



Lings Primary School Data Collection Form-

Thank you for choosing Lings Primary School for your child. The school is required under the General Data Protection Regulations (GDPR) to ensure that personal data we collect is used in an appropriate manner and kept securely. The individuals whose data we use are encouraged to keep their information up to date and inform the school of any changes. Further information on how we use your information and who we share it with can be found in the NPAT GDPR Parent Privacy Notice on the school website.
www.lings-primary.co.uk

Please complete **all sections** of this form to ensure we have all of the information we require.

Section 1: Your Child's Details

| Information Relating to your Child | | | |
|---|--|-------------------|--|
| Legal Surname | | | |
| Legal First Name | | Legal Middle Name | |
| Year Group | | Class | |
| Date of Birth | | Gender | |
| Address where child lives | | | |
| Postcode | | | |
| Country of Birth | | Nationality | |
| Name and address of previous school/nursery | | | |

Section 2: Family Details

| Are parents separated/divorced? | | | | | |
|---|--|------|--|---------|--|
| Has a court order been issued? | | | | | |
| Position of child in family (e.g. 1 st , 2 nd , 3 rd) | | | | | |
| Other children in the family | | | | | |
| Name: | | DOB: | | School: | |
| Name: | | DOB: | | School: | |
| Name: | | DOB: | | School: | |
| Name: | | DOB: | | School: | |



Section 3 – Contacts

Please see below all Parents and Contacts, these should be listed in priority order of people that should be contacted in case of an Emergency. These are very important to us. If your child becomes ill during the day we need to be able to contact you, or someone acting for you who are able to collect your child. Please give a minimum of two contact numbers.

| Emergency Contact – Priority 1 | | | |
|--|--|--------------|--|
| Title (Mr/Mrs/Ms) | | Home Phone | |
| First Name | | Mobile Phone | |
| Surname | | Work Phone | |
| Email Address | | | |
| Address | | | |
| Postcode | | | |
| Relationship to child | | | |
| Does the person above have parental responsibility for the child in Section 1? | | | |

| Emergency Contact – Priority 2 | | | |
|--|--|--------------|--|
| Title (Mr/Mrs/Ms) | | Home Phone | |
| First Name | | Mobile Phone | |
| Surname | | Work Phone | |
| Email Address | | | |
| Address | | | |
| Postcode | | | |
| Relationship to child | | | |
| Does the person above have parental responsibility for the child in Section 1? | | | |

| Emergency Contact – Priority 3 | | | |
|--|--|--------------|--|
| Title (Mr/Mrs/Ms) | | Home Phone | |
| First Name | | Mobile Phone | |
| Surname | | Work Phone | |
| Email Address | | | |
| Address | | | |
| Postcode | | | |
| Relationship to child | | | |
| Does the person above have parental responsibility for the child in Section 1? | | | |



SECURITY QUESTION

Please chose a security password to give to anyone who may collect your child. We will not release a child to anyone who cannot quote this password.

PASSWORD

Section 4: Child's Medical Details

| | | | |
|--|--|----------------------------------|--|
| Doctor's Name | | Phone No. | |
| Doctor's Surgery | | | |
| Address | | | |
| Dietary Needs | Halal <input type="checkbox"/> | No Beef <input type="checkbox"/> | No Dairy <input type="checkbox"/> No Nuts <input type="checkbox"/> |
| | No Pork <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other please specify..... | | |
| Has an Educational Healthcare Plan (EHC) or Statement of Special Educational Needs been issued in respect of your Child? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Does your child receive any additional Learning Support in school? | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| MEDICAL FORM ONE | NO | YES | Medicine and Dosage |
| | | | Adult Supervision |
| | | | Self-Administered |
| Asthma | | | |
| Does your child currently use an inhaler | | | |
| Diabetes | | | |
| Epilepsy | | | |
| Hay Fever | | | |
| Bladder conditions(see section 2) | | | |
| Heart condition(see section 2) | | | |
| Eye Condition(see section 2) | | | |
| Hearing problems(see section 2) | | | |
| Eczema/Psoriasis | | | |
| Mobility difficulties(see section 2) | | | |
| Allergy to Medicine(see section 2) | | | |
| Allergy to any food/latex/other(see section 2) | | | |
| Recent injury (in last month) | | | |



MEDICAL FORM 2

Please give full details of any condition and pre-scribed medication or treatment from Medical Form 1

Is there any other condition not listed on Medical Form One that we should be aware of?

