

Sundridge & Brasted  
Church of England  
(Voluntary Controlled)  
Primary School



Admissions Forms  
2024/2025

By signing these forms you consent to our use of data  
as per the Privacy Policy on our website.

# SUNDRIDGE & BRASTED CE PRIMARY SCHOOL

## ADMISSION FORMS

### Pupil's details

Pupil's legal surname \_\_\_\_\_ Pupil's surname \_\_\_\_\_  
(if different from legal surname)

Forenames \_\_\_\_\_ Date of birth \_\_\_\_\_

### Parents/guardians/carers: (delete as appropriate)

Mr & Mrs / Mr / Mrs / Miss / Ms / Other \_\_\_\_\_  
(correspondence will be addressed to the above)

Relationship to pupil \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### Emergency contacts:

**First contact name** (usually a parent) \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

**Second contact name** \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

**Third contact name** \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

### Details of parent: if separated

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Telephone/s \_\_\_\_\_ E-mail \_\_\_\_\_

Please tick if a second report, newsletter etc. is required to be sent to this address

**Name(s) and D.O.B. of sibling(s) who are attending, or have attended Sundridge & Brasted C.E. Primary School**

\_\_\_\_\_

**Child in public care**      Yes     No   

Authority \_\_\_\_\_

**Pre-School details**

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Days/times your child attends \_\_\_\_\_

**Religion**

Hindu     Jewish     Christian     Sikh  
 Muslim     No religion     Other, details \_\_\_\_\_

**Ethnicity/Race** (please tick one box only, indicating the category that best describes your ethnic origin)

**White**

British     Irish     Any Other White background

**Asian**

Indian     Pakistani     Bangladeshi     Any Other Asian background

**Black or Black British**

Caribbean     African     Any Other Black background

**Mixed**

White & Black Caribbean     White & Black African     White & Asian     Any Other mixed background

**Chinese or other Ethnic Group**

Chinese     Any Other ethnic background

**Country of Birth** \_\_\_\_\_

**Nationality (Passport)** \_\_\_\_\_

**Home language** \_\_\_\_\_  
(language spoken within family home)

**Second language** \_\_\_\_\_

**Medical information**

Doctor's name \_\_\_\_\_

Surgery \_\_\_\_\_ Telephone \_\_\_\_\_

**Medical details**

Does your son/daughter:

- |   |   |                          |     |                          |    |
|---|---|--------------------------|-----|--------------------------|----|
| 1 | Have any health condition or disability (e.g. diabetes, deafness)                               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2 | Has it lasted or is it expected to last 12 months?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3 | Does this have a substantial effect on your child's ability to carry out day to day activities? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4 | Take regular medication   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5 | Regularly need to use an inhaler?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6 | Have any allergy?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

*If you have answered yes to any of the above questions, your son/daughter may have met the Equality Act 2010 definition of disabled which means that you have certain rights under the law. Please tick the boxes below that more accurately describe your son/daughter's health condition or disability. The information will help us to identify what we need to do to support your child at school.*

Does/will your child have difficulty with:

- Moving about the school and going on school visits  Yes  No
  - Use of hands and fingers (e.g. to hold a pen or pencil)  Yes  No
  - Lifting, carrying or moving objects (e.g. carrying school bag)  Yes  No
  - Washing, going to the toilet, controlling the need to go to the toilet, dressing, etc  Yes  No
  - Expressing themselves or understanding what others are saying  Yes  No
  - All of the work in school including reading, writing, number work or understanding information  Yes  No
  - Hearing or eyesight  Yes  No
  - Making friends, relating to adults, behaving appropriately in school  Yes  No
  - A medical need which has lasted or is expected to last more than 12 months and takes regular medication (*please give details under any other information*)  Yes  No
- |  |
|--|
| <ul style="list-style-type: none"> <li>• Complex health needs requiring daily assistance in order to maintain optimum health such as physiotherapy at school <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> |
|--|

Any other information we need to know about your child's condition

\_\_\_\_\_  
\_\_\_\_\_

Sundridge & Brasted C.E. Primary School wishes to ensure that there is good communication between the school and all families. Please give details below if you require support in any of the following ways:

- information sent from school in alternative formats e.g. Braille, large print
  - specific access requirements to the school buildings or to enable you to take part in consultation meetings e.g. interpreters for British Sign Language, loop system, explaining things over the phone.
- 
- 

Sundridge & Brasted C.E. Primary School wishes to involve disabled people in its disability equality scheme for the benefit of all users of the school. If you or any family member would be willing to help us with this work, please contact the Headteacher at the school for further information.

