IMPORTANT FORMS TO RETURN

Please complete and return these forms to Valley Gardens Middle School Office by 4th July 2020.

Many thanks

VALLEY GARDENS MIDDLE SCHOOL ADMISSION FORM

PUPIL'S SURNAME_____ FORENAMES_____

PUPIL'S ADDRESS_____

POST CODE_____

PUPIL'S ETHNICITY_____ RELIGION_____ HOME LANGUAGE_____

Pupil's travel arrangement:

Car		Car share		Cycle		Metro		Public bus		School bus		Taxi		Train		Walk		other	

(Please tick only one)

EMERGENCY CONTACTS /PARENTAL RESPONSIBILITY

(If any details change during the school year please let the school office know a.s.a.p to ensure that your child's record is up to date in case of an emergency.)

Please list names of those people - in order of priority **(including parents)** - who can be contacted in case of sickness etc.
We have a text messaging and email service in operation so ideally parents/carers mobile phone numbers should be first contact.

Contact Priority Including Parents	Title	Parental Responsibility YES/NO	Full Name	Contact Telephone Numbers and Email address	Contact Address	Relation-ship to child
1				Home: Mobile: Work: Email:		
2				Home: Mobile: Work: Email:		
3				Home: Mobile: Work:		
4				Home: Mobile: Work:		

PARENTAL INFORMATION

In line with the Education Act 1986 and Children Act 1989, the school needs to know who has parental responsibility as each parent has the right (i) to vote in elections for parent governors (ii) to be consulted about the pupil's education and be provided with copies of school reports.

Parental responsibility can be limited by court order so the school must keep copies of any court orders to ensure that children are not handed over to any parent who may place them at risk.

Is there a court order relating to this child limiting parental responsibility? *(Circle)* **YES** or **NO**

Does anyone else have **legal responsibility** for this pupil? If so, please state name, address, telephone number and relationship to pupil e.g. grandparent, guardian, step-parent etc. in the grid above.

MEDICAL INFORMATION

(If any details change during the school year please let the school office know a.s.a.p to ensure that your child's record is up to date in case of an emergency.)

DR/SURGERY NAME _____ TEL NO._____

ADDRESS_____

MEDICAL CONDITIONS OR INFORMATION THAT YOU WISH THE SCHOOL TO RECORD:

Please complete a Healthcare Plan and /or Medicine Form. These are available on the school website or from the school office.

(If any changes occur during the school year please let the school office know a.s.a.p to ensure that your child's record is up to date.)

_____

ANY SPECIAL DIETARY NEEDS (e.g. vegetarian)

_____

ADDITIONAL NEEDS FOR PUPILS OR PARENTS/CARERS

In line with the school working towards removing any barriers for disabled pupils or parents/carers, please list any disability or additional needs that the school should be aware of.

(If any changes occur during the school year please let the school office know a.s.a.p to ensure that your child's record is up to date.)

_____

_____

PARENTAL CONSENT: The school may ask for specific consent for different trips and visits, but a general register of consent will be kept for easy reference.

Photographs/videos of pupil for publicity reasons:
I *do / *do not give consent for my child to be photographed or videoed.
(*please delete as appropriate)

School visits:
I *do / *do not give consent for my child to participate in school visits.
(*please delete as appropriate).

Internet access:
I *do / *do not give consent for my child to have access to the internet.
(*please delete as appropriate)

Copyright permission: e.g. copying pupil's work for display / competition entries
I *do / *do not give copyright permission.
(*please delete as appropriate)

Sex education:
I *do / *do not give consent for my child to receive sex education.
(*please delete as appropriate)

Data exchange: e.g. sharing test results / assessment levels with transition school.
I *do / *do not give consent for data relating to my child to be exchanged.
(*please delete as appropriate)

Child from Service Family: (Parent/Parents serving in the Armed Forces)	Yes		No	

Data Protection Act 2018: The school is registered under the General 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 DFE. More information about data protection can be found on our website.

Signature: ..... Date: .....

Valley Gardens, Whitley Bay, Tyne & Wear NE25 9AQ
Tel: (0191) 200 8792 Fax: (0191) 200 8785
Email: ValleyGardensMiddle@northtyneside.gov.uk

Headteacher: David Godfrey
Chair of Govs: David Nisbet

Photography/Video Permissions

We love to celebrate the wonderful work our students are doing in many ways, including publishing photographs and video footage on the school website, on our Twitter/Facebook pages and occasionally sharing them with outside organisations such as the BBC and local newspapers.

