

# The Roseland Academy Home School Agreements



**Name:** \_\_\_\_\_

**Primary School:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_

**Date of Admission:** \_\_\_\_\_

## About this Booklet

Please read through this booklet carefully, sign all relevant pages and return to The Roseland Academy as soon as possible.

We will hold the completed booklet in your child's school file should you ever need to refer to it. Further information can be found in the information booklet provided with this, or alternatively please contact the school directly.

### Contents

Student Admission Form	Pages 2 and 3
Ethnic Background Record	Page 4
Notification of Parents and those with Parental Responsibility	Pages 5 and 6
School Bus Contract	Page 7
Tassomai Email Consent	Page 7
Procedures for snowy days and/or school closures	Page 8
Cashless Catering System	Pages 9 and 10
School Asthma Plan	Page 11
Consent for Paracetamol	Page 12
Use of Images/Photo Consents	Page 13
Home School Agreement	Page 14

### The Roseland Academy Student Admission Form

Please complete your child's details as fully as possible.

Legal Surname:	Legal Forename:
Middle Name(s):	Preferred Forename/Surname:
Gender:	Date of Birth:
Address:	
Post Code:	Home telephone number:
Email (please print clearly):	
Previous school:	Previous school phone number:

Please provide your details and the details of 2 additional people whom you wish to be contacted in an emergency, please ensure that they live locally and place them in the priority order that you wish for them to be contacted:

Priority	Name and Address:	Relationship:	Phone number:
1			
2			
3			

Travel arrangements (Please tick)	Bus		Car		Taxi		Walk	
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Meal arrangements (Please tick)	School lunch		Packed lunch		Free School Meals	
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Doctor's name:	
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Name of Medical Practice:	
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Telephone number:	
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Medical information: (Examples: allergies, asthma, diabetes)	Description of treatment:

Country of birth:	
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Home Language:	
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Religion:	
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## Ethnic Background Record

The Information Commissioner recommends that younger people aged over 11 years old have the opportunity to decide their own ethnic identity. Where necessary, parents or those with parental responsibility are asked to support or advise children aged over 11 when making this decision. Students aged over 16 or over can make this decision for themselves.

Please tick one box only to indicate the ethnic background of the student or child. Please also tick whether this page was completed by a parent of the child.

White	
• Cornish	
• Other White British	
• Irish	
• Traveller of Irish Heritage	
• Gypsy/Roma	
• Any Other White Background	
Mixed	
• White and Black Caribbean	
• White and Black African	
• White and Asian	
• Any other Mixed Background	
Asian or Asian British	
• Indian	
• Pakistani	
• Bangladeshi	
• Any other Asian Background	
Black or Black British	
• Caribbean	
• African	
• Any other Black Background	
Chinese	
Any other Ethnic Background	
I do not wish an Ethnic Background Category to be recorded	

(Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual students to be identified. From time to time the information will be passed onto the Local Education Authority and the Department for Education and Skills to contribute to local and national statistics. The information will also be passed on to future schools, to save it being asked again).

This information was provided by: (Please tick)	Parent:		Student:	
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Parent/Carer Signature: .....

## Notification of Parents and those with Parental Responsibility

In addition to the information on the school admission form, we would be grateful if you would provide the information requested below to help us to fulfil our obligation to ensure the safety of the children in our care. This will be treated in the strictest confidence but will ensure that we do not allow contact with a child by an unauthorised person and to verify that we send educational reports to a parent who is entitled to them. Thank you for your assistance in this matter.

1. Child's full legal name: .....  
*This will usually be the name on your child's birth certificate.*

2. Please provide the full names and full address (if they do not live with your child) for the following:

- Your child's biological parents
- Any person who, although not a biological parent, has parental responsibility for your child
- Any person who, although not a biological parent and does not have parental responsibility, has care of your child

A definition of 'parent' and 'parental responsibility' extract from DfE guidance is on the next page, please read this carefully.

1. ....

