

LADYBRIDGE PRIMARY SCHOOL DATA COLLECTION FORM



For School Use Only:

Adm No

Adm Date

Year Group

WHEN YOU RETURN THIS COMPLETED FORM TO SCHOOL, PLEASE BRING A RECENT UTILITY BILL AS PROOF OF YOUR ADDRESS, ALONG WITH YOUR CHILD'S BIRTH CERTIFICATE OR PASSPORT.

CHILD'S PERSONAL INFORMATION

Legal Surname _____ Legal Forename _____
Preferred Surname _____ Preferred Forename _____
Middle Name(s) _____ Date of Birth _____
Home Telephone Number _____ Male Female
Home Address (where child resides majority of the time)

_____ Post Code _____

It is the parents' responsibility to seek the permission (consent) of contacts before entering their details below. Unless you have consent, please do not enter details on the form. Please provide details of all persons who have parental responsibility and anyone else who can be contacted in an emergency. Please place them in the order that you wish them to be contacted. School texts can only be sent to the number provided for contact priority 1.

CONTACT PRIORITY 1

Mr/Mrs/Miss/Ms Surname _____ Forename _____
Relationship to Child _____ Parental Responsibility? Yes/No
Home Address _____
_____ Post Code _____
Home Tel. No. _____ Mobile Tel. No. _____
Place of Work _____ Work Tel. No. _____
Email Address _____
Notes/Information _____

CONTACT PRIORITY 2

Mr/Mrs/Miss/Ms Surname _____ Forename _____
Relationship to Child _____ Parental Responsibility? Yes/No
Home Address _____
_____ Post Code _____
Home Tel. No. _____ Mobile Tel. No. _____
Place of Work _____ Work Tel. No. _____
Email Address _____
Notes/Information _____

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CONTACT PRIORITY 3

Mr/Mrs/Miss/Ms Surname _____ Forename _____

Relationship to Child _____ Parental Responsibility? Yes/No

Home Address _____
 _____ Post Code _____

Home Tel. No. _____ Mobile Tel. No. _____

Place of Work _____ Work Tel. No. _____

Email Address _____

Notes/Information _____

CONTACT PRIORITY 4

Mr/Mrs/Miss/Ms Surname _____ Forename _____

Relationship to Child _____ Parental Responsibility? Yes/No

Home Address _____
 _____ Post Code _____

Home Tel. No. _____ Mobile Tel. No. _____

Place of Work _____ Work Tel. No. _____

Email Address _____

Notes/Information _____

MEAL PREFERENCE

PLEASE TICK

Universal Infant Free School Meal (UIFSM) (free of charge to all children in Reception, Year 1 and Year 2) *	
Free School Meal (some KS2 children are entitled to a free meal if parents/carers are claiming certain benefits – please check with the local authority on 01204 331590 if you are unsure)	
Paid School Meal	
Packed Lunch (provided from home)	

** School meals are provided free-of-charge to all Reception and KS1 children (known as UIFSM). However, even if UIFSM didn't exist, some of those children would still be eligible to receive free school meals if parents/carers are claiming certain benefits. If this is the case, school may also be eligible to receive extra funding through the Pupil Premium Grant. This funding would be used towards supporting your child's education. If you are in receipt of any benefits, and think you may qualify for the Pupil Premium Grant, please visit <http://www.bolton.gov.uk/website/pages/Freeschoolmealsandschoolclothingallowance.aspx> to check.*

DIETARY REQUIREMENTS (Please note we do not offer halal or kosher food).

	Please tick as appropriate:	In the case of this being an allergy or intolerance, please state below.
None		
No Beef		
No Pork		
Vegetarian (strict)		
Vegetarian (eats fish)		
No Eggs		
No Dairy Products		
No Fish		
No Gluten		

Other (please provide details)

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OUTSIDE AGENCIES			
Is your child currently under any of the following additional services?			
	<i>Please tick</i>		<i>Please tick</i>
Occupational therapy		Education Psychology	
Physiotherapy		CAMHS (Child & Adolescent Mental Health Service)	
Speech and Language therapy		Paediatrician	
Dietitian		Other (please state):	

