



## Pupil Registration Form

Under Data Protection legislation, Cockfield Church of England Primary School is a data controller. We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Further information can be found in the privacy notice that was provided with this form and which can be found on the 'school info' tab on our school website.

**Please complete this form fully. It is important to notify the school immediately if any details change.**

### Child's details

<b>Legal Surname</b>	
<b>Legal Forename(s)</b>	
<b>Gender</b>	
<b>Date of birth</b>	
<b>Address at which child resides ordinarily (incl. postcode)</b>	

**Your child's birth certificate must be presented to the school office to confirm his/her legal identity and the identity of adults with Parental Responsibility.**

A child's name must not be changed without the consent of everyone who has Parental Responsibility. Evidence that consent has been given must be provided and we reserve the right to validate this independently with all parties concerned.

### Details of parents/carers with whom child resides

(These will be recorded as the primary (1<sup>st</sup> and 2<sup>nd</sup>) contacts in case of emergency. Additional contacts can be recorded below).

	Parent/Carer (Contact 1)	Parent/Carer (Contact 2)
<b>Full name</b>		
<b>Relationship to child</b>		
<b>Date of birth</b>		
<b>Home Tel No.</b>		
<b>Work Tel No.</b>		
<b>Mobile Tel No.</b>		
<b>Email address (required for Arbor account)</b>		
<b>Has parental responsibility?</b>	YES / NO	YES / NO

Please send me newsletters by email **Yes / No**

**Name and age of siblings**


**Non-Resident Parents**

Please give details of any non-resident parent who has parental responsibility for the child.

<b>Name</b>	
<b>Relationship to child</b>	
<b>Address(incl. postcode)</b>	
<b>Contact telephone number</b>	
<b>Email address</b>	
<b>Can contact be made in an emergency?</b>	<b>YES / NO</b> (please delete as appropriate)

**Provision of information**

Schools must treat all parents with Parental Responsibility equally, unless there is a court order limiting an individual’s exercise of parental responsibility.

Non-resident parents are entitled to be involved in the education of their child and therefore any information such as reports and elections must be passed on to the non-resident parent by the resident parent. If a non-resident parent contacts the school and requests information the school will pass this on unless there is evidence of a court order limiting such access. The school may request details of court orders limiting Parental Responsibility.

**Emergency Contact Details - Please note that we require emergency contact details for a minimum of 3 adults**

Please ensure that consent has been given for this information to be provided.

	<b>Additional Contact (3)</b>	<b>Additional Contact (4)</b>
<b>Full name</b>		
<b>Relationship to child</b>		
<b>Address (incl. postcode)</b>		
<b>Home Tel No.</b>		
<b>Work Tel No.</b>		
<b>Mobile Tel No..</b>		

### Medical Information

<b>Name of Doctor, and Practice at which registered</b>	
<b>Tel No.</b>	
<b>Child's NHS Number</b>	
<b>Does your child have any medical conditions, disabilities or health problems we should be aware of</b>	Yes/No If yes, please provide brief details below and complete a medical information/consent form available from the school office. Medication will only be administered at school upon the completion of the appropriate request form.
<b>Does your child have any special dietary needs or food intolerances?</b>	Yes/No If yes, please provide brief details below and complete a medical information/consent form available from the school office.

### Educational information

<b>Present School/Nursery/Pre-School (if transferring)</b>	
<b>Telephone number</b>	
<b>Current Year Group</b>	
<b>Does your child have any Special Educational Needs or Disabilities?</b>	<b>Yes / No</b> If yes, please provide further details below.

### Additional Information

<b>Ethnicity</b>	
<b>First Language</b>	
<b>Is the child resident with a parent/carer who is on active service in the US Military or British Armed Forces?</b>	Yes/No
<b>Please state here any other information about your child which you feel the school should be aware of e.g. family situation, is your child adopted or fostered</b>	
<b>Please disclose any information about yourselves (health or otherwise) which might be relevant to the care of your child and/or relevant when responding to an emergency.</b>	

# **COCKFIELD CEVC PRIMARY SCHOOL**

## **HOME-SCHOOL AGREEMENT**

The school will:

- encourage your child to achieve high standards;
- provide a wide range of educational opportunities;
- educate your child in a caring atmosphere where s/he can feel confident, respected and secure;
- contact you about any concerns we have about your child's progress or behaviour;
- tell you about the work your child is doing in school;
- give you information about your child's progress at Parents Evening and in reports;
- set homework appropriate to age and ability;
- be open and welcoming to parents.

