Gateford Park Primary School



School Nursery Admission Pack
2026-2027

Changing of Clothes Permission

Please read the following statements below and sign to give your permission.

It may become necessary to change your child's clothing as a result of, for example:

- exuberant messy play!
- wet/soiled clothing
- toilet accidents

- I give permission for a member of staff to change my child's clothing if required.
- I give permission for a member of staff to clean my child in the event of a toileting accident.
- I will ensure my child has a bag of spare clothing on their peg.

Name of child: _____

Signed: _____

Relationship to child: _____

Date: _____

Data Collection/Consent

In line with the new data protection regulations, please read each section below carefully, delete the statements as appropriate and sign and date. Please note, you can withdraw consent at any time, by advising Mrs. Ellis in the school office, who will update the records accordingly.

* I give/do not give consent for my child to appear on the **school website** (photograph and first name only).

* I give/do not give consent for my child to appear on the **school Facebook page** (photograph only).

* I give/do not give consent for my child to appear on the **school Dojo** (only accessed by school staff and families).

* I give/do not give consent for my child to be mentioned in a **school/class newsletter**, for special mentions.

* I give/do not give consent for my child's photograph to appear in the **local press** (photograph and first name only)

* I give/do not give consent for my child's photograph to appear on **displays** in school.

* I give/do not give consent for Gateford Park Primary School to store my **contact numbers** and email addresses so that I can receive texts and emails from the school.

* I give/do not give consent for my child's first name to be included in a **class list** for the purposes of party invitations/Christmas cards.

Signed:- _____

Date:_____

Parent/Carer of:- _____
(child's name)

Gateford Park Primary School fully complies with information legislation. For the full details on how we use your personal information please read our online Privacy Notice at www.gatefordpark.com in the Key Information section or call 01909 478681 if you are unable to access the internet.

Cooking and Baking in School

From time to time, as part of the curriculum, children will be involved in the preparation, cooking and tasting of different foods.

Your child's teacher will send a text to let you know what they will be preparing/cooking/tasting, along with a list of ingredients.

Please note the foods may contain traces of the following allergens:-

- Cereals containing gluten
- Eggs
- Fish
- Peanuts
- Nuts
- Soybeans
- Milk
- Mustard
- Sesame
- Lupin
- Celery (and celeriac)
- Sulphur dioxide
- Crustaceans
- Molluscs

Please complete and sign below, advising us where applicable, if your child is allergic to any of the above ingredients. Without your consent, your child will not be able to take part in cooking/baking/tasting activities in school.

CHILD'S NAME: _____

I give permission for my child to take part in the preparation, cooking and tasting of different foods at school. I understand that the foods may contain traces of the above allergens.

My child suffers from the following allergies (please insert below if applicable):-

Signed: _____ Parent/Carer Date: _____

Please note that teachers will keep a record of your child's allergen information.

EARLY YEARS PROVIDER PRIVACY NOTICE

What is a Privacy Notice?
The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?
We, Gateford Park Primary School, are a Data Controller for the purposes of the Data Protection Act
1998. We collect information from you and your family and may receive information about you and your family from your previous Childcare Provider.

Why is information collected?
The reasons we keep records about you and your family are to:

- Support your child's teaching and learning;
- Monitor and report their progress;
- Provide appropriate pastoral care;
- Give the best possible service;
- Safeguard Children and Young People from harm;
- Assess how well our setting is doing.

What information is collected?
Information that may be collected includes contact details, personal characteristics such as ethnic group, special educational needs and any relevant medical information.

More information about the support available for children and young people can be found via:
https://www.gov.uk/topic/schools-colleges-childrens-services/support-for-children-young-people

Who may my / my family's information be shared with?
We will not give information about you or your family to anyone outside Gateford Park Primary School without your consent unless the law and our rules allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).
DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.
For more information on how this sharing process works, please visit:
https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract.

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: https://www.gov.uk/government/publications/national-pupil-database-requests-received

Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT);
- Police forces;
- Other childcare providers should you move your child to another provider
- Other local authorities if you live in their area;

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty[1] to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention.

If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:
http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

Nottinghamshire County Council	**Department for Education**
Information and Systems Team Quality and Improvement Group Children, Families and Cultural Services Nottinghamshire County Council County Hall, West Bridgford Nottingham, NG2 7QP Email:data.management@nottscc.gov.uk	Ministerial and Public Communications Division Department for Education Piccadilly Gate, Store Street, Manchester, M1 2WD Website: www.education.gov.uk Email: http://education.gov.uk/help/contactus Telephone: 0370 000 2288

Can I see the information held about me and my family?
Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact Mrs Verity Ellis at Gateford Park Primary School. If you suspect that you or your family's information is incorrect you have a right to request that the data is amended.

