



MARTENSCROFT

NURSERY SCHOOL & CHILDREN'S CENTRES

New Starter Pack

All Information must be completed before your child starts with us. Your child's birth certificate will also need to be shared with the admin team before your child can start.

 **Details about the child:**

Name of child: _____

Other known names: _____

Address: _____

Postcode: _____

Gender: Male Female



Date of birth: ___/___/_____

NHS Number: _____

Ethnicity: _____ Language spoken at home: _____

Does your child have a disability:

Do they get disability allowance:

If yes, please provide details: _____

Does your child have any known allergies:

If yes, please provide medical evidence and details: _____

Does your child have any dietary requirements:

If yes, please provide details / medical evidence: _____



We are **mindful**, **inquisitive**,
expressive and **nurturing**
so we can
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Epping Street, Manchester, M15 6PA
0161 226 1266

admin@martenscroft.manchester.sch.uk
www.martenscrofturnerschool.co.uk



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Parent and Emergency Contact Information:

Contact 1: (Used for our communication services e.g. Tapestry, Text messaging and Emails)

Name: _____

Other known names: _____

Relationship to the child: _____

Has parental responsibility for the child: Yes No

Address: _____

Postcode: _____

Contact number: Mobile _____ Work: _____

Email address: _____

Gender: _____ Ethnicity: _____



Contact 2:

Name: _____

Other known names: _____

Relationship to the child: _____

Has parental responsibility for the child: Yes No

Address: _____

Postcode: _____

Contact number: Mobile _____ Work: _____

Email address: _____

Gender: _____ Ethnicity: _____

Emergency Contact:

Name: _____

Relationship to the child: _____

Contact number: _____

We use a communication service to send text messages and emails about important announcements / reminders to parents and carers. If you wish to be part of the messaging service, then we will need your consent. Please let us know if you do not wish to be contacted in this way. Contact 1 will be used unless you inform us otherwise.



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Medical Information

Our medicines policy states that staff can only administer continual medicines of a preventative nature or prescribed medicines that are required to be administered whilst the child is in our care. **All medicines must be in the original container as dispensed by the pharmacy, with the child's name printed on the packaging label.** If your child requires medication to be administered, you will be asked to fill out a Parental Consent Form for Medication by the staff team.

We do allow an exception to be made for creams to be used for nappy rash prevention and teething gels to support the care of your child. If you wish to provide us with these products to use with your child, you will need to provide your child's key worker with an un-opened product and complete a parental consent form for medication.

We do not administer pain relief medication such as Calpol. If your child requires pain relief during the school day, you will be contacted to either collect your child or administer pain relief medication yourself.

If your child has a medical condition, we will arrange to meet with you to complete an individual health care plan to meet their individual needs.

I give permission for my child's medical and/or additional needs information, including allergies and dietary needs to be located in an area of school accessed only by staff, which will include the child's name and picture to ensure that all staff are aware of any specific needs.



Medical Attention Consent

While at the school / centre if your child is taken ill, every effort will be made to contact the parent/carer. If your child requires medical attention and contact cannot be made your child will be taken to hospital for medical advice. Every effort will continue to be made to inform you of the situation.

I give my consent for _____
to be taken to hospital if required.

Parent/Carer signature _____

Date: __ / __ / ____



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Accident Reporting Procedures

Accidents at Home

- Parent/carers must inform a member of staff of any accidents their child has had at home. You may be asked for an explanation, then asked to record the information on an accident form. You may prefer for staff to complete the form using your words. You will be then asked to sign the form.
- A member of the leadership team will be made aware and will countersign the form along with the staff member you informed.
- If a member of the leadership team is concerned with the injury or explanation, then they will take appropriate action.

