

Parent / Guardian Consent Form



Circles Alternative Education

To be completed in BLOCK CAPITALS

Date completed:

Student Details

Forename:

Surname:

Date of Birth:

Address:

Postcode:

Parent/Guardian Details

Forename:

Surname:

Address:
(if different)

Postcode:

Home Tel:
Work Tel:
Mobile Tel:

Relationship to student (Mother, Carer, etc):

Other contact person in case of emergency:

Emergency Tel:

Students Health & Support Needs

Please list any health problems or allergies which may affect this person during activities at Circles, e.g. hay fever, food allergies, asthma, epilepsy, paracetamol, etc.

Please give any reason if this person has extra support at school, e.g. English as an additional language, learning difficulties, disabilities

Has this person had a tetanus immunisation within the last 5 years? (please circle)

Yes, Definitely / Probably / Very Unlikely / No

Authorisation Questions

1. Can Circles staff administer the following

Sun cream

Yes	No
[]	[]

2. Is this person able to leave site with a member of farm staff, e.g. on a trip related to the course

[] Yes [] No

3. Please confirm you have read & understood the behavioural policy by signing below;

Photographic Authorisation

As part of the syllabus it is necessary to document student's involvement in projects and course work.

These photos may also potentially be used for, On site displays, on our website and Facebook page, in the local/national press, and other areas relating to the running of circles as an organisation.

If photographic consent is not given the student will be required to keep a detailed daily diary to replace the photo evidence in their portfolios.

It is assumed that consent is given unless a letter is sent to Circles removing consent.

Contacting You In The Future

Would you be happy to be contacted by Circles in the future about upcoming events and children's activities?

Yes

No

If Yes, can you provide an Email address to contact you by

Email:

Who Can Collect the Student

If the student arrives to Circles under their own steam (walk, bike, bus, etc) it is assumed that they are authorised to leave in the same way.

We will only allow this attendee to be collected by, School arranged transport be it either school minibus/ contracted minibus/ taxi company, Parent/Guardian named on this form or named people listed below.

Name	Relationship with student	Contact Number
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Important Notes

Attendees must wear suitable and appropriate clothing for the course in which they are attending. As a large majority of the work they are likely to be doing involves practical work it is likely that some form of permanent marks will be made on the attendees clothing even when wearing the provided protective layers.

Particularly if on a Circles Farm course attendees must wear suitable clothing for working outdoors in the current season on such activities that are likely to take place on a farm. Suitable protection from the sun should be provided during hot weather, i.e. hats or caps and tops which cover the shoulders. We will not routinely apply sun cream and failure to provide suitable protection from the sun may result in the attendee missing activities.

All our activities are risk assessed and the student will be kept safe while at Circles. However, you should be advised that some activities are classed as 'Risk Present'. There are also risks associated when working/handling animals.

Students should be provided with a packed lunch and ample drinks for the day. Please refer to the list of banned items on the next page when preparing a student's packed lunch.

(Tap water is available along with a toaster, kettle and microwave for student use)

If students arrive in unsuitable clothing they may be asked to leave. This could include clothing with offensive designs on, clothing that does not cover an appropriate amount of the body, etc. All students are required to wear tops that cover their shoulders and torso at all times.

Banned Items

To minimise disruption to the working day a number of items are considered ‘Banned’ and should at no time be brought with the student to Circles. If a student is found with any of the following they will be confiscated and not returned to the student directly but either sent to the school or directly home.

- Expensive electronic equipment
 - Exceptions
 - Mobile phones, if students bring mobile phones into the centre we require them to be handed in at the beginning of the day to be kept in a locked box while on site. We can not be held responsible for lost/damaged phones.
 - Camera’s, if a student chooses to bring their own camera to document their work progress Circles Education Centre can not be held responsible for lost/damage. We will provide camera equipment when needed.
- Cigarettes, lighters and matches
 - If students bring cigarettes, lighters, etc with them they are to be kept in their bags and not left on display. If they are seen by staff when they should be away they will be confiscated and destroyed. No exceptions.
- Expensive jewellery including watches
- **Energy Drinks**, e.g. red bull, lucozade, etc
 - Energy drinks of any description will be confiscated and disposed of.

Any student found with offensive weapons, illegal drugs and any other form of illegal or inappropriate material will be reported to the, Parent/Guardian, School and Police and may result in their placement being suspended/cancelled.

Declaration

I confirm that the above information in regards to Circles has been read and understood and any required information to be passed onto the student has been explained.

I confirm that the information I have provided above is true and correct and I am authorised to sign this for the student. It replaces any previous form on record:

Name

Signature

Date
