

Data Collection Form for Academic Year 2016-17

For office use only

Admin Initials: _____ Date: _____
 JLE Initials: _____ Date: _____
 TTH Initials: _____ Date: _____
 Finance Initials: _____ Date: _____
 IT Dept Initials: _____ Date: _____



STUDENT INFORMATION

Legal Surname: _____	Preferred Surname: _____
Forename: _____	Middle Name: _____
Chosen Forename: _____	Gender: _____
Date of Birth: _____ Year _____	Student's Mobile No: _____
Address: _____	Ethnicity: _____
_____	First Language: _____
_____	Religion: _____
Postcode: _____	

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 Education Authority and with the DfES.

PARENT(S)/GUARDIAN/CARER INFORMATION

Relationship to child: _____	Relationship to child: _____
Title (Mr/Mrs/Ms/Other): _____	Title (Mr/Mrs/Ms/Other): _____
Surname: _____	Surname: _____
Forename: _____	Forename: _____
Address: _____	Address: _____
_____	_____
Postcode: _____	Postcode: _____
Tel Number (Home): _____	Tel Number (Home): _____
Tel Number (Mobile): _____	Tel Number (Mobile): _____
Email address: _____	Email address: _____

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

	Name	Relationship	Tel No – Home	Tel No – Mobile	E-mail
1.					
2.					
3.					
4.					
5.					
6.					

Siblings at KRS	Name		Year Group
	Name		Year Group
	Name		Year Group

Can you child swim?	<input type="checkbox"/> Cannot swim	<input type="checkbox"/> Can swim a little with swimming aids (eg arm bands)
	<input type="checkbox"/> Can swim a little without aids but not confident	<input type="checkbox"/> Can swim a little and is confident
	<input type="checkbox"/> Is a strong, confident swimmer	

Free School Meals <i>Please tick as appropriate</i>	<input type="checkbox"/> Have you previously received a FSM? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Entitled but do not wish to claim <input type="checkbox"/> I wish to claim but don't know how	<table border="1"> <tr> <td>NI No:</td> <td></td> </tr> <tr> <td>DoB:</td> <td></td> </tr> </table>	NI No:		DoB:	
NI No:						
DoB:						
If you would like the school to check if you are eligible for FSM without having to complete a form and also to ensure you/the school gets the appropriate funding then please put your national insurance number and date of birth in the box opposite						

Dietary Needs <i>Please tick as appropriate</i>	<input type="checkbox"/> Free School Meals <input type="checkbox"/> Paid School Meal <input type="checkbox"/> Sandwiches <input type="checkbox"/> Home <input type="checkbox"/> Other
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Travel Arrangements <i>Please tick as appropriate</i>	<input type="checkbox"/> Bicycle <input type="checkbox"/> Walks <input type="checkbox"/> Car <input type="checkbox"/> Taxi <input type="checkbox"/> School Coach <input type="checkbox"/> Public Transport <i>If you child uses the bus to travel to school and you would like an Under 16 Identification Card please contact the school reception.</i>
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Guardianship <i>Please tick as appropriate</i>	<input type="checkbox"/> In Care <input type="checkbox"/> Fostered <input type="checkbox"/> The subject of an Adoption <input type="checkbox"/> Put in the guardianship of anyone other than either parent eg Grandparent/Aunt
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Military Service Children <i>Please tick as appropriate</i>	Is one or more parent serving currently in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No
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MEDICAL INFORMATION

Name & Address of Family Doctor:	
Doctor's Telephone No:	
Pupil's NHS No:	
Does your child have a known medical condition <i>(if Yes, please give details together with medication/management/care plan details. Continue on separate sheet if required)</i>	If YES, Mrs Levers will contact you to discuss further in order for your child to be supported in school.

HAS YOUR CHILD HAD ANY OF THE FOLLOWING:

	Please ✓		
Asthma or Bronchitis <i>If Yes, do you give permission to give emergency school inhaler? If Yes, complete enclosed form.</i>	Yes		No
Heart Condition	Yes		No
Fits, Fainting or Blackouts	Yes		No
Severe Headaches/Migraine	Yes		No
Diabetes <i>If Yes, is this controlled by diet or insulin</i>	Yes		No
	Diet		Insulin
Allergies to Any Known Drugs	Yes		No
Any Other Allergies, e.g. Material, Food, Medicine <i>If Yes, do they carry an Epipen?</i>	Yes		No
	Yes		No
Other Illness or Disability, i.e. Epilepsy	Yes		No
Bed Wetting	Yes		No
Travel Sickness	Yes		No
If the answer to any of these questions is YES please give details in the space opposite:			
Immunisation Status: Has your child received vaccination against Tetanus in the last five years?	Yes		No
Is your child receiving medical/surgical treatment of any kind from either your family Dr or Hospital?	Yes		No
If the answer to either of these questions is YES please give the details here: (including dosage of any medicines/tablets).			
Do you require and give permission for the school to administer prescribed medicines to your child? <i>If Yes, medicines must be given to Mrs Levers clearly labelled with your child's name and dosage.</i>	Yes		No
Do you give permission for your child to carry his/her own medicine?	Yes		No
Do you give permission for your child to be given Paracetamol if required at school? <i>Paracetamol is provided by the school. If Yes, please tick.</i>	Yes		No

(Please contact Mrs J Levers on 02392 322452 if you could like to discuss your child's medical condition).

