



# Evergreen Primary School

Tel: 01388 459721. Fax: 01388 459722

E mail: [evergreen@durhamlearning.net](mailto:evergreen@durhamlearning.net)

Website: [www.evergreenprimary.co.uk](http://www.evergreenprimary.co.uk)

Executive Head Teacher: Andrea English

Head of School: Judith Benson

September 2020

Dear Parents/Carers

Completing, updating and maintaining our pupils information is important to school. I have, therefore, enclosed all relevant paperwork for you to complete and return to school as soon as possible to ensure we have the correct information on file.

- Data collection sheet – **please fully complete and return to school.** Please detail all your information as we have requested. We will use this information if we need to contact you by phone or post or we will use if your child is poorly or has an emergency.
- Collection of Children from School – **please return to school providing a password.**
- Data Protection Statement, Fair Processing Notice and Privacy Notice – **please read the attached statements and return the reply slip to school.**
- Home School Agreement – **please sign front page and return to school** and keep leaflet at home.
- EV4 - Parental Consent Form – parental consent for visits out of school. **Please complete, sign and return to school.**
- School Activities Indemnity Form – Ensures your child can participate in activities which school offers throughout the school academic year. **Please complete, sign and return to school.**
- Photograph/Video consent – Consent for photographs /videos to be taken. **Please complete, sign and return to school.**
- Responsible Internet Use, letter and rules for you to keep. **Pupil's Agreement for you to sign and return to school.**
- Sharing Information with the school nursing team – **please complete and return to school.**
- If your child has a medical condition (this includes Autistic Spectrum Conditions), it is a legal requirement that an Individual Healthcare Plan (IHP) is in place. **Please complete the form (except the blue areas) and return to school.**
- If your child is taking medication which you require us to administer in school, **please complete in full and return to school.**
- Toileting and Intimate Care – **if this applies to your child in school, please complete and return to school.**
- Taking of Holidays in Term Time.





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- Free School Meal process and information. Please see attached letter.
- Swimming Rules

If you require any assistance or need to ask a question, please do not hesitate to contact the school's office.

Thank you for your co-operation.

Yours sincerely

Mrs A English  
**Executive Head Teacher**

