



Essential Information Forms to Return

To be fully completed and returned
in the pre-paid envelope, or
by hand via the blue post box outside
Reception at the Waterleat Road Centre,
by 30th June 2020

Student's Name: _____

Primary School: _____

Site (please circle): Waterleat Road / Borough Road

House (please circle): Broadsands / Elberry / Goodrington

Forms Checklist

Please tick

- I have completed the Student Registration form **(A)**
- I have completed the Background Information **(B)**
- I have completed the paracetamol consent **(C)**
- I have read and signed the Home School Agreement **(D)**
- I have read and completed the Music Lessons form (optional) **(E)**
- I have completed the application for Bikeability **(F)**
- I have a copy of term dates and understand that no holidays can be taken during term time
- I understand I must inform the Academy of any changes to phone numbers, addresses, and/or update any medical changes regarding my son/daughter if applicable
- I understand the main form of communication is by email and through ParentPay
- I wish my child to be included in the Impact Biometric registration process for school lunches

Does your child currently receive Free School Meals? YES/NO

Thank you very much for taking the time to complete this set of forms. We must have these completed forms before your child can start at our Academy. Each page you complete will be sent to a different department in the school to ensure your child has a successful start at the Academy.



Student Registration Form – Paignton Academy

Please complete the form for your child if you are the parent, guardian or person having parental responsibility of the student named below, having been offered a place for your child.

1. Student Details

Surname

Forename(s)

1		2		3	
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Chosen name*

Date of birth / / Gender Birth certificate yes / no

*The 'chosen name' is the name by which your child will be referred to in the Academy.

2. Parent / Guardian Details

Please give details of ALL persons with parental responsibility and anyone you wish to be contacted in an emergency.

Please use one of the following 3 letter 'Contact types' when entering details of contact persons 1, 2, 3 and 4 below.

PAR	Parent	STP	Step Parent	TEA	Teacher
FOS	Foster Parent	SOC	Social Worker	CHI	Child Minder
OFM	Other Family Member	OTH	Other Contact		
REL	Other Relative	CAR	Carer		

For example: Contact type (i.e. Mother)

Details of Contact Person 1 – Please indicate FIRST telephone priority

Surname Title

Forename(s)

Home address

e-mail address

Home telephone Mobile

Work address

Work telephone

Contact priority Contact type (i.e. CON)

Does this person have parental responsibility?
Is there any legal order relating to this student? If so, please attach a copy
Does the student live at this address?

Details of Contact Person 2 – Please indicate FIRST telephone priority

Surname Title

Forename(s)

Home address

e-mail address

Home telephone mobile

Work address

Work telephone

Contact priority Contact type (i.e. CON)

Does this person have parental responsibility?
Is there any legal order relating to this student? If so, please attach a copy
Does the student live at this address?

Details of Contact Person 3 – Please indicate FIRST telephone priority

Surname Title

Forename(s)

Home address

e-mail address

Home telephone mobile

Work address

Work telephone

Contact priority Contact type (i.e. CON)

Does this person have parental responsibility?
Is there any legal order relating to this student? If so, please attach a copy
Does the student live at this address?

Details of Contact Person 4 – Please indicate FIRST telephone priority

Surname Title

Forename(s)

Home address

e-mail address
Home telephone mobile

Work address

Work telephone

Contact priority Contact type (i.e. CON)

Does this person have parental responsibility?
Is there any legal order relating to this student? If so, please attach a copy
Does the student live at this address?

3. Travel Information

Please select the student's proposed main method of transport to the Academy:

If bus, please specify route Is student entitled to free transport?

4. Meal Information

School dinners – the student will:

Bring own / go home / have school lunch

State any special dietary needs here

Are you currently receiving Jobseekers Allowance or Income Support?

yes / no

If so, the student may be eligible for free school meals.

5. Medical Information

Doctor's name			
	Title		
Doctor's address			
Telephone number			
Student immunised against tetanus?	<div style="border: 1px solid black; padding: 2px; width: 100%;">yes / no</div>	Immunisation date	<div style="border: 1px solid black; padding: 2px; width: 100%;">/ /</div>
Other information			

The Academy may have a supplementary medical sheet containing further details on your child. If you would like to provide more information, please contact the Academy directly.

