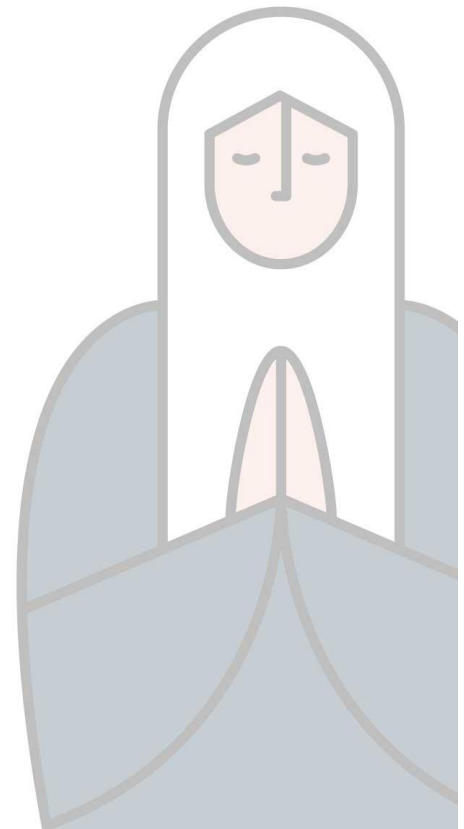




# St Modwen's Catholic Primary School

## ADMISSION PACK

RECEPTION – YEAR 6	
<b>Pupil Name:</b>	
<b>Date of Birth:</b>	
<b>Contact Number:</b>	
<b>Religion:</b>	
<i>Office use only</i>	
<b>Admission Year (Intake):</b>	
<b>Start Date:</b>	
<b>UPN:</b>	
<b>Class:</b>	
<b>House:</b>	
<b>Offer Letter:</b>	<b>Date sent:</b> <input type="text"/>
	<b>Date received:</b> <input type="text"/>
<b>Other information</b>	Attendance <input type="checkbox"/>
	Safeguarding <input type="checkbox"/>
	SEND <input type="checkbox"/>
	Behaviour <input type="checkbox"/>



## **Section 1 - Data Collection Sheet**

St Modwen's Catholic Primary School is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation became law from 25<sup>th</sup> May 2018. From this date, data subjects (the person to which personal data relates) have greater control over the processing of their personal data and organisations have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. Please find a copy of our Privacy Notice enclosed; this can also be accessed via the school's website: [www.st-modwens.staffs.sch.uk](http://www.st-modwens.staffs.sch.uk)

The data we collect about your child and their emergency contacts will be utilised in accordance with the school's Privacy Notices, Data Protection Policy and Compliant Records Management Policy. The data we collect aids us in our ability to fulfil our obligations both legally and as a public organisation in the delivery of education and supporting the welfare of our pupils. The data collected in this form will also be transferred onto electronic systems and stored in accordance with the school's defined retention periods, according to the nature of the data. It is the responsibility of the parent/carer completing this form to ensure that appropriate consent has been given by their emergency contact, to provide their details for the school.

Upon completing this form, you may be providing the school with data that is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive to an individual. This means that we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation in ensuring that that we maintain a positive and safe teaching and learning environment, where we have a legal obligation to process this data or where we have consent. Special categories of data are classified as race, ethnicity, religious beliefs, eligibility for free school meals, special educational needs, physical health and mental health information. Where we require your consent for collecting data, this will be specified within our data collection form.

### **Section 1: Pupil Data Collection Sheet**

<b>Surname</b>		<b>Legal Surname:</b>			
<b>Forename:</b>		<b>Middle Name:</b>			
<b>Preferred Forename:</b>		<b>Gender:</b>	<b>Male</b>	<b>Female</b>	<b>I prefer to use my own term</b>
<b>Date of Birth</b>		<b>Year Group:</b>			
<b>Address:</b>		<b>Post Code:</b>			
<b>Siblings (in school already)</b>					

## Emergency Contacts

Below please give details of **all** persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency. Information from school is sent home by email, therefore, where possible, please supply email address for at least Priority 1 and Priority **School requires a minimum of 2 emergency contact numbers for your child.**

