



Please find enclosed:

Enrolment Form

Parent Helpers List

Useful Information

Acorns at Woodcote Primary School

Reading Road, Woodcote, RG8 0QY

acorns@woodcote.oxon.sch.uk

Telephone Number 01491 680454 or 01491 680854



ACORN ENROLMENT FORM

Pupil's Details

Legal Surname _____ Forename _____

Chosen Name (name child learns to write) _____

Gender: Male / Female Date of Birth: __ / __ / ____

Address: _____ Town/City _____

Postcode: _____

Office only: documentary proof observed: _____ date: _____ by: _____

Parents/Carers Information

1. Parent/Carer Surname: _____ Forename: _____

Address: _____ Town/City _____

Postcode: _____ Relationship to child _____

Does this parent have parental responsibility? Yes / No

Daytime phone number : _____ is this a Home / Work / Mobile

Alternative phone number: _____ is this a Home / Work / Mobile

Please add any details that will help us contact you (e.g Work Name, extension number)

Email address: _____ is this Home / Work

First Language: _____ Is a Translator Required? Y/N

2. Parent/Carer Surname: _____ Forename: _____

Address: _____ Town/City _____

Postcode: _____ Relationship to child: _____

Does this parent have parental responsibility? Yes / No

Daytime phone number : _____ is this a Home Work Mobile

Alternative phone number: _____ is this a Home Work Mobile

Please add any details that will help us contact you (e.g Work Name, extension number)

Email address: _____ home / work

First Language: _____ Is a Translator Required? Y/N

3. Parent/Carer Surname: _____ Forename: _____

Address: _____ Town/City

_____ Postcode: _____ Relationship to

child: _____

Does this parent have parental responsibility? Yes / No

Daytime phone number : _____ is this a Home Work Mobile

Alternative phone number: _____ is this a Home Work Mobile

Alternative phone number: _____ is this a Home Work Mobile

Please add any details that will help us contact you (e.g Work Name, extension number)

Email address: _____ home / work

First Language: _____ Is a Translator Required? Y/N

4. Other person (s) with legal contact To be completed where those person with parental responsibility are separated and an S8 Order is in place.

Name: _____

Address: _____

Contact Numbers: _____ Relationship to child: _____

What are the contact arrangements that we need to be aware of? _____

Emergency Contacts if parents are not available. Emergency contacts must be local

Contact 1 Name _____ Relationship _____

Address _____

Day Time number _____ Mobile _____

Contact 2 Name _____ Relationship _____

Daytime Number _____ Mobile _____

In the event that no one can be contacted in an emergency the Manager will allow other trained professionals to make decisions in the best interest of your child (e.g. medical staff)

Persons other than parent(s) Authorised to collect the child Must be over 16 years of age. No other adults will be given permission to collect unless we have your notification in advance.

Contact 1 Name: _____ Relationship: _____

Address: _____

Phone number: _____

Contact 2 Name: _____ Relationship: _____

Address: _____

Phone Number: _____

Contact 3 Name: _____ Relationship: _____

Address: _____

Phone Number: _____

Password for the collection of child by authorised persons: _____

Professionals involved with your child

GP

Name _____ Telephone _____

Address _____

Health Visitor (if applicable)

Name _____ Telephone _____

Address _____

Dentist

Name _____ Telephone _____

Address _____

Is the child subject to a child protection plan?

Yes / No

About your child

Does your child have previous experience of attending a childcare setting? Yes / No

If so, name and address of the provision _____

Can we contact them? Yes / No

Immunisations:

Has your child received the following immunisations? Please confirm and provide dates.

Two Months Old Diphtheria, tetanus, pertussis, polio, Hib and Yes / No Date:
 hepatitis B - DTaP/IPV/Hib/HepB
 Pneumococcal (13 serotypes) - PCV
 Rotavirus - Rotavirus

Three months Diphtheria, tetanus, pertussis, polio, Hib and Yes / No Date:
old hepatitis B - DTaP/IPV/Hib/HepB
 MenB - MenB

Four months old Hib and Meningococcal group C - (MenC) Yes / No Date:
 Pneumococcal - PCV booster
 Measles, mumps, and rubella (German Measles)
 - MMR
 MenB - MenB booster

Between 12 and Hib and Meningococcal group C - (MenC) Yes / No Date:
13 months old Pneumococcal - PCV booster
 Measles, mumps, and rubella (German Measles)
 - MMR
 MenB - MenB booster

Eligible Influenza (each year from September) - LAIV Yes / No Date:
Paediatric
groups

Three years & Diphtheria, tetanus, pertussis, and polio - Yes / No Date:
four months or dTaP/IPV
soon after Measles, mumps, and rubella - MMR (check first
 dose given)

For internal use: has the child's health record book been seen to confirm dates? Y / N

Does your child have any on-going medical conditions? If so, please specify: _____

If yes, please specify which external agencies are involved e.g. Paediatrician, Dietician, Speech and Language Therapist, etc: _____

Does your child require a health care plan? Yes / No

Is your child known to have any allergies or food intolerances? _____

A risk assessment will be completed and kept on the child's file for any known allergies or food intolerance as mentioned above.

