

# Little learners

## Pupil Information Sheet

### Parents Details

Parents/Carers Names .....

Parents/Carers Occupations.....

### Child's Details

Forename.....

Surname.....

Middle Names.....

Gender:     Male      Female

Ethnic origin:

Date of Birth.....

At Little Learners we value other languages, please tell us any languages that are spoken at home:

Full address .....

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.....

.....

Postcode.....

Email Address:.....

Home phone number:.....

How did you hear about Little Learners?

[Empty rectangular box for text input]

**Emergency Contact Details** (Parents first and then the order they should be contacted)

Name.....

Relationship to child.....

Daytime telephone number.....

Mobile telephone number.....

Address(if different to above).....

.....

Name.....

Relationship to child.....

Daytime telephone number.....

Mobile telephone number.....

Address(if different to above).....

.....

Name.....

Relationship to child.....

Daytime telephone number.....

Mobile telephone number.....

Address(if different to above).....

.....

Name.....

Relationship to child.....

Daytime telephone number.....  
Mobile telephone number.....  
Address(if different to above).....  
.....

Anyone else over the age of 16 who **IS** permitted to collect your child.....  
.....  
.....

Is there anyone who **MAY NOT** collect your child from the setting:  
.....  
.....

**Parental responsibility**

Please state below if needed any information about who has legal contact with the child.



**Medical Information**

Doctors Name .....Doctors Tel .....  
HealthVisitor:.....  
Surgery.....

1. Is your child normally healthy **YES/NO**
  
2. Has your child had any serious illnesses, accidents or medical conditions that might affect nursery life? **YES/NO**
  
3. Does your child have any problems with their hearing or sight? **YES/NO**
  
4. Does your child have any limitations on exercise or difficulties in getting about? **YES/NO**
  
5. Is your child having any continuous medical treatment – either medicines or tablets? **YES/NO**

6. Does your child suffer from Asthma? **YES/NO**

7. Does your child have any food allergies? **YES/NO**

8. Is there anything else the Nursery should be aware of? **YES/NO**

**If the answers to any of the above questions 2 to 8 in the medical information section are yes, please give details below**

**Medical Information** .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
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**Photography Permission**

At Little Learners we like to take photographs of your child in action and their development/ learning experiences. We use these photographs to make displays **inside** the school and also use the photographs for their Tapestry learning journal and on our class dojo system. At times some of these photographs may be used on our school website and for promotional purposes. Please sign below to agree permission for the use of these photographs as described.

Parent/Guardian..... Date.....

**E-Safety**

We safeguard and make children aware of the dangers of ICT, enabling them to control their online experience and use ICT safely.

All ICT used by staff and children are filtered to ensure the safety of our children at all times.

**Sun Safety**

During hot weather I agree to allow the nursery staff to apply sun cream that will be provided by myself onto my child

Parent/ Guardian.....

Date.....

**Nappy Cream**

If my child requires barrier nappy cream while in Little learners, I give permission for the staff to apply the cream I supply as required

Parent/guardian.....

Date.....

**Ozzy the nurture dog**

I give permission for my child to have access to Ozzy the school nurture dog. I understand Ozzy will be on a lead while moving around school and is undergoing/ has had training.

Parents/guardian .....

Date:.....

Is your child usually ok with dogs?.....

Has your child had any experiences with animals we should be aware of?.....

Does your child have any allergies which may be made worse by a dog?.....

**Outings**

As well as going to the shop, we also like to be out and about in our community, exploring the environment, visiting the park and the chapel grounds. To be able to do this we require your permission to take your child outside school. Please complete the attached section to allow us to do this.

(Please note we will always ask for extra consent forms if we go out on trips further afield on the mini bus etc.)

I .....give permission for Little Learners staff to take my child .....on walks around the village as and when required without further consent being sought.

Signed:.....

Date:.....

### **Progress check at age two**

When a child is aged between two and three, Key persons review their progress, and provide parents and/or carers with a short written summary of their child's development in the prime areas. This progress check identifies the child's strengths, and any areas where the child's progress is less than expected.(Please see two year old policy). This progress review will be shared with your child's health visitor and we would appreciate it if parents could share with us their child's developmental review from the health visitor upon completion.

I agree for my child to have their two year old check, I understand that this will be shared with my child's health visitor.

