



ABERDEEN  
CITY COUNCIL

# SCHOOL ADMISSION FORM

**Hazlehead School**  
Provost Graham Avenue, Aberdeen AB15 8HB  
Email: [hazleheadprimary@aberdeencity.gov.uk](mailto:hazleheadprimary@aberdeencity.gov.uk)  
Tel: 01224 498120



For Office Use Only				
Admission Date		Roll No.		Scottish Candidate No.
Year		Class		GIRFEC Named Person
In Zone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, Zoned School	

(Guidance Notes Attached – Please Contact the School if you require Further Information or Help to Complete the Form)

## PLEASE COMPLETE IN BLOCK CAPITALS

PUPIL INFORMATION				
Forename			Middle Name(s)	
Surname			Known As	
Date of Birth			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Pupil Home Address				
Postcode			Home Phone No	
Pupil Email			Pupil Mobile No	
Previous School/Nursery				
If previous school not in Scotland has pupil previously attended a Scottish school?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name and location				
Please give details of any brothers and sisters and the schools they attend	Name	Date of Birth	School	
	1.			
	2.			
	3.			
	4.			
	5.			
6.				

<b>PARENTS/GUARDIANS CONTACT DETAILS</b>
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Schools will send information concerning a pupil's progress at school to those on this form that have parental responsibilities and rights (see Guidance Notes). **IMPORTANT:** If a pupil's natural parent has had parental responsibilities and rights removed by a Court, it is important that the school is aware of this. Please give this information confidentially to the Head Teacher, attaching copies of the relevant Court Orders.

<b>Relationship to Pupil</b>						
<b>Parental Responsibility</b> (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Title (Mr, Mrs, Dr etc)</b>						
<b>Forename</b>						
<b>Middle Name(s)</b>						
<b>Surname</b>						
<b>Occupation</b>						
<b>Employer</b>						
<b>Home Tel No</b>						
<b>Work Tel No</b>						
<b>Mobile No</b>						
<b>Email</b>						
<b>Address (if different from Pupil's address)</b>						
<b>Postcode</b>						
<b>EMERGENCY CONTACTS</b>						
<b>SOS Contact</b>	<i>For each of the above contacts please indicate if you would like them to be contacted in the event of an emergency</i>					
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>SOS Priority</b>	<i>Please indicate the order of priority your emergency contacts' should be contacted</i>					
<b>Additional Emergency Contacts</b> <i>(Give the details of any additional emergency contacts - excluding those listed above)</i>	<b>Name</b>	<b>Relationship</b>		<b>Tel/Mob No</b>		
	1.					
	2.					
	3.					
	4.					

Please provide an emergency address, in the section at the back of this form, where this pupil can go to in exceptional circumstances e.g. adverse weather

### MEDICAL DETAILS

**IMPORTANT:** Parents may convey relevant medical information on this form or under a separate cover. Details relating to any disabilities (physical or mental) should be given in 'Pupil Needs' section

<b>Doctor Practice</b>	<b>Tel No.</b>
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<b>Address</b>
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<b>Does pupil have a medical condition?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<b>If yes, please give details</b>
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<b>Alert information the school should be aware of</b>
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<b>Has this pupil got a disability?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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A person is disabled if they have a physical or mental impairment which has a substantial and long term (ie lasts for more than a year) adverse effect on their ability to carry out normal day to day activities.

