

Pedmore High School



Pedmore
High School

Aspire, Persevere, Succeed

Student Personal Information Year 6 →7

Please return to Pedmore High School

Name: _____

Date: _____

Year: _____

PEDMORE HIGH SCHOOL NEW STUDENT INFORMATION

STUDENT PERSONAL DETAILS

Legal Surname:		Legal Forename:	
Chosen Surname:		Chosen Forename:	
Middle Name(s):			
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Year Group:	Home Telephone Number:
Address:			
Postcode:		Date of Birth:	
Siblings at Pedmore High School:			

Previous School:	Leave Date:
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Medical Conditions (give action needed in any emergency where relevant):
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Disability <small>(please give details):</small> <input type="checkbox"/>	Young Carer <input type="checkbox"/>
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Doctor:	Telephone Number:
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Address:

Dentist:	Telephone Number:
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Address:

Note: In case of emergency all students are administered first aid, if you <u>do not</u> wish your child to receive treatment please tick the box. <input type="checkbox"/>

Meal Type: bought..... <input type="checkbox"/> free <input type="checkbox"/> sandwiches <input type="checkbox"/> other <input type="checkbox"/>

Additional Educational Needs	School Action (A) <input type="checkbox"/>	Action Plus (P) <input type="checkbox"/>	Statement (S) <input type="checkbox"/>
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Reason(s):

Language/Mother Tongue:	Language at Home:
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Nationality:	Country of Birth:
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Ethnic Origin			
Bangladeshi <input type="checkbox"/>	Black/African <input type="checkbox"/>	Yemeni <input type="checkbox"/>	White/British <input type="checkbox"/>
Indian <input type="checkbox"/>	Black/Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White/Eastern Eur <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Black-Other* <input type="checkbox"/>	Other* <input type="checkbox"/>	White/Other* <input type="checkbox"/>
Asian/Other* <input type="checkbox"/>	Mixed Race* <input type="checkbox"/>	*please specify _____	
Religion:			
Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Other* <input type="checkbox"/>
Sikh <input type="checkbox"/>	None <input type="checkbox"/>	Muslim <input type="checkbox"/>	*please specify _____

Please ✓ if you have Refugee Status: <input type="checkbox"/>	Please ✓ if you have Asylum Status: <input type="checkbox"/>
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Method of travel to school: Car/van <input type="checkbox"/> Car share <input type="checkbox"/> Cycle <input type="checkbox"/> Taxi <input type="checkbox"/> Walk <input type="checkbox"/> Public bus <input type="checkbox"/> School bus <input type="checkbox"/> Train <input type="checkbox"/> Other <input type="checkbox"/>

LEGALLY REQUIRED BY DfE ABOUT PARENTS

1. Parents/Guardians have parental responsibility and need to claim it on this form.
2. If a parent lives at a separate address they may still have responsibility. If a blood parent is not named as having parental responsibility please explain the reason.
3. **Parents/Guardians have a legal responsibility to ensure the accuracy of this data and to inform the school of any changes.**

If both parents require separate information, eg reports, please tick the box ☐

ADULTS WITH PARENTAL RESPONSIBILITY FOR STUDENT

Parent/Carer 1 (*Groupcall text messages will be sent to this mobile number)

Title:	Surname:	Forename:
Relationship to student:		Date of Birth:
First Language:		
Home Telephone:		Mobile Number*:
Address: (if different from student)		
Email Address:		

Parent/Carer 2

Title:	Surname:	Forename:
Relationship to student:		Date of Birth:
First Language:		
Home Telephone:		Mobile Number:
Address: (if different from student)		

ADDITIONAL CONTACTS - Someone who can collect your child if necessary.

In case of emergency parents will be contacted first unless otherwise requested.

Emergency Contact 1

Title:	Surname:	Forename:
Home Telephone:		Mobile Number:
Address:	Relationship/Additional Information:	

Emergency Contact 2

Title:	Surname:	Forename:
Home Telephone:		Mobile Number:
Address:	Relationship/Additional Information:	

Emergency Contact 3

Title:	Surname:	Forename:
Home Telephone:		Mobile Number:
Address:	Relationship/Additional Information:	

I confirm the information provided above is correct.