Priority 1			
Mr/Mrs/Miss/Ms			
Name/Relationship			
Date of Birth of Parent			
Home Address			
Phone/Mobile <i>*Please note Mobile Phone number provided will be used on our text messaging service.</i>	Home	Work	Mobile
E-mail Address <i>*Please note e-mail provided will be used on our e-mail messaging service.</i>			
Parental Responsibility	Yes		No
Priority 2			
Mr/Mrs/Miss/Ms			
Name/Relationship			
Date of Birth of Parent			
Home Address			
Phone/Mobile <i>*Please note Mobile Phone number provided will be used on our text messaging service.</i>	Home	Work	Mobile
E-mail Address <i>*Please note e-mail provided will be used on our e-mail messaging service.</i>			
Parental Responsibility	Yes		No
Priority 3			
Mr/Mrs/Miss/Ms			
Name/Relationship			
Home Address			
Phone/Mobile <i>*Please note Mobile Phone number provided will be used on our text messaging service.</i>	Home	Work	Mobile
E-mail Address <i>*Please note e-mail provided will be used on our e-mail messaging service.</i>			
Parental Responsibility	Yes		No
Priority 4			
Mr/Mrs/Miss/Ms			
Name/Relationship			
Home Address			
Phone/Mobile <i>*Please note Mobile Phone number provided will be used on our text messaging service.</i>	Home	Work	Mobile
E-mail Address <i>*Please note e-mail provided will be used on our e-mail messaging service.</i>			
Parental Responsibility	Yes		No





## Section 2: Pupil Identity and Ethnic Background

Student ethnic background information is utilised by the school as part of our census returns to the DfE. Whilst this information is useful for the school to process, it is not mandatory to provide. This data will be accessed by approved school's personnel and stored in a secure manner physically and also electronically in the school's Management of Information System, called Arbor. Should you wish to provide the below information, the school requires signed documentation of your informed consent, which can be provided in section 4G of this documentation. **Please only complete the below information if you have provided consent.**

Section 2: Pupil Identity and Ethnic Background			
Home Language		Religion	
Country of Birth		Pupil Nationality	
<b>Ethnic Origin (please tick)</b>			
<b>White</b>	<b>British</b> - English, Welsh, Scottish, Northern Irish or British		
	<b>Irish</b>		
	<b>Traveller of Irish Heritage</b>		
	<b>Gypsy/Roma</b>		
	<b>Any other White background</b>		
<b>Asian or Asian British</b>	<b>Indian</b>		
	<b>Pakistani</b>		
	<b>Bangladeshi</b>		
	<b>Chinese</b>		
	<b>Any other Asian background</b>		
<b>Black, Black British, Caribbean or African</b>	<b>Caribbean</b>		
	<b>African</b>		
	<b>Any other Black, Black British, or Caribbean background</b>		
<b>Mixed or multiple ethnic groups</b>	<b>White and Black Caribbean</b>		
	<b>White and Black African</b>		
	<b>White and Asian</b>		
	<b>Any other Mixed or multiple ethnic background</b>		
<b>Other ethnic group</b>	<b>Arab</b>		
	<b>Any other ethnic group</b>		
<p>General Data Protection Regulation (GDPR) 2018: The school is registered under the General Data Protection Regulation (2018) 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, the NHS and DfE</p> <p><b>Please sign Section 4G Consent to issuing the identify and ethnic background information of my child, as per Section two (Pupil Identify and Pupil's Ethnic Background) of the school's data collection form .</b></p>			

