



Ark Helenswood Academy
SIGNATURE FORM

STUDENT NAME: _____

FORM: _____

Please give below your preferences for the forthcoming academic year. Your signature is needed on the last page to authorise the information given.

EARLY CLOSURE

I understand the school will close early on the dates listed below and give permission for my daughter to leave at **1.00 pm**. I will make arrangements for her journey home. I understand I will be notified of the Stagecoach services:

Wednesday, 30th September 2015 Please tick

I will notify the school in writing if my daughter is unable to leave at this time.

SEVERE WEATHER CONDITIONS / EMERGENCY

This section should only be updated if there have been changes to your arrangements from previous years.

In the event of enforced school closure we need to know how you would wish your daughter to leave the school:

[Please give one only – if your daughter is able to make her own way home, enter this in “Other Arrangements”]:

[a] Go to another adult -
Please enter the name and address:

.....

[b] With another student -
Please give the name and form of a student currently on roll at Helenswood whom she can go home with:

.....

[c] Other Arrangements -
Give full details of any other arrangements:

.....

[d] Collection by parent -
Tick if you are able to collect yourself Please tick

[e] Collection by another adult –
Please give the name and telephone number of an appropriate adult whom we can contact to collect her:

.....

PERMISSION TO BE PHOTOGRAPHED

Ark Helenswood Academy and other organisations often take photographs for publicity purposes. These photographs may appear in our Ark Helenswood Newsletter, the Local Press, Ark Helenswood publications, our intranet or displays. We also video students for assessment purposes, but these videos are not published. Before taking photographs or video recordings of our students, we need your permission:

[Please tick only one]

I do give permission
I do *not* give permission

SEX EDUCATION

Sex education is delivered to students in PSHE lessons and is mandatory in Science lessons. We are requesting permission for your agreement to the delivery of this education in PSHE lessons.

[Please tick only one]

I do give permission
I do *not* give permission

SCHOOL TRIPS

We organise a considerable amount of school trips every year, several of them to local events, schools etc. Although we will always advise you of any trip that we may wish your daughter to attend, we are asking for you to agree to the following statement for trips within a 10 mile radius, as an annual agreement:

"I have ensured that my child understands that it is important for her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed. I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my daughter arising during or out of the journey".

Any medical conditions will be taken from our main system, so it is important to keep the school informed of any change in your daughter's health. You may of course, refuse to allow your daughter to attend any visit that we notify you of, but we would ask you to put your objection in writing to the School Office.

[Please tick only one]

I do give permission
I do *not* give permission

SERVICE CHILDREN IN EDUCATION

Either Parent Armed Service Personnel?

YES NO

[Please tick as appropriate]

Signed on behalf of Ark Helenswood Academy -



**Lucy Monk
Principal**

I have completed this Signature Form and sign to authorise any information changes.

Signed: **Parent /Carer**

Name: *[Please print]*