



**Shetland Islands Council
Education and Social Care Department, Schools Service**

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SCALLOWAY J. H. SCHOOL

ENROLMENT FORM

PUPIL INFORMATION:

Date Of Admission ____ / ____ / ____ Date Of Birth ____ / ____ / ____ Class _____

First Names (*Underline Name Used*) _____

Surname _____ Male/Female Position in Family (1st) _____

Home Address _____

_____ Postcode _____

Home Telephone No _____

(Any change of address during the Session should be notified, in writing, to the School Office.)

If you have any brothers or sisters at Scalloway JH School, what are their names?

Name and Address of last School _____

_____ Tel _____

AT HOME: (Parents/Guardians at Home Address)

Relationship _____ Relationship _____

Title _____ Title _____

Forename _____ Forename _____

Surname _____ Surname _____

Workplace _____ Workplace _____

Occupation _____ Occupation _____

Work Tel No _____ Work Tel No _____

Mobile Tel No _____ Mobile Tel No _____

EMERGENCY CONTACT DETAILS:

If your child is ill or the school closes unexpectedly and you cannot be contacted please give details of someone we can contact:-

Title _____ Forename _____ Surname _____

Address _____

Home Tel No _____ Work Tel No _____ Mobile _____

Relationship _____

Title _____ Forename _____ Surname _____

Address _____

Home Tel No _____ Work Tel No _____ Mobile _____

Relationship _____

Child's Doctor is _____ at _____ Health Centre, Tel. No. _____

AILMENTS:

Please delete the statement which is not applicable.

- a) I know of no ailment, etc, affecting my son/daughter, of which the school should be informed
- b) I would like to draw the school's attention to the following medical information on my child:

COMMUNICATIONS:

Most information from school will be sent home with your child. Some communication, such as reports cards, will be sent home in an addressed envelope. Please complete the following to show us exactly how you would like communications from the school to be addressed to your household.

Title (e.g. Mr & Mrs/Mrs/Mr/Ms; etc.) _____

Non-Residential Parents

Non-residential parents are entitled to access information regarding their children's education. Please provide the details below of any parent who does not live at home who is to receive a copy of information from school:

Mr & Mrs / Mrs / Mr / Miss / Ms / Other (please detail) _____

Name _____

Address: _____

_____ Postcode _____ Tel No _____

ADDITIONAL INFORMATION:

The following information is required for the **annual Scottish Executive Education Department statistical returns:-**

- a) **Ethnic Origin** (Please tick **one** category)

- | | | | | | | | |
|-----------------|--------------------------|-----------------|--------------------------|-------------------|--------------------------|---------------|--------------------------|
| White UK | <input type="checkbox"/> | Black Other | <input type="checkbox"/> | Asian Bangladeshi | <input type="checkbox"/> | Not Disclosed | <input type="checkbox"/> |
| White Other | <input type="checkbox"/> | Asian Chinese | <input type="checkbox"/> | Asian Other | <input type="checkbox"/> | Not Known | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Asian Indian | <input type="checkbox"/> | Mixed | <input type="checkbox"/> | | |
| Black Caribbean | <input type="checkbox"/> | Asian Pakistani | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

If you have ticked one of the "Other" boxes, please enter the specific ethnic origin here:-

- b) **National Identity** (Please tick the **one** category which best describes your National Identity)

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

If you have answered "Other", please give the specific National Identity here:- _____

NOTE: If any of the details given in the enrolment form change, it would be appreciated if you would inform us so that our records are kept up-to-date.

CONSENT UNDER DATA PROTECTION - PHOTOGRAPHS / VIDEOS TAKEN IN SCHOOL

I consent / do not consent (please delete appropriately) to my son/daughter being photographed / video taped whilst attending Scalloway JH School.

I understand that photographs and videos are taken for use by Scalloway JH School in appropriate circumstances. Photographs and videos are often taken of class project work, specialist subjects, concerts and musical performances, sports activities and class trips and these could be displayed within the school for the children and visitors to see, in our newsletters, on our website or used in the project materials we exchange with other schools e.g. our partner schools. I also understand that pictures may be displayed outwith the school e.g. The Shetland Times.

I understand that family and friends of other pupils may video concerts held at school and that my child could be included in their footage.

I agree to the above (please tick the box)

VISIT CONSENT

At various times class teachers may organise visits outwith school. These visits are usually part of our Environmental Studies programme but could include other visits e.g. to the library.

If you agree to your child taking part in these visits please sign below and **return the whole sheet** to the school.

Parents/Guardians will be asked to sign a separate consent form should visits be organised outwith Scalloway and will usually be informed by letter about visits organised within Scalloway.

I agree to the above (please tick the box)

SWIMMING

I give permission for my child to take part in swimming lessons (please tick the box)

COMPUTER USAGE AGREEMENT

The computer network at Scalloway JH School has been provided for us to use as a tool in our classrooms. We are able to use the computers to get information from around the world to help us learn.

Care and Use of the Equipment

- Pupils will care and look after the computers and all their parts.
- Pupils will not eat or drink near the computers.
- Pupils will not copy, download or put their own software on the school computers as this may cause a virus.

Work Habits

- Pupils will agree to follow all teacher instructions when using the computers.
- Pupils will only use the computers when a teacher is present.
- When using the World Wide Web, pupils will only search for information about their school work.
- Pupils will not alter the settings on the computers.
- Pupils will only read their own email.
- Pupils will make sure that the emails they send out shows politeness and respect as representatives of Scalloway JH School.

Personal Safety

- Pupils will use only their first name when communicating with other people.
- Pupils will not give out their password, their own or anyone else's home address, their own or anyone else's home or mobile phone number.
- Pupils will tell their teacher if they find any information that makes them feel bad or uncomfortable.

Breaking any of the rules listed above will prevent pupils from using the computers for a negotiated period of time. Parents/Guardians must discuss with their child and agree to follow all of these rules.

I agree to the above (please tick the box)

Parent/Guardian's Signature

Parent/Guardian's Name Date