### Section 3: Other Pupil Information

Pupil Medical Information							
Doctors Practice							
Doctors Name							
Telephone Number							
Does your child suffer from any health problems, if so please give details. (Please indicate any special treatment)							
Permission to contact Doctor		Yes/No (Please delete if appropriate)					
Do you give consent for us to contact other professionals who are involved with your child?		Yes/No (Please delete if appropriate)					
Names and contact numbers of any professionals involved with your child, for example health visitors, speech therapists. If you provide these details we will contact them, letting you know of any approach we make.							
Please give details of any other problems/concerns of which the school should be aware to enable us to support your child. If you provide these details we will contact them, letting you know of any approach we make.							
Please give details of any special requirements/medical conditions of parents/carers regarding access to the building or accessing information							
Medical Note(s) Please list any diagnosed medical conditions and any known allergies							
Medical Condition(s) Please list any medication or treatment including use of an inhaler							
Pupil Dietary needs and Meal arrangements							
Dietary needs		Including any food allergies:					
Meal arrangements							
EYFS & KS1		Please note: All children in EYFS (early years foundation stage) and KS1 (year groups 1 and 2) will be offered a free school meal every day. We will assume that all children in these year groups are taking a school meal unless parents contact us in writing.					
Meal arrangements for KS2 (Y3,Y4,Y5 and Y6) only		Type of Meal	Monday	Tuesday	Wednesday	Thursday	Friday
		School Meal					
		Packed Lunch					
Travel Arrangements (Please tick)							
Walk	Bicycle	Car	Car Share	Taxi	Dedicated School Bus	Public Bus Service	Other

## Section 4 - Eligibility (Pupil Premium and Free School Meals)

This information will be used to check your child's eligibility for Pupil Premium and/or Free School Meals. Please note that non-completion of this section of the form could result in your child not receiving appropriate free school meal allocations and/or additional school funding. The school receives additional pupil premium funding for each child registered for income assessed free school meals. This can be confirmed by completing the information below and ticking one of the boxes in the table provided:

Eligible Benefits (please tick the benefits you are in receipt of)		
Child Tax Credit but do not receive Working Tax Credit and that my annual household income is less than £16,190 (please note if you are receiving working tax credit, or if you have a partner and they are receiving working tax credit, regardless of income, you will not qualify)		
Income Support		
Income-Based Job Seekers Allowance		
Income Related Employment and Support Allowance		
Income Related Employment and Support Allowance		
The Guarantee Element of State Pension Credit		
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit		
Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)		
I am an Asylum Seeker – support under Part VI of the Immigration and Asylum Act 1999		
I do not receive any of the above		
Eligibility Check Parental Information Consent		
<b>Name of Claimant (Parent)</b>	<b>National Insurance Number</b>	<b>Date of Birth (Parent)</b>
<b>E-Mail Address</b>	<b>Mobile Phone Number</b>	<b>Home Address</b>
<b>Signature of Claimant</b>		<b>Date:</b>

### By signing this form, I agree that:

- you will use the information I have provided to process my claim for free school meals to verify my initial and ongoing entitlement and that you may contact other sources as allowed by law to confirm this. I also agree that, should my initial application be refused, further checks may be periodically automatically made for 30 days to see if I later become entitled. I agree that you can inform the school(s) attended by my child(ren) of their initial and ongoing entitlement to free school meals. I also understand that the results of any eligibility check may also be used to assess entitlement to receive free travel to school or eligibility of pupil premium or create a free school meals claim for a sibling at a later date if they are entitled.
- the information provided on this application form will be used to ensure that the council's records are correct and may also be shared with other agencies and service providers to ensure that my family receives an appropriate service. The full data protections statement can be found at: <https://www.staffordshire.gov.uk/health/childrenandfamilycare/yourdata/Yourdata.aspx>.
- the information I have provided is true to the best of my knowledge, and understand that any false or deliberately misleading information provided on this form and/or supporting papers may render this application invalid and could lead to the withdrawal of free school meals. I also agree to notify the Free School Meal Service and school of any change of address. I agree that the Free School Meals Entitlement Service can contact any relevant agencies in order to validate this application.



## Section 5 – Consents and Permissions

### Section A: Photographs, Video and Media Consent

We pride ourselves in celebrating our children’s success/achievements and recording their learning and care journey and this involves school recording those through the use of video and photographs which we share using various methods of media communications.

