



WENDOVER CE JUNIOR SCHOOL

*Through living our Christian values, everyone at WCEJS has the opportunity to flourish.
We nurture the curiosity to learn, the courage to lead and the compassion to care.
Building solid foundations (Matthew 7: 24-27)*

PUPIL

Legal Forename _____

Middle name(s) _____

Legal Surname _____

Preferred Surname _____

Preferred Forename _____

Date of birth _____

Gender *Male / Female*

PUPIL ADDRESS

Main (Home address)

Apart or Name _____

House No _____

Street _____

District _____

Town _____

Postcode _____

Alternative (Non term time)

Apart or Name _____

House No _____

Street _____

District _____

Town _____

Postcode _____

If the child's residence at the present address (whether living with parents or any other person) is not permanent, please state the reason and probable duration of the stay, and give the name and address of the person with whom the child normally resides:

Reason _____

Dates Applicable _____

Forename _____

Surname _____

Address _____

It would be very helpful to have available the details of any siblings who are currently attending, have attended this school, or are likely to join this school at a later date.

Forename	Surname	Date of Birth	Current School

Respect

Responsibility

Reflection

Resilience

Parent/Carer 1

Title (please circle or state)	Mr / Mrs / Ms / Miss Other _____			
Legal Forename				
Middle Name(s)				
Legal Surname				
Gender				
Relationship to child				
Parental Responsibility?	Yes	☐	No	☐
Contact Priority (please circle)	1 / 2 / 3 / 4			
Please tick the box for your priority tel number				
Home Tel				☐
Mobile				☐
Work				☐
Email				

Address (if different to pupil)

House No/Name	
Street	
District	
Town	
Postcode	

Parent/Carer 2

Title (please circle or state)	Mr / Mrs / Ms / Miss Other _____			
Legal Forename				
Middle Name(s)				
Legal Surname				
Gender				
Relationship to child				
Parental Responsibility?	Yes	☐	No	☐
Contact Priority (please circle)	1 / 2 / 3 / 4			
Please tick the box for your priority tel number				
Home Tel				☐
Mobile				☐
Work				☐
Email				

Address (if different to pupil)

House No/Name	
Street	
District	
Town	
Postcode	

Please attach a copy of any court orders relating to your child. Please tick if attached ☐

OTHERS WITH PARENTAL RESPONSIBILITY AS DEFINED BY CHILDREN ACT 1989

Parental responsibility may be shared between a number of people beyond the child's natural parents, for example those with a Parental Responsibility Order. Married parents have equal parental responsibility; on separation or divorce both parents continue to have responsibility. In such circumstances the school will forward copies of school reports, etc. to the separated parent if requested.

Is the child resident with Foster parents: YES ☐ NO ☐

If 'YES'; which Authority is financially responsible for maintenance?

Additional Contacts required (in case of an emergency) Please list in order priority

From time to time it may be necessary to contact someone during the school day, e.g. in the case of a child's sickness. Please list below (in order of preference) the all details of **any additional person(s) from those above** who we can contact on such an occasion

Title	Mr / Mrs / Ms / Miss Other _____
Full Name	
Telephone Number	
Relationship to child	
Contact Priority (please circle)	1 / 2 / 3 / 4 / 5

Title	Mr / Mrs / Ms / Miss Other _____
Full Name	
Telephone Number	
Relationship to child	
Contact Priority (please circle)	1 / 2 / 3 / 4 / 5

Title	Mr / Mrs / Ms / Miss Other _____
Full Name	
Telephone Number	
Relationship to child	
Contact Priority (please circle)	1 / 2 / 3 / 4 / 5

MEDICAL INFORMATION

Knowledge about your children's health is vital if we are to help them to achieve their potential educationally. Would you please supply the following medical information about your child. This information will only be shared with relevant professionals within education and health who need to know in order to support your child in school. If you wish to discuss your child's health confidentially, please contact the School Nurse.

