

## FOREST WAY SCHOOL – NEW PUPIL DATA COLLECTION FORM 2022/2023

SCHOOL USE ONLY			
UPN No.:		Date Processed:	
Year Group:		Registration Group:	

We have updated our Parental Consent Form in line with the new laws on data protection – the General Data Protection Regulations (GDPR) that came into force on 25 May 2018. Please find detailed below what personal information we collect, how we use the data and who we share your data with. Data on this form will be shared with the Local Authority and other professionals where appropriate or necessary.

Surname (Legal):		Surname (Preferred):	
<b>If the legal surname is different to the preferred surname, please provide a copy of the birth certificate.</b>			
Forenames (Legal):		Forename (Preferred):	
Middle Name(s):			
Gender (M/F):		Date of birth:	
Address:			Postcode: <input style="width: 100px;" type="text"/>

**A number should be entered in the “priority” box against each parent or carer indicating the order in which contacts should be contacted in an emergency.**

Contact Information	Mother/Carer	Father/Carer
<b>Priority (e.g. 1, 2, etc.):</b>		
<b>Title &amp; Surname:</b>		
<b>Forename:</b>		
<b>Relationship to Child:</b>		
<b>Home Phone Number:</b>		
<b>Mobile Phone Number:</b>		
<b>Home Address:</b>	Postcode: <input style="width: 100px;" type="text"/>	Postcode: <input style="width: 100px;" type="text"/>
<b>E-mail address for correspondence from school:</b>		
<b>Work Phone Number:</b>		
<b>Occupation:</b>		
<b>Place of work:</b>		
<b>Parental Responsibility:</b>	YES / NO	YES / NO

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Where a parent is not living in the child's household and are not listed on the previous page, please provide the following information if known:

	Mother	Father
<b>Full Name:</b>		
<b>Home Address:</b>		
	Postcode: <input style="width: 80px;" type="text"/>	Postcode: <input style="width: 80px;" type="text"/>
<b>Home Phone Number:</b>		
<b>Mobile Phone Number:</b>		
<b>Do they have legal access rights?</b>	YES / NO	YES / NO
<b>Is there any other information we should be aware of?</b>		

### Additional Emergency Contacts

Contact Information	Non-Parental Contact (Priority 3)	Non-Parental Contact (Priority 4)
<b>Title &amp; Surname:</b>		
<b>Forename:</b>		
<b>Relationship to child:</b>		
<b>Home Phone Number:</b>		
<b>Mobile Phone Number:</b>		
<b>Home Address:</b>		
	Postcode: <input style="width: 80px;" type="text"/>	Postcode: <input style="width: 80px;" type="text"/>
<b>Work Phone Number:</b>		

<b>Respite Carer (if appropriate)</b> Name and address:    <div style="text-align: right;">Postcode: <input style="width: 80px;" type="text"/></div>	<b>Details of Social Worker (if appropriate)</b> Name and address:    <div style="text-align: right;">Postcode: <input style="width: 80px;" type="text"/></div>
<b>Phone Number:</b>	<b>Phone Number:</b>

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<b>Previous School:</b>		<b>Previous School Address:</b>	
<b>Telephone Number:</b>		<b>Postcode:</b> <input style="width: 100px;" type="text"/>	
<b>Start Date:</b>	<b>Leaving Date:</b>	<b>Reason for Leaving:</b>	

**Ethnicity:**

<b>White</b>		<b>Mixed</b>	
British		White & Black Caribbean	
Irish		White & Black African	
Traveller of Irish Heritage		White & Asian	
Gypsy/Roma		Any other Mixed background	
Any other White Background			

<b>Asian or Asian British</b>		<b>Black or Black British</b>	
Indian		Caribbean	
Pakistani		African	
Bangladeshi		Any other Black background	
Any other Asian background			

<b>Chinese</b>	<b>Any other ethnic background</b>
I do not wish an ethnic background to be recorded	

