



## Chapelford Village Primary School



**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent for some of the ways we use information about you. We would appreciate you take the time to give consent again, as we really value being able to use this information in the ways listed in this booklet.

If you have any questions that are not answered please contact the school office on 01925 712554 and we will be happy to help!

PERSONAL INFORMATION SHEET

Chapelford Village Primary School

Pupil's surname:.....Male / Female

First names (in full):.....Preferred name:.....

Date of birth:.....Religion:.....

Home address:.....

Post code:..... Home telephone no:.....

Mother's name: (Miss/Ms/Mrs).....

Mobile telephone no: ..... Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Father's name: .....

Mobile telephone no: ..... Work telephone no: .....

E Mail address: .....

Parental responsibility: YES / NO

Father's address (if different from above): .....

.....

Name and relationship of person(s) to whom correspondence should be addressed:

.....

Any social worker involvement or order relating to pupil, i.e. custody, access etc. of which the school should be aware:

.....

.....

**On the following page please list up to two other people the school can contact in case of an emergency - we suggest people that are local to the area;**

**Ensure you complete full names rather than the relationship to child e.g. Mr John Smith as opposed to Grandad;**

**Parentmail is a text service used by the school. We will use the mobile number listed for the Primary Contact unless you clearly specify otherwise.**

## PERSONAL INFORMATION SHEET

Chapelford Village Primary School

### EMERGENCY CONTACT INFORMATION - PUPIL INFORMATION

Contact 1			
Relationship			
Full Name/Title			
Address			
Home Telephone		Work Telephone	
Mobile Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

Contact 2			
Relationship			
Full Name/Title			
Address			
Home Telephone		Work Telephone	
Mobile Telephone			
Email			
Parent living at same address as student	Yes / No		
Parental Responsibility	Yes / No		

#### Safe Route to Schools

To meet government requirements on monitoring Safe Routes to Schools projects we have to now keep on record the method of transport our pupils use to come to school.

Therefore, would you please tick the most likely method of transport your child will take to school.

Bicycle : .....Bus or train: .....Car: .....Walking: .....

Warrington provided transport: ..... Private taxi: .....

PERSONAL INFORMATION SHEET

Chapelford Village Primary School

Pupil's position in family: .....

Name of 1st child: .....Male/Female

Name of 2nd child: .....Male/Female

Name of 3rd child: .....Male/Female

Do any of the above attend Chapelford Village Primary School? If yes, please tick name.

Name of Doctor: .....Telephone no: .....

Address: .....

Does your child have any particular health problems/allergies of which the school should be aware? YES/NO

Has your child had an official medical diagnosis? YES/NO

If Yes, please give details below:

.....  
.....

Has your child had an identified special needs diagnosis? YES/NO

If yes, please give details below:

.....  
.....

National identity: (i.e. British, Indian, French) .....

Country of birth ..... Nationality .....

Do you have Refugee Status? YES/NO If Yes, please indicate date of recognition: .....

First language: .....

(language to which your child was first exposed in their early childhood—if this is other than English please record this language even if your child speaks English).

Home language: .....

Name and address of previous school(s) attended and dates:

(Please be accurate as possible with dates).

1..... Telephone no: .....

..... from..... to.....

2..... Telephone no:.....

..... from..... to.....

If this is pupil's first admission to school, please give name of any nursery or playgroup previous attended.

..... from..... to.....

Mother's signature:..... Date:.....

Father's signature:..... Date:.....

DIETARY REQUIREMENTS FORM  
Chapelford Village Primary School

Child's name: .....

Class .....

Dietary Requirements

Artificial Colouring Allergy

Gluten Free

Halal

Kosher Foods Only

No Dairy Produce

No Nuts

No Pork

No Beef

Seafood Allergy

Vegetarian

No egg

No Chicken

No Fish

Any Further information

**E-SAFETY PARENTAL FORM**  
**Chapelford Village Primary School**

**Parent//Carer consent form and E-safety Rules**

All pupils use Information and Communication Technology (ICT) equipment, including Internet access, as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign agreements to show that the E-safety Rules have been understood and agreed.

Parent / Carer name: .....

Pupil name: .....

As the parent or legal guardian of the above pupil, I understand the general E-safety rules as documented on the attached Information & Online Resources sheet and grant permission for my daughter or son to have access to use the Internet, school email system, learning platform and other ICT facilities at school.

I know that my daughter or son will be asked to sign an E-safety agreement form and that they have a copy of the school E-safety rules. The teacher will discuss this document in school and my daughter or son should agree to follow the E-safety rules and to support the safe and responsible use of ICT at Chapelford Village Primary School.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their E-safety or e-behaviour that they will contact me.

I understand the school is not liable for any damages rising from my child's use of the Internet facilities.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's E-safety.

Parent / Guardian signature: .....

Date: .....

Further information for parents on E-safety can be found at: <https://www.thinkuknow.co.uk/parents>

Please complete, sign and return to the office.