For independent advice about data protection, privacy and information sharing issues you can contact: The Information Commissioner 0303 123 1113 http://www.ico.org.uk

1. A duty is what defines the schools or authorities responsibilities in law

Lunch Club and Wraparound Care

Nursery Lunch Club

We provide a lunch club for all full-time nursery children, which runs from 11.40am - 12.20pm. The cost of this childcare is £2.20 per day and children staying all day will be automatically booked in. Payment can be made in advance or at the end of each week (see below).

Children have the option to either bring a packed lunch from home or you may purchase a hot school dinner, for an additional £3.00 per day (see Booking and Payment for details).

Extra Sessions

Extra sessions are available for part-time children at a cost of £15.00 per session, plus the lunch club charge of £2.20 per day. Parents should contact us in advance to allow their child to be added to the register.

Breakfast Club

Our Breakfast club runs from 7.30am – 8.40am, Monday to Friday during term time.

The cost is £3.80 per session, which must be booked and paid for in advance (see Booking and Payment)

Afterschool Club

Our Afterschool Provision between 3.20pm and 6pm, Monday to Friday during term time, must also be booked and paid for in advance (see Booking and Payment).

We offer 2 sessions:

3.20pm – 4.30pm, at a cost of £6.00 per session

3.20pm – 6pm, at a cost of £12 per session (sandwich/snack & drink included)

Places are limited to ensure the quality and safety of the provision.

Late bookings may be requested by contacting the school office; however places will be strictly subject to availability and cannot be guaranteed.

Booking and Payment

We are delighted to inform you that we have recently signed up to the online payment system SchoolMoney. This means that you will now have the facility to make payments for wraparound care online with your debit or credit card.

The online payment system allows you to book and pay for childcare and school dinners from the comfort of your own home, in a secure and safe environment. SchoolMoney provides access to your account at any time, allowing you to amend your childcare bookings up to 24hrs in advance. Bookings cancelled in advance will be automatically credited to back to your SchoolMoney account.

You won't need to sign up to this system as this is done automatically, using the contact details you provided when registering your child. We will send you a password within a few days of your child starting school. This password will give you access to your SchoolMoney account where you can book and pay for wraparound care and top-up your dinner money account. Please let us know immediately if either your mobile number or email address changes.

To log into SchoolMoney, download the 'Teachers2Parents' app via the App Store, or visit the website www.eduspot.co.uk and click on the sign in button in the top right-hand corner. In the drop down, select the SchoolMoney Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

If you would like to pay for lunch club, breakfast or afterschool clubs with Childcare Vouchers or through the Government's Tax-Free Childcare Scheme, please search for Gateford Park Primary School, using our postcode S81 7RG, to make payments directly into our school bank account. Please note that voucher credit cannot be used to purchase school dinners.

Third party Childcare Vouchers take 3-5 working days to appear in our account, while the Government's Tax-Free Vouchers appear within 48 hours. Please let us know via email when you have made a payment, (klester@gateford.notts.sch.uk) so that we can transfer the credit over to your SchoolMoney account as soon as we receive it. Vouchers are non-refundable, but credit will be given for breakfast and after school bookings cancelled online, up to midnight the day before. If your child is ill and you are unable to cancel before midnight, please let us know when you report their absence so that we can remove the booking and credit your account.

Please do not hesitate to contact the school office on 01909 478681 or email Mrs Lester at klester@gateford.notts.sch.uk if you have any queries or need assistance logging in to your account.

Cool Milk

Free & Subsidised School Milk



Register your child today!

www.coolmilk.com

Is your child registered for free School Milk

Child Under 5

Every child under the age of five is entitled to free school milk. Simply register your child online.

Child Over 5

Every child is entitled to milk at a subsidised cost of around £20 per term. Register and pay online.

Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.

Register Today

Register online **www.coolmilk.com**

Need help?

Send us a message at **www.coolmilk.com/contact**
or give us a call on **0800 321 3248**

Find us on social media – search Coolmilkscheme

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.



School uniform, and logo book bags are available through 'Pixie Stitch'. Sarah is based in Gateford and can be contacted on 07743535570 or pixie-stitch@outlook.com