



LONG CLOSE  
SCHOOL

WELCOME TO...

# THE SENIOR SCHOOL

2023-2024

Our Vision...

Empowering future leaders  
and aspirational  
changemakers.

Our Mission...

We aim for higher things  
by being academically, socially and  
personally ambitious for every  
member of our school family.



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## **For completion prior to starting with us:**

- Pupil Health Record
- Data Collection Sheet

These three forms should be completed and returned to The Admissions Department. It is fine to hand them in to the school reception but they must be received prior to your child's first day at school.

# A Long Close Education



Dear Parents

Thank you for taking the time to read the Senior School Handbook. Contained in it, you will find lots of useful school information.

As a parent myself, I know that keeping abreast of all school information can be overwhelming at times. This is why we are committed to working with you to ensure you have all the necessary information at your fingertips. Whether it's through this handbook or via our online communication system, Cognita Connect, we aim to make it easy for you to stay in touch.

Our school operates an open-door policy, so should you ever need to email the teacher, have a quick chat at pick-up or simply telephone the school, we are here to support you. We also have regular coffee mornings, which are scheduled into the school calendar, so I hope to see you there. I am even partial to a morning cup of tea and a chat, so I encourage you to book-in a time should you wish to discuss any matters on a one-to-one basis.

We look forward to working together to ensure your child and family get the very best experience at Long Close School.

A handwritten signature in dark ink, appearing to read 'D. Laird'. The signature is fluid and cursive, with a long horizontal stroke at the end.

David Laird  
Headteacher

# A warm welcome to the Senior School

Dear Parents

Thank you for choosing Long Close Senior School.

As an inclusive school, we take pride in the exceptional progress each of our pupils makes throughout their time here. Our success stems from our comprehensive understanding of each child's individual needs and our commitment to designing a customised learning journey for them.



At our institution, we foster a vibrant, affable, and empathetic community where exemplary teaching is reinforced by our shared values and unparalleled pastoral care. Our goal is to empower our pupils to not only understand the world but also make it better.

We provide our students with a wide range of opportunities to explore and develop their character. Our after-school clubs and enrichment curriculum expose children to new and exciting talents, while our annual school trips, events, and leadership roles enable them to broaden their horizons and assume responsibility.

Our ultimate aspiration is to instill independence, self-confidence, inquiry, and tolerance in every student. We strive to cultivate well-rounded personalities with an independent mindset that respects and values diversity. By the time they graduate from Long Close School, we hope that our students will possess a genuine sense of self-worth and contribute positively to society.

We look forward to welcoming you to our school community and meeting you in person.

Andy Bowden  
Head of Senior School

## The School Day

Students may be dropped off at school from 8.00am. They are welcomed at the carpark entrance of the school by a member of staff. On arrival, all students should go to the school hall where they will be supervised by a member of staff. From 8.30am, all students then proceed to their form rooms.

The register will take place at 8.45am and will close at 8.50am. A student is deemed 'late' if they have not arrived for registration time in the classroom. If pupils are late, they must sign the late book held in the main office before making their way to their form room.

Class timetables are given to students at the start of the year, with updates communicated termly.

The school day ends at 3.45pm. Any students not collected at the end of the school day will make their way to the school office where parents/carers will be called. If you are running late, your child will be supervised in after school care. Please note that an ad-hoc charge will be added to your invoice. If parents are delayed, we request that they notify the office. No student will be allowed to leave school with an unidentified person, so please inform us if someone else will be collecting them.

After School Clubs run from 4:00pm until 5:00pm. Pupils staying for these are given a light snack and a drink if pre-booked and paid for. Details regarding After School Clubs are communicated via Cognita Connect at the beginning of each term. After School Care is available up until 18:00 Monday to Friday and charged separately.

Year 7 to Year 11 Timetable	
08.00	School Gate Opens
08.20	Diaries / Rise & Shine Activities
08.45 - 09.05	Form Time / Assembly
09.05 - 10.00	Lesson 1
10:00 - 10:55	Lesson 2
10:55 - 11:10	Break
11.10 - 12.05	Lesson 3
12.05 - 13.00	Lesson 4
13.00 - 13.55	Lunch
13.55 - 14.50	Lesson 5
14.50 - 15.45	Lesson 6
15.45	End of School Day
15.45 - 16.00	Snack & Clubs Transition
16.00 - 17.00	Clubs
16.00 - 18.00	After School Care
18.00	School Gate Closes

## Vertical Tutoring

Pupils are in tutor groups of no more than 15 and each group has a mixture of pupils from each year group. Vertical Tutoring allows all our pupils to support one another as well as fostering a sense of family and community. Pupils meet in their tutor groups every day and our Form Tutors are central to ensuring pupils are successful academically and socially. They liaise frequently with parents to ensure our pupils are happy, confident, settled and enjoy all aspects of school life.

