

Post Admission Booklet

2022-2023



The Levett School

Positivity | Determination | Reflection | Integrity

Pupils Name:

D.O.B:

U.P.N:

Admission Date:

Year Group:

Class:

Registration Status:

FOOD ALLERGIES

Food allergies in children are common and can be life threatening if ignored, therefore it is imperative that we know if your child has been diagnosed with any food allergies.

Please identify if your child is allergic to any of the following:

- Cereals containing gluten and wheat, e.g. spelt, rye and barley **Choose an item.**
- Crustaceans, e.g. crabs, prawns, lobsters **Choose an item.**
- Nuts, including almonds, hazelnuts, walnuts, cashews, pecan nuts, brazil nuts and pistachio nuts **Choose an item.**
- Celery **Choose an item.**
- Eggs **Choose an item.**
- Fish **Choose an item.**
- Peanuts **Choose an item.**
- Soybeans **Choose an item.**
- Milk **Choose an item.**
- Mustard **Choose an item.**
- Sesame Seeds **Choose an item.**
- Sulphur Dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L in terms of total sulphur dioxide **Choose an item.**
- Lupin **Choose an item.**
- Molluscs e.g. mussels, oysters, squid, snails **Choose an item.**

If you have stated yes to any of the above, please provide further details, including medication and treatment plans.

Local Visits Consent

Dear Parents/Carers,

Throughout the school year, as part of your child's learning or to develop community links, visits within the immediate local area may be made from time to time.

For any planned visit, we would aim to contact you to provide you with any additional information.

Please would you complete the slip below to consent to your child taking part.

If you require any more information, please contact the school.

Mrs Karen Kellett
Executive Headteacher

Pupil Name:	
Parent/Carer Name:	
Parent/Carer Signature:	Date:

ICT acceptable use agreement

At The Levett School, pupils **are expected to:**

- Only use ICT on the school premises for studying purposes.
- Only log on to the computer and internet when an adult is present.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behavior while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.

Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will:**

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes, acting in line with the school's ICT policy.

Pupil Name:	
Parent/Carer Name:	
Parent/Carer Signature:	Date:

Privacy Notice – General Data Protection Regulation (GDPR) – May 2018

The Levett School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purpose for which, and in the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed the Local Authority to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The contact details are:

Data Protection Officer – Schools & Education
Corporate Resources,
Doncaster Council

Phone 01302 737978
Address Floor Two, Civic Office, Waterdale, Doncaster, DN1 3BU
Email schooldataprotectionofficer@doncaster.gov.uk
Website www.doncaster.gov.uk

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications, we will be provided with your unique learner number by the Learning Records Service and may obtain from them details of any learning or qualifications you have undertaken.*

The full Privacy notice can be found on the school website.

<http://levett.doncaster.sch.uk/about-us/policies/>

If you want to see a copy of the information, we hold and share about you then please contact the School Business Manager in the first instance.

Home Visits:

There may be times where staff need to complete a visit to the family home.

To ensure all staff are safe when completing a home visit, we would like to ask parents/carers to state if they have a dog within the home.

I have a dog within the family home: **Choose an item.**

The dog breed is:	
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I am happy for my dog to be placed in another room while staff complete the home visit: **Choose an item.**

If this info changes, please inform the office as soon as possible on 01302 390761

Positive Handling / Agreed Contact

Staff at The Levett School are trained in Team Teach (<https://www.teamteach.co.uk/>). Team Teach allows staff to manage distressed behaviours and conflicts safely and respectfully. Your child will have a positive handling plan and risk assessment put in place to allow staff to support distressed behaviour, this is largely done through de-escalation strategies.

We ask that Parents/Carers sign to state that this information has been shared with you.

Parents/Carers Name:

Signed:

Dated:



Doncaster CAMHS Locality Team

Request for Support Tool



Please complete each section with as much information as possible to enable us to offer appropriate support and advice. Please email this to RDASH.Doncaster-CAMHS-Locality@NHS.Net once completed and signed by legal guardian.

Please note; once a request for support is made to the CAMHS locality team a healthcare record will be opened where this information and any further information received will be stored.

Signature of parent/legal guardian to consent to support/advice from CAMHS ; _____

What are your main concerns for the young person?

