



Stockbridge

Primary and Pre-school



IMPORTANT:

Registration and permission forms

Please complete this booklet of forms so that we can register your child and ensure all staff are appropriately briefed on their needs.

Included in this pack are key forms and information which we need to enable us to register your child at the school and brief staff on their needs. Please complete the forms with a black pen and return to school within a week of your child registering for a place.

Forms enclosed in this pack:

Registration Form

ON YELLOW PAPER, SEPARATE TO BOOKLET

This gives us all the information we must have about your child: name, address, date of birth, parent details, family doctor, health concerns, emergency contact details, etc together with information about any schools that your child may have previously attended. Please complete this as fully as possible and ensure that we are updated immediately if any of the information changes.

Medical information

We want to be sure that we are looking after your child to the best of our ability and any health matters or concerns should be brought to our attention. Please also ensure that we are kept up to date if any of the information should change. If your child takes regular medication, we will work with you closely to draw up a medical support plan.

First Language and Usual Mode of Travel to School

We have a requirement to collect and hold this information for each child in the school. It will be used to provide the school with better information about your child and help us to ensure that all children have the opportunity to fulfil their potential. Please select which mode is used for the longest part of the journey (by distance).

Ethnic Background
at any time if you wish to change any detail.

Enclosed is an information leaflet about ethnic monitoring and a short form for you to fill in about the ethnic background of your child. We are required to collect this information by the Department for Children Schools and Families (DCSF) and the information you provide is used to compile statistics on the school careers and experiences of children from different backgrounds to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly and the information will not be used for any other purpose. You will only be asked for this information once at the commencement of your child's education and you can ask to check your child's information.

Consent for taking Images

There will be occasions when pictures and videos will be taken and we would like to be able to use these in presentations, displays or in our own booklets, newsletters or publicity. Please read this form and complete as required. In addition, we use an online based programme to create your child's learning journey. We will need your permission to hold images on this programme.

Data Protection Act

Please read the Information Sheet enclosed with this pack.

MEDICAL QUESTIONNAIRE

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below and return it to school as soon as possible so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Name of child Date of Birth

<p>Does your child have a medical condition/ health concern?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details</p>

<p>Does your child have a medical condition/health concern that needs to be managed during the school day?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details</p>

<p>Does your child take medication during the school day?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details</p>

<p>Does your child have a health care plan that should be followed in a medical emergency?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details</p>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nursing service or other health professionals who are involved in my child's care.

Signature(s) Print Name

Parent/ Carer with parental responsibility

Date Contact number

If there is a medical emergency, we will use the contacts on the yellow registration form. If there is someone else you'd rather us contact eg. Specialist at a hospital, please enter details below:

Relationship: to pupil	Home	
	Work	
	Mobile	
	e-mail:	

MEDICAL AND EMERGENCY CONTACT INFORMATION

Please complete all sections on both sides of the sheet

Pupil's First Name.....Surname.....

Contacts Name & Address		Number
1st	Home	
	Work	
	Mobile	
	e-mail:	
Relationship: to pupil		
2nd	Home	
	Work	
	Mobile	
	e-mail:	
Relationship: to pupil		
3rd	Home	
	Work	
	Mobile	
	e-mail:	
Relationship: to pupil		
4th	Home	
	Work	
	Mobile	
	e-mail:	
Relationship: to pupil		

Pupil's NHS No.

Has your child suffered from any of the following?

Asthma or bronchitis	YES	NO
Heart condition	YES	NO
Fits, fainting or blackouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known medication	YES	NO
Any other allergies, eg material, food, plasters	YES	NO
Other illness or disability	YES	NO
Travel sickness	YES	NO
Regular medication	YES	NO

If the answer to any of these questions is YES then please give details

.....

Has your child received vaccination against Tetanus in the last ten years? YES NO

Permission for Homely Administration of Calpol and Piriton

We keep a supply of each in School and occasionally it may be necessary to administer a homely dose of Calpol or Piriton to your child for headache or insect sting. We would always contact you by phone beforehand and would only administer the dose after mid-day in case a dose has been administered at home before School.

- I agree to a member of staff administering Calpol or Piriton after contacting me by telephone.
- No member of staff may administer Calpol or Piriton to my child.

Toileting Arrangements

- I agree to any member of staff attending to my child should they have a toileting accident or require their nappy changing.
- No member of staff may attend to my child should they have a toileting accident.

I wish to be informed immediately / at pick up time (please delete).

USING IMAGES OF CHILDREN CONSENT FORM

Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also occasionally make video recordings, for school use only.

