

WHINNEY BANKS PRIMARY DATA COLLECTION SHEET 2020/21 – PUPIL INFORMATION

Pupil Legal Surname:			Pupil Forename:		
Middle name:		Date of Birth:		Gender:	
Address:					
Telephone:				Post Code:	

Please give details of all persons who have **LEGAL PARENTAL RESPONSIBILITY** and anyone else you wish to be contacted if you are unavailable. Place them in the order that you wish them to be contacted. **You must provide the details of at least 2 people.**

Priority	Name/Relationship	Primary Contact YES/NO	Home Address/Phone/Mobile	Work Address Phone/Email
1				
2				
3				

Name of brothers/sisters attending Whinney Banks Primary:
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Travel Arrangements ☐ Bicycle ☐ Train ☐ Car/Van ☐ Walk ☐ Taxi ☐ School Bus ☐ Car Share ☐ London Underground ☐ Public Bus Service ☐ Metro/Train/Light Rail ☐ Other

Medical Practice & Address:	
Telephone Number:	

Any known medical conditions or suspected allergies (eg, animals, foods, plasters, medical creams etc):
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ASTHMA INFORMATION (Please tick as appropriate) My child suffers from asthma YES _____ / NO _____ (please tick as appropriate) PLEASE NOTE THAT ANY CHILD SUFFERING FROM ASTHMA MUST BRING THEIR INHALER TO SCHOOL EVERY DAY AND PROVIDE A SPARE INHALER TO BE KEPT IN THE OFFICE.

Home Language:		Religion:		Nationality:		Asylum seeker: Y / N
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Data Protection Act 2018 and General Data Protection Regulations: 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 data with the Local Authority, the DfE and other agencies. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. This information and a photograph of your child will be stored on our School Information Management System (SIMS). Please see our Privacy Notice.
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By signing this form you are consenting to school using these details to make contact with regard to emergencies, pastoral issues including punctuality and attendance or any other concerns. Signature: _____ This may only be signed by a parent / carer with parental responsibility for the above named child Relationship to child: _____ Date: _____

	WHITE		CHINESE
	British		Hong Kong Chinese
	Irish		Malaysian Chinese
	Traveler		Singaporean Chinese
	Gypsy		Taiwanese
	Roma		Other Chinese
	ANY OTHER WHITE BACKGROUND		ANY OTHER ETHNIC GROUP
	Albanian (Excluding Kosovan)		Afghan
	Bosnia-Herzegovinian		Arab Other (including Palestine, Kuwaiti, Jordanian & Saudi Arabian
	Croatian		Egyptian
	Greek		Filipino
	Greek Cypriot		Iranian
	Italian		Iraqi
	Kosovan		Japanese
	Portuguese		Korean
	Serbian		Kurdish (including Kurdish pupils from Iraq & Turkey)
	Turkish		Latin / South (including pupils from Central / South America, Cuba & Belize
	Turkish Cypriot		American
	White Eastern (Including Belarus, Bulgaria, Czech, Estonia, Hungary Latvia, Lithuania, Moldova, Poland, Romania, Serbia & Montenegro, Slovak, Slovenia & Ukraine)		Lebanese
	European – White Western – (including Austria, Belgium, Denmark Finland, France, Germany, Holland, Italy, Luxembourg, Malta, Norway, Portugal, Spain, Sweden & Switzerland		Libyan
	MIXED		Malay (including Malaysian other than Malaysian Chinese)
	White & Black Caribbean		Moroccan
	White & Black African		Polynesian (including Fijian, Tongan, Samoan and Tahitian)
	WHITE AND ASIAN		Thai
	White & Pakistani		Vietnamese
	White & Indian		Yemeni
	White & Any Other Asian Background		Other Ethnic Group
	ANY OTHER MIXED BACKGROUND		
	Asian & any other ethnic group		I do not wish an ethnic background category to be recorded
	Asian & Black		
	Asian & Chinese		Signed:
	Black & any other ethnic group		(Parent/ Carer)
	Black & Chinese		Date:
	Chinese & any other ethnic group		
	White & any other ethnic group		
	White & Chinese		
	Other mixed background		
	ASIAN OR ASIAN BRITISH		
	Indian		
	Bangladeshi		
	PAKISTANI		
	Mirpurī Pakistani		
	Kashmiri Pakistani		
	Other Pakistani		
	ANY OTHER ASIAN BACKGROUND		
	African Asian (including East and South African Asians		
	Kashmiri other (Kashmiri respondents not wishing to be classified under Asian Pakistani should use this category		
	Nepali		
	Sinhalese		
	Sri Lankan (all other Tamil pupils should be placed wherever appropriate in the categories above		
	Other Asian		
	BLACK OR BLACK BRITISH		
	Black Caribbean		
	ANY OTHER MIXED BACKGROUND		
	Black – Angolan		
	Black – Congolese		
	Black – Ghanaian		
	Black – Nigerian		
	Black – Sierra Leonean		
	Black – Somali		
	Black (including Sudanese of Egyptian origin)		
	Other Black (including Black South African, Angolan, Zimbabwean, Ethiopian, Rwandan & Ugandan		
	Black European		
	Black North (including Black North American & Canadian American)		
	Other Black		

Taking and using photographs & recordings

Photographs to be displayed around school:

We believe that it is important to celebrate the work of our pupils through displays around school and parents are very supportive of this. Photographs of children will often form part of these displays and may show their first name and we hope that all parents will be happy for this to happen. Full names will not be used. When photographs are taken down from displays children may be allowed to take them home. Alternatively they will be shredded. You will appreciate that it is very difficult to avoid children sometimes appearing in group photographs. However, should you wish individual photographs of your child not to be displayed please contact the Head Teacher and write a letter to us to this effect.

