



Aylesford School

COURAGE
CONFIDENCE
CHARACTER

Admission Forms

Student Name: _____



Schools of

CHARACTER

RESPECT SELF-DISCIPLINE **COURAGE**
OPEN-MINDEDNESS **MOTIVATION**
RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**

Admissions Data Collection Sheet

Surname		Legal Surname	
Forename		Gender	
Middle Name		Date of Birth	
Chosen Name			

Contact Details in Case of Emergency	Contact Details	Contact Details	Contact Details
Title & Name			
Relationship			
1 st Contact Number			
2 nd Contact Number			
Email Address			
Parental Responsibility	Yes / No	Yes / No	Yes / No

Home Address	Title & Name	Relationship	Address & Postcode	Telephone
Students home address				
Address of parent not living at student address				

Past or Present Siblings at Aylesford	Name	Relationship	Age / Year Group
1 st			
2 nd			
3 rd			
4 th			

Transport and Meal Arrangements

	Mon	Tue	Wed	Thu	Fri			
School Lunch						Walk		School Bus
Packed Lunch						Bicycle		School Taxi
Home for Lunch						Car/Van/Taxi		Public Transport - Train
						Car Share		Public Transport - Bus

Other: _____

Other: _____

Ethnicity

Afghan		Other Asian	
African Asian		Other ethnic group	
Albanian		Other Gypsy/Roma	
Arab		Other mixed background	
Asian		Other White British	
Bangladeshi		Pakistani	
Black – African		Portuguese	
Black and any other ethnic background		Refused	
Black – Carribbean		Roma	
Black - Other		Sri Lankan Other	
Bosnian-Herzegovinian		Sri Lankan Sinhalese	
Chinese		Sri Lankan Tamil	
Chinese and any other ethnic background		Thai	
Croatian		Traveller of Irish Heritage	
Egyptian		Turkish	
Filipino		Turkish Cypriot	
Greek		Vietnamese	
Greek Cypriot		White - English	
Gypsy		White - Irish	
Gypsy/Roma		White - Scottish	
Indian		White - Welsh	
Information not yet obtained		White and any other Asian background	
Iranian		White and any other ethnic background	
Iraqi		White and Black African	
Japanese		White and Black Caribbean	
Kosovan		White and Indian	
Kurdish		White and Pakistani	
Latin/South/Central America		White Eastern European	
Lebanese		White Other	
Malay		White Western European	
Nepali		Other:	

	Parent	Child
First Language		
Written Language		

Free School Meals	Yes / No	Child in Care	Yes / No	Traveller Status	Yes / No
Service Child	Yes / No	Adopted	Yes / No	Asylum Status	Yes / No
Registered Disabled	Yes / No	Registered SEN/AEN	Yes / No		

Name: _____ Signature: _____ Date: _____



Aylesford School

Medical Form (from year 7 to year 13)

Child's Name: _____

Date of Birth: _____

Parent/Carer:		Signature:	
Address:		Postcode:	
Contact Number (home):		Contact (Work/Mobile):	
Date:		This person MUST have parental responsibility	

Does your child suffer from any condition requiring medical treatment? YES / NO
(If YES, please give details):

Does this involve medication? YES / NO (If YES, please give details):

Does your child suffer from any known allergies (including medication)? YES / NO
(If YES, please give details):

Is your child allergic to any known food stuffs (e.g. nuts/additives)? YES / NO
(If YES, please give details):

Does your child have any special dietary requirements? YES / NO
(If YES, please give details):

Doctors Surgery details

I/We will inform the school as soon as possible of any changes in the medical or other information given.

I/We realise that Aylesford School accepts no responsibility for the loss, damage or theft of any personal possessions.

I/We agree to my/our child receiving medication as instructed, and any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

When did your child last have a tetanus injection?

Please add in any other information you think we may find below.