**Home Language:**

Bengali		Other	
Cantonese		Punjabi	
English		Portuguese	
Greek		Spanish	
Gujurati		Turkish	
Hindi		Unclassified	
Italian		Urdu	
English as second language? (please indicate) YES / NO			

**Religion:**

Buddhist		Jewish	
Christian		Muslim	
Sikh		Hindu	
Other religion		No religion	

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Doctor's Name:		
Doctor's Telephone Number:	Doctor's Surgery Address:	
		Postcode: <input style="width: 80px;" type="text"/>
Consultant's Name:		
Consultant's Telephone No:	Consultant's Address (What hospital based at):	
		Postcode: <input style="width: 80px;" type="text"/>
Any other medical professionals involved with your child e.g. Dietician, Physiotherapist, OT, etc.?	Dietician:	Phone number:
	Physiotherapist:	Phone number:
	Occupational Therapist:	Phone number:
	Speech & Language Therapist:	Phone number:
	Hearing / Visual Impaired Service	Phone number:
Vaccinations received and dates:		
Medical Conditions (Please specify):  Please also give details about any operations/serious illness/childhood illnesses had, etc.		
Medical Aids Used e.g. Hearing aids/walking frame/wheelchair/ etc.:		
<b>MEDICAL ALLERGIES</b> Please give details of any allergies to medicines/plasters etc.:		
Dentist Name:		
Dentist Telephone Number:	Dentist Address:	
		Postcode: <input style="width: 80px;" type="text"/>
Dental History:		

I consent for Forest Way to contact other professionals who are involved with my child YES / NO

\_\_\_\_\_  
Signed by the person with legal responsibility for the young person detailed on this form

\_\_\_\_\_  
Date

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**Meal and Travel Information: (Please tick appropriate boxes)**

Please complete by ticking the appropriate box:					
<i>Travel Arrangement</i>		<i>Meal Arrangements</i>		<i>Dietary Needs</i>	
School bus		Eligible for free school meals		No beef	
Taxi		Universal free school meals (Reception / KS1)		No pork	
Parents' transport		Paid school meal		No dairy produce	
Walk		Packed lunch		Gluten-free	
Public transport				Ketogenic	
Bike				Halal	
<b><u>Please note:</u></b>				Kosher foods only	
<b>We ask that if sending packed lunches from home, you try to send in healthy options where possible. DO NOT SEND ANYTHING CONTAINING NUTS DUE TO PUPILS WITH SEVERE NUT ALLERGIES.</b>				Vegetarian	
<b>We have limited control over the school dinner menu and choice. Special diets will be catered for where possible on receipt of a medical diet form <u>signed by a dietician</u>. A form is included in this pack.</b>				Vegan	
				Nut allergy (no nuts of any type)	
				Seafood allergy	
				Artificial food colouring allergy	
<b>Any other food allergy?</b>					

Is your child on a diet?      YES / NO If yes, do you wish your child to have smaller portions, salads and fruit or yogurt for pudding? Please specify.	If you prefer your child not to eat/drink certain foodstuffs/soft drinks, please specify what these are.
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## TRANSPORT

***I/We understand that it is our responsibility to provide information to transport providers regarding the needs of our child. I/We consent to staff from Forest Way School sharing information with transport providers as appropriate and necessary e.g. emergency medication, behaviour and any specific indicators that may give cause for concern. I/We will also notify them of any changes to contact details.***

\_\_\_\_\_  
Signed by the person with legal responsibility for the young person detailed on this form

\_\_\_\_\_  
Date

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## Photographs, Video and Media

	Yes	No
May we use your child’s photograph in printed publications that we produce for promotional purposes such as a prospectus or on project display boards?		
May we use your child’s image on our website?		
May we record your child’s image on video or webcam?		
Are you happy for your child to appear in the media? (for example in the local press, radio or TV)		
Are you happy for your child to appear on Social Media sites used by the school/college e.g. Twitter and Facebook?		
Do you consent for your son or daughter’s name to be released for publication such that they may be identified as an individual or as part of a small group? For example, raising money for charity that is recognised in the local media.		
I give consent for my son or daughter to be photographed for school group photos, which may be bought by other families who have children in the photo.		
Do you consent for a professional photographer to take photographs and release to your family for sale? The photographer would have possession of the photos on their equipment, not school equipment.		
Can your child participate in events and performances that may be recorded or photographed and shared with the school community?		