<b>If you ticked "No" and this pupil has any additional support requirements please give details</b>	
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<b>If you ticked "Yes" please tick the appropriate pupil need(s) below</b>
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- |  |   |
|--|---|
| <input type="checkbox"/> Learning disability                             | <input type="checkbox"/> Language or speech disorder  |
| <input type="checkbox"/> Dyslexia  | <input type="checkbox"/> Autistic Spectrum Disorder   |
| <input type="checkbox"/> Other specific learning difficulty (eg numeric) | <input type="checkbox"/> Physical health problem      |
| <input type="checkbox"/> Other moderate learning difficulty              | <input type="checkbox"/> Mental health problem        |
| <input type="checkbox"/> Visual impairment                               | <input type="checkbox"/> Communication Support Needs  |
| <input type="checkbox"/> Hearing impairment                              | <input type="checkbox"/> Physical or motor impairment |
| <input type="checkbox"/> Social, emotional and/or behavioural difficulty | <input type="checkbox"/> Deaf/blind                   |

<b>Other (please specify):</b>	
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### ADDITIONAL SUPPORT PROVISION (Please tick as appropriate)

In order that the school can plan for the pupil's educational needs it is important to know of any additional support involvement (Please give contact names for those marked with \*). This information is in the strictest confidence and may involve a meeting with the school.

- |   |  |
|---|--|
| <input type="checkbox"/> Autism Outreach      | <input type="checkbox"/> *Speech & Language Therapy              |
| <input type="checkbox"/> Vision Support       | <input type="checkbox"/> Child & Family Psychiatry               |
| <input type="checkbox"/> Hearing Support      | <input type="checkbox"/> Hospital & Home Tuition Service         |
| <input type="checkbox"/> *Young People's Dept | <input type="checkbox"/> *Educational Psychology                 |
| <input type="checkbox"/> Police               | <input type="checkbox"/> *Social Work Involvement                |
| <input type="checkbox"/> ASN Base place/class | <input type="checkbox"/> Pupil Support Service                   |
| <input type="checkbox"/> Language Unit        | <input type="checkbox"/> English as an Additional Language (EAL) |

<input type="checkbox"/> Technological Assessment and Support Service for Children and the Curriculum ( <b>TASSCC</b> )	<input type="checkbox"/> Mainstream Inclusion of Children on the Autistic Spectrum ( <b>MICAS</b> )
<b>Other Services – give details:</b>	
<b>Contact Name(s)*</b>	
<b>Additional Information</b>	

**HERITAGE**

*In accordance with Aberdeen City Council's Equal Opportunities Policy, the Education Authority collects information on the ethnic origin, national identity and language spoken at home of all pupils. This information is provided by you on a voluntary basis and will be used for monitoring and statistical purposes only. The categories listed are advised by The Scottish Government*

**ETHNIC ORIGIN**  
Please tick **ONE** category which best describes pupil

<input type="checkbox"/> White – Scottish	<input type="checkbox"/> Asian – Indian/British/Scottish
<input type="checkbox"/> White – Irish	<input type="checkbox"/> Asian – Pakistani/British/Scottish
<input type="checkbox"/> White – Other British	<input type="checkbox"/> Asian – Bangladeshi/British/Scottish
<input type="checkbox"/> White – Gypsy/Traveller	<input type="checkbox"/> Asian – Chinese/British/Scottish
<input type="checkbox"/> White – Polish	<input type="checkbox"/> Asian – Other
<input type="checkbox"/> White – Other	<input type="checkbox"/> African – African/British/Scottish
<input type="checkbox"/> Other – Arab	<input type="checkbox"/> African – Other
<input type="checkbox"/> Other Ethnic Group	<input type="checkbox"/> Caribbean or Black – Caribbean/British/Scottish
<input type="checkbox"/> Mixed or Multiple ethnic groups	<input type="checkbox"/> Caribbean or Black – Other
<input type="checkbox"/> Not known	<input type="checkbox"/> Not disclosed

**NATIONAL IDENTITY**  
Please tick **ONE** category which best describes pupil

<input type="checkbox"/> Scottish	<input type="checkbox"/> English	<input type="checkbox"/> Northern Irish	<input type="checkbox"/> Welsh
<input type="checkbox"/> British	<input type="checkbox"/> Not Disclosed	<input type="checkbox"/> Not Known	<input type="checkbox"/> Other