If you have a close family member who may want to attend events at the school and has a disability please give details so that we can make every effort to meet their needs.

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**Parents/Guardians/Carers are requested to read the statement below and then sign and date this form**

*(Please tick)*

I/we received a copy of the school agreement and agree to support the school by encouraging my/our son/daughter *(please delete as appropriate)* to abide by the discipline procedures and code of conduct contained within.

I agree to my son/daughter's photograph being used for school promotions  
*(Please see separate letter)*

Parent's signature \_\_\_\_\_  
*Mother/Father/Guardian/Carer – please delete as appropriate*

Date \_\_\_\_\_

**CONFIDENTIAL**

**SUNDRIDGE & BRASTED C.E. PRIMARY SCHOOL**



Please complete this form as fully as possible. Not all questions will be relevant to your child, but the information will be extremely useful to the school.

NAME: .....

DATE OF BIRTH: .....

**MEDICAL HISTORY**

Was the pregnancy full-term? .....

Was it a difficult labour? (e.g. were forceps used, did your baby suffer from lack of oxygen?)  
.....

Were there any post-natal complications? .....

Has your child had any serious accidents or illnesses? Please give details. ....  
.....

Does your child have any special dietary requirements? .....

**PHYSICAL DEVELOPMENT**

Did your child crawl? ..... At what age did he/she walk? .....

Is your child right or left handed? .....

Has your child had any unusual sleep patterns and/or experienced dreams or nightmares, fears or phobias?  
.....

Has your child any behavioural problems? .....

Do any other family members have similar difficulties to your child? .....

Is there any history of Specific Learning Difficulties such as Dyslexia, within your family?  
.....

Is there any other relevant information that may be useful to us? .....

Signed (Parent/Carer) .....

Date .....



**SUNDRIDGE & BRASTED C.E. PRIMARY SCHOOL**

Church Road, Sundridge, Kent, TN14 6EA

Telephone: 01959 562694

Headteacher – Mr T Hardwick

e-mail: [office@sundridge.kent.sch.uk](mailto:office@sundridge.kent.sch.uk)

Dear Parent,

**Re: Permission to take children off site**

During the course of school activities we sometimes take the children off the school premises to public areas within a short walk of the school such as Sundridge recreation ground, St Mary’s Church, The Dairy Field, local shops or such like.

To enable us to do this please complete and return the permission slip below, which we will hold on file for the duration of your child’s time at our school.

Yours sincerely,

*Tom Hardwick*

Tom Hardwick  
**Headteacher**

**Sundridge & Brasted C.E. Primary School**

I give permission for my child (name) .....to be taken off school premises by members of staff, within the vicinity of the school for local visits.

Name of parent .....

Signed..... Date.....

I understand that should the necessity arise during an emergency an anaesthetic may be administered and any other urgent medical treatment will be carried out.

Signed..... Date.....

**Parental agreement for setting to administer non-prescribed medicine**

The school will not give your child non-prescribed medicine unless you complete and sign this form but we are happy to do so, if need be, with your written consent on file and a verbal consent on the day.

Sundridge & Brasted CE Primary School	Sundridge & Brasted CE Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	e.g. headache/cold/sore throat/similar

**Medicine**

Name/type of medicine	Infant Calpol/Calpol 6+/Infant Nurofen/Piriteze
Dosage and method	As per the medicine's standard information
Timing	When needed – the school will call parents

**NB: Medicines will be kept in the office for general use.**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	

I give consent to school staff administering medicine in accordance with the school policy. I understand that the school will call for verbal consent on the day and will not administer medicine without this consent.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

# Intimate Care – Consent Form



## PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



## Sundridge & Brasted C of E Primary School – Home-School Agreement

*Honesty, Respect, Kindness, Responsibility, Forgiveness, Love*

At Sundridge & Brasted CE Primary School, we believe that each of us is made in the image of God. God loves every one of us. We value every member of our community, and support them to shine! *"You are the light of the world. A town built on a hill cannot be hidden."* - Matthew 5 verse 14, New International Version

It is important that parents, pupils and staff respect each other's roles and contributions and work together to build the environment and conditions for each child to excel and achieve their potential. This Home-School Agreement acts as a reminder of our respective commitments and responsibilities, underpins the school's ethos and beliefs and acts a clear starting point for new pupils, their parents and the school staff. It is therefore an expectation that all parents who wish their children to attend Sundridge & Brasted CE Primary School will sign up to our Home-School Agreement. We also ask parents to ensure that their children sign the Home-School agreement.

