** Pentrepoeth Primary School**

**SCHOOL INFORMATION AND CONSENT FORMS**

Please can you complete these forms and return them to the school office as soon as possible.

(Please refer to the Privacy Notice, which can be found here [www.pentrepoethprimary.co.uk](http://www.pentrepoethprimary.co.uk), which details why we are collecting this information, how we will keep this information safe and how you can withdraw your consent to us holding this information)

|  |  |  |  |
| --- | --- | --- | --- |
| **Pupil Details** | | | |
| Surname\* |  | | |
| Forename\* |  | | |
| Middle Name(s)\* |  | | |
| Preferred Name/Known By |  | | |
| Date of Birth\* |  |  | |
| Gender\* | Male / Female |  | |
| Address\* |  | | |
|  |  | Postcode\* |  |
| Home Telephone Number\* |  | | |
| E Mail: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical Information** | | | | |
| Name of Doctor\* |  | | | |
| Name of Surgery\* |  | | | |
| Address of Surgery\* |  | | | |
| Postcode\* |  | | Telephone Number\* |  |
| Details of Dietary Needs\* | |  | | |
| Details of Medical Conditions\* | |  | | |
| Details of Allergies\* | |  | | |
| Other Medical Information\* | |  | | |

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| --- | --- | --- | --- | --- |
| **Other Pupil Information** | | | | |
| Name of Last School/Nursery Attended\* |  | | | |
| Eligible for Free School Meals | Yes / No | Have you applied to NCC for Free School Meals? | | Yes / No |
| Child’s First Language (please specify)\* |  | | | |
| Can your child speak Welsh?\* | 1. Yes fluently | |  | |
| 1. Yes but not fluently | |  | |
| 1. No cannot speak Welsh | |  | |
| Does your child speak Welsh at home?\*  (please tick those that apply) | Yes | | | |
| No | | | |
| With one parent | | | |
| With both parents | | | |
| With siblings | | | |

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| **National Identity\***  Required by the Welsh Assembly - Please tick the appropriate box | | | |
| Welsh |  | British |  |
| English |  | Other (please specify) |  |
| Scottish |  | I do not wish a national identity to be recorded |  |
| Irish |  |  | |

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| --- | --- | --- | --- |
| **Ethnic Background\***  Please tick the appropriate box | | | |
| **White:** | | | |
| British | Bosnian-Herzegovinian | Serbian | White Western European |
| Traveller of Irish Heritage | Croatian | Turkish/Turkish Cypriot | White Eastern European |
| Roma/Roma Gypsy | Greek/Greek Cypriot | White European | Kosovan |
| Albanian | Other White |  |  |
| **Mixed Background:** | | | |
| White and Black Caribbean | White and Chinese | Asian and Chinese | Black and any other ethnic group |
| White and Black African | White and any other ethnic group | Asian and any other ethnic group | Chinese and any other ethnic group |
| White and Asian | Asian and Black | Black and Chinese | Other mixed background |
| Asian or Asian British: | | | |
| Indian | Other Pakistani | Nepali | Kashmiri |
| Mirpuri Pakistani | African Asian | Sinhalese | Bangladeshi |
| Sri Lankan Tamil | Other Asian |  |  |
| **Black or Black British:** | | | |
| Caribbean | Sierra Leonian | Other Black African | Sudanese |
| Ghanian | Somali | Black European | Black North American |
| Nigerian | Other Black |  |  |
| **Chinese or Chinese British:** | | | |
| Hong Kong Chinese | Malaysian Chinese | Singaporean Chinese | Taiwanese |
| Other Chinese |  |  |  |
| **Any Other Ethnic Group:** | | | |
| Afghanistani | Arab | Egyptian | Filipino |
| Irani | Iraqi | Japanese | Korean |
| Kurdish | Latin American | Lebanese | Malay |
| Moroccan | Polynesian | Thai | Vietnamese |
| Yemeni | Other Ethnic Group | I do not wish to specify |  |

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| --- | --- | --- | --- |
| **Family Information** | | | |
| Mother\* | | Father\* | |
| Name |  | Name |  |
| Address |  | Address |  |
|  | |  | |
| Postcode |  | Postcode |  |
| Home Telephone |  | Home Telephone |  |
| Mobile |  | Mobile |  |
| Work Telephone |  | Work Telephone |  |
| E Mail: |  | E Mail: |  |
| Other Person(s) with Parental Responsibility\* | | Any other information relevant to family circumstances | |
| Name |  |  | |
| Address |  |
|  |  |
| Postcode |  |
| Home Telephone |  |
| Mobile |  |
| Work Telephone |  |
| E Mail: |  |  | |

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| **Emergency Contacts\***  Please put in order of preference from first to last | |
| Name |  |
| Address |  |
|  |
| Home Telephone |  |
| Mobile |  |
| Work Telephone |  |
| Relationship to Pupil |  |
| E Mail |  |
|  |  |
| Name |  |
| Address |  |
|  |
| Home Telephone |  |
| Mobile |  |
| Work Telephone |  |
| Relationship to Pupil |  |
| E Mail |  |
|  |  |
| Name |  |
| Address |  |
|  |
| Home Telephone |  |
| Mobile |  |
| Work Telephone |  |
| Relationship to Pupil |  |
| E Mail |  |
|  |  |
| Name |  |
| Address |  |
|  |
| Home Telephone |  |
| Mobile |  |
| Work Telephone |  |
| Relationship to Pupil |  |
| E Mail |  |

\*relates to a mandatory field, that must be completed

I certify that the information I have given on the School Information form is complete and correct. I will update the school should any details change.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

The data collected here will be stored on the school information management system (SIMS) and also in paper format. Pentrepoeth Primary School collects, uses, stores and shares (where and when appropriate) personal information regarding staff, students, parents and/or carers and other individuals who come into contact with the school.  This information is gathered in order to provide education as well as other related functions. In addition, there may be a legal basis to collect and use information to ensure that the school is compliant with its statutory obligations.