I have read and understand the above policies regarding use of photographs in school.

I give permission for my child's photograph to be used in school displays, publications and displayed in school.

☐

Photographs and recordings to be used on the school web site, school Twitter account and in the local press:

We also believe that it is important to celebrate the work of our pupils through our web site, Twitter account and the local press. This offers an important opportunity to share our achievements with the local and wider community.

We are fully aware of potential concerns about photographs being available both via the Internet and in the local press. To this end we operate within guidelines agreed with the Local Authority and the Department of Education to minimise potential risks to our children. Written work by children may only be identified by first names and any pictures or recordings on our web site are not accompanied by names. Where the local press wish to feature photographs of individual pupils we will always seek to contact parents beforehand if possible.

We hope that parents would wish to support this by allowing their child's work or photographs of their child to continue to be included on our website, Twitter account and in press publicity. However, if you would prefer that the web site and the local press does not feature your child we will of course respect your wishes and ask that you contact the Head Teacher and write us a letter to this effect.

I have read and understand the above policies regarding use of photographs and recordings on the school Website, Twitter account and in the local press. I give permission for my child's photograph to be used on the school website and in the local press.

☐

Photographs & recordings taken at school events:

There will be occasions during the school year where parents or carers may wish to take photographs or make a recording of their child taking part in a school activity. These activities will include school assemblies, school performances, sports events, school outings and educational visits. This may sometimes mean that your child appears in photographs/recordings alongside other children. Those taking photographs or recordings must do so on the understanding that these will always be used appropriately and not posted on any social media sites and you may be asked to sign to this effect before using a camera.

School Information Management System (SIMS)

This information along with a photograph of your child will be stored on our School Information Management System (SIMS).

I give permission for my child's photograph to be stored on the schools Information Management System (SIMS).

☐

Parental agreement for (name of child): _____

I have read and understand the above policies regarding use of the internet and use of photographs and recordings in school. I give permission for my child's photograph to be used in school publications, displayed in school, on the school website, school Twitter account and in the local press and on the schools Information Management System (SIMS).

Signed _____ Date _____

Computer safety

As part of their learning we regularly need children to search for information from suitable web sites such as those of museums, libraries, news providers, the BBC and other educationally relevant web sites. In time pupils will also be able to exchange electronic mail with partner schools.

The school has prepared a detailed Internet Access Policy which is intended to help us make the most of the opportunities that the internet offers whilst minimising the possible risks. It includes the set of Rules for Responsible Internet Use which appear on the next page and which we expect children to keep to. A full copy of our Internet Access Policy is available in school for any parents wishing to read it.

To ensure that our pupils can access the internet as safely as possible we have purchased our internet access through One IT, which operates a filtering system to block access to inappropriate materials. In addition all our computer screens are in public view and internet access is supervised. We therefore believe that the advantages of giving the children supervised access to the internet greatly outweighs any dangers.

While the use of the internet is now an integral part of school life and children would miss out if they were unable to use it, some parents do still have concerns about it and we consider it good practice to offer all parents the opportunity of asking that their child does not take part in lessons where they need to search the internet if they are unhappy about our security arrangements.

To date all parents have supported us in allowing their children to access the internet under the above tight conditions and we hope very much that this will continue. However, if you do not wish your child to have access to the internet please make an appointment to discuss this with the Head teacher.

WHINNEY BANKS PRIMARY SCHOOL

Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the individual login I have been given and the password I have been given or created;
- I will not tell anyone my password;
- I will not access other people's files;
- I will not bring in USB sticks or CDs from outside school and try to use them on the school computers, unless I have been given permission to do so;
- I will only use the computers for school work and homework

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material and switch off my monitor. I will report any unpleasant messages. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms or e-mails without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms;
- Posting anonymous messages is forbidden;
- I understand that any messages or comments I post on the learning platform will be visible and checked by a member of staff

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- Forwarding chain letters is forbidden;
- I will only send an e-mail when it has been checked by a teacher;
- I will never arrange to meet someone or give any personal information over the Internet (name, address, telephone number, name and address of school)

Think before you click.

S



I will only use the Internet and email with an adult.

A



I will only click on icons and links when I know they are safe.

F



I will only send friendly and polite messages.

E



If I see something I don't like on a screen, I will always tell an adult.

My Name:

My Signature:

Acceptable Use Policy – Rules for Using ICT in School

There are some really cool things on the Internet, but a lot of bad stuff too. This means we have to be **SMART** when we are online.

S

SECRET – I will always keep my name, address, mobile number and password **PRIVATE** – it's like giving out the keys to your home if you don't act smart.

M

MEETING someone you have contacted on the internet can be dangerous. I will only do so with a trusted adult's permission, and then when they can be with me and we'll all be in a public place.

A

ACCEPTING e-mails or opening files from people you don't really know or trust can be hurtful – they may contain viruses or nasty messages. I will only open files and messages from people I know and trust.

R

REMEMBER – someone online may be lying and not be who they say they are. I will stick to the public area in chat rooms and if I feel uncomfortable, I'll simply get out of there! I'll Be Smart and log off.

T

I'll **TELL** a trusted adult if someone or something makes me uncomfortable or worried.

My Name

My Signature