

ST. MARY'S CATHOLIC PRIMARY SCHOOL – GENERAL INFORMATION FORM

Pupil Details

Forename: Surname:

Address:

Postcode: Gender: F / M

Date of Birth: Religion:

I have provided St Mary's with a copy of my child's birth certificate: Y / N

I have provided St Mary's with a copy of my child's Baptism certificate: Y / N / Not applicable

Previous Schools attended including Nursery/ Early Years Provision

1.From.....To.....

2.From.....To.....

Parent 1 Details

Title: Forename: Surname:

Address (if different to above):

Postcode: Gender: F / M

Relationship to child: Parental Responsibility: Y / N

Home Phone No: Mobile Phone No:

Work Phone No:

Email Address:

Parent 2 Details

TitleForename: Surname:

Address (if different to above):

Postcode: Gender: F / M

Relationship to child: Parental Responsibility: Y / N

Home Phone No: Mobile Phone No:

Work Phone No:

Email Address:

Additional Emergency contacts in order of preference

1. Name: Relationship to child:
Phone number(s):
2. Name: Relationship to child:
Phone number(s):
3. Name: Relationship to child:
Phone number(s):

Dietary needs

Meal provision: UFSM (*up to end of KS1*) School meals Packed lunch
Allergies: Nuts Seafood EpiPen prescribed: Y/N
Other known allergies:
Dietary requirements: Gluten free No dairy Vegetarian Halal Kosher
Any other dietary needs (please specify):

Medical Information

GP Practice name and address:
Asthma Eczema Epilepsy Attached Asthma form completed if needed: Y / N
Any other medical conditions (please specify):
Special educational needs/EHCP (please specify):
Regular medication (please specify):

Additional Information

Ethnicity: First Language:
National Identity: Country of Birth:
Main Language spoken at home:
Service Child in Education: Y / N
Child in public care or accommodated by the local authority (looked after child): Y / N

The above information is correct to the best of my knowledge

Signed: Dated:

Parental Permission & Consent

Dear Parent,

As a school, we are regularly writing to you as parents to obtain your consent for various activities, etc. your child will be undertaking as part of the curriculum. In order to make this process easier for both parties, we are including in one letter many of the activities for which we will be asking your consent. Please be assured that all children's well-being and safety are of the utmost importance to us. This consent will last for the duration of your child's time in school with us, unless we need to adapt this current form or if you decide to change the entry you make now, at some future time. Should you wish to do so, please contact the school office for a new form which will replace this current one. You have the right to change your entry at any time.

1. Local visits

During the school year your child may be involved in educational visits within walking distance of the school. These trips include local destinations such as-

- Swimming pool
- Walks around the local area including Harborne High Street and its environs
- Harborne library
- Local schools
- Local parks

The appropriate number of trained staff always accompanies the children and the highest standards of behaviour are expected. Health and Safety is always the highest priority and a risk assessment is carried out before every school trip. These educational trips broaden and enhance the school curriculum for your child.

This section of the letter only refers to local trips, made on foot. We will inform you of these trips in advance. Any trip involving public or other transport will require separate consent and you will be notified accordingly.

Please sign the section below to give consent for your child to take part in educational visits within the local area.

PLEASE NOTE THAT YOUR CHILD WILL BE UNABLE TO TAKE PART IN ANY EDUCATIONAL VISITS WITHOUT YOUR CONSENT.

2. Curriculum areas

Throughout the year your child may take part in cooking activities that involve tasting the food product made. Please indicate below if your child has a food allergy that prevents them from tasting particular food types.

3. Photography for in-school display

There may be occasions when photographs are taken of your child in school for display purposes or curriculum records. As a school we will take all necessary steps to ensure that all photographs produced are used solely for the purposes for which they were intended.

Please complete and sign the relevant section of the form to indicate your consent.

4. Whole Class & Group Photography

Whole class photographs are taken every year in the summer, and group photographs may be taken for purchase by parents at the time of a school performance.

Please indicate below whether you are willing for your child to be included in such group photographs.

5. Media- TV and newspapers

From time to time we are visited by newspaper and television journalists.

Please indicate whether you are willing for your child to be photographed on these occasions. If your child is to be individually named in a press article you will be notified beforehand and separate consent sought.