Accidents at school



- As a school we aim to train all our staff to be Paediatric First Aiders.
- Staff will attend to a child as necessary, complete an accident form and inform a member of the leadership team to obtain their signature.
- If staff feel a child's accident may require further medical attention they will alert management immediately and take appropriate action.
- When a parent/carer arrives to collect their child, staff will explain the accident to you and ask you to sign the accident form. If you are unhappy with the explanation, a manager will be informed, who will then discuss the accident with you.
- In certain circumstances a manager may contact you to discuss the accident with you before you collect your child.
- If the child is collected by an agreed person other than the parent/carer, this person must be informed of the accident and asked to sign the accident form and relay the information back to the parent/carer. It may be appropriate to photocopy the form and send this home for your reference. Parent/carers will be informed of the accident the next day.
- Staff will always inform and obtain the signature of whomever collects the child on the same day, if this does not happen then you will be informed via a phone call.

ALL ACCIDENTS WILL BE NOTIFIED TO A MEMBER OF THE SENIOR LEADERSHIP TEAM AND ALL RECORDS WILL BE KEPT ON OUR SYSTEM



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Collection Policy

At Martenscroft Nursery School our collection policy states that we will only release children to known adults. This is paramount to our safeguarding procedures. If an adult who is not familiar to the staff tries to collect your child, they will be refused permission to collect. We advise that during your child's gradual admission you try to introduce the staff to the people who will be regularly collecting your child. This will enable the staff to build relationships with all the key adults in your child's life.

If you wish for an unfamiliar adult to collect your child, you **MUST** inform the staff team either in person or over the telephone before or on the day of collection. You will be required to tell us their name, relationship to the child and a password will need to be shared with both the staff team and the person collecting your child.

Please list any known adults who may be collecting your child from Nursery and please provide us with a secure password that you will use when required.

Password to be used with unfamiliar adults: _____

Adults collecting frequently:

Name of adult: _____

Relationship to child: _____

Name of adult: _____

Relationship to child: _____

Name of adult: _____

Relationship to child: _____

PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____



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Educational Visits

During your child's time at Martenscroft we may take children on local walks and visits. These outings could be visits to the local Shops, Parks, Library or Art Galleries. Some visits may be pre-planned for which we will be able to give you advance notification, whilst others may be more spontaneous, for example, taking advantage of the good weather to walk to the local shop.

I am sure you will agree, these experiences are an important part of your child's learning and development.

All visits will follow the Manchester City Council Guidelines for outings and visits; for example, correct ratios will be in place and risk assessments will be carried out by staff prior to the visit.

Please sign below if you give consent for your child to join us on these outings.

There also may be occasions when we require adult volunteers. If you are interested, please tick below.



Local Educational visits

CHILD'S NAME _____

Yes, I give permission for my child to join local visits and outings.

Yes, I would like to be an adult volunteer and help with visits/outings.



PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____

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Use of Images Consent

At Martenscroft Nursery School and Children's Centre we capture the children's learning experiences to showcase our rich curriculum offer. We use images and videos to record the children's learning for assessment purposes, to share children's learning experiences with parents and to promote our centre to external agencies.

To comply with the Data Protection Legislation, we must ask your consent before the Nursery records any images or videos of children. Please answer the questions below and then sign and date the form below:

I consent to my child's photograph or video to be used:



- On Tapestry (our home/school sharing platform) for parents / carers to access evidence of their child's learning experiences in school
- In other children's Tapestry observations, when group observations are recorded
- On the school's displays (in the rooms or on corridors or in communal areas)
- On the school's website
- On the school's social media platforms (Facebook, Twitter, Instagram)
- In the media (Newspapers, News Channels, Social Media Platforms, Websites)
- In published materials by partner agencies (Books, Website, Leaflets, Research)

CHILD'S NAME: _____

PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____

Conditions of use: These forms are valid for five years. If you change your mind about giving consent to any of the above during this period, please inform Martenscroft Nursery immediately. If we decide to take photographs for any other purpose than those listed here, we will contact you again to ask for your consent. Images of children will be stored securely. Please be aware that Martenscroft Nursery has no control over the way external photographers and the media store images. All images uploaded to the website or social media become accessible to the public, we have no control over how they are downloaded. We will only use photographs of children who are suitably dressed, in order to reduce the risk of misuse.



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External Agencies

Agreement from parent / carer to share personal information with external agencies.

