



*Glebeland Primary  
Barnby & North Cove Primary*

*Easter 2018 Registration Form*

Ofsted registered in accordance with the Early Years Foundation Stage, Ofsted Education Standards and the Children Act 1989

## LETTER TO PARENTS

*WELCOME to our ESCape Holiday School for Easter 2018!*

Please find attached the Programme, Booking Form and Registration Form. We will require a Booking Form, Registration Form and payment for the sessions in advance before we can admit your child to the Holiday School. Cheques should be made payable to: *The Consortium Academy*. We also need your permission for your child to receive medical attention, attend the hospital or doctors, and your permission regarding the taking of photographs which are included in this Registration Form document.

Due to the nature of the activities and required staffing levels, there are a set number of places for each session. These will be given on a first come first served basis.

Please make sure that your child has clothing suitable for their activity and weather conditions. We cannot put sun cream on the children, so please can you do so before they arrive. Don't forget a water bottle and packed lunch too!

We do hope your child will enjoy their experience at our Holiday School, if we can help you in any way, please contact me via email at **[holidayschool@consortiumacademy.org](mailto:holidayschool@consortiumacademy.org)** or on mobile number **07534066521**.

If you need to contact the schools directly please call them on :

**ESCape! BARNBY AND NORTH COVE – 07534024847**

**ESCape! GLEBELAND - 07534023937**

Please note, that these will only be answered during the Holiday School hours when at that school.

Once again, please ensure you have read and signed the relevant sections of this form, and return to either the School Office or myself at: The Consortium Academy, 27 Norwich Road, Halesworth, IP19 8BX

Susie Remblance  
Holiday School Co-Ordinator



# ESCape Holiday School Registration Form



## *Glebeland Primary* *Barnby & North Cove Primary*

### Child details and Contact Information

Childs Name	
Date of Birth	
Home Address	
Primary Contact Name	
Relationship to Child	
Contact Number 1	
Contact Number 2	
Email Address	
Secondary Contact Name	
Relationship to Child	
Contact Number 1	
Contact Number 2	
Email Address	

### Health

Name of Doctors	
Address	
Phone Number	

Does your child have any medical requirements or problems that we should be aware of? YES/NO

If yes, please give details:

Does your child have any allergies? YES/NO

If yes, please give details:

Does your child require regular medication administered while at ESCape Holiday School? YES/NO

If yes, please give details:

Does your child have any specific dietary requirements? YES/NO

If yes, please give details:

Is there any other information that we should be aware of?

**Permission to give Treatment**

To help us maintain the care of your child, we ask permission to use the following items if necessary. Please tick as appropriate.

	<b>YES</b>	<b>NO</b>
Plasters		
Micropore Tape		
Calpol		
Antiseptic Cream		
Suncream		

Any other Comments:

Parents Signature and Date:

In case of emergency, I give permission for the staff of the ESCape Holiday School to seek necessary emergency medical advice of treatment.

Parents Signature and Date:

## **Terms and Conditions**

ESCape adheres to the general school policies, copies of which are available from either school office or on the Consortium academy website – <https://consortiumacademy.co.uk/suffolk/primary/consortium-mat/site/pages/governance/policies>

ESCape reserve the right to **move** the locations of Holiday School sessions, **cancel** or **amalgamate** them should the numbers of children attending the proposed Holiday School not reach the required minimum numbers for that session or too many children apply or the accommodation is not available for whatever reason.

It is our intention that our Holiday School will be open 4 days a week from Tuesday 3<sup>rd</sup> April to the 12<sup>th</sup> April , however there may be occasions when for reasons out of our control, we may decide to close the Holiday School for safety or other reasons. When a decision is made to close the Holiday School, we will notify all parents as soon as possible by telephone and email. Parents will be expected to collect their child by the time given for closure.

Our staff are usually school based employees and all staff have completed the DBS disclosure.

ESCape scale of charges are as follows:

Full Day 8am – 6pm (including snacks and light refreshments) £25

Half Day 8am -1pm or 1pm – 6pm £15

Additional fees may be payable for outings. Please check the programme for this information.

Discounts offered - advance booking and payment for 4 full days and get the fifth free!

Discretionary places – We are able to offer a limited amount of discretionary sessions. If you would like to apply for one of these sessions, please contact your school office in confidence or email [holidayschool@consortiumacademy.org](mailto:holidayschool@consortiumacademy.org) (Children must attend either host school to qualify.)

All booked sessions are payable for in advance, and sessions cannot be swapped without prior agreement from the management.

Full fees will be payable if your child is absent from the Holiday School for any reason unless 48 hours prior notice is given to the management.

ESCape Holiday School cannot be held responsible for any loss or damage to personal property

If you have any problems, please contact the Holiday School Co-Ordinator on 07534066521.

**It is understood, that by signing your child up for an off-school premises session, you will be giving us your authority to take your child off school premises and take part in the specified activity and any additional activity that the staff deem safe and suitable.**

Signed..... Dated.....

Print Name.....

**Photo Permissions**

Occasionally, we may take photographs of the children/young people at our Academy. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school or the Trust. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

The Consortium Multi Academy Trust may also use our photographs of pupils to illustrate work in publications, publicity materials and the internet.

From time to time, our Academy may be visited by the media who will take photographs, film footage or carry out radio interviews. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our Academy is taking part.

**Please answer the questions below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.**

1) Are you happy for your child's photograph to be taken when participating in Academy activities? This may include by other parents at school plays and events	Yes / No
2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways: <ul style="list-style-type: none"> <li><input type="checkbox"/> In publications and publicity materials produced by the school and by The Consortium Multi Academy Trust</li> <li><input type="checkbox"/> On the school website and Consortium websites</li> <li><input type="checkbox"/> Recorded on video or webcam</li> </ul>	
3) Are you happy for your child to appear in the media? This may mean their photo is used in print. <b>A child's name will never be published with their photo.</b>	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the back of this form.*

I have read and understood the conditions of use on the back of this form.

**NAME OF CHILD:** \_\_\_\_\_

**SIGNATURE OF PARENT.CARER :** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent/Carer name (in block capitals):** \_\_\_\_\_

**Conditions of use**

1. If we use photographs of individual pupils or small groups of pupils, we will avoid using the full name (which means first name **and** surname) of that child in the accompanying text or photo caption. **Please note that the media are likely to use first names and surnames in their publications/broadcasts.**
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our Academy prospectus or in other printed publications.
3. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

4. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

## **E-safety Agreement**

### **E-Safety Rules**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

#### **These rules help us to stay safe on the Internet**

*We can click on the buttons or links when we know what they do.*

*We can search the internet with an adult.*

*We always ask if we get lost on the internet.*

*We can write friendly emails to people we know.*

*We only use the internet when an adult is with us.*

*We ask permission before using the Internet.*

*We only use websites that an adult has chosen.*

*We tell an adult if we see anything we are uncomfortable with.*

*We immediately close any webpage we are not sure about.*

*We only e-mail people an adult has approved.*

*We send e-mails that are polite and friendly.*

*We never give out personal information or passwords.*

*We never arrange to meet anyone we don't know.*

*We do not open e-mails sent by anyone we don't know.*

*We do not use Internet chat rooms.*

Pupil Name: \_\_\_\_\_

Class: ESCape Holiday School

#### Pupil's Agreement

- I have read and I understand the school E-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed: (PUPIL) \_\_\_\_\_

Date: \_\_\_\_\_

**Parent's Consent for Web Publication of Work and Photographs**

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the Academy rule that photographs will not be accompanied by pupil names.

**Parent's Consent for Internet Access**

I have read and understood the school E-Safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_