The family will:

- refrain from taking photographs and filming at school events - an opportunity will be offered by the Head teacher at an appropriate time.
- make sure your child goes to school regularly, on time and properly equipped;
- let the school know by 9.30 am when your child is ill;
- tell the school of any factors likely to affect his/her work or behaviour;
- read aloud with your child for 10 minutes a day and support him/her with home learning;
- attend Parents Evenings to discuss your child's progress;
- support the school's policies and guidelines for behaviour;
- be involved in your child's life at school, supporting FOCSA events when possible and following any formalities put in place.

Please sign below and return to school

Signed (School): ..... Date: .....

Signed (Parent): ..... Date: .....

Signed (Pupil): ..... Date: .....

**ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET:  
AGREEMENT FOR PUPILS AND PARENTS, CARERS AND GUARDIANS**

**Name of pupil:**

**I will read and follow the rules in the acceptable use agreement policy**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

Always use the school's ICT systems and the internet responsibly and for educational purposes only

Only use them when a teacher is present, or with a teacher's permission

Keep my username and passwords safe and not share these with others

Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer

Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others

Always log off or shut down a computer when I'm finished working on it

**I will not:**

Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity

Open any attachments in emails, or follow any links in emails, without first checking with a teacher

Use any inappropriate language when communicating online, including in emails

Log in to the school's network using someone else's details

Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission

I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

## Consent Form for Local Visits, Photographs and videos

Please indicate your consent by ticking the appropriate boxes.

You can withdraw your consent at any time by submitting a written request to the school office.

### Educational Visits to the Local Environment

On many occasions we wish to take children off the premises to the immediate vicinity of the School such as visit to St Peter's Church. All areas would be within walking distance. These visits are often dependent upon the weather on a particular day. On all such visits we ensure that children are adequately supervised at all times by teachers and other school staff and that all due care is taken. Any trips of longer duration or involving coach travel and/or incurring a cost will be notified separately.

It is a parent's responsibility to ensure that if their child is asthmatic or diabetic, any appropriate medication is available in school every day. **Children will not be taken on local visits if their medication is not provided.**

Please tick to confirm your agreement:

**I hereby consent to my child being taken out on Educational Visits to the Local Environment.**

### Food Tasting

During the course of the school year children sometimes have the opportunity to taste food they have produced as part of their DT lesson or sometimes as part of cross curricular studies.

Please could you complete the reply slip below to notify us of any allergies that your child has at present. This information will be retained but if your child should develop any further allergies in the future please notify us immediately in writing.

My Child ..... (name) .....(class)

Please delete (a) or (b) as appropriate

(a) does not have allergic reactions to any foods

(b) is allergic to the following foods ..... (please specify)

If, whilst my child attends Cockfield Primary School, the information given above changes, I will inform the school immediately in writing.

Signed ..... Parent/Carer .....Date

### Photo and video Permissions

At Cockfield Church of England Primary School, we sometimes take photographs of pupils. We use these photos on the school's website and on display boards around school.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use below before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible; we will not use a photograph or video of your child without consent.

Please note there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy - these are available to view on our website. We may also take photos/videos of your child for identification purposes and for evidencing their educational development – such data will sit on their file and not be shared unless the law requires us to do so or you have given your specific consent.

## Conditions of Use

- The school will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption without consent, nor will we include any other personal data
- We may use group or class photographs or footage with very general labels, such as 'a science lesson'
- We will only use photographs and videos of pupils who are suitably dressed
- Parents should note that websites can be viewed throughout the world and not just in the United Kingdom (where UK law applies) and, when copied from the website, images and information can no longer be controlled by the school.

Further information on how we use your data and your child's personal data is in the Privacy Notice(s) - these are available to view on our website.

We would like your consent to take photos of your child and use them in the ways described above. If you are not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

	YES	NO
I give permission for the school to take photos to use on the school website	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the school to take photos for internal displays	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the school to take photos to use in prospectus, brochures, newsletters	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the school to take photos to use in local paper/news (including television)	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the school to take photos to use on the school social media platforms	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for the school photographer to take professional photos	<input type="checkbox"/>	<input type="checkbox"/>

We will not transfer your data outside of the UK without your prior knowledge and permission.

I consent to this information being held by the school and shared where appropriate. I understand that I can withdraw my consent for some of this information to be stored by submitting a written request to the school office.

<b>Name of Parent/Carer</b>	
<b>Signature</b>	
<b>Date</b>	