<b>Country of Birth</b>	
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**ASYLUM STATUS**

<b>Asylum Seeker</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Refugee</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**LANGUAGE SPOKEN AT HOME**

If not English please state					
<b>RELIGIOUS AFFILIATION</b> <i>Please tick <b>ONE</b> category which best describes pupil's religion</i>					
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Sikh	<input type="checkbox"/> Hindu	<input type="checkbox"/> Muslim	<input type="checkbox"/> No religion
Christian (please specify)					
Other (please specify)					
<p><i>Roman Catholic Religious and Moral Education (RME) is delivered via peripatetic service in secondary schools.</i></p> <p><b>If you prefer that this pupil receives Roman Catholic RME in secondary school please tick this box</b> <input type="checkbox"/></p>					

<b>EMERGENCY ADDRESS</b>			
<p><i>In exceptional circumstances eg adverse weather, it maybe necessary to make special arrangements to accommodate pupils nearer the school than to home. If possible, please give details of someone, other than a parent, to whom the pupil should go to in such circumstances.</i></p>			
<b>Pupil Name</b>			<b>Class</b>
<b>Title</b>			
<b>Forename</b>			
<b>Surname</b>			
<b>Daytime Tel No</b>			
<b>Mobile No</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Signature of above named</b>			

**IMPORTANT NOTICE - PLEASE READ CAREFULLY**

**HOW WE USE THE INFORMATION COLLECTED ON THIS FORM**

Information you supply within this Form will be used by Aberdeen City Council (ACC) in accordance with the Data Protection Act 1998. ACC has a responsibility to take steps to prevent harm and to protect individuals' vital interests and this means that in certain situations ACC may exercise its right to disclose information to other agencies.

Some information in connection with your child's enrolment at school will be transferred to various governmental departments for educational and statistical purposes. For secondary pupils, information will also be transferred to Grampian Valuation Joint Board for electoral registration purposes.

ACC may also transfer information to its partner agencies in order that your child can benefit from the services which those agencies provide. ACC's partner agencies are:

- NHS Grampian (information would be shared for health purposes ie medical/dental purposes, inoculations, emergency medical care etc.);
- Skills Development Scotland, education establishments, training providers and third sector organisations (information would be shared for furthering learning careers guidance purposes);
- Accord (name, address and date of birth information only would be shared in order that Accord can contact parents/guardians directly with regard to the Accord Card, which is used for cashless vending, cashless meals, free meals, access control and registration in schools).

Where you do not wish information about your child to be transferred to NHS Grampian, Skills Development Scotland or Accord, you should notify the school in writing or ask to speak to your child's Head Teacher. If you wish to write a letter this should be attached to this Form. Please be advised that if you do object to information about your child being transferred to NHS Grampian, Skills Development Scotland or Accord, then you will need to make your own arrangements for the specific service which that agency would otherwise provide to your child i.e. health, dental, careers guidance, Accord Card. ACC will not disclose any information about you or your child to any organisation or person unless it is authorised or required to do so by law.

Individuals have the right to obtain details of the personal information which ACC holds about them. Requests for details of the personal information held by ACC should be made in writing (which includes e mail) to the school at which you are enrolling your child. There may be a charge for dealing with such a request.

**DECLARATION**

I declare that, to the best of my knowledge, the information provided by me upon this Form is correct.

I confirm that I have read the above and understand that I must either attach a letter to this Form or speak to the Head Teacher if I object to information being transferred to NHS Grampian, Skills Development Scotland and/or Accord).