To facilitate school safe gathering, storing and publication of photographic/video images of your child school has in place:

- Parental Consent for school to take, store and publish images of your child. Section A
- Conditions of use of those photographic/video images school adopted by school. Section A1
- Parental School Protocol Agreement: for parents video recording and taking photographic images in school. Section A2

### Section A: Parental Consent – Photographs, Video and Media

Consent Granted For		Yes	No
<b>Section A1: Photographs, Video and Media – Consent to take pictures/images</b>			
<b>I give consent for school to:</b>			
<ul style="list-style-type: none"> <li>• take my child’s image/photograph in school and whilst on school educational visits</li> <li>• take video and media footage of my son/daughter in school and whilst on school educational visits</li> <li>• record my child’s image on video or webcam</li> <li>• use a professional photographer to take photographs of my child and release to my family for sale. The photographer would have possession of the photos on their equipment, not school equipment.</li> </ul>			
<b>Parental Consent</b>			
<b>I consent to the school processing of my child’s photographic data, as selected above by providing my signature below.</b>			
<b>I consent to the Parental School Protocol Agreement: Recording/Photography of children in school:</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			
<b>Section A2: Photographs, Video and Media – Publication in school</b>			
<b>I give consent for school to use my child’s image:</b>			
<ul style="list-style-type: none"> <li>• in printed publications that we produce for promotional purposes such as a prospectus or on project display boards</li> <li>• to celebrate achievements within school by displays, certificates or other media that identifies them</li> <li>• to be included in any school or class Yearbook and other mementos on leaving the school (if applicable)</li> <li>• photographed for school group photos, that may be bought by other families who have children in the photo.</li> </ul>			
Are there any reasons why your child cannot participate in events and performances that may be recorded or photographed and shared with the school community? If yes, please contact school to explain your concerns.		<b>Yes</b>	<b>No</b>
<b>Parental Consent</b>			
<b>I consent to the school processing of my child’s photographic data, as selected above by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			
<b>* Please note that websites and social media platforms can be viewed throughout the world, not just in the United Kingdom where UK law applies*</b>			

<b>Section A3: Photographs, Video and Media – Media outside of school (not social media)</b>	
<b>I give consent for school:</b>	
<ul style="list-style-type: none"> <li>to use my child's images and their details for publication such that they may be identified as an individual or as part of a small group? For example, raising money for charity that is recognised in the local media (local press, radio or TV).</li> </ul>	
<b>Parental Consent</b>	
<b>I consent to the school processing of my child's photographic data, as selected above by providing my signature below.</b>	
<b>Parental Signature:</b>	
<b>Date:</b>	
<b>Section A4: Photographs, Video and Media – Publish on social media</b>	
<b>I give consent for school to use my child's image:</b>	
<ul style="list-style-type: none"> <li>on the school website* and school social media, Twitter and Facebook.</li> </ul>	
<b>Parental Consent</b>	
<b>I consent to the school processing of my child's photographic data, as selected above by providing my signature below.</b>	
<b>Parental Signature:</b>	
<b>Date:</b>	

### Conditions of use by school:

1. This form is valid for the period of time your child attends this school. The withdrawal consent will automatically expire after this time. Historic photographs will remain on our school website.
2. You can consent or withdraw consent at any time by giving written notice to the school. A withdrawal form is available to download from our website or you can email **office@st-modwens.staffs.sch.uk** to obtain a form.
3. We will not re-use any identifiable photographs or recordings after your child leaves this school.
4. We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications without good reason. For example, we include the full names of pupils in a newsletter to parents if the pupil has won an award
5. We will not post your child's name on a social media post which contains their photograph, so that they are not identifiable by name, picture and school uniform, but we may post your child's work and/or mention them by first name only in an associated post about their class – just like we currently do for our newsletter announcements.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
7. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
8. We may include pictures of pupils and teachers that have been drawn by the pupils.
9. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
10. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

**Please note:**

- The press, in certain circumstances, are exempt from the GDPR Act 2018 and may want to include the names and personal details of children and adults in the media.
- Parents, family members and friends taking photographs of children within school at events such as plays and sports day for their personal, domestic use is also exempt from the GDPR Act 2018 and, therefore, do not need to gain consent. However, in line with good practice, we ask parents to sign a Parental Photography Consent Form relating to use of images taken at school events.

**Parental Photography Consent Form**

We recognise that parents/carers will want to record productions or special events that their children are involved in. We therefore request parents/carers to sign the above agreement to cover the taking and use of such images. This will ensure that the requirements of the General Data Protection Regulations (2018) are adhered to and the wishes of other parents/carers are respected.