## Break-time

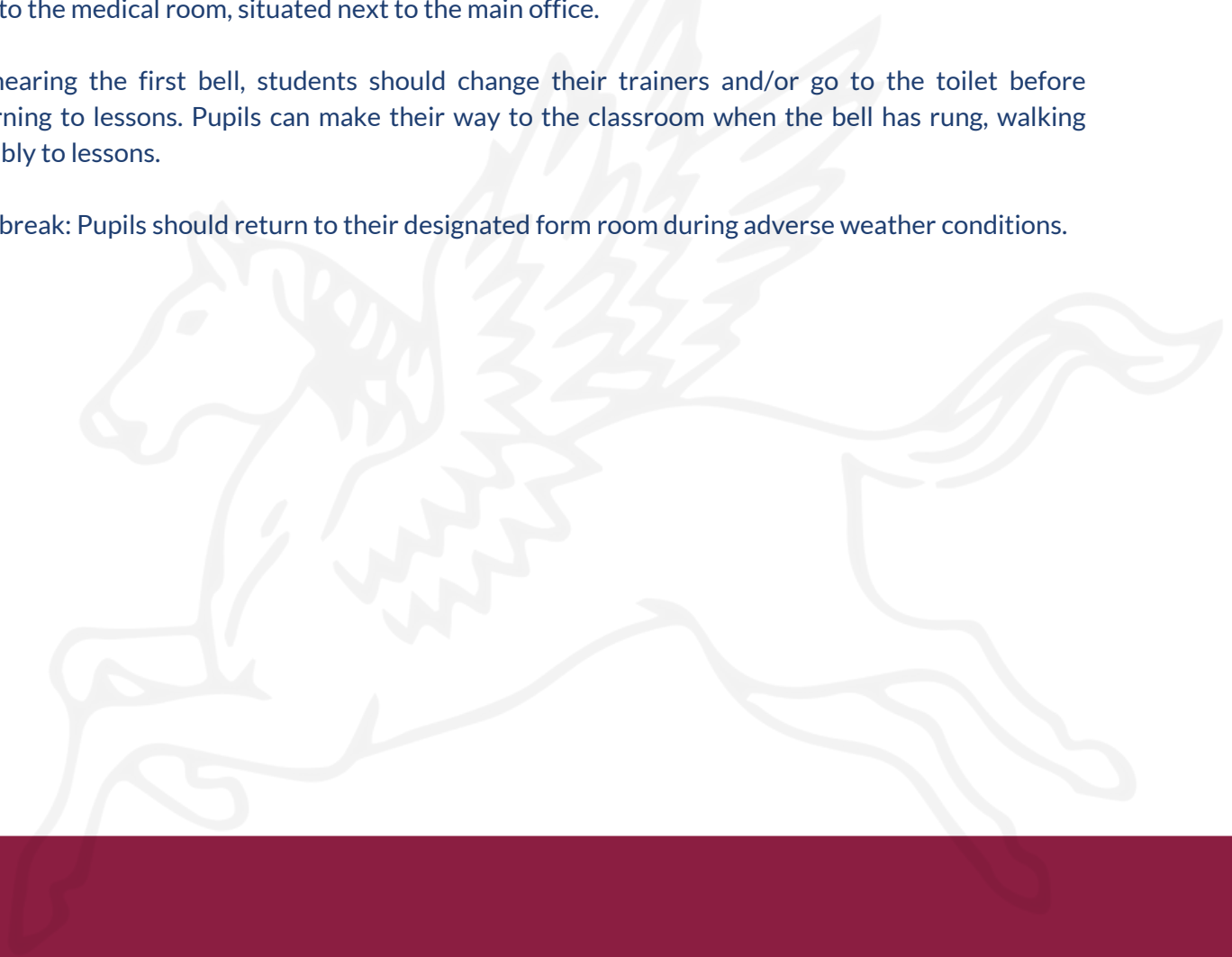
Pupils in Years 7-11 have access to the school playground, courts and the library during break times. Students are encouraged to always be aware of others when playing to prevent unnecessary accidents. All games equipment should be returned to the appropriate containers at the end of break times. Football can be played on the courts at the back of the field, not the playground. Pupils must wear trainers when on the courts.

Our Senior library is available for pupils during break and lunch times. There are books for pupils to loan and a quiet place to read. We also have a Well-Being hut, providing a comfortable and safe space for pupils to relax in a calm environment.

There are always members of staff on duty each break time and if a pupil is injured or feels unwell, pupils must inform the teacher on duty before going to the main school office or toilet. First Aid will be administered by the member of staff on duty if necessary. If the injury is too severe, the student is sent to the medical room, situated next to the main office.

On hearing the first bell, students should change their trainers and/or go to the toilet before returning to lessons. Pupils can make their way to the classroom when the bell has rung, walking sensibly to lessons.

Wet break: Pupils should return to their designated form room during adverse weather conditions.





## Curriculum and GCSE Options

In Key Stage Three (Yrs 7-9) all pupils study:

English, Mathematics, Science, Spanish, Geography, History, Religious Studies, Art, Music, DT, Computer Science, PSHE, PE and Games.

Enrichment also forms part of the enhanced curriculum.

In Key Stage Four (Yrs 10-11) most of the pupils will study for 9 GCSEs.

The core subjects include:

English Language | English Literature | Mathematics | Combined Science / Triple Science (Biology, Chemistry and Physics).

We currently offer the following optional subjects in Year 10:

Art | Computer Science | DT | Geography | History | Music | Religious Studies | Spanish | Business Studies.

However, please note that options can be subject to change depending on demand.

For a more detailed look at the syllabus, download the GCSE Manual from the website:  
<https://www.longcloseschool.co.uk/senior-school/senior-school-curriculum/>

## Reader Development and Literary Culture

Long Close runs the Accelerated Reader programme for pupils in Year 7, 8 and 9 to motivate and encourage reading for pleasure, which has proved to contribute to academic success.

## Homework

Pupils in Years 7-9 (KS3) will have one piece of homework to complete per subject each week. This should take about an hour to complete, although at times this may be longer if it involves essays or revision. There will also be additional tasks set on Century Tech (an online learning platform) for English, Mathematics and Science.

Pupils in Years 10-11 (KS4) will have one piece of homework to complete per subject each week but may be asked to do extra work during the weekend and during their spare time. This should take about an hour and a half to complete, although at times this may be longer if it involves essays or revision.

At Key Stage 4 students should be spending approx. 3 hours additional a week per subject. This can include notes, revision, past papers etc.

Homework is recorded in diaries and on Microsoft Teams. Students will get logins and a passwords on their first day of school.



## Assessment & Reporting

Students will be assessed continually throughout the year in all subject areas. Teachers will use formative assessment daily to track ongoing progress. Half termly tests are administered in most subjects to support teacher assessment.

It is recognised that self and peer assessment are important elements within the assessment framework and feed into target setting. Self and peer assessment take place informally throughout the whole school.

Written progress reports and parent consultations take place throughout the year. Reports provide comments on student attainment, progress with their on-going targets, effort, behaviour and attitude to learning.

