Welcome to
Bridekirk Dovenby School

Data collection & parental consent – Return to school

Student's Name:	
Date of Birth:	

Work Together, Aim High, Shine Bright!

Introduction

On the following pages you will find several sections that need to be completed so that your child can have the best possible start at Bridekirk Dovenby School.

On the **Student Details & Medical Information** section, please complete as much information as you can. If adding contacts other than parents or carers (such as grandparents or friends/neighbours), you must ensure that you have obtained their consent before providing their personal details.

There is also a **School Agreements** section and a **Parental Declaration & Consents** section; these should be signed by a parent or carer.

The form is also available on the school's website.

Please complete this booklet as soon as possible and email to admin@bridekirkdovenby.cumbria.sch.uk, or return a printed copy to school in a sealed envelope to:

Bridekirk Dovenby School,
Dovenby,
Cockermouth
CA13 9EQ

Please be assured that all information provided to us is held on a secure, password-protected computer system, which can only be accessed by those with the relevant permissions. All personal data are processed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA). A copy of the latest Privacy Notice is also available on the school's website:https://www.bridekirkdovenby.cumbria.sch.uk/data-protection/

STUDENT DETAILS & MEDICAL INFORMATION

It is important that we have the correct personal information on our school database, especially with regard to emergency contact details. Please complete all sections of this form. All personal data are collected and processed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

STUDENT DETAILS	
Student's Legal Surname: (as on Birth Certificate/Deed Poll)	
Student's Legal First Name(s): (as on Birth Certificate/Deed Poll)	
Known As: (if different to above)	
Date of Birth:	
Sex: (i.e. assigned at birth)	
Pronouns: (he/his, she/hers, they/theirs etc)	
Student's Main (primary) Home Address:	
Second Home Address: (if relevant)	
With whom does the student live?	
Who has parental responsibility? (e.g. both parents, mother, father, carer, local authority)	
Is there a Court Order in Place? (If YES, our DSL will contact you for further details)	**YES / NO**

PARENT / CARER EMERGENCY CONTACT DETAILS (please add a minimum of three contacts including details of someone who does not live in the child's household): List contacts in the order in which you would like them to be contacted in the event of an emergency. Consent must be obtained from contacts before you enter their personal details onto this form. You should include the name(s) of all persons known to have Parental Responsibility (including divorced parents, foster carers or social workers).

EMERGENCY CONTACT DETAILS (minimum of three)				
CONTACT 1	Name & Title:			
	Relationship to Student:		Permission to collect student from school?	**Yes/No**
	Home Address (if parent):			
	Telephone Numbers:	**H:**	**M:**	**W:**
	Email Address (if parent):			
CONTACT 2	Name & Title:			
	Relationship to Student:		Permission to collect student from school?	**Yes/No**
	Home Address (if parent):			
	Telephone Numbers:	**H:**	**M:**	**W:**
	Email Address (if parent):			
CONTACT 3	Name & Title:			
	Relationship to Student:		Permission to collect student from school?	**Yes/No**
	Home Address (if parent):			
	Telephone Numbers:	**H:**	**M:**	**W:**
	Email Address (if parent):			
CONTACT 4	Name & Title:			
	Relationship to Student:		Permission to collect student from school?	**Yes/No**
	Home Address (if parent):			
	Telephone Numbers:	**H:**	**M:**	**W:**
	Email Address (if parent):			

DIETARY INFORMATION

Is the student eligible for Free School Meals? From Sept. 26 **t**he criteria has changed and families in receipt of Universal Credit are eligible for FSM. (This will be checked against Cumberland Council) This does not include Universal Free School meals for all KS1.	
Does your child have any food allergies? Please list all that apply e.g. eggs, gluten, nuts, shellfish	
Dietary Requirements (where applicable): (e.g. vegetarian, vegan)	

Please note that, for safeguarding purposes, kitchen staff may discreetly display a photo of your child together with any allergy information near the kitchen servery.

MEDICAL INFORMATION

We will not give your child any medicine, including necessary pain relief, unless it is in line with Cumberland Council's *Supporting Pupils with Medical Conditions (incorporating the administration of medication) Policy*

Name of Medical Practice/GP Surgery:	

Medical Conditions or Illnesses

Please list all conditions or recent illnesses (including diagnosed allergies) that school should be aware of:

Prescribed Medication

Please give details of any prescribed medication/treatment taken for the above condition(s), including epipens, inhalers, tablets etc:

Does your child need to have this medication administered in school?	**YES**	**NO**

If YES, even for a limited time, we will contact you for further information as a separate form needs to be completed for each medication carried or administered.