.....SIGNATURE OF PARENT/GUARDIAN/OTHER

.....PLEASE PRINT NAME IN BLOCK CAPITALS

.....DATE

**PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES TO THE INFORMATION GIVEN WITHIN THIS FORM**



## **HAZLEHEAD SCHOOL**

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Web: [www.hazlehead-ps.aberdeen.sch.uk](http://www.hazlehead-ps.aberdeen.sch.uk)

Information Line: 0870 054 1999 pin 011400

### **Education and Children's**

#### **Services**

Marischal College  
Broad Street  
Aberdeen AB10 1AB  
Switchboard 01224 522000

## **COMMUNICATING WITH PARENTS**

**The preferred method of communicating with parents is by email. We also occasionally send out a message by text.**

**Could you please provide your current email address and Mobile Phone number for this purpose.**

**NAME OF CHILD:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**MOBILE PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_

**Please retain for your information:**

**TO ENSURE THAT YOU RECEIVE GROUPCALL EMAIL MESSAGES SENT OUT BY SCHOOL, PLEASE ENSURE THAT YOU ADD THE FOLLOWING ADDRESS AS A CONTACT IN YOUR ADDRESS BOOK. THANK YOU.**

**5239826@groupcallalert.com**



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### **Education and Children's Services**

Marischal College  
Broad Street  
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Dear Parent/Carer,

### **Annual Block Consent Form for Routine and Expected trips out of School**

Attached to this letter is the Annual Block Consent Form, and a copy of the Aberdeen City Council terms and conditions for Educational Visits.

Upon reading, please sign the tear off slip at the base for the terms and conditions and return with the completed Consent Form.

The Annual Block Consent Form attached will be used for all 'Routine and Expected' visits that are an accepted part of the curriculum and take place during the school day. These visits are to local venue within the city boundary, involve easily managed activities and happen on a regular basis. Letter with tear off slips may be issued for some trips to clarify issues about arrangements / timings / items to be brought etc. For all visits outwith the city boundary, adventurous activities and residential visits individual consent will still be required.

The medical information and contact details that are needed for all visits will be collected from the information provided on the block consent Form and held at the school.

**If any health information or contact details change could you please notify the school.**

I would be grateful if you could complete and return the attached form and tear off slip to the school.

Yours sincerely

Mrs Barbara Jones  
Head Teacher

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ANNUAL BLOCK CONSENT SESSION – Tear Off Slip

Pupil Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**I have read and understood the Aberdeen City Council Educational Visits terms and conditions and will inform the School of any changes to my emergency contact details or my child/ward's medical details**

Parent / Carer Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

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



# HAZLEHEAD PRIMARY SCHOOL PERMISSION SLIP

## PERMISSION FOR PHOTOGRAPHS OR VIDEO RECORDINGS

Over the school year we often take photographs or videos of the children on their trips or activities. We need your permission to display these photographs or videos or use them in publications such as the school prospectus. Can you please TICK the appropriate box.

YES

NO

## PARENT'S AGREEMENT FOR COMPUTER AND INTERNET USE

As parent or guardian of named child I understand that Internet access at Hazlehead Primary School is provided for educational purposes only. I understand that Hazlehead School will follow the Local Authority Guidelines on protecting pupils from unsuitable material. I understand that the school will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet at school.

YES

NO

I give permission for my child to use the Internet on computers in school

I also give permission for my child's group photograph, picture, project or other schoolwork to be published on the school website on the Internet.

(I understand that my child's name will not be used with any published photograph, picture or project. This will help ensure the pupil's privacy).

## PERMISSION FOR CHANGING OF CLOTHES

I give permission for a member of staff to change my child's clothes in case of accident or soiling

YES

NO

## PERMISSION FOR RELIGIOUS OBSERVANCE

I give permission for my child to take part in religious observance such as school assemblies and church services

YES

NO

## PERMISSION FOR HEALTH AND DENTISTRY

I give permission for my child's data to be shared with the Grampian Health Board and NHS Dental Inspection programme

YES

NO

Child's Name ..... Class .....

Parent's Signature ..... Date .....



