



Oakfield Secondary Admissions Meeting

1. Introductions.

- i. Confirm whether any reasonable adjustments need to be made for anyone.
- ii. Enquire whether there is anything specific that pupil/parents/carers wish to achieve before the end of the meeting, e.g. confirm any arrangements, share an update, make a request, etc.?

2. Explain Oakfield admissions process.

3. Share site specific information.

4. Complete Parent and Pupil Initial Questions. N.B. Pre-populate sections below using information already acquired from shared information and confirm this during the meeting

Parent/Carer and Pupil Initial Questions

N.B. pre-populated and confirmed with pupil/parents.

Name of C/YP		Dual/Perm Ex	
Date of Birth		Unique Pupil Number	
NC Year group		EHCP Status	Applied for/Agree to assess/Proposed/Final
Address			
Parental Responsibility (Name)		Relationship to Child	
Telephone Number			
Email Address			
Religion		NHS Number	
First Language		FSM	PP
			DLA
My (Parent/ Carer) Name is		Social Care Status	
Emergency Contact person 1		Telephone Number	
Emergency Contact person 2		Telephone Number	

Additional Information – household occupants, living arrangements, siblings with need, temporary housing, etc

N.B. Pupil will ideally go on a tour and then have their voice captured, whilst parents respond to the questions below, however, can stay if this is preferred.

Parent/Carer Voice about their Child

What do the family feel the child's strengths are?	
What do parents/carers want for their child in the future?	
Does your child have any ambitions or hopes for the future?	
<ul style="list-style-type: none">• Who do they admire?• Do they have a particular skill/talent?• What do they do in their spare time?• What hobbies interests do they have?• Do they enjoy any sports?• Do they prefer playing inside or outside?• Do they like playing alone or with others?• Do they enjoy having a responsibility?	
<ul style="list-style-type: none">• Have they got a favourite subject?• What subjects are they achieving well in?• Are there any subjects/school activities that are triggers?	
<ul style="list-style-type: none">• Is there any activity at home that helps to sooth/calm/regulate?• Is there a favourite activity which maintains their interest?• Do they have an activity/time of day which they find particularly tricky?	

<ul style="list-style-type: none"> Are there any subjects which your child either enjoys chatting about or avoiding? 	
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To be completed by the school issuing PEX.

Pre-populate sections below using information already acquired. Prompt parents ONLY where there are gaps information. Prompts will need to be worded carefully/simplified for parents.

SEND Status:	<input type="checkbox"/> EHCP <input type="checkbox"/> SEN Support <input type="checkbox"/> No SEN Needs	SEN Primary need:	<input type="checkbox"/> Social, Emotional & Mental Health (SEMH) <input type="checkbox"/> Cognition & Learning (C&L) <input type="checkbox"/> Communication & Interaction (C&I) <input type="checkbox"/> Physical Disability & Sensory Needs (PD&S)
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Additional SEND Information, e.g. diagnosis, Access Arrangements, etc.

Are there any additional factors which need to be taken into consideration, e.g. medical issues, recent bereavement, witnessed DV, parent separation, etc.

Attendance (YTD):		Attendance (term):	
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Suspensions (YTD):			
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Please tick in one box only for each category	Overall good	Overall satisfactory	Overall poor
Attainment			
Effort			
Attitude to staff			
Attitude to peers			
Homework			

