



Westbrook Old Hall Primary School EY & KS1 Admissions Booklet

Child's name: _____

Welcome to Westbrook Old Hall Primary!

We are delighted that you are joining our school family.

To ensure we are meeting GDPR requirements, we need to seek your consent for some of the ways we use information about you and your child.

You may withdraw your consent at any time by contacting the school.

Please take the time to complete all the information requested in this booklet and return pages 1 to 10 back to school. You should keep pages 11 to 13 for your reference.

The information in this form will be used throughout your child's time with us. Please keep us informed of any updates to contact details, changes to preferences or any change in dietary/medical needs.

If you have any questions that are not answered within the booklet please contact the school office on 01925 415544 - we will be happy to help!

FOR OFFICE USE			
Class number:		Date received:	
Date updated:		Record printed:	
Staff signature:			

PERSONAL INFORMATION

Child's Details			
Legal Surname:		Legal First Name(s):	
Please state here if your child is known by a name other than their legal name (given above):			
Date of Birth:		Male / Female	(please circle, as appropriate)
Home Address:			
		Postcode:	
Mother's name:	(Miss / Ms / Mrs / Dr - please circle)		
Address:			
		Postcode:	
Parental responsibility:	YES / NO (please circle)		
Contact numbers:	Home:		
	Mobile:		
	Work:		
Email address:			
Father's name:	(Mr / Dr - please circle)		
Address:			
		Postcode:	
Parental responsibility:	YES / NO (please circle)		
Contact numbers:	Home:		
	Mobile:		
	Work:		
Email address:			
Name and title of person(s) to whom correspondence should be addressed to:			
Relationship to child:			
Please advise if there is any social worker involvement or any orders relating to the child (e.g. custody, access etc.) which the school should be aware of:			

PERSONAL INFORMATION (CONTINUED)

Pupil's position in the family: (e.g. 1st child)			
Name of 1st child:	Male / Female		
Name of 2nd child:	Male / Female		
Name of 3rd child:	Male / Female		
Please tick the name of any of your children that currently attend Westbrook Old Hall Primary School.			
If this is your child's first admission to school, please give the name of any nursery or playgroup they previously attended:			
Name:	From:	To:	
Name:	From:	To:	
National identity:	(e.g. British, French, Indian etc.)		
Country of birth:	Nationality:		
First language*:	Ethnicity:		
*This is the language to which your child was first exposed in their early childhood. If this was anything other than English, please record that language even if your child speaks fluent English)			
Do you have refugee status:	YES / NO	(please circle)	
If 'YES', please confirm the date of recognition:			
Name of Doctor:			
Telephone number:			
Address:			
Does your child have any health problems which the school should be aware of?	YES / NO	(please circle)	
If 'YES', please give details here:			
Has your child received an official diagnosis?	YES / NO	(please circle)	
Does your child have any allergies?:	YES / NO	(please circle)	
If 'YES', please give details here:			
Has your child had an identified special needs diagnosis?	YES / NO	(please circle)	
If 'YES', please give details here:			
Does your child see a paediatrician or any outside medical agencies (e.g. Occupational Health, Physiotherapy, Speech & Language etc.)?			
YES / NO (please circle)			
If 'YES', please give details here:			

EMERGENCY CONTACTS

Please list up to four contacts we can use in case of an emergency. They should be people local to the area, where possible. The first contact should be a parent or guardian as this is the person we will contact for all matters and they will also receive school text messages. You do not need to duplicate parent contact details already supplied on page 2 - just confirm mum or dad in the 'Relationship' box. We require **AT LEAST 3** separate contacts for each child (these can include mum and dad as separate contacts).

1st Contact			
Full name (including title):			
Relationship to child:		Parental Responsibility?	Yes / No
Address:			
Home telephone:			
Mobile telephone:			
Work telephone:			
Email address:			
2nd Contact			
Full name (including title):			
Relationship to child:		Parental Responsibility?	Yes / No
Address:			
Home telephone:			
Mobile telephone:			
Work telephone:			
Email address:			
3rd Contact			
Full name (including title):			
Relationship to child:		Parental Responsibility?	Yes / No
Address:			
Home telephone:			
Mobile telephone:			
Work telephone:			
Email address:			
4th Contact			
Full name (including title):			
Relationship to child:		Parental Responsibility?	Yes / No
Address:			
Home telephone:			
Mobile telephone:			
Work telephone:			
Email address:			

OFF SITE VISITS / ROUTES TO SCHOOL / ADMINISTERING MEDICINE

Off site visit consent

There are various occasions during the school year when teachers might wish to take their pupils off school premises to investigate aspects of our local environment.

These trips are carefully planned and may involve walking to a local place of educational interest. We will always inform you that these visits are taking place but we would appreciate it if you could provide the following information to avoid the need to ask these questions for each visit.

Please tick 'Yes' or 'No' for each statement	Yes	No
I am happy for child to take part in activities away from the school base.	<input type="checkbox"/>	<input type="checkbox"/>
I certify that, so far as I am aware, my child is medically fit to undertake such	<input type="checkbox"/>	<input type="checkbox"/>
I authorise medical treatment to be provided should this become necessary during	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details here if your child should carry any medication with them during off-site visits:		

Safe Routes to School

To meet government requirements on monitoring Safe Routes to School, we have to keep a record of the method of transport pupils use to come to school.

Please tick the most likely method your child will take to school:

Walking	<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Car	<input type="checkbox"/>
Bus or train	<input type="checkbox"/>	WBC provided transport	<input type="checkbox"/>	Private taxi	<input type="checkbox"/>

Emergency medication

There are occasions during school time when children can unexpectedly feel unwell and this can be eased by administering basic medication. We will always try and contact you before administering medicine to your child but it would be helpful if we know, in advance, what you are happy for us to give to your child.

I am happy for school to administer the following medication to my child (please tick all that apply):

Paracetamol	<input type="checkbox"/>	Ibuprofen	<input type="checkbox"/>	Antihistamine	<input type="checkbox"/>
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DIETARY REQUIREMENTS FORM

Child's name:

Class:

Dietary Requirements

Please tick all boxes that apply to your child. You can use the box at the bottom to advise of any other specific requirements or add any additional information.

Artificial colouring allergy	
Gluten free	
Halal	
Kosher foods only	
No dairy products	
No beef	
No egg	
No fish	
No nuts	
No pork	
No poultry	
Seafood allergy	
Vegetarian	
Vegan	

Please add any further information or details here:

E-SAFETY PARENTAL FORM

Parent/Carer Internet Consent Form and E-Safety Rules

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

Child's name:

Parent or Carer's name:

As the parent or legal guardian of the above named pupil, I understand the general safety rules, as outlined within the school's E-Safety Policy (can be found on our website www.westbrookoldhall.co.uk > About Us > Safe Computing) and grant permission for my child to have access and use the internet and any other ICT facilities at school.

In granting permission for internet access and in consenting to this, I confirm that my child will agree to follow the e-safety rules and support the safe and responsible use of ICT at Westbrook Old Hall Primary School.

I accept that, ultimately, the school cannot be held responsible for the nature and content of materials accessed through the internet 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 that they visit. If school have concerns about my child's e-safety or behaviour online, they will advise Mr Quinn (Head-teacher).

I understand that the school is not liable for any damages arising from my child's use of the internet facilities.

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

Parent or Carer's signature:

Date:

Further information on e-safety can be found at:

<https://www.thinkuknow.co.uk/parents>

HOME-SCHOOL AGREEMENT

The purpose of the Home-School Agreement is to strengthen the partnership between parents/carers and the school, to maximise children's learning and happiness. Westbrook Old Hall is committed to creating the right educational environment for all pupils, which allows them to develop in the way and at a pace appropriate to their individual needs.

Parents and Carers - please read the following statements and sign at the bottom to confirm you are committed to following them.

I/We aim to:

- * Make sure my child attends school regularly
- * Make sure my child arrives at school and is collected on time, each day
- * Ensure that absence from school is reported before 9.00am on the first day
- * Make every effort to take family holidays in school breaks
- * Make sure my child is correctly dress in school uniform with correct footwear (not trainers)
- * Make sure my child is properly equipped for all lessons (e.g. PE or swimming)
- * Support and reinforce the school's aims and policies (such as the Positive Behaviour Policy)
- * Attend parents' evenings and discussions about my child's progress and to show an active interest in my child's education
- * Let the school know about any concerns that might affect my child's work or behaviour
- * Support the promotion of equal opportunities and good race relations
- * Ensure school has up-to-date contact details
- * Be a positive role model when using social media

Child's name:

Parent or Carer's name:

Signed (parent or carer):

Date:

USING IMAGES OF CHILDREN SAFELY AND RESPONSIBLY

At school, we sometimes take digital images, photographs or videos of pupils. We use these in a variety of ways including on the school website, on display boards around school and in promoting the school.

We need to ask for your consent to take digital images, photographs or videos of your child to use in the ways described below.

Please tick 'YES' or 'NO' next to the relevant statements to confirm your preferences:

	YES	NO
I am happy for the school to take digital images, photographs or videos of my child that support learning activities, reasonably celebrate success or promotes the work of the school		
I am happy for digital images, photographs or videos of my child to be used in displays around school		
I am happy for digital images, photographs or videos of my child to be used on the school website		
I am happy for digital images, photographs or videos of my child to be used on school social media outlets (e.g. Twitter)		
I am happy for digital images or photographs of my child to be used in the school newsletter		
I am happy for digital images or photographs of my child to be used in printed school materials (e.g. the school prospectus)		
I am happy for my child to be photographed by the media		
I am happy for my child to be interviewed by the media		

Please sign and date, below, to validate your preferences:

Child's name: _____

Parent or Carer's name: _____

Parent or Carer's signature: _____

Date: _____

If you change your mind at any time, you can let us know by emailing oldhall_primary@omegamat.co.uk, calling us on 01925 415544 or call into the office to let us know in person.

USE OF CONTACT DETAILS

We are seeking your consent for some of the ways we use your contact information. Please tick 'YES' or 'NO' next to the appropriate statements to confirm your preferences

	YES	NO
I am happy for school to contact me about fundraising activities		
I am happy for school to contact me on behalf of the Friends of Westbrook Old Hall Primary School		
I am happy for school to contact me about clubs being run in school		
I am happy for school to contact me about clubs and trips on behalf of external providers		
I am happy for school to share my child's information with the NHS and other relevant health professionals		
I am happy for school to share my child's name (first name and surname initial only) on class lists for other parents of children in the same class (for party		

I give permission for school to contact me via the following methods, using the contact details I have previously provided (please tick 'YES' or 'NO', as appropriate):

	YES	NO
Telephone		
Text message		
Email		
Post		

Please contact us if you have any questions about how and why we would use your contact details.

Child's name: _____

Parent or Carer's name: _____

Parent or Carer's signature: _____

Date: _____

PRIVACY NOTICE FOR CHILDREN AND PARENTS

Please keep for your information

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, Westbrook Old Hall 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, (e.g. 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)

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.

PRIVACY NOTICE FOR CHILDREN AND PARENTS (CONTINUED)

Please keep for your information

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)
- Supplies 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
- 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.

PRIVACY NOTICE FOR CHILDREN AND PARENTS (CONTINUED)

Please keep for your information

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

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 by email at dpo@omegamat.co.uk