

RIDGEWAY ACADEMY

**Registration Pack
2023-2024**



Student's Name:

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Please keep this booklet intact and return fully completed.

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Registration Form – Confidential

Student Information

Legal forename(s) [for examination entries]	
Legal surname [for examination entries]	
Preferred surname [to be known in school]	
Preferred forename [to be known in school]	
Middle Name(s)	
Date of Birth	
Gender	
Preferred pronoun [to be known in school]	He/Him/His They/Them/Theirs She/Her/Hers
Please give the name(s) and form(s) of any siblings at Ridgeway Academy	
Current home address [including postcode]	

Emergency Contacts **(Contacts must be within a 10 mile radius or within 20 minutes travel time).**
The 1st priority will be the person we contact via text for absences, unscheduled closures etc.

PLEASE NOTE THE 1ST CONTACT WILL RECEIVE ALL TEXTS AND EMAILS UNLESS WE ARE INFORMED OTHERWISE

1st Contact			
Name	Mr/Mrs/Ms/Miss		
Address [including postcode]			
Relationship to Student			Does this contact have parental responsibility Yes No
Contact Details		Mobile:	
Home:		Email:	
Work:			

2nd Contact			
Name	Mr/Mrs/Ms/Miss		
Address [including postcode]			
Relationship to Student			Does this contact have parental responsibility Yes No
Contact Details		Mobile:	
Home:		Email:	
Work:			

3rd Contact			
Name	Mr/Mrs/Ms/Miss		
Address [including postcode]			
Relationship to Student			Does this contact have parental responsibility Yes No
Contact Details			
Home:		Mobile:	
Work:		Email:	

Note: Is duplicate information (ie reports, letters) required for a parent at another address?
If yes, please email admin@ridgeway.herts.sch.uk

HEALTH INFORMATION

Please use the space below to inform us of any dietary needs, health history or problems eg. Asthma, Diabetes, ADHD, Seizures etc.

Does your child take any regular medication (including inhaler or require an Epipen)? If so, please specify:

LOOKED AFTER CHILDREN

Are you the natural parents of the child?	Yes	No
---	-----	----

If no, please state relationship ie Adoptive, Foster, Legal Guardian, Looking after child etc:

YOUNG CARERS

A Young Carer is someone under 18 who provides care and support to a family member, usually because of illness, disability, addiction or mental health issues.

Please tick if applicable

Mode of Travel

Tick appropriate box. Where a student uses more than one mode of travel for each journey to school, the longest element of the journey by distance should be recorded.

PLEASE TICK ONE BOX ONLY

Walk	Cycle	Car/Van	Taxi	Train	Car share
Public Service Bus	Other				

School History

Details of Previous School Attended

Date From:	Date To:	Tel No:
Name of School		

NATIONALITY / COUNTRY OF BIRTH DATA

We are required by the Government, each year, to collect data and supply the Department for Education on every student's Country of Birth, Nationality and religious affiliation of all our students. The Student's Nationality and Country of Birth would be expected to be as appears on, or as can be derived from the student's passport. For students with 'Multiple Nationality' (also known as (Dual Nationality)) more than one nationality may be recorded.

PLEASE INDICATE THE INFORMATION REQUIRED

Student Country of Birth	
National Identity (e.g. British)	
Nationality (from Passport)	

ADDITIONAL INFORMATION

The information is gathered and handled confidentially. Please study the lists and place a tick in space that applies to your son or daughter. Please enter only one tick in each section.

ETHNIC BACKGROUND

This describes how we think of ourselves based on skin colour, language, culture, ancestry, etc – it is not the same as nationality or country of birth. The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents/carers are asked to support or advise those students aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

White

British
English
Welsh
Irish
Scottish
Italian
Turkish
Turkish Cypriot
Traveller from Irish heritage
Gypsy/Roma
Any other White background

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background

Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background

Black or Black British

Caribbean
African
Any other Black background

Miscellaneous

Chinese
Any other ethnic group
I do not wish ethnic background to be recorded

FIRST LANGUAGE

Please indicate which language has been used the most with your child since birth.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

In the case of an older student who is no longer exposed to the first language in the home and who now uses only another language, the student or parent can determine which language should be recorded.

First language:

The first language section was completed by: Parent/Carer Student

Please indicate which language is usually spoken at home.

