

Parent Portal/ Arbor App.

Admissions Forms & Parental Consents Guidance

We've chosen Arbor to help us manage our school.



Arbor

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We're using Arbor's free Parent Portal and Arbor App.

We've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed via email and text about your child's life at school in a much more accessible way.



You will need to log into Arbor to see and update your child's information.

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

How to get started if this is your first time logging on

	<p>1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before</p>
	<p>2. Click the link in your welcome email to set up your password</p>
	<p>3. Go to the App or Google Play Store on your phone and search 'Arbor' Click 'Install' on Android or 'Get' on iPhone then open the App. Enter your email, select the school, then enter your password . Accept the Terms & Conditions and enter your child's birthday. You are now ready to update your child's information.</p>



We're using Arbor's free Parent Portal and Arbor App



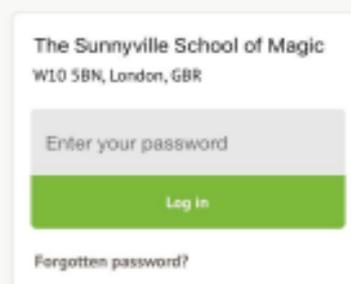
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Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Arbor App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Arbor App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

How to get started

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday



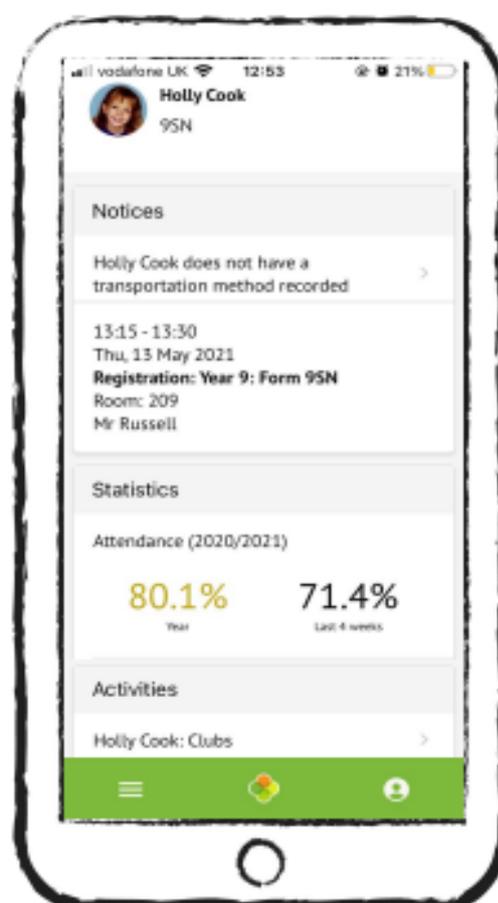
Need help using Arbor?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.
6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.



Arbor/Pupil Admissions Form

When admitting a new child to our school, there is information to read/provide and consents for you to make on our Arbor Parent Portal App. This provides us with important information and help to make your child's transition to us as smooth as possible. It is important that we hold up to date emergency contact details and medical information for your child(ren).

Please can we ask for your support in keeping the information we hold up to date.

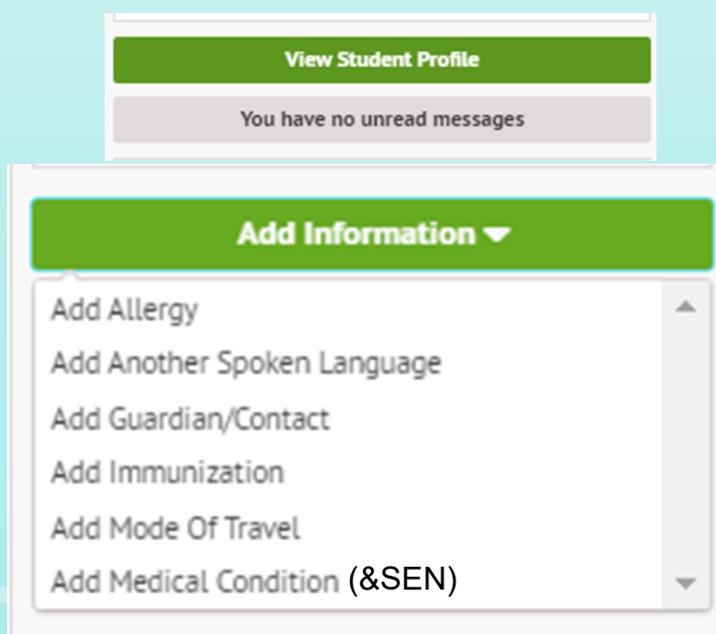
You will need to log into Arbor to see and update your child's information.