What are your child's dietary requirements? _____

Does your child have any other special needs and / or require any additional support?

Are any of the following in place for the child

SEN action plan Yes / No

Education, health and Care Plan Yes / No

What special support will he/she require in our setting? _____

Does your child have any birthmarks or scars? _____

Two Year old checks

If your child is aged between 24-36 months, has a two year old progress check been completed for your child? Yes / No

Setting completing check _____ Date _____

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.

If your child is aged three years or over, does he or she have difficulty with any of the following:

Speaking and communicating	Y/N	Listening and attention	Y/N
Understanding simple instructions	Y/N	Eating and Drinking	Y/N
Sitting and Sharing a book	Y/N	Walking and climbing	Y/N
Putting on their shoes and socks	Y/N	Holding a crayon	Y/N
Using the toilet	Y/N	Rolling a ball	Y/N
Socialising with adults & other children	Y/N		

Any other concerns: _____

Cultural Background

How would you describe your child's ethnicity or cultural background? _____

What is the main religion in your family? (if applicable) _____

Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is at Acorns? _____

What language(s) is/are spoken at home? _____

If English is not the main language spoken at home, will this be your child's first experience of an English speaking environment? Yes / No

Does your child need a bilingual support plan? Yes / No

If so, discuss and agree with the key person how we can work together to support your child when settling in.

Key Person - Information for parents.

Each child joining the setting will have a key person appointed to them. It will be the key person's responsibility to ensure that your child receives the best possible attention whilst in our care and to ensure that their records are kept up-to date. The key person may change as your child progresses through the setting. You will be notified of these changes. Your child's key person will be allocated within the first weeks of attendance. You will be notified ASAP. They are your first point of contact for anything you wish to discuss about your child

Permissions

Childs Name _____

Emergency Treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by the Manager(or authorised deputy) for emergency treatment and that health professionals are responsible for any decisions on medial treatment in my absence.

Signed _____ Date __ / __ / ____

Printed Name _____

For Inhalers/Auto-injectors (e.g. Epipens) only

I give permission for a an appropriately trained member of staff to administer the inhaler/auto-injector supplied by me.

Signed _____ Date __ / __ / ____

Printed Name _____

I give permission for staff to administer:

Paracetamol based medicine (e.g Calpol) in the case of a raised temperature and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with our procedures on the administration of medicines. Yes/No

Suncream (supplied by me) when necessary and to record its use. Yes/No

Nappy Cream - I (supplied by me) when required, in accordance with manufacturer's instructions. Yes /No

Teeth Cleaning - assist my child to clean their teeth (toothbrush supplied by me) after lunch. Yes / No

Permission to take my Child off School Site:

We often take the children off site to a variety of Woodcote village based locations such as St. Leonard's Church, the village recreation ground, Langtree School, and the Library. They will be accompanied by the appropriate number of staff. Necessary medication would be taken and appropriate risk assessments carried out for each individual activity/event. For any major outings, I understand I will be informed and my specific consent obtained.

I **do / do not** give permission for my child _____ to be taken off site on visits within Woodcote Village.

Signed _____ Date: __ / __ / ____

Printed Name _____

Photo and Name Permissions (GDPR)

During the school year we have many opportunities that arise where we would like to include your child's photograph, artwork and sometimes their name on publications associated with the school.

Please note that occasionally there will be different events or publications that we will be involved with. For these we will ask your specific permission.

At events or visits we cannot always set up staged photographs that capture the moment and we would love to share real moments. We often have not been able to add photographs to the school website where children are in groups and permission is not given by one parent. Therefore when reviewing this form we ask you consider carefully before declining permission for the school website.

You may still find your child is in a photograph if permission is withheld. However, we will ensure their face and features are blurred out or that they are photographed from behind. We will ensure they are unidentifiable to the best of our ability and will not use their name.