Home language:

ENGLISH AS AN ALTERNATIVE LANGUAGE – PROFICIENCY

New to English	Early acquisition	Developing competence
Competent	Fluent	

RELIGION

Buddhist	Jewish
Christian	Muslim
Christian RC	Sikh
Hindu	No religion
Jehovah Witness	Other (please specify)

This information regarding Religion and Ethnic background was provided by:

Parent/Carer Student

Additional Information – Armed Forces

Please tick if applicable Parent in the Armed Forces

ASYLUM STATUS

Asylum Seeker Refugee Neither

Compulsory

Cashless catering system: action required

Our school canteen is very popular and offers a wide range of fresh food and drinks at break time and for lunch.

To make it quick and easy for the students to pay for items, we have a till system which is controlled by the latest biometric finger recognition technology to provide us with a cashless environment for school meals. The system interfaces with our payment system, Wisepay and so enables parents to allocate money to their son's/daughter's account and monitor expenditure. The systems are reconciled every night, providing up to date information. The main benefits for parents, students and the school include:

Benefits to parents:

- Parents are able to log in to view and top up their child's account including seeing what items have been bought
- Parents have peace of mind, knowing that allocated dinner money is being spent for the intended purpose
- Concerns over loss of cash or cards or paying for a replacement card have been eliminated

Benefits to students:

- Students experience much quicker service and therefore shorter queues at break and lunch
- There is no need to carry cash
- The information collected by the system will enable the kitchen to respond to demand for popular menu items

Benefits to the school:

- Better information about what is eaten to help develop the menus
- Less cash to handle and less administration and manual records
- The opportunity to promote and reward healthy eating

To comply with the General Data Protection Regulation (GDPR), it is essential that the school receives parental consent for this system prior to enrolling a student. Therefore we require you to complete and return the consent form below.

Information Biometric Finger Image

Please tick the appropriate choice

I give permission for a digital approximation of my child's finger print (not the finger print itself) to be stored for the purpose of cashless catering.

I give permission for contact and payment information to be processed in relevant systems (e.g. WisePay).

CONSENT FORM:

I hereby give consent that my son/daughter can be registered into the cashless catering system using their finger

Student Name Form

Parent/Carer Name (Print Name)

Please type your full name to act as a signature.

Signed Dated

Meal Arrangement

Please tick the appropriate choice

Free school meal

Paid school meal

Sandwiches

Other

Code of Conduct

Our **vision** is that “**Everybody can achieve**” because we:

- believe in you not only as you are but also what you might become;
- know unrecognised talent lies latent in all of us;
- want you to be able to achieve even more than you hoped to achieve;
- know that personal motivation is a critical factor in achieving success;
- should all be able to experience the excitement of learning and the euphoria of success.

The values of Ridgeway Academy are summed up by the 3Rs.

The 3Rs underpin everything that we do and provide a sound basis for all that we strive to accomplish.

Our values are to:

Have **Respect** for:

- learning and achievement;
- each other, valuing different views, beliefs and cultures;
- our community, supporting activities and presenting a positive image of the school;
- the environment, keeping it clean and tidy and fit for learning;
- the school rules and regulations.

Take **Responsibility** for:

- making significant progress and being a successful learner;
- setting high standards of behaviour, conduct, appearance and attitude;
- being effective independent learners and leaders, taking initiative and supporting others;
- meeting the challenges of the future and being confident in all that we do;
- making a positive contribution to society.

Develop **Relationships** which:

- are strong between each other in and out of school;
- allow us to lead safe and healthy lives and look after the well-being of each other;
- help us think creatively and rationally and be enthusiastic about learning;
- help us know and value other people.

Code of Conduct for ICT use & e-Safety Policy Rules

All students must comply with the schools e-Safety Policy, which is signed by both students and parents in the Registration pack, so we can ensure students can work safely.