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Home-School Agreement

At Aylesford School, our aim is to prepare our students for life beyond, so that they are well qualified, well rounded citizens with the confidence to face the many challenges that life presents. We have a strong ethos based on high personal and academic expectations that underpin everything we do. We want our students to be confident and have great character strengths. Exam success will get you the interview but it won't get you the job. As such we expect our students to do as well as they can at school and to take full advantage of the many academic and extra-curricular activities that are presented to them. Our vision and values are demonstrated by our students every day, where their tenacity and determination are a constant source of inspiration. I am immensely proud to be Headteacher and acutely aware of the responsibilities the role entails.

The School

We will:

- contact parents/carers if there is a problem with attendance, punctuality or equipment;
- let parents know about any concerns or problems that affect their child's work or behaviour;
- send home regular assessments and annual report of achievement;
- set, mark and monitor students' work;
- arrange parents' evenings during which progress will be discussed;
- keep parents/carers informed about School activities through regular letters home, and notices about special events;
- provide intervention sessions to help students progress outside of curriculum time;
- develop and reward Character Strengths that students demonstrate

The Students

I will:

- be determined to achieve the very best I can
- follow the school rules: 'Be ready, be respectful and be safe'
- aim to have attendance of 100%
- arrive on time every day
- be in full school uniform every day
- be committed to developing and demonstrating the 10 character strengths
- complete all tasks set to the best of my ability
- participate fully in school life
- take responsibility for my learning including revision activities
- attend intervention sessions to help students progress outside of curriculum time

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The Parents/Carers

I/We will:

- see that my child goes to school every day, on time, properly equipped and in full school uniform;
- support the school's behaviour policy of 'Be ready, be respectful, be safe';
- let the school know about any concerns or problems that might affect my child's work or behaviour;
- support my child in homework and other opportunities for home learning;
- attend all parents' evenings, meetings and discussion about my child's progress;
- ensure that my child attends any intervention sessions outside of curriculum time that the school feels is necessary for them to make progress;

Senior Leadership Team:

Signed:

Date:

Student Name:

Signed:

Date:

Parent:

Signed:

Date:

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ICT Acceptable Use Agreement

It is appropriate for people to be allowed a great deal of freedom in using ICT for study, work and leisure. Aylesford School cannot control what people, all over the world, make available on the Internet. Some of the material which is accessible is not acceptable in school, whilst other material must be treated with great sensitivity and care.

Exactly the same standards apply to electronic material as to material in any other form. If material is considered to be unacceptable by the School when presented in a book, magazine, video, audio tape or spoken form, then it is not acceptable on the ICT network either.

We expect all ICT users to take responsibility in the following ways:

Not to access (or even try to access) any material which is:

- Violent or which glorifies violence
- Criminal or glorified criminal activity (including drug abuse)
- Racist or designed to incite racial hatred
- Pornographic or with otherwise unsuitable sexual content
- Crude, profane or with otherwise unsuitable language
- Blasphemous or mocking of religious and moral beliefs and values of others
- Offensive
- In breach of the law, including:
 - Copyright Law
 - Data Protection Act
 - Computer Misuse Act
 -

Not to access (or even try to access) any material which belongs to other users of the ICT systems and which you do not have explicit permission to use.

Not to search for or use websites that by-pass the School's internet filtering and:

- Students are not to access or try to access social networking sites
- Students are not to access or try to access games sites (unless approved by either the Head of Department for ICT or the IT manager)
- Students are not to access or try to access streaming content (such as iPlayer, Grooveshark, youtube, etc.)
- Not to download or try to download any software without the explicit permission of a member of the ICT support staff
- Not to attempt to install unauthorised and unlicensed software
- Not to use other people's user ID or password, even with their permission
- Not to interfere with or cause malicious damage to the ICT facilities.

Any user who is aware of misuse of the system (deliberate or accidental) MUST report it to the IT Manager or the Head of Department for ICT immediately.

