

Starting Reception: Important Paperwork



A black spiral-bound notebook is shown from a top-down perspective, lying flat on a dark brown wooden surface. The notebook's cover is a solid black. On the left side, a silver-colored metal spiral binding is visible. In the center of the cover, there is a teal-colored banner with a slightly textured, paper-like appearance. The banner has a small, rectangular piece of yellow paper with a white star pattern attached to its top edge. The text "All your paperwork Explained...we hope" is written in a white, casual, handwritten-style font across the banner. On the right side of the notebook, a piece of light brown, twisted rope is tied into a bow, with the ends of the rope hanging down.

All your
paperwork
Explained...we hope

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Here goes!



If you haven't already had your pack delivered then you may want to wait until you have it to go through this e-book. As this will explain the essential paperwork. There is quite a lot of paperwork to complete but we will go through it with you.

Legally we should have the paperwork in place before your child starts in September. Mrs Markham-Lee would be really grateful if you could have your paperwork completed and returned to the school office by **7th July**.

This will allow her time to add the children onto the system in advance.



Please remember to be COVID-19 safe when you drop your forms off.

01. Admissions Form

Bedlington West End Primary School

Ridge Terrace, Bedlington, Northumberland, NE22 6EB

Tel: 01670 822328

e-mail: admin@westend.northumberland.sch.uk

Confidential Admission Register Information



BASIC DETAILS OF CHILD

Child's Surname: _____ Child's Forename: _____

Middle Name(s): _____ Date of Birth: _____

Address: _____

Postcode: _____ Telephone No.: _____

e-mail address: _____

Ethnic Origin: _____ Religion: _____

Home Language: _____

Has your child previously accessed free 2 year old provision: YES\NO

EMERGENCY CONTACT INFORMATION

Please give details of all persons who you wish to be contacted in the case of sickness/emergency. Place them in the order that you wish them to be contacted in.

Priority	Contact	Work\Day-time Address	Telephone No.
1	Name:	Parental responsibility: Yes\No	Home:
	Relationship to Child:		Work:
			Mobile:

01. Admissions Form

contains the
emergency contact
details in case of
accidents

We must have at least 2 emergency contact details for your child

Please keep mobile numbers up to date

Medical

information

If your child has
any on-going
medical needs

who will collect
your child

We will only let
your child go with
people on this list
unless you tell us
otherwise
Please update if
needed

collection security

password

If you could decide on a secure word, which we will ask adults collecting your child to tell us if we don't recognise them
Don't forget to tell them it before they collect!

West Burlington Early Years Partnership
Confidential Admission Registration Information

Please complete and return the application form on your child's only parent.

PERSONAL DETAILS

Name: _____
 Family Name: _____
 Date of Birth: _____
 Address: _____
 Telephone: _____
 Email Address: _____
 Child's Village: _____
 Please Language: _____

Please use A4 paper with a minimum fold of 20mm (0.75 inch) - 1000 (21)

PERSONAL INFORMATION

Please give details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration.

No.	Child's Name	Date of Birth	Relationship to Child
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

ADDITIONAL INFORMATION

Please provide details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration.

PERSONAL DETAILS

Name: _____
 Family Name: _____
 Date of Birth: _____
 Address: _____
 Telephone: _____
 Email Address: _____
 Child's Village: _____
 Please Language: _____

ADDITIONAL INFORMATION

Please provide details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration. Please provide details of all children under 16 years of age to be considered for admission consideration.

PERSONAL DETAILS

Name: _____
 Family Name: _____
 Date of Birth: _____
 Address: _____
 Telephone: _____
 Email Address: _____
 Child's Village: _____
 Please Language: _____

02. consent Form

Bedlington West End Primary School

Ridge Terrace, Bedlington, Northumberland, NE22 6EB

Tel: 01670 822328

e-mail: admin@westend.northumberland.sch.uk



Consent Form

Name of Child:

Date of Birth:

Over the course of your child's education at Bedlington West End First School we may require permission for the following provisions/events. We would be grateful if you could take the time to consider the following:

Permission for Photographs, Filming, Website and Local Press

Throughout school, your child may have photographs taken at various events, during the day or on educational visits. These images could be used by the press, on our website, or on displays. We will always inform you if your child's image is to be used in the press and no child will be identified by name.