2. ....

3. Are there any Court Orders which are currently in force in respect of your child?  
*Please circle.*

Yes

No

If yes, please will you explain (with the advice of your solicitor if necessary) how the Order(s) limit(s) the parental responsibility of any of the persons named above. Please provide a copy of any Order referred to. We would be glad to offer you the facility of the free photocopying in school if you require it for this purpose.

***I/we understand that should the legal details of this information change, it is my/our duty to inform the Headteacher of The Roseland Academy of these changes.***

**Parent/Carer Signature:** ..... **Date:** .....

## **Extract from DfE guidance, 'Understanding and dealing with issues relating to parental responsibility' (September 2018)**

### **Who is a parent?**

It's important that schools and local authorities are aware that parents may be recognised differently under education law than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be interred 'biological parent') but who have parental responsibility, or who has care of the child.

For the purpose of education law, the department considers a 'parent' to include:

- All biological parents, whether they are married or not
- Any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, step-parent, guardian or other relative
- Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child. *For example, this may be a foster carer or family and friends carer who does not have parental responsibility but has been delegated the responsibility for taking day-to-day decisions about the child.*

In cases where a person is not the biological parent of a child, does not have 'parental responsibility' for that child and that child no longer lives with them, it's unlikely that they will be recognised as a 'parent'. Any disputes about whether a person is a child's 'parent' within the meaning of section 576 Education Act 1996, are for the courts to decide.

### **What is parental responsibility?**

In family law, parental responsibility means all the rights, duties, powers, responsibilities and authority that a parent has in relation to the child. A person with parental responsibility can make decisions about the child's upbringing and is entitled to information about their child. For example, they can give consent to the child's medical treatment and make decisions about the child's health and education. There are specific examples in general principles for schools and local authorities.

### **Who has parental responsibility?**

A child's birth mother (the person who carried the child) has parental responsibility unless it's removed by an adoption order or a parental order following surrogacy.

Where a child's father and mother were married to each other at the time of the child's birth, they each have parental responsibility for the child. Where the parents were not married to each other at that time, the child's father can gain parental responsibility:

- By registering the child's birth jointly with the mother
- By subsequently marrying the child's mother
- Through a 'parental responsibility agreement' between him and the child's mother which is registered with the court by obtaining a court order for parental responsibility

Where two female parents have a child through fertility treatment, the mother's female partner is treated the same way as a father. She has parental responsibility if she is married to or in a civil partnership with the mother at the time of the treatment (or if the two women agree in writing that she will be the child's second parent). She can also acquire parental responsibility in the same way that a child's father can.

People who are not the child's biological mother, father or second female parent can also acquire parental responsibility.

Civil parents have parallel rights to married people in terms of parental responsibility. The same provisions for married people apply to them in terms of:

- Acquiring parental responsibility - adoption, agreement with their civil partner or by an order from the court
- Holding parental responsibility

## School Bus Contract

**Please sign this form whether or not your child travels to school on a school bus as it applies to school trips.**

1. I will arrive promptly for the bus in the morning and the end of the school day.
2. I will wear a seatbelt, where one is provided, without being reminded to do so.
3. I will remain seated at all times, only standing up once the bus has fully stopped.
4. I will sit calmly and quietly at all times so that I do not distract the driver's concentration.
5. I will remain seated at all times and not disturb other students on the bus as this could be dangerous and distract the bus driver.
6. I will not eat or leave any litter on the bus.
7. I will be courteous to the bus driver at all times and follow their instructions.
8. I will be courteous to other passengers on the bus.
9. I will always have my bus pass with me, and if I ever forget it or lose it I will obtain a temporary pass from the school Reception.
10. I will only ride on the bus that I am allocated.
11. I understand, if I fail to follow these expectations, I may have my bus pass withdrawn.

Student Signature: .....

Parent/Carer Signature: .....

Date: .....

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## Tassomai Email Consent

The Roseland Academy uses Tassomai, it is a learning program for GCSE Science.