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In order to protect responsible users, electronic methods will be used by the School to help prevent access to unsuitable material. Any use of ICT may be monitored and recorded, including the contents of e-mail messages, to ensure that this policy is followed.

Anyone who is found to be breaking this policy will receive an appropriate sanction. Persistent offenders will be denied access to the ICT facilities. Students may receive a further sanction depending on the nature of the offence.

Signed (student):

Print Name (student):

Signed (SLT):

Print Name (SLT):

Date:

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COMPASSION **CURIOSITY**



Aylesford School

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Student Name _____

Consent information

This letter is to confirm that you agree to the following:

- Your child being photographed during activities and for this to be used within the school setting.
- Your child to be recorded during school activities and for this to be used within the school setting.
- Your child's photographs to be used on the school website.
- Your child's video recordings to be used on the school website.
- Your child's photographs or videos to be used on official school social media channels (i.e. Facebook)
- Your child's 1st name to appear alongside their photograph or video on the website.
- Your child to appear in the media as part of an activity (i.e. if a newspaper is covering an event).
- Your child's photo or video to be used for promotional benefits such as leaflets or display boards.
- Your child's photos and videos can still be used by the school (e.g. on the website or in promotional material) after the child has left.

We will not use personal information or full names (first name and surname) of any child in a photographic image, on video/DVD, on our website, in our prospectus or in any of our other printed or online publications. We will only take photos of students using school provided equipment. We will discuss the use of images with children to role model positive behaviour.

I have read and understood the conditions of use and I am also aware of the following:

- Websites and online content can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- 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.
- This information will be valid indefinitely but we/I can withdraw consent at any time by informing the school in writing.
- As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children then we will only use these for personal use.

Signed _____

Name _____ Date _____

Relationship to student _____

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RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**



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To: Aylesford School

I/We confirm that we wish our child / children TO BE/NOT TO BE (please delete where applicable) registered on the school's Biometric Cashless Catering System with immediate effect.

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

Child's Name	Mentor Group Name/Number	Relationship to Child
Name of Parent and/or Carer	Signature	Date

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RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**



March 2020

Dear Parent/Carer,

You may be aware that there are new data protection rules. To ensure we are meeting the new requirements, we need to seek your consent to use your child's data.

Why are we asking for consent?

You may be aware that new data protection rules were introduced from 25th May 2018. To ensure we are meeting the new requirements, we need to seek consent to use photographs of your child. We really value using photographs of students to be able to showcase what they do in school and show what life at our school is like to others, so we would appreciate you talking the time to give your consent.

Privacy Notice:

During your child's time with us we will gather information about your child which we will use for various purposes this is detailed in the Privacy Notice. We have now reviewed our Privacy Notice and you can read the full Privacy Notice at <http://www.aylesford.kent.sch.uk/>. If you have any questions regarding the Privacy Notice and its contents please do come back to us.

Consent:

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your child's place at Aylesford. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Yours faithfully,

Miss T Kelvie
Headteacher

March 2020

Dear Student,

Why are we asking for your consent?

You may be aware that there are new data protection rules coming in from 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to use photographs of you. You are now deemed to be capable of making decisions on your own data security, so we must ask you for your consent rather than a parent or guardian. We really value using photographs of pupils to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give your consent.

Privacy Notice:

During your time with us we will gather information about you which we will use for various purposes this is detailed in the Privacy Notice. We have now reviewed our Privacy Notice and you can read the full Privacy Notice at <http://www.aylesford.kent.sch.uk/>. If you have any questions regarding the Privacy Notice and its contents please do come back to us.

Consent:

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached then this will not affect your place at school. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that we understand any concerns that you have and can take appropriate steps where necessary.

Thank you for your help in completing this.