### Reporting at Key Stage 4

GCSE Grading Comparison to Previous System	
9 8	A*
7	A
6	B
5	(Strong Pass)
4	C (Standard Pass
3	D
2	E
1	F
	G
U	U

Effort Gradings	
1	Excellent
2	Good
3	Satisfactory
4	Unsatisfactory

# Term Dates - September 2023 to July 2024

## Autumn Term 2023

### Starts

Wednesday 6th September 2023

### Half-Term

Monday 23 October - Friday 3 November 2023

### Ends

Wednesday 13th December 2023

## Spring Term 2024

### Starts

Monday 8 January 2024

### Half-Term

Monday 12 - Friday 16 February 2024

### Ends

Friday 22 March 2024

## Summer Term 2024

### Starts

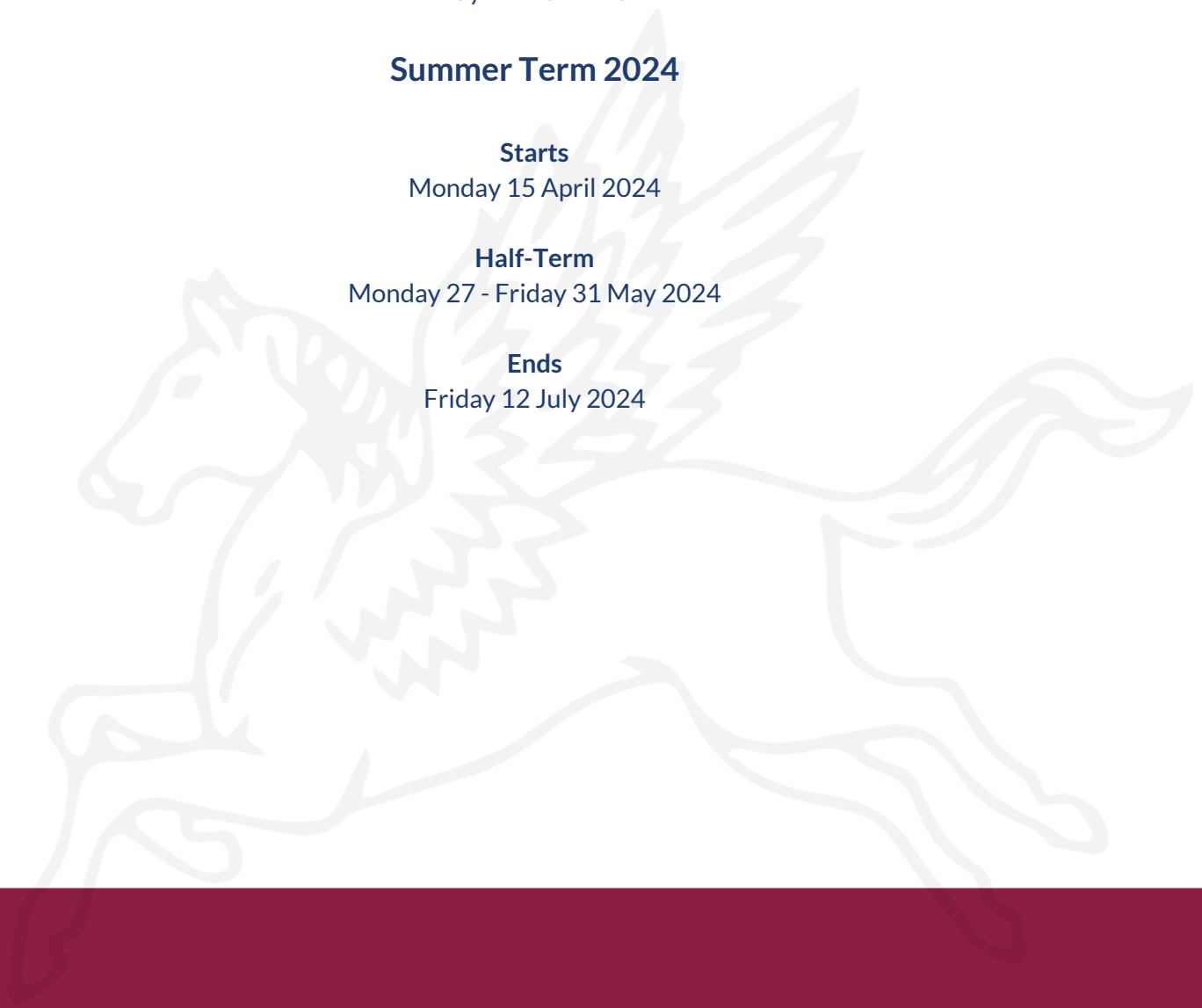
Monday 15 April 2024

### Half-Term

Monday 27 - Friday 31 May 2024

### Ends

Friday 12 July 2024



## Equipment

### Senior Equipment

- A cartridge pen or suitable handwriting pen with black ink
- Pencil(s)
- Rubber
- Ruler
- Pencil sharpener
- Small pair of scissors
- Colouring pencils (not felt tips please)
- Glue stick
- Geometry set
- Calculator
- Purple writing pen (for feedback)
- Headphones

## Uniform

We set high expectations with clear standards on uniform to ensure that pupils look smart and take pride in their appearance. Accordingly, we require that all pupils adhere to the rules on uniform, including make-up, jewellery and hair styles. Uniform should be clean, in good repair and worn properly. Parents are asked to support us by ensuring that their children wear the correct items, and that these items are renewed as necessary.

Our general outfitters are Billings and Edmonds at Eton; their telephone number is 01753 861348.

A full uniform list can also be found on the school website:  
<https://www.longcloseschool.co.uk/parents-pupils/uniform/>

School Shoes: Shoes should be black.

Jewellery and Hair: Makeup and piercings are not permitted, nor is jewellery, with the exception of a single, small pair of ear studs. Children will not be able to participate in Games or PE if they have any jewellery on, so ear studs should be removed on Games /PE days. Long hair needs to be tied up for Science, PE and Games lessons. Hair colour should be natural.