Parents/guardians often request to be allowed to photograph or film events such as sports day, Christmas production or assemblies. Parents are always instructed that any photographs or film taken, other than of their own child, must not be uploaded onto the internet or used on social networking sites. Should a parent/carer post images of children other than their own on-line, this privilege will be removed.

Please tick ✓

	Yes	No
I give permission for my child's image to be used for displays in school.	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's image to be used on the school website and Twitter.	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's image to be used in the press and publicity/newsletters (non-national).	<input type="checkbox"/>	<input type="checkbox"/>
I agree to respect the privacy of other parents and will not post images, film or audio clips of school events on the internet or on social networking sites.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if I post images of other children on the internet I will not be allowed to take photographs or videos of any further events.	<input type="checkbox"/>	<input type="checkbox"/>

Permission for Local Visits

02. consent Form

[illegible]

Tell us if you want to allow:-

Without your consent we will be unable to do this.

03. Facebook Agreement and code of conduct

facebook

Following Bedlington West End First School on Facebook: A Guide For Parents and Carers

We have recently reviewed our use of social media sites as a means of communication to parents and carers. Although our Twitter account has had a number of followers, we are transferring over to use Facebook as a means of communication as it is far easier to use and more popular amongst parents.

In order to follow Bedlington West End First School's Facebook page, you need to have a Facebook account.

If you already have a Facebook account:

- 1) Log into your Facebook account using your username and password.
- 2) In the search bar type: Bedlington West End First School. The Facebook page should appear if you search **posts** or **pages**.



- 3) Alternatively, you can copy and paste the following URL into your internet browser and log in with your Facebook account.

https://www.facebook.com/bedlingtonwestendfirstschool/?modal=admin_todo_tour

facebook

Please return this form to school.

Child's Name: _____ Class: _____

☐ I give permission for photographs of my child to be published to the school's Facebook page.

☐ I give permission for videos of my child to be published to the school's Facebook page.

☐ I do not consent to photographs or videos of my child being published to the school's Facebook page.

I understand that I will be blocked or reported if any of the conditions in the school's Facebook Code of Conduct are breached and that legal action may be taken.

Name: _____

Signed: _____

03. Facebook Agreement And code of conduct

consent

Let us know whether you agree to your child's photograph being posted on Facebook or not. We will not post your child if you do not consent.

code of conduct

Information about what you may and may not do with any facebook posts.



04. How to follow us on Facebook

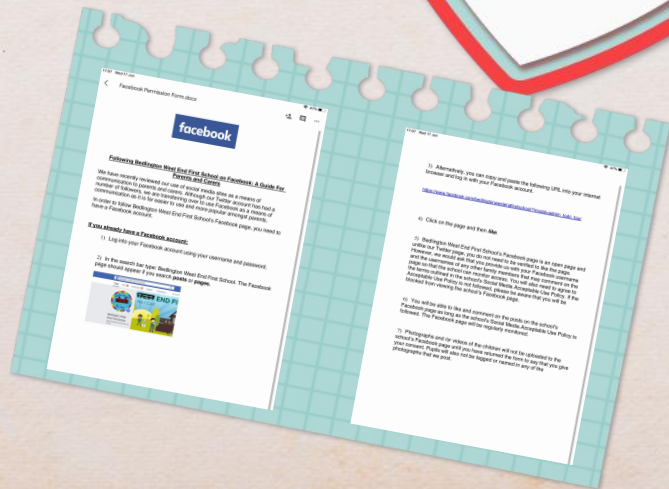


Love

what do we post?