DIETARY NEEDS	
☐ Artificial colour allergy	☐ Gluten Free
☐ No nuts of any type/quantity	☐ No pork
☐ Vegetarian	☐ Halal
☐ Kosher food only	☐ No dairy produce
☐ Ramadan	☐ Seafood allergy
☐ Other (please specify) _____	
MEDICAL PRACTICE	
Surgery Name:	Surgery Telephone Number:
MEDICAL CONDITIONS	
Does your child suffer from?	☐ Asthma
☐ Bowel or bladder problems	☐ Epilepsy
☐ Eczema	☐ Diabetes
☐ Any other medical condition _____	
Do you consider your child to have a disability? Yes / No <i>If Yes, please select all that apply from the list below.</i>	
<i>A child is considered to have a disability if their parent indicates substantial and/or long-term difficulties with one or more of the areas listed below. Please exclude difficulties that you would expect for a child of their age.</i>	
☐ Mobility	☐ Hand Function
☐ Medication	☐ Personal Care
☐ Hearing	☐ Communication
☐ ASD/Aspergers	☐ Eating and drinking
☐ Vision	☐ Learning
☐ Palliative care needs	☐ Behaviour
☐ Other Disability/Health problem _____	
Does your child attend any medical clinics? - Yes / No <i>If Yes, please give details in the box below</i>	
If you have ticked any of the above boxes, please give further details below: -	
If your child is on regular medication, does it need to be given during school hours? – Yes / No	
If Yes please discuss with the Headteacher.	

ETHNIC/CULTURAL INFORMATION

The Department for Education (DfE) has asked for the collection of the following information for all pupils.				
ETHNICITY				
<i>White</i>	<i>Mixed</i>	<i>Other</i>		
☐ British	☐ White & Black Caribbean	☐ Chinese		
☐ Irish	☐ White & Black African	☐ Any other ethnic group		
☐ Traveller of Irish Heritage	☐ White & Asian	☐ I do not wish an ethnic background category to be recorded		
☐ Gypsy/Roma	☐ Any other mixed background			
☐ Any other white background				
<i>Asian or Asian British</i>	<i>Black or Black British</i>			
☐ Indian	☐ Caribbean			
☐ Pakistani	☐ African			
☐ Bangladeshi	☐ Any other Black background			
☐ Any other Asian background				
FIRST LANGUAGE – The language to which your child was first exposed in their early childhood and which they continue to use or be exposed to at home or in your community.				
☐ Arabic	☐ Bengali	☐ Chinese Cantonese	☐ Chinese Mandarin	☐ Dutch
☐ English	☐ French	☐ German	☐ Greek	☐ Gujarati
☐ Hindi	☐ Italian	☐ Japanese	☐ Panjabi (Gurmukhi)	☐ Panjabi (Mirpuri)
☐ Pashto	☐ Polish	☐ Portuguese	☐ Shona	☐ Spanish
☐ Swahili	☐ Tagalog/Filipino	☐ Tamil	☐ Thai	☐ Turkish
☐ Urdu	☐ Vietnamese	☐ Other (Please specify) _____		
☐ I do not wish a first language to be recorded				
RELIGION				
☐ Anglican	☐ Baptist	☐ Buddhist	☐ Christian	☐ Church of England
☐ Hindu	☐ Jehovah's Witness	☐ Jewish	☐ Methodist	☐ Mormon
☐ Muslim	☐ Plymouth Brethren	☐ Quaker	☐ Roman Catholic	☐ Sikh
☐ United Reform Church	☐ No Religion	☐ I do not wish a religion to be recorded	☐ Other (Please specify) _____	

ADDITIONAL INFORMATION

MEALS			
☐ Eligible for Free Meals	☐ Goes Home	☐ Packed Lunch	☐ Paid School Meals
TRAVEL TO SCHOOL - Please tick your child's usual main mode of travel. If the journey to school involves more than one mode of travel tick the mode used for the greatest part, by distance, of the journey.			
☐ Walk	☐ Cycle	☐ Car/Van	☐ Car Share (with a child/children from a different household)
☐ Public service bus	☐ Dedicated school bus/coach	☐ Bus (type not known)	☐ Taxi
☐ Train	☐ London Underground	☐ Metro/Tram/Light Rail	☐ Other
FOR SCHOOL USE ONLY		☐ LA provided transport	Route

Service Children in Education Indicator – are one or both parents Service personnel, serving in regular military units of any of the HM Forces, or in the Armed Forces of another nation and stationed in England and exercising parental care and responsibility?

☐ Yes ☐ No ☐ I do not wish to answer this question

PREVIOUS SCHOOL HISTORY

School N	Town/City	Start Date (dd/mm/yy)	Leaving Date (dd/mm/yy)	Reason for Leaving

For pupils being admitted into **the Reception Year only**, please include the number of terms spent in pre-school education, where known:- _____ terms.

