



## Hall Orchard Pre-School Registration Pack

Dear parents/carers,

Welcome to Hall Orchard Pre-School. We look forward to meeting you and your child. If you wish to visit the setting, please call on the number below to arrange a convenient date and time to meet the staff and explore the spaces your child will use to play, learn and grow.

This pack has information you will need to register your child at Pre-school. Additional information is available to register for After Schools Club (Hopscotch). Included in the attached papers are session forms for the three terms; data protection information; details on charges and also the terms and conditions of the service.

If you require any further information, please do not hesitate to contact Hall Orchard Pre-School or Hall Orchard CE Primary School.

Kind Regards

Stephen Dunn  
Headteacher

### **Information about Hall Orchard Pre-School**

Our Pre-School offers a complete range of Play and Learning Activities designed specifically for the 3+ and 4+ child.

Hall Orchard Pre-School has been open since 1993. At Hall Orchard CE Primary School (Academy), we offer a range of well-equipped facilities. Our Pre-School is registered with OFSTED as part of Hall Orchard CE Primary School. Our current capacity is 32 children and our permanent and very experienced staff are detailed below:

Lead Practitioner: Leanne Eccles  
Curriculum Manager/SENCO Hayley Jessop  
We also have a number of play workers.

Contact Details: Tel: 01509 414826,  
Email: [preschool@hall-orchard.leics.sch.uk](mailto:preschool@hall-orchard.leics.sch.uk)

### **Hall Orchard Pre-School Organisation**

Morning Sessions – 8.45am until 11.45am  
Afternoon Sessions – 12.15pm until 3.15pm  
(inclusive of parent provided pack lunch, see below)

### **Session Fee Information** **Pre-School Sessions**

- If you wish to pay for a session without using Nursery Funding, the cost will be £14.10 per session.
- Full day sessions have an additional charge of £2.35 per day, payable in advance.
- You may be eligible for Working Tax Credit for cash payments. See <https://www.gov.uk/working-tax-credit/overview>
- Please note that all children can attend Hall Orchard Pre-School the term after they turn 3 years of age.
- During their time at Hall Orchard Pre-School, every child will have opportunities to acquire the skills needed to work towards their Early Learning Goals.
- These learning goals continue into school until the end of their Reception Year.

### **Breakfast Club Sessions 8.00am – 8.50am daily**

- Sessions will begin at 8.00am and finish at 8.50am.
- At Breakfast Club children will have access to a range of games and equipment. They will also be offered toast and a morning drink. At the end of the session staff will take pupils to their classrooms for the school day. Children are eligible to attend if they use the Pre-School, or are pupils at Hall Orchard CE Primary School. Breakfast club is an additional provision and will need to be paid for separately and is not eligible for government funding.
- If you wish to enquire about availability please contact Rebecca Harrison on [rharrison@hall-orchard.leics.sch.uk](mailto:rharrison@hall-orchard.leics.sch.uk)

### **After School Club Sessions 3.10pm – 6.00pm daily**

- After School Club provides further childcare for children at the end of the school day. Children are eligible to attend if they use the Pre-School, or are pupils of Hall Orchard CE Primary School. After school club is an additional provision and will need to be paid for separately and is not eligible for government funding.
- If you wish to enquire about availability, please contact Rebecca Harrison on [rharrison@hall-orchard.leics.sch.uk](mailto:rharrison@hall-orchard.leics.sch.uk)

## **Data Protection Information**

Dear Parent/carer,

This letter contains important details summarising how your child(ren)'s provider will use the various information it holds about him/her/them. This includes information about the various agencies (including Leicestershire County Council) with whom the school is required to share some of this pupil data. If you have any specific queries these should be directed to the setting in the first instance.

Hall Orchard Extended School Setting processes personal data about its children and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- Support children's learning
- Monitor and feedback to parents on their progress
- Provide appropriate care
- Evaluate provision in the setting

This data includes contact details, learning outcomes, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education, and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH) and Primary Care Trusts (PCTs). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they manage the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found via the website link referred to in the next paragraph or, for those pupils/parents where is this not practical, a hard copy can be obtained from the school.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained from Leicestershire County Council's Website via the following link

<http://www.leics.gov.uk/schoolsfpn> or a hard copy can be obtained from the school.

**Please complete the session information for your child here**

- Please tick the appropriate boxes below to clearly indicate which sessions you require.
- Please make sure you complete all three terms.
- Places at Hall Orchard are funded subject to availability of Government Grants and the eligibility of each child.
- Should funding not be made available, then cash payment for sessions will be required.
- All children are entitled to 15 hours of funding but your child may be eligible for 30 hours.
- For all day or afternoons sessions parents must provide a packed lunch including a drink.

**We are a nut free provision please ensure no nuts are included in any packed food.**

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Please note that all children can attend Hall Orchard Pre-School for up to 5 terms before starting full time education in school. The number of terms will depend on your child's birth date. Children will be eligible to attend our Pre-School after the term they turn 3.