Photographs and information about:-

Special events
Celebrations of learning
Parent Information e.g. keeping
your child safe online
Learning activities for children
Reminders
Links to useful sites



05. Tapestry Agreement

Tapestry Learning Journals

Name of Child: _____ Date of Birth: _____

Name of parent/Carer: _____

I agree

- All pictures that are sent home will be used for my private use only.
- No images that are sent home will be uploaded onto any social networking site.
- No images that are sent home will be uploaded onto any website.
- To my child possibly being in another child's photograph on the condition that parents and carers have signed the agreement and abide by the above.

Signed: _____

Date: _____

Please send information about my child via Tapestry to the following email(s) address, ensuring lower case and capitals letters are obvious where appropriate:

1. _____

Name of relative _____

Relationship to child _____

2. _____

05. Tapestry Information

Information

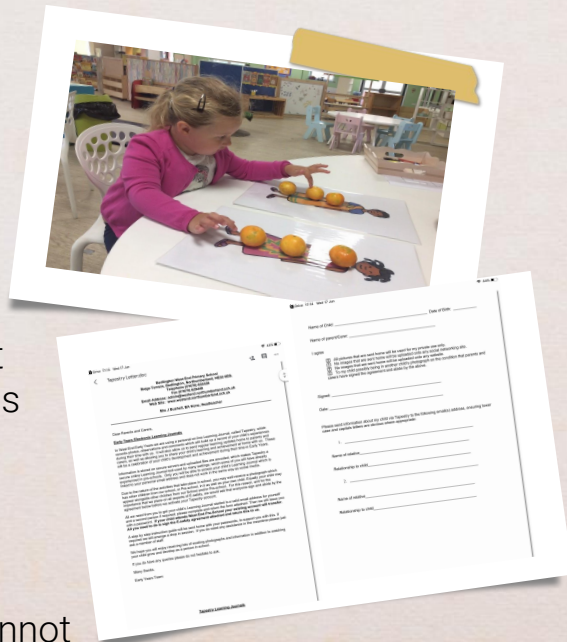
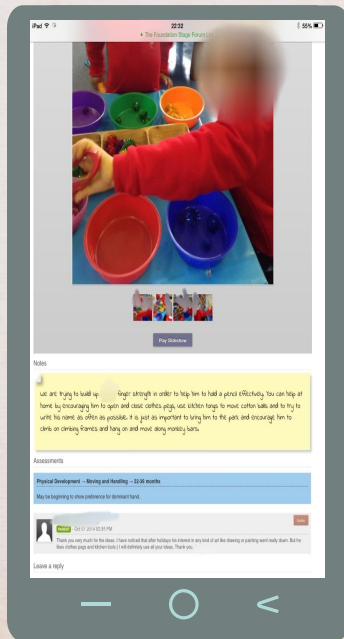
We have added one person but if you would like a second adding please let us know

Agreement

Please sign the agreement for use and return this to us for our records

updates

Please let us know if you cannot access it or you change email address



06. Tapestry Observations

Observations may be:-

Short - a photograph with a few lines and an assessment (As and When)

Focus observations - long narratives with a photograph and linked assessments (Half-termly)



A note of caution

Please don't put important messages on Tapestry as staff may do this outside of school time and may not check it daily, so we may miss it.

What do we post on Tapestry?

Photographs, a written commentary and linked assessments.

- Individual
- small groups
- whole group



Usually the observation is a key moment when your child does something new in their learning. Please like, comment or even better tell us if your child is repeating this at home.

It may also be a celebration of learning or guidance for you. It's yours to download and keep at the end of Reception..

07. Pre-Order Lunch Form

Dear Parents\Guardians

Pre-Ordering School Meals

If you wish to order your child's school meals in advance from home, please complete the attached form and return to school as soon as possible. When your account has been set up an e-mail will be sent to you with your login details from 'Live Kitchen'.