INTERNET ACCEPTABLE USE POLICY

Authorisation to use the school's IT systems/personal systems on school premises will be specific to an individual. Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person.

- Users are not permitted to use school IT or network facilities for any of the following:
- Any unlawful activity.
- The creation, transmission, storage, downloading or display of any offensive, obscene, indecent, or menacing images, data or other material, or any data capable of being resolved into such images or material.
- The creation of transmission of defamatory material about any individual or organisation.
- The sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent.
- The sending of any message appearing to originate from another person.
- The transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself.
- The creation, access or transmission of material in such a way as to infringe a copyright, moral right, trade mark or other intellectual property right.

Gaining or attempting to gain unauthorised access to any facility or service within or outside the school, or making any attempt to disrupt or impair such a service; the deliberate or reckless undertaking of activities such as may result in the following:

- The waste of staff effort or network resources, including time on any system accessible via the school's network;
- the corruption or disruption of other users' data or work;
- the violation of the privacy of other users;
- the introduction or transmission of a virus into the network;
- Use of any proxy avoidance sites is expressly forbidden;
- Correspondence via e-mail is not guaranteed to be private.

Specific Requirements of the Policy:

- Student on-line activity and use of mobile technology will be monitored in order to guard against any misuse. King Richard School also reserves the right to report any illegal activities to the appropriate authorities where there has been serious misuse.
- Student data/information must never be shared with other students.
- Representing personal opinions as those of King Richard School is expressly prohibited.

In summary, school systems, the internet and email must be used by students and staff in a responsible and sensible manner. These systems are installed SOLELY to support learning and must be used for learning purposes.

MOBILE PHONES – STUDENT AGREEMENT

Students are encouraged to bring their mobile phones to school in order to improve our communication and as an aid to learning.

Conditions under which mobile phones can be used at KRS:

- You must provide the school with your mobile number.
- Phones must be switched to silent during lessons.
- Phones must not be used to receive or make calls/SMS messages during lessons.
- The safety and security of the mobile phone is yours and not the school's responsibility.

In addition, the school will take the severest sanctions against any student who misuses this privilege in particular taking part in personal attacks, harassment or posting private information using SMS messages. Within school the phone's camera/recording facility may only be used at the direction of a member of staff. Unauthorised use of the camera/recording facility is expressly forbidden.

I, the undersigned, understand that failure to comply with the conditions set out above will result in one or all of the following sanctions:

- Permission to have a mobile in school may be withdrawn.
- The mobile phone may be confiscated by the school until collected by a parent.
- The mobile phone may be confiscated until all offending information/photographs/recording is deleted.

In serious circumstances involving intimidation, harassment, indecent or unauthorised images being stored or sent, the police will be informed.

Student's Signature: _____

Date: _____

KING RICHARD SCHOOL POLICY ON THE USE OF PHOTOGRAPHIC IMAGES TAKEN BY OR ON BEHALF OF THE SCHOOL

The school takes or permits photographs (including video) to be taken for a number of purposes:

- As part of Media/GCSE photography coursework.
- As a record of an event such as trip, production or sports activity.
- As evidence for an exam board that a particular student has reached the required standard within a practical activity.
- For passes and registers.

King Richard School may wish to use some of these images in its publications or publicity material. It will do so, or permit news organisations to do so only under the strict guidelines set out below.

Guidelines in the taking and use of photographs within school

- Photographs may be taken in school for specific school related purposes – they may not, however, be used in any publication or website against parents/students wishes.
- Absolutely no personal details including names will be published along with a picture without **direct** parental consent.
- We will only capture/use photographs of students who are appropriately dressed.
- We will take all reasonable action to securely store pictures of students to prevent inappropriate or unauthorised use.
- Unsupervised/or unauthorised use of photography is not permitted on school premises.
- The misuse of photographic images to demean or ridicule any member of the school community will result in serious consequences for the perpetrator, including possible prosecution.
- The taking of pictures of students by news organisations on school premises will only be permitted under controlled conditions and only to celebrate or recognise achievement and endeavour.
- Any pictures stored by the school will immediately be destroyed or deleted on request from parent or student.
- The taking of photographs/videos by parents of a school event is acceptable only if the pictures are for family use – such pictures may not be passed on to others (**because of licensing agreements the use of photography at certain productions may be forbidden**).
- Parents/Carers have the right to request that no photographic images are taken of their child. This should be made clear by ticking the boxes below.

Please indicate below whether you consent to us photographing your child and where you give the school permission to use the photos. This consent will last for the duration of your child's time at King Richard School unless you inform the school, in writing, otherwise.

I give consent for my child to be photographed and the photos used as follows:

Photographs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Film	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
School presentation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Printed publications	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
On the school website – www.kingrichardschool.net	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Local press for school educational purposes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I request that **NO** photographic images are taken of my child.

Please read each of the statements below and ✓ against each one to indicate that:

- I will notify the school if any of my child's contact details change.
- I will notify the school if any of my child's medical details change.
- I will contact the school should my child be absent for any reason and provide medical evidence where necessary.
- I have read and agree to comply with King Richard School's Internet Acceptable Use Policy. As the parent or legal guardian of the above named student, I grant permission for them to use the internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for him/her to follow when selecting, or research information. I also allow him/ her to use Email provided by the school.
- I have read the Mobile Phones – Student Agreement and my child has signed the Agreement.
- I have read the Photographic Policy and have ticked the boxes above with my permissions. I will notify the school, in writing, should this change.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Please Print