Whilst we try our very best to ensure your child can attend the sessions you request, this cannot be guaranteed. Confirmation of your child's sessions will be sent to you once finalised.

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.45 - 11.45					
Afternoon 12.15 – 3.15					

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.45 - 11.45					
Afternoon 12.15 – 3.15					

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.45 - 11.45					
Afternoon 12.15 – 3.15					

**Time over and above 15 hours may be purchased at a cost of £14.10 per session**

**You may be entitled to Family Tax Credit for cash payments, Childcare Voucher Schemes are also accepted.**

\*Full day sessions have a surcharge of £2.35 per day, payable in advance i.e.

Full Day - Government funded plus £2.35

Full Day – Non Funded £28.20 plus £2.35

## **Child Admission Forms and Additional Information**

The child admission forms and additional information are essential to the pre-school and your child. The information they contain will help the pre-school and your child when they start and in the time they are here.

If any of the information changes, such as address or contact details please, notify the pre-school as soon as possible so that we can update our records. We ask that the completed forms and additional documents are returned to the pre-school as soon as possible.

The data within these forms are being collected for the purpose of essential school information to comply with legal requirements and is in accordance with the General Data Protection Regulation May 2018. A copy of the school's data policy is available on the school website under GDPR.

Included in our admissions pack is a copy of the Parent Privacy Notice which identifies how we will manage data provided to us under GDPR.

### **Please provide as much of the following information as possible**

Child's Legal Surname: \_\_\_\_\_ Legal Forename: \_\_\_\_\_

Preferred Surname: \_\_\_\_\_ Preferred Forename: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Gender: M / F (Please circle)

### **Emergency Contact Information**

We need to have emergency contact information for your child. Please provide the contact information in priority order. Ideally, we need more than one contact, up to four contacts.

#### **Contact 1** (Contact 1 must be a parent)

Title & Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Telephone No: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility: Yes / No (Please circle)

#### **Contact 2**

Title & Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Telephone No: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility: Yes / No (Please circle)

**Contact 3**

Title &amp; Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Telephone No: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility: Yes / No (Please circle)

**Contact 4**

Title &amp; Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Mobile Telephone No: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Parental Responsibility: Yes / No (Please circle)

**The Future**

In order to help your child prepare for school we would like to know which school you believe they will be attending:

I would like my child to attend: \_\_\_\_\_

Further information on applying for a place at school can be found at the link below:

Further information is available at <http://www.leics.gov.uk/onlineapplication> Contact the Local Authority school admissions team on 0116 3056684 or email [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk).

Admissions applications for Hall Orchard CE Primary School (Academy) are managed via the admissions service at the local authority.

**Medical Information**

Doctors Name: \_\_\_\_\_ Doctors Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Medical Conditions:** Please tell us if your child has any medical conditions that the school should be aware of, the severity and any medication needed.

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**Dietary requirements:**

If your child has any specific dietary requirements, please inform us below. We prefer more detail than not. If your child has any specific dietary allergies, we need to know so please be sure to list them separately.

Dietary requirements: \_\_\_\_\_

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Dietary allergies: \_\_\_\_\_

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Any other allergies e.g. plasters, baby wipes, sun cream etc. \_\_\_\_\_

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## **Ethnicity**

Please circle the ethnicity that most accurately represents your child's background.

### **All Information on this sheet MUST be completed**

#### White

- British
- Irish
- Traveller of Irish heritage
- Gypsy/Roma
- Any other white background
  
- Black or Black British
- Caribbean
- African
- Any other black background

#### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background
- I do not wish an ethnic background category to be recorded

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

#### **Home Language**

- |             |           |
|-------------|-----------|
| ➤ Bengali   | ➤ Italian |
| ➤ Cantonese | ➤ Punjabi |
| ➤ English   | ➤ Spanish |
| ➤ Greek     | ➤ Turkish |
| ➤ Gujarati  | ➤ Urdu    |
| ➤ Hindu     |           |
| ➤ Italian   |           |

## **Religion**

Circle as appropriate:

- Anglican
- Baptist
- Christian
- Hindu
- Jewish
- Methodist
- Muslim
- Roman Catholic
- Sikh
- United Reform Church
- No religion
- Other



**Child's Nationality:** .....

**Child's Country of Birth:** .....

**Additional Information**

Please provide any additional information about your child you feel we should know.

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Parent / Guardian Name: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Hall Orchard Barrow CE Primary School (Academy)**  
Use of Children's Images, Parental Consent for Photographs/Images Taken in School  
and During Off Site Activities

Note: The word 'images' is used here to include photographs, digital photographs, webcam, film and video recordings.

During your child's time at Hall Orchard Pre-school pictures/images may be taken of them involved in group or class activities, performances etc. These may be displayed in pre-school or on our school website. These images are considered as personal data under the General Data Protection Regulation May 2018.