Specific Strategies and interventions utilised i.e. what has been implemented within	Examples of strategies could include: <input type="checkbox"/> Academic Support in lessons <input type="checkbox"/> Specific interventions to meet need	Further information:
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<p>school to support and what has the impact been?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Peer Buddying /mentoring <input type="checkbox"/> Alternative curriculum <input type="checkbox"/> Mentoring <input type="checkbox"/> Time-out card/system <input type="checkbox"/> Reduced/changed timetable <input type="checkbox"/> Access to student support out of the classroom <input type="checkbox"/> Assessment of special educational needs <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Meeting with Parent/s <input type="checkbox"/> Trusted adult support <input type="checkbox"/> Out-reach support <input type="checkbox"/> Counselling <input type="checkbox"/> Other: 	
<p>Outside agency support utilised</p>	<p>Examples of agencies could include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Education Inclusion Service <input type="checkbox"/> The Educational Psychologist Service (EPS) <input type="checkbox"/> The Advisory Teaching Service (ATS) <input type="checkbox"/> Speech and Language Therapy Service (SALT) <input type="checkbox"/> Family Help <input type="checkbox"/> CIN Child Protection <input type="checkbox"/> Children and Adolescent Mental Health Services <input type="checkbox"/> Alternative Provision School <input type="checkbox"/> Other Alternative Provider <input type="checkbox"/> Voluntary Sector Support Services. <input type="checkbox"/> Other: 	
<p>Sharing of Documents:</p>	<p>Copy of any Early Help Assessment, Student Support Plan and suggested strategies.</p> <p>Provision map</p> <p>Assessment of need</p> <p>Evaluation of any strategies suggested by behaviour support, Education Psychology, SEND and Inclusion.</p> <p>Summary of the support from any relevant agency already supporting the student</p>	

	Most recent assessment and attainment data Relevant safeguarding information Risk assessments Exclusion and suspension data Attendance record and support Any positives/successes	
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(Key Stage 4) Subjects taken for GCSE and exam board:

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Alternative curriculum arrangements currently in place:

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Pupil Voice - My thoughts about school

Name:		Date:	
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The things I like best at school are:

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The things I am good at or interest me are:

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The things I don't like about school are:

--	--

I think school would be better for me if:

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How I feel about moving to a new school:

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What would help me in the move to a new school:

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Transport

Has the parent been involved in making transport arrangements? Do the parents have any concerns?	How will the pupil get to the school?

Final Arrangements

Agreed start date:	
Agreed review date:	

Description of Needs - Is there anything else the family might find helpful?

Induction Process

Pupil

DOB

Photographic Consent

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

Please also note the conditions for use of photographs:

1. This form is valid for the duration of time that your child is on roll at Oakfield. The consent will automatically expire after this time
2. We will not re-use any photographs including images on the school website or recordings after your child leaves this school, however, please be aware that general class photographs including your child, may remain on the walls inside of the Oakfield school building for some time after he/she has left.
3. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications.
4. 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.

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 include your child's photograph on wall displays inside of the Oakfield building (including individual targets, coat peg, pupil drawers etc), and in pupil's own workbooks?	Yes/No
May we use your child's images on our website?	Yes / No
May we record your child's image on video or webcam?	Yes / No
Are you happy for your child's image to appear in the media?	Yes / No
Are we able to accompany this image with your child's name?	Yes / No
Are you happy for your child to be included in class Dojo, including their picture and their name?	Yes / No

5. If we use images of individual pupils, we will not use the name of that child in the accompanying text or phone caption.

6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We will use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Appendix 2

Data Protection/GDPR

Under the Data Protection Act it is necessary to obtain the permission of parents/carers if vital personal information is to be shared with other agencies, e.g. other schools, FE Colleges, work-based learning providers and employers. This is necessary so that the health, safety and welfare of your child is protected. It will also ensure that your child's personal and educational needs are catered for as far as possible.

The principles of the Data Protection Act state that, data must be stored safely and can only be used lawfully for a specific purpose and within a specific timeframe of a project.

Information kept on file would be the same as that which is normally kept by a school i.e. name, address, emergency contact number, essential medical information and information about the educational abilities and behaviour of your child, particularly where this might lead to the risk of an accident.

In exceptional circumstances, where the data is of a sensitive nature e.g. child subject to a Child Protection Plan; Statement of Special Education Need or involvement of the Youth Offending Service; and where it is essential to safeguard the interests of your child, your permission to pass on such data will be sought separately.

Should you not wish to share data that is of a sensitive nature about your child, please pass the information to me in a written letter. If it is necessary to share this information, your permission will be sought separately.

In order to provide and process appropriate educational provision/support the Service requires some specific information. Some of this information we are required to pass on to the educational provider so that they can provide a suitable experience and do everything reasonable to protect the Health, Welfare and Safety of Learners.