HOME SCHOOL AGREEMENT

	As a Student I will
Learning and progress	<ul style="list-style-type: none"> learn to the best of my ability try to improve, by seeking and taking advice from staff, reviewing my progress regularly and setting personal goals attend parent-teacher evenings and other events
Home-based Learning	<ul style="list-style-type: none"> make sure that I have understood my home-based learning and seek help when required monitor and use Google Classroom do my home learning to the best of my ability and on time meet the course work deadlines
Attendance and punctuality	<ul style="list-style-type: none"> arrive at school each day on time not leave the premises without permission aim for 100% attendance understand that failure to meet the school's attendance target may result in missing out on rewards events
Responsibility	<ul style="list-style-type: none"> take responsibility for my own learning and behaviour observe the school rules at all times be hard-working in all aspects of school life
Relationships	<ul style="list-style-type: none"> not to be involved in any bullying incidents and report any that I might witness support other students undertake to be a good citizen
Respect	<ul style="list-style-type: none"> behave in a manner which shows respect for others in my school respect the school buildings, property and surroundings respect the thought for the week accept that there is no place for the promotion in school to extremist views
Uniform and equipment	<ul style="list-style-type: none"> come to school each day correctly dressed, following the uniform and appearance guidelines and properly equipped use my planner and other equipment correctly wear my uniform correctly in and out of school
Extra-curricular activities	<ul style="list-style-type: none"> become actively involved in school, including extra curricular activities wherever possible
Communications	<ul style="list-style-type: none"> take home any information promptly when asked to do so return reply slips and absence letters promptly ensure I always use my own electronic device in accordance with the Acceptable Use Agreement
Signed & Date	<p>Student: _____ Date: _____</p> <p>Please type your full name to act as a signature.</p>

	As a Parent I will
Learning and progress	<ul style="list-style-type: none"> support my child's learning take an active interest in my child's life at school attend parents consultation evenings and other events organised to help me learn about my child's progress
Home-based Learning	<ul style="list-style-type: none"> provide a suitable environment at home to support my child's work monitor setting and deadlines using Google Guardians give encouragement and appropriate support ensure they meet their deadlines for submission
Attendance and punctuality	<ul style="list-style-type: none"> ensure my child attends school regularly and punctually inform the school of the reasons of any absence as soon as possible via the absence line avoid taking my child out of school during term time understand that my child's attendance will be challenged if it falls below 96%
Responsibility	<ul style="list-style-type: none"> encourage my child to behave responsibly and correctly and ensure they follow school rules at all times encourage my child to develop self-discipline and diligence
Relationships	<ul style="list-style-type: none"> encourage my child to develop good friendship groups give early warning of any concerns in behaviour, learning or relationships work with the school to manage any poor behaviour from my child
Respect	<ul style="list-style-type: none"> encourage my child to uphold the values of integrity, compassion and tolerance I will not promote the extremist views of any kind in school be respectful in all communication with the school
Uniform and equipment	<ul style="list-style-type: none"> ensure that my child leaves home each day appropriately dressed, equipped and prepared for the school day ensure that my child adheres to the appearance guidelines at all times both in and out of school
Extra-curricular activities	<ul style="list-style-type: none"> support my child in any extra-curricular activities undertaken encourage my child to take pride in representing the school
Communications	<ul style="list-style-type: none"> download the My Child at School App and monitor daily understand there is a 48 hour acknowledgment time and a further 5 working days to action to keep up to date with information and home learning that has been set take note of and respond to all school communications promptly and effectively draw matters of concern to the attention of the school at the earliest possible moment Support my child in appropriate use of an electronic learning device
Signed & Date	<p>Parent: _____ Date: _____</p> <p>Please type your full name to act as a signature.</p>

Compulsory

	As a school we will
Learning and progress	<ul style="list-style-type: none"> • provide a high-quality learning environment • provide access to a broad and balanced curriculum • offer the best available teaching and support staff • report regularly on progress and advise on how improvement can take place
Home-based Learning	<ul style="list-style-type: none"> • provide opportunities for each child to achieve full academic potential by regular setting and marking of appropriate tasks • support the Google Classroom site for home based learning • provide clear timelines and calendars for home learning schedules
Attendance and punctuality	<ul style="list-style-type: none"> • monitor and encourage outstanding attendance • follow up attendance issues with the student and parent as necessary.
Responsibility	<ul style="list-style-type: none"> • define clear expectations with regard to behaviour and discipline and educate students to meet them • constantly issue rewards and consequences • uphold and promote values of self-discipline and diligence
Relationships	<ul style="list-style-type: none"> • provide a safe and positive learning environment • provide guidance and support through the pastoral care system • build relationships based on mutual respect
Respect	<ul style="list-style-type: none"> • uphold and promote the values of integrity, compassion and tolerance • accept that there is no place for the promotion in school to extremist views
Uniform and equipment	<ul style="list-style-type: none"> • monitor uniform, appearance and equipment on a regular basis and inform parents of problems • consult on any changes to regulations in advance
Extra-curricular activities	<ul style="list-style-type: none"> • offer the chance to take part in a variety of extra-curricular activities
Communications	<ul style="list-style-type: none"> • provide clear information to parents • support the e-portal, learning platform, Google Classroom and website to ensure these are useful modern forms of communications • contact parents at the earliest appropriate moment should concerns or problems arise • deal with parental concerns promptly and effectively • support students in the appropriate use of electronic devices to further their learning