Form completed by Parent/Carer/Other* (*delete as appropriate)

Signature Date.....



Pedmore High School
Grange Lane
Stourbridge
West Midlands
DY9 7HS
Tel: 01384 686711



ANNUAL PARENTAL CONSENT (LOWA1 Form)

(Low risk activities)

This form **MUST** be completed annually by parents/carers for every child whose parents/carers wish to give consent for their child to take part in low risk activities that will involve leaving the school premises. If the activity is low risk but further afield out of the Dudley borough, explicit details will be provided to parents/carers. Schools/Centres are expected to make a judgement on the nature of the risk involved and the level of consent/information required.

Name of child:(Male/Female)
D.O.B:Age:Class:
Home Address:
.....Postcode:

I agree that my child (name)be allowed to take part in low risk activities without further consent from myself. I understand that there will be some activities e.g. sporting events, nature visits, local library visits which will take my child off the school/centre premises. They may walk or go in a minibus or coach (public or private) transport. If the activity is low risk but involves travel further afield out of the Dudley borough e.g. theatre trips, theme parks etc, explicit details will be provided. I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital or home, or sporting fixtures and other activities. Children will normally be dismissed from the school/centre for events taking place at the end of or extending beyond the school day. Parents/carers will be informed where different arrangements are made. **If your child uses asthma medication or an epi-pen they must bring their medication with them and a spare both clearly labelled with their name.**

Name of parent/carer (please print): Signature of parent/carer: Date:	Address (if different from child): Postcode:
Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative: (Indicate times of day if relevant)	Alternative Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative: (Indicate times of day if relevant)

The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the Directorate of Children's Services/School/Centre/Provision. Personal and sensitive information will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) introduced into UK law by the Data Protection Act 2018. For further information please refer to Dudley Council's Privacy Statements which can be found at <https://www.dudley.gov.uk/privacy-disclaimer-statement/>

SCHOOL PHOTOGRAPHS

In accordance with Dudley Safeguarding Children's Board and Dudley Children's Trust guidelines, photographs, videos or other images of children and young people will not be taken without the consent of the parent or carer.

In order to comply with the Data Protection Act 1998, consent is required for image capture from either the parent, carer or legally appointed representative of the child.

Professional photographers visit the school, usually on the first day of the new school year. The company we work with offer a wide range of features:

- proof print on the day of the photographic shoot
- portraits available to view online
- photographs delivered to your home free of charge within 7 to 10 days of placing your order
- orders can be placed via post or internet

Please note that any monies for photograph orders need to be sent straight to the Photography company, these details will be sent with your child's photographs. Photograph orders are not processed in school.

Every student's photograph will be taken for internal safeguarding procedures. However please specify if you do not give permission for your child's photograph and/or name to be used for the purposes listed below:

✂-----

STUDENT:	TUTOR GROUP:	
	Yes	No
I give consent for photographs/video to be taken of my child.	<input type="checkbox"/>	<input type="checkbox"/>
<i>I give permission for my child's photograph to be displayed within college.</i>	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photograph to be used in general printed publicity. (eg press, posters, leaflets, publications).	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's photograph to be used on the school's social media sites and website.	<input type="checkbox"/>	<input type="checkbox"/>
I give permission for my child's name to be used in the publicity listed in the previous point.	<input type="checkbox"/>	<input type="checkbox"/>
Consent is presumed to be indefinite, however, you do have the right to withdraw consent at any time.		
Signed: _____		
Printed: _____ (Parent/Carer) Date: _____		

HOME SCHOOL AGREEMENT

Working with parents to raise standards of achievements for all students

The School will aim to:

- Provide a safe and secure environment for teaching, learning and recreation
- Provide all students with access to a broad, balanced and relevant curriculum
- Provide high standards of teaching and learning for all students
- Provide a range of extra-curricular activities
- Achieve high standards of work and behaviour through building and maintaining positive relationships based on trust and respect
- Help all students to improve standards of work through target-setting
- Set and mark homework, monitor regularly in accordance with school policy
- Keep parents informed of student's progress through Progress Reports, Consultation Evenings and special events
- Contact parents if problems arise to resolve issues
- Be open and welcoming to parents and encourage participation and support for the aims of the school
- Ensure that parents who contact the school for any reason are responded to promptly