MEDICAL INFORMATION	
In the event of a medical emergency, we will seek medical advice and/or administer medical attention as needed.	
Doctor's Name _____	Telephone Number _____
Medical Practice _____	
Address _____	
_____	Post Code _____
Any Known Medical Conditions/Needs/Allergies _____	

ETHNIC ORIGIN <i>(please tick as appropriate):</i>	
White	
British	
Irish	
Traveller of Irish Heritage	
Gypsy/Roma	
Any other white background	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Kashmiri	
Any other Asian background	
Mixed	
White & Asian	
White & Black African	
White Black Caribbean	
Any other mixed background	
Black or Black British	
Caribbean	
African	
Any other black background	
Other Origins	
Chinese	
Any other ethnic background	

RELIGION <i>(please tick as appropriate):</i>	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
No Religion	
Other Religion	
Refuse to Provide	
Sikh	

NATIONALITY/LANGUAGE:
Pupil's Country of Birth:
Pupil's Nationality:
First Language Spoken at Home:
If your child was not born in the UK, what date did they arrive?

HOW YOUR CHILD NORMALLY TRAVELS TO SCHOOL				
<input type="checkbox"/> Car	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Public Transport	<input type="checkbox"/> Taxi	<input type="checkbox"/> Walk

PASSWORD - It is essential that all persons collecting your child are aware of the password you provide here and keep it secure.
My password is...

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PREVIOUSLY ATTENDED

Playgroup: _____ Dates: _____
Nursery: _____ Dates: _____
School: _____ Dates: _____

OTHER CHILDREN IN FAMILY

Name	Date of Birth	School attended (if any)

PREVIOUS NAMES

Has your child ever been known by a previous forename or surname? Yes No

If yes, please provide us with relevant documentation (e.g., deed poll), along with the following information:

Previous Forename/Surname* _____ Date of Change _____

Reason for Change _____

ADOPTION INFORMATION

You do not have to answer the following questions, however, school can receive extra funding for any child who has been adopted, which would be used towards supporting their education. Any information would, of course, be treated with complete confidentiality. If you would prefer to speak with the Head Teacher personally regarding such circumstances, this can be arranged.

- Is your child formally adopted? Yes No
- Did your child leave care under a Special Guardianship Order? Yes No

If the answer to either question is 'Yes' then we would ask you to provide supporting evidence, e.g., the original Adoption (Court) Order.

SERVICE CHILDREN

Is either parent a member of the Armed Forces (*this can also attract further school funding*)? Yes No

ANY OTHER INFORMATION YOU WISH TO PROVIDE

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PARENT/CARER CONSENT

Child's Name _____

Date of Birth _____

<u>Photographs Taken by School and Publicity</u>	
<p>As a school we are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within the school and with others. We may also want to report on events, which involve our pupils, such as trips away from school and visits to school from other enterprises. I am sure you will appreciate that we fully understand the need to protect the interests of all our pupils, and will ensure all photographs are taken with this in mind. As part of highlighting good work, we may also display the pupil name, class and year group. In line with GDPR regulations, we require written consent for your child to take part in certain activities within school. In order to celebrate my child's achievements and promote the aims of the school, I am happy for my child's information to be used in (please tick clearly YES or NO):</p>	
WOW book and Big Question book (to showcase a broad and balanced curriculum and to celebrate pupil achievements)	Yes <input type="checkbox"/> No <input type="checkbox"/>
WAGOLL board (to showcase 'what a great one looks like' and to celebrate pupil achievements)	Yes <input type="checkbox"/> No <input type="checkbox"/>
School displays / internal screens e.g. Wall of Excellence, class work displays, reward trips, birthday celebrations	Yes <input type="checkbox"/> No <input type="checkbox"/>
Photographs / videos on the website to celebrate school activities	Yes <input type="checkbox"/> No <input type="checkbox"/>
Learning journals (group activities) - please speak to the class teacher if you require further information	Yes <input type="checkbox"/> No <input type="checkbox"/>
Journal activities e.g. Bear's adventure journal these home-class journals will be taken home and viewed by other families (please speak to the class teacher for further information)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sporting competitions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Publications to celebrate school activities e.g. newspaper	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use on school social media to celebrate school activities e.g. School Instagram/ Facebook / twitter. Please note, we will never use your child's full information on social media or in newspapers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Imagery to be included on CDs and/or DVDs that may be produced and/or distributed for the purpose of celebration, or as gifts to pupils.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you are not happy for us to do any of the things listed above then this will not affect your child's place at the school. However, please note, on some occasions if consent is withheld, your child may not be included in the activity.</p>	
<p>You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose not to, so that we understand any concerns that you may have and can take appropriate steps.</p>	
<p>You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to: Mrs C Taylor, Ladybridge Primary School, Broadford Road, Bolton, BL3 4NB.</p>	
<p>This consent will otherwise continue until your child leaves the school.</p>	

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<p><u>Taking Photographs / Videos at School Events</u> In accordance with guidance from the Information Commissioner’s Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such is not covered by the Data Protection Act). To respect everyone’s privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.</p>	<p>I agree that if I take photographs or video images at, or of, school events that include images of children, other than my own, I will abide by these guidelines.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><u>Parent / Carer Acceptable Use Agreement - Computing</u> Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.</p> <p>This Acceptable Use Statement of Practice is intended to ensure:</p> <ul style="list-style-type: none"> • that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use; • that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk; • that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour. <p>Ladybridge will ensure that pupils have access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school’s work.</p> <ul style="list-style-type: none"> • As the parent / carer of the pupil named on the cover sheet, I give permission for my child to have access to the internet and to ICT systems at school. • I know that my child has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school. • I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. • I understand that my child’s activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement. 	<p>I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-safety.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><u>Trips and Visits</u> At Ladybridge, we aim to play an active role in the local community through arranging visits and visitors that link with the curriculum. These visits include places that are within walking distance, as well as those further afield, accessible by bus, car, train or coach. You will still be informed of all visits before they take place by either letter, newsletter, text or email, and if you have any objections to your child attending a particular visit, you should contact the Head Teacher. Many of the local visits will be free of charge, or paid for by the school, but for some visits, you will be asked to contribute. As with previous trips, some visits will only go ahead if all children contribute to the cost.</p>	<p>I give permission for my child to attend all off-site trips/visits whilst registered as a pupil at Ladybridge Primary School.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><u>Medical Emergency</u> In an emergency, we may need to carry out first aid, seek medical advice, arrange for your child to be taken to hospital and/or for him/her to receive treatment. If your child is known to us as asthmatic, this includes providing them with the use of emergency inhalers. In an emergency, a member of staff will contact you as quickly as possible.</p>	<p>I give permission for School staff to respond appropriately if a medical emergency arises.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Parent’s Name: _____ **Parent’s Signature:** _____ **Date:** _____

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I am delighted to share with you that our school will be using various apps linked to ipads, to enable students to document and reflect on what they are learning in class and improve social skills in school. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their apps and we can share them privately with you and other family members to view and comment on throughout the school year. Please be assured that these apps are secure online journals.

Examples of apps that we will use are listed below and you can read more about their strong privacy promises here:

- Seesaw - <https://web.seesaw.me/privacy>
- Showbie - <https://www.showbie.com/privacy/>
- Class Dojo - <https://www.classdojo.com/privacycenter/>

In order for your child to use the apps, they need your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. The app suppliers only use this information to provide the service and don't advertise in them, create profiles of students, or share or sell your child's personal information or journal content.

We will also be using other software programs in school as curriculum tools, to assist in your child's education. These programs create opportunities for your child to learn both in school and at home, and cover a variety of subjects such as maths, English, ICT. Examples of their policies are below:

Spelling Shed - <https://www.spellingshed.com/en-gb/privacy.html>

MyMaths - <https://global.oup.com/privacy?cc=gb>

Purplemash - <https://2simple.com/GDPR/>

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use these apps, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

Please note, that the above are examples of apps and software programs that the school are using. We will continue to research appropriate apps and software programs to use in school, that will assist in your child's learning, and implement these under the consent provided on this form.

GDPR consent form for learning and reflection software and apps

I give consent for my child, listed below, to use apps and software for class activities. I have read and understand the examples provided for apps and software that will be utilised within school.

Student Name: _____

Current Class: _____

Parent Printed Name: _____

Parent Signature: _____

Date: _____