Student Full Name:

Date of birth:

Miss T Kelvie, NPQH Head Teacher
Teapot Lane, Aylesford, Kent, ME20 7JU
Tel: 01622 717341 Fax: 01622 790580
Email: info@aylesford.kent.sch.uk
Internet: www.aylesford.kent.sch.uk

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OPEN-MINDEDNESS **MOTIVATION**
RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**



Aylesford School

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Celebrating achievements, Reporting on Events and promoting the School and Trust

Child's FULL NAME	
Child's Date of Birth	

We are very proud of the achievements of our pupils and we want to be able to celebrate these achievements with the school and community. As part of this, we want to capture these moments and use photographs and videos of our pupils to celebrate the character strengths they show in the event they are taking part in.

Please tick all the relevant boxes, sign each item below and return this form to school.

I give consent for my child's photo to be stored in SIMS (School Information Management System) as part of their individual data file.

YES

NO

☐☐

Signed..... (Parent)

Signed..... (Pupil)

I give consent for my child's photograph to be taken for the school photographer, for individual, group, class and whole school photographs.

YES

NO

☐☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for photos and videos of my child to be used on the school website and/or the school's learning platform (name will be omitted).

YES

NO

☐☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for photos of my child with their name to be used in classroom, corridor and entrance displays.

YES

NO

☐☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for photos and the name of my child to appear in newspapers and magazines. Please note that some newspapers may require the child's full name and may store photographs for online use.

YES

NO

☐☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for photos and the name of my child to appear on the school's Social Media sites (this includes Facebook and Twitter).

YES

NO

☐☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

Miss T Kelvie, Head Teacher
Teapot Lane, Aylesford, Kent, ME20 7JU
Tel: 01622 717341 Fax: 01622 790580
EMail: info@aylesford.kent.sch.uk
Internet: www.aylesford.kent.sch.uk

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OPEN-MINDEDNESS **MOTIVATION**
RESILIENCE CONFIDENCE **INTEGRITY**
COMPASSION **CURIOSITY**

I give my consent for my child to be photographed and filmed by staff and fellow parents during school productions and events as long as it is made clear each time that these must only be used for personal viewing purposes and must not be published in any format including on-line.

YES

☐

NO

☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for my child's image to be used for identification purposes should they have a specific educational, dietary or medical need which needs to be communicated to all staff for safeguarding purposes. (These photographs will be displayed in the medical room, staff room and school kitchen only).

YES

☐

NO

☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for my child's image to be used together with the biometric canteen payment system.

YES

☐

NO

☐

Signed..... (Parent/Carer)

Signed..... (Pupil)

I give my consent for my child's named image and data relevant to the trip to be taken by the adult in charge on school trips, sports fixtures or visits.

YES

☐

NO

☐

Signed..... (Parent/Carer)

Signed.....(Pupil)

I give permission to participate in video conferencing. (Occasionally your child's class may talk to other children or an author for example, outside of the school under the supervision of their Class Teacher).

YES

☐

NO

☐

Signed..... (Parent/Carer)

Signed.....(Pupil)

PRINT Parent or Carer's name	
Parent or Carer's signature	
PRINT Pupil name	
Pupil signature	
Date	

Miss T Kelvie, Head Teacher
Teapot Lane, Aylesford, Kent, ME20 7JU
Tel: 01622 717341 Fax:01622 790580
Email: info@aylesford.kent.sch.uk
Internet: www.aylesford.kent.sch.uk

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COMPASSION **CURIOSITY**

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 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, give 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"/>

Expiry dates of medicines checked

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

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

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

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

Does your child need to take medicines before exercise or play?

☐ Yes ☐ No

If yes, please describe below

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

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

☐ Yes ☐ No

If yes please describe below

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

Dates card checked by doctor or nurse

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

What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

0300 222 5800

(9am – 5pm; Mon – Fri)

www.asthma.org.uk



Aylesford School

As a member of the **Aylesford School** community I will ensure I **do my best** to demonstrate every aspect of **CHARACTER** at **all times** and in **every aspect** of school life.



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OPEN-MINDEDNESS **MOTIVATION**
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