6. Cultural Information (Optional)

Ethnic Origin		Home Language		Religion	
White British	<input type="checkbox"/>	Bengali	<input type="checkbox"/>	Baha'i	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Cantonese	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
White - other White background	<input type="checkbox"/>	English	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Mixed - White and Black Caribbean	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Mixed - White and Black African	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Mixed - White and Asian	<input type="checkbox"/>	Italian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Mixed - other mixed background	<input type="checkbox"/>	Punjabi	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	Other religion	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	No religion	<input type="checkbox"/>
Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Turkish	<input type="checkbox"/>		
Asian or Asian British - other	<input type="checkbox"/>	Urdu	<input type="checkbox"/>		
Black or Black British - Caribbean	<input type="checkbox"/>	Other language	<input type="checkbox"/>		
Black or Black British - African	<input type="checkbox"/>				
Black or Black British - other	<input type="checkbox"/>	Other ethnic group			

Chinese
Other ethnic group

Other religion
Other language

This information is requested by the DfES with the best of intentions.

7. Special Educational Needs

Has the student any special educational needs? If so, please indicate details below:

School Action / School Action Plus / School Action Plus and Assessment

8. Previous Schools

Previous school

Title

School address

Telephone
number

Is your stay in Torbay likely to be temporary? If so, please state the reason below:

	Leaving date	/ /

If you have recently moved to Torbay, please state your previous address below:

	Arrival date	/ /

Please name any other schools you have completed student registration forms for:

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9. Declaration

I, being a parent/guardian/person with parental responsibility for the child named understand that the Academy may process this information by computer for purposes appropriate to services provided by Torbay Council. This may be shared with other agencies for the prevention and detection of fraud and the protection of children.

Signed:

Date

Notes for guidance for Parents

Parental Responsibility

Under the Children Act 1989, the concept of parental responsibility replaces the concept of 'parental rights'. Parental responsibility can be shared between a number of people, such as:

- Both married parents of a legitimate child even if not living with the child
- Both divorced or separated parents of a legitimate child
- The mother of an illegitimate child
- The father of an illegitimate child when he has acquired parental responsibility through a parental responsibility agreement or a Court Order
- Any person appointed guardian by a Court
- Any person who has a Residence Order in respect of the child
- Any person who receives the child under an Emergency Protection Order
- The Council through its Social Services Department if the child is the subject of a Care Order. Foster parents do not have parental responsibility.

Anyone who does not have parental responsibility but who is caring for a child may do what is reasonable in the circumstances for the purpose of safeguarding and promoting the child's welfare.

Notes for Guidance for Schools

This form is to be completed on behalf of every child newly admitted to the education system i.e. entry to nursery or primary school. Information from this form may be included with the student's records sent on to a new school on his/her transfer, either within or outside Torbay, which may be in an electronic form. The original is to be kept for a period of 3 years from the leaving date of each student.

The information contained within this form is of a confidential nature and is for the use of PA employees. It may be shared with other agencies in line with the declaration in Section 9.

This form is a data collection form, designed to provide the initial information for your pupil database. When a pupil transfers to a new school you should use data export/transfer facilities within SIMS to transfer statutory and other pupil details to the new school. At primary/secondary transfer all statutory and other data can be transferred electronically using CTF and other data export software.



Paignton Academy Background Information

Student's Name (IN FULL): _____

Date of Birth: _____

Year of Entry: 2020

Please tell us about your child; any background information about health or family circumstances which you feel we should be aware of:

CONFIDENTIAL to	a)	Headteachers	} Please delete anyone you do not wish to receive information.
	b)	Head of House and Form Tutor	
	c)	All staff	

Medical Information:

Asthmatic Yes No If yes, we will send you a further form to complete

Diabetic Yes No

IHCP Yes No If yes, please attach or contact Reception for a form

Other

Please list all medication taken

Is medication administered at home? Yes No

Will medication need to be administered at school? Yes No

If yes, what time/s _____

Special Educational Needs:

EHCP Yes No

Other _____

Any Family Background/Relevant Information/Other – for example: any academic/sporting achievements