6. School website & twitter feed

St. Mary's school has a website, twitter feed and weekly newsletter which may contain photographs of your child taken within Birmingham LA's strict guidelines. In the main, group photographs will be taken rather than individuals, and individual children will not be named unless specifically requested by the parent. However, on some occasions, such as Star of the Week in the newsletter, children's names may be attached to a photograph. In these circumstances, only the child's first name will be used.

Please indicate below whether you are willing for your child to be photographed for these purposes.

7. School performances & services in church

Parents often request that they may use a camera or video recorder during school performances or similar events. Such photographing/videoing is **not** given unconditional approval and the school retains the right to ask parents to refrain from such activity *during* the performance to enable the children to do their best without distraction. No videoing or photography would be allowed during mass or a school service in church.

At times, the school may film a performance in order to produce DVDs for purchasing as a memento.

Please indicate your consent to filming or photograph taking at a school performance when your child is present.

Thank you for taking the time to read this letter and sign the attached form. If you have any queries at all please do not hesitate to contact me.

Yours Sincerely

Mrs Louise Yorke

Head teacher

Please complete the consent form below to advise us of your preferences.....

Headteacher's request for Parent Information

The information you provide overleaf will support the school in acquiring any additional funding that is available to the school community. As you will appreciate, funding for schools is being reduced in real terms year on year and we are now faced with very tight financial constraints that may lead to heavy reductions in our provisions for the future. **If you believe that you are currently not eligible for Free School Meals, please still provide the information we request – the funding is available for 6 years prior to your application.**

NB Only one parent needs to provide FSM information

Extract from online application site for Free School Meals

“Parents/Carers, by completing the form for Free School Meals, you will be helping your child’s school in their application for additional Pupil Premium funding.

Please take a moment to submit this application - the school will do so on your behalf if you sign the consent overleaf – irrespective of whether or not you are, or believe you will ever be, in receipt of one of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get).

From September 2014, children in Reception, Year 1 or Year 2 are automatically entitled to a free school meal. If your child is in Reception, Year 1 or Year 2 and you are in receipt of one of the above benefits, we recommend that you still apply. This will mean your child’s school does not miss out on important funding. It may also mean that your child will continue to receive free meals after the end of year 2. In order for the school to apply for Free School Meals on your behalf, you will need to provide

- Your own name and date of birth
- Contact details
- National Insurance number
- Your child’s name and date of birth

We also require your signature, confirming that you give permission for the school to complete an application on your behalf.

Free School Meals Data Checking Service Application

Please ensure that you have read the information overleaf.

Parent/Carer Details

Title: Name:

Address: Postcode:

Date of Birth: National Insurance No:

Email Address:

Home Phone No: Mobile Phone No:

Preferred route for notification of any changes in eligibility (please tick)

Email Home phone Mobile phone

Child 1 Details

Name: Date of Birth: Gender: F / M

Address (if different to above):

.....

Child 2 Details

Name: Date of Birth: Gender: F / M

Address (if different to above):

.....

Child 3 Details

Name: Date of Birth: Gender: F / M

Address (if different to above):

.....

I give St. Mary's Catholic Primary School permission to complete an application to the Free School Meals Data Checking Service on my behalf.

Signed: Dated:

**CONSENT FORM FOR USE OF EMERGENCY ADRENALIN AUTO-INJECTOR
(EPIPEN) Please complete for ALL pupils even if no current allergies are
known.**

Child showing symptoms of severe allergic reaction / anaphylaxis

Please circle Y for Yes and N for No for the below questions

1. I can confirm that my child has been diagnosed with allergies and has been prescribed an adrenaline auto-injector.

Y/N

2. I will ensure my child has two working, in date adrenaline auto-injector, clearly labelled with their name, which will be present in school every day.

Y/N

3. In the event of my child displaying symptoms of anaphylaxis and their auto-injector is not available or is unusable, I consent for my child to receive adrenaline from the emergency adrenaline auto-injector held by the school for such emergencies.

Y/N

4. My child currently has no known allergies however, in the event of my child displaying symptoms of anaphylaxis, if 999 or the ambulance service advise that it is appropriate. I consent for my child to receive adrenaline from the emergency adrenaline auto-injector held by the school for such emergencies.

Y/N

Child's name:

Date of Birth:

Class:

Name of Parent /Carer (print):

Signed:

Date:

Emergency Contact Number:

.....

Schoolgateway

Dear Parents

Online payments to school via direct bank transfer, credit or debit card.