Individually named pictures will not be displayed in pre-school or on the website. In order for us to display images around pre-school or on the school website we need your informed consent and permission.

Please **complete and return** the reply slip below to provide your informed consent and permission for images as described to be taken of your child during their time as a registered child at Hall Orchard Pre-School.

There are certain instances where images are taken and retained by the school to comply with the school's legal responsibilities under GDPR. The legal reasons for retaining data are identified in the Parent Privacy Notice made available within this pack. A copy of this Notice is also on the school's website under GDPR.

**Note: Under GDPR we require informed consent for the use of your child's photo. If you do not return this form, we will not be able to use pictures or images.**

Yours sincerely

Stephen Dunn  
Headteacher

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\* I/We **do give** informed consent and permission for my Son's/Daughter's\* picture to be used in Hall Orchard Pre-school (or Hall Orchard CE Primary School's) brochures, leaflets, displays, website and school-controlled social media.

\*I/We **do not give** informed consent and permission for my Son's/Daughter's\* picture to be used in Hall Orchard Pre-school's brochures, leaflets, displays, website and school-controlled social media.

Child's Full Name/Class \_\_\_\_\_

Date of Birth \_\_\_\_\_

Parent/Guardian's Full Name (please print) \_\_\_\_\_

Parent/Guardians Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

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\* Please delete as appropriate



## Consent for Trips and Excursions

Dear Parents,

During your child's time at Hall Orchard CE Pre-school, the children will take part in a variety of visits and activities.

Where your child is involved in off-site activities, we must have formal permission to take your child out of school.

Please return the completed slip below to the school office as soon as possible. If you have any queries, please contact the school office on the number below.

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### Consent for Trips and Excursions

Child's Full Name: \_\_\_\_\_

I/We give permission for our child to go on school trips and excursions during the school day Parent/Guardian's Full Name (please print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## School Gateway Online Payment System

Hall Orchard CE Primary School and pre-school uses a variety of ways to keep you informed whilst your child is at school.

The School Gateway [www.schoolgateway.com](http://www.schoolgateway.com) is an electronic web based service that allows us to manage the payments for trips, dinner money, clubs and is an easy way to communicate by text and email. The School Gateway is an online payment method which puts you in control. You can access it at any time, track how much you have paid, what is outstanding and make payments directly to us using your debit or credit card.

For the systems to work we need a current email address and mobile phone number from parents.

### **How to get started...**

1. Complete the slip below and return to the school office before proceeding to the next step. Please allow two working days before logging onto the system.
2. Go to [www.schoolgateway.com](http://www.schoolgateway.com)
3. Select "New User" and enter the same details you registered with the school
4. A text will be sent to your mobile containing a PIN code. Once you have received your PIN enter it in to the relevant field on the School Gateway to activate your account.
5. It is important that you give the school your mobile number both on this form and on the admission form as the first point of contact the two system then 'link' the number together

**Note: If you experience any problems with the system please contact the school at the earliest opportunity so that we can resolve these quickly**

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### **Details required by the school to create your registration for School Gateway**

1. Child's full name: \_\_\_\_\_
2. Name of parent(s): Please print \_\_\_\_\_
3. Email address: \_\_\_\_\_
4. Mobile number: \_\_\_\_\_



## Hall Orchard Pre-School Food Allergens Procedure

Hall Orchard pre-school regards its duty to manage potential food allergens that come into the setting seriously. Linked to other school policies including Food and Drink and Health and Safety we need to make parents aware that Hall Orchard is a Nut Free area.

### **Aims**

The aim with the policy is to ensure all parents making use of this provision do not pack any nuts or products with nuts in their child's packed lunch or any other food products brought in for their child.

To ensure parents are aware we will manage any food allergies particularly those in the notifiable groups according to the December 2014 legislation **if we are informed of the need.**

We would ask parents to complete to notify the setting if their child has any allergies in particular allergies which require the setting to hold anaphylaxis medication in whatever form.

We also need parents to sign the return slip below acknowledging the above information which includes the need to ensure packed lunches or other snacks brought in for their child do not include any nuts or products that include nuts. Any foods that contain nuts will unfortunately need to be disposed of to protect the safety of all those in the setting. If this occurs parents will be contacted so that an alternative can be provided by either the parents or if necessary by the setting.

For the avoidance of doubt this includes

- 'Nutella' and Nutella style chocolate spreads
- Mixed packets of fruits and nuts
- Cereal bars with nuts in
- Any product with peanuts

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## Hall Orchard Pre-School Food Allergens Procedure

I have read and understand Hall Orchard Pre-school's food allergens policy.

Parents' Name \_\_\_\_\_ Childs Name \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Office use only returned on \_\_\_\_/\_\_\_\_/\_\_\_\_

Logged by Staff Name \_\_\_\_\_