**C**

Consent Form for the Administration of Paracetamol

Student's Name: _____

Year of Entry: 2020

I give my permission for the Academy to administer paracetamol, in the event of a headache or other pain (the school will hold a supply of tablets and soluble paracetamol)

Yes No

(please tick)

If paracetamol is administered, I would prefer it to be in

(please tick)

Tablet form

Soluble form

Either

If applicable, I will supply Paracetamol suspension (e.g. Calpol) to be kept in First Aid in School

(please tick)

Yes

No

Quantity - I am happy for my child to have age appropriate dose

(please tick)

Yes

No

If No (please state reason and dosage) _____

I understand that my child will be asked if he/she has had a paracetamol product earlier in the day and their answer will be reliable

(please tick)

Yes, I understand

Other _____

I understand it is my responsibility to inform the Academy if this changes or my son/daughter is on any other medication

(please tick)

Yes, I understand

Other _____

I give permission for Academy staff to administer paracetamol (as required), if my son/daughter is either on a school trip, offsite or on a school related visit

(please tick)

Yes, I understand

Other _____

Signature: _____ Date: _____ June 2020



D

Home School Agreement 2020-2021

1. I hereby acknowledge receipt of the Home School Agreement and agree to make every effort to uphold its contents.
2. I consent to profits inadvertently made on school trips and activities below £2.00 per student can be retained for the benefit of Paignton Academy.
3. I give consent/do not give consent (please delete) for the biometric information to be used by Paignton Academy for the automated cashless catering system.
4. I have a copy of term dates and understand that no holidays can be taken during term time

Name of Student: _____

Signature of parent/guardian: _____ Date: _____ June 2020

It is important that you and your child read and sign the separate Home School Agreement leaflet that is also in this transition pack. Please keep the parent copy at home for your reference and return the Academy copy.



Paignton Academy - Home School Agreement

Parent Responsibilities

As parents/carers, we acknowledge that we are the primary educators of our child and have an irreplaceable role to play in supporting our children's learning at Paignton Academy.

Therefore I/we will:-

- Ensure that my child attends the Academy every day, on time, in correct Academy uniform and with expected equipment.
- Ensure family holidays are taken outside of term time.
- Ensure my child always has a clean, smart uniform and it is worn correctly. Ensure they follow the uniform policy.
- Support the values of the Academy community and encourage them to always do their best.
- Give my child opportunities for home learning and support them in the completion of homework.
- Attend Parents' Evenings and meetings.
- Support all Academy initiatives which enable my child to reach their full potential, including regularly checking ClassCharts, revision classes, extra-curricular classes and catch up sessions.
- Not call my child on their phone during the Academy day.
- I will liaise directly with the Academy as opposed to discussing the Academy and making statements or comments over social media.
- Be courteous and polite to all Academy staff and students.
- Support the Academy policy which states my child may be searched, if deemed necessary, in the interests of all staff and fellow students.
- Provide full information to the Academy for my child's welfare purposes; inform us of any concerns regarding my child's learning or welfare.
- Notify the Academy of any changes to personal details such as mobile phone numbers and email addresses.
- Encourage high standards; support the Rewards and Sanctions Policy of the Academy, support the Academy's guidelines for behaviour including detentions and afterschool detentions.

Name: (please print).....**(Parent/Carer)**
Signed:.....
Date:.....

Pupil Responsibilities

Pupils will play their part by taking responsibility for their own and other pupils' education.

Therefore I will:-

- Attend the Academy regularly and on time.
- Always be polite and respectful to all members of the Academy and local community.
- Behave well, work hard and always try my best. I will think for myself and take responsibility for my actions.
- Behave sensibly so that we can be happy and safe as we learn.
- Respect and keep our Academy free from litter and respect the Academy equipment and property.
- Know, support and follow the Academy's Code of Conduct.
- Always follow instructions given by a member of staff.
- Wear correct, clean and smart uniform at all times. Please see the uniform policy.
- Wear my uniform with pride and represent the Academy both in and outside of the Academy. Not have an extreme hair style or colour.
- Bring all the equipment I need every day.
- Follow the Academy policy on piercings.
- Not leave the Academy site without appropriate permission.
- Always complete classwork and homework to the best of my ability and complete it on time.
- Use a mobile phone appropriately in line with Academy policy.
- Attend all extension classes, revision classes and extracurricular classes as timetabled or deemed necessary.
- Attend any detentions set.
- Keep my planner up to date by entering all homework and any other information that is necessary. Ensure it is signed by my parents or carer. I will replace it if I lose it.
- Never bring any item which could be used as a weapon, any illicit or illegal substance or any other contraband items into the Academy.