We will hold the information for a period of one year and in the computer until there is no possibility of a request for a further placement. In terms of the document where you have given your explicit consent, these will be held for a period of 8 years.

Data processed	Use of the data by Oakfield Short Stay School	Reason for collecting date
NAME & AGE OF LEARNER	The Learner's age may affect the placements available or the activity they can do.	Legal and Health & Safety issues.
ADDRESS	Oakfield Short Stay School uses this information to locate a placement within travelling distance.	Organisational and Welfare issues.
HOME TELEPHONE	The placement provider may need to contact you.	Welfare issues
MEDICAL INFORMATION	The placement provider will need to decide if the placement will be suitable or if there is some activity the Learner should not be involved with because of any medical condition.	Health & Safety issues
SPECIAL EDUCATIONAL NEEDS	The placement provider will need to provide a suitable induction including Health & Safety information e.g. what to do in case of fire, and suitable tasks for each Learner matching their individual capabilities.	Health & Safety issues.
EMOTIONAL AND MATURITY ISSUES	The placement provided will need to provide suitable levels of supervision and support for each Learner on placement to ensure that they do not put themselves or others in any danger.	Health & Safety issues.
GENDER	Oakfield Short Stay School uses this information to provide a suitable placement. We give the	Organisational and Welfare issues.

	placement provider the information so that they can plan for the placement and make suitable supervision arrangements.	
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Appendix 1: acceptable use agreement (pupils and parents/carers)

<p align="center">Acceptable use of the school's ICT systems and internet: agreement for pupils and parents/carers</p>
<p>Name of pupil:</p>
<p>When using the school's ICT systems and accessing the internet in school, I will not:</p> <ul style="list-style-type: none"> • Use them for a non-educational purpose • Use them without a teacher being present, or without a teacher's permission • Access any inappropriate websites • Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity) • Use chat rooms • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Share my password with others or log in to the school's network using someone else's details • Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision <p>If I bring a personal electronic device onto the school minibus</p> <ul style="list-style-type: none"> • I will not use it during lessons, social times, or off-site visits, without a teacher's permission • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online <p>I agree that the school will monitor the websites I visit and this is monitored safer internet software that staff regularly review.</p> <p>I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.</p>

I will always use the school's ICT systems and internet responsibly.

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Safeguarding and Fire Safety Advice

For Parents and Carers

During your child's time at Oakfield we will be welcoming you into school, either to spend time with your child, attend review meetings or to attend family events.

At Oakfield Short Stay School our aim is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of young people. Please read the advice and information below, which we hope you will find useful.

Security and Safety

All staff wear Leicestershire County Council identity badges at all times. As visitors to our school, parents and carers should report to reception on arrival to sign the visitor's book. Parents and carers will be issued with a badge, Fire Evacuation information is found on the back of the badge - 'Visitors to exit the building via the nearest fire exit and assemble at the front Fire Assembly Point.' The Head teacher or designate is in charge and Oakfield staff will escort the pupils. The member of staff supporting parent and carer visits will accompany these visitors out to the assembly point.

Safeguarding Advice

All staff and regular volunteers are required to have an Enhanced Disclosure Certificate. This is to help ensure that unsuitable people are prevented from working with young people.

Oakfield School has a Safeguarding Policy.

What should I do if I am worried about a pupil?

If you become concerned about:

Comments made by a pupil

marks or bruising on a pupil

witness distressing behaviour

Please ask at reception to speak to one of the School Designated Senior Persons

What should I do if the concerns relate to a member of school staff?

You should report all allegations to the Head Teachers (Primary): either Lewis Pegg (North), Craig Collins (South), or the Co-Ordinators (Secondary) Alison Hodges (LNCIP), Helen Masoum (MSCIP), Simon Chetwyn (NW), Marcus Snook (HBEP), Elise Rogers (SLIP).

What should I do if the concerns relate to the Head Teacher/Co-ordinator?

You should report such allegations the Executive Headteacher Victoria Edwards

What should I do if the concerns relate to the Executive Headteacher?

