



Wood End Park Academy

Part of The Park Federation Trust

(Cranford Park Academy / James Elliman Academy / Lake Farm Park Academy/
Montem Academy/Western House Academy)

'The Park Federation is first and foremost about the children and families of Hayes in West London. It is committed to providing a first-rate education for all its children in a calm, professional and compassionate manner. Learning, well-being and happiness are at its heart. Everyone has an educational home in The Park Federation. It will work tirelessly to discover, release and maximise the potential of all its members'

Chief Executive Principal: Dr Martin Young
Principal: Ms. Surjeet Johra

Our Admissions Booklet

Child's Full Name: _____

Date of Arrival at Wood End Park Academy: _____

Once you have carefully read and completed this booklet, please sign page 10 and then return the whole booklet to Wood End Park Academy

Judge Heath Lane,
Hayes
Middx
UB3 2PD

Tel No: 020 8573 7829/8848 9842

Fax No: 020 8848 9837

Email: wepaoffice@theparkfederation.org

PERSONAL INFORMATION ABOUT YOUR CHILD

Child's surname:	Forenames:	Gender (please circle) Male or Female
Date of birth:	Country of birth:	Date of arrival in UK (if not born in the UK):
Home Address: Post Code:		Previous school/nursery and address:

Refugees / Asylum Seekers: please tick box

How will you be travelling to school? Please tick appropriate box
Please note we promote 'Walking to School' and cars are not prohibited onto the school site unless in particular circumstances. We record children who have walked to school each day and awards are given out for walking to school.

Has your child got permission to walk home alone? (years 5 & 6 only) Yes No

- Public transport (name type)**
- Car**
- Walking or cycling**

MEAL REQUIREMENTS: Please note, this is for our records **only**. *You and your child are responsible for the meals chosen.*

Vegetarian **Halal only** **No Beef** **Other:** _____

Siblings: If there are brothers or sisters currently attending Wood End Park Academy, please give name(s) and classes. If you have a child at another school, please also list these children.

Name:	Year Group and Class:	School:

Personal Information (continued)

PARENTAL AND EMERGENCY CONTACT INFORMATION

Please complete all of the following. It is important that we have as many contact telephone numbers as possible especially in the case of emergency.

PARENT NAME: (Mr / Mrs / Ms / Miss)	PARENT NAME: (Mr / Mrs / Ms / Miss)
Relationship to child: Mum/Dad / Carer / Other:	Relationship to child: Mum/Dad / Carer / Other
Address: (if different from child)	Address: (if different from child)
Home Telephone Number:	Home Telephone Number:
Mobile Telephone Number:	Mobile Telephone Number:
Work Telephone Number:	Work Telephone Number:

If a second copy of correspondence is required to be sent to another party, (i.e.: school reports to parent not living with child), please give details below:

Name:	Address:	Relationship to child:

EXTRA DAYTIME EMERGENCY CONTACTS:

Should an emergency occur at school it is sometimes necessary to contact a parent/carers or a nominated emergency contact. Please indicate below who can be contacted during school hours in case of an emergency if we are unable to get hold of the above. We will need two extra contact numbers to above.

Name: Mr / Mrs / Miss	Relationship to child:	Telephone Numbers: Home: Mobile:
Name: Mr / Mrs / Miss	Relationship to child:	Telephone Numbers: Home: Mobile:

Personal Information (continued)

ETHNIC INFORMATION (based on the National Population Census ethnic categories). Please tick **one** box only).