Religious Items: Pupils may wear religious items which have a specific significance such as a kara, but these will need to be covered by a sweat band or removed during PE/ Games lessons for safety reasons.

PE Kits: Pupils are not allowed to wear items of PE/Games kit with logos. The correct school uniform must be worn. Trainers are worn for PE and Games and if pupils want to use the courts during break/lunch time they must change into trainers.

Hot and Cold Weather: In the Summer Term, all pupils should wear a Long Close sun hat in the hot weather. During times of cold weather please ensure your child has a Long Close winter coat or waterproof in school. They should also wear plain navy or black woolly hat, gloves and scarf (or school scarf); and not those which are multi-coloured or have logos.

## Cognita Connect - our Parent Portal App

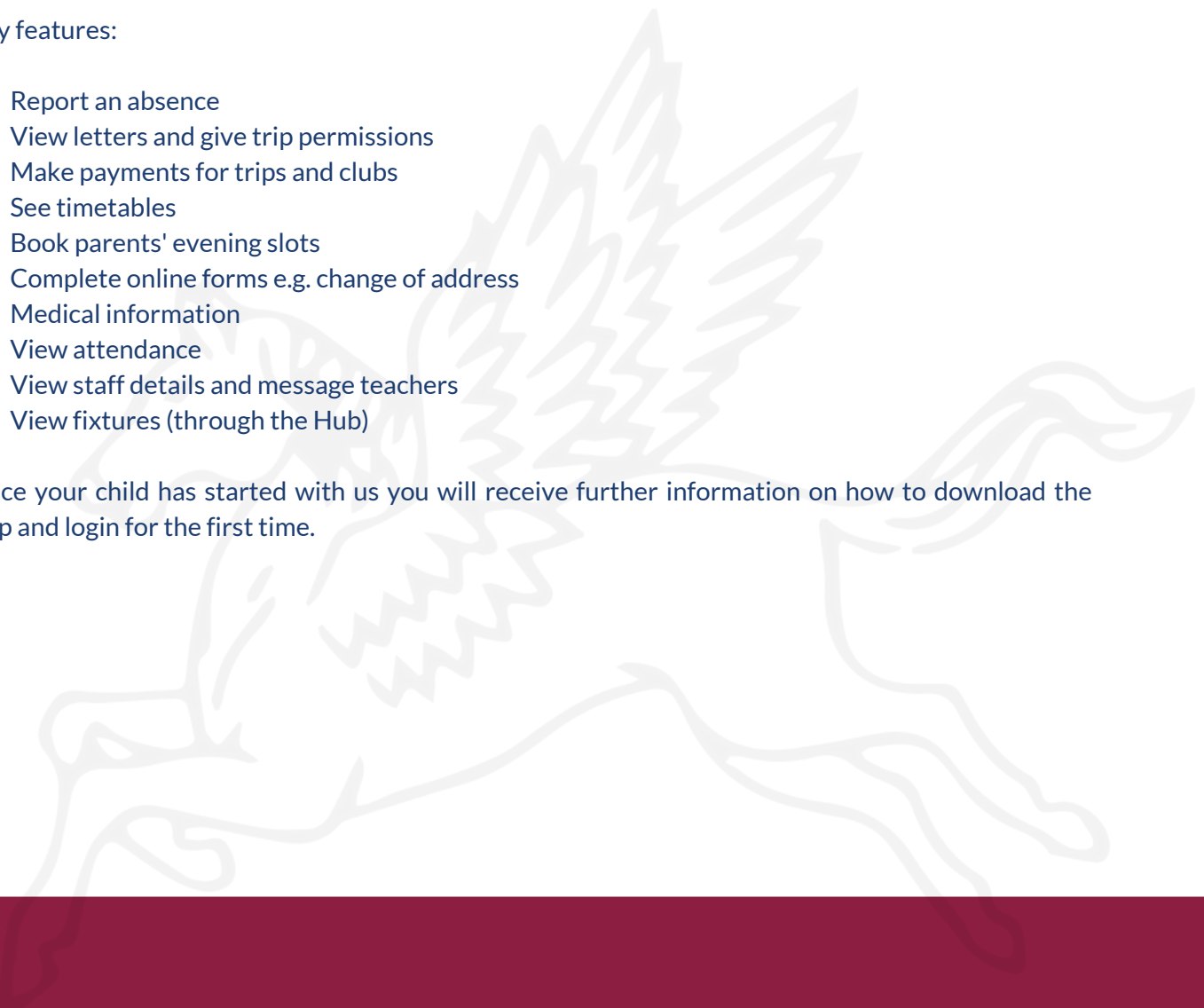
Cognita Connect is our parent portal app, designed to transform the communication between school and home. The app can be used once your child has started at the school and we hope it will bring you closer to your child's learning experience, giving you 24-hour access to school messages and information via your mobile, tablet or desktop device.

Through a targeted newsfeed, notifications and smart calendar, Cognita Connect allows you to manage important information about your child including timetables and our sports management system.

Key features:

- Report an absence
- View letters and give trip permissions
- Make payments for trips and clubs
- See timetables
- Book parents' evening slots
- Complete online forms e.g. change of address
- Medical information
- View attendance
- View staff details and message teachers
- View fixtures (through the Hub)

Once your child has started with us you will receive further information on how to download the App and login for the first time.



# Attendance

We firmly believe that regular school attendance and punctuality are essential if our pupils are to fulfil their academic potential and make the most of the educational opportunities available to them. Irregular and late attendance seriously disrupts the continuity of learning, undermines educational progress, and can lead to underachievement and low attainment. Attendance is carefully monitored by the class teachers and action will be taken by the Safeguarding Team for those with less than 95% attendance.

## **Authorised absences:**

These are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies, or other unavoidable reasons. Please try to limit these as much as you are able. All absences require a written request/explanation addressed to the class teacher.