**Parental School Protocol Agreement: Recording/Photography of children in school:** Please sign in Section A1 of this form for consent and agreement to school protocols below:

1. use recording/photography equipment only in the designated areas;
2. use recording/photography equipment on the agreed date and time only;
3. respect the rights of other parents, and will not attempt to make any recordings if full parental consent cannot be obtained;
4. stand to the rear of the designated area to avoid obstructing the view of others;
5. avoid taking unnecessary close-ups of individual children (other than my own child);
6. avoid taking any photos which could cause embarrassment or distress;
7. stop recording/taking photos on the request of any staff member;
8. ensure any photographs or videos taken are for my personal use only;
9. not sell, publish or display such images in any form, including uploading of photos on to the internet, in line with Data Protection.

## Sections B: School Educational Visits, Enrichment activities and Third party learning

Your child will have the opportunity to take part in many exciting inspirational enrichment opportunities during their time at St Modwen's which include:

- **School Educational Visits**
- **School enrichment opportunities**
- **Third parties delivering a range of learning opportunities in school to support school's delivery of the Curriculum**

Please complete the Consent form below to provide parental consent for your child to participate in those activities/opportunities.

Consent Granted For		Yes	No
<b>Section B1: School Educational Visits – Consent to take pictures/images</b>			
<b>I give consent to school to:</b> <ul style="list-style-type: none"> <li>• go on Local Area visits with their class as part of their curriculum studies. (e.g. to church, walk to the post box).</li> <li>• travel by minibus to events within school hours.</li> </ul>			
<b>Parental Consent</b>			
<b>I consent for my child to take part in School Educational visits, as selected above by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			
Consent Granted For		Yes	No
<b>Section B2: Enrichment Activities</b>			
<b>I give consent to school:</b> <ul style="list-style-type: none"> <li>• to share information about my son/daughter to recognise key events such as birthdays within the school community</li> <li>• for my child to attend sporting fixtures during school and after school.</li> <li>• to consent for school to share details of my son/daughter's sporting activities for fixtures and achievements in school and in publications</li> <li>• my child to participate in food tasting sessions as part of lessons or to eat food provided for celebrations. (Any allergies will be listed on the medical information form)</li> <li>• my child to wear face paints or make up for school productions and use make up remover. (Any allergies will be listed on the medical information form)</li> <li>• my child to watch PG rated films or clips where they are deemed suitable by teachers or linked to the curriculum.</li> </ul>			
<b>Parental Consent</b>			
<b>I consent for my child to take part in School Enrichment activities, as selected above by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			

Consent Granted For		Yes	No
<b>Section B3: Third Parties at school</b>			
<b>I give consent for school to:</b> <ul style="list-style-type: none"> <li>share details with organisers of end of school events, such as discos and concerts. This is to enable children to be checked in and out of the event securely</li> <li>share basic details with third party providers, such as before and after school clubs, music and sport providers who may be engaged directly by me</li> <li>share information about my son/daughter with organisations such as the Duke of Edinburgh scheme</li> </ul>			
<b>Parental Consent</b>			
<b>I consent for school to share my child's information/details with third parties, as above by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			

## Sections C: Medical, Care and Intimate Care Consents for your child

It is important that you provide school with details and consent to enable us to support your child's medical, care and intimate care needs. To enable school to fulfil this we need the following parental consents.

Consent Granted For		Yes	No
<b>Section C: Medical and Care Consent</b>			
<b>I give consent:</b> <ul style="list-style-type: none"> <li>for school to contact my child's Doctor</li> <li>for school to contact other professionals who are involved with your child</li> <li>for my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present</li> <li>consent for my child to receive intimate care (e.g. help with changing or following toileting routine). <ul style="list-style-type: none"> <li>I understand that staff will endeavour to encourage my child to be independent.</li> <li>I understand that I will be informed discretely should the occasion arise.</li> <li>I will provide spare pants, socks and uniform in case of emergencies</li> </ul> </li> <li>for my child to travel by private car in the event of an emergency (e.g. to take them to hospital).</li> </ul>			
<b>Parental Consent</b>			
<b>I consent for my child to access medical and care by school, as selected above by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			

## Sections D: Pupil Internet/ICT use in school

Your child will be required to use ICT and digital technology whilst in school to support their learning. School has well-developed and robust ICT Acceptable use of ICT Policies in school it expects all users to adhere to for safeguarding and General Data Protection Regulation (GDPR) compliance.