PARENT/CARER: I/we shall aim to:

- Ensure regular and punctual attendance and provide appropriate explanations for my child's absence
- Ensure that contact details kept by the School are up to date and accurate
- Keep the School informed of any concerns or problems that might affect my child's welfare or progress
- Avoid disrupting my child's education by taking holidays in term time
- Talk to the School if my child is worried about attending school or if something happens to effect my child's learning
- Work with the School to ensure my child displays good, appropriate attitudes and behaviour
- Ensure that my child comes to school in correct School dress code & appropriate equipment
- Take an interest in my child's learning and check that homework is being completed
- Attend Parents' Consultations/Evenings and other School events
- Compensate for any damage to school property caused by my child

Signature of Parent/Carer: Date:

STUDENT: I will aim to:

- Attend School regularly and on time
- Bring books, equipment and materials I need to lessons
- Take full advantage of the range of opportunities that the School offers
- Wear correct School uniform
- Work hard at School and at home and complete work on time
- Tell teachers if I am having problems with my work
- Tell teachers if I am having trouble with other students at the School
- Be polite, helpful and respectful to others
- Use appropriate language
- Behave in a responsible and self disciplined manner
- Help keep the School clean and tidy
- Treat all school property with care
- Represent the School well in the community
- Not bring 'prohibited items' into school

Signature of Student: Date:

Acceptable Internet Use Statement

The computer systems within school are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policies have been drawn up to protect all parties - the students, the staff and the school. The school reserves the right to examine or delete files that may be held on its computer systems or to monitor any Internet site visited.

- All Internet activity should be appropriate to the student's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden;
- Files attached to an email should be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the school ICT system
- When using the internet including a 'chat room' facility, I will not give my home address or telephone/mobile number, respond to requests using SMS or even arrange to meet someone, unless my parent, carer or teacher has given permission;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- If you find any site on the internet which you feel is inappropriate, report it immediately to an adult.

Dear Parent/Carer

Use of the Internet by Students

The Internet has become a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant.

There are well-publicised concerns regarding access to material on the Internet that would be considered unsuitable for school students. Whilst it is impossible to ensure that a student will not access such material, the school, in liaison with Dudley LA and Research Machines plc, is taking all reasonable steps to minimise a student's access to unsuitable material.

These include:

- Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent, offensive and abusive material.
- Restricted access to 'chat rooms'.
- The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult.
- Tracking mechanisms that enable the school to identify which Internet Sites have been visited and to monitor Internet access.
- Education of students as to the potential legal consequences of accessing certain types of material.

Attached to this letter is a copy of the school's Acceptable Use Statement. All users of school computer equipment are expected to abide by this statement. Users not abiding by the Statement may have their right to use the systems withdrawn. For some offences the Police or other authorities may have to be involved.

If you want to discuss any of the issues surrounding the use of the Internet or the content of this letter please contact the school.

Yours faithfully



Mr G Lloyd
Headteacher

PARENTAL CONSENT FORM - USE OF THE INTERNET

Student Name: **Form:**

- As parent or legal Guardian of the above student.
- I give permission for my son/daughter to use computer systems to access the Internet and e-mail. I have read the attached letter and understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet.
- I have read the attached Acceptable Use Statement and understand that students will be held accountable for their own actions

Signature of Parent/Carer: **Date:**

STUDENT CONSENT FORM - USE OF THE INTERNET

The computer systems within school are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policies have been drawn up to protect all parties - the students, the staff and the school. The school reserves the right to examine or delete files that may be held on its computer systems or to monitor any Internet site visited.

Students wishing to use the Internet should sign a copy of this Acceptable Internet Use Statement.

- All Internet activity should be appropriate to the student's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive materials is forbidden.
- If you find any site on the internet which you feel is inappropriate, report to immediately to an adult.

