

ENROLMENT FORM



Ballyhass National School
Cecilstown
Mallow
Co.Cork

Tel 022-247937
Fax 022-27087
Email:ballyhassmixedns@gmail.com
web: www.ballyhassns.net

Pupil Forename _____

Pupil Surname _____

Birth Certificate Forename _____
(if different from name above)

Birth Certificate Surname _____

Gender of Pupil Male

Nationality of Pupil _____

PPS No. of Pupil _____

Religion _____

Date of Birth _____ Email address: _____

Pupil's Address _____

Date to start school _____

Age at entry to school _____

Mother's Full Name _____

Fathers Full Name _____

Mothers Occupation _____

Father's Occupation _____

Mother's Contact Number _____

Father's Contact Number _____

Emergency Contact Names & Numbers _____

Childminders Name and Phone No (where applicable) _____

Name and Phone Number of authorised person to collect child from school _____

Name of Nursery/Playschool (if any) _____ Years of attendance _____

Total no of children in family _____ Place in family of this child (eg first, second etc) _____

No of siblings in this school _____ Class(es) _____

Is your child right handed left handed mixed

Medical Information:

Childhood illnesses (comment – type, duration, hospitalisation etc)

Medication Yes No

Give details and specify if medication is to be taken in school _____

*Enquire in school regarding policy on Medical and Administration of Medicines

Allergies:

Does your child suffer from any allergies that we need to be aware of? Yes No

If Yes please give details _____

Is treatment needed during school hours Yes No

If Yes please specify _____

*Enquire in school regarding policy on Medical and Administration of Medicines

Other adverse circumstances

Give details and specify any condition not listed above which might be considered to affect the child's ability to benefit from school _____

Do you give permission to the school to deal with minor cuts and bruises Yes No

In the event of a medical emergency where Parent/Guardian is not contactable, I, the Parent/Guardian authorise the Principal and staff of Ballyhass National School to make any arrangements necessary

Signature of Parent/Guardian: _____ **Date:** _____

Refer to other agencies

Has the child been referred to any outside agency (speech therapist, social worker, psychologist etc)

Yes No Comment: _____

Please attach

(1) Birth Certificate

(2) Baptismal Certificate (which will only be needed if your child is receiving the Sacraments)
(these will be photocopied and returned to you)

I apply for the above child to be enrolled at Ballyhass National School. I agree to be bound by the school's rules and regulations.

Signature of Parent/Guardian: _____ **Date:** _____

PUPIL ONLINE DATA FOR DEPT OF EDUCATION & SKILLS (extra to enrolment details)

The Department of Education and Skills has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil’s parent/guardian to identify their child’s religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD (Primary Online Database) was deemed by the Data Protection Commissioner as non-sensitive data.

To which ethnic or cultural background group does your child belong (please tick one)?

White Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Roma	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Any other Black Background	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other Asian Background	<input type="checkbox"/>	Other (inc. mixed background)	<input type="checkbox"/>

Is one of the pupil’s Mother tongues (i.e. language spoken at home) Irish or English? Yes No

Do you consent to the above information relating to your child’s ethnic or cultural background to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools your child may transfer to during the course of their time in primary school?

Yes No

What is your child’s religion?

Roman Catholic	<input type="checkbox"/>	Church of Ireland <small>(incl. Protestant)</small>	<input type="checkbox"/>	Presbyterian	<input type="checkbox"/>
Methodist, Wesleyan	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim (Islamic)	<input type="checkbox"/>
Orthodox (Greek, Coptic, Russian)	<input type="checkbox"/>	Apostolic or Penetecostal	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Jehovah’s Witness	<input type="checkbox"/>	Lutheran	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Baptist	<input type="checkbox"/>	Agnostic	<input type="checkbox"/>
Other Religions	<input type="checkbox"/>	No Religion	<input type="checkbox"/>		

Do you consent to the above information relating to your child’s religion to be stored on the Primary Online Database (POD) and transferred to the Department of Education and Skills and any other primary schools your child may transfer to during the course of their time in primary school?

Yes No

Signed: _____ Date: _____

Signed: _____

Parents/Guardians

This page will be shredded once information has been put on POD.



Ballyhass National School
Cecilstown
Mallow
Co.Cork

Tel 022-247937
Fax 022-27087
Email:ballyhassmixedns@gmail.com
web: www.ballyhassns.net

PARENTAL CONSENT FORM

Please tick the box below to give consent

(if you do not tick the box it will be assumed you do not give consent)

Diagnostic Testing - children will be tested yearly as part of our Assessment Policy. This will include screening and diagnostic tests to identify learning strengths and weaknesses.

I/we give consent to have my child/children tested diagnostically under the Assessment Policy

I/we give consent to have my child/children to be included in small groups for the purposes of social skills, oral language and/or literacy and numeracy groups

I/we give consent to have my child/children take part in the STAY SAFE/ Mindfulness/Walk Tall Programmes

I/we give consent to Ballyhass School to provide information/reports, both written and verbal to another Primary school in the event of our child moving to that school, to a Secondary school when our child leaves Ballyhass Primary School and to outside agencies (where necessary) eg CAMHS.