It is important that you agree to the school Acceptable use of ICT Policy and consent for your child to access the internet and use electronic mail. To enable school to fulfil this we need the following parental consents.

Consent Granted For	Yes	No
<b>Section D: Pupil Internet/ICT use in school</b>		
<b>I:</b> <ul style="list-style-type: none"> <li>give consent for my child to use electronic mail and the internet. I understand that students are held accountable for their own actions</li> <li>I agree to the school Acceptable Use of ICT Policy – reference Section</li> </ul>		
<b>Parental Consent</b>		
<b>I consent as above for my child's use of Internet/ICT in school , as selected above by providing my signature below.</b>		
<b>Parental Signature:</b>		
<b>Date:</b>		



### EYFS / KS1 / KS2

## Pupil Acceptable Use Policy Agreement School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

**Please read the relevant statements with your child and complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement (above), access will not be granted to school ICT systems. This form covers the time your child is attending St. Modwen's Catholic Primary School.**

*This school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unsuitable.*

Acceptable Use Policy Agreement for EYFS Pupils
This is how we stay safe when we use computers: <ul style="list-style-type: none"> <li>I will ask a teacher or suitable adult if I want to use the computers / tablets.</li> <li>I will only use activities that a teacher or suitable adult has told or allowed me to use.</li> <li>I will take care of the computer and other equipment.</li> <li>I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.</li> <li>I will tell a teacher or suitable adult if I see something that upsets me on the screen.</li> <li>I know that if I break the rules I might not be allowed to use a computer / tablet.</li> </ul>

## Children’s Records and Learning Journey Consent Form (EYFS)

As encouraged throughout the Early Years Foundation Stage (EYFS), we will have in place detailed individual learning journeys for all children in our setting, which will document, evidence and monitor their learning and development progress.

In all children’s learning journeys, we will include observations of your child at play, photographs and other information. The photographs could include individual and group play. It is likely that some of these group photographs will capture other children at play, so we therefore ask that you give permission for any photographs of your child involved in group play to be included in other children’s learning journeys. If you would like to restrict your consent please state this in writing giving details of your request and return with this consent form.

Please also note that should any parent/carer not grant consent to include group images in other learning journeys, relevant images will not be shared across the learning journeys of other children.

If permission is granted for the sharing of images across learning journeys, these images cannot be shared with others or publicised in any way without the explicit consent of the parents /carer whose children may be included i.e. any social networking site.

This consent granted below is valid for the duration of your child’s time at our school. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Consent Granted For	Yes	No
<b>Section D1: Learning Journey Consent: EYFS children only</b>		
I consent to group photographs being included in other children’s learning journeys (EYFS Children only)		
I understand that any data included in my child’s learning journey which relates to another child is for my information only and I will not publicise or share it in any way. (EYFS Children only)		
<b>Parental Consent</b>		
<b>I consent as above for my child’s Learning Journey Consent, as selected above by providing my signature below.</b>		
<b>Parental Signature:</b>		
<b>Date:</b>		

## Acceptable Use Policy Agreement for Key Stage One Pupils

Acceptable Use Policy Agreement for Year 1 and Year 2 Pupils
<p>This is how we stay safe when we use computers:</p> <ul style="list-style-type: none"> <li>• I will only access the system with the username and password provided.</li> <li>• I will ask a teacher or suitable adult if I want to use the computers or tablets.</li> <li>• I will only use activities that a teacher or suitable adult has told or allowed me to use.</li> <li>• I will take care of the computer and other equipment.</li> <li>• I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.</li> <li>• I will tell a teacher or suitable adult if I see something that upsets me on the screen.</li> <li>• The messages I send will be polite and responsible.</li> <li>• I know that if I break the rules I might not be allowed to use a computer or tablet.</li> <li>• I understand that there will be checks and monitoring of computers and the internet sites I visit.</li> </ul>