Acceptance of the above conditions:-

Signature of Student: **Date:**

Dear Parent/Carer

Biometric System

As you will be aware, we use a voluntary biometric recognition system at the school. This is used with teaching and administration systems such as cashless catering, library.

We find this provides the school with a number of very significant benefits including:

- Reduction in administration time and cost dealing with lost or forgotten cards/passwords/PINs
- Reduction in opportunities for bullying as there is nothing that can be stolen for use by another student
- Reduction in the need for cash handling
- Students do not have to remember to bring a card
- Reduction in queuing time

In order to comply with the provisions of the Protection of Freedoms Act 2012, from September 2013 we need written permission from a parent in order for students to use the biometric system. Please complete the permission slip below giving your consent.

We will continue to offer an opportunity to opt out for those pupils who would prefer to use alternative forms of identification.

If you would like more information or the chance to discuss this further, please feel free to contact your child's Head of Year.

Yours sincerely



Mr G Lloyd
Headteacher

Consent Form for the Use of Biometric Information in School

I give consent to the school for the biometrics of my son/daughter

Student Name: **Tutor Group:**

to be used by Pedmore High School for use as part of a recognition system as described above. I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer:

Signature: **Date:**

(for current or future use of cashless catering, library management, printing, door access, lockers, and e-registration systems until he/she leaves the school). Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently deleted by the school.

IMPORTANT NOTES FOR PARENTS

Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we currently record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and is only used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose. The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to continue processing biometrics for their child.
- Allow children to choose an alternative way of being identified if they wish.
- Children under 18 who do not have permission by September 2013 will not be able to use existing or new biometrics when using services in the school.

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, such as an Identity Card, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to your child using the biometric system, it is important that you return the signed consent form below as soon as possible. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school.

Privacy Notice

Data Protection Act 1998: How we use your information

We, Pedmore High School are the data controller for the purposes of the Data Protection Act. We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Dudley Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Dudley Local Authority by informing Mrs A Cherrington. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: www.dudley.gov.uk *It is strongly recommended that pupils and their parents do not opt out of the information being shared with Youth Support Services as this information is used to identify young people within Dudley schools who will need support from the Connexions service to move to a positive destination after leaving school and therefore complies with the Raising of the Participation Age.*

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Where you have a care plan that has been set up in partnership with Health Services and the school, this may be shared with staff within the school environment to ensure that it is adhered to correctly. It may be held on the Schools computer systems.

Where you have been involved in an accident, an Accident/Incident Report Form will be completed which will include details of the accident including information about you. This information will be passed to the Corporate Health and Safety Team at Dudley MBC. This information will be accessed by Dudley MBC employees, who legally require access to this data, for purposes related to this incident, and may be shared with others to allow us to comply with our statutory duties'.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you want to see a copy of the information we hold and share about you then please contact Mrs A Cherrington. If you require more information about how the school collects and uses your information, then please go to the school website: www.pedmorehighschool.uk

If you are unable to access this website a copy of this information can be sent to you

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you need more information about how our LA and/or DfE collect and use your information, then please go to the following websites:

Dudley MBC

Dudley MBC website > Resident > Learning - School > Schools and Colleges > Information and Advice
<http://www.dudley.gov.uk/resident/learning-school/schools-and-colleges/information-and-advice/>

If you are unable to access this website a copy of this information can be sent to you. Please contact:

Principal Information Security Officer.
Dudley MBC
Directorate of Resources & Transformation
ICT Services
The Council House
Priory Road
Dudley
West Midlands
DY1 1HF

Department for Education

What the Department does with pupils' and children's data
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access this website, please contact the DfE as follows:

Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
Telephone: 0370 000 2288
Fax: 0161 600 1332

The national helpline is open between Monday and Friday, 9.00am to 5.00pm.

Black Country Partnership NHS Foundation Trust

Delta House
Delta Point
Greets Green Road
West Bromwich
West Midlands
B70 9PL
General Enquiries: 0845-146-1800
Fax: 0121-612-8090
E-mail: enquiries@bcpft.nhs.uk
Other Contacts: <http://www.bcpft.nhs.uk/contact-us/contacting-us>