From time to time, we may be visited by the media who will take photographs of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local (or national) newspapers, or even on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

1. We like to use your child's picture in and around the school setting for their peg, when displaying their work etc. May we use their photograph for these internal purposes?
 Yes No
2. Our Early Years children have an online learning journal which is privately registered to the setting and has parent access for your child only. May we use their photograph to collect evidence towards their learning throughout the year?
 Yes No
3. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?
 Yes No
4. May we use your child's image on our website? This includes current events, trips, visiting guests, outside events and children's achievements. No names will be used.
 Yes No
5. May we record your child's image on video? Yes No
6. May we record your child's image on webcam? Yes No
7. Are you happy for your child to appear in the media?
 - a. with first name being used? Yes No
 - b. with surname name being used? Yes No
8. May we use your child's image on Facebook? Yes No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

Other permissions

There are a lot of times in school when we seek your permission for things even though schools act in loco parentis. We do try to keep this to a minimum by grouping activities and asking you to sign for them here.

Local journeys and educational visits

I give permission for my child to take local trips to the village and its surroundings, for the time he/she is a pupil at Stockbridge Primary & Pre-School.

We will notify you of the visit ahead of time.

Parent signature Date

Parent Name (in block capitals)

Tasting food in school

From time to time children will be tasting different types of food in the classroom eg. whilst cooking, studying different countries etc. We will always check food for known allergens and cross reference this with our food allergens list.

I give permission for my child to taste different foods in school.

Parent signature Date

Name (in block capitals)

Taking care of books

We operate a library system and all children, including our Kingfisher pre-school class, will have the opportunity to loan a book from the library. IN addition to this, children are allocated a reading book from the school too.

When my child brings a book home, I understand that, whilst in my care they are my responsibility. If a library or reading book is damaged or lost, there is a charge of £5.00 to replace it. I understand I will be issued with a 'lost or please return letter' once a year.

Parent signature Date

Name (in block capitals)

ETHNIC BACKGROUND

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study and complete the list below. Tick one box only to indicate the ethnic background of the child named above. Please also tick whether the form was filled in by a parent or the child.

Country of Birth

Nationality

- White**
- British
 - Irish
 - Traveller of Irish Heritage
 - Gypsy/Roma
 - Any other White background

- Mixed**
- White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background

- Asian or Asian British**
- Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background

- Black or Black British**
- Caribbean
 - African

- Any other Black background**
- Chinese
 - Any other ethnic background

Refused to Supply Information

This information was provided by:	
Parent	
Pupil	

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

FIRST LANGUAGE & USUAL MODE OF TRAVEL TO SCHOOL DATA COLLECTION

The first language is the language to which a child was exposed to during early development and continues to be exposed to this language in the home or in the community.

First Language is:

This information was provided by:	
Parent	
Pupil	

The Department for Children, Schools and Families (DCSF) require us to collect pupil level information on the usual mode of travel to school. We have a requirement to collect and hold this information for each child in the school. I would therefore be grateful if you could note the options in the table below and tick in the box to the right to specify which of the following modes of travel your child usually takes when travelling to school. Please select which mode is used for the longest part of the journey (by distance). Please note that **only one option** from the list should be selected.

Mode of Travel (as defined by the DCSF)	Please tick one option
Walk (including journeys by non-motorised scooter, roller skates and skateboard)	
Cycle	
Car/Van	
Car Share (with a child/children from a different household)	
Public service bus	
Dedicated school bus	
Bus (type not known)	
Taxi	
Train	
London Underground	
Metro/Tram/Light Rail	
Other	

I would like to assure you that all the information you provide will be held confidentially and will not be published in a way that allows individual children to be identified. From time to time we are required to pass this information to external bodies such as the Local Authority and the DCSF to allow them to monitor what is happening in schools and to determine schools' funding.

Privacy Notice - Data Protection Act 1998

We, Stockbridge Primary School are the data controller for the purposes of the Data Protection Act. We collect information from you about your child(ren) and may receive information about them from their previous school and Hampshire County Council. We hold this personal data and use/share it to:

- Support your child(ren)'s teaching and learning;
- Monitor and report on their progress;
- Contribute to improving your child(ren)'s health and reducing inequalities;
- Provide appropriate pastoral care;
- Statistical forecasting and planning; and
- Assess how well their school is doing.

This information includes contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

We will not give information about your child(ren) to anyone outside the school without your consent unless the law allows us to.

We are required by law to pass some information about your child(ren) to the Local Authority and the Department for Education (DfE)

We also have local arrangements in place where the school exchanges information with the school nurse and the PTA.

If you would like to see a copy of the information about your child(ren) that we hold and/or share, please contact the Admin/Finance officer **Mrs Debbie Spayes**.

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

For Hampshire County Council:

The County Council has their own privacy notice, which can be accessed via the following link:

http://www3.hants.gov.uk/hcc_csd_privacy_notice_-_generic_sept_2014_-2.doc

To see how your information is used by the LA:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>

and

For the DfE:

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

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Team
Children's Services
Elizabeth II Court (North)
The Castle
WINCHESTER
SO23 8UQ

Website: <http://www3.hants.gov.uk/learning>
email: childrens.services.dp@hants.gov.uk

Telephone: 01962 845320

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>
email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288