The School will:	As a pupil I will:	As a parent I will:
<ul style="list-style-type: none"> <li>• Promote the Christian Vision and Christian Values of the school.</li> <li>• Care for your child's safety, happiness and mental well-being within a supportive, nurturing and Christian community and environment.</li> <li>• Teach the pupils how to stay safe online.</li> <li>• Ensure that our internet filtering and monitoring procedures are in line with Government requirements.</li> <li>• Ensure that Religious Education is taught using Understanding Christianity from the Diocese of Rochester and the National Curriculum.</li> <li>• Aim to ensure that every child feels valued and supported as an individual and learns to value and respect others, regardless of differences.</li> <li>• Encourage pupils to do their best in everything they undertake.</li> <li>• Encourage pupils to care and have respect of others and their surroundings.</li> <li>• Develop each child as a responsible citizen.</li> <li>• Deliver a balanced and carefully planned curriculum, through high quality teaching and learning activities and with appropriate resources, that meet the individual needs of each child and ensures that all children are inspired by their learning.</li> <li>• Stay up to date on educational theory to ensure that we are providing a creative curriculum for all pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the School's Christian Vision and Values.</li> <li>• Come into school with a positive attitude, ready to learn and participate fully in the life of the school or to ask for help if I need support.</li> <li>• Attend regularly and arrive punctually.</li> <li>• Remember to bring in whatever I need for each day.</li> <li>• Wear the school uniform and be tidy in appearance.</li> <li>• Be caring, considerate and nurturing towards others.</li> <li>• Be positive, polite and helpful.</li> <li>• Behave responsibly and abide by the School Behaviour Policy.</li> <li>• Be a good ambassador for the school and a good role model to others.</li> <li>• Take responsibility for my own learning, work hard and always try my best and show pride in my work.</li> <li>• Read every day and complete any set work, such as Times Tables Rocks Stars challenges.</li> <li>• Be polite, respect other people, their feelings and their property and be responsible for the care of my own possessions.</li> <li>• Help everyone feel proud of being part of my school and celebrate others' successes.</li> <li>• Ask an adult if I may use a laptop/iPad.</li> <li>• Ask an adult about which websites I can use.</li> <li>• Understand that my use of school devices and systems can be monitored.</li> <li>• Show responsible internet use and not share</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Christian Vision and Values of the school.</li> <li>• Encourage my child to be enthusiastic in their learning and to always try their best.</li> <li>• Encourage my child's efforts and celebrate their successes.</li> <li>• Ensure my child has good attendance of at least 97% at school and that absences are properly notified before 9.30am on the day, avoiding term time holidays and any absences which are not vital or due to illness.</li> <li>• Help my child to ensure that they read every day and complete any work set by the class teacher.</li> <li>• Ensure my child arrives with everything they need for the day, between 8.30am and 8.45am for our 'soft start', settling in class with reading/early work ready for registration at 8.50am.</li> <li>• Respect the school's wishes regarding taking photos and posting them on line. (Please do NOT post photos on any social media platform.)</li> <li>• Build a positive partnership with the school for the benefit of my child, making the school aware of any issues to do with my child as soon as they occur.</li> <li>• Have a positive attitude towards school and refrain from making negative comments about the school community on social media or when around the pupils.</li> <li>• Monitor my child's use of the internet and demonstrate positive online behaviour.</li> <li>• Teach my child to stay safe online and ensure privacy and parental controls are in place on all devices used by my child.</li> <li>• Stay up to date with online safety issues by reading the weekly newsletter and online safety information.</li> <li>• Support the school by communicating with the school about any concerns that I may have.</li> <li>• Read the communications from the school.</li> <li>• Always communicate with school staff with respect regardless of which form of communication is being used.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure pupils know how to improve through discussion, marking and feedback, personal targets and success criteria.</li> <li>• Ensure that all children understand the school Behaviour Policy and its central importance in a successful learning community and learn to take responsibility for their own actions.</li> <li>• Ensure that all pupils have access to the right support to understand and manage their own behaviour.</li> <li>• Enforce a zero tolerance to bullying and work closely with any children involved to ensure that the situation is resolved quickly and effectively.</li> <li>• Communicate effectively with parents about their child's progress and how they can support them.</li> <li>• Be available to listen to any concerns and respond to parent views as quickly and effectively as possible, providing an open and welcoming culture for parents and children within which we can work together to achieve success.</li> <li>• Contact parents with any concerns over attendance or other issues that affect their child's learning, behaviour and/or well-being.</li> <li>• Keep parents informed about school events, policies and the practice of the school.</li> <li>• Ensure that we continue to develop and improve as a school and individual members of staff so that the high quality of the children's education is maintained.</li> <li>• Ensure that we follow government procedures for statutory tests.</li> <li>• Ensure that the school website is accessible and that policies and information are readily available.</li> </ul>	<p>views or opinions that are harmful, unkind or upsetting to others.</p> <ul style="list-style-type: none"> <li>• Respect the school buildings and grounds of the school and those of our neighbours and keep them tidy.</li> <li>• Always treat all adults in school, including visitors, with respect.</li> <li>• Tell my teacher if there is something I don't understand, or if something is wrong or something that I am worried about.</li> <li>• Remember to check and respect the age guidelines on social networks, films and games I watch and play.</li> <li>• Go to bed at a sensible time.</li> </ul> <p><b>Child's Name:</b></p> <p><b>Signed:</b></p> <p><b>(Parent, after discussing with KS1 child)</b></p>	<ul style="list-style-type: none"> <li>• Attend parent consultations and bring any concerns to the school's attention.</li> <li>• Encourage my child to go to bed at a sensible time during the week so they are at their best to learn in school.</li> <li>• Encourage careful selection of game, social and film media, to ensure it is appropriate for my child's age.</li> <li>• Inform the school about any factors, including medical information, which may affect my child's work, welfare, or behaviour as soon as possible.</li> <li>• Encourage my child to be organised and reliably responsible for themselves and their belongings and help them by practising at home.</li> <li>• Encourage my child to eat healthily and take part in extra-curricular activities.</li> <li>• Ensure my child always wears clean, smart, and correct school uniform.</li> <li>• Clearly label all personal items and check regularly to ensure that names are visible.</li> </ul>
<p><b>Signed:</b></p> <p><i>Tom Hardwick</i></p> <p><b>(Headteacher)</b></p>	<p><b>Signed:</b></p> <p><b>(Child on reaching KS2)</b></p>	<p><b>Signed:</b></p> <p><b>(Parent/Carer)</b></p>

