Clogheen Kerry Pike NS

ENROLMENT FORM

PUPILS DETAILS	
Pupil Forename:	Pupil Surname:
PPSN of Pupil:	Date of Birth:
Pupil's Address: Eircode:	Gender:
Nationality of Pupil:	Religion:
Date to Start School:	Name (s) of Siblings in School:
Name of School or Childcare facility transferring from:	Class wishing to enrol in i.e. Junior Infants., 1st class etc.:
Has copy of Birth Certificate been provided?	Has a copy of Baptismal Certificate been provided (unless Baptised in parish)
FAMILY DETAILS	
Mother's Full Name:	Father's Full Name:

Mother's Address:	Father's Address:
Mother's Mobile:	Father's Mobile:
Mother's landline:	Father's landline:
Mother's Email:	Father's Email:
Emergency Contact 1: Name and no.	Emergency Contact 2: Name and no.
Emergency Contact 3: Name and no.	Number of children in family:
Mother's Occupation:	Father's Occupation:

Medical Information:

Name, address and phone no of family Doctor:

Childhood illnesses (comment – type, duration, hospitalisation etc.)

Medication Yes [ ]   No [ ]

Give details and specify if medication is to be taken in school (Enquire in school regarding policy on Administration of Medicines):

Allergies:

Does your child suffer from any allergies that we need to be aware of? e.g. plasters/nuts

Yes [ ]   No [ ]   If Yes please give details:

Is treatment needed during school hours Yes **[ ]**   No **[ ]**

If Yes please specify:

Other Adverse circumstances e.g. emotional/physical

Give details and specify any conditions not listed above which might be considered to affect the child's ability to benefit from school;

Do you give permission to the school to deal with minor cuts and bruises **Yes [ ]**   **No [ ]**

Education & Learning:

Name of Pre-School_____No. of Years_____Phone: _____

Address: _____

I give permission to the Principal to discuss my child's progress with the pre-school listed above.

Yes [ ]   **No [ ]**

<u>Refer to other agencies</u>

Has your child been assessed by a Speech and Language Therapist?	**Yes [ ]**	**No [ ]**
If yes please enclose a copy of the assessment report.		
Has your child attended speech and language therapy sessions?	**Yes [ ]**	**No [ ]**
Has your child been assessed by an Occupational Therapist?		
	Yes [ ]	**No [ ]**
If yes please enclose a copy of the assessment report.		
Has your child attended occupational therapy sessions?	**Yes [ ]**	**No [ ]**
Has your child been assessed by an Educational or Clinical Psychologist?	**Yes [ ]**	**No [ ]**
If yes please enclose a copy of the assessment report.		
Has your child been seen by the Early Intervention Service?	**Yes [ ]**	**No [ ]**
If yes please enclose a copy of the assessment report.		

In the event of a medical emergency where Parent/Guardian is not contactable, I, the Parent/Guardian authorise the Principal and staff of Clogheen Kerry Pike NS to make any arrangements necessary.

Signature of Parent/Guardian:_____   **Date:** _____

I apply for the above child to be enrolled at Clogheen Kerry Pike NS.   **I agree to be bound by the school's rules and regulations.**

Signature of Parent/Guardian:_____   **Date:**_____

Checklist

Have you attached the following documents?

1. Provided your child's PPS number on the form above?　　　　　Yes [ ]　　　　No [ ]

2. Provided copy of Birth Cert?　　　　　Yes [ ]　　　　No [ ]

3. Provided copy of Baptismal Cert　　　　　Yes [ ]　　　　No [ ]
   (This will only be needed if your child is receiving the Sacraments)

4. Certificate of exemption from the study of Irish (if applicable)　　Yes [ ]　　　No [ ]

5. Any reports or assessments from Psychologists, Speech Therapists, Occupational
   Therapists (if applicable)　　　　　Yes [
   ]　No [ ]　N/A [ ]

6. A diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team
   that has assessed and classified the child as having autism or autistic spectrum disorder and
   a recommendation for a placement in a special class within a mainstream school.

   　　　　　　　　　　　　　　　　　Yes [ ]　　No [ ] N/A [ ]

7. Any other relevant reports　　　　　Yes [ ]　　No [ ]　N/A [ ]

<u>**School Uniform**</u>

Our school tracksuit is available from Buckley's -Shandon Street ,Cork

In very hot weather, school shorts & school polo shirt can be worn. NO OTHER COLOURS, PLEASE.

School starts at 9.00am. (doors open 8.50am)

Closing 1.40pm for Infants and 2.40pm for all other classes.

When dropping or collecting your child to and from school, please keep safety uppermost in your mind.

PLEASE NOTE

In the interest of Health and Safety **long hair must be tied up at all times.**

NOTIFICATION OF ABSENCE

If your child is to be absent from school please email office@ckpns.ie giving a reason for your child's absence. This must be done daily for each day of absence on the morning of the absence.

