

## WISE Academies - PERSONAL DATA COLLECTION SHEET

### Prudhoe West Academy

Please complete all sections of this form and return it to school immediately. If you have any queries or require assistance to complete this form, please contact the school office.

INFORMATION ABOUT THE CHILD			
<b>Legal Forenames:</b>			
<b>Legal Surname:</b>			
<b>Name child known as:</b>			
<b>Date of Birth:</b>			
<b>Gender:</b>	<b>Male</b>	<b>Female</b>	<b>Other</b>

Ethnicity Please tick ✓ the appropriate choice			
<input type="checkbox"/> White British	<input type="checkbox"/> Asian or Asian British	<input type="checkbox"/> Mixed – White and Black Caribbean	<input type="checkbox"/> Black or Black British
<input type="checkbox"/> Irish	<input type="checkbox"/> Indian	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Asian	<input type="checkbox"/> African
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other British background
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other Asian background		<input type="checkbox"/> Chinese
			<input type="checkbox"/> Any other ethnic background
<b>First Language:</b>		<b>Language Spoken at Home:</b>	

INFORMATION ABOUT THOSE WITH PARENTAL RESPONSIBILITY FOR THE CHILD		
<p>Parental Responsibility is usually held by any adults named as parents on a child's birth certificate, regardless of whether they live or have contact with them or not. If a child has been adopted, Parental Responsibility will be held by those name on the adoption certificate. If a court of law or the Local Authority have removed parental responsibility from one or both parents and the child is being looked after by other adults, this information may be different from that on the child's birth certificate. Please speak to the office if you are unsure how to complete this section.</p>		
	<b>PARENT 1</b>	<b>PARENT 2</b>
<b>Forename:</b>		
<b>Surname:</b>		
<b>Address:</b>		
<b>Post Code:</b>		
<b>Child registered to this address:</b>	<b>YES / NO</b>	<b>YES / NO</b>
<b>Home Telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		
	<input type="checkbox"/> I consent to be included in the Parents' Email Distribution List and to receive the school newsletter and other information via email	<input type="checkbox"/> I consent to be included in the Parents' Email Distribution List and to receive the school newsletter and other information via email

Please provide details, in order of priority, of who the school should contact should your child become unwell or have an accident.

Prio rity	Full Name and Relationship to Child	Address:	Contact numbers:
1			Home:
			Mobile:
			Work:
2			Home:
			Mobile:
			Work:
3			Home:
			Mobile:
			Work:
4			Home:
			Mobile:
			Work:

**Please detail any court orders applying to the child (eg Ward of Court, Legal rights of access, Special Guardianship)**

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**Family Details and Living Situation:**

Is this child in care of the Local Authority (LAC)?	Yes / No			
Has your child been adopted?	Yes / No			
Family Situation:	Single Parent	2 Adults	Foster Parents	Residential Care

**Family in school** siblings/step-siblings/half-siblings/cousins etc. within school

Name:	Date of Birth:	Relationship to child:

<b>Traveller Status: Is this child a traveller?</b>	<b>Yes / No</b>
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<b>Refugee Status: Is this child a refugee?</b>	<b>Yes / No</b>
<b>Armed Forces: Does this child have a parent in the armed forces?</b>	<b>Yes/ No</b>

**Transport Arrangements:  
Usual Mode of Transport to School (please only tick one box)**

<b>Walk</b>	<b>Cycle</b>	<b>Car/Van</b>	<b>Car Share</b>	<b>Public Service Bus</b>
<b>Dedicated School Bus</b>	<b>Taxi</b>	<b>Train</b>	<b>Metro</b>	<b>Other</b>
<i>I give my child permission to walk to/from school independently (Year 5 &amp; 6 only )</i>				<b>Yes / No</b>

**Religious Details:**

<b>Christian</b>	<b>Buddhist</b>	<b>Hindu</b>	<b>Jewish</b>	<b>Muslim</b>	<b>Sikh</b>	<b>Other Religion</b>	<b>No Religion</b>
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**Religious Faith:**

<b>Baptist</b>	<b>Buddhist</b>	<b>Church of England</b>	<b>Christian</b>	<b>Congregational</b>	<b>Christian (Ecumenical)</b>	<b>Free church</b>
<b>Greek Orthodox</b>	<b>Hindu</b>	<b>Jewish</b>	<b>Jehovah's Witness</b>	<b>Methodist</b>	<b>Muslim</b>	<b>Quaker</b>
<b>Roman Catholic</b>	<b>Russian Orthodox</b>	<b>Salvation Army</b>	<b>Seventh Day Adventist</b>	<b>Sikh</b>	<b>United Reform Church</b>	<b>Other Faith</b>

<b>Religious Education/Collective Worship: I understand that my child will participate in Religious Education and Collective Worship unless I advise school otherwise in writing.</b>	<b>Please tick</b>
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**Dietary Needs:**

<b>Please list any Food Allergies: (foods your child cannot eat for medical reasons)</b>	
<b>Please list all Dietary Preferences: (eg. Vegetarian, vegan, foods your child cannot eat for religious reasons)</b>	

