

**Database Information Request Booklet**

| Please complete the booklet by writing / signing where highlighted in yellow.  Return the completed information booklet to school or to the address on the envelope provided. |
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| **Section 1 – Student Information** |
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| **Student Legal Forename:** |  | **Preferred Name:** |
| --- | --- | --- |
| **Middle Name(s):** |  | |
| **Legal Surname:** |  | |
| **Gender:** |  | |
| **Date of Birth:** |  | |
| **Home address of Student (incl. postcode):** |  | |
| **Names of any Siblings at the School:** |  | |

| **Section 2 – Guardian & Emergency Contacts** |
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| **Name of First**  **Parent / Carer:** | | **Title** | | | **Forename** | | | | | **Surname** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parental Responsibility?** | | YES | | | | | | NO | | | |
| **Relationship to Student:** | |  | | | | | | | | | |
| **Primary Emergency Contact?** | | YES | | | | | | NO | | | |
| **Home address same as student?** | | YES | | | | | | NO | | | |
| **Home Telephone Number:** | |  | | | | | | | | | |
| **Mobile Number:** | |  | | | | | | | | | |
| **Work Number:** | |  | | | | | | | | | |
| **Email Address\*\*:** | |  | | | | | | | | | |
| **Name of Second**  **Parent / Carer:** | **Title** | | **Forename** | | | | | | **Surname** | | |
| **Parental Responsibility?** | YES | | | | | | NO | | | | |
| **Relationship to Student:** |  | | | | | | | | | | |
| **Second Parent – separate copy of reports/letters?** | **Reports** | | | | | **Letters** | | | | | |
| YES | | | NO | | YES | | | | | NO |
| **Secondary Emergency Contact?** | YES NO | | | | | | | | | | |
| **Home Telephone Number:** |  | | | | | | | | | | |
| **Mobile Number:** |  | | | | | | | | | | |
| **Email Address\*\*:** |  | | | | | | | | | | |
| **Second Parent Address \***  **(incl. postcode):**  *\* only required where student lives at the address for part of the time or where second report/letter required* |  | | | | | | | | | | |
| **Home address same as student?** | YES | | | | | | NO | | | | |

| **Third Emergency Contact Name:** |  |
| --- | --- |
| **Third Emergency Contact Relationship to Student:** |  |
| **Third Emergency Contact** | **Home Telephone Number:** |
| **Mobile Number:** |

| **Fourth Emergency Contact Name:** |  |
| --- | --- |
| **Fourth Emergency Contact Relationship to Student:** |  |
| **Fourth Emergency Contact** | **Home Telephone Number:** |
| **Mobile Number:** |

| **Section 3 – Student Information Cont.** |
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| **Country of Birth** | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Nationality:** | |  | | | | |
| **First Language:** | |  | | | | |
| **Religion:** | |  | | | | |
| **Ethnicity** *(Tick the box that best describes the ethnic origin of your son / daughter)* | | | | | | |
| *White* | | |  | *Mixed* | | |
| **☐** | English/Welsh/Scottish (please delete as appropriate) | |  | **☐** | White & Black Caribbean | |
| **☐** | Irish | |  | **☐** | White & Black African | |
| **☐** | Traveller of Irish Heritage | |  | **☐** | White & Asian | |
| **☐** | Gypsy/Roma | |  | **☐** | Other Mixed Background *(please specify)* | |
| **☐** | Any Other White Background *(Please specify)* | |  |  | | |
|  | | |  |  |  | |
| *Asian/Asian British* | | |  | *Black/Black British* | | |
| **☐** | Indian | |  | **☐** | Caribbean | |
| **☐** | Pakistani | |  | **☐** | African | |
| **☐** | Bangladeshi | |  | **☐** | Any Other Black Background *(please specify)* | |
| **☐** | Any Other Asian Background *(Please specify)* | |  |  | | |
|  | | |  |  | |  |
| *Chinese or other ethnic group* | | |  | *Undeclared* | | |
| **☐** | Chinese | |  | **☐** |  | |
|  |  | |  | Other *(Please specify)* | | |
|  |  | |  | **☐** |  | |

