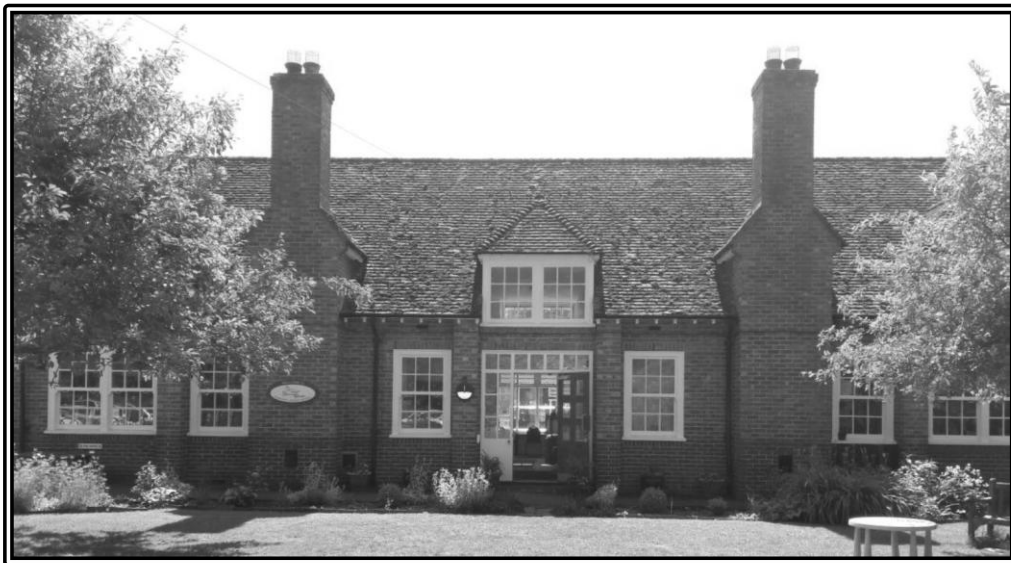




WHERWELL PRIMARY SCHOOL

Registration Documents



CHILD'S SURNAME.....

FIRST NAME(S).....

DATE OF BIRTH.....

Welcome to Wherwell Primary School.

We are so pleased you have chosen to join our community!

To help us care for your child whilst they are with us, we need you to complete ALL the forms in this booklet. There are a lot of them, sorry, but each of them serves an important purpose.

It is important that all the forms are completed accurately and that you sign wherever we have asked for a signature. If for any reason you do not give permission, simply put a line through the signature box.

Included in this pack are the key forms and information that we need to enable us to register your child at the school, brief staff on their needs and care for your child appropriately. Please complete **ALL** sections with a black or blue pen and return to school by.....

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Child's details

Address that child lives at:

Child's Previous school(s):

Custody and Court Orders

The School needs to know of any Court Orders affecting your child. Please indicate whether any Order is in force for your child:

YES / NO

If so, please specify (eg residence, contact/access, prohibited steps, specific issues)

Please indicate which Court made the Order and the date:

Parent/Guardian details

Name of Mother/Guardian	Name of Father/Guardian
Address (if differs from child's address)	Address (if differs from child's address)
Place of work	Place of Work
Daytime telephone number(s) Home: Work: Mobile:	Daytime telephone number(s) Home: Work: Mobile:

Other Children in the family	Other children in the family
------------------------------	------------------------------

Medical questionnaire

Family Doctor Name: Address: Telephone Number:	Other Services Other services that have been recently involved with the child (eg Social Services; Educational Psychologist; Bilingual Support Service; Speech Therapist; Child & Family Guidance; Portage; Teacher Advisers; Assessment Unit etc)
--	--

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Some children with medical conditions may need care or medication to manage their health condition and to keep them well during the school day. Could you please complete the questionnaire below so that we are able to assess your child's health needs and make arrangements to support them if necessary. In order to ensure that any medical needs are appropriately met in school we may need to discuss your child's health with the School Nursing service or another health professional who is involved in your child's care.

Does your child have a medical condition/ health concern?

YES ☐ NO ☐

If YES please give details

Does your child have a medical condition/health concern that needs to be managed during the school day?

YES ☐ NO ☐

If YES please give details

Does your child take medication during the school day?

YES ☐ NO ☐

If YES please give details

Does your child have a health care plan that should be followed in a medical emergency?

YES ☐ NO ☐

If YES please give details

Medical and Emergency Contact Information

If there is a medical or other emergency at school we will want to ensure that we can quickly reach you, or someone

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for the school to discuss this information with the School Nurse or other outside agencies as may be deemed necessary.

Print name.....

Signature.....