(This would have been previously returned on a pupil admission/data collection form).

Please ensure to update all information as follows:

1. Pupil Details
2. Home Contact details for adults at home responsible for the child— **Please also add the names, roles, contact details of any professionals who have contact with your child or family.**
3. Emergency Contact
4. Dietary Information
5. Medical Information (& SEN)
6. Ethnic/Cultural
7. Mode of Transport
8. Collection From School
9. Consents—**Administer First Aid, Authorisation to Walk Home, Collection from School, Home School Agreement, Internet Rules, Parental Consent for a Rolling Programme or Series of Local Visits, Photographs, digital images and recordings - Use in school/ School learning platforms/ Social media/ Out of school and School parent Arbor processing agreement**

All information can be viewed/accessed by clicking on View Student Profile on the Main Dashboard of your child's profile.





Oatlands Community Junior School

Beechwood Grove, Harrogate, North Yorkshire HG2 8QP

Telephone: (01423) 872827

Email: admin@ojs.rklt.co.uk

www.oatlands-jun.n-yorks.sch.uk

Headteacher: Mrs Estelle Scarth

Dear Parent/Carer

Reviewing and Updating Personal Information

It is important that we hold up to date emergency contact details and medical information for your child(ren). Please can we ask for your support in checking the information we currently hold for them by inviting you to register and/or confirm your details within the Arbor Parent Portal app.

The Arbor Parent Portal app and website will allow you to review and update contact details for you and your child at your own convenience from a smartphone, tablet or PC – anytime, anywhere. If you have more than one child at school, you will have access to information for all your children, from the same app. It is important that you log in and confirm your child’s contact details, regardless of whether they have changed, so we can be sure that we have the correct information. You will see the information that we hold already, so you can review it.

You will also be able to make appropriate amendments, providing updated details, so that we can correct our student information. Please refer to our RKL Privacy Notice. A copy of Arbor’s Terms and Conditions which new users must accept can be found here: [Terms and Conditions](#).

If you already have the app installed on a device from previous years please log in and confirm the details are correct or make the necessary changes and submit these via the app. If you have forgotten your password, you can reset your password from the login page.

If you are a new parent and have not downloaded the Arbor Parent Portal app yet, please follow the detailed instructions on page 3 of the Parent Portal/Arbor App. Admissions Forms & Parental Consents Policy Guidance. These will take you through a step by step “how to get started” .

If you have any questions, or problems logging in please do not hesitate to contact us by email: admin@ojs.rklt.co.uk or by telephone 01423 872827.

Yours sincerely,

ECSarth

Estelle Scarth

Headteacher



Oatlands Junior School is part of Red Kite Learning Trust, a charitable company limited by guarantee registered in England and Wales with company number 7523507, registered office address: as above



Photograph, Digital Images & Video Policy

<https://www.rklt.co.uk/key-information/policies/>

Please consent on Arbor to the following:

- Photographs, digital images & recordings to use in school
- Photographs, digital images & recordings to use on school learning platforms
- Photos, digital images & recordings to use on school social media
- Photos, digital images & recordings to use out of school

Please note

You are unable to amend or withdraw an Arbor consent. Please contact the school office and send a follow up email /written note to the school office as confirmation of the change. Email: admin@ojs.rklt.co.uk or phone 01423 872827.

The amendment/withdrawal of the consent, will be placed on the file including the date on which such takes effect.

Digital Images for Academy Use

- The Academy will take digital images for its own use. Usually these will be unnamed digital images and will generally be for internal Academy use but may also include digital images for publication, such as pictures for the prospectus/marketing materials, or to show as slides at an event for parents. Unnamed digital images may also be used on display boards which can be seen by visitors to the Academy.
- When an image is taken, the pupils will be informed that a digital image is being taken and told what it is for, so that they can opt out if they wish.
- When using digital images consent will be based on the consent established in this policy given by the pupil and/or parent/carer as applicable.