Are any of the conditions you have answered yes to not known to the Child? (Please give details)

Section 5: Ethnicity Based Statistics

Please tick the most appropriate boxes below that relates to your child.

| Ethnic Origin of Child | | | | | | | |
|------------------------|--------------------------|----------------------------|--------------------------|---|--------------------------|----------------------------|--------------------------|
| British | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> | White/Black African | <input type="checkbox"/> |
| Gypsy/Roma | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Irish | <input type="checkbox"/> | White/Black Caribbean | <input type="checkbox"/> |
| Other Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Irish Traveller | <input type="checkbox"/> | Any other Asian background | <input type="checkbox"/> |
| Other Ethnic Group | <input type="checkbox"/> | Somali | <input type="checkbox"/> | Vietnamese | <input type="checkbox"/> | Any other Black background | <input type="checkbox"/> |
| White/Asian | <input type="checkbox"/> | Any other White background | <input type="checkbox"/> | I do not wish to have this information recorded | | | <input type="checkbox"/> |

| | |
|--|--|
| Language normally spoken in the child's home | |
| First Language of child | |
| Religion of child | |



Section 6: Transport

| Pupil's Usual Mode of Transport to and from School | | | | | | |
|--|--|--------------------|--|-----------|--|------------------------------|
| Walk | | Public Bus Service | | Cycle | | Other (please specify below) |
| Car | | Taxi | | Car Share | | |

Section 7: Consents

A - Parent Communication and Payment System

We use a service called Schoolcomms to communicate directly with parents by email and texts and to take payments for school trips. This service is compliant with GDPR. There is no advertising or cost associated with Schoolcomms. You will receive automated emails from Schoolcomms and you will need to follow the steps to register.

| | |
|--|----------------------------------|
| I confirm that my email address can be supplied to Schoolcomms for the purposes of school communication regarding my child as stated on this form and that my email address will be stored on our Schoolcomms system for the duration of my child's attendance at Lings Primary School. After this time, we will delete your details from our Schoolcomms system. | I agree <input type="checkbox"/> |
| I confirm that my mobile telephone number can be supplied to for the purposes of school communication via text regarding my child as stated on this form and that my mobile phone number will be stored on the Schoolcomms system for the duration of my child's attendance at Lings Primary School. After this time, we will delete your details from our Schoolcomms system. | I agree <input type="checkbox"/> |
| I confirm that my child's following information can be supplied to Schoolcomms for the purposes of school communication and that these details can be stored on Schoolcomms for the duration of my child's attendance at Lings Primary School. After this time, your details will be deleted. | I agree <input type="checkbox"/> |

B - School Visits

From time to time, the school will take classes of children on local visits to enhance curriculum. Your child will always be under the supervision of a member of the school staff.

| | |
|---|------------------------------|
| I give consent for my child to be taken off the school site for visits to local places of interest. | Yes <input type="checkbox"/> |
| I give consent for my child to travel in the school minibus for the purpose of school activities. | Yes <input type="checkbox"/> |

Parent/Carer/Child Acceptable Use Agreement

As part of an enriched curriculum, your child will be accessing the internet, school email and virtual learning environment via a filtered service provided by the EXA Network. In order to support the school in educating students about safe use of the internet, we are asking parents and children to read and sign acceptance of the below acceptable use rules.

