

## Emergency Contact Form Academic Year 24/25

Please complete in blue/black pen

### Child's Details

Child's Surname	Child's Forename
Date of Birth	Year Group/class
Address	
Child's Phone Number (If have own phone)	
Adult(s) at this address	
Sibling within school/year	
Sibling within school/year	
Sibling within school/year	

**It is a legal requirement to inform us if you are providing Private Fostering for a child.**

**Private fostering** is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

Resides With:	<input type="checkbox"/> Mother
	<input type="checkbox"/> Father
Resides With:	<input type="checkbox"/> Other – Please provide details: Relationship

### Contact Details PRIORITY 1

Full Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)	Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)	
Mobile Number			
Home Number			
Work Number			
Email Address			



**Contact Details PRIORITY 2** (Please include at least one contact that does not live at the same address as the child)

Full Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Mobile Number			
Home Number			
Work Number			
Email Address			

**Contact Details PRIORITY 3** (Please include at least one contact that does not live at the same address as the child)

Full Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Mobile Number			
Home Number			
Work Number			
Email Address			

**Contact Details PRIORITY 4** (Please include at least one contact that does not live at the same address as the child)

Full Name		Relationship to Child	
Address			
Parental Responsibility? (Y/N)		Is this person able to collect? (Y/N)	Could the child stay overnight? (Y/N)
Mobile Number			
Home Number			
Work Number			
Email Address			

Contact Details of **Key Professionals (eg. for child who is CP or CLA– Social Worker/Virtual School, or YOT Worker)**

Full Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

Full Name		Relationship to Child	
Contact Number			
Additional Number			
Additional Number			
Email Address			

**Travel Arrangements**  
 Please tick the appropriate choice  
 Bicycle    Train    Car/Van    Walk    Taxi    Public Bus    Other

<b>Please provide details of any dietary Needs</b>	
--	--

<b>Medical Practice:</b>	<b>Doctors Name:</b>
<b>Address:</b>	<b>Telephone Number:</b>
<b>Please state any medical conditions the child has;</b>	
<i>In the event of injury or illness and it is not possible to contact me or my husband/wife/partner, I authorise the school to administer first aid, or send my child (named on the front of this data sheet) to hospital.</i>	
<b>Signed .....</b> parent/guardian	

**Disability**

The Equality Act states that someone is disabled if “they have a mental or physical impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

<b>Has your child been identified as having a disability, if yes please specify if this is a physical or learning disability</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Please state your child's ethnicity :

Please state the language spoken at home (first language):

Please confirm your child's religion:

Please state any other languages spoken at home:

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFES.

Signature:

Date:

Is your child entitled to income based free school meals? (whether they have them or not) yes  no

Is your child entitled to Pupil Premium allowance? yes  no

Does your child have a parent/parents currently serving in the armed forces yes  no

**There may be opportunities in school where parental consent is required.**

Please tick if you provide the following consent:

- I agree to my child using the internet at school responsibly.
- I give permission for a third-party school photographer to photograph my child and I allow the sharing of data about my Child's Name, Class & UPN No with them.
- I give permission for my child to participate in any local and off-site visits which form part of the normal school day and involve children leaving the school building under proper supervision.
- I give permission for photographs and recordings of my child to be used within school for educational purposes e.g. displays.
- I give permission for photographs and recordings of my child to be used in promotional materials (e.g. the school prospectus, the school website, local newspapers, and in other publications) which may be circulated outside of school. Furthermore, I accept that I waive the right to financial payment.
- I give permission for my photographs and recordings of my child to be used on our school social media pages.
- (NURSERY CHILDREN ONLY)** I agree that any small profit made from the nursery snacks can remain in school funds towards nursery projects.

Please note that it is your responsibility to let school know if you wish to change your consent preferences and by signing below you agree to keep the school up-to-date with changes to information contained on this form.

**Parent/Guardian signature:** \_\_\_\_\_

**Date Form Completed:** \_\_\_\_\_

**Date Received in School:** \_\_\_\_\_

## Canon Burrows Parental Code of Conduct

At Canon Burrows our vision is of a just and harmonious society where Canon Burrows school community achieve the highest in everything we do, but we also remember those other standards; the care, respect and help shown to others, the generosity of spirit, compassion and forgiveness.

This policy ensures that the school's expectations are clear and ensure that everyone in the school community has a focus on learning in a safe, caring environment.

In our school we expect children and adults will:

- Be polite and friendly to each other
- Respect each other's belongings
- Take care of one another
- Listen to each other
- Respect each other's beliefs, cultures and differences
- Use a respectful tone when speaking to one another
- Follow school and classroom rules at all times and help others to do so

We expect parents will support the school by:

- Spending time listening to their children and listening to what they have to say
- Upholding the ethos and values of the school
- Being polite and courteous to adults and children alike
- Talking to school if they have any concerns or complaints
- Reinforcing the school's behaviour policy
- Bringing and collecting their children on time
- Not discussing the business of school or children attending school in any public forum including social networking sites\*
- Not posting pictures of pupils other than their own children on social networking sites
- Parking with consideration and respect for others when delivering and collecting children from school

In order to support a peaceful and safe school environment, the school does not tolerate:

- Disruptive behaviour which interferes with the operation of a classroom, the school office or any other part of the school grounds
- Using loud and/or offensive language or displaying temper
- Abusive, threatening, malicious or inflammatory emails, phone or social network\* comments

The above behaviours will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering school grounds to safeguard our school community

Thank you for following our code of conduct.

*\* Canon Burrows CE Primary School considers the use of Social Media websites to fuel campaigns or complaints against the school unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels; by speaking to the Class Teacher, the Head Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.*

*In the event that any pupil or parent/carer of a child being educated at Canon Burrows CE Primary School is found to be posting libellous or defamatory comments on Facebook or other Social Networking sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content that can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school also expects that any parent/carer or pupil removes such comments immediately.*

*In serious cases the school will consider its legal options to deal with any such issues of misuse of social networking and other sites.*



# CANON BURROWS C.E. PRIMARY SCHOOL & NURSERY UNIT

Tameside Education Committee  
Oldham Road, Ashton-under-Lyne, Tameside, OL7 9ND

Phone: 0161 330 4755

Fax: 0161 344 1864

E-mail: [suzanne.fildes@canonburrows.co.uk](mailto:suzanne.fildes@canonburrows.co.uk)

Website: [www.canonburrows.co.uk](http://www.canonburrows.co.uk)

Headteacher:

Miss Suzanne Fildes, BA (Hons) PGCE

## Canon Burrows Emergency contact sheet – check list

Please complete all sections in full – there are 5 pages in total

### Contact details

Remember to include full name and contact details for mother/father/carer/guardian who has parental responsibility

Priority 1 contact – this is the person who will be phoned first in the event your child is poorly whilst at school. It is also the number that text messages will be sent to for various reasons i.e. child is absent from school, school closures, none urgent reminders etc...

### Highlighted sections

This is important information that we require, please make sure you complete and sign all sections – incomplete sheets will be returned and will delay your child's information being updated.