PARENTAL DECLARATION

DATA PROTECTION STATEMENT: The purpose of this form is to collect data for further processing within the school/Local Authority/Health Authority systems. The data will be processed in accordance with the purposes notified by the school/Local Authority/Health Authority to the Data Protection Commissioner's office and are subject to the Data Protection Act. The information given will be entered onto a computer and will form part of the School's database.

Your signature on this form implies your consent for the school/Local Authority/Health Authority to process the data.

DECLARATION OF PERSON WITH LEGAL RESPONSIBILITY:

I declare the above information to be correct to the best of my knowledge at the time of completion.

I agree to notify the school of any change in my child's circumstances.

Signed: _____ Date: _____

FOR SCHOOL USE ONLY

Registration Group: _____

* NC Year Group: _____

* Enrolment Status: _____

* Admission Date: _____

UPN: _____

Birth Certificate/Passport seen and copied: ☐ (Infant/Combined Schools only)

House: _____

* Year Taught in: _____

Boarder Status: _____

Admission No: _____

Attendance mode: _____

*required fields for SIMS

Wendover CE Junior School

Consent for Local Visits and Medical Treatment

Pupil's name **Date of Birth**

1. I understand that my child may leave the school premises for local visits as outlined in the school prospectus and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and further consent will be required from me.
2. I agree to my child receiving medication as instructed and any urgent 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 by Bucks County Council (details available on request).
3. I undertake to inform the school as soon as possible of any change in the medical circumstances of my child after the date below.

Signed (parent/carer) Date

4. Does your child suffer from any conditions requiring medical treatment or medication? **YES / NO**
If yes, please give details below:

.....
.....

5. Is your child allergic to any medication or treatment? **YES / NO**
If yes, please give details below:

.....
.....

6. When did your child last receive a tetanus injection?

7. Does your child have any special dietary requirements?

.....

Leave school unaccompanied (End of Day) - YES / NO

Parents must collect their child from the school gate at 3.30pm or give permission for them to leave school unaccompanied (this includes meeting children at any other point on or off campus). By giving consent, you are agreeing that they will leave the school unaccompanied on each day of the week.

Please email the school office if you need to change these arrangements at short notice due to an emergency.

Children who attend an after school club are trusted to go directly from their classroom to the club, where a register will be taken (this includes all clubs: after school care clubs, sports clubs and tuition).

Wendover CE Junior School

Home School Agreement

*Through living our Christian values, everyone at WCEJS has the opportunity to flourish.
We nurture the curiosity to learn, the courage to lead and the compassion to care.*

**Please sign to confirm you have read this agreement with your child.
Return the signed agreement to the school office.**

The school will:

- Model the school values and encourage children to live by them; Respect, Responsibility, Reflection & Resilience
- Provide a safe, caring environment for your child;
- Encourage your child to always do their best: to be curious and excited about learning; to demonstrate courage and lead by example; to show care for their work, each other and the environment;
- Provide a rich balanced curriculum that celebrates diversity and builds character;
- Maintain respectful communication between school and home
- Engage with parents and children in order to provide for them the best we can;
- Keep you well-informed about general school matters and consult with you as appropriate.

The parent/guardian will:

- Model the school values for my child; Respect, Responsibility, Reflection & Resilience
- Ensure that my child attends school each day: on time, properly dressed and prepared;
- Inform the school office if my child is unable to attend (see attendance policy);
- Make the school aware of any concerns that might affect my child's well-being, work or behaviour;
- Support the school's policies and guidance;
- Provide a quiet place and time for my child to complete extended learning tasks;
- Engage with the school in order to support my child (consultation meetings, class assemblies, events and any additional meetings as required);
- Maintain respectful communication between home and school
- Ensure that social networking and communication technology is used appropriately.

The pupil will:

- Always try to live the school values; Respect, Responsibility, Reflection & Resilience
- Attend school each day and arrive at school on time;
- Be well prepared for school and bring only the things I need for school;
- Wear the school uniform correctly;
- Follow instructions from adults in school;
- Do all my classwork and extended learning as well as I can;
- Be polite, friendly and helpful towards others;
- Use social networking media and communication technology appropriately.

Parent/carers signature(s):

Date:

Wendover CE Junior School

Code of Practice: Pupil Use of Computers & Internet

Please read this document carefully with your child, then sign and return it to the school office. For the purpose of this document, computer refers to any digital device capable of accessing the school network or the internet (desktop, laptop, ipad or other).

Violation of the code will be dealt with through the behaviour policy and may result in access restriction. Additionally, we may involve outside agencies, such as the police.