Online Safety Acceptable Use Agreement Secondary Pupils

We expect all students to be responsible for their behaviour when using ICT equipment and the Internet. Students must agree to the following:

I..... (Student's name)

- I will only use school IT equipment for school purposes.
- I will not download or install software on school IT equipment.
- I will only log on to the school network, other school systems and resources using my own school user name and password.
- I will not reveal my passwords to anyone other than a parent/carer.
- I will not use my personal email address or other personal accounts on school IT equipment.
- I will make sure that all my electronic communications are responsible and sensible.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
- I understand that everything I search for, access, post or receive online can be traced now and in the future. My activity can be monitored and logged and if necessary shared with teachers, parents/carers and the police if necessary. I know it is essential that I build a good online reputation.
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to a member of staff if I am in school, or parent/carer if I am not in school.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will report immediately any request for personal information, to a member of staff if I am in school or parent/carer if I am not in school.
- I should never post photographs, videos or livestream without the permission of all parties involved.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
- I will be respectful to everyone online; I will treat everyone the way that I want to be treated. I will ensure that all my online activity, both in and outside school, will not cause distress to anyone in the school community or bring the school into disrepute.
- I will not respond to hurtful behaviour online but will report it. I have the right to block and will say no to any inappropriate or upsetting request.
- I will respect the privacy and ownership of others' work on-line and will adhere to copyright at all times.
- I will not attempt to bypass the internet filtering system in school.
- I will not assume that new technologies can be brought into school and will check with staff before bringing in any device.
- I will not lie about my age in order to sign up for age inappropriate games, apps or social networks.
- I understand that not everything I see or hear online is true, accurate or genuine. I also know that some people on the internet are not who they say they are and may have ulterior motives for assuming another identity that will put me at risk. I will gain permission from parents/carers before arranging to meet someone I only know on the internet.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules, teachers will investigate, I may be disciplined and my parents/carers may be contacted. If I break the law the police may be informed.

Compulsory

Online Safety Acceptable Use Agreement Secondary Pupils continued...

I understand that these rules are designed to keep me safe now and in the future.

I understand that my network and Internet access may be taken away if I fail to abide by these rules. In accordance with school policy, devices may be confiscated for a limited time period.

I understand that I am subject to sanctions laid down in the rewards and consequences policy and other applicable school policies. If I break the law the police may be informed.

By accepting your place at Ridgeway Academy, you agree and consent to abide by all the instructions and requirements detailed in this acceptable use policy.

Can you please read and discuss this agreement with your parent/carers and then sign the following terms of the agreement.

- Student and Parent / Carer signature

We have discussed this document and (student name)
agrees to follow the eSafety rules and to support the safe and responsible use of ICT.

Please type your full name below to act as a signature.

Student Signature: Date:

Parent/Carer Signature: Date:

For all other information including GDPR, Privacy Notice and AAT Policies, please see our school website.

Parental Permission for Testing/Assessments

Please tick to agree

I give permission for my child to be tested using standardised tests within school to inform Teachers and specialists of my child's skills and abilities

I understand that the information from these tests will only be shared with internal staff and external agencies that will have direct input into my son/daughters education

I understand that the outcome of these tests will be used to inform planning and provision for my son/daughter, including exam access arrangements and in class support strategies.

I understand that the results will be kept in a secure location within school and in a password protected file on the school system

I have discussed this with my child and he/she is aware that I am happy for these assessments to go ahead

I have read and understood the information on parental permission for testing.

Name of Student:

Please type your full name below to act as a signature.

Parent's or carer's signature:

Date:

If you require help completing this form, please contact Ridgeway Academy on 01707 351350.

Compulsory

Student's Work Copyright Consent

We use examples of our students' school work around the school for displays to help motivate and inspire high standards of learning. To comply with the Copyright legislation, we need your permission before we can use your child's work to raise expectations and improve standards in this way in publications, online or via Facebook and Twitter.

Conditions of use:

This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time.

We will take all reasonable measures to ensure your child's work is used solely for the purposes of display. However, we cannot guarantee this and take no responsibility for the way the work is used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Please tick those that apply:

I give permission for my child's school work to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event

I give permission for my child's school work to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites

I do **NOT** want my child's school work used in any public display

I have read and understood the information on Copyright consent.