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### Education and Children's Services

Marischal College  
Broad Street  
Aberdeen AB10 1AB  
Switchboard 01224 522000

Dear Parent/Carer

## PHOTOGRAPHING AND FILMING OF PUPILS

As part of Aberdeen City Council's Photographing and Filming of Children and Young People Policy parents are given the opportunity to object to images of their children being taken by photograph or video in certain circumstances

The School will respect parent's views about photographing and filming of their children. In order that the school can keep a record of parent's views, you are requested to complete the attached form. **Please note that you should tick the boxes on the form if you OBJECT to the possible use of your child's image for any of the purposes listed on the form.**

This letter takes you through step by step through the attached form and explains Aberdeen City Council's Policy in relation to Photographing and Filming of Young People

Photographs or Videos of your child may be captured for the following reasons:

### 1. Images taken by other Parents or member so the Public at School events

The school allows parents and other members of the public access to certain events such as sports days and plays. Where these events take place on School property, photographs and videos may be taken. You are entitled to object to your child appearing in such a photograph or video. If you object please tick the first box on the attached form.

Please be aware that, if you object, it may be that the only way in which the school can try to ensure that your child's photograph is not taken, is to give your child a reduced role. This means that your child may not be able to fully participate in the event. You should be aware that, due to the nature of public event, the School cannot completely guarantee that your child's image will not be taken.

Where any event takes place on no-school property, the guidelines of the organisers of the event must be adhered to. This may mean that photographs or videos cannot be taken or that forms require to be completed.

### 2. Images taken by media (newspaper or television) Organisation.

Occasionally photographers or camera operators from media organisations take images of pupils for positive publicity in relation to School events and achievements. Images taken by the media

are with the prior permission of the school and are strictly controlled by the school. However, you should be aware that the media organisations may wish also to identify your child by name,

Please be aware that if your child's image is taken by the media, that that photograph or footage is then under the complete control of the media organisation that took the image. Aberdeen City council cannot control what happens to that image once it has been taken,

You are entitled to object to your child having their image taken by media organisation and your wishes will be respected. If you object, please tick the second box on the attached form.

### **3. School handbook, Prospectus or other Promotional Material**

Aberdeen City Council may wish to use an image of your child in School related publications, such as a handbook, prospectus or other promotional material. Your child's name will not be displayed with their image.

You are entitled to object to your child appearing in such an image and your wishes will be respected. If you object, please tick the third box on the attached form

### **4. Display and Notice Boards**

Aberdeen City Council may wish to use an image of your child in School related displays or notice board. Your child's name may be displayed with their image.

You are entitled to object to your child appearing in such an image and your wishes will be respected. If you object, please tick the fourth box on the attached form.

### **5. School Newsletter**

Aberdeen City Council may wish to use an image of your child in School related displays or notice board. Your child's name may be displayed with their image.

You are entitled to object to your child appearing in such an image and your wishes will be respected. If you object, please tick the fifth box on the attached form.

### **6. Web site**

Aberdeen City Council may wish to use an image of your child in School related displays or notice boards. Your child's name may be displayed with their image.

You are entitled to object to your child appearing in such an image and your wishes will be respected. If you object, please tick the last box on the attached form.

### **7. Image captured by Other Outside Organisations**

Occasionally Camera operators and/or a photographer from outside organisations wish to record images of pupils. Should the School be approached by any organisation (other than media organisation which are covered on the attached form) you will be contacted directly. You will be contacted in writing but where circumstances demand it, you may be contacted by telephone. You are entitled to object to your child appearing in such an image and your wishes will be respected.

## **8. Curricular/Education Purposes**

You should be aware that images of your child may be recorded by the School using photograph or video for curricular or educational purposes. If photographs or videos of your child are taken for curricular or educational purpose the images only will be used for that purpose, and not for any other purpose without your permission. The images will be stored securely and destroyed when they are no longer needed.

## **9. Images captured by other Pupils.**

The school will allow pupils to take photographs or videos of each other subject to strict guidelines. The recording of images for bullying purposes will not be tolerated. Photographing or filming in toilet and changing areas is not permitted.

