities within Thrybergh. On each occasion you will, of course, also be informed that a visit is to take place. In addition, all trips further afield will require additional permission.	Tick
	Emergency First Aid I give consent for my child to be given First Aid when required. (If your child has any allergies to plasters please inform school)	Tick
	I give consent for my child to watch films rated certificate PG (parental guidance) at school when appropriate.	Tick
	Food Tasting I give consent for my child to take part in the preparation of food and drink and to taste different food and drink as part of their learning. Should your child have any specific allergy please give details on the Dietary form.	Tick
	Photographs are used constantly throughout school to record events and pupil's achievements. From time to time photographs are used on our website, X (twitter), Facebook and other social media platforms. We are asking permission for us to use your child's photograph where appropriate.	Tick
	I agree only to record images of my own child , wherever possible, and not to publish or upload any images of other children onto any website or social media platforms.	Tick
	E-Safety & Internet Access I give permission for my child to access the internet and for their work and photographs to be electronically published and shared with other parents. I confirm I have read and understood the E-Safety rules and will support my child to understand these rules.	Tick
	I consent to the sharing of the information provided with other professionals and agency on a need to know basis where appropriate.	Tick
	External companies, such as the school photographer and local press from time to time request permission to use children's images. I consent to the sharing of my child/children's images with external companies where appropriate.	



Home-School Agreement

With Christ as our teacher, to enable every child to be the best that they can be.

We invite you to share in our best efforts to provide the very best school experience for your child. We know that we can achieve more if everyone working in the partnership plays their part including staff, children, parents and the wider community.

Working together we can ensure that our children are happy and thrive in all aspects of their development. In this way, our children will be ready to move onto the next stage of their learning journey as confident, responsible, self-aware and resilient individuals.

The responsibilities of the child:

These will be taught to the children, at an age appropriate level, to live out the Mission Statement at St Gerard's, throughout their journey in school.

- Show a positive attitude to learning
- Keep yourself and others safe
- Always tell the truth
- Never giving up
- Accept and learn from your mistakes
- Take pride in your school, yourself and your work
- Recognise your strengths and share them
- Listen and support each other
- Take on new challenges
- Follow the school rules

The responsibilities of parents/carers:

- Ensure your child attends school punctually every day during term time
- Contact the school by telephone in the event of absence
- Ensure that your child wears the correct uniform (including shoes) and PE kit
- Share a book with your child every day or create an opportunity for them to read quietly.
- Support the school expectations regarding behaviour
- Attend meetings in school to support your child's learning and progress
- Let us know if contact information changes
- Use social media responsibly when commenting on St Gerard's Catholic Primary School or any of its staff members
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness in school

The responsibilities of the school:

- To live out St Gerard's Mission Statement.
- To provide an outstanding Catholic Education.
- Provide a safe, happy and stimulating learning environment for all children to thrive In
- Support each child to understand, embrace and manage their emotions
- Encourage each child to show kindness and respect for others
- Provide a broad and balanced curriculum which challenges every child to reach their potential and fulfils the requirements of the National Curriculum
- Model the behaviour and attitudes we expect of all the children
- Inform parents/carers about their child's progress and behaviour

**Signature Parents/
Carers:**



REGISTRATION FORM - FREE SCHOOL MEALS AND PUPIL PREMIUM

We need information about you and your child/children, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you are in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise an extra £1,515 per year for your child's primary school or £1,075 per year for your child's secondary school.

This would fund valuable support like extra tuition, additional teaching staff or after school activities. This additional money is available from central government for every child whose parent/carer is receiving one of the benefits listed above.

It is therefore important to sign up for free school meals if you are receiving one of the above benefits', even if your child is in Foundation 2, year 1 or year 2, so that your child's school receives as much funding as possible.

Important Note

Once you have been awarded free school meals, even if there are changes to your income that means you normally would no longer be entitled, your child will continue to receive free school meals until the end of the Universal Credit rollout period, which is currently scheduled to end in September 2024. Once Universal Credit is fully rolled out, your child will keep their free school meal until the end of their current phase of education, i.e. primary or secondary.