I give permission for my child's photograph, artwork and Christian Name only (if a name is used) to be used in the following:

- | | |
|--|----------|
| <input type="radio"/> School Weekly Newsletter (also posted on school website) | Yes / No |
| <input type="radio"/> School Website | Yes / No |
| <input type="radio"/> School Newspaper | Yes / No |
| <input type="radio"/> Local Paper such as The Henley Standard | Yes / No |
| <input type="radio"/> School Prospectus | Yes / No |
| <input type="radio"/> Village Correspondent | Yes / No |
| <input type="radio"/> School Advertising materials; flyer, banner etc | Yes / No |
| <input type="radio"/> Class Photographs (i.e sent to parent to view before purchasing) | Yes / No |
| <input type="radio"/> Be upload onto my child Tapestry Journal | Yes / No |

I am happy for my child's surname to be used in conjunction with those I have selected above

Yes / No

Signed _____ Date _____

Printed Name _____

Child's Name: _____

Observations - Do you give permission for other professionals such as S.E.N.I.T, Health visitors, or safeguarding individuals to carry out and record observations on your child for the purpose of developmental assessment

Yes / No

Animals - We currently have Guinea Pigs in our premises. We will also occasionally have supervised visits of animals to our setting.

Please state below any known allergies or aversions your child has to animals _____

Session Details

Please tick your preferred sessions

Day/Session	8.30 - 8.45am (Early Start)	8.45 - 11.45am (Morning)	11.45 - 12.45pm (Lunch)	12.45 - 3.15pm (Afternoon)	3.15 - 3.30pm (Late Stay)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Preferred Start Date:

Terms and Conditions

I confirm that the information given in this form is accurate and any changes will be notified as they arise.

I confirm I will comply with the School's policies and procedures, including the Information Sharing Policy, and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I agree to pay fees within 14 days of start of term and I understand one terms notice is required should I wish to leave.

Name of Parent/Carer _____

Signature _____ Date: __ / __ / ____

Please return completed forms, and £30 deposit to:

Woodcote Primary School, Reading Road, Woodcote, RG8 0QY.

Office.2510@woodcote.oxon.sch.uk

Deposits can be made by BACS - Sort code 30-00-02 Account number 01110204

I would like to donate the deposit

I would like to join the 'Parents Whatsap Group' I understand this means Woodcote Primary School sharing my mobile number with the administrator of the group.



Parental Helpers List

Friends of Woodcote Primary School (FOWPS) need support from parents to help raise funds to support the school provide excellent all round education. If you could **tick** any of the attached boxes below agreeing to help where possible, we can contact you when necessary.

Name	
Contact Number	
Contact Email	
Parent Helper (you will need to be DBS checked)	
Help organise events, such as coffee shop.	
Help work on fundraising events	
Research new projects ie. Gain quotes for new equipment.	
Cleaning and mending toys	
Baking Cakes	
General maintenance, small jobs.	
Internet Updates	
Proof Reading	
Photography	
Other:	



Useful Information

Session Times & Fees

	Morning Session	Lunch Session	Afternoon Session
Monday	8.45am - 11.45am	11.45am - 12.45pm	12.45pm - 3.15pm
Tuesday	8.45am - 11.45am	11.45am - 12.45pm	12.45pm - 3.15pm
Wednesday	8.45am - 11.45am	11.45am - 12.45pm	12.45pm - 3.15pm
Thursday	8.45am - 11.45am	11.45am - 12.45pm	12.45pm - 3.15pm
Friday	8.45am - 11.45am	11.45am - 12.45pm	12.45pm - 3.15pm

Term dates are displayed on the School notice board and are detailed in the Manager's termly newsletter.

We also offer Early starts 8.30am - 8.45am and Late Stay 3.15pm - 3.30pm

Fees & Charges

We offer both government funded entitlements and unfunded places as follows:

30hr funded places:

- 4 Full days and 1 Morning with lunch

15hr funded places: The following are examples of options available:

- 5 mornings
- 3 mornings with lunch and 1 morning
- 2 full days plus 1 afternoon

Unfunded Hours

- Morning £18
- Lunch £6
- Afternoon £15

Fees are invoiced on a termly basis and should be paid within fourteen days of term starting. Payment can be made by Bank Transfers (bank details are on the invoice). We also accept childcare vouchers as payment from a number of schemes.

We ask for £15 voluntary donations each term to help cover increasing material costs. We also ask if a piece of fruit can be provided for each day your child attends.

Invoices overdue will incur an additional charge of £5 per week until the invoice is settled. Please speak with the Manager/Administrator if you wish to make payment arrangements. We reserve the right to withdraw Non-Government funded sessions if no agreement has been agreed to rectify the situation.