Throughout your child's time with us at Martenscroft, we may need to refer your child to different external agencies to support your child or family. You will always be made aware if we are making any referrals to partner agencies and discuss why the referral needs to be made before any information is shared.

A list of **some** of these agencies are listed below:

- Outreach Support Team
- Speech and Language Therapist
- Occupational Therapist
- Physiotherapist
- Early Years SENCO Team
- Health Visitor
- Housing Support Worker
- Social Worker
- New school or setting



Please sign below to confirm that your child's information can be shared with known agencies that are working with your child or family.

I agree that information can be shared with other agencies or professionals and I understand that it is necessary to share information or have discussions regarding my child with other external agencies.

CHILD'S NAME: _____

PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____

Please provide any details of any current agencies that are supporting your child or family:



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Attendance and Punctuality

Our attendance policy states that we expect all children to attend school unless they are unwell. Although the children are not school aged children, our school expectation is that all children attend school to get the best possible start to their education. If you wish to take your child out of school on holiday or special leave, you will need to request a 'Holiday Request Form' from the admin team. We expect that all holidays will be taken during the school holidays to support the children's learning and development. Holiday absences will only be authorised if attendance is above 90%, otherwise any holidays will be marked as unauthorised. Please see the attendance policy in full on our website.

Times and Lateness

The Willow school day is: 9:00am – 3:15pm.

In the mornings, the Willow door will open at 9:00am and the door will close at 9:15am. This gives parents 15 minutes to be able to drop their child off. After 9:15am, the parents will be asked to wait in the main office until a member of the staff collects the child. If a child arrives after 9:30am, they will be given a late mark and will have to wait until the first group session is finished before they can go down to the room. If your child has persistent lateness, a meeting will be called to discuss the reasons for lateness and support will be given to the family in the first instance. If lateness does not improve, your child hours may be reduced as a result.

In the afternoons, the Willow door will open at 3:00pm for parents to collect their child. We expect that all children are collected by 3:15pm, any children collected after this point will be placed into afterschool club and a charge of £7.50 will occur.

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Before and After School Provision

To support wrap around care for our families, we offer a before and after school service for Willow children. The before school club runs from 8:00am – 9:00am and after school club runs from 3:15pm – 4:30pm.

The costs for each session is:

Before school - £7.50 per day

After school - £7.50 per day

Please speak to the main office to enquire your interest in before and after school or to book a place for your child. This will be allocated on a first come, first serve basis.

Holiday Care

During the school holidays we are also able to offer a number of Holiday Care places. To book on the holiday care provision, please speak to the main office prior to each holiday. Again, this will be allocated on a first come, first serve basis so if you require holiday care please make sure you give advanced notice.

The cost for the holiday care is:

£45 per day



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Lunch Time Arrangements

At Martenscroft Nursery School and Children's Centres we cook our own fresh and nutritional meals. We have seasonal menu which can be found on our website and is displayed in the main entrance. We strive to provide our children with healthy balanced meals. In addition, we have a comprehensive and strict packed lunch policy which promotes health eating. You can also find a copy of our packed lunch policy on our website for your reference.

We work with parents to ensure that ALL our children have access to a healthy and balanced diet. We would strongly recommend, where possible that all our children have a school meal. This will allow children to try new foods, develop their independence skills and encourage social skills.

The cost of a school meal is **£2.50**.

Please speak to the main office if you would like your child to have school meals. If you wish to change your child's decision between school meals and packed lunches, you will need to give two weeks' notice to the office before moving to the alternative option.

Nut Free School

Due to a number of allergies of both children and staff, we are a **Nut Free** school. We do not allow nut products or products containing nuts to be brought into the building. This is to safeguard both children and adults.

Food Consumed in School

We ask that parents do not bring food into school when dropping children off or collecting children. We have a number of children with different allergies and we cannot control the foods that parents may bring in as treats for their children. We ask that all food you provide for your children, is to be consumed outside of the school building to ensure the safety of all children.

Please sign to agree to our food consumption arrangements.

CHILD'S NAME: _____

PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____



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HOME - SCHOOL AGREEMENT

Martenscroft Nursery School and Children's Centre are a Rights Respecting School; we seek to put the Convention of the Rights of the Child at the heart of the school ethos.

