



# St. Joseph's Catholic Primary School Admissions Pack

## Admissions Information Booklet

In this booklet you'll find useful information on joining our Primary School

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**Please keep this booklet for your record**

**St. Joseph's Catholic Primary School**

**Pontardawe Road, Clydach, Swansea, SA6 5NX**

**Telephone:** (01792) 842494

**Email:** St.Josephs.RCPprimary.School@swansea-edunet.gov.uk

**Website:** <http://www.stjosephscatholicps-swanea.co.uk/>



**@stjpsc**

## **Croeso,**

We are pleased that your child will be attending our school. We're really looking forward to working with you to ensure that your child has a fantastic time with us at St. Joseph's Catholic Primary School. All the information listed in this leaflet can be found on our school website. You will find lots of information about our school on our website <http://www.stjosephscatholicps-swansea.co.uk/> and also in our Prospectus which you will receive with this pack.

## **Completing our School Admission Pack**

Please complete and return this as soon as possible prior to your child starting our school. This will enable us to put your child's information on to our Database. If your child has attended another school we will be able to contact them to obtain any relevant results and tracking information which helps us to assess their progress to date.

It is important that you ensure any medical information is reported to us in detail in the Admission Pack, particularly if your child has any regular medication eg. Inhaler, Anti-histamines, please let us know and we will give you the appropriate forms which need to be filled in. We'd be grateful if you could let us know if your child has any food allergies, not just for school dinners but also for when pupils take part in cooking lessons as part of the curriculum.

Please ensure you complete all sections of the Admissions Pack. When you return the pack to school we also request to see your child's birth certificate which we will photocopy to keep on file at school.

## **Data Protection & Information Sharing**

St. Joseph's Catholic Primary needs to hold certain personal information about students. Information will be held in accordance with the **Data Protection Act 1998, GDPR (May2018)** and the School Data Protection and Accessing Records Policy. Personal data will be used and shared for a variety of purposes that St. Josephs' Primary considers to be of benefit to pupils including (but not restricted to) monitoring academic performance, statistical reporting, awarding qualifications and provision of services.

St. Joseph's Catholic Primary complies with the 'Data Sharing Code of Practice' here: - [https://ico.org.uk/media/fororganisations/documents/1068/data\\_sharing\\_code\\_of\\_practice.pdf](https://ico.org.uk/media/fororganisations/documents/1068/data_sharing_code_of_practice.pdf)

Please see our school website, privacy notices in your admission pack and / or [www.ico.gov.uk](http://www.ico.gov.uk) for further information.

sQuid



Our school uses sQuid online for payments of dinners and trips etc.

We also use sQuid as our main means of communication via email and text messaging. Our weekly newsletter is put onto the website along with information about trips, visits, clubs and other day to day information about our school.

You will receive an activation letter on your child's first day and this will contain your User name and Password (which you will then be able to alter).

If you already have a sQuid account, please see the section below that details how to add a child to your account.

### How to create your own online sQuid account

1. Go to the sQuid web page **squidcard.com/welcome**
2. Select the '**Click here to create a sQuid account**' link
3. Enter your details, create a password, choose a security question and answer
4. Click the '**Register**' button to complete your registration
5. Confirm your registration by clicking the link in your activation email
6. Complete the required additional personal details
7. Add your sQuid registration number, security code and assign a display name

Your 16 digit **sQuid registration number** is: «**CARD\_NUMBER**»

Your 3 digit **security code** is: «**CVV**»

### Already have a sQuid account?

Simply add your child's sQuid registration number and security code to your account on the 'Users' page.

Once you have created and activated your account, you will be able to access and manage your sQuid account online at anytime to:

- **Top up your account from your bank account, credit or debit card**
- **Check your account balance**
- **View your transactions**
- **Update your details**
- **Add further children to your account**

Please refer to the sQuid web site for full Terms and Conditions.

<https://www.squidcard.com/terms-conditions>

You can read the sQuid privacy policy here <https://www.squidcard.com/privacy-policy>

### sQuid mobile app

The sQuid App is free to download on iOS and Android devices, providing a quicker and more convenient way to access, manage and top up your online sQuid account

# How to register a sQuid account

## Create an account and top up online

### 01 Getting started

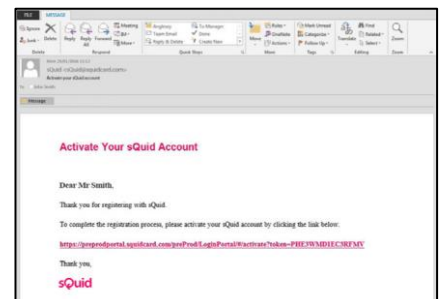
Go to [portal.squidcard.com](http://portal.squidcard.com) and click the 'Create a customer account' link. You will then be directed through to the sQuid account registration form.

### 02 Create a sQuid account

You will need to enter your personal details, create a **password** and select a **security question** from the list provided, and enter your answer. Click on the 'Register' button to complete your registration.

### 03 Activate your sQuid account

Once your sQuid account is registered, you will receive an email from sQuid containing an **activation link**. Click on the activation link to be brought back into the sQuid portal, where you will be asked to complete some additional details.



