



Church Leigh Pre-school

All Saints First School, Church Leigh, Stoke-On-Trent, Staffs. ST10 4SR

### DATA COLLECTION SHEET

Please complete the information below and return to Pre-school before your child's start date.

<b>Chosen Surname:</b> <b>Chosen Forename:</b> <b>Middle Name:</b> <b>Date of Birth:</b> <b>Address:</b>  <b>Post Code:</b>	<b>Legal Surname:</b> <b>Legal Forename:</b> <b>Gender:</b>    <b>NHS Number:</b>
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#### Sibling Details

Name	Date of Birth	Year Group	Gender

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency.

Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Details	Work Details
1		<b>Address:</b>  <b>Tel:</b> <b>Mobile:</b> <b>Primary Email:</b>	<b>Place of work:</b> <b>Tel:</b>
2		<b>Address:</b>  <b>Tel:</b> <b>Mobile:</b> <b>Primary Email:</b>	<b>Place of work:</b> <b>Tel:</b>

Please add any additional contacts below

Priority	Name/Relationship	Home Details	Work Details
		<b>Address:</b>  <b>Tel:</b> <b>Mobile:</b>	<b>Place of work:</b>  <b>Tel:</b>
		<b>Address:</b>  <b>Tel:</b> <b>Mobile:</b>	<b>Place of Work:</b>  <b>Tel:</b>

**Medical Practice:**

**Address:**

**Telephone Number:**

**Medical Condition(s)**

**Health Visitor Information**

**Allergies:**

<b>Student Disability:</b>			
<input type="checkbox"/> No Disability	<input type="checkbox"/> Physical Impairment	<input type="checkbox"/> Mental Impairment	<input type="checkbox"/> Physical and Mental Impairment

<b>Ethnicity:</b>		<b>Religion:</b>	
<b>Home Language:</b>			

The data being collected, controlled and processed is in line with General Data Protection Regulations (GDPR)  
 The school has a duty to protect this data and to keep it up to date. The school is required to share some of the data with the Education Authority and with the Department of Education

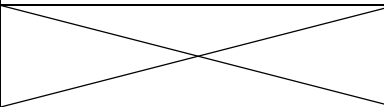
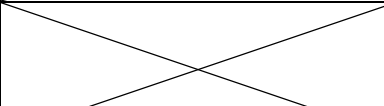
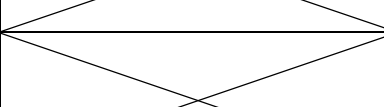
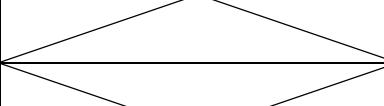
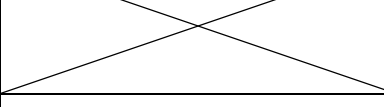
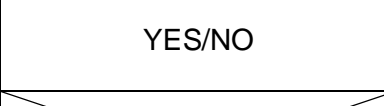
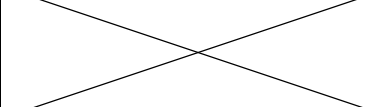
<b>Signature:</b>	<b>Date:</b>
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**Sessions Required:**

## Multi-Media Consent Form

**Pupil Name:** \_\_\_\_\_

*To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 10 below, then sign and date the form where shown.*

	<b>I agree to my child's image or video being used:</b>  • Delete as appropriate	<b>I agree to my child's name being published alongside their image</b>  • Delete as appropriate
<b>1. Internal use for displays in the class room or within school environment i.e. Foyer Screen and Corridor Displays</b>	YES/NO	YES/NO
<b>2. In Pre- school / school materials aimed at the school community i.e. Newsletters</b>	YES/NO	YES/NO
<b>3. On the Pre-school / School Website</b>	YES/NO	
<b>4. On the Pre – school / School Facebook Page</b>	YES/NO	
<b>5. In Uttoxeter Learning Trust materials – this may include printed materials and filming</b>	YES/NO	
<b>6. On the Uttoxeter Learning Trusts Website</b>	YES/NO	
<b>7. In media coverage of the Pre-school / School i.e Local Newspapers</b>	YES/NO	YES/NO
<b>8. School Photographers</b> (Currently Academy Photography) <b>Individual &amp; Siblings Images</b>	YES/NO	
<b>9. School Photographers</b> (Currently Academy Photography) <b>Individual Named Images for School Admin System use only</b>	YES/NO	
<b>10. School Photographers</b> (Currently Academy Photography) <b>Class and Group Images</b> <b>Leavers Photos</b>	YES/NO	

**I confirm that I have read and agree to the terms contained within this Consent Form.**

**Name of Parent/Guardian:** \_\_\_\_\_

PLEASE PRINT

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Code of Practice

1. This form is valid for three years from the date you sign it, or for the period of time your child attends this Pre-school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this Pre-school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our Pre-school / school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.
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.
9. Your consent can be withdrawn at any time in writing.
10. Images and videos will only be stored within the EEA in order to conform to the GDPR of 2018.
11. If we wish to retain any images or video for the Pre-school historical archives, we will seek written permission from a child's parents with full and transparent reasons to support the request.
12. Not use images of children to illustrate child protection issues, fostering and adoption services or Youth Offending Services.
13. In using materials of school age children for its purposes the **Uttoxeter Learning Trust** will:
  - a. Always ensure that parental permission has been given via this standard form.
  - b. Not use images of children to illustrate child protection issues, fostering and adoption services or Youth Offending Services.

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

## KEY WORKER INFORMATION

### **Information for Key Workers**

The information in this form is intended to assist your child's key worker tailor activities that will engage and stimulate your child.

**CHILDS NAME** \_\_\_\_\_

Likes to be called: \_\_\_\_\_

Position in the family: \_\_\_\_\_

Other family members: \_\_\_\_\_

Pets (if any) and names: \_\_\_\_\_

First language of child: \_\_\_\_\_

First language of parents: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_

### **Does your child**

- Have a special word for needing the toilet? \_\_\_\_\_
- Deal with his/ her own toilet needs? \_\_\_\_\_
- Have any fears or dislikes? \_\_\_\_\_
- Have any setting experience (being left in a setting)/ \_\_\_\_\_

What does your child enjoy doing /playing with? \_\_\_\_\_

Is there anything you feel we should know about your child? \_\_\_\_\_



Dear Parents,

The school uses 'EduSpot' (Formerly Teachers2Parents) for a text messaging and email service between school and parents as well as an online booking system for Parents Evening Appointments.

We also use Eduspot for an online Payment System called 'School Money' for payments of School Meals, Educational Visits, Clubs, Fees etc. The only reason pupils should need cash in school is for snack time. (Applicable to pupils in Years 1 -4)

The whole system enables the school to be more efficient in its processes as well as being able to keep parents up to date quickly and easily with information from school.

Eduspot is a secure system - their security and privacy notice is available on their website:

<https://eduspot.co.uk/privacy-policy/>

Please complete the slip below to give consent for your mobile number and email address to be used for the services detailed above.

Kind Regards

A Kenny  
Headteacher



✂.....

Childs Name:.....

I give permission for my mobile number and email address to be used for the services detailed above.

Email address: .....

Mobile no: .....

Signed:.....Date:.....