You should report such allegations to the chairperson of the Management Committee, Suzanne Uprichard

How should I assure that my behaviour is always appropriate?

Pupils come to Oakfield for a variety of reasons, some may find changes to the school routine, or the presence of people they have not seen before, tricky to handle. Please listen to any advice given or announcements made during your visit, these will be given to ensure that families feel welcome to spend time in school whilst ensuring that our pupils are supported appropriately, and are able to participate and enjoy activities or events.

Whilst you are at Oakfield we ask that mobile telephones are turned off. If there is a reason that your phone needs to be switched on, please inform the member of staff who is supporting your visit. If you would like to take a photograph of your child, either with a camera or mobile phone, please ask a member of staff before doing so, this will help us to make sure that this is done in an appropriate location, and safeguards all pupils at Oakfield.

We would also ask that if you use Facebook or similar social networking sites you take care to ensure that you do not inadvertently make any Oakfield pupils or families personal information or photographs openly available.

What if I require more information about what I have read above?

If you have any questions now, or in the future, please use the contact list below

Satellite Location:

Co-Ordinator:

DSL:

Management Committee Member responsible for Safeguarding

Suzanne Uprichard

Chair of Management Committee

Karen Allen

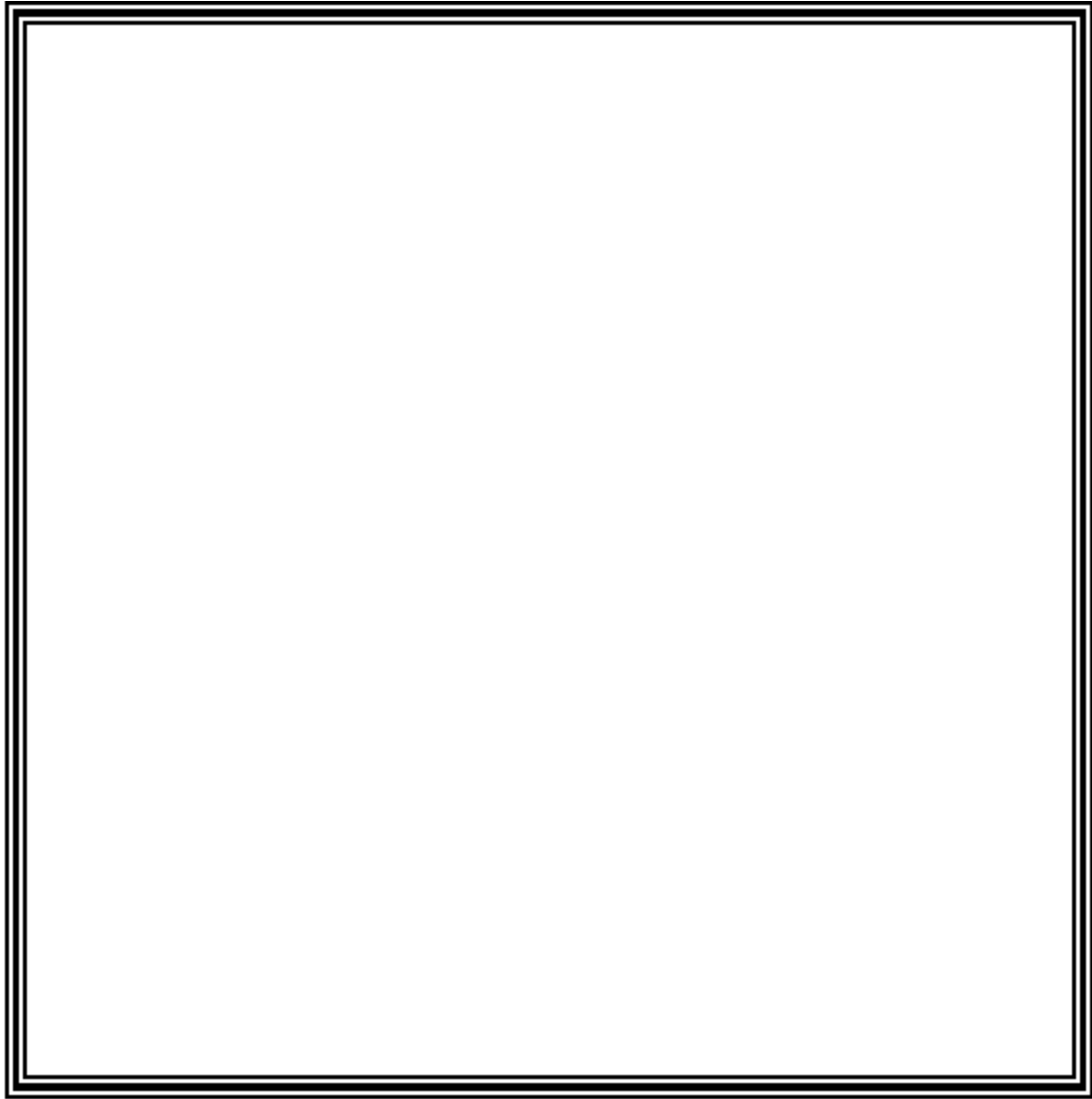
Oakfield Short Stay School – Induction Transport Plan