Children in Reception are all entitled to Universal Free School Meals (UFM)

Any child who has not pre-ordered their school meal from home, will do so each morning in class with their class teacher. We would encourage parents of the Reception children to choose their meals from home and you will be guaranteed your child will have a meal they enjoy.

Kind regards

J Bushell

Mrs J Bushell
Headteacher

✂-----

School Meal Pre-Ordering Registration Form

Child's Name: Class:

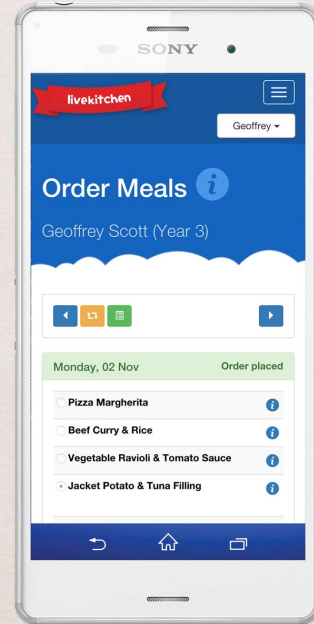
Parents First Name: Parent's Surname:

e-mail address (please write clearly):

07. Pre-order Form For Lunch



Our lunch is cooked in the school kitchen.
Our provider is Dolce.
There is usually a choice of four meals
The menu changes termly
You can discuss these with your child and
order them online via Live Kitchen
If your child is having lunch in the Nursery
you need to order online
NB There may be some changes due to the
new build due to take place on the site of
the kitchen
If your child has any special dietary needs
Mrs Dolby our kitchen manager is always
happy to discuss these.



online ordering

08. Responsible Internet Use



Bedlington West End Primary School

Ridge Terrace, Bedlington, Northumberland, NE22 6EB

Tel: 01670 822328 Fax: 01670 829448

e-mail: admin@westend.northumberland.sch.uk



Responsible Internet Use

As part of your child's curriculum and development of ICT skills, West End Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form below so that your child may use the Internet at school. These rules are displayed beside the computers in school, with a simplified picture version in use in Key Stage One and the Foundation Stage.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Pupil Name:

Class:

Pupil's Agreement

I have read and understand the Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Pupil Signature: _____ Date: _____

08. Responsible Internet Use

This states that pupils and parents agree to follow the school's code of conduct when using the internet at school and at home.

Also, it asks for your permission to allow pictures of your child to go on our website.



West End First School

Responsible Internet Use

These rules help us to be fair to others and keep everyone safe

- > I will ask permission before using the internet.
- > I will only look at or delete my own files.
- > I understand that I must not bring software or discs into school without permission.
- > I will only e-mail people I know, or my teacher has approved.
- > The messages I send will be polite and sensible.
- > I understand that I must never give my home address or phone number, or arrange to meet someone.
- > I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- > I will not use Internet chat.
- > If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- > I understand that the school may check my computer files and the Internet sites I visit.
- > I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

09. Early Years Pupil Premium Eligibility

Your child may be entitled to Early Years Pupil Premium if...

...you are in receipt
of certain benefits

...your child is
adopted or has been
previously looked
after

We would like to ask that you complete the form whether you feel you are eligible or not in order to enable us to access funding.

[illegible]

10. What Happens To The Information

What happens to the information:-
The information will be used by Northumberland County Council to confirm receipt of the benefits.
They will check benefit data from HMRC and DWP.

Drive 17:14 Wed 17 Jun - 3 -

HOW THE INFORMATION IN THIS FORM WILL BE USED

The information you provide in this form will be used by the local authority to confirm receipt of one of the listed welfare benefits. They will do this by checking out of work benefit data provided by HMRC and DWP. We would like you to consent to make this check. Once this is confirmed, the local authority can decide how much money your child's nursery will receive. You are free to withdraw your consent so that your details are not used in the future. Whether you use this scheme or not, it will not affect any of the benefits you may be entitled to.