Date.....

that your child knows well. **We ask for 4 contacts for all children in our care.** Please list those contacts below:

Contacts Name & Address		Number
Mother/Primary Guardian:	Home	
	Work	
	Mobile	
	Email:	
Relationship to pupil:	Home	
	Work	
	Mobile	
	Email:	
Father/Primary Guardian:	Home	
	Work	
	Mobile	
	Email:	
Relationship to pupil:	Home	
	Work	
	Mobile	
	Email:	
3rd Emergency Contact:	Home	
	Work	
	Mobile	
	Email:	
Relationship to pupil:	Home	
	Work	
	Mobile	
	Email:	
4th Emergency Contact:	Home	
	Work	
	Mobile	
	Email:	
Relationship to pupil:	Home	
	Work	
	Mobile	
	Email:	

NOTES:

Permission to Administer Paracetamol and Anti-histamine

We keep a supply of each in School and occasionally it may be necessary to administer a dose of Calpol or Piriton to your child for headaches or insect stings etc. We would always contact you by telephone beforehand.

- ☐ I agree to a member of staff administering Paracetamol (Calpol) or Anti-histamine (Piriton) after contacting me by telephone.
- ☐ No member of staff may administer Paracetamol (Calpol) or Anti-histamine (Piriton) to my child.

You may amend permission at any time, in writing.

I have completed the information above accurately and have read and understood all sections relating to Medical and Emergency care of my child whilst at school.

Signed.....

Print Name.....

Date.....

Armed forces parents

Armed Forces children attract extra funding to support them in school and it is therefore important that we are made aware if either of the child's parents are currently serving in the Armed Forces. If this is the case, please provide full details below:

Ethnic background

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study and complete the list below. Tick one box only to indicate the ethnic background of the child named above.

Country of Birth

Nationality

- White

☐

British

☐

Irish
- ☐
- Traveler of Irish Heritage

☐☐

Mixed

☐

White and Black Caribbean☐☐☐

Asian or Asian British

☐

Indian☐☐☐

Black or Black British

☐

Caribbean☐

Any other Black background

☐

Chinese☐

Refused to Supply Information ☐

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Authority and the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

First language

We are required to collect this information for The Department for Children, Schools and Families (DCSF).

The first language is the language to which a child was exposed during early development and continues to be exposed to in the home or in the community.

My child's first language is:.....

Other languages spoken at home are:.....

Signed.....

Print name.....

Date.....

Usual mode of transportation to school

The Department for Children, Schools and Families (DCSF) require us to collect pupil level information on the usual mode of travel to school. We have a requirement to collect and hold this information for each child in the school.

Please read the options in the table below and tick in the box to the right to specify which of the following modes of travel your child **usually** takes when travelling to school. Please select which mode is used for the longest part of the journey (by distance).

Please note that **only one option** from the list should be selected (the most frequent mode of transport)

Mode of Travel (as defined by the DCSF)	Please tick ONE option only
Walk (including journeys by non-motorised scooter, roller skates and skateboard)	
Cycle	
Car/Van	
Car Share (with a child/children from a different household)	
Public service bus	
Dedicated school bus (free bus)	
Bus (type not known)	
Taxi	
Other	

All information you provide will be held confidentially and will not be published in a way that allows individual children to be identified. From time to time we are required to pass this information to external bodies such as the Local Authority and the DCSF to allow them to monitor what is happening in schools and to determine schools' funding.

Collection arrangements

We are unable to release your child from school into the care of anyone but their parent/guardian without specific permission.

Sometimes collection arrangements change on a day-to-day basis and in this case please inform the school office either by telephone or by Email to reporting@wherwell.hants.sch.uk if someone else is collecting your child.

In the event your child needs to be collected by someone we wouldn't recognise we request that you provide them with your password/passphrase. Please do not use dates of birth or other easy to obtain information.

Please state your family's chosen password here:

.....
.....

I understand that it is important that I notify staff of any change in collection arrangements by emailing:

reporting@wherwell.hants.sch.uk

Signed.....

Print name.....

Date.....

Using images of children consent form

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

We like to use your child's picture in & around the school setting (displaying work etc.)	May we use your child's photograph for these internal purposes?	YES ☐	NO ☐
Our Early Years (Reception) children have an online learning journal called See-Saw which is privately registered to the setting and has parent access for your child only	May we use your child's photograph to collect evidence towards their learning throughout the year?	YES ☐	NO ☐
We use photos in our newsletter and put these on our website. We also put photos directly on the website.	May we use your child's photograph in this way on our website?	YES ☐	NO ☐
We sometimes record children's learning and school experiences on video for internal purposes.	May we record your child's image on video?	YES ☐	NO ☐
May we use your child's photo on our newsletter and on the website?	May we use your child's photograph in our school newsletter?	YES ☐	NO ☐
We sometimes appear in local/national media such as newspapers and Chilbolton and Wherwell Magazine*	Are you happy for your child to appear in the media?	YES ☐	NO ☐
	With First Name used?	YES ☐	NO ☐
	With Surname used?	YES ☐	NO ☐

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Conditions of use

1. This form is valid for seven years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school without first obtaining your express permission.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. 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.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. Your consent may be withdrawn, in writing, at any time.