(Be specific – Current presentation (how does it effect their daily life), duration, any significant history, any social issues, who are the concerns from?)

Young person and Families View

(Is the young person aware of the referral? Do they see this as a concerns? Do they want things to be different? If so in what way? Have you completed an age appropriate tool e.g. 3 houses? Ideal self etc.?)

Are there any other agencies involved/interventions in place?

(Have other universal services been accessed? If so what and what are the current plans? Is there an SEN plan or any existing pathway referrals/diagnosis?)

What support would you like from CAMHS?

(signposting, resources, training, consultation, attendance at meeting)

Good afternoon,

I am emailing with an update on the Doncaster CAMHS Locality team and our new way of working. Positive changes are being made within our team to welcome the continued roll out of MHST (Mental Health Support Teams) and improve the Locality CAMHS offer to all young people in Doncaster.

The Locality team be working in line with the Doncaster Childrens Services Trust (DCST) Graduated Approach to offer a whole team approach alongside the other agencies such as Behavioural Outreach Support Service (BOSS), School Nursing, Educational Psychology, Autism and Social Communication Education and Training Service (ASCETS).

This means you will have access to a multidisciplinary team of CAMHS practitioners as opposed to one single worker. This will offer a number of benefits to the CAMHS support that is offered and received to schools, such as an improved responsiveness to queries or requests for support, leading to more streamlined access to specialist input.

Our new way of working is as follows:

1. Concerns are identified for a young person
2. A member of the school team and the family complete the Request for Support Tool together
3. The school member will then be sent to our team email: rdash.doncaster-CAMHS-locality@nhs.net
4. You will receive an automatic response email as a receipt
5. The Doncaster CAMHS Locality team will monitor these emails and triage requests regularly and will respond with appropriate plans.

If you have any questions about the about process and our new way of working, please don't hesitate to get in touch. this process will start from **Monday 7th June 2021**.

We really look forward to working with you in this way.

CONSENT FOR INVOLVEMENT OF AN EDUCATIONAL PSYCHOLOGIST

Parental consent (or consent from the carer with parental responsibility) must be given prior to the involvement of a psychologist in assessment, planning, delivery or review of provision for the named child or young person. The parent/carer giving consent should be involved appropriately in the planning of current educational-based provision and in the review that led to the request for involvement of a psychologist (Special Educational Needs and Disabilities Code of Practice: 0 to 25 Years).

Full Name		DOB	
Gender		Year Group	
Primary Need (Please circle)	ASD, SLCN, PMLD, SLD, MLD, SpLD, VI, HI, PD, SEMH		
Ethnicity			
Address			
Postcode		Contact Number	
School/ Setting		Key Contact	
Parent/ Carer's name		Parent/ Carer's name	
Parent/ Carer's address if different			

Is this child / young person "looked after" by the Local Authority?		Yes / No	
If yes:	Local Authority responsible		
Social Worker Name		Social Worker Contact	

PARENTAL CONSENT: "I give permission for the school/setting to seek advice and support from Doncaster Educational Psychology Service about my child as well as receive any appropriate educational information. I also agree that the Educational Psychology Service may seek information from other professionals who may have relevant information about my child, and to store, process and share information with appropriate professionals, in compliance with current Data Protection law.

Please ensure that you have read the privacy notice attached. I understand that I can withdraw part / all of this consent by writing to the Head of Education Psychologist at any time."

Name of person signing		Relationship	
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Signature		Date signed	
SETTING: Details of person authorising this request. A request should only be made by the head teacher or authorising manager of the school/ setting.			
Name of person signing		Relationship	
Signature		Date signed	

PRIVACY NOTICE

The Council is committed to meeting its data protection obligations and handling your information securely. You should make sure you read and understand this notice before submitting your information to us.

What information about you do we collect?

For the processing to which this notice relates to be carried out we use the following information:

- personal information about you, such as: your name, address, telephone numbers, email address, relationship to child
- personal information about your child, such as: name, details about learning needs, progress and attainment, and the involvement of other support professionals
- special category personal information about your child, such as: information about your child's additional needs if appropriate to the involvement of the Educational Psychology Service

How do we collect information about you?

