



Consent Form and Expectations for Past Pupils helping out at Tadworth Primary School



Dear Parent and Past Pupil,

We welcome the fact that past pupils like to come back to visit Tadworth; to see staff and to help out in school. It is, however, important to remember that our school's primary focus and duty of care is, at any given time, to the pupils currently on roll.

As a school, we host many students who are involved in Teacher Training (or other courses) and secondary school pupils looking to gain work experience in a school. For such placements, there are already formal systems in place to ensure that this is managed effectively and safely.

This form is for parents of children (who will probably be in Year 7 and 8) who would like to help out in our school.

We expect parents to discuss the content of the form with their child, and return it signed where indicated.

Please ensure that the form is either returned prior to your son/daughter spending time in school or handed in when they arrive in school on the day agreed. The form is primarily for use in emergencies. Failure to furnish school with a completed form will prevent them being allowed to spend time in our school.

It is ultimately at the discretion of the Headteacher as to whether a past pupil will be allowed to help in school. It is unlikely that we will ever be able to accommodate more than four children on any given day. Though children may have a preference as to the year group that they would like to help in, the school will ultimately decide where pupils are placed.

We hope that your son/daughter enjoys their time back at Tadworth. We look forward to seeing them.

Kind regards,

Justin Kelly

School's Expectations

When you are in school you must:

- Sign in at the front reception office + wear a 'visitor' badge/lanyard for the day
- Report to the named teacher at the agreed time for a brief reminder about school's expectations
- Ensure that any mobile phone/electronic devices are switched off and in a bag (these are not to be used in and around school). If you need to make a phone call, this should be done from the front office
- Use the staff toilets which will be pointed out to you
- Wear appropriate clothing (or your own school uniform)
- Act as a good role model, behaving at all times
- Sign out when you leave at the agreed time

We anticipate that for most children wanting to help out in our school, it will normally be from 8.30 – 12.00. You will not be able to leave the school site within the time frame that has been agreed for you being in our school - unless approved by us.

N.B. It is essential that parents are contactable during the day. Arrangements for collecting your son/daughter from school are your responsibility.

Please complete all the sections below:

Date due in school:

Name of Child:

Date of Birth:

Parents name:

Contact Telephone Number(s):

Emergency contact name:

Telephone Number:

Any medical needs that we need to be aware of and medication that they will need to have with them in school (e.g. Epipen, Asthma pump etc):

I will collect my son/daughter. Yes/No

My son/daughter will make their own way home. Yes/No

Signed (Pupil)..... Date.....

Signed (Parent)..... Date.....

By signing, you are agreeing to abide by the points covered in this document.