***Please note** that the press are exempt from the Data Protection Act and may want to include the names and personal details of children and adults in the media.

I have read and understood the conditions of use and give my consent for my child's image/s to be used only as described above.

Signed.....

Print name.....

Date.....

Local trips and educational visits

We are lucky to be situated in a beautiful part of Hampshire and we occasionally make use of the locality to enhance learning and experience. All such trips are undertaken only after completion of a thorough risk assessment and with the proper adult supervision.

We will notify you of any trip ahead of time.

I consent to my child making local trips to the village and immediate surroundings

Signed.....

Print name.....

Date.....

Tasting food in school

From time to time children will be tasting different types of food in the classroom e.g. whilst cooking, studying different countries etc. We will always check food for known allergens and cross reference this with information held on individual children with food/substance allergies.

I consent to my child tasting foods in school as part of their learning

Signed.....

Print name.....

Date.....

Permission to share Email addresses

We are often asked to share a list of parents' Email addresses with other parents at the school. This makes life easier for you when trying to arrange parties, play dates, cake sales, PTA functions etc. This list is strictly for parents/carers of other children at the school and we undertake not to share this list with any outside organisations. We expect the same undertaking from parents who receive the list. If we do not receive permission to include your Email address on such a list it will not be included and you will not receive a list of other parents' contact details.

I give permission for my Email address to be shared with other parents/guardians of children at the school.

I will not share any lists of Email addresses I receive with anyone outside of Wherwell Primary School.

My preferred Email address is:.....

Signed.....

Print name.....

Date.....

Home/school library agreement

As your child begins their time at Wherwell School, we hope that they will find our school library a fun and stimulating place. All the books are catalogued and this is stored on our library management software (Libresoft).

Your children will be using the library at least once a week - lots of school books will be travelling to and from home every week. To ensure that everything runs smoothly and that stock is maintained, we ask for your agreement to the terms of use.

Please complete the parent and child library agreement slip below.

Child – I agree to look after the books that I borrow from the school library, to keep them safe when travelling to and from school and to look after them at home (Please write your name, first letter of your name, or draw a picture of yourself!)

Parent – I am looking forward to sharing the library books that my child brings back from the library and understand that I may be asked to pay for replacements if books we borrow are lost or damaged.

Signed.....

Print name.....

Date.....

Out-of-school care

Early Birds Breakfast Club

Early Birds, our breakfast club, meets every morning – Monday to Friday – in the library from 8am. Children are offered a breakfast and drink on arrival.

Charges

Early Birds costs £6 per session to include a light breakfast.

Woodpeckers After-School Club

Woodpeckers After-School Club offers childcare from 3:10 – 6pm, Monday to Thursday, throughout the school term.

Facilities

The club meets in the library.

Children are encouraged to bring a healthy snack/packed tea if staying past 5pm.

Activities

We recognise the importance of relaxing after a busy day at school. The sessions are largely unstructured and child-led. There is access to the library, use of the school's computers, a stock of board games, craft-based activities and access to the outdoors with plenty of space.

Charges

Woodpeckers is charged as follows:

- 3.10 – 4pm - £6
- 3.10 – 5pm - £12
- 3.10 – 6pm - £18

Bookings

Bookings should be made online via the School Money System. Full details will be provided once you join us. In the meantime you can make bookings by Email to adminoffice@wherwell.hants.sch.uk. Bookings can be made for the whole academic year, term by term or week by week. We can also accept bookings on an ad-hoc basis if there are spaces available on the day. We are able to accept Childcare vouchers in payment for these services.

Cancellation

We ask that parents and carers contact the school office regarding any changes to bookings as soon as possible to support us with staffing needs.

Free School Milk



Free milk is available for all children aged under five in school, funded by the UK government.

In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier.

We will register your child for their free school milk on your behalf by providing Cool Milk with your child's name and date of birth. Shortly before your child turns five, you will be offered the opportunity to pay a subsidised rate for your child to continue to receive milk.

All information handled by the Cool Milk group is processed in accordance with the Data Protection Act 1998. All personal information is securely stored on Cool Milk's UK servers, and is never passed on to third parties without your permission.

If you would prefer us **not** to register your child for free school milk please complete the box below.