Name of Child/Children: _____

Signed: _____

Date: _____

Signed: _____

Date: _____

Parent/Guardian

TRANSFER FROM ANOTHER SCHOOL

Previous School(s) attended _____

Reason for Transfer _____

Name(s) of Teacher(s) in previous school(s) _____

Record of Attendance Yes No

Educational Progress Report Yes No

Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the class teacher. This form will be kept on file until your child is finished in Ballyhass National School

Name of Pupil: _____ Class: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website. Photographs/video clips of my child may also be chosen for inclusion on the website. These photographs/video clips will focus on groups/group activities and will not contain any personal information.

I accept the above paragraph

I do not accept the above paragraph

(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____

Telephone: _____

BALLYHASS NATIONAL SCHOOL

INTERNET ACCEPTABLE USAGE POLICY

Educationalists believe in the benefits of curriculum-based internet use. The purpose of the Internet Acceptable Usage Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources, and will be protected from harmful and illegal use of the Internet.

Ballyhass National School will employ a number of strategies to maximise learning opportunities and reduce risks associated with the internet.

These strategies are as follows:

1. Acceptable Usage Policy (AUP)
2. Education
3. Filtering/monitoring

Sections

If a pupil deliberately misuses the internet or email, this will result in disciplinary action, including the withdrawal of access privileges. Parents/ guardians will receive notification of misuse by a pupil.

Internet

1. Internet will be used for educational purposes only
2. Internet sessions will always be supervised by a teacher
3. Pupils will seek permission before entering any internet site, unless previously approved by a teacher.
4. Filtering software will be used to minimise the risk of exposure to inappropriate material
5. The school will regularly monitor pupils' internet usage.
6. Pupils will receive training in the area of internet safety
7. Pupils will be taught to evaluate the content of internet sites
8. Teachers will be made aware of internet safety issues
9. Uploading and downloading of no-approved material is banned
10. Virus protection software will be used and updated on a regular basis
11. The use of personal external storage devices or CD-ROMs in school requires a teacher's permission.
12. Pupils will observe good 'netiquette' at all times and will not undertake any action that may bring a school into disrepute
13. 'You Tube' (and similar sites) will be accessed only under the supervision and direction of the teacher.

Email

If pupils are allowed to use email, the following rules will apply

1. Email will be used for educational purposes only
2. Students will only use approved class email accounts under supervision by or permission from a teacher.
3. Pupils will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
4. Pupils will not send text messages to or from school email
5. Pupils will not reveal their own or other people's personal details, eg. address, telephone nos. or pictures via school email.
6. Pupils will never arrange to meet someone via school email
7. Sending or receiving email attachments is subject to teacher permission.

Internet Chat

Students are not permitted to use internet chat rooms

School Website

Designated teachers will manage the publication of material on the school website

1. Personal pupil information, home addresses and contact details will not be published on the school website
2. Class lists will not be published
3. Pupils full names will not be published beside their photograph

Parental signed consent will be needed for the following:

4. Digital photographs, video clips and audio clips will focus on groups and group activities rather than on individual pupils.
5. Pupils will be given an opportunity to publish projects, artwork or school work on the school website
6. Teachers will select work to be published and decide on the appropriateness of such
7. Pupils will continue to own the copyright to any work published.

Education

Ballyhass National School will undertake an education programme to educate children on safe, responsible use of the internet.

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become internet wise.

Resources that may be used to implement this programme include

1. NCTE Internet Safety Awareness Video
2. Use of the 'Kids' section on the www.webwise.ie website
3. SAFT Internet Safety Awareness Education Programme and exemplars

Filtering

Filtering is a term used to describe a way of limiting the content of web pages, emails, chat rooms and other electronic data to which users may be exposed. No filter is 100% accurate. The most effective filtering tool is adult vigilance.

Many browsers have their own built in filtering tool, eg. Google. Google's search engine has a built-in 'Safe Search'. This filter eliminates sites that contain pornography and explicit sexual content from search results. It is easily applied by clicking on the Preferences link on any Google page. Unfortunately it is also easily removed.

Ballyhass National School has filtering software. The access to websites from all school computers is monitored and regularly reviewed by the NCCA. Websites are only allowed through following a verification of their suitability.



Ballyhass National School
Cecilstown
Mallow
Co.Cork

Tel 022-247937
Fax 022-27087
Email:ballyhassmixedns@gmail.com
web: www.ballyhassns.net

SCHOOL UNIFORM

*Navy round neck sweat shirt top with **school crest** – available from O’Shea’s Newmarket, Co. Cork.

Navy track suit bottoms (available at any chain store – NO LOGOS OR STRIPES)

Blue polo shirt or blue long sleeve shirt or blouse

Navy pinafore or skirt for girls (optional)

Navy trousers for boys (optional)

No ties.

In very hot weather, navy shorts and blue polo shirt can be worn. **NO OTHER COLOURS, PLEASE**

*If you wish to buy a plain navy sweat shirt, school crests (sew on) are available from the school at €6 per crest.

PLEASE NOTE

In the interest of Health and Safety **LONG HAIR MUST BE TIED BACK AT ALL TIMES.**

NOTIFICATION OF ABSENCE

If your child is to be absent from school you must either send a note into school informing the teacher of the absence or ring the school the morning of the absence.

MEETINGS WITH TEACHERS

If you have an issue that you would like to discuss with your child’s teacher you can ask for an appointment/phone call by writing a note in your child’s homework diary. The teacher will respond to you by the same means.

All issues must be raised first with your child’s teacher before attempting to escalate to the Principal.