Media Use

- The Academy will consider the interests of its pupils when deciding whether to allow external organisations to take/use digital images or to film.
- When the press is allowed to be present in Academy or at Academy events, this will be on the condition that they observe this policy. Upon doing so, they may publish named or unnamed digital images where consent has been established.
- Where media entities are allowed to be present at a particular event the Academy will make sure that pupils and their parents or carers are informed of the media presence. If no objection is received, then the Academy will assume that unnamed and named digital images may be published according to the consent established in this policy.
- All third-party media entities are provided with this policy. Where Trust Academies provide an image to a third-party media entity, it is based on consent outlined in this policy. Where an image has not been provided and if the media entity wants to publish named digital images then they must obtain specific consent from those pupils with capacity to consent or the parents of those without capacity. The Academy will require the media entity to check with the Academy before publication so that the Academy can check that any objections have been considered.

Family Photographs at Academy Events

- It shall be at the discretion of each of the Academies within the Trust whether digital images may be taken at an Academy event.
- Family and friends taking digital images for the family album will not be covered by the Trusts Data Protection Policy.
- Where the Academy decides to allow such photography, the family and friends will be asked not to publish any images showing children other than their own on the internet.



OATLANDS JUNIOR SCHOOL



**Please consent to the following
on Arbor:**

**Home school Agreement/
Internet Access**

- The School
- The Family
- The Pupil

Please note

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withdraw an Arbor consent.
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and send a follow up email /
written note to the school office
as confirmation of the change.
Email: admin@ojs.rklt.co.uk or phone
01423 872827.**

**The amendment/withdrawal of
the consent, will be placed on
the file including the date on
which such takes effect.**

The School:

- encourage parents to become involved in the daily life of the school;
- work towards every child achieving his or her full potential as a valued member of the school community;
- promote high standards of work and behaviour through building good relationships and developing a sense of responsibility;
- ensure each child's entitlement to a broad and balanced curriculum;
- inform families of the broad curriculum areas to be covered each term;
- hold regular consultation evenings to discuss each child's progress;
- let families know of concerns or problems that affect their child's work or behaviour;
- contact the family if there is a problem concerning a child's attendance, health, punctuality or equipment;
- arrange a mutually convenient appointment should families wish to discuss their child;
- teach children how to use the Internet safely and give rules for how to use it in a responsible way;
- encourage children to care for the environment;
- arrange homework where this offers the appropriate opportunities for home learning;
- provide a safe learning environment.

The Family -I/We will:

- ensure my child attends school regularly, on time and properly equipped;
- inform the school of the reasons for any absence;
- support the school in maintaining good behaviour and discipline;
- ensure my child arrives at school, and knows the arrangements for collection;
- attend all Parental Consultations Evenings and discussions about my child's progress;
- notify the school of any change in circumstances which may affect my child's learning;
- support the school and its policies and rules;
- help my child understand the importance of Internet safety and the rules to follow when selecting, sharing and exploring information and media;
- support my child in homework and other opportunities for home learning.

The Pupil -I will:

- follow the school's expectations and keep the class and playground rules;
- attend school regularly and on time;
- bring all the equipment I need everyday;
- take responsibility for my own possessions;
- keep myself clean and tidy;
- do all my class work and homework as well as I can;
- treat others with respect and be polite and helpful;
- follow the school rules on use of the internet. I will use it in a responsible way and observe all the restrictions explained to me by the school;
- care for the school environment;
- take newsletters and other communications home promptly.