## **Extended absence:**

Any requests for extended absence from school must be made in writing to the Headteacher.

## **Temporary absences:**

Requests for temporary absences for medical purposes, or to attend an appointment, should be made in writing either using your child's School Diary for communication with the class teacher or by emailing [info@longcloseschool.co.uk](mailto:info@longcloseschool.co.uk). These occasions need to be recorded in the 'off site' booklet held in the main office. When children are returned from an appointment back to the school site, the record in the booklet should be amended to show a return time.

## **Absence due to illness:**

Please help us by informing the School Office as early as possible if your child is ill or unable to attend school. This allows the class teacher to mark the register appropriately.

This can be done in the following ways:

Phone: Leave a message on the pupil absence line that can be accessed by dialling 01753 520095, choosing option 1. We would appreciate being informed as early as possible. Please just leave the following information: pupil name, form and reason for absence (we do not need full medical details).

Email: We have an account for parents to email us if a child is absent or late – the address is: [info@longcloseschool.co.uk](mailto:info@longcloseschool.co.uk).

Punctuality is important at the beginning of the day and at the start of lessons so that everything can operate smoothly. We therefore expect all pupils to arrive promptly. Pupils are expected to get to their form rooms ahead of registration taking place. If they arrive after this, they are regarded as late, and a reason is required. Pupils who have music lessons must inform their subject teachers.

Arrival after the registration period has closed requires your child to sign in with the School Office. If a pupil arrives late on three separate occasions parents will be informed via letter. Irregular attendance at school will be followed up by the Safeguarding Team.

## Attendance - holidays during term time

School holidays give plenty of opportunity to enable families to have a holiday together without using vital school time. If parents take children out of school for extra holidays, even if only for a day, they give their children mixed messages about the importance of their schooling and make it harder for teachers to achieve continuity with the rest of the class.

Authorisation for holidays outside of term time will only be given in exceptional circumstances and will be at the discretion of the Headteacher. Requests for leave must be made in advance to the Headteacher. In deciding, the School will consider the circumstances of each application individually, including any previous pattern of leave in term time. Leave request forms are available through Cognita Connect.

Parents may request that their child be permitted to be absent from school to celebrate recognised religious festivals. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted permission and the pupil noted in the register as absent due to a day of religious observance.



## Catering

Long Close School catering fully complies with the recent government guidelines on food-based standards for school lunches and pupils have a freshly prepared hot meal at lunch times. School lunches are provided in partnership with Thomas Franks Ltd. All food is fresh and locally sourced to create a delicious series of menus which are seasonal, healthy and nutritionally balanced. A vegetarian option, home-made bread and a salad bar are available.

Thomas Franks' goal is to inspire pupils in every school to develop a life-long positive relationship with food.

Menus are prepared in advance and are available for your perusal on the Long Close School Website and in the school dining hall.

Please note that:

- No confectionary is sold in school to Prep pupils
- Fresh drinking water is readily available for all pupils

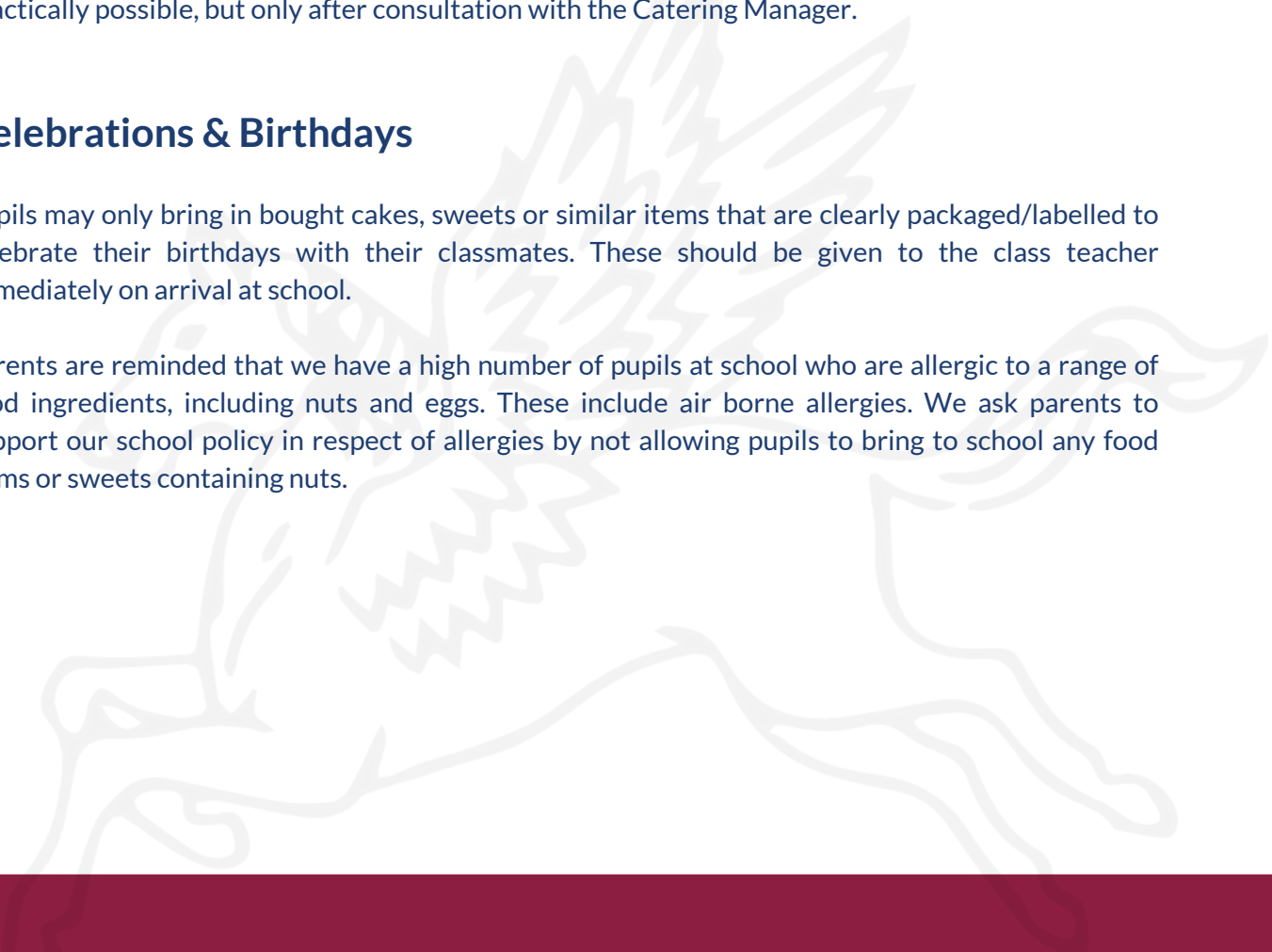
Halal meat and Beef are not served; Lamb, Chicken and Fish are regularly available on the menu. Please note that dietary requirements will be collected from pupils on joining Long Close School and catering staff will be aware of the pupils' needs.