## Acceptable Use Policy Agreement for Key Stage Two Pupils

Acceptable Use Policy Agreement for Year 3 - Year 6 Pupils	
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.	
<b>For my own personal safety:</b>	
<ul style="list-style-type: none"> <li>• I understand that the school will monitor my use of the ICT systems, devices and digital communications.</li> <li>• I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password.</li> <li>• I will be aware of “stranger danger”, when I am communicating on-line.</li> <li>• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers etc.)</li> <li>• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.</li> </ul>	
<b>I understand that everyone has equal rights to use technology as a resource and:</b>	
<ul style="list-style-type: none"> <li>• I understand that the <i>school</i> systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.</li> <li>• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.</li> <li>• I will not use the <i>school</i> systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.</li> </ul>	
<b>I will act as I expect others to act towards me:</b>	
<ul style="list-style-type: none"> <li>• I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.</li> <li>• I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.</li> <li>• I will not take or distribute images of anyone without their permission.</li> </ul>	
<b>I will act as I expect others to act towards me:</b>	
<ul style="list-style-type: none"> <li>• I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.</li> <li>• I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.</li> <li>• I will not take or distribute images of anyone without their permission.</li> </ul>	
<b>I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:</b>	
<ul style="list-style-type: none"> <li>• I will only use my own personal devices (USB devices) in school if I have permission I understand that, if I do use my own devices in the <i>school</i>, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.</li> <li>• I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.</li> <li>• I will immediately report any damage or faults involving equipment or software, however this may have happened.</li> <li>• I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).</li> <li>• I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.</li> </ul>	
<b>When using the internet for research or recreation, I recognise that:</b>	
<ul style="list-style-type: none"> <li>• I should ensure that I have permission to use the original work of others in my own work.</li> <li>• Where work is protected by copyright, I will not try to download copies (including music and videos).</li> <li>• When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.</li> </ul>	
<b>I understand that I am responsible for my actions, both in and out of school:</b>	
<ul style="list-style-type: none"> <li>• I understand that the <i>school</i> also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).</li> </ul> <p>I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be stopped from using the internet and will receive appropriate sanctions.</p>	

Section D2: Acceptable Use Policy Agreement Consent		
Parental Consent		
<b>I consent to my child respecting and adhering to the school protocols set out above in the above school’s Acceptable Use Policy Agreement</b>	<b>Yes</b>	<b>No</b>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parental Signature:</b>		
<b>Date:</b>		



## Sections E: Childcare Costs/Eligibility for Free School Meals/Pupil Premium Funding

School will use the data/information provided by parents (Admissions Pack/Free School Meal- Pupil Premium Eligibility Form) to check your child's eligibility for Pupil Premium and/or Free School Meals. School encourages all parents who are eligible for the benefits shown below to complete the Application form and submit to school or to register their eligibility direct by accessing <https://www.cloudforedu.org.uk/ofsm/link2ict>

It is important that you consent to school using and storing data/information to check the eligibility for Child Care funding, Free School Meals and /or Pupil Premium. To enable school to fulfil this we need the following

Eligible Benefits
Child Tax Credit but do not receive Working Tax Credit and that my annual household income is less than £16,190 (please note if you are receiving working tax credit, or if you have a partner and they are receiving working tax credit, regardless of income, you will not qualify)
Income Support
Income-Based Job Seekers Allowance
Income Related Employment and Support Allowance
Income Related Employment and Support Allowance
The Guarantee Element of State Pension Credit
Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
I am an Asylum Seeker – support under Part VI of the Immigration and Asylum Act 1999
I do not receive any of the above

parental consents.

Consent Granted For	Yes	No
<b>Section E: Childcare Costs/Eligibility for Free School Meals/Pupil Funding</b>		
I give consent for school/nursery to use my details, including National Insurance number, to check eligibility for Child Care place funding, Free School Meals and/or Pupil Premium		
I consent to the school/nursery to retain this information on file to continue to monitor eligibility		
<b>Parental Consent</b>		
<b>I consent as above for school to process the above information to determine my child's eligibility for Free School Meal/Pupil Premium Funding by providing my signature below.</b>		
<b>Parental Signature:</b>		
<b>Date:</b>		

## Sections F: School News updates and Parental Comms

School values the importance of sharing information with parents on school life and your child/ren’s learning and care. We also value two way communication with our parents and carers as part of our continued strive for excellence across all our service areas. To facilitate this school:

- **requires your email address and mobile phone number** as detailed in section one of this form, to utilise in accordance with ParentMail, our cashless payment system, in order to fulfil its financial requirements on the premises.