MEETINGS WITH TEACHERS

If you have an issue that you would like to discuss with your child's teacher, you can ask for an appointment/phone call by, emailing school office@ckpns.ie or by ringing the school.

All issues must be raised first with your child's teacher before attempting to escalate to the Principal

AFTER SCHOOL SERVICE

The Cherry Blossoms service is <u>Monday to Friday, 7am to 7pm excluding Bank Holidays.</u>
Morning and Afterschool Services available throughout the school year, and full-day care available during non-term time (camps).

We complete all written homework with children, then we have a snack, and then we complete our planned activities which are all age appropriate and planned carefully.

For further details contact Cherry Blossoms . Our website is www.roskids.ie

PUPIL ONLINE DATA FOR DEPT. OF EDUCATION & SKILLS (extra to enrolment details)

The Department of Education and Skills has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD (Primary Online Database) was deemed by the Data Protection Commissioner as non-sensitive data. This page of the form will be retained by your primary school.

To which ethnic or cultural background group does your child belong (please tick one)?
(Categories based on the Census of Population)

White Irish   o   Irish Traveller   o   Roma   o   Any other White Background   o

Black or Black Irish - African   o   Black or Black Irish - Any other Black Background   o

Asian or Asian Irish – Chinese   o   Asian or Asian Irish - Any other Asian background   o

Other (inc. mixed background) o   No consent   o

What is your child's religion?

Roman Catholic o	No Consent o	No Religion o
Muslim (Islamic) o	Church of Ireland (Anglican) o	Orthodox (Greek, Coptic, Russian) o
Christian Religion (not further defined) o	Apostolic or Pentecostal o	Other Religions o
Hindu o	Presbyterian o	Atheist o
Baptist o	Buddhist o	Protestant o
Jehovah's Witness o	Methodist, Wesleyan o	Lutheran o
Agnostic o	Evangelical o	Jewish o

Personal category data

Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?

Yes   o   No   o   No Consent   o

I/we (parents/guardians) consent for the special category data in the two questions and the personal category data question to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools my child may transfer to during the course of their time in primary school.

Signed: _____   Date: _____

Please complete this form and return to your primary school. For further information on POD please go to the Department of Education and Skills' website www.education.ie

PARENTAL CONSENT FORM

Please tick to give consent. **(If you do not tick it will be assumed you do not give consent)**

Diagnostic Testing - children will be tested yearly as part of our Assessment Policy. This will include screening and diagnostic tests to identify learning strengths and weaknesses.

I/we give consent to have my child/children tested diagnostically under the Assessment Policy

I/ we give consent to have my child/children to be included in small groups for the purposes of Social skills, oral language and/or literacy and numeracy groups

I/we give consent to have my child/children take part in the STAY SAFE/ Mindfulness/Walk Tall Programmes
I/we give consent to Clogheen Kerry Pike NS to provide information/reports, both written and verbal to another Primary school in the event of our child moving to that school, to a Secondary school when our child leaves Clogheen Kerry Pike NS, and to outside agencies (where necessary) e.g. CAMHS.

Name of Child/Children: _____

_____

Signed: _____ Date: _____ Parent/Guardian

Signed: _____ Date: _____ Parent/Guardian

Permission Form
Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Clogheen Kerry Pike NS .

Name of Pupil: _____ **Class:**_____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph   **Yes [ ]**   **No [ ]**

I do not accept the above paragraph   **Yes [ ]**   **No [ ]**
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's school work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website. Photographs/video clips of my child may also be chosen for inclusion on the website. These photographs/video clips will focus on groups/group activities and will not contain any personal information.

I accept the above paragraph   **Yes [ ]**   **No [ ]**

Signature: _____ Date: _____

Address: _____ Phone: _____

CLOGHEEN KERRYPIKE NS INTERNET ACCEPTABLE USAGE POLICY

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Clogheen Kerry Pike NS will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/monitoring

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/ guardians will receive notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupil's internet usage.
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of no-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal external storage devices or CD-ROMs in school requires a teacher's permission.
12. Pupils will observe good 'netiquette' at all times and will not undertake any action that may bring a school into disrepute
13. 'You Tube' (and similar sites) will be accessed only under the supervision and direction of the teacher.

Email
If pupils are allowed to use email, the following rules will apply

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details, e.g. Address, telephone nos. or pictures via school email.
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms

School Website

Designated teachers will manage the publication of material on the school website

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupil's full names will not be published beside their photograph

Parental signed consent will be needed for the following:

4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such.
7. Pupils will continue to own the copyright to any work published.

Education

Clogheen Kerry Pike NS will undertake an education programme to educate children on safe, responsible use of the internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

1. NCTE Internet Safety Awareness Video
2. Use of the 'Kids' section on the www.webwise.ie website
3. SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool, e.g. Google. Google's search engine has a built-in 'Safe Search'. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed.

Clogheen Kerry Pike NS has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.