However, in light of the Data Protection Act, it is vital that we obtain your explicit permission for each of these different situations.

Please note: Children will not be identified by name in any published photograph without explicit prior consent.

It is essential that we receive a response for every pupil, please complete as soon as possible.

1. Name of parent who is giving permission

   _____

2. Child's name

   _____

3. Child's Year/Form Class

   _____

4. May we take your child's photograph/video to be used purely within school, for example to record work done, for displays or share in assembly?

   Please tick: Yes _____ No _____

5. May we share your child's photograph/video on our website and Twitter/Facebook pages?

   Please tick: Yes _____ No _____

6. May we share your child's photograph/video with outside organisations, such as TV and newspapers?

   Please tick: Yes _____ No _____

North Tyneside Council

EVF4

(to be distributed with an information sheet giving full details of the visit)

School/Group: _____

1. **Details of visit to:** _____

   From: _____ Date/Time: _____ To: _____ Date/Time: _____

   I agree to _____ (name) _____ Date Of Birth taking part in this visit and have read the information sheet. I agree

   to _____'s participation in the activities described. I acknowledge the need

   for _____ to behave responsibly.

2. **Medical information about your child**

   a. Any conditions requiring medical treatment, including medication? YES/NO
   If YES, please give brief details:

   _____

   _____

   _____

   b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

Dietary Requirements	Medical Needs

For residential visits and exchanges only

   c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

   If YES, please give brief details:

   _____

   _____

   _____

   d.

Is your son/daughter allergic to any medication? YES/NO

If YES, please specify

_____

_____

_____

e. When did your son/daughter last have a tetanus injection?

_____

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

2. **Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

_____

Alternative emergency contact:

Name: _____ Tel No: _____

Address: _____

_____

Name of family doctor: _____ Tel No: _____

Address: _____

_____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT

Valley Gardens Middle School

MUSICAL INSTRUMENT TUITION SCHEME

Valley Gardens Middle School has long had a reputation for the quality of its music education in the classroom as well as that provided by its peripatetic music staff.

The school is able to arrange tuition but the cost must be met by the parents. Parents will also have to be responsible for the purchase of music and ancillary equipment such as reeds and drum sticks. The school is able, depending on availability, to offer loan of instruments for which a levy of £5.00 per term is required. If all our instruments are on loan, we will put your child's name on our waiting list or alternatively you can make your own arrangements. Where school instruments, i.e. guitar and drums are used in lessons a nominal charge of £3.00 per year will be required to cover the repair and maintenance.

Please read the information on the reverse of this form before signing up for this scheme.

Instrumental tuition is available in school on the following instruments:

Instrument	Teacher	Availability and requirements of instrument
Violin and viola	Mrs Critten	Available to hire
Cello	Mrs Bland	Available to hire
Flute, clarinet and alto saxophone	Miss Freeman	Available to hire • Reeds
Oboe	Mr Crinson	Available to hire • Reeds
Trumpet, French horn, trombone	Mr Flood	Available to hire
Drum kit	Mr Hetherington	**Not** available to hire • Instrument to practice on • Drum sticks
Piano	Mrs Gould	**Not** available to hire • Instrument to practice on
Piano	Mr Soulsby	**Not** available to hire • Instrument to practice on
Keyboard	Mr Jobson	**Not** available to hire • Instrument to practice on
Guitar (acoustic and electric)	Mr Moore	**Not** available to hire • Instrument to practice on
Bass guitar, ukulele and guitar	Mr Turnbull	**Not** available to hire • Instrument to practice on
Recorder (descant, treble and tenor)	Mrs Teoh	**Not** available to hire • Instrument to practice on
Voice	Miss Shepherd	

MUSICAL INSTRUMENT TUITION SCHEME

Details of the scheme are as follows:

Lessons

1. Lessons are normally half-hour sessions held once per week and teachers aim to provide 36 weeks of tuition per year.
2. Pupils are taught on a rotating timetable so that pupils do not miss the same subject every week.
3. Tuition will be in small groups unless you would like to request individual lessons. (Please see 'Cost').
4. Timetables are posted on the board within the Music Department as well as in the main school building. There is also a place in pupil's planners to record instrument lessons.
5. It is the responsibility of pupils to attend lessons. Please see 'Lessons Missed.'