White British English Scottish Welsh Other White British Irish Traveller of Irish Heritage Gypsy / Roma Albanian Bosnian/Herzegovinian Croation Greek / Cypriot Greek Italian Kosovan Portuguese Serbian Turkish Turkish / Cypriot White European White Eastern European White Western European	Other Asian Sinhalese Sri Lankan Tamil Hong Kong Chinese Malaysian Chinese Other Chinese Singaporean Chinese Taiwanese
	Black Angolan Black European Black North American Congolese Caribbean Ghanaian Nigerian Other Black African Other Black background Sierra Leonian Somali Sudanese
	Other Ethnic Group Afghanistani Arab Egyptian Filipino Iranian Iraqi Japanese Korean Kurdish Latin American Lebanese Libyan Malay Moroccan Thai Vietnamese Yemeni
Mixed Asian / Black Asian / Chinese Asian / Other Black / Chinese Black / Other Chinese / Other Other mixed background White / Indian White / Any other Asian White / Pakistani White / Black African White / Black Caribbean White / Chinese White / Any other	I do not wish an ethnic background to be recorded. <input type="checkbox"/>
Asian Bangladeshi Indian Kashmiri Kashmiri Pakistani Kashmiri Other Mirpuri Pakistani Nepali Other Pakistani	This information was provided by the Parent <input type="checkbox"/> Carer <input type="checkbox"/>

Religion:	Main language spoken at home:
Mother Tongue*	Knowledge of other language(s):

*Mother Tongue is the first language your child used from birth to the age of 5

Medical Information

Please read the following details carefully and **answer all sections**. It is most important that the school has this information about your child. (Please also see page 6)

Doctors Name: _____

Address of Surgery: _____

Telephone Number: _____

1. Does your child suffer from any illness that the school should be aware of, such as asthma, diabetes, epilepsy etc?

Please tick Yes No

If yes, please give details _____

If your child suffers from asthma, please ensure two spare inhalers are brought into school. (Please also see page 5)

2. Does your child have any allergies at all eg: penicillin, nuts, other medicines, food, insect stings etc?

Please tick Yes No

If yes, please give : _____

Routine checks at School

In Hillingdon, there are well established procedures for keeping a check upon various aspects of each child's health and hygiene.

Each year routine health checks, involving weighing and measuring and a vision check will be carried out. Periodic hearing tests are carried out and, when necessary, inspections for head infestation are also made. If any of these routine procedures indicate that any treatment or further action is necessary, you will, of course be contacted immediately.

Please remember to sign page 10

Medical information (continued)

Usually children requiring medication are not well enough to attend school however; we also understand that on some occasions children are well enough to attend school providing medication is administered. Therefore the school will accept responsibility in principle for giving medicine to children who are otherwise well enough to attend school provided that:

- The medicine has been prescribed by a GP or hospital to be taken four times a day so needs to be taken during the school day
- We will need consent in writing from parents before administering any medication

All medicine needs to be supplied by parent. Non prescribed medicines will not be administered at school. However there are four exceptions to this:

- Travel sickness medication - for example Stugeron, Dralamine, and Phenergan.
- Paracetamol - for headaches/migraines or period pains.
- Cough medicines – only if the child is well enough to attend school but is troubled with a persistent cough, please note this treatment can be given for no longer than 3 days.
- Antihistamines - such as Piriton or own brands for the treatment of hayfever.

Before the above non-prescribed medicines are administered by the school the following conditions must be met:

- The medication is given to and collected from the Welfare Assistant by a parent or responsible adult (medicine will not be accepted from a child).
- The parent must supply the medication in its original packaging so that the expiry date and list of ingredients is shown.
- The parent must complete a “Request To Administer Medication” form which notes when and for how long the medication is to be given.

Please note that children are not allowed to carry medication themselves. If your son/daughter requires an inhaler while at school you must provide these; it is our School Policy that we keep one BLUE inhaler in school. This must be supplied in its original box with your child’s name on. **Emergency Inhaler Packs** are now kept in welfare. A consent form must be signed by parents allowing the named asthmatic children only to use them.

Head Lice

It is possible to catch head lice from anyone who has them. This may occur in schools, but head lice are often caught from members of the family or from close friends outside school.

Care of children’s hair hygiene is the responsibility of parents and so, when the opportunity arises, they should be reminded to keep a continuous (weekly) watch on their child’s hair. They should also be advised that ordinary and medicated shampoos are of no use for clearing head lice and that a recommended lotion should be obtained from a pharmacist or their GP.