Pupil:		DOB:	Date of Plan:		Date of Review:	
Name of Parent/Carer:		Address:			Contact Details:	
Transport Requirement		Complicating issues/risks			Actions	
<ul style="list-style-type: none"> Pupil requires safe transport to and from school. Parent/carer wishes to use the Oakfield transport offer. 					<ul style="list-style-type: none"> Pupils to be collected from and returned to the agreed address (usually their home address, unless agreed otherwise) Approximate pick and drop off times will be communicated to parents/carers – these are subject to change due to traffic conditions or change in the school pupil population. Parents/carers will receive a text/phone call prompt when the bus is approximately 10 minutes away. Pupils should be school ready when the bus arrives, their presentation needs to be that they are able to access transport safely. If this is not the case transport will be declined. If at the end of the school day pupils are presenting as unsafe to board the school bus, parents/carers will be informed an alternative arrangement made, which may include parents/carers being requested to pick their child up. 	

		<ul style="list-style-type: none">• A parent/carer will be visible at pick up/drop off times (if there is no adult presence or contact this may result in Oakfield contacting other agencies, including social care and/or the police).• Parents/carers need to collect their child from the bus in the afternoon and bring them to the bus in the morning, as our member of staff needs to remain on the bus with the pupils.• Pupil to wear a seatbelt at all times and remain seated until the bus stops at the destination point.• Pupil to sit in designated seat• Pupil to not share, swap, or give any of their personal possessions to other pupils.• No mobile phone to be used on the bus.• Leicestershire Transport service does not permit food to be consumed along the journey. A water bottle is permitted but this should be handed over to the member of staff supervising the bus.• Pupil to follow adult instructions at all times• Pupil will carry on the bus, at all times, any necessary medical aids (inhaler, epipen as per individual health care plan)• There is an expectation that pupils follow school rules during the journey – this is reflected in the school reward system.• Any incidents of pupils presenting with risk taking behaviours comprising safety of the bus will result in a review of the transport plan and actions taken that could include the offer of transport being withdrawn.
<p>Agreed by:</p>		

Oakfield Short Stay School

Positive Handling Plan and Risk Assessment



Name of Pupil:		Name of Teacher:	
Date of Birth:		Date of Plan:	
Class Group:		Review Date:	

Student Name:

Year Group:

DOB:

Class teacher:

Class staff: :

Caring C guide		Friendly hold	
Double elbow		Single elbow	
Deep pressure help hug		Figure of four	
		Double elbow	
Half shield		Escort to chairs	
		Single elbow in chairs	
		Small child escort	
Other strategies:		Manipulation of jaw	
		Clothing responses	
De-briefing process following incident:			
Physical Condition:			
Monitored/checked by first aider			
Advice on counselling :			
Refer to ...			
Recording & Notification required:			
Behaviour diary - serious incident book - parents to be informed			
During the induction phase at Oakfield Short Stay School it may be necessary to use handling strategies as detailed above:			
Copies to:			
All Signatories:			
SMT:			
Other Staff via Class teacher:			
<i>Team Teach techniques seek to avoid injury to the pupil, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique, but a regrettable and infrequent side effect to attempts to keep people safe during a critical incident.</i>			