The rules provide an opportunity for further discussions with your child about safe and appropriate use of the internet and other online tools (e.g. mobile phones), both within and beyond school (e.g. at a friend's house or at home). Sanctions in place for misuse of technologies and subsequent breach of the rules are detailed in full in the Acceptable Use of Technologies Policy which parents/carers are welcome to view on our school website.



Acceptable Use Rules

Child Agreement

Name _____ Class _____

- I understand the rules for using the internet and email safely and responsibly.
- I know that the adults working with me at school will help me to stay safe and check that I am using the computers to help me with my work.

Child signature _____ Date _____

Parent/Carer Agreement

- I have read and discussed the rules with my child and confirm that he/she has understood what the rules mean.
- I understand that the school will use appropriate filtering and ensure appropriate supervision when using the internet, email and other online tools.
- I understand that filtering can never be completely foolproof and occasionally inappropriate materials may be accessed. I accept that the school will endeavour to deal with any incident that may arise swiftly and according to policy.
- I understand that my child's safe use of the internet and online technologies outside of school is my responsibility.

Parent/Carer Signature _____ Date _____

KEY STAGE ONE ON LINE RULES

These are our rules for using the internet safely.

Our online rules

- We learn how to use the internet safely
- We can send and open messages with an adult
- We can write polite and friendly emails or messages to people that we know.
- We only tell people our first name.
- We learn to keep our password a secret.
- We know who to ask for help.
- If we see something we do not like we know what to do.
- We know that it is important to follow the rules.
- We are able to look after each other by using the internet safely.
- We can go to www.thinkuknow.co.uk for help.



KEY STAGE TWO ON LINE RULES

These are our rules for using the internet safely and responsibly.

Our online rules

- We use the internet to help us learn and we know how to use it safely and responsibly.
- We send emails and messages that are polite and friendly.
- We will only email, chat or go on webcam with people that we know in real life, with permission from our teachers or parents.
- We make sure that an adult always knows when we are online.
- We never give out passwords or personal information (like our full name, school or address)
- We never post photographs without permission and never include names with photographs.
- We know who to ask if we need help.
- If we see anything on the internet or on an email that is scary or makes us feel uncomfortable, we know what to do.
- We never open emails or links from people we don't know.
- We know that the rules are there to keep us safe and must not be broken.
- We are able to keep ourselves and each other safe by using the internet in a responsible way
- We can go to www.thinkuknow.co.uk for help.

Signed _____

Date _____

Further information and Guidance

- www.parentscentre.gov.uk (for parents and carers)
- www.ceop.co.uk (for parents/carers and adults)
- www.iwf.org.uk (for reporting of illegal images or content)
- www.thinkuknow.co.uk information and resources for children, teenagers, parents/carers and professionals
- www.netsmartkids.org (5-17)
- www.kidsmart.org.uk (all under 11)
- www.phonebrain.org.uk (Year 5 – 8)
- www.bbc.co.uk/cbbc/help/web/staysafe (Year 3-4)
- www.hectorsworld.com (for FS. Yr 1 and 2 and is part of the thinkuknow website above)
- www.education.gov.uk (for adults and professionals)
- www.digizen.org.uk (for materials from DCSF around the issue of cyberbullying)



C – Free School Meals

| | | |
|--|------------------------------|-----------------------------|
| I confirm my child is eligible for Early Year Pupil Premium | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I confirm my child is eligible for Free School Meals | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

D-Photographs

The school may wish to use photographs of pupils engaged in school activities and trips and on the Lings Primary School website, school social media and blogs, displays around the school, press, school promotional materials and performance DVD's. These photos may be used for up to one academic year after your child leaves the school. In order to be compliant with GDPR we need to seek your consent to use your child's photo. For further details please refer to the NPAT GDPR Parent Privacy Notice.