Signed.....(Parent/Guardian) Date:.....

### **Pupil premium**

After your child's 3<sup>rd</sup> birthday there is a possibility that they may qualify for extra school funding under the pupil premium criteria. This money is used to buy extra resources or time to further develop your child in school. There are set criteria which parents must meet to qualify for this funding but we can check for the eligibility with just a few parent details. If you have no objections to us checking your eligibility, please sign below and include your date of birth and NI number.

I agree to little learners checking my eligibility for pupil premium  
signed..... DOB: .....  
NI number.....

## Sessions

Please indicate below the sessions you would like by ticking the relevant boxes:

Times	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Breakfast Club</b> 8.15-8.45 £5 per session					
<b>Session</b> 8:45am-11:45pm £15.00 or funded by think 2/NEF if eligible					
<b>Dinner required?</b> £2.10 per day					
<b>Session</b> 12.00-3.00pm £15.00 or funded by think 2/NEF if eligible					

**Children wishing to stay all day and use their funding over a full day may do so and care will be from 8.45-3.00pm. Please note these full days sessions are charged at a reduced rate of £25.00 or £30.00 if care is needed from 8.15-3.00. Children can bring a packed lunch should they wish.**

## Costings

- Bills will be produced each month for that month. Parents can choose to pay the bill in full or to break it down and pay weekly. All outstanding bills must be paid in full before each half term holiday to allow us to complete our finances. Payments can be Parentpay, Bacs or via childcare vouchers.

- Some parents may be eligible for think2 funding, if so please complete the details below:

Voucher code.....

Date of eligabilty.....

- If parents qualify for 30-hour funding, please complete the details below:

Eligibility code: .....

NI number: .....DOB: .....

### **Child Code of conduct**

At Little Learners everyone should act with courtesy and consideration to others at all times. Treat other people with kindness and respect – this means helping others, taking turns, sharing, listening to others, respecting others views and beginning polite and well-mannered at all times.

Treat all property with respect – this means looking after toys and the environment, taking great care of other peoples work, asking before using other people’s things.

Know safe and sensible places to play- this means not leaving known boundaries and not playing in the toilets, cloak rooms, kitchen and bushes

### **Parental Code of Conduct**

We are committed to ensuring that all children are safeguarded whilst in our care.

You can help us to maintain our responsibilities in the following ways:

#### **Please do:**

- Share information with staff on your child’s development, health and wellbeing.
- Let us know if someone else is collecting your child and give them a password to use to ensure the safety of your child at all times.
- Collect your child on time - if you are going to be unavoidably late then please contact the nursery to let them know.
- Feedback any suggestions and ideas to the nursery staff.
- Direct any worries, concerns or complaints to the Nursery Manager, arranging a meeting if required.
- Know what you need to bring to nursery- this means reading your welcome pack to ensure you have everything for a day at nursery. Please ensure if toys are brought to nursery, they are kept in your child’s bag to avoid damage or upset.



**Please refrain from:**

- Shouting at, smacking or physically punishing your child(ren) or any other children whilst in the nursery.
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing.
- Collecting your child(ren) from nursery if you have consumed alcohol, medication or other substances that have affected your judgement or responses.
- Discussing sensitive issues within earshot of your child or other children.
- Using your mobile phone to talk, take photos or videos of children other than your own.
- Using social media to discuss concerns about the setting. Please come and speak to us if there are any concerns.

**We have read through and discussed the nurseries Code of Conduct and policies and agree to do our very best to abide by them.**

**Signed**

**(Parent/Guardian)**

**Privacy notice for Parents**

- We will use the information you have given to us about yourself to contact you about your child.
- Please ensure that you tell any additional adults that you have given us their contact details so that we can contact them if we are unable to speak to you if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact Isla Harvey on 01902 734167 ext. 4
- We will use the information you have given to us about your child to track their learning and development and to keep them safe.

In addition, we would like to send you information about your child such as newsletters, learning journals or invitations to events. Please circle the relevant choices to indicate if and how you are happy for us to contact you\*

**Post/  
receive information**

**Email/**

**Phone/**

**I do not wish to**

\* The indications you make here are your choices, we will not send information of this nature to any additional adults

**Parent/s**

**of**.....

Name: ..... Signed:.....Date: .....

Name: .....Signed.....Date: .....