## School Trips & Off Site Visits

When making arrangements for school trips it may be necessary to share information about your child with the venue, accommodation and transport providers for legal and safeguarding reasons.

	Yes	No
I give consent for school to take photographs of my son/daughter whilst on school trips.		
I give consent to school/college to take video and media footage of my son/daughter whilst on school trips.		

## Careers & Workplace Placements

	Yes	No
I give consent for school/college to share details of my son/daughter with potential workplace placement providers.		
I give consent to school/college to share details of my son/daughter with careers advisers.		
I give consent to school to share details of my son/daughter with Sports Leaders UK.		

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## School Work & Celebrating Successes

	Yes	No
I give consent for school to share details of my son/daughter’s achievements within school by displays, certificates or other media that identifies them		
I give consent to school/college to share information about my son/daughter to recognise key events such as birthdays within the school community		
I give consent for school/college to share details of my son/daughter’s sporting activities for fixtures and achievements in school and in publications		

## Internet Use

As part of the school’s IT provision, we offer students access to the internet. Our internet service provides a high level of protection and we audit student use.

	Yes	No
As the parent or carer, I give permission for my child to use the internet. I understand that students are held accountable for their own actions.		

## Childcare Costs, FSM and PP

<https://www.childcarechoices.gov.uk/>

Parents and carers must be informed that they can check themselves.

	Yes	No
I give consent for school to use my details, including National Insurance number, to check eligibility for Child Care place funding, Free School Meals and/or Pupil Premium		
I consent to the school to retain this information on file to continue to monitor eligibility		

## School News Updates

	Yes	No
I wish to be kept informed about school news and events and receive the newsletter and similar notifications		
I give consent to the school to use text messaging service on the mobile number I have provided.		
I CONSENT to the school contacting me by text message for the purpose of school information and reminders. I will ensure that I keep the school informed of my up-to-date mobile number at all times, or if the number is no longer in my possession		

Please note: WE CANNOT ACCEPT INCOMING TEXT MESSAGES

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### Third Parties at School

	Yes	No
I give consent to the school to share basic details with third party providers, such as music and sport providers who may be engaged directly by the school.		
I give consent to the school that they can share information about my son/daughter with organisations such as the National Citizen Service scheme.		

Forest Way offers many opportunities for the children/students to try out different skills. However, some of these opportunities / activities / lessons require parental permission. Please look through the list provided and tick as appropriate.

**Please note: Activities listed are subject to availability:**

		Yes	No
1	To use Adventure Playground equipment sited on school grounds.		
2	To use the sports field at the back of school for Sports Days and some PE sessions and on occasions other activities supervised by school staff including cycling proficiency.		
3	From time to time face paints may be used to enhance various lessons/workshops etc. Do you give permission for your son/daughter to have his/her face painted?		
4	Using Craft Design & Technology Equipment (This equipment can include D.I.Y. tools e.g. workbenches and saws and gardening tools e.g. spades and forks) <b>THESE SESSIONS WILL BE UNDER STRICT SUPERVISION</b>		
5	I give permission for my child to attend swimming sessions in the <b>Forest Way School pool</b> .		
6	I give permission for my child to attend swimming sessions in the <b>Castle Rock School pool</b> .  <b>Please note: Only pupils from KS3 and above will swim at this pool.</b>		



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## Conditions of Use

1. We will not re-use any photographs or recordings after your child leaves Forest Way School.
2. We will not use the personal details or full names (which means first names and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use images of individual pupils, we will not use the name of that child in the accompanying text or phone caption.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as ‘a science lesson’ or ‘making Christmas decorations’.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Parent/Carers' signature: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_