### 04 Add a sQuid Registration Number (SRN)

Having created your sQuid account, you will be prompted to register your unique sQuid Registration Number. This is the **16 digit number** shown on the front of your registration letter, together with your **3 digit security code**. You'll also be able to assign an easy to remember display name on this screen.

To add any additional users to your account after this initial registration process, simply go to the 'Users' page and add the user's sQuid Registration Number and 3 digit security code.

### 05 Add funds to your sQuid account

You can add money to your account from a bank transfer or a credit or debit card. Click on the 'Top up' link at the top of the page, select your preferred payment method and follow the online instructions.



**C I T Y   A N D   C O U N T Y   O F   S W A N S E A**  
**D I N A S   A   S I R   A B E R T A W E**

To parents/carers of learners Swansea  
schools

Please ask for:  
Gofynnwch am:

Kelly Small

Direct Line:  
Llinell Uniongyrchol:

01792 636686

E-Mail:  
E-Bost:

education@swansea  
.gov.uk

Our Ref:  
Ein Cyf:

Your Ref:  
Eich Cyf:

Date:  
Dyddiad:

Dear Parent/Carer,

### **School Meals – No-Debt Policy**

As of 1 September 2017, the City and County of Swansea will adopt a clear no-debt policy relating to the payment and provision of school meals. This is to ensure that, other than where there is an entitlement to free school meals, parents or carers pay for children's meals.

This will also ensure that school funding is used exclusively for the purpose of providing education to pupils. If debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. In previous years, the local authority has had to cover debts of tens of thousands of pounds. We are no longer able to do this and are seeking your support and cooperation to address this matter.

To help to make payments for meals as easy as possible we are introducing a new online payments system called sQuid in September and you will receive information from your school about how to register.

If you believe that your children may qualify for entitlement to free school meals you can find out more on [www.swansea.gov.uk/FSM](http://www.swansea.gov.uk/FSM) where you can also make an online application or print off a paper form to send to us in the Civic Centre. If you have any queries about free school meals you can contact 01792 635894 or email [FreeSchoolMeals@swansea.gov.uk](mailto:FreeSchoolMeals@swansea.gov.uk) or visit the contact centre in the Civic Centre. This allowance is a statutory right and it is important that you use it if you qualify.

### **EDUCATION DEPARTMENT / ADRAN ADDYSG**

CIVIC CENTRE, OYSTERMOUTH ROAD, SWANSEA SA1 3SN

GANOLFAN DDINESIG, FFORDD YSTUMLLWYNARTH, ABERTAWE, SA1 3SN

☎ (01792) 636000 📠 (01792) 636642

✉ [education@swansea.gov.uk](mailto:education@swansea.gov.uk) <http://www.swansea.gov.uk>

To receive this information in an alternative format please contact Education Support ☎ 637400

I dderbyn y wybodaeth hon mewn fformat arall, cysylltwch â Chefnogi Addysg ar ☎ 637400

## St. Joseph's Catholic Primary School - ICT Acceptable Use Policy

### School Policy

The internet and communications technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. These technologies are powerful tools, which open up new opportunities for everyone and can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**All users should have an entitlement to safe internet access at all times.**

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### Acceptable Use Policy Agreement for all pupils

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my own personal safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my 'toothbrush' – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", (i.e. chatting to an unknown person who could be lying about themselves in order to gain your confidence and trust), when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school ICT systems are primarily intended for educational use and that **I will not use the systems for personal or recreational use unless I have permission to do so.**
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- **I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so.**

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my personal hand held / external devices (mobile phones / USB devices / iPods etc.) in school **if I have permission**. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- **I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.**
- I will **not** use chat and social networking sites at any time on the school premises.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include temporary **loss of access to the school network / internet**, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

The wording we use with Foundation Phase pupils is as follows although the above still stands.

**This is how we stay safe when we use computers:**

- I will ask a teacher or another adult from the school if I want to use the computers
- I will only use activities that a teacher or another adult from the school has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or another adult from the school if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

**Please sign and date the agreement document (in the admissions pack on pages 5 & 6) to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return the agreement, access will not be granted to school ICT systems.**

## **Use of Digital / Video Images**

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Our school make use of photography and video a wide range of activities. These include evidencing pupil classwork and attainment and inclusion in our promotional material.

Some photographs taken and videos recorded may be necessary as part of our legal obligations, conditions of contract, and necessary to perform public tasks. These photographs will not be shared publicly and only used for their intended purpose.

For example; to submit work to an examination organisation.

Images may also be used to celebrate success through their publication in newsletters, on the school website, social media (eg Twitter) and occasionally in the public media. Photographs may be used:

- **on display boards around the school**
- **on the school website**
- **on the school's social media (eg Twitter)**
- **in the school prospectus (digital and printed)**
- **School policies (digital and printed)**
- **School newsletters (digital and printed)**
- **marketing eg concerts, sports events, fete etc**
- **in the press eg Evening Post**

In addition, our school may invite an external photographer to the school each year to take official school photographs.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

Parents are requested to sign the permission form below **to allow the school** to take and use images of their children.