Pentrepoeth Primary School is required by Data Protection law, to be registered as a ‘Data Controller’ with the Information Commissioner’s Office (ICO) in order to process and store information. Pentrepoeth Primary School aims to ensure that all personal information collected about staff, students, parents, governors, visitors and other individuals including those that provide contractual services to the school; is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provision of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

Under data protection law, individuals have the right to be informed about how the school uses any personal information that is held about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals whose personal data we are processing and/or storing. This notice is intended to ensure that personal information is dealt with correctly and securely and in accordance with the General Data Protection Regulation (GDPR) and the expected provision of the Data Protection Act 2018 (DPA 2018) as well as all other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.  All staff involved with the collection, processing and disclosure of personal information will be aware of their duties and responsibilities by adhering to these guidelines.

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| **Consents**  This form is valid for the period of time your child attends this school |
| Pupil Name |
| **Internet Access** (please refer to the schools Internet Policy and ICT Policy available on the school website)  I give permission for my son/daughter to access and use the internet and virtual learning environment (VLE). I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that the school cannot be held responsible for the nature or content of materials accessed through the internet.  Signed: Print:  Dated: |
| **Web Publication of Work**  I give permission to publish my son/daughter’s work on the virtual learning environment (VLE) and / or the school website.  Signed: Print:  Dated: |
| **Publication of Photographs/Video**  There are many occasions during a pupil’s time in school, when both school and family might wish to record events for posterity, for example:-   * Concerts, musicals, festivals, sporting events * School, County and National Honours * Visits from the media profiling high status events, and visiting dignitaries * Updating the School Prospectus and Website * Celebrating good work and achievement * Photography by pupils for Information Communication Technology (ICT) use or extra-curricular activities, such as, film clubs * School Social Media communication e.g. Twitter, PTA Facebook, YouTube etc.   All photographs and videos taken in school comply with clear guidelines laid down by the Department of Education, Welsh Government and other professional bodies. No personal information will accompany a visual image.  Parental consent will remain valid whilst a child is a pupil at the school and after they have left e.g. until a prospectus is redrafted. However, parents/carers have the right to withdraw that consent.  I give permission for appropriate images and video that include my son/daughter to be published:   1. Within the school for display purposes: Yes / No 2. Within the School Prospectus and other printed promotional purposes: Yes / No 3. Within the school newsletter: Yes / No 4. On our website and on the VLE: Yes / No 5. In the media, including Newspapers: Yes / No 6. Class Twitter & Social Feeds: Yes / No   By signing this agreement I agree that I will not share pictures of events and images from school on social media and will ensure friends and family are aware of this.  Signed: Print:  Dated: |
| **School Trips**  It is the school’s policy that parental permission is required for any trip that involves transport. However, there are occasions when classes or groups of children will walk into the local area for part of the day to further studies e.g. to visit local churches, the library, local walks etc. Health and safety guidelines are strictly followed at all times, including risk assessments.  For these circumstances, please sign the following parental consent.  I give the school permission to take my child into the local area for educational purposes:  Signed: Print:  Dated: |
| **Training and Development of Staff**  As part of the ongoing training and development for our teachers we occasionally record lessons to use as a tool for improving the quality of teaching and learning. Teachers can upload classroom video to our secure platform where they can share it with other staff at our school and other schools within an agreed cluster, so they can collaborate and learn from each other. Whilst the focus is on teachers, these videos often include students as they interact with the teacher and their peers in the classroom. Teachers are completely in control of these videos – only they can decide who else can see them.  Signed: Print:  Dated: |
| **Newsletter and Other School Communications, including PTA**  The school uses Teachers to Parents to send out newsletters and information relating to the school and activities that your child may be involved in.  We will increasingly use the system as it is an instant and environmentally friendly way of communicating with our parental community. Please provide the email address to which you would require email communication to be sent and the mobile telephone number to which you would require text communication to be sent. Your information is not used for marketing purposes.  I would like to (please complete your details below) / I would not like to (please just sign and date below)\* receive the school communications via my email address and by text. \* Please delete as appropriate  Mobile Number:                                                                      Email Address:  Signed: Print:  Dated:  In addition to the above, I consent for my child’s first name to be used in the school newsletter to celebrate achievements. [delete/amend as appropriate]  Signed: Print:  Dated: |
| **Pupil Centred Profiles**  We use PCP’s to store information about your child’s progress and wellbeing, including their photographs.  I give permission for you to store this information.  Signed: Print:  Dated: |

**The Hwb platform**

This provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government. All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as ‘personalised assessments’.

For more information about the Hwb platform and how information about your child is used, please see

<https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see

<http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

**Additional services**

If you agree, Welsh Government can also provide you/your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

**Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.**

**Your agreement**

If you agree:

* we will tell Welsh Government to provide access to the additional services
* Welsh Government will share information about your child with its service provides, including

Microsoft and Google Education, in order to enable access to the additional services

If you do not agree, we will still share information about your child with Welsh Government to set up a

secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact Mr Taylor.

**Signature**

Please sign and date this form if you agree to the above.

Signed .....................................................

Pupil name ..............................................

Date ........................................................

In order to use Chrome Books in school your child will be provided with a googlemail e mail address. As part of our curriculum we will teach your child to use this safely. They will only be able to send and receive messages to and from other pupils, staff and Google Education within school.

Signed .....................................................

Pupil name ..............................................

Date ........................................................