If you have any queries in relation to the possible photographing or filming of your child please discuss this with the Head Teacher.

Yours Sincerely,

Mrs B Jones (Head Teacher)



## POSSIBLE USE OF YOUR CHILD'S IMAGE (BY PHOTOGRAPHING OR FILMING)

At all stages from Nursery to P7, pupil images may be recorded in photographs or video during a range of events and activities. These images may be used in a variety of ways, in and out of school.

Please indicate whether you give your consent to each of the following then sign and date the sheet and return to the school office as soon as possible.

Thank you for your co-operation in this matter.

I Consent to:

**1) Photographs or video of your child's image by other parents or members of the public during school events.**

**YES/NO**

Please note that if you do not give your consent your child may not be able to participate fully in the event. You may wish to discuss this further with the Head Teacher.

**2) Recording of your child's image in relation to school events or achievements by media (newspaper or television) organisations**

**YES/NO**

Please note that it is possible that your child may not be identified by name. This image will be under the complete control of the media organisation not Aberdeen City Council.

**3) Photographs or Video recording for use in the school handbook, prospectus or other promotional material.**

**YES/NO**

Your child's name will **not** be displayed with the image.

**4) Photographs or video recording for use in school, including use in displays or on notice board**

Your child's name **may** be displayed with the image.

**YES/NO**

**5) Photographs for use in school newsletters.**

Your child **may** be identified by name with the image.

**YES/NO**

**6) Photographs or video recording for use on the school website.**

Your child's name will **not** be displayed with the image.

**YES/NO**

Print Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signed of Parent/Carer \_\_\_\_\_ Date: \_\_\_\_\_



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### Education and Children's Services

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Dear Parent/Guardian,

It has come to our attention that some of our pupils are accessing social media apps such as Musical.ly, Facebook, Snapchat, Instagram etc. If the privacy settings are not set to private, this can open them up to direct contact from unknown users. This has happened recently to a pupil and we want to ensure that you are all aware that there is a risk involved when using any app that has a social media aspect to it.

Although the online environment can be exciting and fun for children, it is very important to follow some simple guidance to ensure your child is safe.

1. Situate the computer equipment in a communal area in your home ie living room, hallway
2. Check the games your child has access to – if they can play online with other people limit them to those they know in real life – not friends they only meet online.
3. Ensure that all privacy settings are set to private and your child can only be contacted by people they know.
4. Talk to your child about the need to monitor their use of social media to ensure that they are safe.
5. Talk to your child about online Stranger Danger – if someone makes them feel uncomfortable when online or asks them for personal information, encourage them to talk to you about it.
6. If something happens that makes your child feel uncomfortable, report it using the CEOP reporting button  101.
7. If you think your child is in **immediate danger** call 999

The most important thing is that you talk to your child about being safe online. A recommended resource is:

<https://www.thinkuknow.co.uk/>



In school, we teach the children about online safety from our Early Learning Classes through to Primary 7 and we emphasise the importance of talking to an adult they know well, about anything that worries them. We are committed to preparing our pupils for using online environments in partnership with parents and carers.

Barbara Jones  
Head Teacher



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## **INTERNET CODE OF CONDUCT FOR USE OF THE SCHOOL'S INTERNET/EMAIL FACILITIES**

### **Pupils should:**

- Only access sites which are appropriate for us in school. (This also applies outside lesson time)
- Be aware that your actions on the internet can be seen by others
- Be careful what you say to others and how you say it: Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet
- Treat others as they would expect to be treated. E.g. show respect and be polite
- Respect copyright and trademarks. You cannot use the words or picture that you see on an internet site without giving credit to the person that owns the site.