Date updated:

Individual Health Care Plan

Name:	DOB:	Medical alert
Previous surname / name known by:	Place of birth:	
Address:	Date of admission:	
	Colour of eyes:	
	Distinguishing marks:	
	Ethnic origin:	
	Religious persuasion:	

Pupil contacts:	Local Authority responsible:
	Looked After Child: No LAC Authority:
	GP name and address:
Are there any support agencies involved (e.g. CAMHS / Health Worker / Social Services / Family Support / Youth Offending Service / other)? Please give name, agency and contact number:	GP telephone number:
	NHS number:
When did your child last receive a tetanus injection:-	
Are there any contact restrictions (e.g. family member)?:	

Are there known allergies or reactions to any <ul style="list-style-type: none">• Medication • food
What is the pupil's medical condition or difficulty? e.g. ASTHMA/ASD/ADHD/SKIN/HEARING/SIGHT/LEARNING DIFFICULTIES

If they take medication, please give the name, dosage and frequency below:

Please state the next medication review date:

I give my consent for school to administer medication or use medical equipment at school if this is required, I will complete the necessary forms required to administer and monitor this

Does additional medication or equipment (eg inhaler) need to be kept in school **NO**

Consultants name and address:

Consultants telephone number:

Date of last Consultants appointment:

Date of next Consultants appointment:

Is health monitoring required by staff? **NO**

Give description of monitoring required:

Please give a brief medical history:

Is there history of substance misuse (alcohol / smoking / other)?:

Any blood borne diseases?:

Are there any nutrition and dietary needs (preferences / religious / cultural needs)?:

Ethnic / religious needs:

Emotional / psychological needs:

Hearing / speech needs / sight: **Does your child wear glasses Y/N**

Health and personal care needs (including sexual health / asthma / personal hygiene / exercise):

Is intimate care needed? YES NO
I give my permission for intimate care to be given as above YES NO

- I give my consent for Oakfield Short Stay School to be copied into reports and correspondence from Health Professionals (paediatrician, CAMHS, and the school nurse.**
- I also give consent for Oakfield Short Stay School to communicate with the above.**
- I agree to my child receiving medication as instructed in any emergency, dental, medical or surgical treatment, including anaesthetic and blood transfusions as considered necessary by the medical authorities present.**
- I will ensure that any change in circumstances which will affect my child’s participation in any visit/activity will be notified to the Head teacher/class teacher**
- I understand the extent and limitations of the insurance cover provided**

Signed:
Child’s name:

Parent/Carer:
Date:

<i>Date for review of this plan:</i>

<i>Does this care plan need to continue:</i>

School completion only

Are the needs of the pupil supported in an emergency situation in the GEEP
<ul style="list-style-type: none">○ YES○ NO – pupil needs require a PEEP○ Date of PEEP

Additional notes:

Free School Meals

Are you aware that children who are eligible for free school meals may also be eligible for Pupil Premium, which can provide funding for school uniform and resources that support them to access education?

Children in KS1 (Foundation, Year 1 and Year 2) are entitled to **universal** free school meals. This entitlement ends when children go into KS2 (Year 3)

Parent/Carer of

Date:

My ref:

Your ref:

Contact:

Phone: 01162759150

Email: Oakfield@leics.gov.uk

Dear Parent/Carer of.....,

Our records indicate that your child,

- Has a diagnosis of asthma
- Has a spare inhaler in school for use in an emergency situation

To support your child during the journey to school we also request that an additional inhaler is provided for the taxi journey into and out of school. This inhaler will then be available for use in an emergency situation.

Please label the inhaler with the child's name and date of birth, and complete the form below

Thankyou

Oakfield Short Stay School

.....

I parent/carer of.....Date of Birth.....

Agree to provide an inhaler for emergency use during the taxi journey to and from school, I understand that it is my responsibility to arrange this and to ensure that the inhaler is in date and has adequate dosage.