## Internet Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Internet Safety Rules have been understood and agreed.

### Early Years and Key Stage 1 (0-6)

- I understand that the school's Acceptable Use of Technology Policy will help keep me safe and happy online.
- I only use the internet when an adult is with me.
- I only click on online links and buttons when I know what they do. If I am not sure, I ask an adult first.
- I keep my personal information and passwords safe.
- I only send messages online which are polite and friendly.
- I know the school can see what I am doing online when I use school computers and tablets.
- I always tell a member of staff if something online makes me feel upset, unhappy, or worried.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn more about keeping safe online.
- I know that if I do not follow the school rules:
  - I will need to discuss this with my class teacher, my parents and possibly Mr Hardwick or Mrs Taylor-Hicks.
- I have read and talked about these rules with my parents/carers.

**Pupil's Name:**

**Class: Squirrel and Hedgehog**

### Pupil's Agreement

- I have read and I understand the school's Internet Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

**Signed:**

**Date:**

**(parent on behalf of child)**

## **Key Stage 2 (7-11)**

I understand that the school's Acceptable Use of Technology Policy will help keep me safe and happy online at home and at school.

### **Safe**

- I will behave online the same way as I behave in the classroom.
- I only send messages which are polite and friendly.
- I will only post pictures or videos on the internet if they are safe and appropriate, and if I have permission.
- I only talk with, and open messages, from people I know.
- I will only click on links if I know they are safe.
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult.

### **Learning**

- I ask my teacher before using my own personal smart devices and/or mobile phone at school.
- I always ask permission from an adult before using the internet.
- I only use websites and search engines that my teacher has chosen.
- I use school devices for school work unless I have permission otherwise.

### **Trust**

- I know that not everything or everyone online is honest or truthful.
- I will check content on various sources like other websites, books or with a trusted adult.
- I always credit the person or source that created any work, images, or text I use.

### **Responsible**

- I keep my personal information safe and private online.
- I will keep my passwords safe and will not share them.
- I will not access or change other people's files or information.
- I will only change the settings on a device if a member of staff has allowed me to.

### **Tell**

- If I see anything online that I should not see or if I see something online that makes me feel worried or upset, I will minimise the screen, shut the laptop lid, turn off the screen and tell an adult immediately.
- If I am aware of anyone being unsafe with technology, I will report it to a trusted adult at school as soon as possible.
- I know it is not my fault if I see, or someone sends me, something upsetting or unkind online.
- I always talk to an adult if I am not sure about something or if something happens online that makes me feel worried or frightened.
- I know that I can use the school worry boxes if I need to as well as the digital worry box on our website.