| **Are you in receipt of FSM?** | YES | NO |
| --- | --- | --- |
| **Are you a UK Service Family?** | YES | NO |
| **Are you a Gypsy/Roma/Traveller?** | YES | NO |
| **Mode of Travel to school:** |  | |
| **Are you a key worker?** | YES | NO |
| Occupation: | |
| **Looked after child (In Care)?** | YES | NO |

| **Does your child have special educational needs? Please specify what that need is:** | YES | NO |
| --- | --- | --- |
| Specify: | |
| **Do any external agencies or professionals currently work with your child? If so please specify:** | YES | NO |
| Specify: | |

| **Name and Address of Previous School:** |  |
| --- | --- |
| **\*\* *please ensure you provide email addresses to which school correspondence can be sent*** | |

| ***Please note:***  *The Trust and its schools’ contracts with third parties to provide educational and healthcare services which mean basic information, such as names and tutor groups are shared in order to provide log-ins and / or accounts for use. All data shared is in line with our Data Protection Policy available from the school website, where you can also access our Privacy Policies:* [*felixprimary@seckfordeducation.org.uk*](mailto:felixprimary@seckfordeducation.org.uk)  *Please sign below to indicate your understanding of the need to share data for this purpose.* |
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| **Parent/Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **Section 4 – Medical/Health Information** |
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| **Name of Doctor:** |  |
| --- | --- |
| **Address of Doctor**  **(incl. Postcode):** |  |
| **Doctor’s Telephone Number:** |  |
| **Details of any Medical Conditions or Health Needs (such as epilepsy / asthma, mental health needs, sight or hearing issues)?** |  |
| **Please give details of any ongoing illness, operation or hospital investigation for your son / daughter:** |  |
| **Please specify if your son / daughter is allergic to any medicines, foods or dressings:** |  |
| **Please list any medicines your son / daughter is currently taking regularly outside of school:** |  |

| **Section 5 – Consents** |
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**Administer First Aid consent**

| I understand that in the case of a medical emergency arising with my child every effort will be made to obtain my consent to treatment, but if this proves impossible I authorise the Head of School or Senior Leadership Team to act *in* *loco parentis.*  If my child needs to take medicines at school, I will provide written instructions to the Head of School who will delegate to an appropriate member of staff in line with the Trust First Aid Policy.  I undertake to inform the school immediately if, at any time during my child’s school career, amendments need to be made to the details I have provided above. |
| --- |

| **Parent/Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

**Photo / Website / Media consent**

| The increasing use of ICT for learning and teaching has seen a number of exciting methods and equipment being introduced into our classrooms: computers, interactive whiteboards, tablets, video cameras and digital still cameras to name but a few. All of these devices can be used to enhance learning.  The use of video and digital still cameras is on the rise in schools for a variety of different learning reasons. Also on the rise in society in general, is mistrust with the purpose for using these devices. I outline the use of these pieces of equipment in our school here to reassure parents / carers.  Digital photography and videoing equipment will be used in the Trust and its schools for the following purposes:   * To enhance learning and teaching through the use of ICT; * Where the curriculum encourages the use of digital equipment; * In ICT lessons, and in all other lessons where ICT is an integral part; * For the study of photography and art in general; * For teacher training and professional development of all staff; * When required for publicity purposes in the media, school prospectus, newsletter or DVDs of the Trust and its schools; * As part of the websites of the Trust and its schools.   *Please also remember images can be taken through a CCTV system for maintaining the security of premises, for investigating and preventing crime and for educational purposes in accordance with the Data Protection Act.*  We put a great deal of energy and time into celebrating the progress and achievements of our students. We wish to make both of these resources a true representation of our schools and show what we have to offer to our community. This means that we wish to use photographs of students enjoying lessons and the facilities on and off site and to reward students for their achievements.  We strictly adhere to government guidelines about the use of photographs and video online. We will not put any digital picture on our website or in our brochure with a student’s full name unless specific permission has been granted from parents / carers. Government guidelines permit us to use images and videos of students and groups of students without names. |
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| Occasionally, we may take photographs of the students at our school. We may use these images in our prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.  The Seckford Education Trust may also use our photographs of students to illustrate work in its schools in publications, publicity materials and the internet.  Please see the Privacy Notices on our website for further details about how we use and store images and our legal basis for doing so.  From time to time, our school may be visited by the media who will take photographs, film footage or carry out radio interviews. Students 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 School is taking part.  Please tick below to confirm for your child’s consent to their image being used.   | I consent to my child’s photo to be used in the following ways: | Tick Box | | --- | --- | | In publications and publicity materials produced by the school and by Seckford Education Trust |  | | On the school website and Seckford Education Trust websites: |  | | Recorded on video or webcam: |  | | I consent for my child to appear in the media. |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*** |
| | **Parent/Carer Signature:** |  | | --- | --- | | **Print Name:** |  | | **Date:** |  | |

