

Child's Name:

DOB:



CONTACT AND HOME/SCHOOL AGREEMENT FORM

Please return one form per child

Legal pupil surname:	
Legal pupil forename:	
Legal pupil middle name/s:	
Preferred name:	
Date of birth:	
Country of Birth:	
Nationality:	

Parent/Guardian 1:	All contact information must be shared separately with clubs not run by school as they are responsible for children at those times.
Does this parent have parental responsibility?	
If parents are separated or divorced has a court order been issued?	
If you are a step parent, do you have full legal responsibility?	
Is there a private (informal) fostering arrangement?	This where a child is cared for by and living with someone who is not a close relative or someone who has parental responsibility <u>instead of living with their parent/s</u>. It is based on an informal agreement with the parent. <u>It is not where a child lives with an adult (e.g. step parent) in addition to their own parent</u>. We are required to give this information to the Local Authority if there is an informal fostering arrangement.
Is there a Looked After Child fostering arrangement?	
Home address including postcode:	
Does the child live at this address?	
Home telephone:	

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Mobile telephone:	
Place of work:	
Work telephone:	
Email Address:	
Does either parent work in the military?	

Parent/Guardian 2:	All contact information must be shared separately with clubs not run by school as they are responsible for children at those times.
Does this parent have parental responsibility?	
If parents are separated or divorced has a court order been issued?	
If you are a step parent, do you have full legal responsibility	
Is there a private (informal) fostering arrangement?	This where a child is cared for by and living with someone who is not a close relative or someone who has parental responsibility <u>instead of living with their parent/s.</u> It is based on an informal agreement with the parent. <u>It is not where a child lives with an adult (e.g. step parent) in addition to their own parent.</u> We are required to give this information to the Local Authority if there is an informal fostering arrangement.
Is there a Looked After Child fostering arrangement?	
Home address including postcode:	
Does the child live at this address?	
Home telephone:	
Mobile telephone:	
Place of work:	
Work telephone:	
Email Address:	
Does either parent work in the military?	

Please list any siblings, including their D.O.B. and school:

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If my child is in Year N – Year 4, I agree to hand my child over to the staff member on duty at the gate or at breakfast club.

Yes / No (please circle)

Please list any person/s (aged 16 or over) who may collect your child other than parents/guardians/carers
All contact information must be shared separately with clubs not run by school

Collection of children: Please provide a confidential password for adults (16+) who are authorized to collect your children (via this agreement) to use. This will be used when adults are not known to school staff. We may also need to ask for a description of the person who will be collecting your child.

Password:

We will use discretion in releasing a child into the care of someone who appears to be irresponsible or incapable of supervising a child.

If your child is in Year 5 or 6, do they have permission to walk home on their own in daylight hours without specific instruction from yourselves each day? Without this we would need confirmation each time.

All contact information must be shared separately with clubs not run by school

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If your child cycles to /from school, do you agree to follow the school cycling code? (Please see the cycling policy on our website or ask at the school office).

Yes / No (please circle)

Please note that bicycles should be stored neatly at school.

Emergency Contacts – Please complete fully with full name, contact number and relationship to the child
Please include any emergency contacts who would have permission to collect your child in an emergency.

All contact information must be shared separately with clubs not run by school.

Priority 1:	
Priority 2:	
Priority 3:	
Priority 4:	

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Medical Information - please complete fully and give details where necessary

All medical information must be shared separately with clubs not run by school.

Name of GP:	
Practice address:	
Practice telephone:	
Immunisation dates (including tetanus):	

Does your child take any regular medication?

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Please advise the name(s) of any prescribed medication which should be kept in school along with detailed information about their use – frequency, dosages etc.

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Does your child have a diagnosed medical condition?

If your child has a medical condition (including asthma or bronchitis, fractures or ligature damage, fits, fainting or blackouts, heart conditions, haemophilia, diabetes, eczema and non-food allergies), please advise in the box below.

Any changes in health must be communicated so that we can take this into consideration when making plans and assessing risks, especially on off site visits. If you know of any activities which may cause difficulty for your child, please record them on this page.

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Parental Signature _____

Does your child have any medical needs which could require emergency intervention? e.g. EpiPen, Inhaler etc?

These need to be kept in school rather than taken home on a daily or weekly basis. We expect parents/carers to ensure these are kept in date and provide new medication well before expiry dates.

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Does your child have any dietary needs or food allergies? At times we do need to provide food.