### **Check with a teacher before**

- Sending an e-mail
- Downloading files, other than pictures
- Completing questionnaire or subscription forms
- Opening e-mail attachments

### **Pupils should not:**

Send, access or display offensive messages or picture  
Use or send bad language  
Intentionally waste resources

### **Please note:**

User areas on the school network will be closely monitored and staff may review files and communication to maintain system integrity. Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

The school may produce web pages, ICT presentations, educational or interest articles for magazines or similar publication. No child's work will be used without his/her permission. School also need parental permission to publish their child's work.. Children's personal safety and security will be of paramount importance and no personal information will be made public.



Dear Parent / Carer

### **Aberdeen City Council's Anti-Weapon/Knife School Rules**

In Aberdeen City Council schools the safety and wellbeing of all pupils, staff and visitors is of paramount importance and we ensure that all of our schools follow the correct procedures in order to minimise risk.

A zero tolerance approach to the possession of a weapon or knife in school has been implemented in order to ensure, as far as possible, that pupils, staff and visitors are kept safe from harm.

Within our curriculum we will educate all pupils on the risks of weapon/knife crime and the serious consequences of carrying an offensive weapon.

Aberdeen City Council's Anti-Weapon/Knife School Rules are attached for your information.

Please sign the attached form confirming that these Rules have been shared with your child and return the signed form to the school. If your child is old enough, he/she should sign the pupil section of the form. (*We suggest that most children from primary 4 upwards will be old enough to understand the Rules but your child's individual needs should be taken into account in deciding whether it would be appropriate to ask him/her to sign the form*)

Your cooperation is greatly appreciated.

Yours sincerely,

Head Teacher





## **Aberdeen City Council's Anti-Weapon/Knife School Rules**

The following Rules apply across all Aberdeen City Council schools in order to ensure a consistent approach to the issue of weapon /knife crime. All schools are required to send the attached letter to parents/carers requesting that the Rules be shared with their children. Schools will also maintain awareness of this issue through a range of approaches such as assemblies or class lessons.

The Rules are as follows:

- No weapons/knives will be brought in to any school.
- Police Scotland will be notified whenever it is discovered that a weapon/knife has been brought into a school. This may lead to criminal prosecution of the pupil in question.
- The Head Teacher or his/her nominee will undertake a search of a pupil's bag and personal belongings where they suspect that the pupil is in possession of a weapon/knife and where the pupil consents to the search. If the pupil does not consent, Police Scotland will be notified and they will carry out the pupil search.
- Any weapon/knife found in the possession of a pupil will be confiscated and stored in a locked cabinet awaiting action by Police Scotland.
- Parents/carers of a pupil who is found to be in possession of a knife/weapon will be informed by the school.
- A risk assessment will be carried out in relation to any pupil known or suspected to have carried a weapon/knife and an action plan will be put in place if required.



## Agreement - Anti-Weapon/Knife Crime

### PARENT/CARER

As the parent/carer of .....

I have read **Aberdeen City Council's Anti-Weapon/Knife School Rules** and understand that these Rules apply to my child.

I have discussed **Aberdeen City Council's Anti-Weapon/Knife School Rules** with my child and explained their importance and the serious consequences of carrying a weapon/knife.

**Parent / Carer's Signature**.....

**Date**.....

### PUPIL

I have read **Aberdeen City Council's Anti-Weapon/Knife School Rules** and understand that these Rules apply to me. I understand the importance of these Rules and the serious consequences of carrying a weapon/knife.

### **Whilst a pupil in an Aberdeen City Council School;**

1. I will not carry any weapon/knife to school.
2. I understand that my personal belongings will be searched if it is suspected that I am carrying a weapon/knife.
3. If I do not give my consent to be searched by school staff, then I know that Police Scotland can search me.
4. I understand that, if a weapon/knife is found in my possession, it will be confiscated.
5. I understand that, if a weapon/knife is found in my possession, Police Scotland will be notified.