Articles 28 and 29 state:



has the right to an education & Education must develop every child's personality, talents and abilities to the full.

The school will :

- ❖ Provide a pleasant, safe and healthy environment.
- ❖ Provide high quality Early Years Foundation Stage provision and a broad and balanced curriculum.
- ❖ Let parents and carers know of any concerns or problems.
- ❖ Establish structures and routines that promote positive behaviour.
- ❖ Provide a written report on children's progress when the child moves into a new room.
- ❖ Arrange parent meetings to discuss and support children's progress.
- ❖ Keep parent and carers informed through regular newsletters, tapestry, the website and social media platforms
- ❖ Provide a range of family activities and opportunities.

The family will:

- ❖ Ensure their child attends school every day and is on time.
- ❖ Notify the school of any concerns or problems that might affect their child's behaviour and achievements.
- ❖ Support the school's policies and guidelines.
- ❖ Support their child's progress and development both in school and at home.
- ❖ Attend parent meetings or other meetings concerning their child's progress.
- ❖ Contribute to their child's learning and document experiences through Tapestry.

Together we will ensure that your child achieves his/her best in all aspects of school life.

Parents/carers name: _____

Signature: _____ Date: __ / __ / ____

Key Worker name: _____

Signature: _____ Date: __ / __ / ____



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Code of Conduct

At Martenscroft Nursery School and Children's Centre staff are committed to offering you and your child a high standard of care and quality in the provision of services.

In the interest of everyone who uses or works in our centre, we operate a 'NO TOLERANCE' approach to: **Shouting, swearing, threatening or aggressive behaviour of any kind and harassment or discrimination of any kind.**

WE HAVE THE RIGHT TO BE TREATED WITH RESPECT IN A SAFE, PEACEFUL AND SECURE ENVIRONMENT. WE ALL HAVE A RESPONSIBILITY TO TREAT OTHERS WITH RESPECT.

Signed Parent/Carer: _____



Personal Belongings

At Martenscroft Nursery School and Children's Centre we cannot be held responsible for the safe custody of any article or money brought into the establishment.

Martenscroft Nursery School and Children's Centres will not accept any liability for any money or article that may be lost, stolen or damaged.

I have read and understood the above disclaimer.

Signed Parent/Carer: _____

Jewellery Disclaimer (To be completed only if your child is going to wear jewellery at school)

I understand that the Headteacher at Martenscroft Nursery School and Children's Centre recommends that I do not send my child into the centre wearing any kind of jewellery, especially earrings.

Regardless of this advice, and the obvious risk to my child, I have made the decision that my child can still wear such jewellery. In doing so I take full responsibility should an accident occur.

I have read and understood the above disclaimer.

Signed Parent/Carer: _____



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GENERAL DATA PROTECTION REGULATIONS

We need to hold personal information about your child on our computer systems and in paper records to help us with their educational needs.

Your Headteacher is responsible for their accuracy and safe-keeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's record is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguarding procedures are in place to prevent loss.

In some circumstances, we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, we will not disclose information over the telephone, fax or email unless we are sure that we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent and we do not leave messages with others.

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1) (c) and Article 9(2) (b) of the General Data Protection Regulation (GDPR).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school



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Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information



Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed from our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.



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We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

Under General Data Protection Regulations, 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, please contact our data protection officers directly, who will arrange for this to happen within the required time.

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
- claim compensation for damages caused by a breach of the General Data Protection regulations



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Parent / Carer information

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The school has an independent data protection officer service supplied by Manchester City Council. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone: 0161 6007993
- Email: schools.dpo@manchester.gov.uk



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

Please sign below to say that you understand that as the parent / carer, you have the right to give the school permission to hold and use information about yourself and your child named. You also have been made aware of my rights within the General Data Protection Regulations and how you can contact the data protection officers.

CHILD'S NAME: _____

PARENT/CARER NAME: _____

SIGNATURE: _____

DATE: __ / __ / ____

Please note that this form will be stored either electronically or a paper copy will be saved and retained until your child leaves the school.



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