Tassomai works by breaking down specific content into bite-sized chunks and producing focus area quizzes for each student. Students will be set daily goals, it will determine what a student knows, highlights areas for improvement and continually adapts the content for each learner.

Your email address can be used by Tassomai to provide you with weekly updates on your child's progress.

Please can you sign below that you are happy for us to pass on your email to Tassomai to set up the email updates.

Parent/Carer Signature: .....

## Procedures for snowy days and/or school closures

If the school is closed, County Hall are immediately informed and they, in turn, inform local radio stations. It is a good idea to listen to updates from early in the morning on snowy days, or as soon as it starts snowing later in the day. The school website and Facebook page are also updated regularly regarding school closure.

- If the buses are not operating, the local media are also informed. It is important to listen out for updates as the situation can change very quickly.
- If buses are running, they may well be delayed and parents need to give clear instructions to their children about how long they think they should wait before giving up and returning home.
- If in doubt about road conditions, always choose the safest option.
- When the school closes after children have arrived at school, a message is put on the school website and the media are informed by County Hall and the closure is announced on local radio stations.
- The bus companies are contracted to collect the students as quickly as circumstances allow.
- Students with mobile phones are advised to contact their parents to tell them of the situation and if parents wish to come by car to collect them, that is, of course, fine.
- Students who live in Tregony village must contact a parent before they walk home.
- Students who wish to get lifts with friends must get parental permission from home first.
- All students must sign out at Reception before leaving the school. They are told that they must ensure that there is an adult in their family who knows what is happening and that they are able to gain access to their homes (in order of preference - by mobile phone or the phone in Reception). They are questioned by the School Secretaries to check they have contacted home before they are allowed to leave.
- Any student who has failed to make contact with someone at home is directed to a member of the Leadership Team, who will make necessary arrangements to keep the student safe until a parent/carer can be contacted.

In the event of an early school closure, I give consent for my child to either (*please tick your choices below*):

Return home by normal means and I confirm my child will be able to gain access		* Please state who and their location: .....
* Return to a friend's/relative's house where my child will be able to gain access		.....
If normal means of transport is not available, remain in school until collection can be arranged		.....

Parent/Carer Signature: .....

Date: .....



## **Cashless Catering Payment Method**

A cashless catering system is in operation at The Roseland Academy. The system allows continued development of the school meal service, and provides a more efficient, faster and ultimately better quality of service.

The system is a Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd, which incorporates the latest technology and eliminates the need for students to carry cash throughout the day. As it is biometric there is no need for students to carry a card as the system will recognise the thumbprint of your child at the tills and at the revaluation pay point. The revaluation pay point is a unit in the school hall which students can load with cash to add funds to their school meals account.

Money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis.

A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a request to the school Reception Office.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the form on the following page. If you choose not to have your child registered on the Biometric System a 4-digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. Please note that you will have to have an account created prior to being able to put any money on.

## **Making Online Payments**

To register for online payments, we will require your email address and mobile telephone number. Please note that if you register for online payments you will also be able to pay for school trips, events, musical tuition and more.

1. Go to [www.schoolgateway.com](http://www.schoolgateway.com). Alternatively, you can register via our website at [www.theroseland.co.uk](http://www.theroseland.co.uk) by clicking on the Schoolgateway logo, which can be found on our homepage.

2. When you visit the Schoolgateway website for the first time, please select 'New User' and enter your email address and mobile number that you have registered with the school.

3. The system will send a PIN code to your phone; please enter this PIN code and your account will be activated for you.

As soon as you have set yourself up on the system, you will be able to pay money to the school online rather than send cash or cheques. All gateway accounts will be live from the beginning of September.

Please contact the Finance Office on [finance@theroselandmat.co.uk](mailto:finance@theroselandmat.co.uk) or telephone 01872 530675/583 if you require assistance.