The school wishes to continue our effective communication with parents and carers. As part of our communication provision, the school subscribes to ParentMail who provide text messaging and email system services to allow us to provide communications such as important reminders and updates. Correspondence of this nature will be sent to your persons with parental responsibility. Service providers utilised by the school are compliant with Data Protection laws; your telephone numbers will not be passed to any third-party providers without your consent. Your consent can be provided on section eight of this form to receive updates and information from school.

The school is also pleased to provide our parents and carers with updates through use of our newsletter. Newsletters will be displayed on the school website and may also be sent to you via email, with your consent.

The school requires signed documentation of your informed consent, please complete and sign below to provide your consent for School News update and Parental Comms.

Consent Granted For		Yes	No
<b>Section F: School News updates and Parental Comms</b>			
<b>I consent to:</b> <ul style="list-style-type: none"> <li>• the school contacting me by text message, on the number I have provided, for the purpose of school information, reminders and updates. I will ensure that I keep the school informed of my up to date mobile number at all times, or if the number is no longer in my possession. (PLEASE NOTE: WE CANNOT ACCEPT INCOMING TEXT MESSAGES.)</li> <li>• receiving important school reminders and updates via email by providing my signature below</li> <li>• receiving information from the school in the form of newsletters and similar notifications by providing my signature below</li> </ul>			
<b>Parental Consent</b>			
<b>I consent as above for school to process the above information by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			

## Sections G: School Data Collection – Pupil Admission Pack

Thank you for completing our School Admission Pack for you child. School requires your confirmation below that the information provided in your Child’s Admission Pack is correct and that you agree to update school of any changes to your child’s records during their attendance at St Modwen’s Catholic Primary School. Changes to your child’s record can be made by parents direct on the Arbor App or you can inform the school directly by contacting the school Business Team at [office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk).

Consent Granted For		Yes	No
<b>Section G: School Data Collection - Pupil Admission Pack</b>			
<b>I confirm that the information provided in:</b> <ul style="list-style-type: none"> <li>• <b>Section 1 (Data Collection Sheet)</b> of the Admission Pack is correct and I agree with the processing of this data</li> <li>• <b>Section 2 (Pupil Identity and Ethnic Background)</b> is correct and I consent to issuing the Pupil identify and Ethnic background information of my child to school. I agree with the processing of this data</li> <li>• <b>Section 3 (Other Pupil Information)</b> is correct and I agree with the processing of this data. I will ensure I provide any medication my child needs to support their medical needs in school</li> <li>• <b>Section 4 (Eligibility – Pupil Premium and Free School Meals)</b> of the Admission Pack is correct and I agree with the processing of this data</li> <li>• <b>Section 5 (Consents and Permissions)</b> of the Admission Pack is current and I agree with the processing of this data</li> <li>• I will immediately inform school of any changes relating to my child’s pupil records.</li> </ul>			
<b>Parental Consent</b>			
<b>I consent as above for school to process the above information by providing my signature below.</b>			
<b>Parental Signature:</b>			
<b>Date:</b>			

**Withdrawing Consent:** Should you wish to withdraw your consent at any time, please contact the office on 01283247560 / [office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk) to confirm the withdrawal of consent. Upon the withdrawal of your consent to process data of this nature, no further processing will be undertaken. This form will be valid from the date in which it is signed, unless a withdrawal of consent is made. This data will be retained and deleted in accordance with the School’s Compliant Records Management Policy.

**If you have any queries or concerns in relation to the protection of data, please contact the school’s data administrator via 01283247560/[office@st-modwens.staffs.sch.uk](mailto:office@st-modwens.staffs.sch.uk)**

Thank you for completing our Nursery Application pack and choosing St Modwen’s Catholic Primary for your child’s Nursery phase of Education. I would like to offer you and your family a warm welcome to St Modwen’s Catholic Primary School, we look forward to working in partnership with you to support your child’s learning and spiritual development.

**Yours sincerely**



**Mrs A Sherratt (Headteacher)**