How the information in this form will be used?

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used to decide whether your child is eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Form continues over...



To check if your child is eligible, you can either;

- apply direct online at OR
- Complete this form and return it to your child's school as soon as possible. All details must be included.

ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth			Name of School
		D	M	Y	
		D	M	YYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1										Parent/Guardian 2									
Last name																				
First Name																				
Date of Birth	D		M		Y						D		M		Y					
National Insurance Number*																				
National Asylum Support Service (NASS) Number*			/		/								/		/					
Telephone Number																				
e-mail address																				
Address																				
	Postcode:																			

* Please confirm which benefits(s) you are in receipt of from the list below:

- ☐ Income Support;
- ☐ Income-based Jobseekers Allowance;
- ☐ Income-related Employment and Support Allowance;
- ☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999;
- ☐ The guarantee element of State Pension Credit;
- ☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190;
- ☐ Working Tax Credit run-on;
- ☐ Universal Credit

Please state who is claiming these benefits _____

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using the information I have provided to process my application for free school meals and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I understand that the result of any free school meal eligibility check may also be used to assess my entitlement to receive free school milk.

Signature of parent/guardian: Date:.....



School Uniform

PLEASE ENSURE ALL UNIFORM AND SPORTS KIT IS CLEARLY NAMED

Uniform

We take pride in our appearance and children always wear the correct uniform and PE kit. Wearing school uniform, not only gives children a strong message that they are part of the school community at St Gerard's school but also helps to develop a continued sense of pride in their school and the work they do here.

Our School Uniform

Plain white polo t-shirts with school logo*
Socks/Tights black/grey/white (no striped or coloured)
Jumper or Cardigan with school logo
Grey trousers/shorts/skirts/pinafores
Sensible black shoes (no trainers or boots)
Book Bag



**Note – Polo shirts do not need to have a logo on as long as a jumper or cardigan with the logo on is with the child.*

Our PE Kit

- White round neck plain t-shirt
- Plain black jogging bottoms/ shorts or leggings (no logo)
- Grey hoodie with school logo
- Trainers for outside
- Plimsolls for indoors / Bare foot
- Bag



Jewellery, apart from studs (which must be removed independently for PE), is not allowed unless for religious reasons;

Make-up should not be worn.

Hair should be neat and presentable (unnatural hair colours or shaved lines and patterns in hair is not acceptable). Long hair must be tied up. Blue, black or neutral coloured bobbles/headbands only.

Purchasing

Parents/carers are able to purchase items directly from:

Online: www.pindersschoolwear.com/schools/160/StGerardsCatholicPrimarySchool



Eating at St Gerard's

Lunchtimes at St Gerard's are a time to develop social skills, have fun, exercise and enjoy a healthy delicious meal. All food is prepared on site and menus are placed on our school website. All food allergies and dietary requirements will be catered for. After lunch, children go out to play with friends and have opportunities to join a variety of adult led activities and games.

Lunch Arrangements

Children in Foundation 2, Year 1 and Year 2 are entitled to Universal Free School Meals. For children in Year 3 and above, a school meal costs £3.20 per day/£16 per week. Payments are to be made via the arbor app. If you believe you are entitled to Free School Meals or are unsure please apply direct online at www.rotherham.gov.uk/benefits/free-school-meals

Healthy Eating

We are a healthy eating school. All children in Foundation 2, Year 1 and Year 2 will receive free fruit daily. The type of fruit varies daily. If your child prefers a certain type of healthy snack you can send that into school in your child's bag from them to have a snack time instead.

Possible snack options

Fresh or dried fruit, cereal bars- please check that it is low in sugars and fat. Fresh vegetables- carrots, cucumber etc. We are a **NUT FREE** school so please do not send your child into school with a snack containing any type of nuts. Children will not allowed any chocolate, sweets or crisps as a snack as we are a healthy school. If your snack is in a container please label with your child's name so it can be returned. If your child is in Years 3-6, please send them with a healthy fruit snack to enjoy at morning break time. Please avoid sending crisps, chocolate and biscuits.