Does your child have an Individual Health Care Plan (IHCP) from their nursery/previous school?	**YES**	**NO**

If YES, please give brief details for the SENCO to follow-up:

Is there any other medical/disability information that the school should be aware of? Please give details below:

ETHNIC/CULTURAL INFORMATION

Ethnicity: (e.g. Black African, Chinese, White British)	
First Language: (i.e. First language exposed to at birth)	
Home Language: (Language most frequently spoken at home)	
Country of Birth:	
Nationality:	
Religion (optional):	

ADDITIONAL INFORMATION	
Mode of Travel to School: (e.g. School bus, car, walk etc)	
Is your child in receipt of Pupil Premium funding? If not, do you think you may be eligible for Pupil Premium? More information is in the School Funding section of the Parent Information Pack.	☐ Yes - We currently receive Pupil Premium ☐ No but I think we are eligible for Pupil Premium ☐ No - We do not receive Pupil Premium
Child of Service Parents (optional): (If either parent is in the Armed Forces or in receipt of a child pension from the MoD, please state the relevant parent's name)	**YES / NO**

WELFARE INFORMATION	
Is the Student in the care of a Local Authority?	**YES / NO**
If YES, enter Local Authority Name:	

Adopted Children or those with Special Guardianship Order or Residence Order:
Please let us know if your child has been adopted from care, either by email to sbm@bridekirkdovenby.cumbria.sch.uk or by letter addressed to the School Business Manager (in strict confidence).

OTHER INFORMATION	
Nursery or previous school (if applicable):	
Are duplicate reports & correspondence required?	**YES / NO**

We do not routinely provide duplicate reports for divorced or separated parents. However, if family circumstances are such that it is necessary for reports and correspondence to be sent to a parent at a different address, please provide their information below:

PARENTAL DECLARATION

Please sign and date below to indicate that the information you have provided on the above form is, to your knowledge, correct, and that you have sought consent from all emergency contacts listed before providing their personal data.

Parent / Carer Signature:		**Date:**	

SCHOOL AGREEMENTS

PUPIL/PARENT ICT (Information and Communication Technologies) ACCEPTABLE USE AGREEMENT

ICT including the internet, email and mobile technologies including Seesaw (our online homework provider) has become an important part of learning in our school. We expect children to be safe and responsible when using ICT. The full ICT policy will be discussed with your child in school.

PARENT / CARER: I grant permission for my child to use the Internet with the school's filtering and monitoring systems in place. I have discussed the school's ICT rules (in the Parent Information Pack) with my child and we will follow the online safety rules and support the safe use of ICT at Bridekirk Dovenby School.

Parent / Carer Signature ..... **Date** .....

HOME SCHOOL AGREEMENT

It is by working together that we will be able to promote a positive atmosphere within which our children can flourish. We ask you to read the Home School Agreement in the Parent Information Pack and sign the following agreement reflecting this partnership.

PARENT / CARER: As the parent or carer, I have discussed the school's Home School Agreement with my child and as a family, we will follow the rules.

Parent / Carer Signature ..... **Date** .....

OUT OF SCHOOL CLUB AGREEMENT

At some point, most of our families use our Out of School Club even if it only when unplanned childcare is required. Please sign to agree to our Out of School Club Agreement as detailed in full in the Parent Information Pack.

PARENT / CARER: As the parent or carer, I have discussed the school's Out of School Club Agreement with my child and as a family, we will follow the rules.

Parent / Carer Signature ..... **Date** .....

PARENTAL DECLARATION & CONSENTS

One signature at the end of this section covers all of the following consents.

Please note that any of the consents included on this form, once given, can be withdrawn at any time by contacting the school office on admin@bridekirkdovenby.cumbria.sch.uk

NAME, IMAGE AND VOICE CONSENT FOR MARKETING / SOCIAL MEDIA

We do not need your consent to use your child's name, image or voice in school for educational purposes; however, we do need consent for marketing purposes.

By selecting Yes to any option below, parents should be aware that, in celebrating student successes, school may use the child's full name in captions however, it is more usual for school to only use the child's first name.