Oatlands Junior School Internet Rules Arbor Consent

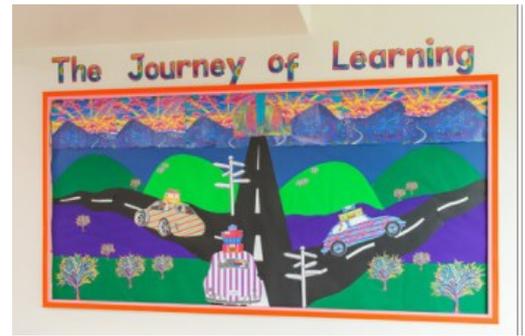
School agreement	Parents/Carers agreement	Pupils agreement
<ul style="list-style-type: none"> · We will teach the children how to use the Internet. · We will teach the children about online safety. · We will share the internet rules with each pupil. · We will supervise the children's use of the internet. · We will provide alternatives (where possible) to the internet for those pupils who have informed us in writing that they do not have access to a computer with the internet from home. · The Headteacher will respond to children who have 'blown the whistle' on internet, as appropriate. · We will monitor internet activity as often as possible. · We will encourage all pupils to be responsible users and to follow the Internet Rules. 	<ul style="list-style-type: none"> · I will supervise my child's use of the internet. · I will encourage my child to be a responsible user of the internet. · I will encourage my child to keep their internet password private. · I will not use the internet on behalf of my child. · I will ensure that my child does not upload photographs of them self or other people onto the internet. · In the unlikely event of something on the internet upsetting my child, I will encourage them to inform the Headteacher. · I understand that school staff can monitor internet activity, even if an e-mail is deleted. · I understand that access to the internet is provided by the school and that my child must adhere to the user agreement in order to retain log-in privileges. <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> · I will only use the internet when an adult has given me permission. · I will only write polite and friendly things on the internet. · I will only use a 'drawn picture,' <i>not</i> a real photograph as my 'profile picture.' · I will not upload photographs or videos of me or other people. · I will keep my username, password and other personal details private. · I will let the Headteacher know about anything that upsets me or that is inappropriate. · I will always try to write in full sentences and not 'text speak.' · I won't e-mail or post about friendship / fallings-out. · I won't send 'pointless' e-mails to groups of people. This is called 'spam.' · When the Internet asks for my 'nickname,' I will only use the name I like my teacher to call me. For example, someone named Thomas may wish to be called Tom by his teacher. · I understand that the Headteacher and teachers can see what I have e-mailed, even if it's deleted. · I understand that access to the internet is a privilege and I must meet my responsibilities to be allowed to log-in.

Special Education Need or Disability (SEND)

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools



The SEND Code of Practice: 0 to 25 years; Department for Education; January 2015 SEND needs fall into four broad categories:

The profile for every child with a Special Educational Need is different and their needs may change over time. They may have difficulty with one, some or all of the different categories of SEND at different times of their lives.

Communication and Interaction

Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication.

Cognition and Learning

Some children and young people learn at a slower pace than their peers, even with appropriate differentiation. Cognition & Learning difficulties cover a wide range of needs, including difficulty in accessing and understanding parts of the curriculum; difficulty with organisation and memory skills; or having a difficulty which affects one particular part of their learning, such as displaying dyslexic, dyscalculic or dyspraxic traits.

Social, Emotional and Mental Health Difficulties

Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour.

Sensory and/or Physical Needs

Some children and young people have a disability which prevents or hinders them from making use of the educational facilities generally provided, for example visual and / or hearing impairments, or a physical disability which requires additional ongoing support and equipment to access all the opportunities available to their peers.

Please ensure you add their Special Educational Needs or Disability under medical conditions in Arbor and phone 01423 872 827 send an email to:

School office: admin@ojs.rklt.co.uk

Inclusion Leader: mcnerneyw@ojs.rklt.co.uk

Medical

+ Add

Medical Condition



Medical/Dietary Information

Medication Administration forms are shown on pages 11 & 12 for authority to administer prescribed or non-prescribed medication that is needed during school hours and should be brought to the school office along with the clearly named medication.

Please do not send medication with your child into class.

If your child uses an Auto Adrenaline Injector (EpiPen, Jext, Emerade) we would also need a care plan from your GP or hospital consultant. For complex needs, please contact the office and provide written details.

If you require further information please refer to the Oatlands Junior School Medicine Administration Procedures/School Medical Policy. <https://www.oatlands-jun.n-yorks.sch.uk/>

Please note: You are unable to amend or withdraw an Arbor consent. Please contact the school office and send a follow up email /written note to the school office as confirmation of the change.

Email: admin@ojs.rklt.co.uk or phone 01423 872827.

The amendment/withdrawal of the consent, will be placed on the file including the date on which such takes effect.

Medical/Dietary Information

Please consent on Arbor to the following:

Administer First Aid

Administration of Medicines Procedure

If a child is unwell they should be kept at home. A child who is unwell is not going to be able to work and enjoy school.

Children with acute infections should not normally return to school until the treatment is complete and the child recovered. If a child appears to have recovered before their medication is finished, then it is usually possible to arrange the dosage schedule so that it does not need to be given at school medication that needs to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Short Term Illnesses

If a doctor advises you that your child is well enough to return to school before the prescribed medication is finished and that it would be detrimental to their health if it were not administered during the day, please bring it to the school office.

A form must be completed requesting the administration of the medication by school staff. The medication must be brought to school in the original container as dispensed by the pharmacist. Staff will check before accepting it. The medication will be administered by staff exactly as detailed on the label.