All payments for school meals, school trips and other items are now taken via our new online payment service – ‘School Gateway’. This means that you will be able to pay for school items via the School Gateway smartphone app or website. You will also be able to view school meal balances and top them up at any time.

We will notify you by letter when payments for school meals are due or when new items such as school trips are available for payment on School Gateway. You will also be able to give online consent, where required, for your child to take part in activities.

What you need to do now

Activate your School Gateway account. You will need your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

- **Visit the website:** www.schoolgateway.com and click on ‘New User’. You will receive a text message with a PIN number. Use the PIN to log into School Gateway.

If you have trouble logging in, it may be because you have not given us your current email and mobile phone number. Please contact us and we will update the details on our system.

We hope you find School Gateway a quick and easy way to pay.

Yours sincerely

Mrs T Vincent

School Business Manager

As a pupil, I will:

- Follow the school rules.
- Embrace the school values and mission statement.
- Take care of the school, all equipment and the building.
- Be polite, kind and show respect for myself and others.
- Complete homework on time and read daily.
- Take care of my own possessions and bring the correct equipment when needed.
- Wear the correct school uniform every day.
- Ensure I have PE kit and pumps on the days I need it.
- Use the internet in a responsible way.
- Tell my teacher or another adult if I have any concerns.
- Always work to the best of my ability.

Signed: _____

Name: _____ Class: _____

This school agreement will be reviewed at the start of each academic year.

St Mary's Catholic Primary School
Vivian Road
Harborne
B17 0DN

Email: enquiry@stmaryrc.bham.sch.uk

For further details, please see our website:
www.stmaryrc.bham.sch.uk

Follow us on twitter: StMaryB17

St Mary's Catholic Primary School



Home/School Agreement 2026-27

This agreement details the partnership between school, home and pupils. Please read it through and return it to school as soon as possible.

If you feel you are unable to sign the agreement and would like to discuss it further, please contact Miss Price as soon as possible.

At St Mary's, we will:

- Expect high standards of work and behaviour.
- Care for your child's safety and promote their well-being and happiness.
- Provide opportunities for spiritual development through collective worship.
- Be welcoming and offer opportunities for parents to become involved in the daily life of the school.
- Inform parents about their child's progress and parents' evenings and by means of an annual report.
- Encourage children to take care of their surroundings and respect others.
- Keep parents informed about school activities through newsletters.
- Inform parents about any concerns or problems which affect their child's work or behaviour.
- If required, provide high quality remote learning for all pupils and support our families to access the remote learning. (see Remote Learning Information for Parents)

Signed _____ September 2026

As Parents/Carers, we will:

- Embrace the school's values and mission statement.
- Support the spiritual development of my child by frequent and regular attendance at Mass and through prayer.
- Make sure my child arrives at school regularly, on time and in the correct school uniform.
- Let the school know by 8.30am of any absence.
- Ensure that arrangements are made for my child to be collected promptly at the end of the school day.
- Keep the school informed about any concerns or problems (medical, physical or emotional difficulties) that might affect my child's work or behaviour.
- Support school policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home learning or remote learning.
- Support the school in keeping children safe online through monitoring children's use of and access to the internet and reporting any concerns to the school.
- Attend parent's evenings to discuss my child's progress.
- Complete consent forms to identify if my child can be photographed or videoed at school events, for internal displays, for use on the school website or Twitter.
- Encourage children to respect themselves and others.
- Attend workshops to support my child's learning.
- Only use photos taken at school events for my own personal use and not for sharing on social media.
- Adhere to 96% attendance minimum for my child.
- Endeavour to take holidays in school holiday time.
- Use social media respectfully and never to put in to disrepute the reputation of the school or any staff member
- Discuss this Home/School agreement with my child.

Signed: _____ Name: _____

Pupils Surname: _____

First Name: _____

Date of Birth: _____

Male / Female: _____

Section 1: Ethnic Origin : Please tick ONE box which best describes you daughter/ son's ethnicity group

White

British

<input type="checkbox"/>	WENG	English
<input type="checkbox"/>	WSCO	Scottish
<input type="checkbox"/>	WWEL	Welsh
<input type="checkbox"/>	WCOR	Cornish
<input type="checkbox"/>	WIRI	Irish
<input type="checkbox"/>	WIRT	Irish Traveller
<input type="checkbox"/>	WOWB	White Other British