Please read the following statements and indicate your consent by ticking the relevant box(es):	YES	NO
1) *Name, image and voice recordings of my child being published in media used for official school purposes in line with school policy, which school directly controls and which will **never be published online** by school e.g. promotional leaflets and banners.*		
2) *Name, image and voice recordings of my child being published in media which school directly controls and which **will be published online** and therefore be available worldwide e.g. the school newsletter and the school website. If possible, please tick this box so your child can be in our newsletter.*		
3) *Name, image and voice recordings of my child being published in media, which school does **not** directly control i.e. outside organisations, which school has carefully selected and which **will be published online** e.g. other school websites publicising events that your child participated in, external sporting events, external drama or music events etc.*		
4) *We have a regular feature in the Village Post. This is a printed magazine that is distributed for free in Bridekirk, Tallentire, Dovenby and surrounding area, and given out to children in school who live out of this area. Please give us consent to use your child's image and first name so we can share good news stories about school.*		

I understand that any image or voice recordings I might make at Bridekirk Dovenby School events must not be used inappropriately that they cannot be shared publicly without suitable consent from everyone in them. I also understand that if these rules are not respected, governors reserve the right to stop everyone from recording school events.

EDUCATIONAL/EXTERNAL VISITS CONSENT

The Educational Visits' consent will last while your child is with us at Bridekirk Dovenby School.

DECLARATION
I understand that:

- **All** trips and activities are covered by this consent including regular off-site activities including local environmental studies, curricular swimming, joint sporting activities with other schools and church services etc.
- Specific permission will be sought for residential trips, adventurous activities and off-site activities outside the normal school day.
- School will provide me with information about each trip or activity before it takes place and any additional equipment that is needed e.g. water bottle, waterproof etc.
- I can inform school that I **do not** want my child to take part in a particular trip/activity and I should do so in writing.
- I **must** ensure that I and my child understand and agree to abide by any trip Code-of-Conduct.
- I **must** keep school informed if any medical information I have provided becomes out-of-date or where religious beliefs may impact on any medical treatment my child may receive.
- I **must** keep school informed if any emergency contact information I have provided becomes out-of-date or does not apply to a particular trip and I must provide alternatives as necessary.
- All reasonable care will be taken of my child in respect of the activity/visit.

All school activities are appropriately insured. I also understand the extent and limitations of this insurance (details available on request).

Please tick only one box:

	YES	NO
Consent for my child taking part in school trips and other activities that take place off-site* and *to them being given urgent medical or dental treatment or necessary pain relief during any trip or activity.		

Trip Medical Information: *please list details of any medical conditions (including allergies and travel sickness) that your child suffers from (if they haven't already been listed on page 4), and any medicines with dosage etc. that they should take during off-site activities including those outside school hours or overnight.*
– attach additional sheet if necessary.

SEESAW ONLINE PLATFORM

We use the secure online journal Seesaw in school for communication between teachers and parents/carers, for some class activities and homework. Students can document and reflect on what they are learning in class. Seesaw only uses your information to provide the service and does not advertise in Seesaw, create profiles of students or share or sell your child's personal information or journal content. For seesaw's privacy policy go to: https://web.seesaw.me/privacy.

I give my consent for my child to use Seesaw for class activities and homework.	Yes / No
I am happy for photos of my child to be shared with class members within Seesaw.	Yes / No

OUT OF SCHOOL CLUB (OOSC)

We operate an out of school club solely for the use of Bridekirk Dovenby school pupils. This is a not-for-profit organisation run by school staff and runs every day from 7.45am-8.40am and after school 3.15pm-5.30pm.
Relevant information will be shared with OOSC including contact details, medical information and photo consent.
Terms and conditions of use are in the Parent Information Pack and on the school website.

SIGNATURE FOR ALL PARENTAL CONSENTS INDICATED ABOVE:

Print Parent/Carer Name:		**Relationship to Child:**	
Signed:		**Date:**	

When completed, please return this form to:

- The school office, Bridekirk Dovenby School, Dovenby, Cockermouth, CA13 0PG.

The forms can also be scanned/photographed and emailed to: admin@bridekirkdovenby.cumbira.sch.uk. Be aware that, whilst our school's email server is secure, we cannot be responsible for the security of your own email provider.

OFFICE USE ONLY	
Information added to Arbor by:	
Information added to Arbor on date:	
Team/House allocated:	Red / Blue / Yellow / Green
Pupil start date:	