Pupil's Name Class

I understand that:

- I will only use a computer or the internet when supervised by an adult;
- I will never disclose my name, home address, telephone number or my school's name to anyone, unless an adult gives me permission;
- I will never send anyone my picture without permission from an adult;
- I will never share my password and I will log off when I have finished using the computer;
- I will always tell an adult about anything that has worried me whilst using a computer or being online;
- I will never respond to unpleasant, suggestive or bullying messages - I will report it and tell an adult about it;
- I will not post messages anonymously, or ones that are offensive, provocative or that encourage others to break this code of practice (including the forwarding of chain messages);
- I will never pretend to be anyone else online or anything I am not;
- I will only access sites and material relevant to my work in school;
- I will not search for anything inappropriate (words or images) and I will report anything that happens accidentally to an adult;
- I will not use computers, or the internet, inappropriately to access or change information held on the school network;
- I may not download software from the internet (including screen savers, games, video clips, audio clips and *.exe files) without prior permission from an adult.
- I understand that information on the internet may not always be trustworthy;
- I understand adults in school and the internet service provider can see the sites I have visited and the messages I send.

I have read the Pupil Code of Practice and I have discussed it with my child.

We agree to support the school's policy on the use of the internet.

Signed (parent / carer): Date:

Wendover CE Junior School

Use of Images: Consent Form

Child's name

Date:

Occasionally we may take photographs or video of the children at our school for the purpose of recording work, celebrating events or for promotional resources (such as the website or prospectus).

Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the General Data Protection Regulation 2018. There is also a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers or on televised news programmes. Please indicate if you do not wish your child to appear in the media and we will try to keep your child out of such photographs. To comply with the General Data Protection Regulation 2018 we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.

- | | |
|--|----------|
| 1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes? | YES / NO |
| 2. May we use your child's image on our website?
NB If you say NO we will not be able to include your child's photograph in our newsletters as these are uploaded on to our website. | YES / NO |
| 3. May we record your child's image on video or iPad? | YES / NO |
| 4. Are you happy for your child's image to appear in the media? | YES / NO |

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

I have read and understood the Conditions of Use on the reverse of this form.

Signed

Date

Name (in block capitals) (parent/carer)

CONDITIONS OF USE

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a single pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed.
9. All images of your child will be destroyed when your child leaves the school.

Wendover CE Junior School

GDPR Privacy Notice

We, **WENDOVER CE JUNIOR SCHOOL**, are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- contributions to trips and activities
- catering and free school meal management

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to enable the day-to-day running of the school

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- Article 6.1.e states that the use of personal data is justified if 'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'. In this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Article 9 covers the use of sensitive personal information (this includes health and social care information). This is justified either by article 9.2.a (consent from the data subject) or article 9.2.e (processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services).

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our school website.

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- school governors (anonymised data)
- NHS including school nursing team
- other parties where there is a legal basis for doing so

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- section 87 of the Education Act 2002. Article 11 of The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 20032

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For further information, please see the section below 'How Government uses your data'.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Headteacher.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information to (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>



Free School Meals & Pupil Premium

Research shows that better food in schools is improving what children eat during the school day, and there's evidence of a clear link between what children eat at lunchtime in school, where they eat it and how they focus with their teachers in the afternoon.

All children in reception, year 1 and year 2 in state-funded schools in England are eligible for Universal Infant Free School Meals. This includes infant pupils in maintained infant and primary schools, free schools, academies, special schools and pupil referral units.

Free School Meals are also available to pupils in years 3 and above whose parents receive certain benefits and register using this application form. Please return this form to your child's school if you think you qualify for Free School Meals.



Pupil Premium - completing this form could also raise money for your child's school...



The Pupil Premium is a Government scheme that provides funding to schools of £1,075 - £1,515 per pupil whose parents receive one of the qualifying benefits listed on this application form.

The school can use this money to raise the attainment of disadvantaged pupils and close the gap between them and their peers

Q. How can I apply?

A. Simply complete this application form and return it to your child's school

Q. Why should I apply?

A. You and your school could benefit from Pupil Premium funding worth £1,075 - £1,515 per pupil. As well as this, if your child is in year 3 or above this form is also used to apply for Free School Meals and could save you hundreds of pounds a year.

Q. My child is in Reception, year 1 or year 2 and automatically receives Universal Infant Free School Meals, do I still need to complete this form?

A. Yes! Pupil Premium is only paid to a school if the parent registers using this form and is receiving one of the qualifying benefits listed. Even though your child automatically receives free meals at school completing this application form may entitle your school to Pupil Premium funding.