No medication should be brought to school by a child

Medication to be administered during the school day will be kept securely in either a fridge with staff access only or in a locked cabinet. Parents will be informed immediately if a child refuses to take medication as staff will not force them to do so.

Any unused medication, either at the end of a course or at expiry date, will not be disposed of by school - it will be handed back to parents to make their own disposal arrangements.

The administration of non-prescribed medication by school staff on the school site is not standard practice. This includes medicines such as Calpol, anti-histamines, creams or any other over the counter medication.

Long Term Illnesses

Medication may be administered at school for long term illnesses. All emergency medicines, such as asthma inhalers and epi-pens, will be readily available to children and will not be locked away. Children should know where their medication is kept and know how to access them immediately. This includes during PE lessons, sporting activities and educational visits.

Parents of children that have been diagnosed with asthma, epilepsy, anaphylaxis, diabetes and allergies must provide the school with medical evidence of the diagnosis and an action plan from a medical practitioner.

Parents of children who use inhalers should inform the school in writing of the instructions their child has been given. Parents must also complete a medical authorisation form.

Children who are considered to be sufficiently responsible to carry their own treatment, including inhalers, blood-glucose testing and emergency treatment such as epi-pens on their person will do so. There should always be a spare set kept safely which is not locked away and is accessible to all staff.

Exceptional circumstances

We acknowledge that there may be exceptional circumstances, which can be discussed with school on a case-by-case basis.



OATLANDS JUNIOR SCHOOL

INSTRUCTION AND AUTHORISATION FOR THE ADMINISTRATION OF **NON-PRESCRIBED** MEDICATION



Pupils Name..... Class.....

Condition:.....

Authorisation

I hereby authorise the Headteacher or person authorised by the Headteacher to administer the medication detailed below.

I understand that the person who administers the medication will not be medically trained and that it is not part of their obligations under their contract of employment.

I confirm that I will be responsible for the provision of the medication **in an appropriate container** bearing a clear label showing:

- the name of the medication
- the name of the patient
- the dosage
- specific directions for the administration
- precautions relating to the medication
- the expiry date.

I understand that the Headteacher and school staff will take such care as would a reasonable prudent parent, and I confirm that I will not hold the Governors, the school staff or the Education Authority responsible for any loss, damage or injury resulting from the administration of this medication.

Details of Non-Prescribed Medication to be Administered in School

				Possible side effects and Action/ Precautions to be Taken

Please state date medication to finish.....

**If more than one medicine is to be given a separate form should be completed for each one.
I understand that I must notify the school of any changes in writing.**

Contact telephone number in case of emergency:

Signed:..... Date.....

(Parent/Guardian)

Signed:..... Date.....

(Oatlands Junior School, Administration)

(medform)



OATLANDS JUNIOR SCHOOL

INSTRUCTION AND AUTHORISATION FOR THE ADMINISTRATION OF **PRESCRIBED** MEDICATION (including ASTHMA INHALERS)



Pupils Name..... Class.....

Medical diagnosis or condition:

Authorisation

I hereby authorise the Headteacher or person authorised by the Headteacher to administer the medication detailed below. Should any changes in the medication be prescribed I will notify the Headteacher immediately.

I understand that the person who administers the medication will not be medically trained and that it is not part of their obligations under their contract of employment.

I confirm that I will be responsible for the provision of the medication **in an appropriate container** bearing a clear label showing:

- the name of the medication
- the name of the patient
- the dosage
- specific directions for the administration
- precautions relating to the medication
- the name of the dispensing pharmacist/doctor
- the date of the issue or the expiry date

I understand that the Headteacher and school staff will take such care as would a reasonable prudent parent, and I confirm that I will not hold the Governors, the school staff or the Education Authority responsible for any loss, damage or injury resulting from the administration of this medication.

Details of Medication to be Administered in School

Name of Medication	Type (e.g. Tablet, Inhaler, etc.)	Dose	Time	Possible side effects and Action/Precautions to be Taken

Please state date medication to finish.....

**Please tick as appropriate for inhalers*

I would like my son/daughter to keep his/her inhaler with him/her for use as necessary.

I would like my son/daughter to keep his/her inhaler in the office for use as necessary.

If more than one medicine is to be given a separate form should be completed for each one. I understand that I must notify the school of any changes in writing.