All allergies are catered for and children with allergies are known to the staff. Parents must make this clear on the medical questionnaire which is issued when their child joins the School. Parents should also inform the School at once and in writing should their child develop an allergy or intolerance to any food after starting at the school. Special diets can be catered for on request, if practically possible, but only after consultation with the Catering Manager.

## Celebrations & Birthdays

Pupils may only bring in bought cakes, sweets or similar items that are clearly packaged/labelled to celebrate their birthdays with their classmates. These should be given to the class teacher immediately on arrival at school.

Parents are reminded that we have a high number of pupils at school who are allergic to a range of food ingredients, including nuts and eggs. These include air borne allergies. We ask parents to support our school policy in respect of allergies by not allowing pupils to bring to school any food items or sweets containing nuts.





## Outside the Classroom

### Extra-curricular Activities

A variety of after-school extracurricular activities are offered each term and lists are sent home in advance for pupils to make their choice. Places are allocated on a 'first come' basis and occasionally pupils must be put on a reserve list and will be allocated a 'first' place for the next term. Clubs are booked and paid for via Cognita Connect.

Clubs are free of charge unless they are delivered by a specialist external provider. Full details are available when the Clubs information is issued.

Examples of clubs in Senior School include: Cricket, Football, STEM RC Cars and offsite Water Sports.

### Residentials

A residential outdoor education has a big role at Long Close and has numerous benefits for children. Team bonding activities, individual skills development, confidence building outdoor pursuits, plus the experience of living together 24 hours a day, all combine to ensure each and every pupil will benefit from a residential activity school trip.

Away from home, perhaps for the first time, school residential trips form such an important part of growing up and are the perfect opportunity for a valuable learning experience. We plan residentials for Senior students with an educational focus.

### LAMDA

Pupils also have the opportunity to take LAMDA performance examinations, a nationally recognised theatre qualification, taught by our experienced visiting teacher. LAMDA examinations are designed to equip candidates with a range of skills that will serve them throughout life. It gives pupils confidence to develop their communication skills and pupils can choose to work on monologues, duologues, public speaking or devised theatre. There is an additional charge for tuition and the examination. Individual or group LAMDA lessons can be arranged.

### Instrumental Music Lessons

Pupils can receive individual music lessons from visiting music teachers to the School each week. If your child wishes to have instrumental or voice lessons, please contact the Teacher of Music, Mrs Nunes, [paula.nunes@longcloseschool.co.uk](mailto:paula.nunes@longcloseschool.co.uk).

We will always do our best to meet the demand of a variety of instruments wherever possible. Parents are invoiced directly by the peripatetic teacher for these lessons and a full term's notice should be provided in writing should you wish for your child to discontinue lessons at any time.

## Medical Care & Medication

If a pupil becomes unwell during the day they should inform their teacher immediately or the teacher on duty, if they are outside during break. Class teachers also remain vigilant as to when a child becomes unwell and will ensure that the school office is notified, so that you can be contacted.