To register for free school meals, including Pupil Premium, please complete this application form and return it to your child's school as soon as possible to avoid delay.

FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ **Income Support (IS)**
- ✓ **Income-based** (not contribution-based) **Job Seeker's Allowance (IBJSA)**
- ✓ The guaranteed element of the **State Pension Credit**.
- ✓ **Income-related employment and support allowance**
- ✓ **Support under Part VI of the Immigration and Asylum Act 1999**
- ✓ **Universal Credit** with an annual net earned income of no more than £7,400
- ✓ **Child Tax Credit** (with no Working Tax Credit) with an annual income of no more than £16,190
- ✓ Where they are entitled to Child Tax Credit and also Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Administration for the provision of free school meals is undertaken by Buckinghamshire Council for those pupils attending an education establishment within Buckinghamshire. Copies of this form should be completed and provided to all schools your children attend.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

FORENAME: **TITLE:** **DATE OF BIRTH:** dd/mm/yyyy

NATIONAL INSURANCE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--

OR

NATIONAL ASYLUM SEEKER NUMBER

			/			/						
--	--	--	---	--	--	---	--	--	--	--	--	--

ADDRESS

POST CODE

DAYTIME TEL. NO(s)

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. *The remainder of this declaration does not apply to pupils in Reception, Year 1 or Year 2* - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) **DATE** _____

s110 of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.

School Meals

Culinera are an independently owned and independently operated catering company, established with the aim of bringing about a new era in food. Culinera have a select management team consisting of people who previously worked for larger caterers who have grown frustrated at under delivering on quality. Culinera is about food, experiences and people. We chose Culinera because we believe we can work in partnership to create a truly wonderful experience for our students.

Booking meals

Meals are booked via the ParentPay portal. For new students joining the school, you will receive communication with account activation details from the school office

Example Menu:

Autumn / Winter Menu 2025 / 2026

WEEK 1 - 03/11, 24/11, 15/12, 05/01, 26/01, 23/02, 16/03					
	MAIN	MAIN - VEGGIE	MAIN - HOT PASTA & BAKE	SIDES	PUDDING
Monday	Chicken and sweetcorn pie	Cheddar and tomato frittata  	Mac 'n' cheese 	New potatoes, green beans and peas	Chocolate brownie 
Tuesday	Penne bolognese 	Vegetable penne bolognese  	Pesto pasta 	Sweetcorn and broccoli florets	Blueberry muffin 
Wednesday	Roast chicken with Yorkshire pudding and gravy	Vegetable wellington with Yorkshire pudding and gravy  	Creamy tomato and vegetable pasta 	Roast potatoes and roast root vegetables	Orange drizzle cookie 
Thursday	Margherita pizza	Rainbow vegetable pizza 	Tomato and basil pasta 	Baked wedges and mixed salad	Lemon flapjack 
Friday	Crispy fish fingers 	Quorn nuggets 	Broccoli and cheddar bake 	Chips, baked beans and peas	Pear upside down cake 
WEEK 2 - 10/11, 01/12, 12/01, 02/02, 02/03, 23/03					
	MAIN	MAIN - VEGGIE	MAIN - HOT PASTA & BAKE	SIDES	PUDDING
Monday	Pulled chicken enchilada	Roasted pepper fajita 	Tomato and basil pasta 	Piri-piri rice, sweetcorn and peas	Vanilla cookie 
Tuesday	Spaghetti and chicken meatballs with garlic bread	Baked macaroni cheese with garlic bread 	Creamy tomato and vegetable pasta 	Mixed salad	Apple crumble with custard 
Wednesday	Chicken sausage and vegetable bake 	Quorn sausage and vegetable bake  	Tomato pasta 	Diced roast potatoes, carrots and green beans	Carrot cake 
Thursday	Cottage pie 	Potato and onion hominy pie 	Penne pesto pasta 	Mixed Vegetables	Berry sponge 
Friday	Breaded chicken nuggets	Homemade vegan sausage roll 	Tomato and vegetable pasta 	Chips, baked beans and peas	Chocolate rice krispie cake 
WEEK 3 - 17/11, 08/12, 19/01, 09/02, 09/03					
	MAIN	MAIN - VEGGIE	MAIN - HOT PASTA & BAKE	SIDES	PUDDING
Monday	Beef chilli con carne	Green garden veggie burger 	Tomato pasta 	Baked wedges and mixed salad	Apple and oat cookie 
Tuesday	Mild chicken curry 	Sweet potato and cauliflower curry  	Penne pesto pasta 	Steamed rice, broccoli florets and peas	Jammy tart 
Wednesday	Roast turkey with stuffing and gravy	Cheesy vegetable bake with stuffing and gravy  	Macaroni cheese 	Roast potatoes and mixed vegetables	Chocolate fudge cake 
Thursday	Traditional beef lasagne with garlic bread 	Vegetable lasagne with garlic bread 	Tomato and basil pasta 	Green beans and carrots	Sticky toffee pudding with custard 
Friday	Crispy fish fingers 	Quorn nuggets 	Broccoli and cheese bake 	Chips, baked beans and peas	Sprinkle sponge 