When a case of live lice or live eggs (dark eggs) is discovered, parents will be contacted by our Welfare department by phone and or letter. Welfare will be happy to advise and give guidance as to the best way to treat Head Lice. A letter will also be sent out to parents notifying them that a case of live head lice has been found in their child’s class and asking them to check their child’s hair.

Girls should wear their hair tied back.

In accordance with the school Head Lice policy, if you do not wish your child’s hair to be checked, please inform the school accordingly.

Please remember to sign page 10

An agreement between us and you

“Safe, supportive and striving for success in the heart of the community.”

At Wood End Park, everybody cares and works hard to ensure that our children achieve the highest of standards possible in order for them to have the skills for a successful future.

We will:

- Encourage the children to do their best at all times and supply parents/carers with their child’s levels and next step targets
- Ensure children are in a safe and productive school environment
- Develop the skills of care, courtesy and good behaviour in all pupils
- Inform the parents of children’s progress at regular meetings at least once a term
- Support parents and carers in the delivery of the curriculum at home, by providing informative workshops for parents/carers
- Provide literacy and numeracy homework on a weekly basis (this goes out on a Thursday)
- Ensure children can develop their skills across the whole curriculum including Information Technology, the Arts and Sport
- Help parents to ensure their children can extend their skills by offering after school clubs.

We would like you to:

- Make sure your child arrives at school for 8.45am and no later than 8.55am. Staff will be available to supervise children from 8.45am but we do not encourage earlier arrival as there is no guaranteed supervision of our children and this could leave them vulnerable. We have different waiting areas for children in Key Stage One and for those in Key Stage Two. Please ensure your child waits within school grounds (if you are not accompanying them) and not on the road side
- Ensure your child is collected at the end of the school day by 3:20 p.m. We do record pupils who are collected late and this record is followed up if your child is picked up late on several occasions. It is not nice for a child to need to wait for their parent and this also means staff have to extend their working day to wait with your child
- Make sure your child is at school every day. Leave during term time is not allowed as it really affects the progress a child can make. We cannot promote or encourage this. If your child is very unwell then you will need to provide an explanation for this absence in written form or by telephone to the school
- Attend meetings with your child’s class teacher to discuss your child’s progress
- Attend class assemblies and other events that your child is participating in. Your child will be so proud to have you there as would we!
- Oversee that all homework is returned on time. Children who complete homework at a quality level do better in their studies.
- Use the Homework Diary to communicate any issues/information the teacher needs e.g. if your child does not understand the homework
- Read with your child every evening- a few pages will suffice but is so important if your child is to succeed and access the whole curriculum. Reading is linked to high performance in learning
- Support the school policies and expectations, one being that we expect all adults (staff and parents) to be good role models to all of our children so choice of language, presentation and interactions should be of the highest standard and care.

I have read the above and understand the expectations of Wood End Park Academy. I agree to follow the expectations set out in this agreement:

Name: _____ **Signed:** _____

Attendance

It is important that child's attendance to school is as high as possible. Term time holidays will not be authorised and fines will be issued if one is taken. If your child is too unwell to attend school, a phone call must be made to the school before 9.30am, otherwise you will be contacted by the school and this will be noted.

School Uniform

Children are expected to wear school uniform at all times at Wood End Park Academy. They should also represent the expectations and values of the school and so look presentable at all times.

Our uniform:

- black trousers or skirt
- dark blue sweatshirts or cardigans
- white shirt/polo shirt/blouse
- Black shoes
- Black, grey or white socks
- If headscarves are worn for religious reasons, these must be black, grey, white or dark blue and kept neat
- White T Shirt/polo shirt & Navy shorts for P.E.
- Summer caps – blue
- All hair accessories should be grey, black or white (this is something we are phasing in)
- Ties (optional) – Blue

Jewellery is not allowed apart from ear rings that are small studs or hoops or the item is needed for religious reasons. Watches are allowed.

Make up is not allowed and this includes nail varnish.

Hair cuts should also be in line with your child looking respectable and highly presentable within our school environment e.g. lines/logos cut into boys' hair does not create that smart impression!