Dear Doctor.....

Re :

Date:

My ref:

Your ref:

Contact:

Phone: 01162759150

Email: Oakfield@leics.gov.uk

I am writing to inform you that my child is currently attending Oakfield Short Stay School (Primary Pupil referral Unit)

I would like to request that Oakfield Short Stay School are copied into future reports and appointment letters for my child. I also give my consent for the school to contact you for information that will assist in identifying my child's needs during his assessment period at Oakfield.

The address to send information to is:-

Oakfield Short Stay School
Forest Street
Shepshed
Loughborough
LE12 9DB

Yours sincerely,

Parent/ Carer of.....

Signed..... Name (printed).....

Children receiving **Universal** Free School meals in KS1 are **not** automatically eligible to pupil premium unless an application for free school meals has been made.

Our advice to **all** parents/carers, both **KS1 & KS2**, is If you are in receipt of any of the benefits listed below. Please use the link below to apply for Free School Meals:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Apply here:

<https://leicestershire.cloud.servelec-synergy.com/Synergy/Enquiries/Citizen/FreeSchoolMeals.aspx>

All applications need to be made by parents/carers, however, please do not hesitate to contact our Family Support Workers if you require any support with this.

During the time that your child is on roll at Oakfield Short Stay school we will use a range of strategies to support their academic progress in addition to their emotional and mental health development and well-being.

Currently we have access to trained therapists, these include a trained children's counsellor and a therapist who visits with therapy dogs. We also offer emotional literacy (ELSA) and trauma informed support.

When signing this induction paperwork, you will be agreeing that your child can access school-based interventions, if this is felt beneficial for their needs.

If your child is offered counselling sessions with the counsellor, you will be required to complete a separate counselling consent form.

If your child has an allergy caused by being in close proximity with a dog you are required to make this known in the Individual Health Care Plan notes.

By signing below, the following, I/We* the Parent (s)/Carer (s):

- Agree to ensure that any changes of emergency contact details will be notified to the office at Oakfield Short Stay School.
- Agree that we have read and understood the photographic consent information given to me and confirm the accuracy of my responses.
- Agree to attend regular school review meetings, I will inform school if I require support with transport.

- Acknowledge that I/We have read and understood the Data Protection information and additional information stating how
The data is used
- Give my/our consent for appropriate and necessary data held at present by Oakfield Short Stay School relating to my son/daughter.
- I agree that my son/daughter can access school-based interventions.
- I acknowledge that I have read, understand, and agree with the PHP process, I understand schools responsibility to keep children and staff safe, and that all classroom staff at Oakfield have TEAM TEACH training. All physical intervention is logged as per guidelines, I agree to being contactable via telephone to be informed of incidents and participate in discussion.
- Give permission for him/her to participate in visits to off-site activities and to be transported by appropriate members of staff. These include swimming, visits to the local shops and visits to local parks and walks in the area.
- Have read and understand Oakfield Short Stay School's Internet Policy for Primary Pupils and agree to follow it.
- I agree that school will monitor the websites visited and this is monitored safer internet software that staff regularly review.
- I have read and discussed Oakfield Short Stay School's Internet Policy for Primary Pupils with my child and give permission for him/her to use the school's ICT systems, including the internet.
- I have agreed and understood Oakfield Short Stay School transport offer to and from school, I am aware that whilst every effort is made to maintain continuity of pick up/drop off times and the bus my child is transported on, it may be necessary to change these arrangements at short notice to accommodate leavers and new children joining Oakfield Short Stay School.
- I have read and understood the 'Transport Plan' and understand that if my child presents as unsafe to travel or refuses the journey home, I will be contacted to make alternative arrangements for them to get home.
- Have read and understand advice about applying for Free School Meals
- Have read and understood the 'Safeguarding and Fire Safety advice'
- I have provided up to date accurate medical information. I also confirm that my child will carry any medical equipment such as an inhaler or EpiPen if required to do so, and that I am responsible for ensuring that medication/aids provided are in date.

Name

Signed Date