# HOME SCHOOL AGREEMENT

## Chapelford Village Primary School

### Working in Partnership



## Home School Agreement

Chapelford Village primary School

*Learn, Achieve, Respect.*



#### Parents' /Guardian Responsibilities

I/We acknowledge that parents are the primary educators of children. I/We have a vital role to play in supporting our children in their lives and learning at school.

I/We will

See that my child attends school regularly and arrives and leaves punctually

Inform the school if there are any personal or health issues that may effect my child's work or behaviour

Ensure that my child is suitably equipped with PE kit and is wearing a full school uniform

Give my child the opportunity and right conditions for home learning which can take on a variety of formats including formal and more open ended tasks helping if necessary

Support my child's reading at home by ensuring they read each night and sign their reading record

Encourage my child to do his/her best at all times

Encourage my child to develop a positive attitude of respect for everyone

Teach my child to appreciate that people are different and that these differences should be respected and accepted

Support the school fully in promoting positive behaviour -ensuring that behaviour is exemplary and courteous to other parents and school staff within the school premises

Attend Parents Evening and any discussions about my child

Consult the school if there are any issues causing concern and to conduct those discussions in an open and respectful manner directly with school and avoid voicing these on social media sites

Signed .....Parent

Signed .....Parent

#### School's Responsibilities

We acknowledge that the school has a responsibility to the pupils of this school and their families. We have a duty to ensure that the children within this school maximise their potential within our school community.

We will

Provide a safe and stimulating environment in which your child and family are always welcome

Ensure that your child is valued as an individual

Teach children that people can be different and that these differences should be respected and accepted

Do our utmost to provide the very best education we can so that your child makes progress in his/her academic, spiritual and moral development

Provide you with information about the progress of your child and the development of the school so that we can work together for the benefit of your child

Inform you directly of any concerns about the behaviour, work and general well being of your child and conduct those discussions in a respectful manner

Send home an annual written report and meet with you to discuss your child's progress

Keep you informed about activities through regular newsletters and invitations to school events

Challenge your child to strive for excellence in everything he/she does

Share and celebrate with you the achievements of your child.

Signed.....Class Teacher

Signed.....Head Teacher

#### Child's Responsibilities - Learn, Achieve Respect

I know that I am a special person with talents and the ability to learn. I know that it is my responsibility to use my talents well and make the most of my time in school.

I will

Attend school regularly and on time

Wear my school uniform proudly

Bring the equipment that I need each day

Take care of my school and the equipment in it

Do all of my learning (in school and at home) as well as I possibly can

Read each night to an adult and ensure my reading record is signed

Respect everyone in school and follow our Golden Rules

Appreciate that people can be different and show respect for everyone and their differences

Behave sensibly and safely at all times

Be the best that I can be and try my best in everything that I do

Signed .....Pupil

Print name .....

Class .....

## USING IMAGES OF CHILDREN SAFELY AND RESPONSIBLY

### Chapelford Village Primary School

At school we sometimes take photos and videos of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school, and for promoting the school.

We would like your consent to take photos and videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's no problem - we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

I am happy for the school take photos and videos of my child this may include school staff and external school professional photography eg. Omega Multi Academy Trust, Academy Photography

I am happy for photos and videos of my child to be used on the school website/facebook/local press & Newsletter.

I am happy for photos and videos of my child to be used in printed school materials for example, the school prospectus.

I am happy for photos and videos of my child to be used in internal displays.

I am **NOT** happy for the school to take or use photos and videos of my child.

If you change your mind at any time, you can let us know by emailing [chapelford\\_admin@omegamat.co.uk](mailto:chapelford_admin@omegamat.co.uk), calling the school on 01925 712 554 or just popping into the school office.

If you have any other questions, please get in touch.

Name of child: .....

Parent or carer's signature: .....

Date: .....

#### **Why are we asking for consent again?**

You may be aware that new data protection rules came in on 25th May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent for some of the ways we use information about you.

We would appreciate you take the time to give consent again, as we really value being able to use this information in the ways listed above.



### **Privacy Notice for children and parents**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We Chapelford Village Primary School are the 'data controller' for the purposes of data protection law.

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too - like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs

### **Why we use this data**

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

# PRIVACY NOTICE FOR CHILDREN AND PARENTS

## Chapelford Village Primary School

Sometimes, we may also use your personal information where:

- You, or your parents/guardians have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have had permission to use your data, you or your parents/guardians may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/guardians, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How we store this data**

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We refer to the *Information and Records Management Society's toolkit for schools* which sets how long we must keep information about pupils.

### **Data Sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we **may** share personal information about you with:

- Our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers - so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations

# PRIVACY NOTICE FOR CHILDREN AND PARENTS

## Chapelford Village Primary School

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from school, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights**

#### **How to access personal information we hold about you:**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

## PRIVACY NOTICE FOR CHILDREN AND PARENTS

### Chapelford Village Primary School

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact the data protection officer.

Parents also have a legal right to access to their child's educational record. To request access, please contact the Head Teacher.

#### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

#### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

#### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

Our Data Protection Officer is Alison Jones.

**Please contact Alison via [dpo@omegamat.co.uk](mailto:dpo@omegamat.co.uk).**