

Data Collection / Student Information Form

On 25 May 2018, the General Data Protection Regulations (GDPR) came into force in the UK. These are new data protection regulations that build upon the Data Protection Act of 1998.

The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at The Astley Cooper School, and in line with GDPR requirements, we have appointed a Data Protection Officer to oversee our approach to data management and protections.

Please complete all sections of this form using a black pen and **BLOCK CAPITALS** and return to school.

Please pay particular attention to the contact details that we require:

- *Mobile number in case of emergency and for text messages*
- *Email addresses for school/home communication (**please provide an email address that is regularly checked, this is vital to ensure that you receive all school communications**)*

The Astley Cooper School uses **Parent Mail** to send correspondences and general information via email and text message. Full details can be found in the School Information Booklet.

The Astley Cooper School uses the **Go 4 Schools** system as a means for you to track and monitor your child's progress and day-to-day information. This is an online parental engagement system, full details can be found in the School Information Booklet.

Permissions Forms

At the end of this form all the sections must be signed and completed by the relevant person to enable students to access the many benefits, privileges and facilities outlined in the School Information Booklet.

Data Protection ACT 1998

The Astley Cooper School are the Data Controller for the purposes of the Data Protection ACT (1998) for all students who attend the school. We collect information from you, may receive information about you and your child from their previous school and from the Learning Records Service (LRS). We will not give information about you to anyone outside of the school without your consent unless the law or our rules allow us to.

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE).

Full details of the schools Data Protection Policy are on our website.

Please signed below to confirm that you have read and understand the information above.

Name: _____ Date: _____

Signed: _____ (Parent/Carer)

Student Information – *Please use BLOCK CAPITALS*

Legal Surname (as shown on the students birth certificate)	Home Address (including postcode)	
Legal First Name		
Preferred Surname		
Preferred First Name		
Date of Birth	Previous School Name & Address	
Gender	Pronoun(s)	

Parental Information

Contact 1 - Title and Full Name	Parental Responsibility Yes / No
Relationship to Student	Emergency Contact Consent Yes / No
Address (including postcode, if different from student)	Mobile Phone Number
	Work Telephone Number
Email Address	
Contact 2 - Title and Full Name	Parental Responsibility Yes / No
Relationship to Student	Emergency Contact Consent Yes / No
Address (including postcode, if different from student)	Mobile Phone Number
	Work Telephone Number
Email Address	

Additional Contacts – please provide two additional contacts

Name	Contact Number	Relationship to Student

Other Information

Doctors Surgery and Address	Medical Conditions / Allergies including any Food Allergies

Ethnicity/Cultural – Please tick

Any other Asian background	Black Caribbean	Turkish/Cypriot
Any other black background	Chinese	White - British
Any other Ethnic group	Gypsy	White - Irish
Any other mixed background	Gypsy/Roma	White - Irish traveller
Arab	Indian	White - Northern Irish
Asian - British	Italian	White/Asian
Asian - Welsh	Other Gypsy/Roma	White/Black African
Bangladeshi	Pakistani	White/Black Caribbean
Black - African	Refused	White Other
Black - British	Turkish	

Nationality

First Language	Home Language	English Additional Language Yes / No
		Asylum Seeker Yes / No
Nationality (as stated on passport/birth certificate)		Religion (please state)

Additional Information

In receipt of Free School Meals Yes / No	In receipt of Pupil Premium Yes / No
---	---

Siblings at The Astley Cooper School

Name(s)	Date of Birth	Current Year Group

Any Other Useful Information

PERMISSION SECTION – *This page must be completed, please tick each section*

Parent/Carer Permission for (Student Name): _____

Trips & Local Excursion Permission

I agree that my child can take part in any sports fixtures or local excursions that may be arranged during their time at school. **Yes / No**

Biometrics

I confirm that I wish my child to be registered on the school's Biometric Cashless Catering System with immediate effect. **Yes / No**

Internet Permission

I have read the internet usage rules outlined in the School Information Booklet. As the parent/carers of the student named above, I grant permission for them to use electronic mail and the internet.