Contact telephone number in case of emergency:

Signed:..... Date.....

(Parent/Guardian)

Signed:..... Date.....

(Oatlands Junior School, Administration)

Parental Consent for a Rolling Programme or Series of Local Visits

Please consent on Arbor to the following: Parental consent for rolling programme or series of local visits

We will use your Arbor consent for any local trips eg swimming/ sporting events that your child or class may undertake. For more specific trips, your consent would be obtained at the time.

I understand that my child may leave the school premises for local visits as outlined in the school prospectus and hereby give my consent for my child to participate in such visits. I also understand that my child may leave the school premises at other times when I will be informed separately by letter and when further consent will be required from me.

I undertake to inform the Group Leader/Headteacher as soon as possible of any change in the medical or other circumstances.

I agree to my son/daughter receiving emergency medical or dental treatment of any nature as considered necessary by the medical authorities present.

I agree that if my child urgently requires medical or dental treatment and it is not possible to contact me/us, the Group leader in charge at the time is authorised on my/our behalf to give consent to such emergency treatment.

Emergency Contact Numbers

Please ensure we have up to date Emergency Contact Numbers for your child and if you are not available please provide an alternative contact. You need to include the following details

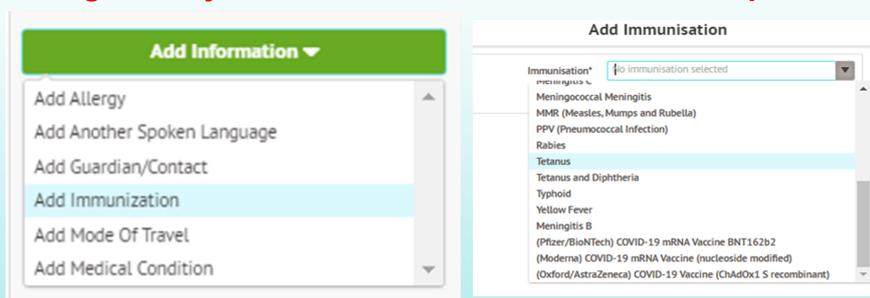
- Name
- Work/Home Mobile contact number
- Home Address

If you are attending the trip also, please ensure we have up to date Emergency Contact Numbers for you.

Medical Information & Declarations

Please ensure you update Arbor to let us know if your child suffers from any conditions requiring medical treatment or medication and/or if your child is allergic to any medication of treatment. Please also provide:

- Name, address and telephone number of family doctor
- When your child last received a tetanus injection
- Any special dietary requirements of your child



The image shows two screenshots of the Arbor system interface. The left screenshot shows a green 'Add Information' button with a dropdown menu containing the following options: 'Add Allergy', 'Add Another Spoken Language', 'Add Guardian/Contact', 'Add Immunization' (highlighted in light blue), 'Add Mode Of Travel', and 'Add Medical Condition'. The right screenshot shows an 'Add Immunisation' dropdown menu with a search bar and a list of immunisation types including: 'Meningococcal Meningitis', 'MMR (Measles, Mumps and Rubella)', 'PPV (Pneumococcal Infection)', 'Rabies', 'Tetanus', 'Tetanus and Diphtheria', 'Typhoid', 'Yellow Fever', 'Meningitis B', '(Pfizer/BioNTech) COVID-19 mRNA Vaccine BNT162b2', '(Moderna) COVID-19 mRNA Vaccine (nucleoside modified)', and '(Oxford/AstraZeneca) COVID-19 Vaccine (ChAdOx1 S recombinant)'.

Add Information ▼

- Add Allergy
- Add Another Spoken Language
- Add Guardian/Contact**
- Add Immunization
- Add Mode Of Travel
- Add Medical Condition

Please log into the Arbor Parent Portal to add a Guardian/Contact and opt that they are able to collect by ticking the Options: Can collect box.

All children are asked to remain on the school playground until they are collected. Any child remaining after 3:40 pm should inform the duty teacher and go into the School Reception to wait – staff will try to contact parents / carers.

Please contact the office directly by phone or send an email if there is a change to the usual arrangement, even if it is just for one day.

Please note: You are unable to amend or withdraw an Arbor consent. Please contact the school office and send a follow up email /written note to the school office as confirmation of the change.

Email: admin@ojs.rklt.co.uk or phone 01423 872827. The amendment/withdrawal of the consent, will be placed on the file including the date on which such takes effect.