### **Understand**

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that all school owned devices and networks are monitored to help keep me safe, including if I use them at home. This means someone at the school may be able to see and/or check my online activity when I use school devices and networks if they are concerned about my or anyone else's safety or behaviour.

- If, for any reason, I need to bring a personal device, for example a smart/mobile phone and/or other wearable technology into school then I know that it is to be handed in to the office and then collected at the end of the school day.
- I have read and talked about these rules with my parents/carers.
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online or to see help.
- I know that if I do not follow the school rules then:
  - My teacher and my parents will discuss this and ensure that support is in place to teach me how to behave appropriately online. I know that this will mean that my use of the internet at home and at school will be monitored very carefully by adults.
  - Mr Hardwick will be informed and he will also be checking that my use of the internet does not break school rules in future.

<b>Pupil's Name:</b>	<b>Class: Owl and Fox</b>
<b>Pupil's Agreement</b> <ul style="list-style-type: none"> <li>• I have read and I understand the school's Internet Safety Rules.</li> <li>• I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.</li> <li>• I know that network and Internet access may be monitored.</li> </ul>	
<b>Signed:</b>	<b>Date:</b>

**Parent's Consent for Web Publication of Work**

I agree that my son/daughter's work may be electronically published.

**Parent's Consent for Internet Access**

I have read and understood the school's internet safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

<b>Date:</b>	
<b>Please print name:</b>	



**SUNDRIDGE & BRASTED C.E. PRIMARY SCHOOL**

Church Road, Sundridge, Kent, TN14 6EA

**Executive Headteacher – Mr T Hardwick**

Telephone: 01959 562694

e-mail: [office@sundridge.kent.sch.uk](mailto:office@sundridge.kent.sch.uk)

Dear Parent,

This letter explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride. We believe they can enhance self esteem for children and young people as well as their families, and so are to be welcomed. However, in an age in which digital technology has vastly increased the use, and potential misuse, of photography and there has been publicity surrounding concern about the safety of filming school events we believe you should understand the risks and weigh the chances of a child being identified by a photograph in the local press, and as a result being targeted for abuse.

On advice from the Kent Police, the Kent Local Education Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile phones as digital cameras would make banning virtually impossible to impose and police.

The DCSF broad rule of thumb for schools is that “if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil”. For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child’s identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let the school know. If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

Please complete the form attached or talk to the school secretary or myself if you are unclear.

Yours sincerely,

*Tom Hardwick*

Tom Hardwick  
**Executive Headteacher**

**Using images of children****Consent form for use by Kent County Council schools**

To Name of the child's  
parent or guardian:

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Name of child:

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School:

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Occasionally, we may take photographs of the children at our school. We may use these images in our publicity 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. We may also be asked to supply photographs for local village publications with school news.

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.

Photographs may also be forwarded to local publications in connection with school events but no children will be named.

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.  
**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL AS SOON AS POSSIBLE.**

*Please circle your answer*

- |   |                 |
|---|-----------------|
| 1. May we use your child's photograph ( <b>unidentified</b> ) in printed publications that we produce for promotional purposes and other publications who request school news for local interest?                       | <b>Yes / No</b> |
| 2. May we use your child's image ( <b>unidentified</b> ) on our website?  | <b>Yes / No</b> |
| 3. May we record your child's image ( <b>unidentified</b> ) on video or webcam?   | <b>Yes / No</b> |
| 4. Do you consent to your child being photographed or filmed in press events agreed by the school?  | <b>Yes / No</b> |
| 5. Do you consent to your child's <b>full name being published</b> with a press photograph? (Local newspapers may not agree to publish a photograph without a full name) *** Please see notes at the end of document*** | <b>Yes / No</b> |

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

*Unidentified above means we will only use the first name  
Please also 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 next page.

Parent's or guardian's  
signature:

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Date:

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Name (in block capitals):

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## Conditions of school use

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website or in any of our printed publications.
3. 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 other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child’s parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 2018 if we used our recordings for any wider purpose.

**SUNDRIDGE & BRASTED C.E. PRIMARY SCHOOL**

**E-mail Permission Form**

In order to reduce the volume of paper used in school and to facilitate good communications between school and home, we endeavour to send out all communications by e-mail. Paper copies are always available from the school office if required.

In order to receive communications by email please provide your details below. Please ensure that you check your inbox regularly and read the e-mails! Thank you.

Name of child .....

Email address .....

Signed .....

Dated .....

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