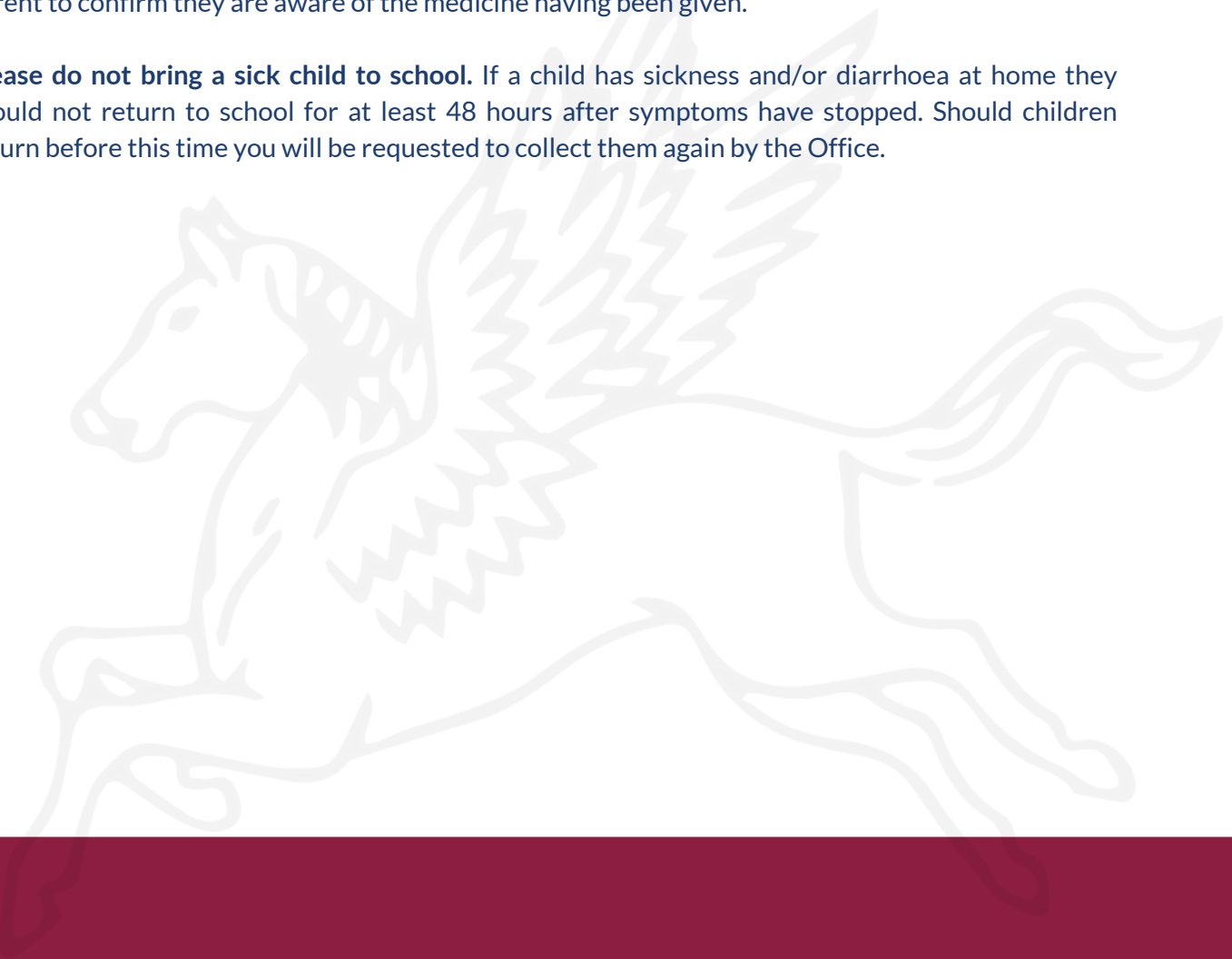
Pupils who are unwell are looked after by a member of staff and if deemed unfit to stay at school their parents/carers are contacted to collect them as soon as possible.

Should a pupil be injured at playtime the staff member on duty initially attends to them. Duty staff carry a first aid kit to give immediate aid. If the pupil needs further care they are taken to the School Office. First aid is administered, and the pupil will either return to class or be sent home, with the parents/guardians having been contacted to come and collect them. Injuries will be recorded on our school Medi-Tracker System or in an accident book.

For medicine to be administered at school an 'Administration of Medicines' form must be completed. Forms are available from Cognita Connect Parent Portal. It is most important that we are kept informed of any new contact details, changes of address and contact numbers immediately. Medicines and tablets should be handed into the office with a completed 'Administration of Medicines' form signed by the parent or guardian. All items of medication must be clearly marked with the child's name and the correct dosage to be given and all medicines must be within their expiry date or they will not be administered.

Non-prescribed medicines will only be given to children if a completed medical form has been provided for that child for that day. Blanket forms do not cover this type of medicine being given out. All medicine received and administered will be signed off by a member of staff and signed by the parent to confirm they are aware of the medicine having been given.

**Please do not bring a sick child to school.** If a child has sickness and/or diarrhoea at home they should not return to school for at least 48 hours after symptoms have stopped. Should children return before this time you will be requested to collect them again by the Office.



## House System

The aims of the School House System are to enhance the sense of community across the school, increase opportunities for teamwork across the year groups, offer leadership roles, encourage friendly competition on a collaborative basis and to achieve house points.

Pupils are placed into one of four Houses: Windsor, Kensington, Hampton and Buckingham. Throughout the year pupils work for House Points and gain them for good work, helpfulness, good effort and sports competitions. Parents can find out how many House Points their child has been awarded in their end-of-term progress report. The children really enjoy watching the House Points accumulate throughout the year. At the end of the School Year the House Cup is allocated to the house with the most house points.

## Rewards

Children thrive on praise, positive reinforcement, acknowledgement of good work and exemplary behaviour. This is at the centre of our system of rewards. Long Close School is strongly committed to a policy of encouragement of all types of endeavour and the reward of both success and commitment. Much of this is communicated by praise and appreciation, both in writing and orally. A system of formal rewards and responsibilities is in place to publicly celebrate pupil achievement including prizes awarded as part of the weekly routine in assemblies, at the end of each term and at Prize Giving.

## House Points and Headteacher's Award

House points may be awarded for excellent achievement or effort in any area of school life. A Headteacher's Award may be awarded for an outstanding piece of academic work, progress or attitude.

Certificates and prizes are awarded at the end of each term during Whole School Assemblies and at the end of year during Prize Giving.

Pupil achievements, both in and out of school, are also celebrated in assemblies and publicly in the school newsletter, on our website and in the local press. Parents are encouraged to let us know about pupil achievements outside school.



## Positions of Responsibility

Pupils in all years have an opportunity to experience responsibility during their time at Long Close School.

**Form Captains:** Each class votes for a Form Captain each term. The Form Tutor will then give responsibility tasks which are appropriate to the class and pupils' ages.

**School Council Representatives:** Form Captains automatically form part of the Council. These pupils will represent the views and concerns of their classes at a Council meeting which is held each term.

**Games Captains:** Pupils will be chosen by the staff to be the Team Captains for all the team sports. These are important positions of responsibility as all team members are ambassadors and represent the school.

**Heads of Houses:** Each senior student in a House (Kensington, Buckingham, Windsor and Hampton) votes for their Head of House (a student in Yr11). The Head of House will automatically become a member of the School Council and represent their House in all cultural and sporting issues.

**Head of School and Prefects:** The Head and staff will select pupils who have shown considerable leadership qualities to be the Head Boy and Head Girl of LCS. They will be supported by a team of prefects. The students need to apply for the job in writing and are then interviewed by the Head and Deputy Head; alongside the staff, a decision will be made who the Head Boy, Head Girl and Deputy Head are from the list of candidates.