(\*Please delete where applicable)

\*I/We confirm that we wish our child/children \*TO BE/NOT TO BE registered on the school's Biometric Cashless Catering System with immediate effect.

\*I/We understand that \*I/We may withdraw my child's registration at any time in writing.

To enable \*me/us to make payments online, \*my/our email address and telephone number is confirmed below.

Parent/Carer Details	Signature	Date
Name (Parent/Carer 1):	1.	1.
Email Address:		
Mobile Number:		
Relationship to child:		
Name (Parent/Carer 2):	2.	2.
Email Address:		
Mobile Number:		
Relationship to child:		

## **Asthma Care Plan**

The school takes responsibility for students with asthma very seriously. We have an established asthma policy based on the policy and guidelines determined by the Local Authority as advised by and agreed with the Health Authority.

It is in the interests of your child that we work together to ensure your child's asthma is managed as well as possible. With good management your child should rarely suffer asthma attacks and should be able to participate in a full and active school life free from fear or worry. However, in order to be able to offer support to every child with asthma, we need full details of their treatment plan and to be advised of any changes.

When assisting your child to overcome asthma, they will normally take the medicine prescribed by his/her doctor. It is therefore essential that your child carries their inhaler at all times. Please also supply the medical room with a clearly named spare inhaler. Given the possibility that there could be a life-threatening delay under some circumstances, we would wish to do all we can to assist a child in distress.

If you have any queries or concerns regarding the asthma policy, please contact the school and make arrangements to come in and discuss your concerns.

So that your child can benefit from our policy, please complete the Care Plan below. This information will enable us to decide what steps need to be taken if your child has an asthma attack at school. It is very important that this record is updated, if and when the treatment is changed.

### **Care Plan**

**Name of student:** .....

My child will carry his or her own asthma medication for use when necessary. I will supply the medical room with a clearly named spare inhaler. I accept that under certain circumstances it may be necessary for the school to take further action and under these circumstances the Academy will:

1. Try to contact me.
2. If necessary, call emergency services.

I give consent to the above actions being taken if considered necessary.

Description of Treatment:  
.....  
.....

I undertake to inform the school immediately if my child's medication or treatment is changed. I confirm that my child is able to take responsibility for the self-administration of his or her asthma medication and is able to carry their asthma device at school. I also confirm that my child's inhaler is clearly named.

Parent/Carer Signature: .....

Date: .....

## Consent for Paracetamol

Please sign consent below if you wish delegated staff to administer Paracetamol. We have a supply of Paracetamol tablets in our Medical Room.

The school will not administer medication unless you sign to give consent. The administering of medication or Paracetamol by staff is with the agreement of the Headteacher.

Name of Student: .....

### **Name of Medication: PARACETAMOL**

I give consent to designated staff to administer Paracetamol to the student named on above in accordance with the school policy. I understand that this is a service undertaken by designated staff with my permission.

Parent/Carer Signature: .....

Print Name: .....

Date: .....

**Please note: If your child requires and other medication to be administered in school, this needs to be handed into Reception in the original packaging detailing instructions regarding dosage. You will need to complete a separate form (which is available from the Reception) giving consent for staff to administer**

## Use of Images/Photo Consents

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

From time to time, our Academy may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date where shown.

Please tick your answer.

1. May we use your child's photograph in the Academy prospectus and other printed publications that we produce for promotional purposes or on project display boards?	Yes		No	
2. May we use your child's image on our digital platforms?	Yes		No	
3. May we record your child's image on video or webcam?	Yes		No	
4. Are you happy for your child to appear in the media	Yes		No	

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

### Conditions of Use

This form is valid from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

1. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our Academy prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a student in a newsletter to parents if the student has won an award.
2. If we name a student in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
3. 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.
4. We may include pictures of students and teachers that have been drawn by the students.
5. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
6. We will only use images of students who are suitably dressed, to reduce the risk of such images being used inappropriately.