Children who have been adopted from care or are subject to a special guardianship order or a child arrangements order.

Eligibility will be based on your declaration that your child was formally a looked after child and on the evidence of their status e.g. a copy of the relevant order. The local authority will decide whether your child's nursery is eligible for extra funds through the early years pupil premium. **This form and a copy of the relevant order should be returned to your child's school.**

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes.

I agree to the local authority using this information to enable my child's school to claim the early years pupil premium for my child.

Signature of Parent: _____ Date: _____

Registering could result in extra funding for your child's school.

Registering could provide up to an extra £300 for your child's school to fund valuable support like extra training or resources to help raise the quality of your child's early education.

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 early years pupil premium.

Benefits for you

Free milk when your child is 5
Free music tuition from Year 2.
A free jumper or cardigan if you
are successful
Free school meals at Year 3

Benefits for us

Additional funding to support
the children's learning,
development and care.
(Up to £302 per year)

11. Benefits of Pupil Premium Funding

12. Data collection

Drive 17:05 Wed 17 Jun

47%

NORTHUMBERLAND COUNTY COUNCIL

Bedlington West End Primary School
Ridge Terrace, Bedlington, Northumberland, NE22 6EB.
Telephone (01670) 822328
Fax (01670) 829448

Email Address: admin@westend.northumberland.sch.uk
Web Site: www.westend.northumberland.sch.uk

Mrs J Bushell, BA Hons, Headteacher

Dear Parent/Carer

DATA COLLECTION

The Department for Education requires that all schools record the nationality, ethnic background, first language and county of birth of all pupils. Please could you complete the details below and return the form to school.

Child's Name: _____ Class: _____

Nationality (as on passport/EEA
Identity Card/official document) _____

Multiple Nationality
(Dual Nationality if applicable) _____

Country of Birth (e.g. Scotland,
France, Pakistan etc.) _____

First language is the language your child heard first as a baby. It will be a language they still have contact with at home or in the community, even if they usually speak English now.

Child's First Language _____

Any Other Language you use at _____

12. Data collection

The Department for Education requires that all schools record the following information for a child:-

1. Nationality
2. First language
3. Country of birth
4. Ethnic group

Drive 17:05 Wed 17 Jun

NORTHUMBERLAND
COUNTY COUNCIL

Bedlington West End Primary School
Ridge Terrace, Bedlington, Northumberland, NE22 6EB.
Telephone (01670) 822328
Fax (01670) 823448
Email Address: admin@westend.northumberland.sch.uk
Web Site: www.westend.northumberland.sch.uk
Mrs J Bushell, BA Hons, Headteacher

Dear Parent/Carer

DATA COLLECTION

The Department for Education requires that all schools record the nationality, ethnic background, first language and country of birth of all pupils. Please could you complete the details below and return the form to school.

Child's Name: _____ Class: _____

Nationality (as on passport/EEA Identity Card/official document) _____

Multiple Nationality (Dual Nationality if applicable) _____

Country of Birth (e.g. Scotland, France, Pakistan etc.) _____

First language is the language your child heard first as a baby. It will be a language they still have contact with at home or in the community, even if they usually speak English now.

Child's First Language _____

Any Other Language you use to Speak to your Child _____

Child's Ethnic Group (please tick one box)

White:		Asian or Asian British:	
White - British	{	Indian	{
White - Irish	{	Pakistani	{
Traveller of Irish Heritage	{	Bangladeshi	{
Any other White Background	{	Any other Asian Background	{
Gypsy/Roma	{		

- 2 -

Mixed/Dual Background:
White and Black Caribbean {
White and Black African {

Black or Black British:
Black Caribbean {
Black African {



Hopefully
that was all
clearer than
mud!

uniform orders

If you haven't already ordered any new uniform you would like. The order needs to be done as soon as possible.