**Pupil's Signature** .....

**Date** .....



## Allergen Questionnaire

Child's name \_\_\_\_\_

The Food Standard Agency has identified 14 allergens that must be indicated as being present in food. If your child has a medical condition, or is allergic to any of the 14 allergens identified, please tick the appropriate allergens in the list below and sign and return the completed questionnaire to the school office as soon as possible.

Celery (including celeriac)	<input type="checkbox"/>
Gluten, for example wheat, spelt, rye, barley and oats.	<input type="checkbox"/>
Crustaceans for example prawns, crabs, lobster, crayfish.	<input type="checkbox"/>
Eggs	<input type="checkbox"/>
Fish	<input type="checkbox"/>
Lupin inclusive lupin seeds and flour	<input type="checkbox"/>
Milk and milk products for example cheese	<input type="checkbox"/>
Molluscs like clams, mussels, whelks, oysters, snails and squid	<input type="checkbox"/>
Mustard	<input type="checkbox"/>
Nuts such as almonds, hazelnuts, walnuts, cashews, pecan nuts etc	<input type="checkbox"/>
Peanuts	<input type="checkbox"/>
Sesame	<input type="checkbox"/>
Soybeans	<input type="checkbox"/>
Sulphur dioxide/sulphites	<input type="checkbox"/>

If your child should not eat certain meats for religious reason please tick the list below.

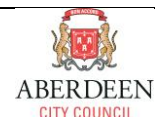
Beef meat and meat products for example beef chilli	<input type="checkbox"/>
Fish meat and fish meat products for example fish fingers	<input type="checkbox"/>
Pork meat and meat products for example pork sausage	<input type="checkbox"/>
Poultry meat and meat products for example roast chicken	<input type="checkbox"/>

If your child has not got any specific requirements please tick the box below.

My child does not have any specific requirements	<input type="checkbox"/>
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Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# V4 CONSENT, MEDICAL INFORMATION AND EMERGENCY CONTACTS FORM



<b>VISIT TO</b>	ALL ROUTINE AND EXPECTED CURRICULAR VISITS in the local area (walking distance only).	<b>CLASS</b>	
<b>LEADER</b>	SCHOOL STAFF		

<b>VISIT MEMBER</b>		<b>AGE &amp; D.O.B.</b>	
Address			
Parent / Carer name (if applicable)			

EMERGENCY CONTACT INFORMATION			
First option - Name		Tel (home)	
Address		Tel (mobile)	
Second option - Name		Tel (home)	
Address		Tel (mobile)	

SWIMMING – For water based activities and swimming pools
Can the above named person swim YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how far do you think they can swim .....metres. If they can not swim would they be confident in water with an approved buoyancy aid or life jacket YES <input type="checkbox"/> NO <input type="checkbox"/>

MEDICAL – Please give full and accurate information			
Doctors name		Practice	Tel
Recent medical issues / illnesses / surgery			
Has your child / ward been in close contact with any contagious diseases?			
If yes please give details			
Any infections in the last 4 weeks			
Any current course of medication			
Any restrictions you would wish to place on emergency treatment:			
I authorise all medical and surgical treatment, including X-ray, laboratory, and aesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/carer can be reached in the case of an emergency.			
Parent / Carer's signature		Date	

PHOTOGRAPHY
Please tick the box If you do not consent to photographs being taken of your child / ward that could be used to promote activities in the Establishment / Council. <input type="checkbox"/>

CONSENT				
I, being over 18yrs of age or having parental rights and responsibilities towards the above named person understand the nature of the excursion / activities and agree to them taking part and that they are fit and able to do so. By signing this form I agree to Aberdeen City Council's terms and conditions which can be found at <a href="http://www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure_about.asp">www.aberdeencity.gov.uk/AdventureAberdeen/About/adventure_about.asp</a> and also understand that it is my responsibility to inform the excursion leader of any significant changes to the information I have provided about the person named in this form between now and the excursion taking place.				
Name (Block Capitals)		Signature		D
Name (Counter signature for young persons 16 – 18)		Signature		D