Name of Student:

Please type your full name below to act as a signature.

Parent's or carer's signature:

Date:

CONSENT FORM

Mobile Phones and Other Electronic Devices

The school's policy is:

- Mobile phones/MP3/IPods **should not** be brought into school, if a student has to have a mobile phone it must be switched off during the school day and never out in lessons.
- No visible headphones during the school day; if seen these will be confiscated
- The school cannot take responsibility for loss or damage if brought into school
- A mobile phone must not be used in **school time** to contact parent/carer if a student feels unwell – students must notify Student Services in H Block. It is always the school that will contact parent/carer should a student need to be taken home
- Mobile phones must not be used to receive incoming calls, texts or emails during school hours
- Any students not following these rules will have their phone confiscated

I have read the school rules regarding mobile phones and support the school's policy

Please type your full name below to act as a signature.

Parent/Carer Signature: Date:

Student Signature: Mobile No:

Absence during the school day

If your child needs to leave school during the school day for any reason; Doctors, Dentist, etc. Students must bring a note from a parent/carer requesting permission to leave school, (this also needs to be written in the student's Planner) giving the reason and **if** permission is granted, your child must sign out before leaving the premises and sign in on returning. Where possible please make all appointments out of school hours.

PSHCE

As part of the curriculum we include sex and relationship education in all years.

Topics discussed include puberty, menstruation, conception, contraception and sexually transmitted infections. We aim to build an atmosphere in which students can talk freely, develop a healthy attitude to their own bodies and make informed choices.

If you wish to withdraw your child from sex and relationship education lessons please contact the Director of Learning for their year group.

Compulsory

Image Consent Form

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

We also send images to the news media, or our school may be visited by the media who will make their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Students will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the General Data Protection Regulation (GDPR), we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video recordings and on official school websites and social media

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event.

I do **NOT** want my child's image used in any publicity.

I have read and understood the information on Image Consent

Please type your full name below to act as a signature.

Signed Dated



FORM OV 7C (CSF4260)

ANNUAL PARENTAL CONSENT FORM

(This form may be amended as required to make it best fit for purpose.)

Establishment:

To be completed by person with parental responsibility for the child/young person.

Child/Young Persons Full Name:

Date of Birth:

Does the above person:

- Have a medical condition requiring medical treatment or medication?
- Have an allergy to certain medications?

Yes No

Yes No

(Please give details of medical condition/treatments or allergies to medications below)

Is s/he able to administer her/his own medication?

Yes No

Has s/he received a tetanus injection in the last 5 years?

Yes No

I wish to draw the following to the school's/centre's attention (e.g. allergies, special dietary requirements, phobias, travel sickness, toileting difficulties, recent operations or treatments, other conditions which may affect fitness to participate in certain activities):

EMERGENCY CONTACT INFORMATION

(Where this information has already been provided by the school, please check and confirm it is correct)

	MAIN	ALTERNATIVE
Name:		
Relationship:		
Address:		
Telephone Numbers:		
Day:		
Evening:		
Other:		

FAMILY DOCTOR DETAILS

(Where this information has already been provided by the school, please check and confirm it is correct)

Name:

Address:

Telephone Numbers:

Child / Young Person's NHS number (if known):

DECLARATION:

I understand that my child may leave the school premises for local, curriculum-related, regular or routine visits, as may be detailed in the school's prospectus, or for sports fixtures when representing the establishment as part of a team, and hereby give my consent for my child to participate in such events.

I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent may be required from me.

I agree that (full name of child/young person)

- can participate in the visit and activities described;
- can be transported in the private vehicles of staff/volunteers supervising the visit;
- is in good health and fit to participate in the activities described;
- can receive medical treatment as necessary

I undertake to inform the school as soon as possible of any change in medical circumstances.

I acknowledge the need for the person named above to behave responsibly and agree to the establishment's procedures in this respect.

I am satisfied that all reasonable care will be taken for the safety and well-being of all participants and that appropriate staffing and safety measures will be in place at all times.

Permission for use of images of participants (optional)

I do / do not give my permission for photographs and/or videos to be taken of my child for use in educational or youth work promotional materials and displays when required, with or without using their name.

Signed:

Name in Capitals:

Relationship

Date:

Address (if different from above):

Postcode:

Telephone No:

The Declaration on this form must be signed by someone with parental responsibility for the child / young person.