Name: (please print).....
Signed:**(Student)**
Date:.....

Academy Responsibilities

We acknowledge our responsibility to support parents in their task of nurturing their children.

Therefore the Academy will:-

- Provide, for your child, the very best education possible.
- Provide a safe, caring and stimulating environment in which your child is treated fairly, equally and with respect.
- Make every effort to ensure each child achieves their full potential, whatever their ability or interest.
- Provide a broad and balanced curriculum including spiritual, moral, social and cultural development.
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do.
- Ensure all Academy personnel implement the Code of Conduct.
- Inform you of any concerns regarding your child's attendance, punctuality, behaviour, work or health.
- Keep you informed about Academy events through a range of sources including the Academy website and email communication.
- Set and mark appropriate homework on a regular basis.
- Mark and assess work in line with Academy policy.
- Provide you with information about your child's progress and the opportunity to communicate directly with staff. Invite you into the Academy as appropriate.
- Respond to parental enquiries as promptly as possible. Contact you if there is a problem with your child's needs.
- Support your child with appropriate careers advice and guidance in preparation for their futures.

For and on behalf of the Governing Body

Name: Mr Smith

Signed:

Date: May 2020

Copy to return to the Academy



OPTIONAL

E

Instrumental Lessons Request Form

Dear Parent/ Guardian

At Paignton Academy we are delighted to offer a range of opportunities for students to learn musical instruments with expert teachers. We already have experienced keyboard, singing, guitar, drums, and violin teachers working at the Academy and can arrange lessons on a wide range of instruments on request.

Students can choose to learn on their own, or in a group of 2-3 and lessons last between 20 and 30 minutes.

The cost per student per lesson varies depending on the instrument, but as a guide last year most were charged at £8.50 - £10 for a 20-minute individual lesson or £4.50 - £6 for a group of 2/3.

Lessons take place during Academy time on a rota basis so that students do not miss the same subject every week.

By signing this form, you are in agreement with the conditions as stated below and agree to your details being released to the teacher concerned.

Pupil and instrument details			
Pupil name		Form	
Instrument		Group size	
Previous experience if any.			
Contact details:			
Parent/Guardian name			

Daytime contact number			
Email address			
Signature		Date	

Returning this form:

- **Print Form** - If this form is a hard copy, please return to: Mrs Dale or Mrs Bidder
- **Email** - If you are emailing this form, please save a copy onto your computer and then attach to an email and send to: aquara.bidder@paigntonacademy.org

Lesson Terms and Conditions

I understand that tuition is organised on the following conditions:

- Tuition is provided independently from the school, and you will be required to complete a separate contract with the teacher for their services.
- Lesson fees are set by individual teachers
- Tuition fees are payable in advance, i.e. by the start of the term in question. Failure to pay will result in suspension of lessons until payment is received.
- Lessons are timetabled during the normal school day but on a rota to minimise any disruption to academic teaching. BRC students receive lessons after school and will need to go to WRC.
- The school is unable to provide students with instruments so please ensure that you hire or purchase an instrument before booking lessons. Instruments can be hired from Torbay Music Hub at a reasonable price. Mrs Bidder can help to arrange this.
- To terminate lessons, parents must give a half term's notice in writing to the individual teacher. Failure to do so will incur a half term's fees in lieu of adequate notice.



F

Bikeability

I would like my child to attend Bikeability training.

They have already completed the following Bikeability training at primary school

(please tick): Level 1 Level 2 No training

Please sign below to confirm you would like your child to attend Bikeability training at Paignton Academy during 2020/21.

Name of Student: _____

Signature of parent/guardian: _____

Date: June 2020