If your child is ill or absent from Acorns, including for holidays no refund can be made. We may be able to sell some sessions if we have advanced notice of holidays etc. We will encourage extra bought sessions to be paid directly to the persons selling them. We are unable to sell government grant sessions.

Notice of Leaving / Changing Sessions

Acceptance of a place will be deemed as acceptance by you to our terms and conditions. One term's written notice is required if you wish to leave, or cancel sessions. You will be liable for the term's fees should you remove your child mid term or not use your allotted sessions.

Lunchtimes

Hot lunches are provided by the catering department at Langtree School for children to eat at the Acorns. The cost of hot meals are £3.00 (subject to change). Weekly menus are on display on notice board and on our website.

Alternatively you should provide lunch in a named lunchbox. Any foods which you would like to be refrigerated please give to a member of staff each morning, ensuring it is labelled. We are unable to reheat food.

We must insist that **NO Nuts**, peanut butter, Nutella or cakes/biscuits containing nuts are sent in any lunchbox. We are all aware of the severity and consequences of a child who is allergic to nuts accidentally or mistakenly eating them and we would therefore appreciate your co-operation with this request.

Drop Off and Collection

For starts at 8.45 and collection at 3.15 please come through the main school gate. For other times please come to our gate, which is accessed through Langtree School car park, where your key worker (when possible) will escort your child on and off site.

In case of emergency our telephone number is **01491 680854**

Leaving your Child

We would ask parents/carers to co-operate with the wishes of the Manager when leaving their child. As they are so young it may take them a while to settle with us. Parents maybe requested to go, stay or come back within a short time span, whichever is appropriate. Our best interests are for each child to make the break with home as confidently and happily as possible. The only exception to this is when coming for introductory visits, when a parent /carer must remain with the child.

Your child can only be collected by people named by you. If you arrange for someone else to collect your child, please ensure that you inform a member of staff and that this is recorded in the daily diary.

Please wait outside and we will bring your child out at the end of the session.

Safeguarding Responsibilities

We have a duty to report concerns regarding the welfare of the children attending Acorns to: Oxfordshire safeguarding child assessment team 01865897983 and Ofsted 03001231231

Accidents

In the event of a serious accident, staff will attempt to telephone parents or the emergency contacts as provided. The child's own doctor would also be contacted. Should a child need to receive emergency treatment away from Acorns, a member of staff would accompany the child to either a surgery or hospital until a parent/carers arrives. All major and minor accidents are recorded in the 'Accident Book' located within Acorns.

Please be aware that we need to keep a record of all accidents and if you are approached by a member of staff to complete our accident records we would appreciate your co-operation.

Medicines

Acorns must be advised of all medication that your child may take on a regular basis. We are unable to give any medicines unless they have been prescribed by a doctor and we have written consent - this means that we are unable to administer medicines such as Calpol unless a doctor's prescription label is on the bottle.

Clothing

There is no compulsory uniform; however, Woodcote Primary Sweatshirts and T-Shirts are available to purchase.

We would suggest that your child wears old comfortable clothing. Avoid jeans with buttons and a zip, dungarees and any clothing that will prevent your child from using the toilet independently. Aprons will be provided for messy play and whilst washable products are used (pens & paints) there is no guarantee staining will not result from spills.

Please provide an indoor pair of shoes or slippers to change into on arrival.

In the summer, please send your child with a sun hat and sun cream marked with his/her name, and during the winter with a warm hat and gloves.

Discipline

We aim to deal with children in a positive manner at all times. Children are encouraged to be kind and caring towards each other and adults. Should problems arise, we would want to be firm but fair. Adults will not shout or raise their voice in a threatening way. No child will be physically chastised or punished. In extreme cases of consistent bad behaviour or disruption, this will be discussed with the parent(s)/guardian(s) of the child and may result in a child being asked to leave the pre-school as we have to act in the best interest of the whole group.

Illness

We will refuse to accept children at a session who present symptoms for any contagious illnesses/sickness and diarrhoea. Please keep your child away from pre-school for a further 48 hours after recovery. This is to prevent it spreading to other children and staff.

Changes to Family Circumstances

Changes in your family environment, however subtle, can have a very unsettling effect on your child. Please help us to understand any changes in their behaviour by advising us of any recent or imminent events that may be on your child's mind (e.g. new baby or moving house).

Child Observations

We occasionally have staff and/or students at Pre-School completing course work. If you do not wish your child to be included, please let the manager know and your wish will be respected.