| | |
|--|----------------------------------|
| I confirm that my child's photograph can be used on the school website | I agree <input type="checkbox"/> |
| I confirm that my child's photograph can be taken and be used on the following social media sites and blogs used by the school Facebook, Twitter and School Blogs | I agree <input type="checkbox"/> |
| I confirm that my child's photograph can be taken and be used on in press articles that are approved by the school | I agree <input type="checkbox"/> |
| I confirm that my child's photograph can be taken and be used on school promotional materials | I agree <input type="checkbox"/> |
| I confirm that my child's photograph can be taken and be used for school performance DVDs | I agree <input type="checkbox"/> |

E– Early Years Foundation Stage Nursery and Reception Only

This school uses Tapestry to share information about your child's development in the reception year.

| | |
|--|----------------------------------|
| I confirm that my email address can be supplied to Tapestry and that my email address will be stored on the Tapestry system for the duration of my child's attendance in reception at Lings Primary School. After this time, we will delete your details from the system. | I agree <input type="checkbox"/> |
| I confirm that my child's name can be supplied to Tapestry | I agree <input type="checkbox"/> |
| I confirm that my child's date of birth can be supplied to Tapestry | I agree <input type="checkbox"/> |
| I confirm that my child's photographs can be supplied to Tapestry | I agree <input type="checkbox"/> |
| I confirm that my child's class name can be supplied to Tapestry | I agree <input type="checkbox"/> |
| I confirm that my child's progress will be shared with me confidentially via Tapestry | I agree <input type="checkbox"/> |
| I confirm that group photographs taken within the reception year may be shared in their classmates learning journeys. | I agree <input type="checkbox"/> |
| I confirm that my child's name may be shared with other reception families for the purpose of planning birthday parties and Christmas card lists | I agree <input type="checkbox"/> |



TO BE COMPLETED BY YEAR 5 AND YEAR 6 PARENTS/CARERS ONLY

YEAR 5/6 WALKING HOME AND MOBILE PHONE PARENT/SCHOOL AGREEMENT

Children in Year 5 and Year 6 are allowed to walk home after school by themselves with written permission from their parent/carer. Should you wish your child to walk home from school alone, please complete the form below. **Until we receive written consent, we would expect your child to be met and collected from the playground at 3.15.**

We would prefer children not to bring mobile phones to school as there is usually no need for them to have it. However, in certain cases we understand that a child may have a longer walk home or may need to use public transport. In these circumstances it would be acceptable to bring a mobile phone as it would be peace of mind for both child and parent. Therefore, should your child need to bring a mobile phone to school we require written parental consent along with the understanding that Lings Primary School is not responsible for any loss or damage to the phone. Mobile phones **must not be used** on the school premises at any time, in any circumstance. They must be placed into the container provided by the class teacher as soon as school begins and collected from the container at the end of the day. Where phones are used on the the school premises parents will be informed and continued misuse will result in school permission to bring a mobile phone to school being withdrawn.

Year 5/6 Permission to walk home without an adult.

I give permission for..... to walk home unaccompanied from Lings Primary School at 3.15pm
 Class.....
 Parent/Carers signature.....
 Date.....

Year 5/6 Request to Bring a Mobile Phone to School

I request permission for my child.....to bring their mobile phone to school.

The reasons are.....



YEAR 5/6 WALKING HOME AND MOBILE PHONE PARENT/SCHOOL AGREEMENT

- I understand the LPS cannot accept responsibility for any damage or loss of my child's mobile phone.
- I have spoken with my child to explain that their phone must not be used in any circumstance whilst on the school premises.
- I have spoken with my child to explain that they must place their mobile phone into the container provided by the class teacher at the start of the school day and collected at the end of the day.
- I understand that if my child does not follow these rules they will not be allowed to bring their mobile phone to school

Name of child.....

Class

Parent/Carer Signature.....

Date



| | |
|------------------|--|
| Signature | |
| Name | |
| Date | |

School Office Use Only:

| | |
|---------------------------------------|--|
| Admission Date | |
| UPN Number | |
| House | |
| Admission Number | |
| Birth Certificate Verification | |
| Entered on SIMS | |
| Entered on Schoolcomms | |
| Copy to EAL Co. | |