

# Lady Margaret Primary School

Lady Margaret Road, Southall, Middlesex, UB1 2NH

**Tel:** 020 8566 6486 **Fax:** 020 8566 6713

**Email:** office@ladymargaret.ealing.sch.uk **Web:** www.ladymargaret.ealing.sch.uk

**Headteacher:** Mrs H Rai MA NPQH **Chair of Governors:** Mr J Goulding

**Deputy Headteacher:** Ms R Bartholomew **Deputy Headteacher:** Miss L Simpson

**School Business Manager:** Mrs A Hancock



Where children come FIRST

## Nursery Admission Form

Please attach a passport sized photo of your child here.

(Please complete all sections of this form)

### Preferred Session: AM/PM

Child's Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First name/s: \_\_\_\_\_ Male/Female: \_\_\_\_\_

Address: \_\_\_\_\_

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

Child's country of birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Previous Address: \_\_\_\_\_

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

Previous School: \_\_\_\_\_

Address: \_\_\_\_\_

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

Is your child the subject of a statement of special educational needs (SEN)? Yes  No

Pre-school experience:

Childminder: \_\_\_\_\_

Playgroup: \_\_\_\_\_

Nursery: \_\_\_\_\_

Other: \_\_\_\_\_

If your child has recently arrived in the UK within the last 12 months please complete the following:

Country of Birth: \_\_\_\_\_

Date of Arrival in UK: \_\_\_\_\_

From which country: \_\_\_\_\_

Language spoken: \_\_\_\_\_

Current Status e.g refugee: \_\_\_\_\_

Level of English please tick: Spoken yes  no  some

Name of Mother: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

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

Home Tel: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please tick which parent/s have parental responsibility:                      mother                       father

Emergency Contacts (will only be used if mother and father are unavailable):

1. Name: \_\_\_\_\_

Address \_\_\_\_\_

Relationship: \_\_\_\_\_ Tel No: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address \_\_\_\_\_

Relationship: \_\_\_\_\_ Tel No: \_\_\_\_\_

Please list your children in order of age, and underline the child now entering school.

Name	Date of Birth	Male/Female
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Personal:**

Is your home a: house  flat  maisonette

Does it have a garden: yes  no

Does your child drink milk? yes  no

Can your child use the toilet unaided? yes  no

Name of Family Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_

Does your child have any medical conditions which we need to know about, to help us to keep your child healthy and safe (e.g. asthma, eczema, allergies, hearing or visual problems)?

\_\_\_\_\_

I would best describe my child's racial / ethnic origin as:

**White**

- British
- Irish
- Other White background

**Asian or Asian British**

- Bangladeshi
- Indian
- Pakistani
- Other Asian background

**Black or Black British**

- Caribbean
- African
- Other Black background

**Mixed/Dual**

- White/Asian
- White/Black Caribbean
- White/Black African
- Other Mixed background

**Other Ethnic Group**

- Chinese
  - Other Ethnic background
- (Please tick as appropriate)

Religion: \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Any other additional information which we should know about your child:

**Important**

- Please attach a photocopy of your child's birth certificate or passport and
- Please attach a photocopy of a recent bill e.g council or water

Parent's name.....

Parent's signature.....

Please note: all information will be held in strict confidence  
Should any circumstances change in the future, please inform us immediately.

Name of child: \_\_\_\_\_

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

Please tick the relevant box

May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?    Yes                       No

May we use your child's image on our website?    Yes                       No

May we record your child's image on video or webcam?                                      Yes                       No

Are you happy for your child to appear in the media?                                      Yes                       No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

*Please note that the conditions for use of these photographs are on the back of this form.*

I have read and understood the conditions of use on the back of this form.

Parent's or  
Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (capitals): \_\_\_\_\_

This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### **Further Information Regarding This Form**

From September 2014 all children who are in reception, year 1 or year 2 in a state funded school will be offered a **free** healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits on this form.

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

### **How the information in this form will be used**

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

**How does your child travel to school?**



We have been asked as part of the data for the local census to gather information on how your children travel to school. This will help Ealing and Transport for London to create Local Transport Plans.

Please complete the following:

Child's name ..... Class .....

Please tick which mode of transport your child/children use most often.

- Walk
- Cycle
- Car/Van
- Car share (with child/children from a different household)
- Bus
- Taxi
- Train
- London Underground
- Other

Thank you

# Home-School Agreement



## Vision Statement

### We believe that:

Children learn best when happy.

Their environment must be as safe and supportive as possible and be an environment they enjoy being part of.

Children should be helped to see the value of their learning.

Both their academic and personal growth will be strongly developed.

An environment where teachers feel valued and trusted, and where the parents and governors feel confident that the children are receiving the best possible start to their school life.

This can be done most effectively when all staff, parents and children understand their responsibilities and work together towards the same goals, as detailed in our home/school agreement.

## The Learning Environment

Our school will:

- Provide your child with a high standard of education, implemented by rigorous national guidelines, within a balanced curriculum.
- Ensure that our learning environment is stimulating and challenging and meet with you regularly to communicate the progress of your child, celebrating their strengths and explaining how we can support and scaffold them in their areas for development.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being by observation and listening to them.
- Provide a healthy and happy community
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Encourage your child to become an active member within our community and develop skills for British citizenship enabling them to understand their impact on the world around them.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days.
- Be very happy to welcome you if you would like to contribute to our school's broader curriculum. We recognise that the community of Lady Margaret School holds a wealth of talent, experience, diversity and enthusiasm that our school could benefit richly from.
- Set achievable homework to extend the curriculum and provide the opportunity for independent learning. Clear information will be provided so that you will be able to help your child if required.
- Provide information and helpful training sessions for you that will give you confidence to support your child.

**I as a parent/carer I will:**

- Make sure that my child arrives at school by 8.45 am and is collect promptly at 3.15.
- Make sure that my child is wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week.
- Endeavour to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.
- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Encourage a positive attitude towards my child's education and our school. Any concerns will be raised swiftly with the school staff.
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.
- Support the school and PSA when fundraising and organising activities for the benefit of a variety of causes and also our school.
- Make sure that homework tasks are completed and returned on time.

**I, as a pupil of Lady Margaret Primary School, will:**

Understand that I have rights within the school which are:

- To be treated kindly.
- To be listened to.
- To be helped.
- To have a friend.
- To play and join in games.
- To be happy.
- To feel wanted.
- To be safe.
- To be special.

**I will:**

- Respect other children's culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Be responsible for my school and homework.
- Ask for help if I need it and try my best in all that do.
- Ensure that I take home all school letters.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Be helpful.
- Tell a member of staff if I am worried or unhappy.

Lady Margaret School  
**WHERE CHILDREN COME FIRST**

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I/We have read the Home School agreement and will support the school and our child in abiding by the rules as stated. (Only one signed agreement per family needed).

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parents' name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_