

**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**

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: .....

**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:

All pupils are offered a universal free school dinner until they reach year 3 however, we understand that some pupils prefer to have packed lunches from home. Please tick the relevant boxes below to let us know which option your child will be having each day. Our menus are available to view on our school website.

	Monday	Tuesday	Wednesday	Thursday	Friday
School Meal					
Packed lunch provided from home					

Please let us know below if your child has any allergies:

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.....**

**Parental Permission & Consent**

**Name of child** .....

**Class**.....

1. I give permission for the above named child to take part in local educational visits from St. Mary's Catholic Primary School. [ ] YES [ ] NO

2. Please list any food allergies or other dietary needs that prevent your child from tasting any particular food type.

.....  
.....  
.....

3. I consent to St. Mary's Catholic Primary School photographing my child for in-school display purposes. [ ] YES [ ] NO

4. I consent to my child being photographed in groups and as a whole class. [ ] YES [ ] NO

5. I consent to my child being photographed in press coverage. [ ] YES [ ] NO

6. I consent to my child being photographed for

- i. school website [ ] YES [ ] NO
- ii. school Twitter feed [ ] YES [ ] NO
- iii. school newsletter [ ] YES [ ] NO

7. I consent to third party companies/schools using images of my child from school trips/charity events/sporting events to be used on their social media or displays when my child is involved. [ ] YES [ ] NO

8. I consent to filming or photograph taking at a school performance when my child is involved.

- i. By the school [ ] YES [ ] NO
- ii. By other parents [ ] YES [ ] NO

**Signature** \_\_\_\_\_ **(parent/carer)** **Date** \_\_\_\_\_

### **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**

Name: .....

Address: .....

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: .....



## St Mary's Catholic Primary School

### Supplementary Information Form 2025-2026

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Our Lord Jesus Christ.

Child's Surname:			
Child's First Name(s):			
Child's Date of Birth:			M/F
Year group applied for:			
Name and year of any sibling attending the school:			
Name of Parent(s):			
Address:			
Contact number:			
Child's current school:			

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	
Is the above named child a member of an Eastern Christian Church?	Yes*		No	
Is the certificate of baptism or reception into the Eastern Christian Church attached?	Yes		No*	

**\*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.**

**\*Members of Eastern Christian Churches must also provide a Certificate of Baptism or Reception into their church in order for the Governing Body to give the correct priority to an application. Failure to do so may affect the oversubscription criterion that the child's name is placed in**

1. We are St Mary's Catholic Primary School, Harborne at Vivian Road Birmingham B17 0DN
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs Tracy Vincent and you can contact them with questions relating to our handling of the data. You can contact them by emailing [dpo@stmaryrc.bham.sch.uk](mailto:dpo@stmaryrc.bham.sch.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and

processed on the basis of the school's fair processing notice and data protection policies which apply to that data.

9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school in the first instance. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at [ico.org.uk](http://ico.org.uk)

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed .....

Date.....

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

**White continued**

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

**Mixed Dual Background**

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

**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

**Asian / Asian British**

<input type="checkbox"/>	AIND Indian
<input type="checkbox"/>	ABAN Bangladeshi
<b>Pakistani</b>	
<input type="checkbox"/>	AKPA Kashmiri
<input type="checkbox"/>	AOPK Pakistani
<input type="checkbox"/>	Other Pakistani

**Black or Black British**

<input type="checkbox"/>	BCRB Caribbean
<b>Black African</b>	
<input type="checkbox"/>	BSOM Somali
<input type="checkbox"/>	BAOF Other Black African
<input type="checkbox"/>	<b>Any Other Black Background</b>
<input type="checkbox"/>	BOTB

**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

**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

**Any Other Mixed background**

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

**I do not want ethnic origin to be recorded**

<input type="checkbox"/>	REFU
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### 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
ARA	Arabic
BNG	Bengali
BSL	British Sign Language
CCE	Caribbean Creole English
CCF	Caribbean Creole French
CHI	Chinese
CRN	Cornish
CYM	Welsh / <b>CYMRWEG</b>

DAN	Danish
DUT	Dutch / Flemish
ENG	English *
FIN	Finnish
FRN	French
GAE	Gaelic/Irish
GAL	Gaelic (Scotland)
GER	German
GRE	Greek

GUJ	Gujarati
HEB	Hebrew
HIN	Hindi
IGB	Igbo
ITA	Italian
JPN	Japanese
KOR	Korean
KUR	Kurdish
LGA	Luganda

LIN	Lingala
MINX	Manx <b>Gaelic</b>
NOR	Norwegian
PAT	Pashto/ <b>Pakhto</b>
PNJ	Punjabi
POL	Polish
POR	Portuguese
PRS	Farsi/Persian
RME	Romany / English <b>ROMANES</b>

RUS	Russian
SCBB	Bosnian
SCBC	Croatian
SCBS	Serbian
SNH	Sinhala
SOM	Somali
SPA	Spanish
SWA	Swahili / Kiswahili
SWE	Swedish

TAM	Tamil
TGL	Tagalog / Filipino
TUR	Turkish
URD	Urdu
VIE	Vietnamese
YOR	Yoruba
ZZZ	Classification pending
OTL	Other

**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](mailto:enquiry@stmaryrc.bham.sch.uk)

For further details, please see our website:

[www.stmaryrc.bham.sch.uk](http://www.stmaryrc.bham.sch.uk)

Follow us on twitter: StMaryB17

# St Mary's Catholic Primary School



## Home/School Agreement

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 2025]

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

**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.

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*Parent copy*

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- 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.
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Signed

September 2025]

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- 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 parents' 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.
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- 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.
- Take holidays out with of school 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: \_\_\_\_\_

**CONSENT FORM FOR USE OF SCHOOL EMERGENCY ADRENALIN AUTO-INJECTOR (EPIPEN)**

At St Mary's we pride ourselves in our first aid training and competence to deal with accidents or unexpected emergencies. Our school holds a defibrillator, and an emergency inhaler and EpiPen.