Collection From School

« Back

Add Guardian / Contact

Information

Please fill out as many fields as you can so that we can make contact in an emergency. Please note that guardians and contacts added from this page will by default not be considered primary or legal guardians. If you want the guardian you are adding to be set as primary or legal guardian, please contact the school.

Title

First name*

Last name*

Gender*

Relationship to student*

Mobile number*

Home number

Email address

Options Can collect

Emergency contact

Cancel

Add Guardian/Contact

Authorisation to Walk Home



Please consent on Arbor to: let us know if you provide authorisation for your child to walk home alone or with friends at the end of the day.

Any child who does not have authorisation to walk home is asked to remain on the school playground until they are collected. Any child remaining after 3:40 pm should inform the duty teacher and go into the School Reception to wait – staff will try to contact parents / carers.

Please phone the office directly or send an email between 8.15 am—2.30 pm if there is a change to the usual arrangement, even if it is just for one day.

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Please contact the school office and send a follow up email /written note to the school office as confirmation of the change. The amendment/withdrawal of the consent, will be placed on the file including the date on which such takes effect.

Email: admin@ojs.rklt.co.uk or phone 01423 872827.

Safeguarding

Is there any information, such as a court order that school needs to be aware of to help us safeguard your for child? **Please phone 01423 872827 or send an email to admin@ojs.rklt.co.uk and/or scarthe@ojs.rklt.co.uk** to let us know about any relevant court orders in place including those which affect any person’s access to the child (e.g. residence order, contact order, care order, injunction etc.)

Please also add the names, roles, contact details of any safeguarding professionals who have contact with your child or family e.g. Family Support or Social Worker.

Safeguarding concerns

What to do if you are worried about a child?

If you are worried that a child

- Has suffered significant harm and/or;
- Is likely to suffer significant harm and/or;
- Has development and welfare needs which are likely to be met only through provision of family support services (with agreement of the child’s parent), or is likely to suffer significant harm; contact the school’s DSL.
- Please email the following:

« Back Add Guardian / Contact

Information

Please fill out as many fields as you can so that we can make contact in an emergency. Please note that guardians and contacts added from this page will by default not be considered primary or legal guardians. If you want the guardian you are adding to be set as primary or legal guardian, please contact the school.

Title

First name*

Last name*

Gender*

Relationship to student*

Mobile number*

Home number

Email address

Options Can collect

Emergency contact

Name	Estelle Scarth	Hannah McNamara	Wendy McNerney	Rachel Coyne
Photo				
Contact details	scarthe@ojs.rklt.co.uk	mcnamarah@ojs.rklt.co.uk	mcnerneyw@ojs.rklt.co.uk	coyner@ojs.rklt.co.uk

School Parent Arbor Processing Agreement

Please consent on Arbor to: School Parent Arbor Processing Agreement

- I will contact the office directly regarding any urgent/high priority data amendments.
Email: admin@ojs.rklt.co.uk or phone 01423 872827.
- I am aware that the office will be notified of data amendments pending for review and I will receive a notification to advise whether my change has been accepted/rejected.
- I note that there will be a 24-hour office processing time on any amended data. In addition, that data will be reviewed for approval weekdays Monday-Friday from 3.30 pm.
- Should I wish to amend/revoke a consent, I will contact the office directly and send a follow up email /written note as confirmation of the change.
- I understand there is no option for parents to amend/revoke a consent on the Arbor App once provided, without speaking to the office directly.
- I am aware that if a request is made subsequently for the withdrawal of the consent, a note or letter to that effect will be placed on the file including the date on which such withdrawal takes effect.
- I agree to contact the office directly regarding any amendments to my child's medical details to allow for a care plan to put in place if required.

Oatlands Junior School Vision:

We are a community where children are empowered to unlock their full potential and which celebrates independence, tolerance, success and excellence.

Our School Values:

We are Oatlands Juniors

We're Amazing!

We're friendly, kind and caring

We're tolerant and respect one another

We're enthusiastic and positive

We love to learn!

We imagine and create

We try new things and learn from our mistakes

We work together and help each other

We're determined and always do our best.

'Caring about today, creating successful tomorrows'



**Oatlands Junior School
Beechwood Grove
Harrogate
HG2 8QP**

Tel: 01423 872 827

Email: admin@ojs.rklt.co.uk

Website: <https://www.oatlands-jun.n-yorks.sch.uk/>