



Parent Information & Consent Forms

*Please read the information and return signed the documents
required*

CORE CONSENT FORM

I give permission for my child _____ in Year _____ to be taken on Educational trips during this academic year 2018/2019.

School will notify you if and when these trips will be taking place.

Signed _____ Date _____

HOME / SCHOOL AGREEMENT 2018/2019

The school will:

- ◆ Encourage learning by providing a welcoming, friendly and purposeful environment in which Christian values are central to the ethos of the school.
- ◆ Provide a broad and balanced curriculum to meet the needs of each child.
- ◆ Inform parents of their children's progress at regular parents' evenings and send a written report at the end of each school year.
- ◆ Provide homework for all children as outlined in our school Homework Policy (copies available from school).
- ◆ Use our financial resources wisely and well for the benefit of all the children in school.

The Parents / Guardians will:

- ◆ Make sure the child is punctual, attends school regularly and will notify the school as early as possible on the first day of a child's absence.
- ◆ Support the school's policies on discipline, homework, uniform, jewellery and medicines and advise the school of any health or relevant family problems
- ◆ Attend Parents' Evenings to discuss the child's progress.
- ◆ Encourage children to read a wide range of reading materials regularly, share stories and listen to the child read aloud as requested by the class teacher.

The child will:

- ◆ Respect people and property.
- ◆ Complete given tasks in class and homework carefully and on time.
- ◆ Wear school uniform with pride.
- ◆ Be friendly and polite.

Together we will:

- ◆ Nurture links between home, school and the local community to cultivate the foundations of mutual respect and responsibility.
- ◆ Support each child and help him / her to develop his / her full potential.

Signed..... (Child) Child's Name

Signed..... (Parent) Parent's Name

Signed (Headteacher)

Email and Internet Policy 2018/2019

RESPONSIBLE INTERNET USE

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet
- I will use only my own network login and password, which is secret
- I will only look at or delete my own work/files
- I understand that I must not use my own software or discs in school without permission
- I will only email people I know or people that my teacher has approved
- The messages I send will be polite and sensible
- I understand that I must never give my home address or phone number, or arrange to meet someone over the Internet
- I will ask permission before opening an email or an email attachment sent by someone I do not know
- I will not use Internet chat rooms
- If I see anything I am not happy with or I receive messages I do not like, I will tell a teacher immediately
- I understand that the school may check my computer files and the Internet sites I visit
- I understand that if I deliberately break these rules, I may be banned from using the Internet and computers.

REQUIRED SIGNATURES

STUDENT

I understand and will abide by the Responsible Internet Use Policy

I understand that any violations of the above provisions may result in disciplinary action and the loss of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described in the policy.

Your Name (Block Capitals) _____

Class _____ Signature _____ Date _____

PARENT/GUARDIAN

As the Parent or Guardian of the above student, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst every effort is made to do so, it is impossible for the school to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give permission for my child to access electronic information services and I certify that the information given on this form is correct.

Parent or Guardian Name _____

Signature _____ Date _____

MEDIA CONSENT

From time to time, the school may wish to publish examples of work or photos of students, including on the school's website, in the press or by selected partner organisations.

Please tick the applicable box below:-

I hereby give permission for photos of my child or examples of his/her work to be used in school publications, including the school website, in the press or by selected partners and/or organisations.

or

I do not give permission for photos of my child or examples of his/her work to be used in school publications, including the school website, in the press or by selected partners and/or organisations.

Name of Child: _____

Parent or Guardian Name _____

Signature _____ Date _____

Privacy Notice (How we use pupil information)

Why do we collect and use pupil information?

We at St Wilfrid's are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:-

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Any relevant medical information
- Special Educational Needs information
- Exclusions and behavioural information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for 5 years after your child has left us.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- School Nurses and School Health Programme

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Harrison in the school office. Please be aware that there may be a charge for this request - *please see the Data Protection Policy for further information.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Mrs Anne Fox, Headteacher or Mrs Harrison from the school office
- Data Protection Officer is Emma Maddocks from Manchester City Council