MENU KEY:  Vegan  Vegetarian  Added Plant Power  Oily Fish

ALLERGY INFORMATION - We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination. If your child has an allergy or intolerance, please speak to your child's school or the Cook Manager on site for information. **Forms are available through our website or via the school.**

Available everyday:



FILLED JACKET POTATOES



HOME BAKED BREAD



FRESH SALAD BAR



JELLY OR YOGURT



FRESH FRUIT

Additional Opportunities

Premier Education, Extra-Curricular Activities and Music Lessons

Premier Education

Premier Education is based at the Wendover Youth Centre, which shares our campus. They are a well-established organisation with fully qualified and experienced instructors. Premier staff work alongside our teaching team to deliver some of our PE lessons and promote healthy, active lifestyles.

In addition, Premier Education offers wraparound care before and after-school, as well as a range of exciting holiday clubs for children to enjoy.

Further information can be found at:

<https://family.premier-education.com/about-us/buckinghamshire>

Extra-Curricular Activities

We are proud to offer a wide variety of extra-curricular clubs at Wendover CE Junior School. Some take place during lunchtime or after school, providing opportunities for children to explore new interests, develop skills, and enjoy social time with friends.

We also work in partnership with Premier Education to extend the range of activities available after school ensuring there's something for everyone to enjoy.

More details can be found here:

https://www.wendover.bucks.sch.uk/web/extra_curricular_activities/637881

Music Lessons

We offer a range of instrument lessons at school, either during the school day. We work with local peripatetic teachers and Buckinghamshire Music Trust to provide a wide range of instrumental tuition.

Details about provision from Buckinghamshire Music Trust will be available early in the new term.

Amongst our experienced teachers are Michele and Pippa Beckford, who have worked with the school successfully for a considerable time. They are a mother and daughter team providing high-quality, affordable and rewarding instrumental tuition. Between them, they have a wealth of over 30 years of teaching experience and have a 100% examination pass rate with both ABRSM and RockschooL.

Lessons are either 20 or 30 minutes long and take place on a strictly individual basis during lunchtimes and the afternoon period of the school day. Currently, there are spaces on the timetable for piano, bass guitar, electric guitar and drums. Lessons are usually oversubscribed so do get in contact soon.

For more information please email us at: beckfordmusic@hotmail.com

We believe that a school uniform promotes a sense of belonging, reinforces a positive ethos, is practical and reduces expenditure for parents. We understand that uniform may be purchased from many retailers, however we consider PL School Wear to be providers of good quality clothing at a competitive price.

Our uniform policy can be viewed at: <https://wendover.eschools.co.uk/web/policies/188848>

The uniform catalogue can be viewed at: <https://plschoollwear.co.uk/shop/aylesbury/wendover-junior-school>

PL Schoolwear

Unit 1

Goodchild Parkway

Sir Henry Lee Crescent

Aylesbury

Bucks

HP18 0PE

Email: aylesbury@plschoollwear.co.uk

Wendover CE Junior School

Key School Policies and Information

School Policies

The statutory school policies can be found on the school website and written copies are available on request: <http://www.wendover.bucks.sch.uk/web/policies/188848>

Policies are reviewed regularly by leaders and governors.

Important Information

Our school website contains key information about the performance of our school and our strategic planning: http://www.wendover.bucks.sch.uk/web/school_development/188883

On this page can be found:

- School Performance Data
- Ofsted and SIAMS reports
- Achievement and Progress Data
- School Development Plans
- Sports Premium Funding
- Pupil Premium Funding
- Safeguarding
- A link to Parentview

Written versions are available on request from the school office.

Click here for the most recent version of our prospectus:

http://www.wendover.bucks.sch.uk/web/school_prospectus/188768