## **Conditions of Use**

- We will not re-use any photographs or recordings after your child leaves this school.
- We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail, postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany that article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels such as 'a science lesson' or 'making Christmas decorations'.
- We will only use images of pupils who are suitably dressed to reduce the risk of such images being inappropriately used.



### **Parental Photography:**

We understand that parents are very supportive of their children. Photographs taken and video recordings by parents and relatives of children at our school should be for **personal** use only; “**personal use**” photographs and videos **must not** be sold, shared online, or publicly in any other format.

There may arise occasions when our head teacher requests that photographs and videos are not taken. A copy of our Photography and Video Policy is available upon request. If you have any concerns, please contact our school office

### **Local Visits**

At St. Joseph’s Primary we provide opportunities for our children to gain exposure to a range of learning experiences both in and outside the classroom. Class trips to venues in the local area make up a considerable part of outside the classroom learning. This form is to give consent for your child to attend trips to venues in the local area. Some of these venues will include:

- St. Benedict’s Church
- Library

We will inform you of any trips and visits we make in the locality, but will not require additional permission unless the visit also involves transport.

### **Collection from school**

It is important that the school knows who has permission to pick your child up other than yourselves as parents / guardians. This also includes Tiny Tadpoles.

We understand that child care for many parents means that children may be picked up by different people through the week. Please inform your child’s class teacher of the routine for pick up and ensure that the teacher is aware if there is a change to arrangements. We also appreciate that plans may change during the day, we ask that you let us know of any changes to arrangements as early as possible – the office is very busy at the end of the day and it is sometimes difficult to pass on messages to staff if we are notified late in the day.

As your child progresses through school you may decide that they can walk home independently, perhaps in Y5 and Y6. If you decide that your child is ready for this step please speak to their class teacher to inform them of your decision.

You can apply for free school meals online at [www.swansea.gov.uk/freeschoolmeals](http://www.swansea.gov.uk/freeschoolmeals)  
**Application for Free School Meals**



Your full name:	Mr / Mrs / Miss / Ms	
Address:		
	Post code:	
Your date of birth		
Your National Insurance Number or National Asylum Support Service (NASS) number		
Your partner's name		
Your partner's National Insurance Number or National Asylum Support Service (NASS) number		
Your partner's date of birth		
Your daytime telephone number		
e-mail address		
What is your relationship to the pupil(s) e.g. parent, grandparent, guardian, foster parent etc.		

Please place a tick against the payment(s) you receive. ✓

		You	Your partner
1	Income Support		
2	Income Based Job Seekers Allowance		
3	Income related Employment and Support Allowance		
4	Support under Part VI of the Immigration and Asylum Act 1999 (We will need your NASS number)		
5	Guaranteed Element of State Pension Credit		
6	Universal Credit		
7	Child Tax Credit with an annual income, as assessed by the Inland Revenue that does not exceed £16,190.00 and NOT receiving Working Tax Credit		
8	Working Tax Credit Run On - this payment may be received for a further four weeks after Working Tax Credit stops (you will <u>not be entitled</u> to free school meals if you receive Working Tax Credit in any other circumstances).		
9	I am a pupil who receives Income Support or Income Based Job Seekers Allowance in my own right		

Please list ALL your children of school age (continue on the back of this form if necessary):

Child's last name	Child's first name	Male / Female (M or F)	Child's date of birth	School attended (if child due to start at a new school soon please detail this)	Uniform grant requested ✓ (Yr 7 pupils)

### Uniform grant Voucher

A one off grant of £105 to spend on school uniform is also available to pupils joining Year 7 of secondary school where their parents receive one of the benefits listed. If your child is joining year 7, and you would like to apply for this grant, please tick the 'uniform grant requested' box above when you declare your children's details.

This form will be treated as your application for the grant.

**Your declaration** - Please read this declaration carefully before you sign and date it.

I declare the information I have given on this form is correct and complete and I will immediately inform the Council's Benefits Section of any change in circumstances that might effect my eligibility for free school meals, including changes to my address or benefit details.

I agree that you will use the information I have provided to process my claim for free school meals and, where requested, a school uniform grant. I understand the Council will contact other central and/or local government bodies to verify my initial and ongoing entitlement.

I agree that you can inform the school / schools attended by my child/children of their initial and ongoing entitlement to free school meals.

I understand that the Authority may use the information I provide for the prevention and detection of fraud. It may also share this information with other bodies administering public funds for these purposes.

Signature of Applicant ..... Date:.....

Please bring or post this form to :

The Benefits Section  
Free Schools Meals Team  
City and County of Swansea, Civic Centre  
Oystermouth Road  
Swansea, SA1 3SN

If you have any questions about Free School Meals, you can find more information on our website –

[www.swansea.gov.uk/freeschoolmeals](http://www.swansea.gov.uk/freeschoolmeals) OR

e-mail us: [freeschoolmeals@swansea.gov.uk](mailto:freeschoolmeals@swansea.gov.uk)