P.E. Kit

P.E. kit needs to be in school every single day of the term. The start of a P.E. lesson is slowed by needing to find kit for children who have forgotten it so please ensure this does not happen with your own child! A P.E. kit can be taken home during half term for washing however if you wish to wash your child's kit in between you can, but a spare kit must replace this kit.

Children need to have the correct clothes i.e. colouring for P.E. and games lessons. A dark tracksuit (plain blue, grey or black is needed for the autumn and first half of the spring term). Footwear should be plain black trainers or plimsolls.

Responsible Use of the Internet

As part of the children's curriculum enhancement and the development of ICT skills, Wood End Park Academy provide supervised access to the internet. Access to the internet is supervised, filtered and all our screens are in public view. However, we do expect children, when using ICT to communicate with each other, that they follow the rules of E-Safety.

Please remember to sign page 10

School Bags

We ask that children use our school bags to bring their books and homework into school. These bags can be put in the children's trays in their classrooms each day.

Backpacks/rucksacks are not used by the children. These are too large and bulky to hang on the pegs.

They take up too much space in the classroom and we need this space to house our resources!

Draw-string P.E. bags may be used.

Homework

Homework is an integral part of school life. It is sent home on a Thursday and returned on a Tuesday. A child can complete homework at school if you are unable to set up a suitable work environment at home or can support your child to understand the homework. Just let us know!

Homework Diaries

Each child will be issued with a diary that needs to be brought into school every day. Please use your child's diary to inform the class teacher of anything you wish him/her to be aware of. Each day your child will receive a stamp in their diary if they have had a good day in terms of behaviour- so please look out for this!

Local Walks

On occasions it is appropriate for classes to go into the local community (within a mile) to further their studies. Children will always be accompanied by adults at the ratio of at least 1 adult to every 10 children.

Use of Photography

Photography: We have lots of exciting events that take place at Wood End Park during the year and we sometimes take photographs of the children taking part in the activities which we like to use either on display around the school and sometimes on our webpage or our monthly newsletter.

Permission to walk home alone (for older year groups only)

There may be times when you will be unable to collect your child from school and would wish them to walk home alone. If you agree for your child to walk home on their own, please sign below and mark the appropriate box on the following page.

Please note we will not allow children to leave school on their own during school hours.

I give permission for my child _____ to walk home alone at the end of the school day.

<p>Please remember to sign page 10</p>

CONFIRMATION

I have carefully read the Admissions Booklet and agree to the information contained therein:

Personal Information Form

- Parental & Emergency Contact Information
- Ethnicity

Medical Information

- Routine Health Checks
- Head Lice

Home School Agreement

- Rules
- Attendance
- Uniform - the way we expect our children to present themselves at school
- P.E. Kits
- School Bags

- Local Walks
- Homework

DURING THE TIME MY CHILD IS ATTENDING WOOD END PARK ACADEMY, I GIVE PERMISSION FOR MY CHILD TO:

Have supervised access to the Internet?	YES / NO
Have External Photographs Taken for Newspaper or School Website?	YES / NO
Have Internal Photographs Taken for Class Displays, Class Projects etc?	YES / NO

Signed (Parent/Carer): Date:

Child's Name (please print): _____

Parent / Carers Name: _____

Relationship to Child: _____
(parent / carer / other)

Parent / Carer's Signature: _____

**PLEASE SIGN THIS PAGE AND RETURN THE WHOLE BOOKLET TO
WOOD END PARK ACADEMY**

FOR OFFICE USE ONLY

NEW ADMISSION

Name:	M / F	D.O.B:
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Year	Class:	Admission.Nmbr:	UPN:	Start Date:
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PREVIOUS SCHOOL DETAILS

Name & Address	Tel Nmbr:
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SEN / EAL / G & T

Other comments:

STARTER CHECKLIST

Admission booklet signed <input type="checkbox"/>	Understanding of English <input type="checkbox"/>
Teacher informed <input type="checkbox"/>	Visa seen <input type="checkbox"/>
Records requested from previous school <input type="checkbox"/>	Visa valid until:
Birth Certificate/Passport seen <input type="checkbox"/>	