Does your child have an Education, Health and Care Plan?

Can your child swim 50 metres unaided?

I agree for pupil details to be shared with the NHS for routine medical screening.

Yes / No (please circle)

Ethnicity (optional)

What is **your child's** ethnicity? _____

This is recorded to monitor and enhance educational provision across schools.

British, Bangladeshi, Caribbean, Chinese, Gypsy/Roma, Indian, Irish, Irish Traveller, Other Black African, Pakistani, Somali, Vietnamese, White/Asian, White/Black African, White/Black Caribbean, Any other Asian background, Any other black background, Any other mixed background, Any other white background, Other ethnic group

Language (optional)

What language/s does **your child** speak at home? _____

This is recorded to monitor and enhance educational provision across schools.

Religion (optional) _____

This is recorded to monitor and enhance educational provision across schools.

Photographs for school use

Do you give permission for your child to have their photograph taken or for video to be taken for school use/display only?

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Photographs for wider use

Do you give permission for your child to have their photograph or film published in the following ways?

Websites – including our school website (with no full names to identify children)	
School social media accounts (with no full names to identify children)	
School newsletter and blogs, which are then uploaded onto our website (with no full names to identify children)	
School publications to wider audiences, for example community magazines and newspapers etc. – these may also be uploaded onto their websites (with no full names to identify children)	
Student portfolios, e.g. by student teachers, childcare students These would be used according to the educational establishment's own policies (e.g. university or HE college)	
Tempest Photography - Individual, class and whole school portraits	

Snacks for children in Reception

Do you agree to pay a £1.00 contribution towards snacks?

Educational Visits

Do you give permission for your child to be taken out of school for educational visits, including walks around the village, visits to attractions and museums, sports events and swimming sessions requiring physical exercise or other educational activities deemed appropriate? _____

Events and arrangements are usually communicated to parents and carers in advance via the weekly blog, letter or newsletter but sometimes need to be spontaneous. Children may travel on a hired coach, taxi or minibus, on the school minibus or occasionally in staff cars. Public transport may also be used.

We will always ask for specific permission if the visit is planned outside of school hours. For residential trips, we will need to know if your child sleep walks.

Booster seats are always provided for children under 135cm if it is necessary to travel in a car.

All educational visits are risk assessed and checked by our educational visits co-ordinator (Mrs Jeffery). Our 'plan b' is always to cancel or postpone a trip if there are safety or practical concerns. Where necessary, e.g. for residential visits, educational visit risk assessments are also monitored by Plumsun.

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Use of Technology

Do you give permission for your child to use the internet in school? _____

Children are able to access the internet at school and are taught how to do this responsibly, following our guidelines. School cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, although it does take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

School can, if necessary, check children's computer files and the internet sites they visit at school - if there are concerns about e-safety or e-behaviour parents will be contacted.

School takes any inappropriate behaviour (including in relation to e-safety) seriously and will respond to observed or reported inappropriate or unsafe behaviour.

Our Commitments

We will do all that we can to maximise effective learning opportunities and create a welcoming and positive environment in which children can learn and play. In particular, we will:

- Strive to promote each child's health, safety and happiness.
- Encourage each child to do their best, to take care of themselves, their school and others.
- Strive to provide a broad and balanced curriculum that meets the needs of every child.
- Inform parents of any concerns that may affect a child's learning or welfare.
- Keep parents informed about general school matters, and in particular about pupil progress.
- Be open, welcoming and responsive and offer opportunities for parents to become involved in the life of the school.

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Parental Commitments

Parents and carers play an essential and irreplaceable role in educating their children throughout their childhoods. We therefore expect families to help children to succeed and:

- Be positive about school life and values when talking to children, and take a strong interest in children's learning and life at school.
- Adopt a positive 'not yet' approach when children come up against difficulties or think they can't do something at all –teach them that we all have difficulties to overcome and that making mistakes is all part of the process. Help your child to persevere and celebrate all successes.
- Help children to follow school expectations and be respectful of school values.
- Attend parent consultation meetings, or making alternative arrangements. Phone appointments can be made when needed.
- Support with homework, and sign the half termly homework sheet (Years R – 6).
- Support 'engaged reading' at home. The minimum target is 15 minutes engaged reading time at home per day (on average). All children read in school every day, but this must be supplemented by reading at home (recorded in the record diary) for children to really benefit and make progress. Library books not returned to school within a term will be charged at £5.
- Communicate directly with school about any queries about school life or progress, by making an appointment to see the class teacher in the first instance (not using social media or by asking staff members living locally) or via the school office if more appropriate.
- Ensure that children have good (96%) or excellent (97%) attendance whenever possible, e.g. by making routine dental appointments outside of school time, and write to Mrs Murphy in advance about any planned absence, e.g. hospital appointments (providing appointment letters) to enable necessary absences to be authorised.
- Follow school policies for attendance, e.g. by phoning the school by 9am to inform of us of any illnesses and keeping children away from school for 48 hours where sickness or diarrhoea is due to illness. *Children are to attend school for the afternoon session if the 48 hours ends during the morning, and if they are well enough to attend school in the afternoon.* Consult a doctor in the case of infectious illnesses.
- Keep personal contact details up to date in case we need to contact you urgently.
- Liaise directly with outside club providers regarding attendance, non-attendance and payment etc. (rather than the school office).
- Keep up to date with school communications, e.g. letters sent home, the weekly blog (often posted on the noticeboard outside school) and newsletters sent out at the start and end of each half term. Diary dates are often set months in advance and can be found on the diary dates page of our website.
- Follow safeguarding policies as advised when in the school building.
- Provide named uniform, in accordance with our school policies (including school P.E. kit for all after school P.E. clubs and matches outside school).
- Promote safe use of the internet and digital technology at home.
- Refrain from sharing any photographs/films of children or staff online (or otherwise) without the permission of parents/carers or the staff member photographed. This includes annual class photographs.
- Refrain from posting libellous or inflammatory comments about school on social network sites.

THANK YOU! YOUR SUPPORT IS MUCH APPRECIATED.

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Thank you for sharing this information, which will be used for welfare, planning and managerial purposes. Each September we will ask parents/carers to check the information we hold for each pupil.

Parents/carers of children in Reception and Pre-School Nursery (Early Years Foundation Stage) are asked to contribute to the cost of a healthy morning snack. This is offered at a cost of £1 weekly. Please see the school office or Early Years staff for further information.

I understand that it is my responsibility to inform school without delay if there are any changes to the responses given.

Signed _____ Date _____

Name (in block capitals) _____

SCHOOL OFFICE USE ONLY:

NAME OF PUPIL:

Date received:		Received/Processed by:	
Pupil data input into SIMS record:			
Fostering/LAC information/Private (informal) fostering information passed to headteacher:			
Text messaging contacts added/updated on SIMS:			
Where medical/SEND needs identified information passed onto all first aiders and included in school medical file and/or school SENCo informed as appropriate:			
Where medical needs identified school policy for medical needs has been sent home: (please note date information sent): _____			
Internal new pupil form initiated by Headteacher/office staff and passed to class teacher for completion			

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High Street · Woodford · Kettering · Northants · NN14 4HF
Telephone: 01832 73321 · Email: head@woodford-ce.northants-ecl.gov.uk

Privacy Notice

How we use information relating to pupils and their parents / carers.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Student permissions (e.g. photographs, internet use etc.)

Please refer to our data asset audit for a complete list.

Why we collect and use this information

We use the pupil data:

to support pupil learning
to monitor and report on pupil progress
to provide appropriate pastoral care
to assess the quality of our services
to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6, and Article 9 GDPR regulations 2018 and the Education Act 1996.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

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Storing pupil data

We hold individual pupil data on our data base until the pupil is aged 25 years.

Pupil record files (written) are passed to their next school. Copies of this written / hard copy information are not retained by the school (e.g. school reports, letters, disciplinary notes etc.)

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nursing service
- private contractors (e.g. those that run school clubs)

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

As a maintained school we are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

conducting research or analysis
producing statistics
providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

who is requesting the data
the purpose for which it is required
the level and sensitivity of data requested: and
the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact the school office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

Our DPO and GDPR support from the 1st April 2020 is Angela Corbyn. Angela's contact details are: 07775 436141. Or email dpo@neneeducationtrust.org.uk.

Woodford Church of England Primary School

Parent/Carer Privacy Notice

I/we agree to Woodford Church of England Primary School using the information described in this privacy notice for the purposes outlined in accordance with the General Data Protection Regulations.

Name of child _____

Name of Parent/Carer 1 _____ Signature _____ Date _____

Name of Parent/Carer 2 _____ Signature _____ Date _____