I DO NOT want the school to register my child for free school milk

Signed.....

Print name.....

Date.....

Email & Text Communications (Teachers2parents)

The School subscribes to EduSpot (www.eduspot.co.uk). We use this system to communicate with our parents via the Teachers2Parents module. Full details about how this system can be accessed and used are provided when you join us.

Communications from school sent by Email should be sent to my Email address as follows:

EMAIL ADDRESS:.....

(Please print clearly!)

I would also like to receive a hard copy of letters from school(Please tick only if absolutely necessary)

☐

Communications from school sent by Text Message should be sent to my mobile telephone number as follows:

MOBILE NUMBER:.....

I understand that my details above will be shared with Eduspot's 'Teachers2Parents' module but that these details will be used only by Wherwell School, and only to communicate with me.

Signed.....

Print name.....

Date.....

School Money

The school subscribes to EduSpot (www.eduspot.co.uk) The SchoolMoney module allows parents to book Early Birds and Woodpecker sessions, and make on-line payments. This system will use the email address and mobile telephone number provided on the previous page under Email & Text Communications.

Full details about how this system can be accessed and used are provided when you join us.

I understand that my details above will be shared with EduSpot's 'School Money' Module but that these details will be used only by Wherwell School, and only to communicate with me.

Signed.....

Print name.....

Date.....

See-Saw



Once children are settled into life in Robins Class, we will begin to introduce the Seesaw app as a tool to enable children to share their learning and creations with their families at home. Children are taught to use the iPads to take photos or videos of some of the models, pictures or activities that they have completed in class and add them to their Seesaw journal. The adults in Robins Class then check these, sometimes add a note to the observation and approve them for the journal.

When the children have started to use Seesaw to record their own observations, we will set up family accounts. When we do this, you will receive an email from Seesaw prompting you to create an account linked to your child's online journal. Once logged in, you will then be able to view observations that your child has added to their Seesaw journal through the app.

We know that families love to view their children's achievements at school. We send a school newsletter out every two weeks, in the Robins section of the newsletter we include photos and some information about what the children have been busy with in class recently. Throughout the year, we also invite parents into school for 'parent sharing sessions'. During these sessions, you are able to view the children's learning books as well as other activities that they have been working on at school.

In order for us to set up an account for you, we require the following information:

Parent Name.....

Email address.....

Signed.....

Print name.....

As a parent I will

- **Not publish any of my child's observations, photographs or videos on any social media site**
- **Keep the log-in details within my trusted family**
- **Speak to a member of staff if I experience any difficulties accessing my child's learning journey**

Signed.....

Print name.....

Date.....

Permissions valid for time at school agreement

I understand that each of the forms I have signed in this booklet is valid for the time that my child attends Wherwell Primary School and that if I wish to change permissions or details I should do so in writing.

Signed.....

Print name.....

Date.....

Privacy Notice

How we use personal information

Why do we collect and use personal information?

Information provided in this document will be collated and stored in our Management of Information System (MIS): Arbor. We collect and use personal information:

- To support pupil learning
- To monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law (including legal requirements to share data with the local authority and Department for Education)
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education
- To facilitate the administration of payments
- To facilitate communication with parents

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Post 16 learning information
- Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

The General Data Protection Regulation allows us to collect and use pupil information with the consent of the data subject: where we are complying with a legal requirement; where processing is necessary to protect the vital interests of a data subject or another person; and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another. Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Children's Act 1989 and 2004, **Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.**

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your

personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data in accordance with Hampshire County Council's retention schedule. We store data on our MIS system hosted by Arbor whose privacy notices can be found here: <https://arbor-education.com/about-us/data-protection-gdpr/>

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- local authorities
- the Department for Education (DfE)
- Health Agencies (including School Nursing Service) where permission has been gained.
- Children's Services
- External agencies eg. primary behaviour service (only where permission has been gained).

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our Local Authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. Data collection requirements.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD) The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies. We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/nationalpupildatabase-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-externaldata-shares>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact Mrs Helena Allmark, our Data Protection Officer, in the school office.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Helena Allmark in person at the school office

by telephone on (01264) 860384 or

by email at adminoffice@wherwell.hants.sch.uk

That's it!
You're all done.

**We really appreciate the time you have taken to
complete all these forms.**

**They play an important part in helping us to look after
your children during their time with us.**

**Now please pass this booklet to the
office or your class teacher.**

**Wherwell Primary School, Longparish Road, Wherwell, Andover,
SP11 7JP**

Head Teacher:	Mandy Ovenden
Administration Officer:	Helena Allmark
Telephone:	01264 860384
Email:	adminoffice@wherwell.hants.sch.uk

www.wherwellprimary.co.uk