If you wish to withdraw consent over the next academic year, please put this in writing and hand in to Reception or e-mail enquiries@theroseland.co.uk

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Parent/Carer Signature: ..... Date: .....

## Home-School Agreement

We believe that your child will do even better at school if parents/carers and staff work together. To formalise this partnership, we have a Home-School Agreement. The Roseland Multi Academy Trust has always believed in this partnership which contributes greatly to the success of our students. This Home-School Agreement was drawn up by staff, parents and Trustees.

The Home-School Agreement is a statement explaining the Multi Academy Trust's;

- Aims and Values
- Responsibilities
- Expectations

Please can you discuss this agreement with your child and sign accordingly.

I/We have received, read and discussed the relevant parts of the following with my/our child:

- Expectations
- Student Attendance Policy
- School Bus Contract (where applicable)
- Cornwall Council's Code of Practice for School Transport (where applicable)
- School Dress Code

I/We will:

- see that my/our child attends school regularly, on time and to contact the school regarding any absence;
- ensure that my/our child is properly equipped and dressed in the school uniform according to the school's dress code, as well as having correct PE kit in school;
- let the school know about any concerns or problems that may affect my/our child's work or behaviour;
- support school policies and guidelines for behaviour and attendance, including the school's safe use of internet policy;
- use social media in appropriate, positive and supportive way;
- raise any concerns in a timely, direct and appropriate manner;
- support any homework and encourage my child to read regularly;
- attend Parents' Evenings or attend meetings concerning my child;
- read and sign my child's school planner/reading record each week;
- read school communications including newsletters, letters, website and school social media channels;
- ensure that my child follows the Cornwall Council Code of Practice for School Transport;
- encourage independence and responsibility.

Each school within the Multi Academy Trust will:

- encourage all members of their school's community to embrace the vision 'Where Everyone Succeeds';
- encourage all students to follow the school's code of conduct/school values;
- be open and welcoming and keep all members of the school community safe;
- engage students in a broad and balanced curriculum;
- contact parent(s)/carer(s) if there is a problem with attendance, punctuality or equipment;
- let parent(s)/carer(s) know about any concerns or problems that affect their child's work or behaviour, set, mark and monitor homework;
- monitor the student's school planner each week and use it for certain contacts with home;
- arrange Parents' Evenings during which progress will be discussed;
- inform parent(s)/carer(s) of progress, achievements and targets;
- keep parent(s)/carer(s) informed about school activities through regular letters home, weekly newsletters and termly Roselanders;
- follow the Cornwall Council Code of Practice for School Transport.

Parent/Carer Signature:.....

Student signature:.....

## Mathematics Equipment

Here at The Roseland Academy we want all our students to succeed. For many students, achieving good grades in English and Mathematics is a gateway to higher education and/or employment. Part of being successful is being equipped for learning, and Mathematics requires a specific set of equipment to enable the learning to be most effective. The new Mathematics GCSE, consisting of three exams, requires a student to use a scientific calculator to complete two of the papers. I cannot stress enough the importance of students knowing and understanding how to use their own scientific calculator before they enter their exam. The correct and most effective scientific calculator for GCSE Mathematics is the Casio fx-83GTX which can be purchased from most major supermarkets. We will also have a supply in the Mathematics Department that can be purchased from September, however the supply will be very limited so if you can obtain the correct model calculator elsewhere, please do so. We also sell a geometry set containing compass, protractor and ruler.

If you would like to order any equipment from the Mathematics department, please sign the reply slip below and provide your child the correct amount of money to bring to the Reception in school in September.

Please feel free to contact the school directly if you would like to discuss anything further.

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To Finance Office, The Roseland Academy  
Mathematics Equipment

Student Name .....Tutor Group .....

[ ] £8.50 Scientific Calculator

Total: £.....

*Stay up to date with the latest school news and events happening at The Roseland Academy by following our Facebook page (@TheRoselandAcademy) or via the school website [www.theroseland.co.uk](http://www.theroseland.co.uk)*