Any Other White Background

<input type="checkbox"/>	WALB	Albanian
<input type="checkbox"/>	WCRO	Croatian
<input type="checkbox"/>	WEEC	White Eastern European
<input type="checkbox"/>	WWEU	White Western European
<input type="checkbox"/>	WEUR	White European
<input type="checkbox"/>	WOTW	White Other
<input type="checkbox"/>	WBOS	Bosnian -Herzegovinian

White continued

Gypsy / Roma

<input type="checkbox"/>	WROG	Gypsy
<input type="checkbox"/>	WROR	Roma
<input type="checkbox"/>	WROO	Gypsy/Roma Other

Mixed Dual Background

<input type="checkbox"/>	MWBA	White & Black African
<input type="checkbox"/>	MWBC	Black Caribbean

<input type="checkbox"/>	MWAP	White & Pakistan
<input type="checkbox"/>	MWAI	White & Indian
<input type="checkbox"/>	MWAO	White & other Asian background

Any Other Mixed background

<input type="checkbox"/>	MWCH	White Chinese
<input type="checkbox"/>	MOTM	Mixed Other

Asian / Asian British

<input type="checkbox"/>	AIND	Indian
<input type="checkbox"/>	ABAN	Bangladeshi

Pakistani

<input type="checkbox"/>	AKPA	Kashmiri Pakistani
<input type="checkbox"/>	AOPK	Other Pakistani

Any other Asian background

<input type="checkbox"/>	Akao	Kashmiri Other
<input type="checkbox"/>	ASNL	Sri Lankan Sinhalese
<input type="checkbox"/>	ASLT	Sri Lankan Tamil
<input type="checkbox"/>	ASRO	Sri Lankan other
<input type="checkbox"/>	AOTA	Asian Other

Black or Black British

<input type="checkbox"/>	BCRB	Caribbean
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Black African

<input type="checkbox"/>	BSOM	Somali
<input type="checkbox"/>	BAOF	Other Black African

<input type="checkbox"/>	BOTB	Any Other Black Background
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<input type="checkbox"/>	REFU	I do not want ethnic origin to be recorded
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Any Other Ethnicity Group

<input type="checkbox"/>	OAFG	Afghan
<input type="checkbox"/>	OARA	Arab
<input type="checkbox"/>	OKOR	Korean
<input type="checkbox"/>	OKRD	Kurdish
<input type="checkbox"/>	OVIE	Vietnamese
<input type="checkbox"/>	OYEM	Yemeni
<input type="checkbox"/>	OOEG	Any Other

Section 2: Country of Birth / Nationality

Please provide the Country of Birth and Nationality in the space provided below. If you don't know or don't want to disclose this information, please enter either 'Refused' or 'Not known'.

Country of Birth :	
Nationality :	

Section 3: First / Home Language

Please indicate the main language used at home or in the community. Please note the list below is of most commonly spoken languages in Birmingham and is for guidance only. Schools can record almost any language on their system. If your language is not listed below, please tick 'Other Language' box and describe it in the space provided.

* Categories marked with an asterisk may be used by schools that have no need to use individual language

AMR	Amharic	DAN	Danish	GUJ	Gujarati	LIN	Lingala	RUS	Russian	TAM	Tamil
ARA	Arabic	DUT	Dutch / Flemish	HEB	Hebrew	MNX	Manx Gaelic	SCBB	Bosnian	TGL	Tagalog / Filipino
BNG	Bengali	ENG	English *	HIN	Hindi	NOR	Norwegian	SCBC	Croatian	TUR	Turkish
BSL	British Sign Language	FIN	Finnish	IGB	Igbo	PAT	Pashto/Pakhto	SCBS	Serbian	URD	Urdu
CCE	Caribbean Creole English	FRN	French	ITA	Italian	PNJ	Panjabi	SNH	Sinhala	VIE	Vietnamese
CCF	Caribbean Creole French	GAE	Gaelic/Irish	JPN	Japanese	POL	Polish	SOM	Somali	YOR	Yoruba
CHI	Chinese	GAL	Gaelic (Scotland)	KOR	Korean	POR	Portuguese	SPA	Spanish	ZZZ	Classification pending
CRN	Cornish	GER	German	KUR	Kurdish	PRS	Farsi/Persian	SWA	Swahili / Kiswahili	OTL	Other
CYM	Welsh / Cymraeg	GRE	Greek	LGA	Luganda	RME	Romany / English Romanes	SWE	Swedish		

Dear Parent,

School Fund and Gift Aid

Our School Fund is a vital source of income for our school. It pays for the 'extras' such as Christmas activities, theatre performances as well as subsidising school trips.