<b>Is your child entitled to Free School Meals? (If you are unsure, please speak to the School Office)</b>	<b>Yes / No</b>
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Medical Conditions/Disabilities:					
<b>All known Medical Conditions</b>					
<b>Any known Disabilities</b>					
<b>Is your child registered as disabled?</b>	Yes / No				
<b>Vaccinations</b> Please tick if your child has had a Tetanus vaccination	<b>Tetanus</b>	<b>Date of vaccination:</b>			

Medical and Dental Practice details	
<b>Primary Doctor's name:</b> <b>Medical Practice:</b> <b>Address:</b>  <b>Tel No:</b>	
<b>Primary Dentist's name:</b> <b>Dental Practice:</b> <b>Address:</b>  <b>Tel No:</b>	
<b>Do you give permission for the school to call the doctor in an emergency?</b>	YES / NO
<b>Do you give permission for the school to administer first aid in an emergency?</b>	YES / NO

Previous School/Nursery/Childminder	
<b>Name of school/nursery/childminder</b>	
<b>Start Date</b>	
<b>Finish Date</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Phone number</b>	

### School Trips and other Off-Site Activities Permission

Please sign and date the form below if you are happy for your child to;

- a) Take part in school trips, sports fixtures and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing:**

- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

	Permission given	Permission not given
I agree to my child taking part in school trips, other off-site activities and sports fixtures.		
I give permission for first aid or urgent medical treatment to be administered if required.		
<b>Signature:</b>	<b>Date:</b>	

### Walks in the Locality Permission

We often take the children out of school and walk around the local area. These visits may include trips to the library, the church or other nearby schools. We also do walks around the woods next to the school and parks, where the children may use playground equipment. Additionally, the children may participate in sporting activities at other local schools or venues.

By giving your permission below for your child to attend such events, the school does not need to issue separate forms each time your child goes on a local visit.

	Permission given	Permission not given
I agree to my child taking part in school visits in the local area. I give permission for them to participate in sporting activities or use play equipment in other schools or local parks as deemed appropriate by school staff.		
<b>Signature:</b>	<b>Date:</b>	

## Photographic Permissions

School staff sometimes take photographs of children either at school or when they are involved in organised activities away from the school site. We use these photographs of children to record their learning and track their progress. From time to time we also use photographs in our prospectus or in other printed publications we produce as well as on our website or on school displays. The children love seeing their photographs around school and this raises their self-esteem and gives them the opportunity to talk about what they have been doing to other people.

For key events in the life of the school, the media may visit and may take photographs, film footage or carry out radio interviews. Pupils will often appear in these photographs or films, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our school is participating.

We are, of course, committed to safeguarding and promoting the welfare of our children in all aspects of school life and therefore we need to comply with the Data Protection Act 1998. To do this we need permission to photograph or make any recordings of your child.

Furthermore, we are required by law to bring to your attention that parents are not permitted to take photographs or make a recording featuring anyone but their own children for anything other than their own personal use. To do so, such as posting photographs featuring other people's children on Facebook, Twitter or similar, would require consent of the other children's parents, and if this was not given would mean parents concerned would be in breach of the General Data Protection Regulations.

Please indicate on the table below if you are happy for your child's name/photo/image to be used in each of the ways specified. The permissions given on the form will apply for the duration of your child's time with us at this school, unless you inform us otherwise by completing a new form.

	Permission given	Permission not given
<b>The school newsletter</b>		
<b>Display boards around school</b>		
<b>The school website/Social Media pages</b>		
<b>The school prospectus/other school based leaflets and brochures</b>		
<b>To appear in local or national media? This may mean their photo and name is used in print &amp;/or on television or radio</b>		
<b>Other parents/relatives taking photographs at school events which my child may feature in</b>		

I have read this information and understand the school's stance on the use of photographs.  
I understand that my decision on whether to give consent will remain valid for the duration of time that my child attends the school and for one year after they leave the school, unless I notify school to the contrary in writing at any point. The consent will automatically expire after this time.

<b>Signature:</b>	<b>Date:</b>
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I agree that if I, or members of my family, take photos or video recordings of any school event, these will be kept for family use only and will not be posted on Facebook, Twitter or any other social media or websites.

<b>Signature:</b>	<b>Date:</b>
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Additional Information you would like us to know about your child

**General Data Protection Regulation (GDPR) (EU) 2016/679:** The school is registered under the **General Data Protection Regulation (GDPR) (EU) 2016/679** for holding personal data. The school has a duty to protect this information and to keep it up to date. The information collected on this form will be used to process information about your child's progress and attainment during their time at this Academy. The personal data we hold may be shared with:

- The Department for Education and other relevant organisations whom they nominate
- Local Education Authorities and Education Services with whom the child or Academy becomes associated
- Schools and Further Education establishments with whom the child becomes associated
- Recognised health care & social work establishments with whom the child may become associated

(please also see our parent/carers privacy notice for further information)

**I have read and understand clearly all aspects of this form. The information I have given is accurate and up to date. I agree to the use of this data in the methods outlined in this document.**

**Signature:**

**Date:**

***NB: Adderlane; Bexhill; Hasting Hill; Prudhoe West; Shaftoe Trust; Townend; Welbeck; Academy are an 'Operation Encompass' school which means that we receive information from the police of any disturbance within a family home where any of our pupils live.***