**Data Sharing consent**

| In the course of the work of the Trust and its schools, there is a need to share data with other organisations in the pursuit of educational and healthcare experiences (such as with destinations for educational trips and visits), or for pathways to education   * We are asking for a general consent to share this information when we are required to do so. Where data sharing is required for other purposes, we will contact you to gain specific permission if required to do so. * All data shared is in line with our Data Protection Policy and all Data collected is held in accordance with our Privacy Notices available from the school website:   <https://www.felixprimary.org.uk/>  Please sign below to indicate your understanding of the need to share data for this purpose. |
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| **Parent / Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

**Fieldwork and Outdoor Education consent**

| The Trust and its schools have a strong commitment to the added value of learning outside the classroom and beyond the school premises. They will seek to provide a broad and balanced range of learning outside the classroom opportunities for all students.  Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Trust Board has given its approval includes:   * Out of hours clubs (music, drama, art, science, sport, homework etc.); * School sports teams; * Regular local visits (places of worship, swimming, other local amenities); * Day visits for particular groups; * Residential visits; * Overseas visits and exchanges; * Adventurous Activities.   The Trust uses EVOLVE ([https://suffolkvisits.org.uk](https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=suffolkvisits.org.uk)) to plan all trips.  From time to time during the year, your child may be taken on a field trip or outdoor / out of school education activity. Your signature below is necessary for your child to accompany their class on such trips.  You will receive notification from the school prior to each trip with all the details of the trip, but a separate permission form will not be required on every single occasion. You are signing this to cover trips that take place during the school day within areas local to the school (not including the Beach).  Major trips, such as those that stretch beyond a school day and / or out of the local area will require a permission slip and these will be included in any correspondence at the appropriate time. |
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| **Parent/Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

**Travelling to and from school**

| We would normally expect children to be accompanied to school by an adult.As children get older you may wish for them to make their own way to and from school and for their safety we need to know if children are travelling alone. |
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| **Parent / Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **Section 6 – Home-School Agreement** |
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| Please read the Home-School Agreement, discuss with your child and sign where indicated. Parents/carers with primary responsibility should sign the agreement. Students are also expected to sign where indicated. |
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| **General agreement**: |
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| The Seckford Education Trust (or ‘Trust’) believes in working in partnership with parents/carers and students to ensure achievement and progress.  Together the school and parents/carers will:   * Promote the ethos of the Trust and its schools through the ‘6Cs to success’ (Co-operation, Commitment, Community, Confidence, Challenge and Celebration); * Ensure our students make maximum progress and reach their full potential; * Provide a safe and secure environment where our students can grow and develop; * Establish and maintain open and respectful communication; * Promote high aspirations and expectations for our students; * Enable our students to make their needs known; * Ensure an inclusive ethos for all students to feel part of the school community; * Enable our students to know right from wrong and ensure students spiritual, moral, social and cultural development; * Develop consistent approaches for addressing behaviour issues where appropriate; and * Encourage our students to value and respect diversity. |
| **Parents / carers agreement**: |
| I / we will:   * + Ensure that my child arrives at school on time, properly equipped for lessons and wearing the correct school uniform with pride;   + Support the policies of the Trust and its schools and the guidelines for uniform and behaviour;   + Inform the school about any concerns or problems that might affect my child’s work or behaviour;   + Support the Trust’s Attendance and Punctuality Policy, particularly with regard to not taking students on holiday during term time and ensuring students are in school and on time;   + Encourage my child to complete all homework set, and to do so to the best of their ability;   + Monitor the online parent reporting portal and correspondence email address;   + Attend Progress Evenings and other meetings about my child’s progress;   + Get to know and take an interest in my child’s life at school;   + Read all communication from the school and ensure that the relevant documents are returned promptly. This includes those documents requiring a parent / carer signature;   + Inform the school of changes in address and home / work / contact telephone numbers. |