If required I give permission for their work to be published on the school website or any other social media platforms used by the school. **Yes / No**

Youth Support Services Agreement

I have read the Youth Support Services agreement in the School Information Booklet and give consent. **Yes / No**

Image Consent

I have read and understood the Image consent guidelines outlined in the School Information Booklet and I can confirm that **I give permission** for my child's image to be used in any publicity material for the school, news media or any other social media platforms used by the school. **Yes / No**

Permission for the administration of Paracetamol as and when necessary

First Aiders will be able to administer paracetamol to students as and when necessary, if you provide authorisation. I can confirm that **I give permission** for one dose of 500mg paracetamol to be given to my child as required. **Yes / No**

Permission for the administration of Ibuprofen as and when necessary

First Aiders will be able to administer ibuprofen to students as and when necessary, if you provide authorisation. I can confirm that **I give permission** for one dose of 200mg ibuprofen to be given to my child as required. **Yes / No**

Parent/Carer Name: _____ Date: _____

Signed: _____ (Parent/Carer)

Student Permission

Internet Permission

As a user of the school network, I agree to comply with the school rules on its use. I will use the network and the internet in a responsible way and observe all the restrictions explained to me by the school and as outlined in the Internet Usage Rules.


Student Name: _____ Date: _____

Signed: _____ (Student)

HOME SCHOOL AGREEMENT -

As part of its commitment to being an effective school, The Astley Cooper School has a responsibility to work in partnership with both parents and students. This commitment is demonstrated in both policy and practice.

We agree to work together to support student and personal development.

<p>The Astley Cooper School will...</p> <ul style="list-style-type: none"> ➤ Provide a framework of teaching, earning and guidance appropriate to the age and ability of each individual young person ➤ Provide a safe and secure environment to support student wellbeing ➤ Set and mark classwork and home study in line with school and subject policies ➤ Keep parents inform about the progress of their child ➤ Contact parents if there are problems/concerns with attendance, punctuality, behaviour or equipment ➤ Provide a range of extra-curricular activities ➤ Make every effort to enable all students to achieve high standards of work and behaviour by building positive relationships and developing a sense of individual responsibility ➤ Teach students the principles of personal safety, in particular, e-safety and support them in the appropriate use of social sites ➤ Value all students as individual members of the school community ➤ Offer opportunities for parents/carers to get involved in school life 	<p>Students of The Astley Cooper School agree to:</p> <ul style="list-style-type: none"> ➤ Attend school regular, on time and attend all lessons ➤ Bring or ask for the correct books and equipment needed for each lesson ➤ Play a full part in the growth, development and improvement of the school by striving to improve standards of work and behaviour at all times ➤ Wear correct uniform at all times on school premises ➤ Observe the classroom code and behave with courtesy and respect in classrooms, corridors, public spaces and the school field ➤ Take a positive stance against litter, graffiti and vandalism ➤ Not bring to school anything which is dangerous, illegal or against school rules ➤ Try to build positive relationships with all members of the school community and take responsibility for their actions ➤ Respect school property and equipment ➤ Tell an adult about any issues that might affect their work or behaviour ➤ Observe the codes of good practice when using all forms of electronic communication in and out of school and report any misuse immediately to a member of staff ➤ Behave in an appropriate manner on the way to and from school and in the local community ➤ Treat all members of the school community with care and respect 	<p>Parent/Carers of The Astley Cooper School agree to:</p> <ul style="list-style-type: none"> ➤ Ensure that my child attends school regularly and on time and to contact the school with an explanation on the first day of any absence ➤ Ensure that my child attends all lessons promptly ➤ Avoid taking holidays in term time where possible ➤ Ensure that my child is equipped for school work each day and bring to school a pencil case, a suitable bag, and PE/Dance kit when timetabled ➤ Support the schools policies and guidelines, including those on behaviour, uniform and home study ➤ Make the school aware of any problems/concerns that might affect my child's work or behaviour ➤ Give positive support to my/our child and provide, where possible, an environment supportive of study at home ➤ Attend Parental Consultation events and there information evenings ➤ Check my child's use of social networking sites and seek advice if and when appropriate ➤ Support the school in ensuring that my child behaves in an appropriate manner on the way to and from school and in the local community ➤ Ensure my/our child does not bring to the school anything which is dangerous, illegal or against school rules ➤ Respect the professional opinion of the school staff when contacted to discuss my child's progress, attendance and behaviour
 Headteacher	<p>Signed</p> <p>Student</p> <p>Date</p>	<p>Signed</p> <p>Parent/Carer</p> <p>Date</p>