

PERSONAL DATA COLLECTION SHEET

Please complete all 4 sides 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	
Legal Forenames:	
Legal Surname:	
Name child known as:	
Date of Birth:	

INFORMATION ABOUT THOSE WITH PARENTAL RESPONSIBILITY FOR THE CHILD (named on child's birth certificate)		
	PARENT 1	PARENT 2
Forename:		
Surname:		
Date of Birth:		
National Insurance No.:		
Address:		
Post Code:		
Child registered to this address:	YES / NO	YES / NO
Home Telephone:		
Mobile:		
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	<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 detail any court orders applying to the child (eg Ward of Court, Legal rights of access)

Family Links to siblings/step-siblings/half-siblings/cousins etc. within school		
Name:	Date of Birth:	Relationship to child:

Dietary Needs	
Dietary Preferences/ Food allergies etc	

Medical Conditions/Disabilities

Medical and Dental Practice	
Medical Practice : Address: Tel No:	
Dental Practice : Address: Tel No:	

Do you give permission for the school to call the doctor in an emergency?	YES / NO
Do you give permission for the school to administer first aid in an emergency?	YES / NO

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

Priority	Full Name and Relationship to Child	Contact numbers:
1		Mobile:
		Home/Work:
2		Mobile:
		Home/Work:
3		Mobile:
		Home/Work:
4		Mobile:
		Home/Work:

Parents in HM Forces	YES / NO
-----------------------------	-----------------

Has your child been adopted or ever in the care of the Local Authority (LAC)?	YES / NO
--	-----------------

Is your child entitled to Free School Meals?	YES / NO
---	-----------------

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
First Language:		Other (please state)	
Language Spoken at Home		Other (please state)	
Birth Country:		Nationality:	
Religion:			

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature:	Date:
-------------------	--------------

Walks in the Locality Permission		
<p>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 Prudhoe schools or venues.</p> <p>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.</p>		
	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.		
Signature:	Date:	

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 Data Protection Act.

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 here at Prudhoe West, unless you inform us otherwise by completing a new form.

	Permission given	Permission not given
The school newsletter		
Display boards around school		
The school website		
The school prospectus/other school based leaflets and brochures		
To appear in local or national media? This may mean their photo and name is used in print		
Other parents/relatives taking photographs at school events which my child may feature in		

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.

Signature:	Date:
------------	-------

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 websites.

Signature:	Date:
------------	-------