Mrs Markham-Lee will also be sorting out your child's free P.E kit once she has your uniform order and you have submitted your admission forms.

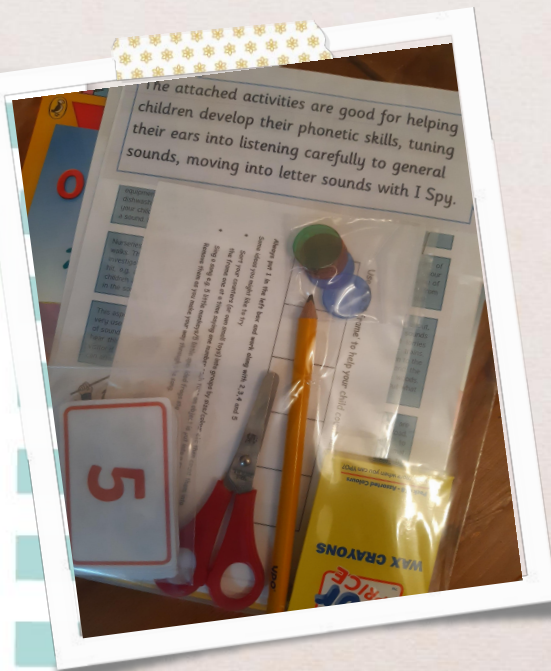
Information on how to collect your uniform will be available soon.

You can call Mrs Markham-Lee to place an order on 822328.

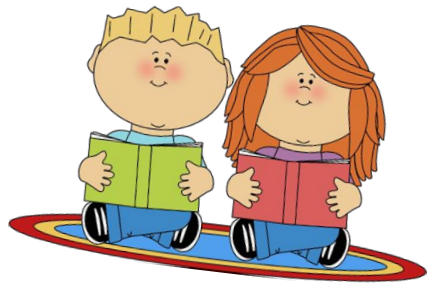


children's Packs

We didn't want to leave out the children so we are also giving them their own pack too! There are tips and resources to support their development in the Prime areas.



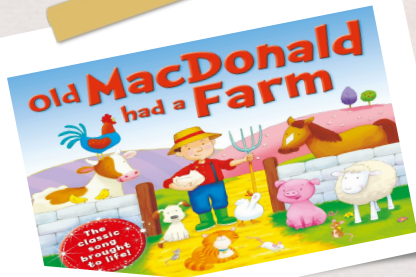
A Little and often is
the best advice



Activities

We don't
intend that
you do every
activity, rather
it is a resource
to give you
ideas or to dip
into when
supporting
your child to
develop skills
in a particular
area

The activities reflect the
development of the
foundations a child needs to
base all future learning on:-
Speaking, listening &
Understanding
Having good hand control
Self care skills
Phonics skills
Literacy & Numeracy



Speaking & listening

Activities to support language development

Phonics

Activities to support your child to develop listening skills and sound discrimination

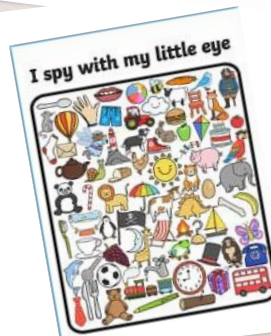
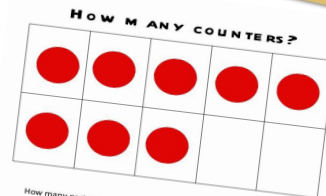
Motor control

Cutting and pencil control activities

Maths

Number activities, counting and recognising numbers

Activities





Help!

*If you need any help at all with the paperwork you can contact
Mrs Markham-Lee on 822328 or email at
Admin@westend.northumberland.sch.uk*

GOODBYE FOR NOW...

We hope this E-book has helped you understand the paperwork you need to complete by the 7th of July

Thank You

Miss Costello, Mrs Milne and Miss Watson

Miss Costello



Mrs Milne



Miss Watson