School Instruments

6. A levy of **£5.00 per term** will be required for those borrowing a school instrument.
7. Where demand for school instruments is great, the school will test the suitability and aptitude of potential pupils. Parents will be informed of our findings.
8. Where school instruments, i.e. guitar and drums are used in lessons a nominal charge of **£3.00 per year** will be required to cover the repair and maintenance.

Purchase of Own Instruments /Trial of Instruments

9. For pupils wanting to purchase their own instrument the department runs an 'Assisted Instrument Purchase Scheme' whereby parents can purchase a musical instrument at a reduced cost. (Contact the pupil's instrumental teacher, Foundation Subject Leader or visit the Music Department on the school website for further details of this scheme).
10. There are a number of schemes from music shops within the area that allow you to trial an instrument paying monthly then deducting this from the total cost of the instrument, allowing you to either hire or purchase the instrument.

Cost

11. Invoices for tuition are issued at the beginning of each term/half term.
12. Fees are around £14.00 per half hour lesson and is divisible by the number in the group. (Groups of 2 = £7.00; group of 3 = £4.66 per lesson).
13. There is a charge for using school instruments, please see 'School Instruments.'
14. Prompt settlement of bills is appreciated.
15. All queries regarding bills and lessons should be addressed to the instrumental staff.

Lessons Missed

16. Attempts will be made to 'make up' lessons missed through genuine prolonged illness (of child or teacher) but it must be borne in mind that these are group lessons which will take place even if your child is not present.
17. Lessons missed through forgetfulness, failure to bring music or instrument, or lessons missed through absence from school for non medical reasons (i.e. holidays) may not be 'made up'.
18. Where major school activities (e.g. trips, exams) prevent attendance, teachers will provide alternative timings, providing pupils discuss alternatives with them **in advance**.

Extra Curricular

19. Once pupils reach a certain standard we would expect them to attend an extra curricular activity i.e. choir, windband, string orchestra, recorder group, rock bands etc.

Cancellation of Lessons

18. To cancel instrumental lessons, parents/carers are required to give a minimum of a **half-term's notice in writing** or a **half term's fees in lieu**.

All forms mentioned above can be downloaded from the school website.

Valley Gardens Middle School

MUSICAL INSTRUMENT TUITION SCHEME

REGISTRATION FORM

Name ..... Form Class (if known) .....

Date .....

Please complete **ONE** form per instrument.

LESSONS

If your child is interested in beginning instrumental lessons, please complete **section A.**

If your child already plays an instrument and would like to continue, please complete **section B.**

Section A – Beginning Lessons

What instrument would you like to play? .....

Has your child previously received any other instrumental training? YES / NO
If **'YES'**, please complete the details below:

Instrument: .....

Length of tuition: ..... (years).

Standard reached: ..... (grades).

If you need to borrow a school instrument, please indicate this within the **'Instrument'** section of this form.

Section B - Continuing Lessons

Please state the instrument(s) you would like your child to continue:

1st Instrument .....

Length of tuition ..... (years)

Standard reached ..... (grades)

2nd Instrument .....

Length of tuition ..... (years)

Standard reached ..... (grades)

If you need to borrow a school instrument, please indicate this within the **'Instrument'** section of this form.

Please continue on the other side

INSTRUMENT

Will the loan of an instrument be required? YES / NO
(Please see list of instruments available for hire) *(Please delete as appropriate)*

If 'NO', you will need to make your own arrangements to provide an instrument for your child.
(Please see Purchase/Trial of Instruments).

Contact Details

Please print your details clearly as teachers use this information to contact you.

Name of Parent/Carer .....

Address .....

.....

.....

.....

.....

Contact telephone number .....

Email Address .....

Contract

I have read and accept the terms and conditions as part of the Instrumental Scheme. I realise that I am responsible for the cost of the lessons and understand that if my child is to discontinue that I am required to give a half terms notice or half a term's fees in lieu.

Signed ..... (parent/carer)

PLEASE DO NOT SEND ANY CHEQUES AT THIS STAGE. YOU WILL BE ADVISED.