| **Parent/Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **School agreement**: |
| --- |
| The school will:   * Follow the procedures as outlined in the Safeguarding Policy of the Trust; * Care for students as individuals and be available to parents / carers to discuss and help; * Care for all students’ safety and happiness within a supportive community, where acceptance is granted to all, where indifference, discrimination and bullying have no place and where the fostering of good relationships and the development of self­worth are valued highly; * Provide a firm but caring and fair discipline framework within school, which expects students to develop self discipline and respect for others; * provide the highest possible standard of teaching and the expectation that all students should make maximum progress from their starting points; * Create a challenging learning environment to stimulate, inspire and foster a love of learning for life; * Provide a broad and balanced academic curriculum, underpinned by a strong pastoral system and enrichment opportunities that will develop the whole person, and so prepare students not only for academic success, but also for the world of work and participation as responsible citizens within society; * Set, mark and monitor classwork and homework; * Provide a Personal Education Plan (PEP) for every student; * Communicate regularly with parents / carers to inform them about the life of the school, the academic progress of their child and also about any concerns or problems that might affect their child’s work or behaviour; * Provide opportunities for parents / carers to become involved in the life of the school and to be consulted on significant changes; * Offer opportunities for students to participate in extra­curricular activities, including lunchtime / enrichment / after school clubs, sports teams and educational visits both within the UK and abroad; * Provide a welcoming environment for families and ensure their knowledge, expertise and opinions are valued; * Listen and respond as quickly and effectively as possible to the views and concerns expressed by parents / carers and students. |

| **Head Teacher**  **Signature:** |  |
| --- | --- |
| **Print Name:** | Jessica Hearn |
| **Date:** | 2024/2025 |

| **Student agreement**: |
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| I will:   * Attend everyday expecting to work hard; * Arrive at school on time, prepared and organised for all my lessons; * Be ready for lessons, on time and with the correct equipment; * Follow the “6Cs to Success” in everything I do; * Demonstrate politeness, care, concern and respect for all other members of the school and members of  the general public and ensure that all students are welcomed and included in the life of the school; * Follow the Trust’s Behaviour Policy and uniform code at all times: in school, travelling to and from school, on school trips and residential visits / exchanges; * Do all my classwork and homework to the best of my ability and to make maximum progress; * Do all the work set by the deadline and to the best of my ability, seeking to extend myself through  additional effort, reading, research and target setting; * Let someone at school know if I have any concerns; * Take advantage of all opportunities offered to me by the school, both within and outside lessons; * Adopt a positive attitude towards, and participate fully in, the life of the school; * Play my part in keeping the school buildings, furnishings and site in good order, in particular, free from litter and graffiti; * Take good care of the books, resources and equipment which I use; * Look after and fully utilise any mobile technology the school gives me to use for learning; * Act as a Young Leader at all times, helping teachers and staff to run my school and undertake my duties and responsibilities when required. |