Contribution to this fund is entirely voluntary and we are very grateful to those parents who regularly support the school in this way. However, in the last few years the amount of school fund received has dropped quite significantly. There are probably many reasons for this, but perhaps the most obvious is remembering to send in a donation every year, half term or term.

Several parents make their contribution by standing order and we are very grateful to them all. As we have been accepted as a charity for tax purposes, we can claim the tax on donations to school fund by parents who are UK taxpayers if those parents sign a Gift Aid Declaration. This means that for every pound you give we get an extra 25p from the Inland Revenue, helping your donation go further. Consequently, by setting up a standing order, for say £2 per month per family, you will guarantee the school a monthly income on which we can reclaim tax and be able to forget your hunt for change for your usual donation.

Please consider this option seriously.

If you feel unable to sign up to a monthly payment, why not pay £20 per year via SchoolGateway, bank transfer or cash, again with a Gift Aid Declaration if applicable. All we ask in this instance is that you include your completed declaration and donation (if applicable) in an envelope clearly marked with the name of your child and the value of your donation. This is an essential bookkeeping requirement of the Inland Revenue.

A Gift Aid Declaration and a Standing Order form accompany this letter. Please complete and return them to school.

If you have any queries or concerns, please contact the school.

Please be assured of the confidential manner in which the school will treat your details.

Yours sincerely,

Mrs Tracy Vincent

Business Manager

GIFT AID DECLARATION

To be filled out to accompany ANY School Fund donations if you are a UK TAX PAYER.

Details of Donor

Title: _____ Forename: _____ Surname: _____

Address: _____

Post Code: _____

Pupil's Name: _____ Pupil's Class: _____

I wish to Gift Aid any School Fund donations I make, via standing order, bank transfer, SchoolGateway or cash, and all those I have made in the previous 4 years.

Please do this from the date of this declaration until I notify you otherwise.

I confirm that I am a UK tax payer.

Signed _____ Date _____

Notes

1. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that we reclaim on your donations in the tax year. [currently 25p for every £1 you give]
2. You can cancel this donation at any time by informing us (i.e. St. Mary's School)
3. If in future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration
4. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask us or ask your local tax office for leaflet IR65.

If you wish to set up a regular payment to our School Fund please arrange this with your bank. This is easily done using online banking.

Please complete the form below and return it to school so that we can match this up with payments we receive into our bank account.

School Fund Standing Order Details

Name of Child attending our school _____

Class _____

Our Bank Details

Bank: Lloyds TSB Harborne Branch

Sort Code: 30-19-14

Account Number: 03595246

Account Name: St Mary's School Fund – Gift Aid Account

Your Payment Details

The sum of £ _____ commencing on _____ and thereafter on the _____ day of every month.

Account payment sent from -

Title of account _____

Account Holder Name _____

Signed _____

Date _____

Please remember to complete the Gift Aid Declaration if you are a UK Tax Payer

School Uniform List 2026

Boys	Girls
Royal blue v neck sweatshirt with school badge	Royal blue sweat cardigan with school badge
Gold shirt	Gold blouse
Striped school tie	Striped school tie
Grey school trousers	Grey school skirt or pinafore
Black shoes	Grey school trousers (October to February only)
	Black shoes (no ankle boots)
Summer uniform	
Gold polo shirt with school badge	Yellow gingham dress
Grey short trousers	Black shoes (no flip flops or sandals)
Black shoes	
PE/Games Uniform (unisex)	
Gold t-shirt with school badge, Royal blue shorts, Dark navy or black plain tracksuit bottoms, Black plimsolls	
Other	
School book bag only (no rucksacks)	
No jewellery permissible other than 1 small pair of stud earrings and a watch	
Pupils will be required to remove earrings when doing PE/Games	
Pupils with long hair must have their hair tied back	
No extreme hairstyles, shaved patterns or dyed hair, No oversized hair accessories – small bows/headbands only	
No nail varnish	



Uniform Suppliers

Somal Fashion, Quinton:

07969380511/ 0121 423 2969

Kids essentials, Northfield:

0121 477 0736



To fill in with your child for their new teacher to learn a little about them ...

Tell us a little about you!



My Name is:

.....

I am years old



My favourite story book:



Things I like to do:

