|  |
| --- |
| **NEW STUDENT DATA FORMS** |

Dear Parent/Carer

Welcome to Hornchurch High School. We wish to ensure that your child’s transition from Primary School to Hornchurch High School is a smooth one. To this end, we have provided you with Hornchurch High School’s information pack. Please read it carefully, complete all forms in full and return them to us at your earliest convenience.

* Student Information (Page 3 & 4)
* Medical Information (Page 5)
* Ethnicity Data (Page 6)
* Language Information (Page 7)
* Internet Permission Form (Page 11)
* Participation in School Visits/Dismissal in Extenuating Circumstances (Page 12)
* Consent Form for use of Biometric Information and Paying for Meals (Page 15)
* Home School Agreement (Page 17)
* Consent Form – Pupil Personal Data (Page 21 & 22)

If you have any questions or concerns relating to your child’s transition to us, please contact the main office on 01708 691441 x 208200 or email publicity@hornchurchhigh.com. They will then direct you to the appropriate member of staff.

We would usually invite you to a series of meetings and events, but under the current circumstances we are unable to do this.

Plans will be made in due course, in line with government guidance, as to how we should approach opening the school again. We will communicate with you as fully as possible as and when this guidance is clear.

Yours sincerely,

Ms V. Masson

Head Teacher

**Hornchurch High School Student Information Form**

**STUDENT DETAILS**

Factual information relating to students is stored electronically and can be viewed by parents on request

**SURNAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORENAME(S**): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE OF BIRTH**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENDER:** MALE/FEMALE

**HOME ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTCODE**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAIN TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT E-MAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PARENT/CARER DETAILS (1)

This person is our first point of contact. It should be the person who has legal custody, and be with whom the student lives

**SURNAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FORENAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOBILE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **HOME TEL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PARENT/CARER DETAILS (2)

This person is our second point of contact

**SURNAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FORENAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOBILE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **HOME TEL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under Government regulations concerning Admissions Registrars, we are required to keep records of both parents. Accordingly, please provide the name and address of any parent **NOT** recorded above and state whether they should have contact with the pupil.

**PARENT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELATIONSHIP TO PUPIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ALLOWED CONTACT: YES / NO

**Emergency Contact Details:**

We will contact the Parents/Carers listed as contact (1) & (2) in case of an emergency. Please list below anyone else we could contact **in addition** to those already mentioned.

**ADDITIONAL CONTACT (3)**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOBILE TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL CONTACT (4)**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MOBILE TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Siblings currently attending Hornchurch High School**

Please provide details of any siblings currently attending Hornchurch High School

**STUDENT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TUTOR GROUP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TUTOR GROUP**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Information**

**EMERGENCY CONSENT:**

I consent to the school administering emergency first aid and contacting the emergency services (if deemed necessary) whilst at school, or when travelling or participating in any school-related activity.

**STUDENT NHS NUMBER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIETARY NEEDS:**

|  |
| --- |
|  |
|   |
|   |

**ADDITIONAL PARAMEDICAL SUPPORT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Occupational Therapy  |  | Physiotherapy  |   | Speech Therapy  |   |

**STUDENT’S DOCTOR:**

**DOCTOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRACTICE ADDRESS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRACTICE TELEPHONE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **ANY MEDICAL CONDITIONS:**

*Please tick as appropriate and give further information below if necessary*

|  |  |  |
| --- | --- | --- |
| **NONE**  |   |  |
| Epilepsy  |   | Eczema  |   |
| Diabetes  |   | Arthritis  |   |
| Asthma  |   | Multiple Sclerosis  |   |

 *Any further information or medical conditions not mentioned above*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Ethnicity Data**

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 over the age of 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. Students aged 16 or over can make their own decision. Any information you provide will be used solely for statistical purposes. The 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 Education (DfE) to contribute to local and national statistics.

**STUDENT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| **White** |
| English |  | Scottish |  | British |  | Gypsy or Irish Traveller |  |
| Welsh |  | Northern Irish |  | Irish |  | Any other white background |  |

|  |
| --- |
| **Mixed / Multiple ethnic groups** |
| White and Black Carribean |  | White and Black African |  | White and Asian |  | Any other Mixed / Multiple ethnic background |  |

|  |
| --- |
| **Asian /Asian British** |
| Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  |
| Any other Asian background |  |  |

|  |
| --- |
| **Black /African /Caribbean / Black British** |
| African |  | Caribbean |  | Any other Black / African / Caribbean background |  |

|  |
| --- |
| **Other ethnic group** |
| Arab |  | Any other ethnic group |  |

|  |
| --- |
|   |

###  I do not wish an ethnic background category to be recorded

###

|  |
| --- |
|   |

 Completed by parent

|  |
| --- |
|   |

###  Completed by pupil

Signature of Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language(s)**

Please give details of any additional languages spoken by your child below:

NAME OF STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s First Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language spoken at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is English a second language for the student: Yes / No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Yes - How long has English been spoken by the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any other languages spoken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous school(s) attended**

SCHOOL NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE JOINED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE LEFT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# CONSENT/PERMISSION – INFORMATION AND FORMS

## Computer Resources Policy - Student Guidelines

### School Network and Internet Permission Form

As part of the school’s IT programme we offer pupils access to the school’s internal computer network and also to the internet. Before being allowed to use these resources, all students must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this.

Access to the school network/portal and in particular access to the internet will enable pupils to explore thousands of libraries and databases. Though we filter extensively, some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst we will occasionally use the internet to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family’s right to decide whether or not to allow access.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance with information sources such as the internet, television, telephones, films, video, radio and other potentially offensive media.

The school has its own website/portal and you should be aware that unnamed images of your child or their work may appear on the website. Should any parent or carer wish their child’s photograph not to appear on the school’s website their wishes will be respected. We ask that you read the enclosed guidance documents and complete the permission form which follows.

The school has provided computers and an online interactive portal for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum. Unlike school computers the portal can be accessed 24 hours a day from anywhere in the world. The resources are provided and maintained for the benefit of all students and we encourage the use of them. Students are responsible for good behaviour with the resources and on the internet just as if they are in a classroom or a school corridor. Remember that access is a privilege, not a right and therefore inappropriate use will result in that privilege being withdrawn.

The following guidelines apply to all students:

**Equipment**

* Always get permission before installing, attempting to install or store programs of any type on the computers.
* Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the IT equipment.
* Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
* Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.)with antivirus software and only use them if they are found to be clean of viruses.
* Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
* Protect the computers from spillages by eating or drinking well away from the IT equipment.

### Security and Privacy

* Protect your work by keeping your password to yourself; never use someone else’s logon name or password.
* Always get permission before revealing your home address, telephone number, school name, or picture to people you meet on the internet.
* Other computer users should be respected and should not be harassed, harmed, offended or insulted.
* To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
* Computer storage areas and memory sticks will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

**Internet**

* Only access suitable material – Using the internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
* You should access the internet only for study or for school authorised/supervised activities.
* Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
* ‘Chat’ activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons ‘chat’ rooms should be avoided.
* People you contact on the internet are not always whom they seem.

### Email

* Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street.
* Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
* If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

**General**

You are responsible for good behaviour on the internet just as you are in a classroom or a school corridor. General school rules apply.It is presumed that users will comply with school standards and will honour the agreements they have signed.

The internet/portal is provided for you to conduct research and communicate with others. Parental permission is required. **Remember that access is a privilege, not a right and that access requires responsibility.**

**The following are not permitted:**

1. Using the Internet without the permission of a teacher
2. Intentionally sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems or computer networks
6. Violating copyright laws
7. Using others’ passwords
8. Trespassing in others’ folders, work or files
9. Intentionally wasting limited resources
10. Disclosing a home address or telephone number over the Internet
11. Arranging to meet anybody in person

### Sanctions

If you violate these provisions, access to the internet will be denied. Action may be taken by the school in line with existing policies regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

## Internet Permission Form

**Please read this document carefully. Only once it has been signed and returned, access to the Internet will be permitted. This document is valid for the whole period of admission to Hornchurch High School. If you violate these provisions, access to the internet will be denied.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the **Computer Resources Policy and Student Guidelines** / **School Network and Internet Permission Form.** I agree to use the school computer facilities within these guidelines.

**STUDENT NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Consent Forms for Student Participation in School Activities and for Dismissal in Extreme Weather or Extenuating Circumstances**

**STUDENT’S NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I** (print parent name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OF** (address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Agree to the student named above:**

1. Leaving School under the supervision of a member of staff or in a small group with an adult known to the School for activities associated with his/her school work.

1. Being dismissed from school in extreme weather or any extenuating circumstances which require the school to close earlier than scheduled.

**SIGNED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ParentMail is a highly capable, comprehensive service ideally suited to help Schools with parental communications and online payment collection.

It uses a modular approach, making it easy to add ‘Apps’ (or functionality) when needed, means it’s a service that will grow and continue to add more value into the future.

For Secondary Schools this helps make life a little simpler. Instead of running several systems, you have just one company to deal with and for parents they have one service they know and trust .

**Here are a few areas where we help schools:**

* Communicating to parents electronically
* Collecting and managing parent payments
* Cashless Catering integration to improve dinner money collection
* Monitoring parental consent and permissions
* Improving pupil achievement through better parental engagement

**Brilliant for parents too:**

* With ParentMail parents have just one account where they receive information or make payments from every school, club or nursery their children attend.
* This simplicity and value means parents use the system – and schools get the response they need.
* You will be sent a link via email and text in September to register with ParentMail.

## Notification of Intention to Process Pupils’ Biometric Information

The school uses information about your child as part of an automated (electronically-operated) recognition system for cashless catering. The information from your child that we will use is referred to as ‘biometric information’. Under certain legislation we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child’s biometric information for an automated system.

### Biometric information and how it will be used

Biometric information is information about a person’s physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child’s fingerprint and use this information for the purpose of providing your child with school lunches.

The information will be used as part of an automated biometric recognition system. This system will take measurements from your child’s fingerprint and convert those measurements into a template that can be stored on the system. An image of your child’s fingerprint is **not** stored. The template (i.e. measurements taken from your child’s fingerprint) is what will be used to permit your child to access services. You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

1. The school *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
2. The school must ensure that the information is stored securely;
3. The school must tell you what it intends to do with the information;
4. Unless the laws allow it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school shares the information with is Nationwide Retail Systems. This is necessary in order to operate the cashless/biometric catering.

### Providing your consent/an objection

As stated above, in order to be able to use your child’s biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child’s biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child’s information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent **must** be in writing.

Whether you have consented or not your child can object or refuse at any time to their biometric information being taken or used. His or her objection does **not** need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child’s biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to obtain school lunches. If you **do not** give consent to the processing of your child’s biometric information, please sign, date and return the enclosed consent form to the school. Please note that when your child leaves the school or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

**Paying for Meals**

Our school has a system for paying for meals which uses fingerprint recognition. This Biometric system works by using an algorithm-based scan, which reads between 50 and 130 points on the finger/thumb. The fingerprint is stored on a secure biometric controller within the school, which only the provider, Nationwide Retail Systems, can access with permission from the school. Once an account is credited, the pupil places their finger/thumb on the EPOS Terminal Biometric Reader, which looks up their account and allows them to purchase items using only this method of identification.

|  |  |  |
| --- | --- | --- |
|  | **Yes** |  **No** |
| I am happy for my child’s fingerprint to be held by the school for the purpose of paying for meals |  |  |

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 that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us at:

Stuart McConnell, Deputy Headteacher (smcconnell@hornchurchhigh.com)

This consent will otherwise continue until you leave the school. **This form should be signed by parent/carer if child is under 12 years of age or by pupil if older than 12 years of age.**

**Student Name:**

**Date of Birth:**

**Signed:**

**Name (if parent/carer):**

**Date:**

**Home-School Agreement**

**The school will:**

* Deliver an excellent curriculum through engaging lessons
* Regularly assess student progress and report back to parents/carers
* Set and assess homework periodically
* Promote student wellbeing and happiness at every opportunity
* Encourage students to work to the best of their ability at all times
* Expect all students to follow the school rules and policies as an active, enthusiastic member of the school community
* Expect students to uphold, at all times, the Hornchurch High School ethos
* Inform parents/carers about any concerns or problems relating to their child’s progress or behaviour
* Communicate with parents/carers about pastoral issues such as attendance, punctuality, equipment, uniform or planners
* Arrange parents’ evenings, open evenings, academic review days and options evenings
* Maintain regular communication with parents about school events and developments via the ‘HHSN’ newsletter, facebook, parentmail, phone calls and meetings

**Students will:**

* Meet the expectations of the Hornchurch High School by following school rules and policies
* Work to the best of their ability at all times; engage in tasks efficiently and punctually
* Carry the correct equipment, necessary for effective learning.
* Show a sense of pride in the school community paying particular attention to promoting the school ethos; this includes respecting school property
* Represent the school with dignity and pride both on the school site and when in the local community
* Engage their parents with what they learn at school
* Deliver some school-home communications to parents

**The family will:**

* Ensure that their child attends school daily, on time and is fully prepared for lessons
* Inform the school of any issues which may impede the learning of wellbeing of their child
* Ensure that their child completes all homework assignments to the very best of their ability
* Attend parents’ evenings to discuss their child’s progress
* Be an active part of their child’s holistic development at the Hornchurch High School
* Support the school’s policies and rules

**Policies:**

* For more in-depth information on our policies, please check the school website at [www.hornchurchhighschool.com](http://www.hornchurchhighschool.com). The most relevant policies for parents are listed there. These include:
	+ Teaching and Learning policy
	+ Safeguarding policy
	+ Behaviour policy (includes equipment, planners and uniform)
	+ Behaviour Support policy (Powerpoint presentation for parents/carers).

**Declaration:** By signing below, I acknowledge that I will uphold the contents of the Hornchurch High School Home-School Agreement.

|  |  |
| --- | --- |
| Pupil name |  |
| Pupil signature |  |
| Parent signature |  |
| Date |  |

**Parent/Carer Privacy Notice**

***Definition****: Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Hornchurch High School and Partnership Learning (the multi academy trust of which the school is part of).*

**Policy Statement**

During your child’s time with us we will gather and use information relating to them. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about them that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left school. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about you and your child, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process in relation to you?**

We will collect, hold, share and otherwise use the following information about you:

* personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details and relationship marital status)
* financial details (such as bank account or credit card details), and other financial details such as eligibility for free school meals or other financial assistance
* CCTV footage and images obtained when you attend school
* your relationship to your child, including any Court orders that may be in place

We will also use special categories of data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

**Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the school, and when you attend the schools, and are captured by our CCTV system.

We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, including a Court, which might raise concerns in relation to your child.

**Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
* To provide reports and other information required by law in relation to the performance of your child
* To raise or address any concerns about safeguarding
* To the Government agencies including the police
* To obtain relevant funding for the school
* To provide or obtain additional services including advice and/or support for your family
1. Where the law otherwise allows us to process the personal data as part of our functions as a school, or we are carrying out a task in the public interest, including:
* To confirm your identity
* To communicate matters relating to our school to you
* To safeguard you, our pupils and other individuals
* To enable payments to be made by you our school
* To ensure the safety of individuals on school property
* To aid in the prevention and detection of crime on school property
1. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place.

**Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
2. Where the processing is necessary in order to ensure your health and safety on school grounds, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests of those of your child, and where it is not possible to seek your consent.

**Failure to provide this information**

If you fail to provide information to us we may be prevented from complying with our legal obligations.

**How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Retention and Destruction Policy.

**Who will we share your personal data with?**

We routinely share information about you with:

* Partnership Learning multi academy trust
* Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support services and safeguarding purposes
* The Department for Education and/or the Education and Skills Funding Agency, in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
* Contractors, such as payment processing providers to enable payments to be made by you to the school

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department’s data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Havering local authority’s data sharing process, please visit: <https://www.havering.gov.uk/info/20044/council_data_and_spending/139/data_protection/2>

Contact details for Havering local authority can be found at <https://www.havering.gov.uk/info/20006/schools_and_education>

**Your rights in relation to your personal data held by us**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact Stuart McConnell (Deputy Head teacher) at smcconnell@hornchurchhigh.com

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data. You also have the right, in certain circumstances, to:

* Object to the processing of your personal data
* Have inaccurate or incomplete personal data about you rectified
* Restrict processing of your personal data
* Object to the making of decisions about you taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact Stuart McConnell. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then you will be notified of the reasons why in writing.

**Concerns**

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner’s Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact Stuart McConnell at smcconnell@hornchurchhigh.com

**Consent Form – Pupil Personal Data**

***Definition****: Throughout this document, wherever the terms ‘we’, ‘school’, ‘us’ or ‘our’ are used this refers to Hornchurch High School and Partnership Learning (the multi academy trust of which the school is part of). Wherever the term ‘you’ or ‘your’ are used this refers to a pupil named on the last page of this document. For children under the age of 12, parents must give consent on their child’s behalf.*

During your time with us, we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information, which is also available on the school website.

*www.hornchurchhigh.com/information*

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached, then this will not affect your place at the school. You are completely free to refuse to provide your consent to any of these things. 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 to so that we understand any concerns that you have and can take appropriate steps where necessary.

**Photographs and Videos**

Some of the information in the attached tables includes photographs and videos of you. We assure you that we take very seriously the issue of potential misuse of photographs and videos of our pupils, and have the following measures in place:

* We will ensure that all pupils are dressed appropriately
* All images and media are stored securely on the school network
* Access to those images is limited to specific members of staff depending on (1) the nature of those images and (2) the position of responsibility held by the member of staff in question (e.g. Form Tutors will have access to their form groups, Heads of Year to their year groups etc.
* Training staff on data security

We may provide photographs and videos to the media or be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media we have no control over the future use of this media.

**Youth Support Services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Havering Local Authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual’s name, address and date of birth to Havering Local Authority.

We don’t share information about you with any third party without your consent unless the law and our policies allow us to do so.

**Celebrating Your Achievements and Reporting on Events**

We are very proud of the achievements of all of our pupils, and we want to be able to celebrate these achievements both within our school and with others. We may also want to report on significant events which involve our pupils, such as visits from dignitaries. This will involve providing information about involvement in certain activities such as sports. As has been mentioned already, we require your consent in order to use some of your details in public forums.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| In order to celebrate my achievements, I am happy for the school to use:* Photographs of me
* Videos of me
 |  |  |
| The following information may be used with the above:* Name
* Age
* Class
* Year Group
 |  |  |
| I am happy for the information selected above to be used:* On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards
* On the intranet
* On our websites
* On our social media sites
* In local news media – newspapers, websites and television
* In national news media – newspapers, websites and television
 |  |  |

**Promoting The School**

We want to be able to promote the school to attract new pupils, and to show the quality of our school. As part of this we want to be able to use photographs and videos of our pupils in promotional material. This will include our prospectus and newsletters.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I am happy for the information selected below to be used for the purpose of promoting the school:* Photographs of me
* Videos of me
 |  |  |
| The following information may be used with the above:* Name
* Age
* Class
* Year Group
 |  |  |
| I am happy for the information selected above to be used:* On the school website
* In the schools prospectus
 |  |  |

**Signed (on behalf of student by parent/carer): Date:**

**Name of student: Name of parent/carer:**

**Parent Checklist**

**Please check that you have completed and signed the forms listed below. Once you have done so, pass your completed forms to the school office at your earliest convenience.**

* Student Information (Page 3 & 4)
* Medical Information (Page 5)
* Ethnicity Data (Page 6)
* Language Information (Page 7)
* Internet Permission Form (Page 11)
* Participation in School visits/Dismissal in extenuating circumstances (Page 12)
* Consent Form for use of Biometric Information and Paying for Meals (Page 15)
* Home School Agreement (Page 17)
* Consent Form – Pupil Personal Data (Page 22)