Allergies

Please note, we are a nut free school due to the risk of severe reactions to allergies.

Drinks

Children are required to bring a school water bottle (labelled) daily which should only contain water (no squash or fizzy drinks please). This will be sent home each day to be washed. (Only school water bottles are allowed in school.

Cool Milk

School milk is free for under-5s. Each child will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

- If your child is under five, the school will register your child to receive free school milk.



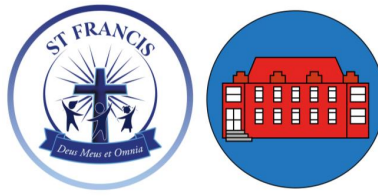
INTERNET ACCESS AND E-SAFETY

The use of computers and the Internet now forms an integral part of teaching and learning within school. We are aware that the internet and e-mail does carry risks. As a school we have taken steps to minimise potential problems and to prevent children having access to any materials, which may be inappropriate.

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound



Attendance, Absence and the Law

Regular school attendance – why it's so important

Attendance is extremely important for your child's future and all children should be in school, on time, every day that school is open unless the reason for absence is unavoidable. We expect all children at St Gerard's to achieve at least 98% attendance. Falling below this mark can seriously impact the opportunity your child has of reaching their full potential. All schools, including St Gerard's, are required to record details of pupils' attendance and absence. We take a register at the start of each day at 8.50am with the school doors opening at 8.30am for KS1 and 8.45am for KS2, we then take the register again after lunch. If your child is absent, it is essential that you contact us to tell us the reason for your child's absence.

You're Responsibilities as a Parents/Carers

By law, all children of compulsory school age (from FS2 aged 5 to Year 6), must receive full-time education. Once your child is registered at a school, you are legally responsible for making sure they go regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted. The Education Authority has a duty to become involved if they believe that a child is not getting the education required by law.

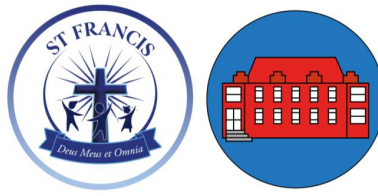
What can you do to ensure your child comes to school every day?

- Have a good morning routine, including setting an alarm clock and getting bags and clothes ready the night before.
- Make sure your child understands the importance of good attendance and punctuality.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness.
- Make medical, dental or other appointments outside the school day.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.
- Let us know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time.
- Ensure that school has all your up to date contact details.
- Take an interest in their day at school – ask about learning!
- Encourage your child to enjoy school and make the most of all the opportunities

What happens if my child is absent?

We expect you to contact school via the arbor app before 9.00 am to tell us about your child's absence. We can talk about whether the absence will or will not be authorised.

Form continues over...



Leave of Absence

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form (giving at least two 21 days' notice from the first date of absence requested) and handed into the school office for consideration prior to any holiday/leave arrangements being made.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

For further information, please refer to our Attendance Policy on the school website.

Every school day counts towards your child's future. Days off school add up to lost learning.

In total there are 175 non-school days a year. This gives families the opportunity to:

- spend time together
- go on family visits
- go on holiday
- go on days' out
- attend routine appointments

The law says that parents do not have the right to take their child out of school for holidays during term time and can only request leave of absence due to exceptional circumstances. If you take your child on holiday during term-time without the school's authorisation this will be recorded as unauthorised absence and may result in action being taken against parents or carers.

Why shouldn't I take my child on holiday during term time?

Many parents and carers think it is okay to go on holiday during term time, this has a negative effect on their children's learning and ability to achieve. If your child goes on holiday during term time, they are absent:

- 10 days absence = 95% attendance
- 19 days absence = 90% attendance
- 29 days absence = 85% attendance
- 38 days absence = 80% attendance
- 47 days absence = 75% attendance