All senior pupils are expected to lead by example and to be sensitive to the needs of the younger pupils who look to them as role models.

## Contact Information

At Long Close, we operate an 'Open Door' policy, which means that you can reach out to us at anytime. While not everyone will be available to speak to immediately, we will always seek to return telephone calls or email correspondence within a twenty-four hour timeframe. Please see below for further contact information:

Main School Office: 01753 520095 or [info@longcloseschool.co.uk](mailto:info@longcloseschool.co.uk)

Headteacher, Mr D Laird: [david.laird@cognita.com](mailto:david.laird@cognita.com)

Head of Senior School, Mr A Bowden: [andy.bowden@cognita.com](mailto:andy.bowden@cognita.com)

Designated Safeguarding Lead, Mr N Lee: [nick.lee@longcloseschool.co.uk](mailto:nick.lee@longcloseschool.co.uk)

Key Stage 4 Coordinator, Mrs McCauley: [maria.mccauley@longcloseschool.co.uk](mailto:maria.mccauley@longcloseschool.co.uk)

# PRE-ADMISSIONS FORMS

For completion prior to entry





## ANNUAL DATA COLLECTION FORM

<b>Surname</b> (as on birth certificate/passport)	
<b>First Name</b>	
<b>Middle Name(s)</b>	
<b>Chosen name</b> (by which your child is referred i.e. Frederick could be Freddie)	
<b>Gender</b>	
<b>Date of Birth:</b>  / / 20.....	<b>Year group joining in September</b>  i.e Year 4
<b>Address where child lives:</b>	
<b>Nationality:</b>	
<b>Ethnicity:</b>	
<b>Religion:</b>	
<b>Child's first language:</b>	
<b>Language spoken at home:</b>	

# DATA COLLECTION SHEET

## Parental Responsibility

Please provide the name, relationship to child, full postal dress, email address and telephone number for all persons with legal responsibility for the child.

Parental responsibility is a term that means you have legal rights and duties relating to your children's upbringing. If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce. (Court orders revoking any of the above should be provided).

Priority for contact	Name	Relationship to child (mother/father)	Home address (if differs from child's address provided).	Contact details
<b>Priority 1</b> 1st person we should contact				Mobile  Daytime home/work tel.  Email address
<b>Priority 2</b> 2nd person we should contact				Mobile  Daytime home/work tel.  Email address
<b>Emergency Contact</b>				Mobile  Daytime home/work tel.  Email address

Signature of parent:

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Name of parent signing:

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Date of signature:

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It is the parents' responsibility to keep the school informed of any changes to their child's and their own personal details. Any changes should be emailed to [info@longcloseschool.co.uk](mailto:info@longcloseschool.co.uk)



## PUPIL HEALTH RECORD FORM

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The welfare of all of our pupils is our primary consideration, therefore, notification of food allergies and other specific dietary requirements which are necessary as a result of a medical condition/s must be accompanied by a doctors/dietician/hospital clinic letter and where necessary, an Action Plan, confirming all details and requirements. This is to ensure that we are clear as to every child's individual needs and are able to refer to the specific recommendations from the medical profession if in any doubt. Any other medical conditions requiring ongoing medication also need to be notified e.g. asthma, eczema, and/or other allergies.

<b>Surname</b> (as on birth certificate/passport)	
<b>First Name</b>	
<b>Gender</b>	
<b>Date of Birth:</b> /                / 20.....	
<b>GP Name:</b>	
<b>Name of Surgery / Medical Centre:</b>	
<b>Address:</b>	<b>Telephone Number:</b>
<b>Medical Details:</b>  Please state if your child is on any regular medication (including at home) and why. Basic details here please as space for full details follows.	

# PUPIL HEALTH RECORD FORM

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## Medical Details (continued):

Under the School's Supporting Pupil with Medical Conditions Policy we are required to provide you with the opportunity to disclose any medical conditions (including life threatening allergies) or health difficulties. Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant supporting documentation such as medical reports, assessments etc.

## Does your child have any of the following allergies:

Asthma: Yes / No

Bites/Stings: Yes / No

Elastoplast: Yes / No

Medicines: Yes / No

Foods: Yes / No

Other: Yes / No

If yes to any other the above, please give details including treatment required:

Are any of the above allergies life threatening? Yes / No

If so, please provide the school with a copy of the child's 'Allergy Action Plan'. It is our school policy to only serve food to children with life threatening allergies if the Allergy Action Plan has been received and a full risk assessment has been completed by the school in conjunction with the parents.

# PUPIL HEALTH RECORD FORM

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## Dietary Requirements:

Does your child have any specific dietary requirements due to medical or religious reasons? Yes / No

If yes, please provide details:

## Medical History

Does your child suffer from any of the following?

Hayfever: Yes / No

Sight Problems: Yes / No

Hearing Problems: Yes / No

Eczema: Yes / No

Headaches: Yes / No

Speech Problems: Yes / No

Diabetes: Yes / No

Epilepsy: Yes / No

If yes to any other the above, please give further details:

Is your child up to date with their routine immunisations/vaccinations? Yes / No

# PUPIL HEALTH RECORD FORM

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## EMERGENCY MEDICAL TREATMENT

In the event of an emergency, I consent to staff seeking medical advice and/or treatment, including taking my child to the Accident & Emergency Department of the hospital by ambulance. I consent to my child's details being on display where appropriate, for easy recognition in the event of an emergency.

I confirm that the information provided in this pupil health record is correct and I will inform the school of any changes. I also consent to the School seeking medical advice and treatment as detailed above:

Signature:

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Name of signatory in full:

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Relationship to child:

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Date:

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Thank you for reading and completing this form. If you have any health concerns regarding your child, please contact the School Office.

At Cognita we look after your personal information and only use this information for the purpose for which it has been collected. If you would like further information about how and why we use your personal information, please see our privacy notices; these are available on our website.





## LONG CLOSE SCHOOL

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