We collect your information by asking you to complete a Consent Form at the time that our involvement in supporting your child commences. Once you have given your consent we will ask the school/setting and other agencies involved with your child to share information about their involvement with your child.

How will your information be used?

Your information will be used to help with our involvement in supporting your child, providing us with the detail that we need to understand your child's needs and how best to provide our support.

The Legal Basis for using your information

Information required by law

The law means that in order for the Educational Psychologist to engage with your child you have to give us the information we have asked for on this form. If you don't give us this information then we will be unable to support your child or give advice to you or schools/settings

The table below sets out the legal basis for each of the activities that this Privacy Notice covers:

Activity	Legal Basis
Provision of Education, Health & Care Plans Provision of Support Plans Provision of Family Plans Assessments Reasonable Adjustments	Special Educational Needs and Disability Code of Practice: 0 to 25 years (2015) <i>Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014</i> Children and Families Act 2014 Part 3 Education Act 1996 Part IV Special educational needs Chapter I Children with special educational needs The Special Educational Needs and Disability Act 2001 (SENDA; DfES, 2001b)

Who will your information be shared with?

We sometimes need to share your information within the Council or with other organisations. We will only share your information when necessary and when the law allows us to, and we will only share the minimum information we need to. For educational psychology matters we may need to share your information with:

- Relevant Council departments including Special Educational Needs & Disabilities (SEND)
- Doncaster Clinical Commissioning Group
- Doncaster Children's Services Trust
- Educational Settings (schools, childminders, school nurseries, private day nurseries, post 16)
- Health Partners: Audiology, Implant Centres, Speech & Language Therapists, Clinical Psychologists, Occupational Therapists and Paediatricians

Sometimes, we may share your information without your knowledge; for example, to gain information from other agencies in order to provide support for your child.

The Council will never sell your information to anyone else.

How long will we keep your information?

We will keep your information for only so long as is necessary. Special educational needs retention is date of birth +35 years.

For more information on how long your information will be kept please see the Council's retention schedule

Your rights

The law gives you specific rights over your information. These rights are:

- to be informed of our use of information about you;
- of access to information about you;
- rectify information about you that is inaccurate;
- to have your information erased (the 'right to be forgotten');
- to restrict how we use information about you;
- to move your information to a new service provider;
- to object to how we use information about you;
- not to have decisions made about you on the basis of automated decision making;
- to object to direct marketing; and,
- to complain about anything the Council does with your information (please see the 'Complaints' section below).

Some of the rights listed above apply only in certain situations, and some have a limited effect. Your rights are explained further in the [Individuals' Rights Procedure](#) on our website, as is how to make a request under one or more of them.

You can request information about yourself by making a subject access request on [this](#) page of the Council's website.

Changes to this privacy notice

This notice is kept under regular review to make sure it is up to date and accurate.

Data Protection Officer (DPO)

The Council is required by law to have a DPO. The DPO has a number of duties, including:

- monitoring the Council's compliance with data protection law;
- providing expert advice and guidance on data protection;
- acting as the point of contact for data subjects; and,
- co-operating and consulting with the Information Commissioner's Office (see 'Complaints' below).

The Council's Data Protection Officer can be contacted by email at information.governance@doncaster.gov.uk

Complaints

If you are unhappy with the way in which your information has been handled you should contact the Council's Data Protection Officer so that we can try and put things right.

Alternatively, and if we have been unable to resolve your complaint, you can also refer the matter to the Information Commissioner's Office (ICO). The ICO is the UK's independent body set up to uphold information rights, and they can investigate and adjudicate on any data protection related concerns you raise with them. They can be contacted via the methods below:

Website: www.ico.org.uk

Telephone: 0303 123 1113

Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

For further information, please contact:

Executive Headteacher – Mrs Karen Kellett

The Levett School (Lower)

Melton Road

Sprotborough

Doncaster DN5 7SB

Tel: 01302 390761

Email: admin@levett.doncaster.sch.uk

The Levett School (Upper)

Former East Dene Centre

20 Lansdowne Road

Intake

Doncaster

DN2 6QN

Tel: 01302 390761

Email: admin@levett.doncaster.sch.uk