We hope that we will never have to use these – however we would like to gain consent from parents/carers so that in a rare emergency, if needed, we would be able to use these to save your child's life.

If your child is showing symptoms of a 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-injectors, 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

If your child is showing symptoms of an asthma attack Please circle **Y** for Yes and **N** for No for the below questions

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.

Y/N

2. I will ensure my child has a working, in date inhaler, 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 asthma and their inhaler is not available or is unusable, I consent for my child to receive the emergency inhaler 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: .....



# School Asthma Card

## To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

## ASTHMA QUESTIONS?

Ask our respiratory nurse specialists  
Call **0300 222 5800**  
WhatsApp **07378 606 728**  
(Monday-Friday, 9am-5pm)  
AsthmaAndLung.org.uk

## What signs can indicate that your child is having an asthma attack?

## Does your child tell you when they need medicine?

Yes  No

## Does your child need help taking their asthma medicines?

Yes  No

## What are your child's triggers (things that make their asthma worse)?

Pollen  Stress   
Exercise  Weather   
Cold/flu  Air pollution

## If other please list

## Does your child need to take any other asthma medicines while in the school's care?

Yes  No

## If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## Actions to take if a child is having an asthma attack

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance.**
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately.**



# 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 taken via our 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 to use the 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](http://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

Dear Parent,

**Re: Gift Aid – School Fund**

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 taxpayers if those parents sign a Gift Aid Declaration. This means that for every pound you give we get an extra 28p from the Inland Revenue, helping your donation to 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 by cash, again with a Gift Aid declaration. All we ask in this instance is that you include your donation and declaration 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 in the envelope provided.

If you have any queries or concerns, please contact the school. We ask you to 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**  
**donations if you are a tax payer.**

**St Mary's Catholic Primary School**

**Details of donor**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

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Post Code \_\_\_\_\_

Pupil's Name: \_\_\_\_\_ Pupil's Class: \_\_\_\_\_

I want St. Mary's Catholic Primary School to treat the enclosed donation of £ \_\_\_\_\_ and/or all donations I make from the date of this declaration until I notify you otherwise

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 28p 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 would rather set up a regular payment to the school, then please set this up online with your bank and fill in the below form and return to school so that we can match this up with payments received for tax purposes.

## **St. Mary's Catholic Primary School - School Fund Standing Order**

**Bank:** Lloyds TSB Harborne Branch  
**Sort Code:** 30-19-14  
**Account Number:** 03595246  
**Account Name:** St Mary's School Fund – Gift Aid Account

The sum of £\_\_\_\_\_ commencing on \_\_\_\_\_ and thereafter on the \_\_\_\_\_ day of every month and debit my/our account accordingly.

### **Account to be debited**

Name of Child attending our school \_\_\_\_\_  
Title of account \_\_\_\_\_  
Account Holder Name \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_\_\_

**School Uniform List 2025**

<b>Boys</b>	<b>Girls</b>
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)
<b>Summer uniform</b>	
Gold polo shirt with school badge	Yellow gingham dress
Grey short trousers	Black shoes (no flip flops or sandals)
Black shoes	
<b>PE/Games Uniform (unisex)</b>	
Gold t-shirt with school badge	
Royal blue shorts	
Dark navy or black plain tracksuit bottoms	
Black plimsolls	
<b>Other</b>	
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 –  
Soma Fashion Quinton,  
Clive Marks Bearwood



## Start/end of School Day Arrangements

### **Start of Day**

#### **Gate opens at 8.30 am and closes at 8.43 am**

Children should be dropped off at the barrier and encouraged to walk down the driveway into school, staying to the left hand side. There is a member of SLT on the barrier and additional staff members along the drive, and in the playground, to ensure children arrive in their classrooms safely.

Until children enter the school gates under the care of school staff, they remain the responsibility of the adult who has dropped them off.

Your child will be marked 'late' if they arrive in the classroom after 8:45 am.

The school day begins for all pupils at 8:45am

### **End of Day**

At 3:10pm, Reception (EYFS) parents are to walk down the drive on the left hand side. Your child will be released to you, and you will leave by walking up the middle of the drive way.

At 3:15pm, Year 1 and Year 2 (KS1) parents are to walk down the drive on the right hand side. Your child will be released to you, and you will leave by walking up the middle of the drive way.

At 3:30pm, any children in LKS2 (Years 3 and 4) and UKS2 (Years 5 and 6) will be dismissed.

At 3:30, Year 3 and Year 4 (LKS2) parents are to walk down the drive on the left hand side. Your child will be released to you, and you will leave by walking up the middle of the drive way.

Also at 3:30pm, Year 5 and Year 6 (UKS2) parents are to walk down the drive on the right hand side. Your child will be released to you, and you will leave by walking up the middle of the drive way.

### **Siblings**

If you have children across key stages with **different end of day times** e.g. a child in EYFS or KS1 and another child in LSK2 or UKS2, the pick up time will be at **3:20pm**. Please walk down the drive on the right hand side. All your children will be released to you at the same time, and you will leave by walking up the middle of the drive way.

If you have children with the same end of day time i.e. LKS2 and UKS2 all finish at 3:30pm, there is no need for them to go to siblings. Please collect your children from their class teacher at their end of day time. This might mean you collect one child before the other(s). The class teachers will be aware of this and your child will remain with the class teacher until you have collected.