| **Student Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **Section 7a – Personal ICT Device**  **Acceptable Use Policy (Parents / Carers)** |
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| *This acceptable use policy relates specifically to the agreement made between parents / carers and Felix Primary school with regard to the supply of personal ICT device for the purposes of enhancing learning.*   * The Head of School and Senior Leadership Team have the right to view the content on any device that is brought onto the school site if the School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue; * Students should not store personal data, pictures, documents on devices provided by the school; * All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item; * While the device is on the school site it must only be used for educational purposes; * Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school); * Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device; * Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device; * While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated; * It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust; * It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party; * If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school; * All software / apps that are preloaded onto the device must remain on the device at all times; * If a student feels that the device has been misused in anyway then they must report it to a member of staff; * The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred; * The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust’s Safeguarding Policy in this regard. |
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| Please read, sign to say that you:   * I agree to the conditions of the Acceptable Use Policy above; * I undertake to inform the school immediately if, at any time during my child’s school career, there is an issue with the use of any personal ICT device; * I agree that a charge may be levied for loss or damage to any personal ICT device issued by the School; * I consent to my child using the school’s devices and having responsibility for their use. |
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| **Parent / Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **Section 7b – Personal ICT Device**  **Acceptable Use Policy (Students)** |
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| *This acceptable use policy relates specifically to the agreement made between parents / carers and SET Felix Primary School with regard to the supply of personal ICT devices for the purposes of enhancing learning.*   * The Head of School and Senior Leadership Team have the right to view the content on any device that is brought onto the school site if the School feels that a student is at risk or is in possession of material that is related to a safeguarding, bullying or behavioural issue; * Students should not store personal data, pictures, documents on devices provided by the school; * All electronic devices remain the property of the school and must be returned when the student is no longer part of the school community. Failure to return the device may result in a charge to replace the item; * While the device is on the school site it must only be used for educational purposes; * Students are expected to bring the personal ICT device to school every day as part of their equipment. The device must be fully charged (there are no charging facilities at the school); * Once the device has been signed for it becomes the responsibility of the student. If the device is lost, stolen or broken it is the responsibility of parent / carer to make a contribution to the replacement of the device; * Any software / apps that the student has downloaded for free or paid for and is stored on the device will not be returned or compensation paid if the device is lost, stolen or confiscated. It is recommended by the Trust that only free software / apps are downloaded onto the device and / or that students back up their purchases to their own accounts regularly in the event of an issue with the device; * While the device is in the school it must be used within the rules outlined in the Trust ICT Policy and Behaviour Policy. If a student consistently breaches these rules then the use of the personal ICT device may be withdrawn and the device confiscated; * It is recommended by the Trust that the device is not used for personal banking or paying for goods where a credit or debit card maybe needed as the Trust will not take any responsibility for the protection of this information while the student is in possession of the personal ICT device or when it is handed back to the Trust; * It is the responsibility of the student and their parent / carer for content that is viewed on the device. The device should not be used by a third party; * If it is found that the device has been used to view inappropriate material or used improperly then the device will be confiscated by the school; * All software / apps that are preloaded onto the device must remain on the device at all times; * If a student feels that the device has been misused in anyway then they must report it to a member of staff; * The Trust is not responsible for the maintenance of the product but may offer support depending on the nature of the fault and how it occurred; * The photographic and video function on any personal ICT device is only to be used in lesson time with instruction from the teacher. The Trust does not condone the use of these functions for personal use and notice must be taken of the Trust’s Safeguarding Policy in this regard. |
| --- |

| Please read and sign:   * I agree to the conditions of the Acceptable Use Policy above; * I undertake to inform the school immediately if, at any time during my school career, there is an issue with the use of the personal ICT device; * **I agree that a charge may be levied to parents / carers for loss or damage to the personal ICT device;** * I understand that by signing this AUP I am accepting any responsibility related to its use. |
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| **Student Signature:** |  |
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| **Print Name:** |  |
| **Date:** |  |

| **Section 8 – Arbor** |
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| Seckford Education Trust uses Arbor as our School Management System. It is through the system that we manage communication and payments.  Once your child has been enrolled, you will receive an email asking you to sign up for Arbor. Please sign up as soon as possible to benefit from the ease of paying or your child’s meals, transport and other activities.  Should you have problems with Arbor, please contact the Arbor help centre, in the first instance. Should you still require assistance please contact the school office on 01394 283374 |
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| **Section 9 – Catering** |
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| Felix Primary School currently outsources the catering to Aspens catering who currently charge £2.55 per day.    We ask that parents / carers sign to say that:   * That you will login and top up your Abor account so that it covers the cost of the food eaten at school and does not accrue debts; * You understand that should you accrue debts that the School will take appropriate action to recover the money.   \*this charge may be subject to change and review. |
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| **Parent / Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

| **Section 10 – Wrap Around Care** |
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| Felix Primary provides a ‘breakfast club’ from 8am Monday-Friday (term time only). The cost of this provision is £2.50\* per day and includes a free breakfast.  We ask that parents / carers sign to say that:   * You agree to ensure your meals account is in credit prior to your child attending this provision; * That your child is registered prior to attending breakfast club (this is done through the Arbor app/system). Children should be registered by 3pm the day prior; * You understand that should you accrue debts that the School will take appropriate action to recover the money.   \*this charge may be subject to change and review. |
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| **Parent / Carer Signature:** |  |
| --- | --- |
| **Print Name:** |  |
| **Date:** |  |

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Office Use:

| Birth Certificate Seen: | Yes No (please circle) |
| --- | --- |
| Parent 1: |  |
| Parent 2: |  |
| Date of Birth: |  |
| Place of Birth: |  |
| Signed: | Date: |